Frequently Asked Questions

Help is available by sending us email or by calling the OCFO Service Desk at 1-866-450-6588. We encourage you to contact us if your question is not answered below.

Q. What is the availability of FROL?
> A. FROL is available 24 hours a day, 7 days a week.

Q. When will the reports be available for viewing?
> A. Reports are usually available on-line the next business morning, following the completion of the NEAR Cycle, Eastern Time Zone.

Q. How long will the reports be available on FROL?
> A. The daily reports are retained for 60 days, and the monthly reports are kept 1 year.

Q**. Will the reports located on FROL be archived?**
> A. Yes.

Q. How can I get a copy of a report that has been archived?
> A. Send an e:mail to: OCFOServiceDesk@gsa.gov Be sure to include the name of the report being requested as well as the year and month desired. Archived reports are available from 1997 to the present. Once your request has been processed, you will be notified via email with instructions on retrieving it.

Q. Whom do I contact if I don't see my report(s)?
> A. Please send an e:mail to: OCFOServiceDesk@gsa.gov or call the OCFO Service Desk at 1-866-450-6588.

Q. What if I have a question concerning the content or data of a particular report?
> A. Send an email to OCFOServiceDesk@gsa.gov

Q. How do I request to have a new report added to FROL?
> A. To request a new report, send an e:mail to Jan.Fulk@gsa.gov

Q. How will the FROL website handle large files that users are unable to load from the website?

A. All files/reports over 20 megs will be split into smaller files/reports. The reports will be split into 250 page segments. As an example, the FR4800.txt will show up on the website as:

FR4800_1.txt (250 pages)

FR4800_2.txt (250 pages)

The reports will only be broken down when requested so by a FROL user through E-mail or the Hotline. Once requested, the report will be targeted to be split each month/day as applicable.

Q. How do I search inside a report?

A. While viewing the report, use the "EDIT" button on the tool bar. Go to "FIND" and enter

in the search criteria.

Q. Can I print out the reports, and if so how? Also, can I print one page and/or multiple pages of the report, if so, how?

A. Yes, you can print out reports, including individual and/or multiple pages of a single

report. For detailed printing instructions, please use the HELP BUTTON on the web page.

For better print control, be sure to print using the "Word Version" of the reports.

Q. What is the difference between "Text" format and "Word" format?

A. The "Text" version is to be used for viewing reports and they download faster. The

"Word" version should be used when printing.

Q. How do I get the Word version to open in Microsoft Word instead of inside Internet Explorer?

A. Go into the FILE TYPES MENU, (Windows Explorer, Tools, Folder Options, File Types),

and find the doc extension. Click on Edit or Advanced if using Windows 2000. Look for an

option that says " Browse in same window". Remove the check mark next to that option.

Click on OK, then OK again to close the File Types Menu. Once the above is completed, all

Word documents accessed via Internet Explorer will open in the Microsoft Word program instead of within Internet Explorer.

Q. How is the FROL organized?

A. FROL is organized into daily, monthly, preclosing and annual reports. Reports are available for viewing, printing and for downloading in Text (.TXT) and Word (.DOC) formats.

Reports are broken down by region (Regions 01 through CO) and Nationwide (NW). Special reports that are not run daily (i.e. 171, 210 reports) are placed on the day they are produced. Also note that weekly reports are re-posted in the Daily Section.
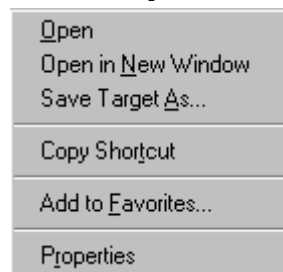
Q. How do you download a text file?

1. From either the Daily or Monthly Reports, position your cursor over the file until the hand appears, and RIGHT CLICK. Depending on your browser, one of the following menus will appear:

Right click in
Netscape Navigator
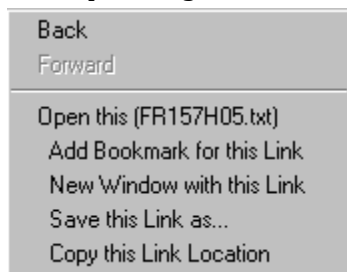
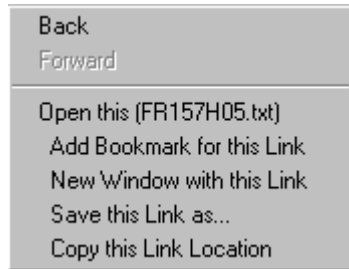**Right click** in
Internet Explorer

2. Choose either **"Save this link as..."** or **"Save Target As",** depending on whether you are using Netscape or Internet Explorer as your browser.
3. The Save As window will appear. Choose the drive and directory where you want the file to be saved, then click OK.

How do you import a text file into Excel?

1. Locate the text file you wish to import from the files on Financial Reports Online.
2. Position your mouse cursor over the file. Instead of left-clicking, right click and one of the following shortcut menus will appear:

Right clicking on a link in Netscape Navigator opens the following "context sensitive" menu

```
Back
Forward

Open this (FR157H05.txt)
Add Bookmark for this Link
New Window with this Link
Save this Link as...
Copy this Link Location
```

Right clicking on a link in Internet Explorer opens the following "context sensitive" menu

```
Open
Open in New Window
Save Target As...

Copy Shortcut

Add to Favorites...

Properties
```
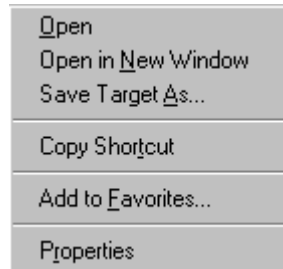
3. Choose either "Save this link as..." or "Save Target As", depending on whether you are using Netscape or Internet Explorer as your browser.
4. The Save As window will appear. Choose the drive and directory where you want the file to be saved, then click OK.
5. Open Excel.
6. Click File, Open.
7. Under "Files of Type" at the bottom of the window, click the down arrow to change to "All Files". Otherwise, Excel will show only files in Excel format.
8. Change the drive and directory as necessary until you find the text file which was just downloaded.

9. Click on the file to select it, then click the Open button. The Text Import Wizard opens at step


one.
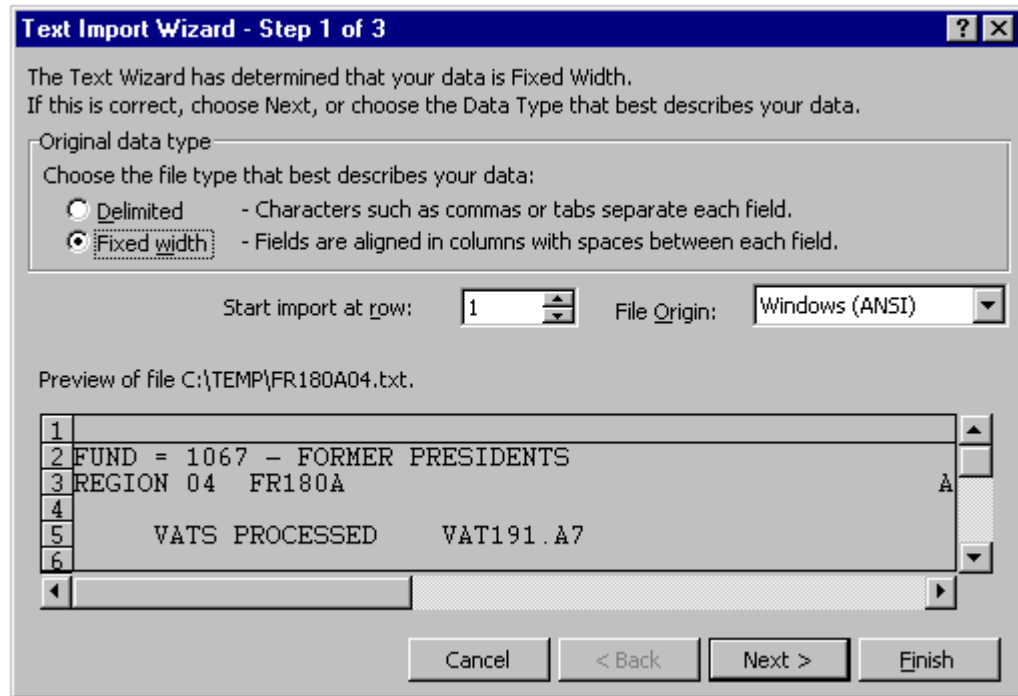
10. The Text Import Wizard will determine that the file is fixed width, and to start the import at row 1. Click the Next button. Step 2 appears:
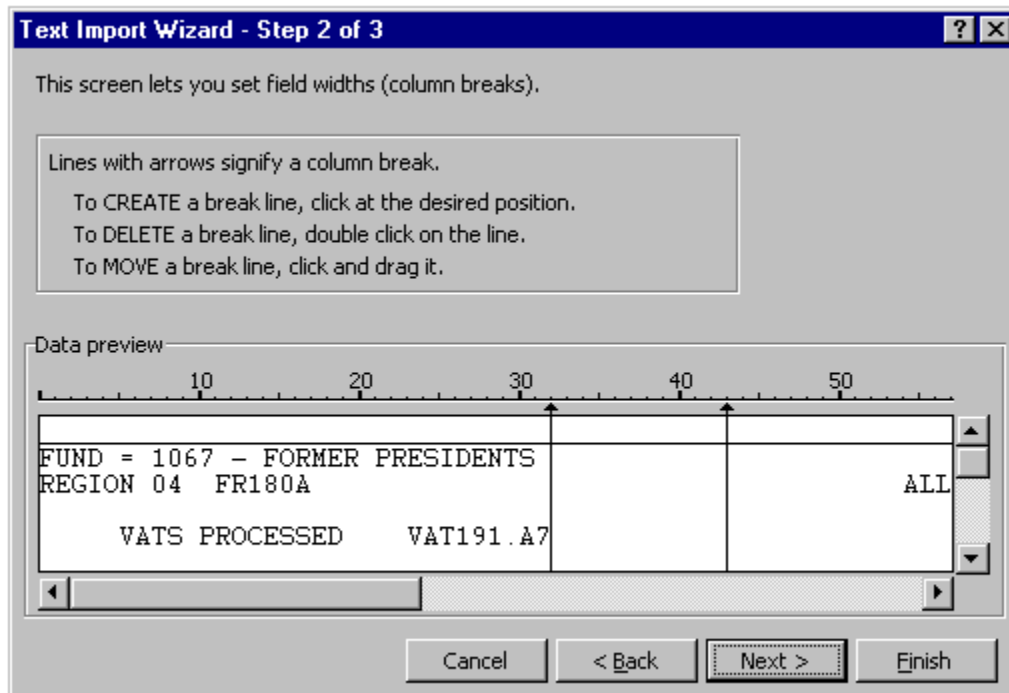
11. In this step you will determine where the columns are to be separated. Excel will have placed some column breaks in, and it is your job to delete, move, or add any other column breaks until the data is positioned correctly. Use the scroll bars to navigate within the file. Once satisfied with the column breaks, click the Next button.
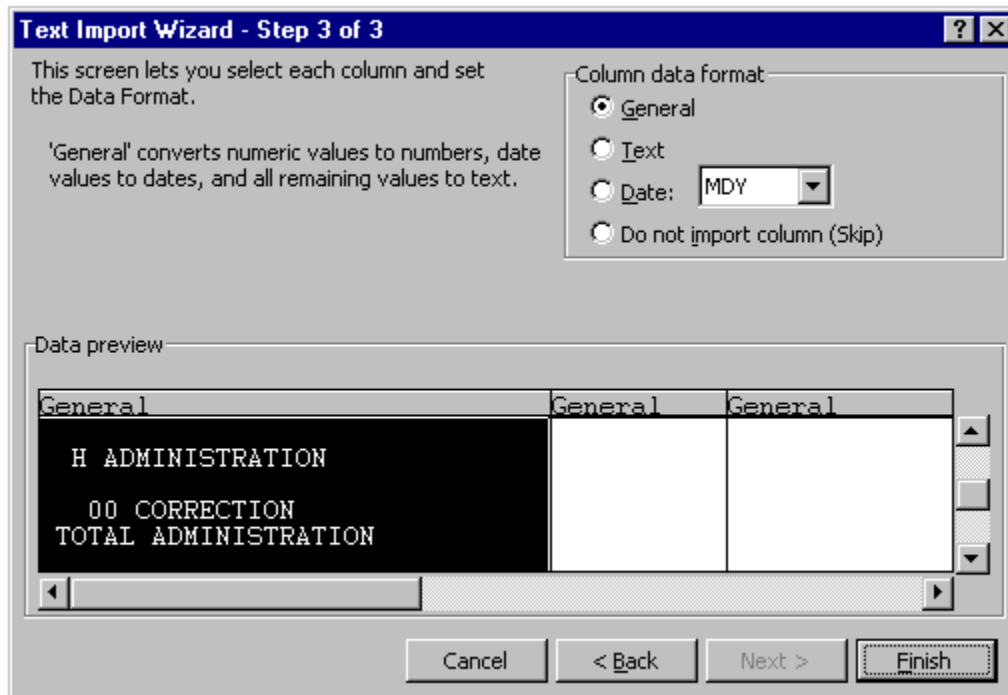
12. Step 3 of the Text Import Wizard asks you to determine what data types are in each column. Excel will determine that they are all of General Type. Unless you have a reason for changing this, do not change the data type. Click the Finish button.
13. Excel will open the file. Before proceeding further, save this modified text file in Excel format.

Q. How do you modify the page breaks in Excel?

1. With the file open, either
   - Click File, Print Preview, Page Break Preview or
   - Click View, Page Break Preview

F189 = 379,307-

	A	B	C	D	E	F	G	H	I
189	TOTAL ADMINISTRATOR		24,767	388,937	379,307	379,307-	52,915	432,222-	
190									
191	B CONTROLLER								
192									
193	T1 GM & A CENT SPPT SERV		11,458	222,885	217,727		23,359		
194	TOTAL CONTROLLER		11,458	222,885	217,727	217,727-	23,359	241,086-	
195									
196	H ADMINISTRATION								
197									
198	A5 US GENERAL STORE								
199	H1 QUALITY MGMT & TRAINI								
200	H2 ADMIN SERVICES								
201	H6 CASU								
202	TOTAL BUDGET ACTIVITY H0								
203	K4 REIM OPER,SPECIAL EVE								
204	K5 EMERG FAC & RELO SITE								
205	K7 REIM 96 OLYMPIC GAMES								
206	K8 NO DESCRIPTION AVAILA								
207									
208	FUND = 262X - GM&A,NWCF							UN DATE 191	
209	REGION 04 FR180A		ALLO					2X PAGE 2	
210								04 PAGE 7	
211	VATS PROCESSED VAT131.A7								
212									
213	MAJOR ORGANIZATION		UNDELIVERED	DELIVERED	TOTAL	UNOBLIGATED		UNCOMMITTED	PCT
214	BUDGET ACTIVITY	ALLOWANCES	ORDERS	ORDERS	OBLIGATIONS	BALANCE	COMMITMENTS	BALANCE	OBL
215	K9 REIM OPER,SPECL OLYMP			23,260	23,260		9,942		
216	TOTAL BUDGET ACTIVITY K0		16,271	344,335	336,883		21,133		
217									

Welcome to Page Break Preview

You can adjust where the page breaks are by clicking and dragging them with your mouse.

☐ Do not show this dialog again.

OK

2. The file will contain blue lines indicating where each page break is now. Simply click on the line, drag, and drop it to where you want the page break to be.

Q. How do I configure a Helper Application (such as Word Viewer) in Netscape Navigator

From Netscape Navigator 2.01 (different versions will vary slightly):
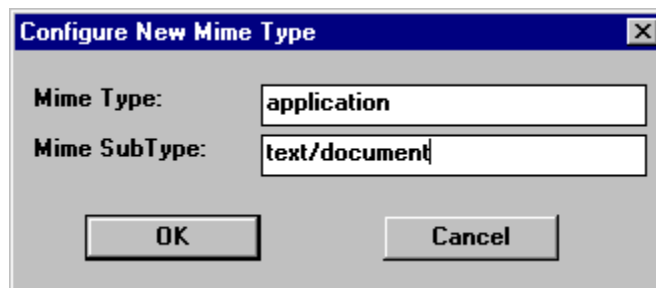
1. Select **General Preferences** from the **Options** menu.
2. Select **Helpers** by clicking on the folder.

   The following window will appear:
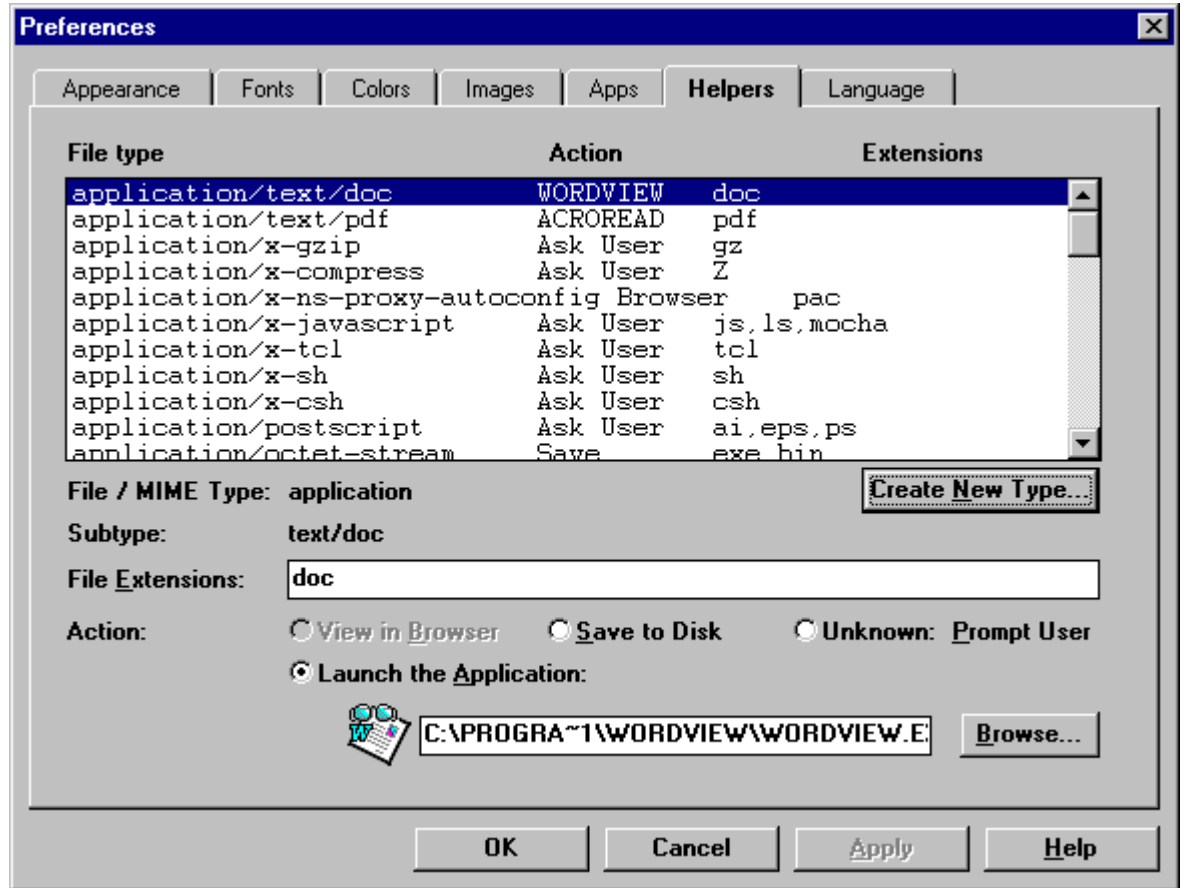
3. Click on the **Create New Type** button to define a new Helper Application.

   The following window will appear:

4. Type **Application** into the Mime Type box and type **text/document** into the Mime Sub Type box.
5. Click on the *OK* button to accept the change and return to the Helpers window.

6. Type **doc** into the File Extensions box.
7. In the Action section, select **Launch the Application** by clicking in the circle.

Click on the Browse button to open the window titled **Select a viewer**. Locate the Word Viewer executable file by changing the drive and directory names. Its location depends on your operating system:
For Windows 95 & NT 4.0, the file is located in: C:\Program Files\Wordview\wordview.exe
For Windows 3.1 and NT 3.5, the file is located in: C:\Wordview\wordview.exe

8. Select **wordview.exe** and then click OK.
9. Click *OK* to accept the change and close the Helper window.

Q. How do I split a large file into smaller files?

1. Open Word

2. Click File, Open. Select the drive and directory where the report is located. Select the file, then click Open.

3. Place cursor at the beginning of the first line.

4. Select the text with your mouse or hold the shift key and down arrow simultaneously. This will highlight the pages you want to cut and paste into another file.

5. From the Edit menu select Cut.

6. From the File menu select New.

7. From the Edit menu select Paste. The contents of the Clipboard will be pasted into the new document.

8. From the File menu select Save As

9. Add **a** to the end of the report name. Example: AH2072p2**a**.doc

10. Save the file.

11. From the File menu select Close.

12. The original file will reopen. If it is still too large, repeat the steps above, and don't forget to rename the original document as the last (b, c etc.).

Q. How do I print a text file?

Printing a Text File from Financial Reports Online

Financial Reports Online is composed of two types of files: Text files and Word 6.0 document files. One can download a Word file and print it in Word correctly. Or, one can use the Word Viewer to view and print the file correctly.

But to print the text files correctly, please follow the instructions below for your particular browser: Internet Explorer or Netscape Navigator. If the text file still won't print correctly after following these instructions, please call the OCFO Consolidated Service Desk at 1-866-740-0994.

Once these print settings are changed, you must change them back to return to your "original" printer settings.

Changing Printer Settings in Internet Explorer 3.02

Financial Reports Online's reports are financial data meant to be printed in Landscape format.

To change the page margins, print orientation, and font size for Internet Explorer:

From the **File menu**, select **Page Setup**
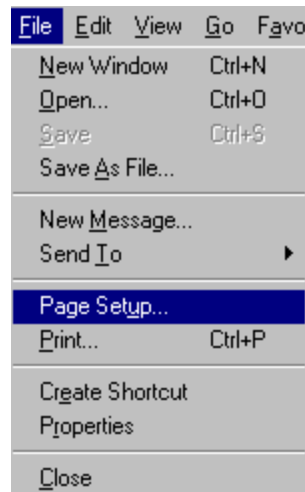
From the **Page Setup** window, select the box next to Landscape.

To change the margins, position your cursor in the fields and type in .2, or two-tenths of an inch. This is close to the minimum setting allowed. The minimum margin setting will depend on your printer.
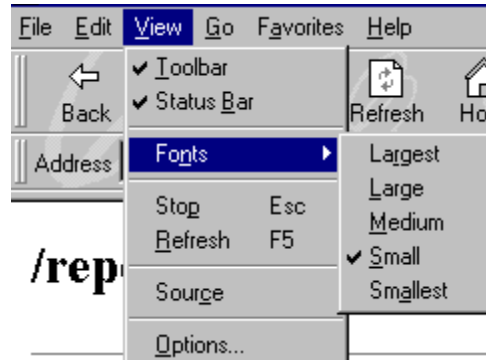
 Click the OK Button to save the changes.
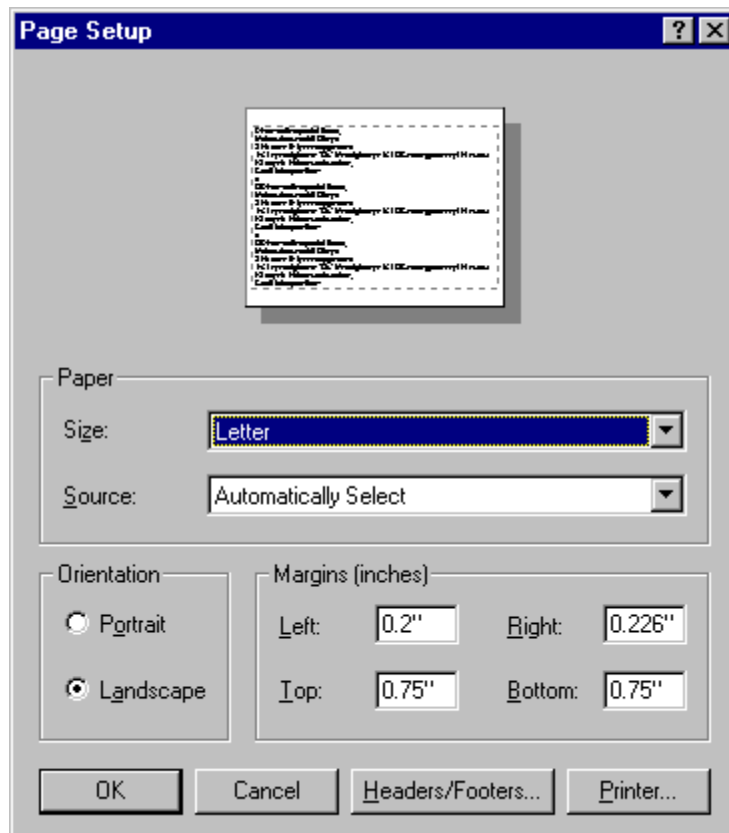
To change the font size, from the Menu bar, select View.

Position the cursor over the Fonts selection, and another box will appear. Select small.

To test whether this will fit the report on a page, click on File, Print Preview.

Changing Printer Settings in Netscape Navigator 3.01
Page margins, font size, and page orientation

Financial Reports Online's reports are financial data meant to be printed in Landscape format.

To change your margin settings in Netscape Navigator 3.03

From the **File menu**, select **Page Setup**

Position your cursor in the margin fields and change the margins. Netscape will accept a zero (the number 0) entry in each field. You might try .2, or two-tenths of an inch.
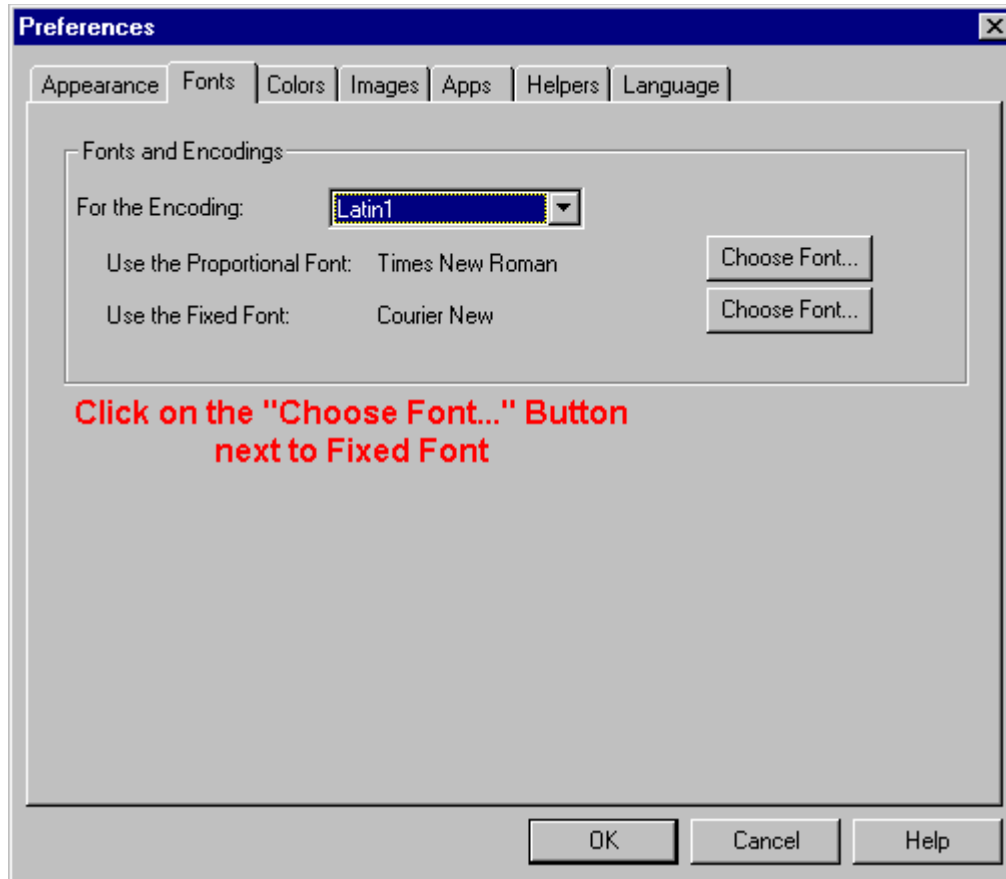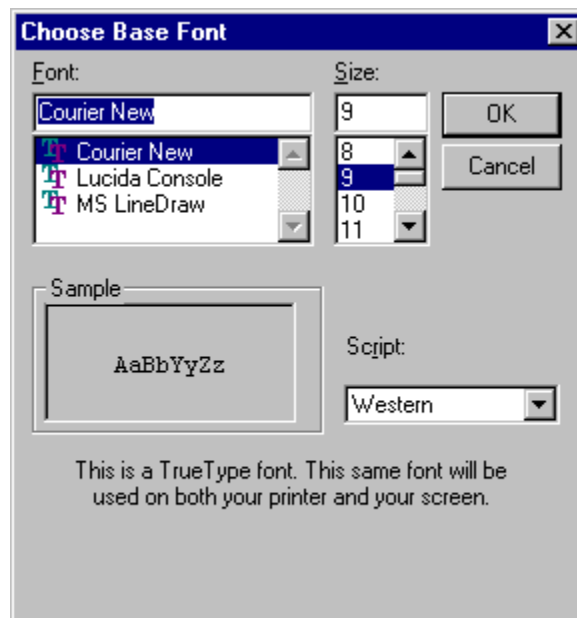
Click OK to accept the changes.
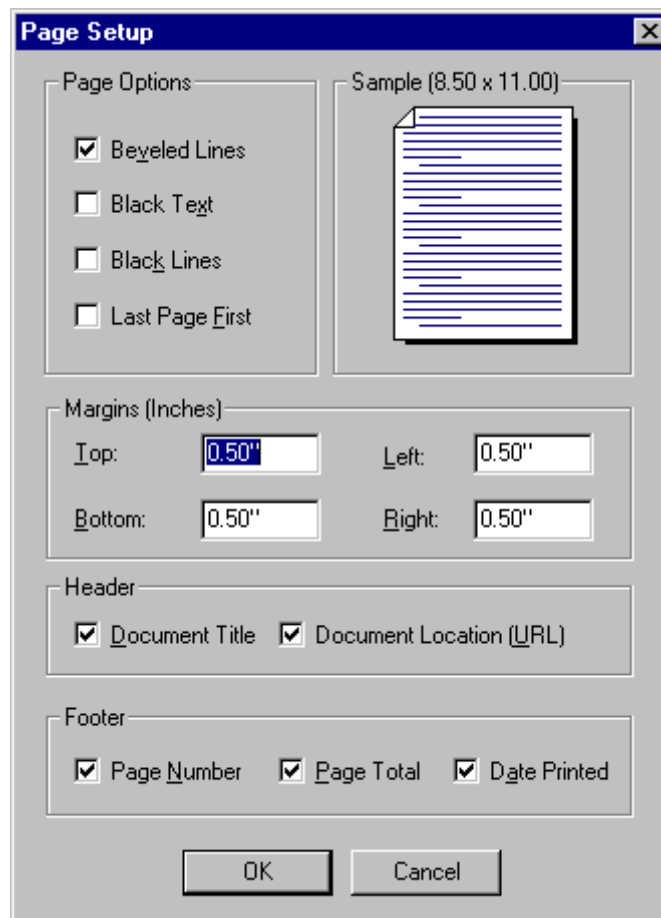
To change the font size:

1. From the Menu bar, click on **Options** and select **General Preferences**.

2. Select the folder titled "Fonts". The following window will appear:

Preferences

Appearance | Fonts | Colors | Images | Apps | Helpers | Language

Fonts and Encodings

For the Encoding: Latin1

Use the Proportional Font: Times New Roman   Choose Font...

Use the Fixed Font: Courier New   Choose Font...

Click on the "Choose Font..." Button next to Fixed Font

OK   Cancel   Help

1. Click on the **Choose Font...** Button next to Fixed Font. The following Choose Base Font window will appear:

2. Note that changing the font size will affect both your screen view and the printed output. Change the font size to a smaller size, such as 9.

3. Click the **OK** button.

4. The General Preferences window will still be open. Click **OK** to accept the changes.

Choose Base Font

Font: Courier New

Courier New
Lucida Console
MS LineDraw

Size: 9
8
9
10
11

OK
Cancel

Sample

AaBbYyZz

Script: Western

This is a TrueType font. This same font will be used on both your printer and your screen.

To change the page orientation from Portrait to Landscape:

1. Click on **File**. Click on the **Print** option. The Print window will open:

2. Click on the **Properties** button to the right of the printer name.
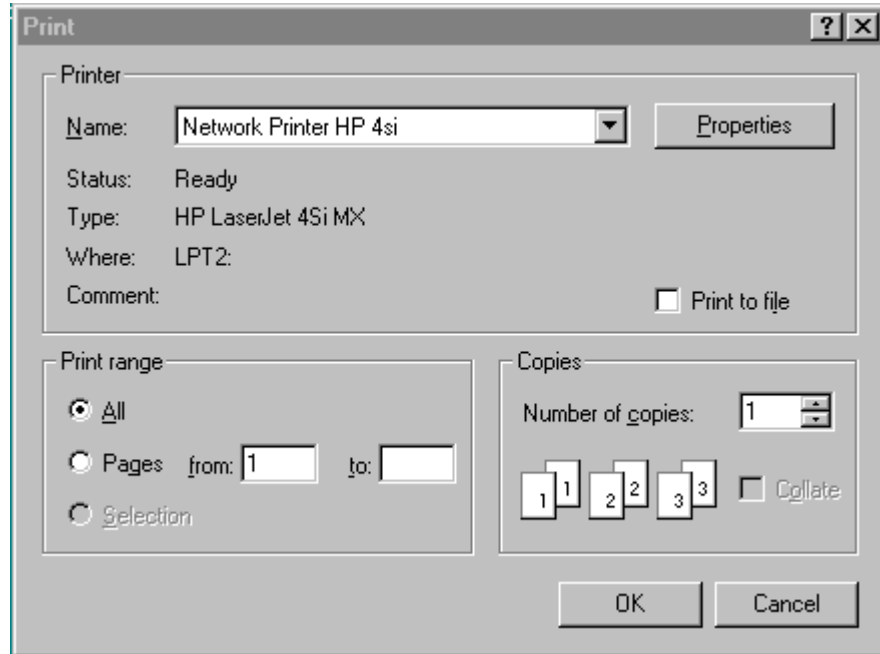
- The Printer Document Properties dialog box will appear. Select the **Page Setup** tab to open the following window

- Click on the **Landscape** option.

- Click the **OK** button to save the changes.

- Once the Print window appears, you must click **OK** to print or the changes will not be saved.