

SPECIAL REQUEST OPERATIONS REPORTS

1. GENERAL. Some operation reports are obtainable by special request. Those requests may be made by OFA for any level and by the Regional Accounting Division for the Regional level or Area level.
2. REQUESTING THE REPORT. Each report is requested by completing Input Format #41 as follows:

NOTE: Use paragraph 3 (below) to determine report variable data.

- a. Columns 1-3 -- Enter batch number.
- b. Columns 4-8 -- Enter "REPEAT."
- c. Columns 9-11 - Enter three character report code, as shown on the chart in paragraph 3 below.
- d. Columns 12 -- Enter Allotment Number. See Appendix 9.
- e. Columns 13 -- Enter Fiscal Year. See Appendix 8.
- f. Columns 14-17 -- Enter Appropriation Number. See Appendix 7. The Appropriation Number is the first four digits of the Program Number as shown in Appendix 7.
- h. Columns 21-22 -- Enter Regional Office. See Appendix 10.
- i. Columns 23-24 -- Enter Area Office. See Appendix 10.
- j. Columns 25-39 -- Enter Project Number.
- k. Column 40 -- Leave blank.
- l. Column 41 -- Enter Distribution Code:
 - A = Normal distribution (cannot be used if report is only produced by special request).
 - B = Requestor only.
 - C = A and B.
- m. Columns 42-47 -- System generates the current date.

3. DATA REQUIRED TO BE ENTERED ON REPORT. Information to be coded into Columns 12 to 39 will be coded as required based on the level of report requested and as shown by the following chart. "X" indicates that the data in the column is required to be entered on input.

Type/Level	Report Code	Allot	Year	Approp. Number	Prog	RO	AO	Project Number
Grant Status								
Approp, all Projects	SOC			x				
Approp./yr., All projects	SOC		x	x				
Program/yr., All projects	SOC	x	x	x	x			
Approp/yr., Single region	SOC	x	x	x	x	x		
Program/yr., Single area	SOC	x	x	x	x	x	x	
Single Project	SNC	x	x	x	x	x	x	x
Area, all Projects	SNC	x	x	x	x	x	x	
Approp/yr., All projects	SNC		x	x				
Name and Address								
System, all Project	SRC							
Approp.,all Projects	SRC			x				
Program, all Projects	SRC			x	x			
Program, Single region	SRC			x	x	x		
Program, Single area	SRC			x	x	x	x	
Single Project	SRC			x	x	x	x	x