

AIS Standard Report Summary

<u>Type of Account</u>	<u>State</u>	<u>State</u>	<u>Local</u>	<u>Local</u>
	Budget+ Adjsts	Expenditures to Date	Budget+ Adjsts	Revenues and Expenditures to Date
Logon	Click on AIS Production System and logon with your User Id and Password	Click on AIS Production System and logon with your User Id and Password	Click on AIS Production System and logon with your User Id and Password	Click on AIS Production System and logon with your User Id and Password
Responsibilities	Select SIU xxxxx Unit Description and click OK	Select SIU xxxxx Unit Description and click OK	Select SIU xxxxx Unit Description and click OK	Select SIU xxxxx Unit Description and click OK
Navigator	Double click Reports, double click Request, double click	Double click Reports, double click Request, double click	Double click Reports, double click Request, double click	Double click Reports, double click Request, double click
Request Name	SIU FO Account Analysis (180)	SIU FO GL (180)	SIU FO Account Analysis (180)	SIU FO GL (180)
	Budget+ Adjsts	Expenditures to Date	Budget+ Adjsts	Revenues and Expenditures to Date
Parameters				
Type	Line Item	Line Item	Line Item	Line Item
Currency	USD	USD	USD	USD
Balance Type	B (budget)	A (actual)	B (budget)	A (Actual)
Budget or Encumbrance name	2001Current		2001Current	
Amount Type				
Starting Period	1st Month in period	1st Month in period	1st Month in period	1st Month in period
Ending Period	Last Month in period	Last Month in period	Last Month in period	Last Month in period
Encumbrance Type				
From Date(DD-MON-YY)				
To Date(DD-MON-YY)				
Flexfield From[To:				
Fund	0000000-ZZZZZZZ	0000000-ZZZZZZZ	0000000-ZZZZZZZ	0000000-ZZZZZZZ
Unit	00000-ZZZZZ	00000-ZZZZZ	00000-ZZZZZ	00000-ZZZZZ
Budget Purpose	Your BP Here	Your BP Here	Your BP Here	Your BP Here
Dept Activity #1	00000-ZZZZZ	00000-ZZZZZ	00000-ZZZZZ	00000-ZZZZZ
Dept Activity #2	00000-ZZZZZ	00000-ZZZZZ	00000-ZZZZZ	00000-ZZZZZ
Function	00-ZZ	00-ZZ	00-ZZ	00-ZZ
Natural Account	50000-65000	10000-19999	50000-65000	10000-19999
Object	0000-ZZZZ	0000-ZZZZ	0000-ZZZZ	0000-ZZZZ
Source of Funds	00-ZZ	00-ZZ	00-ZZ	00-ZZ
Funding Fiscal Year	01-01	01-01	00-ZZ	00-ZZ
Institutional Activity	00-ZZ	00-ZZ	00-ZZ	00-ZZ
Future	0000-ZZZZ	0000-ZZZZ	0000-ZZZZ	0000-ZZZZ
Order By	Balancing Segment	Source	Balancing Segment	Source
To Run Report/Inquiry	Click Submit Request, Click Refresh data, Click View Output, Open and then OK			
To Print	Click File, Page Setup, Click on Margins, change left and right to 0, click on Landscape and then OK			
To Save	Click on Edit, Select All, Change Font to Courier New, Change Font Size to 8			