

END-OF-MONTH REPORT TRAINING

I. Overview of End-of-Month Report Processing

The FIS Discoverer End-of-Month reports are used by colleges and departments to determine and track account activity and balances following the processing of transactions against the FIS system. These reports show items input from various sources (HR, State and other entities), not just the departmental units themselves.

II. Rules for End-of-Month Reports

Use of the various End-of-Month reports should be to track all processed transactions and the results against unit account balances.

Basic rules of privacy and the safe guarding of sensitive information must be conformed with. These documents, if printed, must be safe guarded and, when no longer needed for the printed purposes, disposed of in such a manner that they can not be used or accessed by unauthorized individuals. Shredding is the preferred disposal method for all printed reports.

Questions concerning the use of this report should be addressed to Controller's Office, Attn: General Accounting, 220 Anderson Hall. Phone 785-532-6202 or to the Controller's Office, Attn: Systems Branch, 216 Anderson Hall, Phone 785-532-1861.

III. Accessing and Printing End-of-Month Reports

A. The first thing that you will need to do is set up a location on your hard drive that you can access and save files to. You may need to contact your IT support staff if you do not have full write privileges to your hard drive / hardware. I recommend you call this location 'EOM Reports'. Once this subdirectory (folder) is set up, you are ready to continue.

B. Begin by going to <http://www.ksu.edu/controller>. When you get to that page, click on the hyperlink titled 'Month-End Reports Information'. This will take you to another web page set up for this process.

C. The first thing you will need to do from this page is to click on the hyperlink titled 'EOM Report Formatter'. You may be asked if you wish to Open or Save this file. I recommend that you save it to either your desktop or to the subdirectory (folder) created in IIIA above. If you do not get the 'Open or Save File' dialog box, you should get a dialog box advising you that this file contains macros and be presented with two option buttons – one being to 'Disable Macros' and the other to 'Enable Macros'. Click on the 'Enable Macros' button. You then have to save this spreadsheet to either your desktop or to the folder created earlier. I recommend you name it 'Formatter' or something equally descriptive. Once this file is saved, you are ready to begin downloading your End-Of-Month Reports.

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D. Having set up the folder needed, and downloaded the formatter, we are ready to download our 'reports'.

E. Log into FIS and go to Reports. Once at the 'List of Reports', you will see that we have additional reports that are labeled "MO-END.xxxx" (Month End dot something). These are your End-Of-Month unformatted reports.

1. Click on the report you wish to download, for example: Mo-End.Tran. You will be taken to a parameter screen where you will input your Organization Number and the Period Name.

Select values for the following parameters. To change these values later, click the "Edit Parameters" button.

Organization Exact: Enter value for Organization
 Starts with:
 Contains:

Period Name Enter the period desired in MMM-YYYY format

Sample Parameter screen – actual may differ from above

2. Enter your full five (5) digit Organization and the Period Name. Although no spaces are allowed, all capital letters is no longer required; additionally, you must use your mouse and point and click between the fields. Using the 'TAB' will result in the boxes being cleared as you Tab through them.

3. Once you have entered the necessary information, click on the 'Apply' button and the report will be rendered.

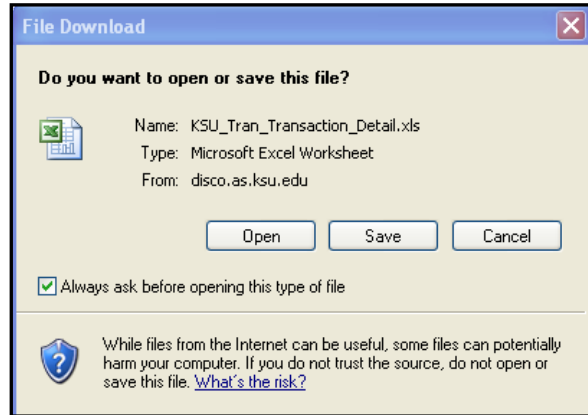
4. Once you have the report, you will need to 'Export' it. There will be two times that you must select the "Export" button. The first is at the bottom of the screen initially presenting the report (example at right); the second comes with the following screen titled "Export Options. Be sure to export the report to Excel.

Export Options
Use the drop-down list to specify the export file format.

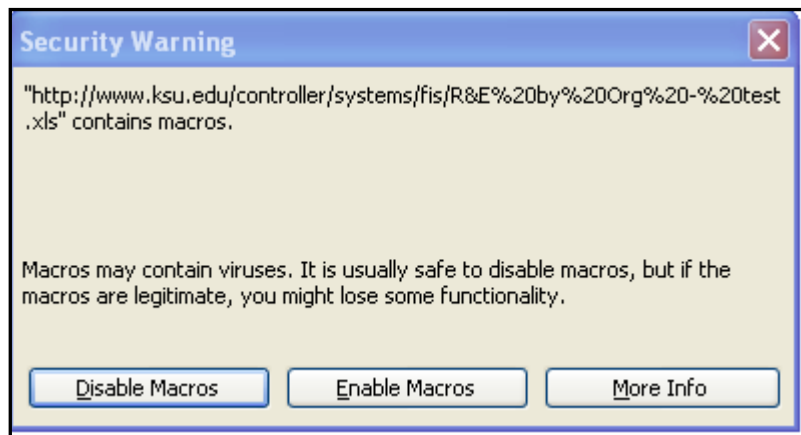
Export Format:

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5. Depending on how your computer system is set up, you may get a window asking if you wish to 'Open' or 'Save' this file. To save yourself several steps, simply save it at this time. The next screen will then give you the opportunity to give it a file name of your choice. Should you not desire to save it, but to open it you may do so and continue with instruction 6.



6. Since these files contain macros, Excel will now have another dialog box appear advising that the file contains Macros. You must select to 'Enable Macros' for everything to work properly.



7. Once this is done, the file will open in Excel and you are ready to save it to your hard drive. Click on 'File', then 'Save As', go to the folder you created earlier, and, before you click on 'Save', name your file something that identifies it for what it is -- I recommend something like JuleOMBudget, JuleOMTran, etc....



8. You can now close that spreadsheet. This will return you to FIS with the 'export' screen visible. Click on the browser's 'Back' button which will return you to the original raw report within FIS. At this time, you need to scroll back to the top of the screen and select 'Workbooks' once again. This will return you to the 'List of Reports' and you can now select the next End-Of-Month report.

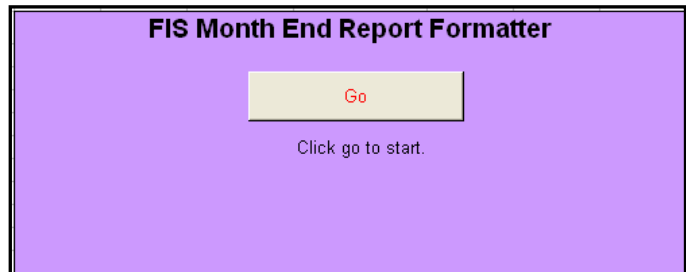
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9. Continue these steps until you have downloaded all of your monthly reports. Once done, you can 'Exit' out of FIS reports and continue with formatting and then printing your reports.

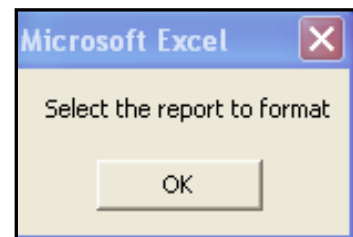
F. You now need to open the 'Formatter' spreadsheet in Excel.

1. You can do this by either starting Excel and then opening the formatter file, or you can go to the place you saved it, and double click on it. Once again, since it contains Macros, you must click on the button labeled 'Enable Macros' before you can continue. If you click on 'Disable Macros' instead, simply close Excel and start over.

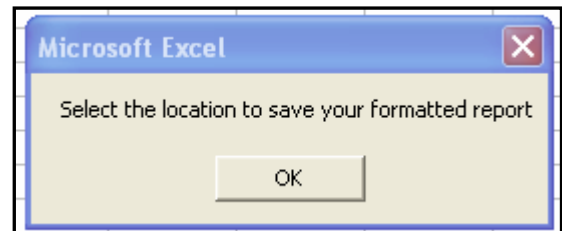
2. The screen seen at right is what you will now see. Simply click on the 'Go' button to get started.



3. You will get another, smaller, dialog box with the message 'Select the report to format'. Click on the 'OK' button to be taken to a directory listing where you will find the Month-End report previously saved. Either double click on that file, or single-click on it, and then click on the 'Open' button of the directory listing.



4. Your file will now load into a new Excel window and formatting will begin. Once the report is formatted, you will be presented with another dialog box asking you to save the file. I recommend that you give the report a new name (that is, do not save it over the original in case something is wrong and you need to rerun the formatter).



5. Once again, you will be presented a 'directory listing', this time as a 'Save As' dialog. Select the location you wish to save your file to, and be sure to enter the proper name for the

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'about to be saved' file. Once you are done, you will be returned to the original Excel screen where you can click on the 'Go' button to start another report formatting experience. You will also have a message provided showing that your file was saved.

G. Once all reports have been formatted, you are ready to print them.

**NOTE: DO NOT INITIALLY PRINT THE REPORT
Use Print Preview instead!!**

Many of the source fields are of variable length. No two organizations reports are exactly the same so please preview your documents before making hundreds of sheets of scratch paper!!

1. To print your reports you will need to open the formatted reports in Excel. Go to 'File', 'Print' and select 'Preview' or simply use the 'Print Preview' icon on the icon bar. Page through the report to ensure that it looks correct; if so, then send the report to your printer.

2. If your document does not appear to print on a page as needed, click on the close button located on the top 'preview' bar and go back into normal Excel view.

a. From here you can adjust your column widths (you will miss printing some text but in many cases you can shorten the columns without losing value gained).

b. You can also hide columns if you don't need them simply by highlighting the column, right clicking on the column, and then selecting 'Hide' from the options provided. To unhide a column you need to highlight the columns both to the immediate right and left of the one(s) hidden, right click once again, and select 'unhide' from the options provided.

3. You can also change your print-out to strictly a 'Black and White' print (versus gray or color) by going to File, Selecting Page Setup (setup button from within Print Preview), then going to the 'Sheet' Tab, and then checking the 'Black and White' box located mid-way down the left of the dialog box. NOTE: You will not see the change in normal Excel view – however, you will see the lack of gray / color toning when in Print Preview.