

NFC

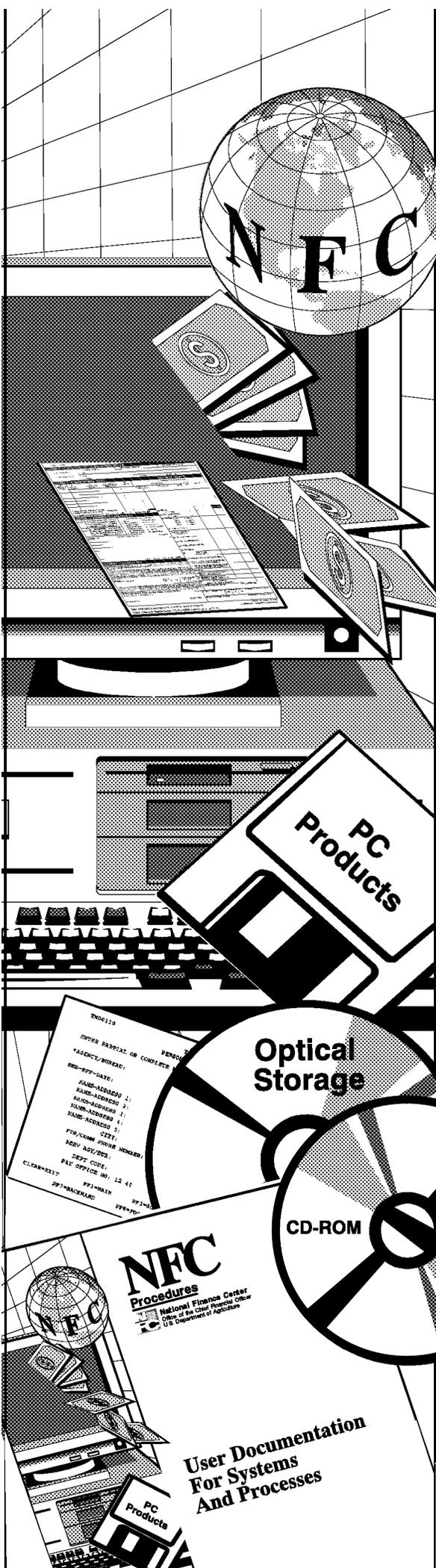
Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

December 1998

Consolidated Financial Statements System (CFST)



TITLE IV
Central Accounting System Manual

CHAPTER 8
Consolidated Financial Statements System (CFST)

User Documentation
For Systems
And Processes

NFC
Procedures
National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

PC
Products

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About This Procedure

This procedure provides instructions for accessing and operating the Consolidated Financial Statements System (CFST). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

[Introduction](#) describes what the system is used for and provides general information about CFST operating features.

[Getting Started](#) provides logon/logoff instructions, and explains the Consolidated Financial Statements banner window (also referred to as the *banner window*).

[Listing Statements](#) provides instructions for listing available statements.

[Listing Organizations](#) provides instructions for listing statements by missions and programs.

[Viewing Statements](#) provides instructions for viewing a single statement.

[Printing Statements](#) provides instructions for printing statements.

[Glossary](#) defines terms you need to know.

To keep you informed about new or changed information related to CFST, National Finance Center (NFC) issues short publications called bulletins or amendments. This procedure and all related bulletins and amendments are listed in the NFC External Publications Index, issued semiannually.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.2, 3.3, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with an amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publications with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

All bulletins issued for this procedure will be available on the Internet at the NFC home page (www.nfc.usda.gov).

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

- Messages displayed by the system are printed in *italics*.

Example:

The message *Enter Search Criteria* is displayed.

- Data fields are identified by □ . Field specifications following the field name are printed in *italics*.

Example:

□ **UserID.** (*required, alphanumeric field; max. of 8 positions*). Type your assigned user ID in all capitalized characters (e.g., NFXXX). Tab to the Password field.

- Emphasized text within a paragraph is printed in **bold**.

Example:

The **title bar** displays the name of the current window.

- Figure and appendix references link figures and appendixes with the text. These references are printed in a bold font as shown below.

Example:

After starting CFST, the banner window (**Figure 7**) is displayed.

- References to sections within the procedure are printed in bold as shown here.

Example:

For instructions on selecting options on the banner menu bar, see **The Banner Window**.

- References to menu options are printed in **bold italics**.

Example:

To view statements, select **Reports > Statement Inquiry** and follow the instructions under **Viewing Statements**.

- References to command buttons are printed in brackets.

Example:

Click [**Cancel**] to return to the previous window.

- Important extra information is identified by a note icon in the left margin.

Example:



Note

Window and **Help** appear on all menu bars and display the same pull-down menus. Instructions for using **Window** are provided under **Arranging And Viewing Multiple Windows**. Instructions for using **Help** are provided under **Using Help**.

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact Information Center personnel at **504-255-5230**.

For questions about NFC processing, contact the Accounting Reporting Branch at **504-255-5700** .

For access to CFST, contact your agency's ADP security officer.

For nonapplication questions (e.g., telecommunications) call the Network Control Center at **504-255-5037**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322** .

Introduction

This section gives an overview of the Consolidated Financial Statements System (CFST) and provides general information about CFST operating features.

System Overview

The Chief Financial Officer Act and Government Management Reform Act (GMRA) required the USDA to submit audited financial statements to the Office of Management and Budget (OMB) for all accounts and associated activities of each office, bureau, and activity of USDA, including franchise funds and other intergovernmental support revolving funds. CFST was developed to produce the Department of Agriculture's Consolidated Financial Statements.

CFST is an online relational DB2 database that is capable of accumulating financial information from the Central Accounting System (CAS) and the Foundation Financial Information System (FFIS), and applying this data in a predetermined format to produce financial reports. These reports are described on a series of tables. A control area describes how the data is accumulated to form statement lines and columns. This is a real time system and can be modified instantly with the changes reflected on the statements as they are made.

System Capabilities And Interface

CFST is used to:

- Add, modify, update, or delete statements at any time.
- Modify accumulation events to any statement or statement line at any time with the results shown immediately.
- Carry over 12 months of data on the database.
- Enter adjustments to specific months data with the results reflected immediately.
- Display up to 19 columns of data for mission or program level reports.
- Print individual statements.
- Display statements by Mission Area.
- Display statements by Program.

System Design

CFST is designed in a windows format, providing mouse-driven, point-and-click functionality, menu bars, pull-down menus, tool buttons, and other windows features. This section reviews these basic windows features and describes others that are specific to the CFST application.



Note

Be sure to read [About This Procedure](#) to learn about the visual aids used throughout the documentation.

Basic Windows Design

CFST windows contain several basic windows design elements: the **title bar**, the **menu bar**, the **tool bar** and **buttons**, the **fields**, and the **message line**. (See the diagram in **Figure 1**.)

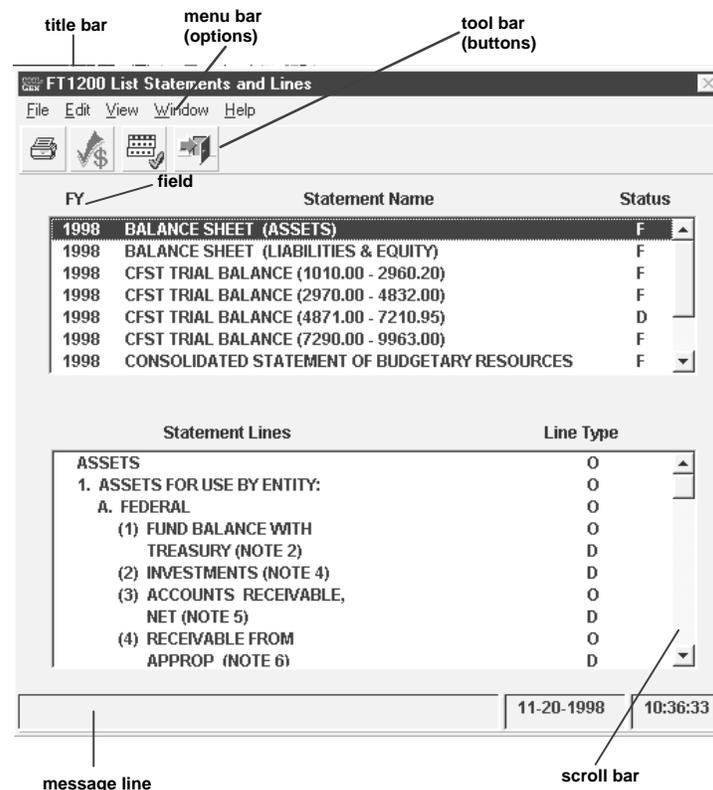


Figure 1. Window diagram (example of a *Statements And Lines Window with details*)

The **title bar** displays the name of the current window. Each window has a unique number and name (e.g., FT1200 List Statements and Lines).

The **message line** displays CFST messages.

CFST windows also contain **fields**.

A **field** (sometimes called a *text box*) is an area that displays data into which text may be entered. Fields may appear in any type of window. Editable fields are white; noneditable fields are shaded gray.

The other elements of CFST windows' design are discussed below.

The Menu Bar And Pull-down Menus

The menu bar (below the title bar) displays the primary options available from the current window. When an option from the menu bar is selected, a **pull-down menu** appears, showing a list of pull-down options.



Note

Options shown in light gray are not available for use and do not respond to selection.

Pull-down options are used to display windows and initiate functions relevant to that window; therefore, menus may vary depending on the window.

Below are descriptions of menu bars and pull-down options for the Consolidated Financial Statements banner window:

The Banner Window Menu Bar/Pull-down Options

File. This menu provides the following options:

Exit. Used to exit the application. Used to return to the Consolidated Financial Statements banner window.

List. This menu provides the following options:

Statements. This menu provides the following options:

List Statements. This option is used to list available statements in the system.

List Statements and Lines. This option is used to list available statements and details on the statements.

Organization. This menu provides the following options:

List Missions. This option is used to list mission areas.

List Programs. This option is used to list programs.

Reports. This menu provides the following option:

Statement Inquiry. Used to view the statements.



Note

Window and **Help** appear on all menu bars and display the same pull-down menus. Instructions for using **Window** are provided under [Arranging And Viewing Multiple Windows](#). Instructions for using **Help** are provided under [Using Help](#).



Note

The **Help** options are not available at this time.

Selecting Menu Options

To select an option from the menu bar:

- Click the option on the menu bar to display the pull-down menu, then click the option on the pull-down menu.

OR

- Point to the option on the menu bar and hold down the left mouse button to display the pull-down menu, then drag the mouse downward to highlight the option on the pull-down menu.

OR

- Click the tool button (if any) that corresponds to the menu option. (Most tool buttons are shortcuts for selecting menu options. See **The Tool Bar And Tool Buttons**)

Example:

Statement Inquiry is an option on the Consolidated Financial Statements banner window. To select the option, click (or drag) ***Reports > Statement Inquiry***, or press [Alt] + [R].



Note

Only the first selection method above is used in the instructions throughout this documentation. The instructions are printed, as in the example above, in bold italics with a caret (>) between the options. If you wish, you may substitute one of the other methods described above to select menu options.

The banner menu bar is discussed under [Getting Started](#). The Consolidated Financial Statements menu bar is discussed under [Viewing Statements](#).

The Tool Bar And Tool Buttons

The tool bar is a row of tool (icon) buttons located below the menu bar. Tool buttons, like menu options, are used to display windows and initiate functions that are relevant to the open window. In fact, tool buttons are shortcuts for selecting options from the pull-down menus.

Example:

At the Statement Inquiry window, ***Select Stmt*** is the first option on the View pull-down menu; [***Select Statement***] is also the first tool button on the tool bar. To initiate a query, click [***Select Statement***] (the Select Statement tool button) instead of selecting ***View > Select Stmt*** (option) from the pull-down menu.

The picture (icon) on the tool button identifies its function. Below is a description of each tool button:

Tool Button	Function
	<p>[Select Statement]. Displays the Select Statement window. [Search Account]. Displays the search account dialog box. [Search Agency Treasury Symbol]. Displays the search agency Treasury symbol dialog box.</p>
	<p>[Print]. Prints the displayed statement or screen print for all other windows.</p>
	<p>[Exit]. Closes the window that is currently displayed.</p>
	<p>[Drill Down]. Displays the list line detailed data.</p>
	<p>[List Statement Line Account Variables]. Displays account numbers, agencies, and Treasury symbols associated with statement lines.</p>
	<p>[List Total Line]. Displays the individual detail lines that make up the statement total lines.</p>

Dialog Boxes

Windows that do not display a menu bar are referred to as a **dialog box** in this documentation. (See the diagram in **Figure 2**.)

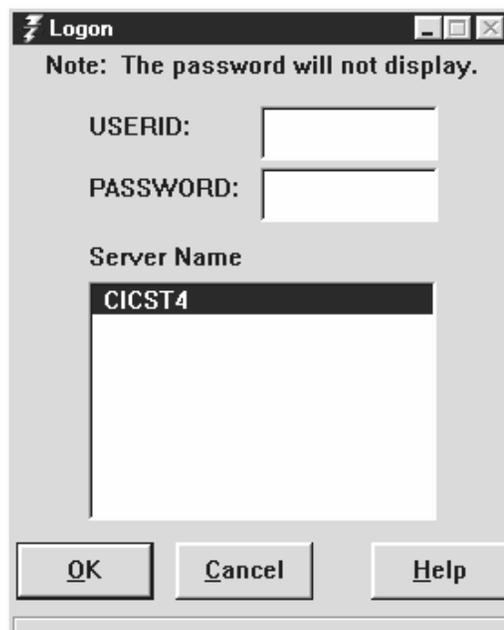


Figure 2. Example of a dialog box

A dialog box partially overlays the current window and requires entry of data in **fields** and a response by clicking a rectangular button called a **command button**. Command buttons, like tool buttons, display windows and initiate functions related to the open window. The word on the command button identifies the function.

Arranging And Viewing Multiple Windows

The Window option appears on most CFST menu bars, allowing the arrangement of open windows for simultaneous display. To use this feature, select **Window** from any menu bar. The Window pull-down menu (**Figure 3**) is displayed showing the available options.

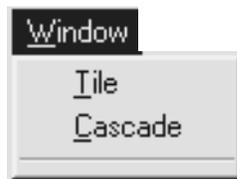


Figure 3. Window pull-down menu

Below is a brief description of each option:

Tile. Arranges open windows in smaller sizes to fit next to each other on the desktop.

Cascade. Overlaps the windows so each title bar is visible.

Using Help

The Help option appears on most menu bars, allowing access to various kinds of help while still running the application. To use this feature, select **Help** from any menu bar. The Help pull-down menu (**Figure 4**) is displayed showing the available options.

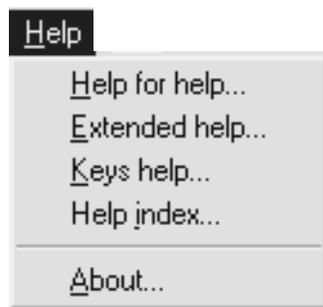


Figure 4. Help pull-down menu

Below is a brief description of each option:

Help For Help. Used to view information about how to use Help.

Extended Help. Used to view information about a specific topic.

Keys Help. Used to view information about program function keys.

Help Index. Used to view an alphabetic list of all Help topics available in CFST.

About. Used to view information about the Help topics.

Field help is available by placing the cursor in the field and pressing [PF1].

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, a message is displayed in a pop-up window. All errors must be corrected before the system will respond to the requested action.

Getting Started

This section provides logon/logoff instructions and explains the Consolidated Financial Statements banner window (also referred to as the *banner window*).

System Access

This section provides information about remote terminal usage, security, requesting system access, and software installation.

Remote Terminal Usage

To access CFST, you must:

- Use a personal computer connected through your telecommunications network to the mainframe computer located at NFC.
- Have authorized security clearance.
- Have installed the software package for CFST.

For information about connecting through your telecommunications network, see your agency telecommunications officer or the instructions for your specific network.

Security

Security at NFC is designed to prevent unauthorized use of systems and databases. System security is managed by TOP SECRET, a commercial access control package operated in an IBM OS/390 environment.

TOP SECRET provides protection for datasets, library programs, input/output devices, and most system resources. It also controls access to data processing resources and facilities through a three-step process. During the logon process, TOP SECRET determines if the user is authorized to access:

1. The application (i.e., validates the user ID and password)
2. The requested facility
3. The requested resources (i.e., datasets, programs, transactions, database subschemas, security access code (SAC), etc.)

TOP SECRET also reads the SAC entry in the user's profile to determine if access should be allowed.

For information about remote terminal usage and security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1, or your agency security officer.

Requesting Access To CFST

Users must request access through their agency's security officer. The request should provide the following information:

- User name
- User ID
- Agency name
- Telephone number
- Application name (CFST)
- Agency defined, organizational structure code, or department code

Software Installation

Instructions for installing CFST on your personal computer (PC) are provided with the software. Be sure to read about the hardware and software requirements to ensure that you have the proper equipment and adequate disk space for successful installation.

Logging On

After CFST is installed on your PC, use the following instructions to log on; however, before you log on, you may choose to review the online tutorial that is included with the software. The tutorial provides you with information on the system design and assists you in navigating through the system.



Note

To use the tutorial, from your Windows desktop, select **Start > Programs > CFST Tutorial**. After you complete the tutorial, log on to CFST as described below.

At your Windows desktop, select **Start > Programs > National Finance Center > Consolidated Financial Statements**. The Logon dialog box (**Figure 5**) is displayed. The install will create a shortcut icon that can be copied onto the workbench.

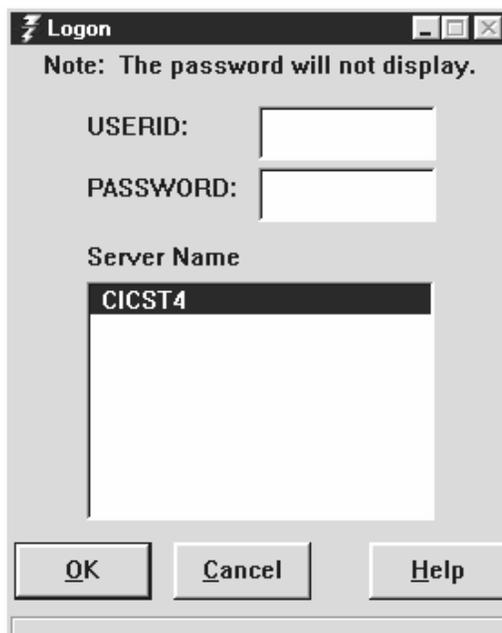


Figure 5. Logon dialog box

Complete the fields as follows:

- ▣ **UserID** (required, alphanumeric field; max. of 8 positions). Type your assigned user ID in all capitalized characters (e.g., NFXXX). Tab to the Password field.
- ▣ **Password** (required, alphanumeric field; 6 to 8 positions). Type your password in all capitalized characters. Your password is not displayed.

Click [OK].



Note

If a message is displayed indicating your password has expired, return to the NFC banner screen to enter a new password.

After you successfully log on, the banner window is displayed. For instructions on selecting options on the banner menu bar, see [The Banner Window](#).

Logging Off

To exit CFST, return to the banner window and select **File > Exit**. (See **Figure 6**.)



Figure 6. Log off from the banner window



Note

The Client Manager application can remain open. CFST will start at the main menu but this is not recommended if running multiple applications.

The Banner Window

After starting CFST, the banner window (**Figure 7**) is displayed.



Figure 7. The banner window

Although the banner menu bar provides several options for performing CFST functions, this procedure addresses the List and Reports options on the Consolidated Financial Statements banner window.

Listing Statements

To list statements or statements and lines, select **List > Statements > List Statements** or **List Statements and Lines** and follow the instructions under [Listing Statements](#).

Listing Organizations

To list missions and Programs, select **List > Organization > List Missions** or **List Programs** and follow the instructions under [Listing Organizations](#).

Viewing Statements

To view a single statement, select **Reports > Statement Inquiry** and follow the instructions under [Viewing Statements](#).

Printing Statements

To print statements, select **File > Print** and follow the instructions under [Printing Statements](#).



Note

(1) To exit CFST, select **File > Exit**.

(2) **Window** and **Help** appear on all menu bars and display the same pull-down menus. Instructions for using **Window** are provided under [Arranging And Viewing Multiple Windows](#). Instructions for using **Help** are provided under [Using Help](#).

Listing Statements

This section contains instructions for listing statements and statements and lines.

Listing Statements

To list the available statements, select **List > Statements > List Statements** from the Consolidated Financial Statements banner window. The List Statements window (**Figure 8**) is displayed with the statements in the system.

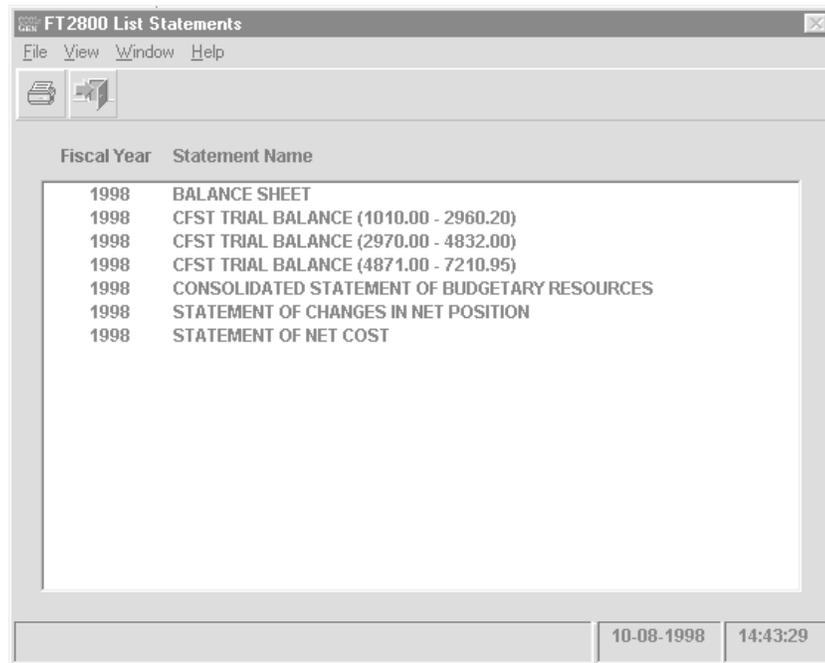


Figure 8. List Statements window

Other Functions

After the statements are displayed, you can perform other functions as follows:

- To print the statement, select **File > Print** and follow the instructions under [Printing Statements](#).
- To sort the statements by name or fiscal year, select **Sort > Sort By Name** or **Sort > Sort By Fiscal Year**.
- To exit to the banner window, select **File > Close**.

Listing Statements And Lines

To list statements and lines, select **List > Statements > List Statements and Lines** from the Consolidated Financial Statement banner window. The List Statements and Lines window (**Figure 9**) is displayed with a list of statements shown in the top window. Select the statement you wish to view and details are displayed in the bottom window (**Figure 10**).

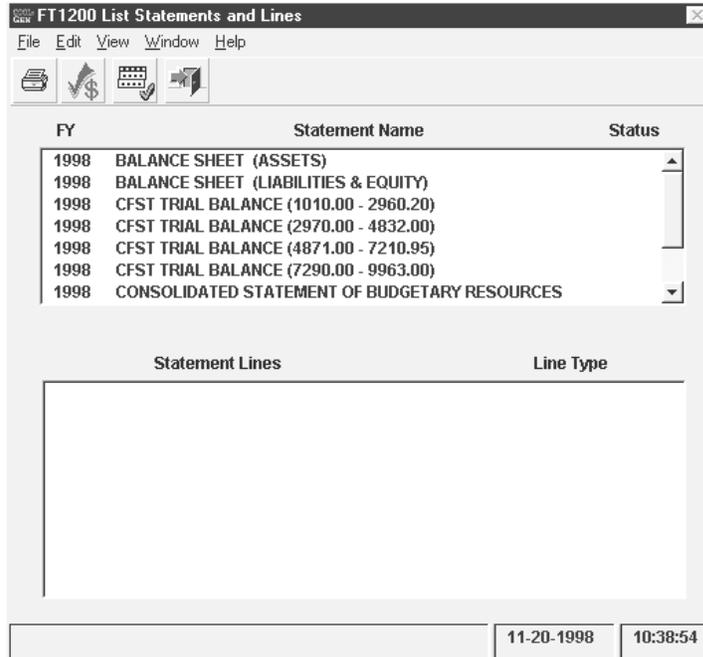


Figure 9. Statements And Lines window

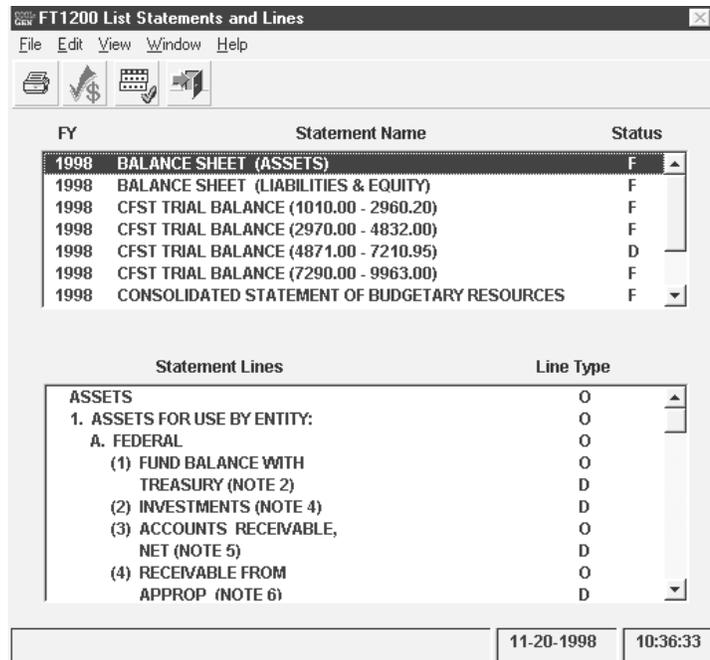


Figure 10. Statements And Lines window (with details)

To display a list of accounts associated with a statement line, select a statement line and click [List Statement Line Account Variables]. The List Line Account And Variable window (Figure 11), showing the account numbers, is displayed.

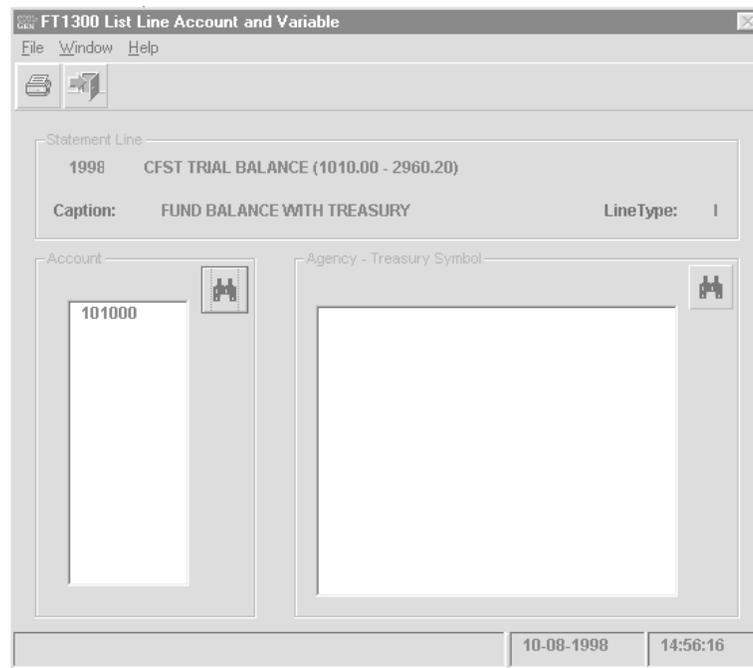


Figure 11. List Line Account And Variable window

To display the agencies and Treasury symbol associated with the account, select the account and the agencies and the Treasury symbols associated with that account are displayed (see **Figure 12**).

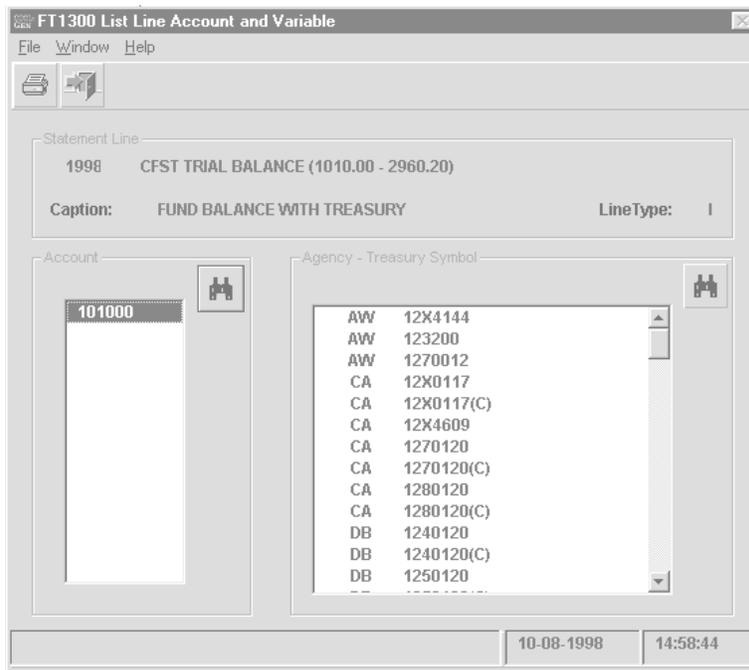


Figure 12. List Line Account And Variable window (with agencies and Treasury symbols)

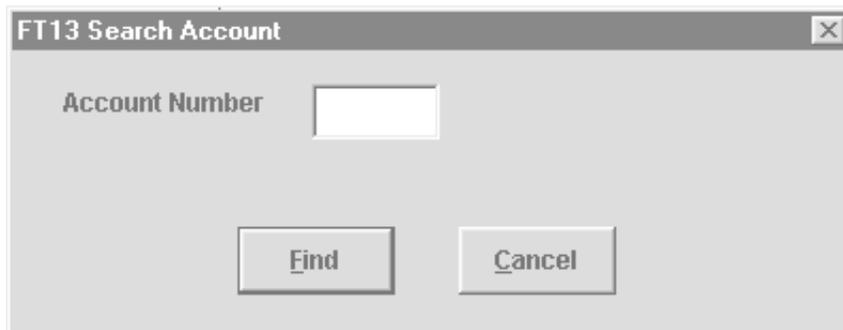


Figure 13. Search Account pop-up

To search for an account, click the [**Search Account**] (see **Figure 12**) and the Search Account pop-up (**Figure 13**) is displayed.

Complete the field as follows:

- **Account Number.** (required, numeric field; max. of 6 positions). Type the account number.

Click [**Find**]. The requested account is displayed.

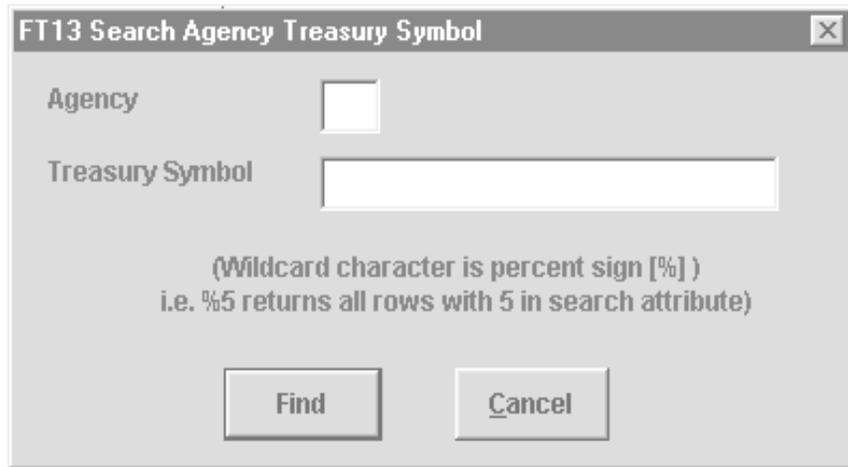


Figure 14. Search Agency/Treasury Symbol pop-up

To search for an agency / Treasury symbol, click the [Search Agency Treasury Symbol] (see Figure 12) and the Search Agency Treasury Symbol pop-up (Figure 14) is displayed.

Complete the fields as follows:

- ☐ **Agency** (required, alphanumeric field; 2 positions). Type the agency code.
- ☐ **Treasury Symbol** (required, alphanumeric field; max. of 21 positions). Type the Treasury symbol.

Click [Find]. The requested agency and Treasury symbol are displayed.

To display the statement total lines, select the individual detail lines and click [List Total Line]. The List Total Statement Lines window (Figure 15) is displayed.

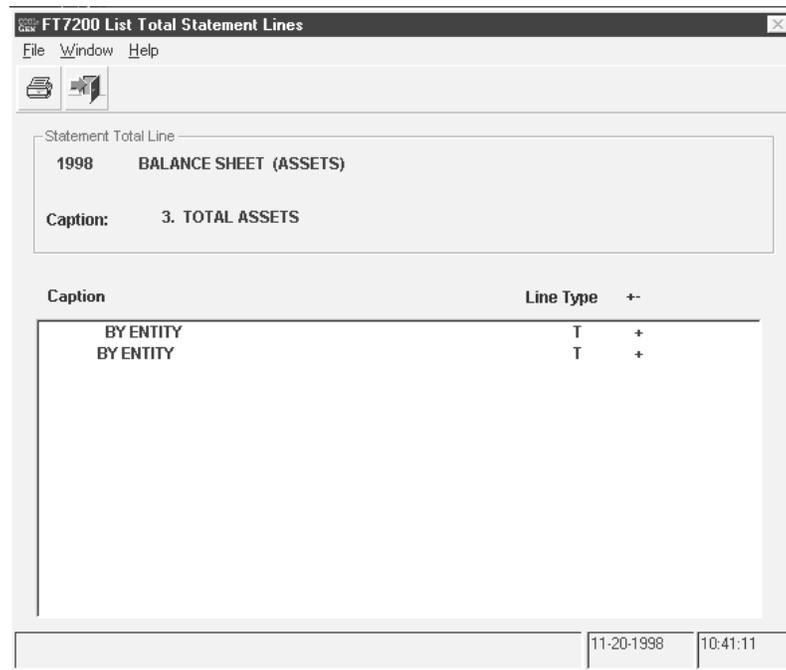


Figure 15. List Total Statement Lines window

Other Functions

After the statements and lines are displayed, you can perform other functions as follows:

- To print the statement, select **File > Print** and follow the instructions under [Printing Statements](#).
- To sort by statement name or by statement fiscal year, select **Sort > By Statement Name** and **Sort > By Statement Fiscal Year**.
- To exit to the banner window, select **File > Close**.

Listing Organizations

This section contains instructions for listing missions and programs.

Listing Missions

To list missions, select **List > Organization > List Mission** from the Consolidated Financial Statement banner window. The List Mission window (**Figure 16**) is displayed with a list of existing missions shown in the top window. Select the desired mission and details are displayed in the bottom window (**Figure 17**).



Figure 16. List Mission window

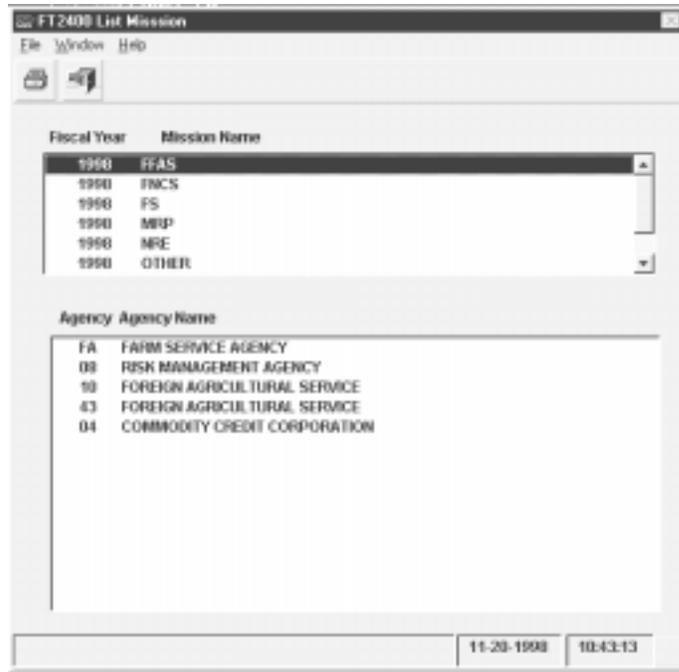


Figure 17. List Mission window (with details)

Other Functions

After the missions are displayed, you can perform other functions as follows:

- To print the screen, select **File > Print** and follow the instructions under [Printing Statements](#).
- To exit to the banner window, select **File > Close**.

Listing Programs

To list programs, select **List > Organization > List Programs** from the Consolidated Financial Statement banner window. The List Program window (**Figure 18**) is displayed with a list of previously defined programs. Select the desired program and details are displayed in the bottom window (**Figure 19**).

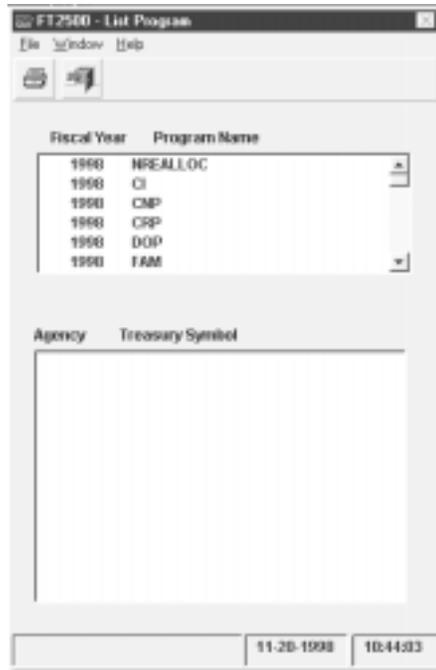


Figure 18. List Program window

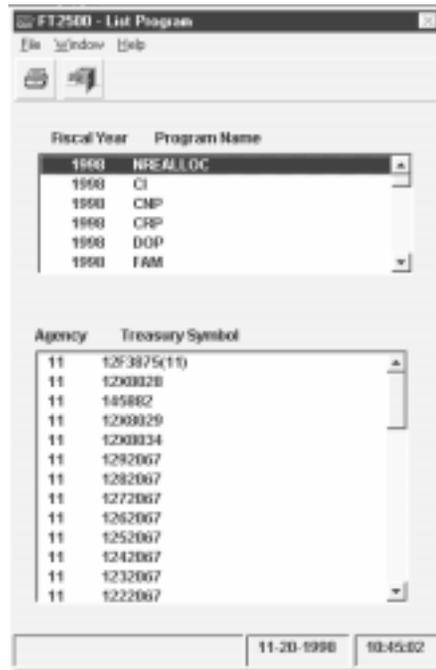


Figure 19. List Program window
(with details)

Other Functions

After the programs are displayed you can perform other functions as follows:

- To print the screen, select **File > Print** and follow the instructions under [Printing Statements](#).
- To exit to the banner window, select **File > Close**.

Viewing Statements

To view a statement, select **Reports > Statement Inquiry** from the Consolidated Financial Statement banner window. The Select Statement pop-up (**Figure 20**) is displayed requesting parameters for the statement you wish to view. Indicate the statement type (e.g., single, fiscal year, mission, program). The Statement drop down contains names of available statements.

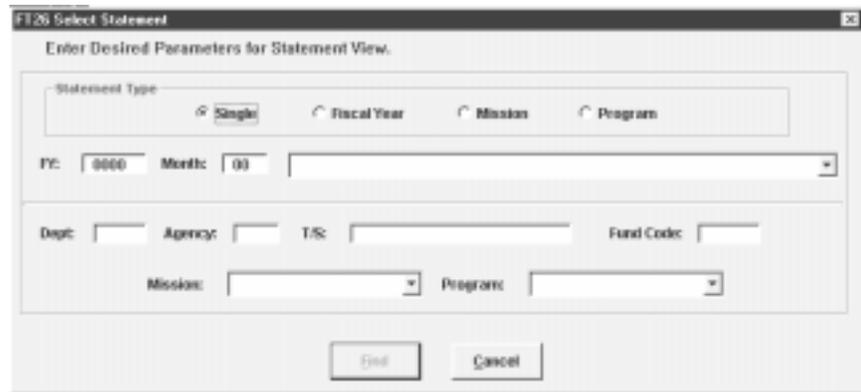


Figure 20. Select Statement pop-up

Complete the fields as follows:

- FY** (required, numeric field; 4 positions). Type the fiscal year.
- Month** (required, numeric field; 2 positions). Type the month and select the desired statement from the drop down list.
- Dept** (required, numeric field; 2 positions). Type the department code.
- Agency** (optional, alphanumeric field; 2 positions). Type the agency code.
- T/S** (optional, alphanumeric field; max. of 20 positions). Type the Treasury symbol.
- Fund Code** (optional, alphanumeric field; 4 positions). Type the fund code.
- Mission** (optional, numeric field; max. of 20 positions). Select the mission from the drop down list.
- Program** (optional, numeric field; max. of 20 positions). Select the program from the drop down list.

Click **[Find]**. The Statement Inquiry window (**Figure 21**) is displayed with the selected statement.

To view the detail data records used to arrive at the amount on a selected line, highlight a detail line only on the statement and click **[Drill Down]**. The detail data records that were consolidated to populate the selected line are displayed.

PT 2000 Statement Inquiry

File View Window Help

CONSOLIDATED STATEMENT OF FINANCING

Dept: 12 DEPARTMENT OF AGRICULTURE

FY: 1998 Month: 12

1. RESOURCES USED TO FINANCE OPER	
A. BUDGET	
(1) BUDG RES OBLIG FOR ITEMS TO BE RECIPROV TO OTHER	90,509,932,522.88
(2) LESS/OFFSET COLL, REC OF PY AUTH & CHGS UNFILL CUSTOMER ORDERS	76,963,343.57
(3) NET BUDGETARY RESOURCES USED TO FINANCE OPER	90,432,629,208.51
B. NON BUDGETARY	
(1) PROP REC FROM OTHERS WITHOUT REIMBURSEMENT	
(2) PROP GIVEN TO OTHERS WITHOUT REIMBURSEMENT	
(3) COSTS INCURRED BY OTHERS	

Columns Shift

11-28-1998 10:28:53

Figure 21. Statement Inquiry window

Other Functions

After viewing the statement, you can perform other functions as follows:

- To print the statement, select **File > Print** and follow the instructions under [Printing Statements](#).
- To search for another statement, select **View > Select Stmt** and repeat the instructions for completing the Select Stmt pop-up or click [**Select Statement**].
- To exit to the banner window, select **File > Exit** or click the Exit button.

Printing Statements

To print a statement, select **File > Print** from the Statement Inquiry menu bar. The Print pop-up (**Figure 22**) is displayed. The printer defaults to your local printer. If you wish to print to another printer, type the printer name, then type the print range and the number of copies. Click **[OK]**. The statement is printed at the designated printer.



Depending on your equipment, you may get a different Print pop-up.

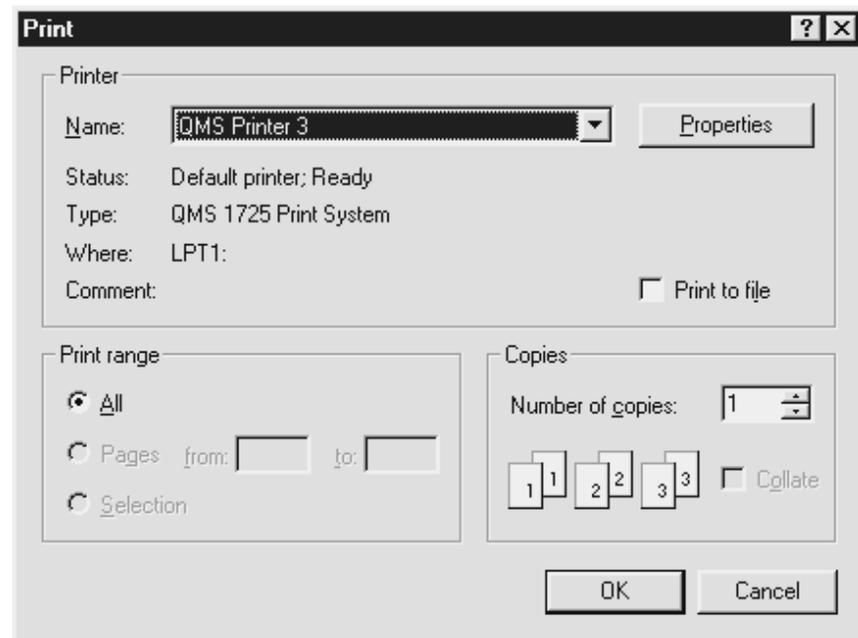


Figure 22. Print pop-up

Glossary

Access Profile. The Listing of applications that this user is authorized to access.

Arrange Icons. Used to arrange the icons along the lower edge of the desktop.

Arrow Button. An element of a scroll bar used to scroll a window by small increments.

Arrow Keys. The four directional keys on a keyboard.

Block. A group of related fields on a window.

Button. A generic term for a window control.

Cancel. A push button that removes a window without applying any changes made in that window.

Cascade. To arrange windows to overlap on the desktop so that each title bar is visible.

Click. To press and release a mouse button without moving the mouse pointer. Unless otherwise specified, mouse button 1 is assumed.

Client. A system or software application that request services from another application, usually access a network.

Close. A menu item used to remove (close) a window.

Cursor. A graphical device that shows the area that will receive keyboard or pointing device input.

Developer. The programmer that develops and maintains the CFST software.

Dialog Box. A window displayed by an application that requires user input.

Double-click. To quickly press a mouse button twice without moving the mouse pointer. Unless otherwise specified, mouse button 1 is assumed. Double-clicking can often be used as an alternate to selecting menu items.

Edit Message. A message that requires the user's immediate attention. Edit messages are used to convey a message about a user's error.

Field. An area in the window (usually highlighted) that can display a value or accept an input value. A field normally represents a column from a database table.

Help. A button or menu item used to access additional information about objects, choices, and tasks.

Help Window. A secondary window that displays help information.

Icon. A graphical representation of an object consisting of an image, an image background, and a label. An icon can be directly manipulated.

List. A control that contains elements from which you select.

Log In. To supply a user name and password to gain access to a system or desktop.

Log Out. To terminate or end access to a system or desktop session.

Maximize. A choice that enlarges a window to its largest possible size.

Maximize Button. A button on a window's title bar that you choose to display the window in its largest size.

Menu Bar. The menu bar is displayed at the top of all CFST windows. The menu bar is accessed by clicking (via a mouse) on a menu name or pressing [Alt], to activate the menu bar, then keying in the underscored letter in the name of the option desired, or highlighting the option using the arrow keys and pressing [Enter].

Minimize. To turn a window into an icon. The button that minimizes a window is located near the upper right corner of the window frame.

Mouse. A device for moving the pointer and making selections.

Mouse Button. A mechanism on a mouse that you press to make selections.

OK. A choice that accepts the information in a window and closes it. If the window contains changed information, these changes are applied before the window is closed.

Password. A sequence of characters that the user types to prove their identity to the system or application.

Point. To move the mouse until the pointer rests on a particular screen element or area.

Pop-up Menu. A menu that, when requested, is displayed next to the object with which it is associated.

Pull-down Menu. A menu or related choices that extends from a cascading choice when you click mouse button 1 on a menu bar item.

Scroll Across. Used to shift the window content of the current block or list across by approximately 80 percent, displaying records that are outside of the window.

Scroll Bar. A control located at the right or bottom of a window that enables you to display window content not currently visible.

Scroll Down. Used to shift the window content of the current block or list down by approximately 80 percent, displaying records that are outside of the window.

Scroll Up. Used to shift the window content of the current block or list up by approximately 80 percent, displaying records that are outside of the window.

Select. To add highlighting or some other visual cue to an item or element so that it can be operated or enabled. Selection does not imply the initiation of an action but rather a change of state, such as highlighting an item in a list.

Tile. To arrange open windows in smaller sizes to fit next to each other on the desktop.

Title Bar. The topmost area of a window containing the window title, window menu button, and the maximize and minimize buttons.

Window. A rectangular area on the display. Software applications typically have one main window from which secondary windows can be opened.

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