

## AIS - SIU FO Reports Quick Reference

Step	Instructions	Other Information
1	<p><b>Log on and access the appropriate responsibility.</b></p> <ul style="list-style-type: none"> <li>• Open Firefox or Internet Explorer.</li> <li>• In the address field key in <a href="http://oit.siu.edu/ais/">http://oit.siu.edu/ais/</a></li> <li>• Press <b>Enter</b>.</li> <li>• Click on <b>Production</b> then <b>AIS Production System</b>.</li> <li>• When the log on screen opens, key in your <b>User Name</b> and press <b>Tab</b>.</li> <li>• Key in <b>Password</b>, click <b>Login button</b>.</li> <li>• Click on the appropriate <b>SIU XXXXX FO Department Title</b> responsibility. Example: SIU 72500 FO Disbursements.</li> </ul>	<p>These reports are updated the beginning of each month. Reports for prior months are not available once updated. Alternate address: <a href="http://www.siu.edu/its/ais/">http://www.siu.edu/its/ais/</a>. Click on <b>Login to AIS</b>.</p> <p>The <b>AIS web page</b> opens. The <b>AIS Sign On window</b> opens. The <b>Responsibility window</b> opens. The <b>Navigator window</b> opens.</p>
2	<p><b>Submit a New Request.</b> From the <b>Navigator window</b>:</p> <ul style="list-style-type: none"> <li>• Click on <b>Reports: Request: Standard</b></li> <li>• Select <b>Single Request</b>, click <b>OK</b>.</li> </ul>	<p>The <b>Submit a New Request window</b> opens.</p> <p>The <b>Submit Request window</b> opens.</p>
3	<p><b>Submit reports.</b> From the <b>Submit Request window</b>:</p> <ul style="list-style-type: none"> <li>• Click in the <b>Request Name field</b>.</li> <li>• Click the <b>List of Value button (3 dots on the right side of field)</b>.</li> <li>• Click to highlight the report name; click <b>OK</b>.</li> <li>• Key in <b>Fiscal Officer userid</b> or <b>Budget Purpose number</b>; press <b>Tab</b>.</li> <li>• Click <b>Submit button</b>.</li> </ul>	<p>The exceptions are SIU GL Summary and SIU Summary - Report of Transactions require the Fund number. The <b>Parameter window</b> opens. The <b>Parameter window</b> closes. The <b>Request window</b> opens.</p>
<p>NOTE: These are six customized reports available for the Fiscal Officer.</p> <ul style="list-style-type: none"> <li>⇒ <b>SIU FO/Delegate Funds Available</b> (Summary of Funds Available - not used for L6 grant acct)</li> <li>⇒ <b>SIU FO Funds Available - Report of Transactions</b> (Detail of Funds Available)</li> <li>⇒ <b>SIUGL FO Encumbrance Status Report</b> (Detail of encumbrances on the Funds Available)</li> <li>⇒ <b>SIUGL FO General Ledger Summary Report</b> (Fund specific balance sheet)</li> <li>⇒ <b>General Ledger Summary - Report of Transactions</b> (Detail of fund specific transactions for assets and liabilities for <b>NON</b>-state funds only)</li> <li>⇒ <b>SIU FO Grants Available Report</b> (Summary of Funds Available for L6 grant accounts only)</li> </ul> <p>Explanations and sample reports are available at <a href="http://www.siu.edu/AIS/Reports">http://www.siu.edu/AIS/Reports</a>.</p>		
4	<p><b>View the report.</b> From the <b>Request Window</b>:</p> <ul style="list-style-type: none"> <li>• Click the <b>Refresh Data button</b> occasionally until the <b>Phase field</b> shows <b>Completed</b>.</li> <li>• Click in the <b>Request ID field</b> for the report to be viewed.</li> <li>• Click <b>View Output button</b>.</li> </ul>	<p>The report opens in Adobe Acrobat in a new browser window.</p>
5	<p><b>Print the report.</b> From <b>Adobe Acrobat</b>:</p> <ul style="list-style-type: none"> <li>• Click on the <b>Printer icon</b> on the Adobe menu bar.</li> <li>• Click <b>OK</b>.</li> </ul>	
6	<p><b>Save the report.</b> From <b>Adobe Acrobat</b>:</p> <ul style="list-style-type: none"> <li>• Click on the <b>Disk icon</b> on the Adobe menu bar.</li> <li>• Select where to <b>Save in</b>.</li> <li>• Key in the <b>File name</b>; click <b>Save</b>.</li> </ul>	

## AIS - SIU Account Inquiry (Cash) Quick Reference

Step	Instructions	Other Information
1	<p><b>Log on and access the appropriate responsibility.</b></p> <ul style="list-style-type: none"> <li>• Open Firefox or Internet Explorer.</li> <li>• In the address field key in <a href="http://oit.siu.edu/ais/">http://oit.siu.edu/ais/</a></li> <li>• Press <b>Enter</b>.</li> <li>• Click on <b>Production</b> then <b>AIS Production System</b>.</li> <li>• When the log on screen opens, key in your <b>User Name</b> and press <b>Tab</b>.</li> <li>• Key in <b>User Name</b>, press <b>Tab</b>.</li> <li>• Key in <b>Password</b>, click the <b>Login</b> button.</li> <li>• Select the appropriate <b>SIU XXXXX FO Department Title</b> responsibility. Example: SIU 72500 FO Disbursements; click <b>OK</b>.</li> </ul>	<p><b>Reminder: State accounts do not have cash balances.</b></p> <p>Alternate address: <a href="http://www.siu.edu/its/ais/">http://www.siu.edu/its/ais/</a>.</p> <p>Click on <b>Login to AIS</b>. The <b>AIS web page</b> opens. The <b>AIS Sign On window</b> opens. The <b>Responsibility window</b> opens. The <b>Navigator window</b> opens.</p>
2	<p><b>Submit a New Request.</b></p> <p>From the <b>Navigator window</b>:</p> <ul style="list-style-type: none"> <li>• Click on <b>Inquiry: <u>Account</u></b>.</li> <li>• In the <b>From field</b>, start <b>keying</b> the month (three characters or less); press <b>Tab</b>; select the appropriate year; click <b>OK</b>.</li> <li>• The <b>From field</b> is populated.</li> <li>• Repeat the process for the <b>To field</b>.</li> <li>• Click in the <b>Summary Template</b> field.</li> <li>• Click the <b>List of Value</b> button (<b>3 dots on the right side of the field</b>) to open the <b>Summary Template</b>; select <b>Cash</b> and click <b>OK</b>.</li> </ul>	<p>The <b>Account Inquiry (SIU) window</b> opens.</p> <p>This opens the <b>Find Accounts Flexfield</b>.</p>
3	<p><b>Account information.</b></p> <p>From the <b>Find Accounts Flexfield</b>:</p> <ul style="list-style-type: none"> <li>• Key in the <b>Fund</b>.</li> <li>• The <b>High</b> field will populate automatically with the Fund value keyed in the <b>Low</b> field.</li> <li>• Click <b>OK</b>.</li> </ul>	<p>This populates the <b>Accounts</b> field.</p>
4	<p><b>View details.</b></p> <p>From the <b>Account Inquiry (SIU) window</b>:</p> <ul style="list-style-type: none"> <li>• Click <b>Show Balances</b>; click <b>Detail Balances</b>.</li> <li>• Click in the <b>Account field</b> where there is an amount for the PTD.</li> <li>• Click on <b>Journal Details</b>. The source column will show if the transaction is from Payables, Purchasing, Spreadsheet or Banner.</li> <li>• Click on <b>File Close Form</b>.</li> </ul>	<p>The <b>Summary Balances window</b> will open. The <b>Detail Balances window</b> will open. The <b>Journals window</b> will open.</p> <p>Using the Editor (Ctrl-E) to open a field enables you to see a complete description of that field.</p>

**Reminder to Fiscal Officers and Delegates:**

The Bylaws and Policies of the Southern Illinois University's Board of Trustees specify that the University Treasurer is responsible for opening and maintaining bank accounts. Dr. Duane Stucky, Vice President for Financial and Administrative Affairs and Board Treasurer, was assigned the Board Treasurer functions effective January 1, 2003; therefore, only Dr. Stucky may establish new bank accounts on behalf of the University.