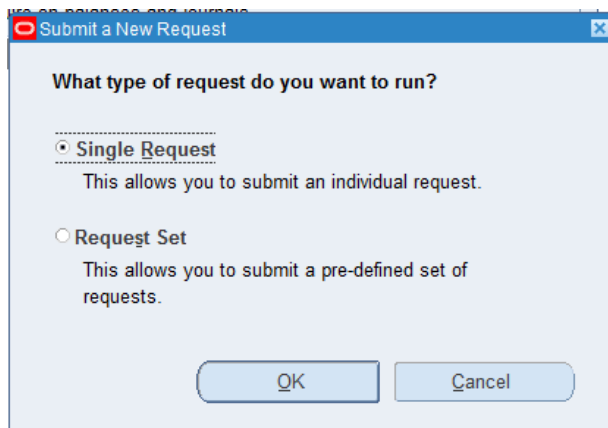# Fiscal Officer Payroll Certification Report Instructions

Instructions for running either the Staff or Student Fiscal Officer Certification reports are as follows.

1. Log into AIS.
2. Select the primary FO responsibility you have access to under the Main Menu. (This is the same responsibility you use for running monthly financial reports). Example – SIU 23651 FO HUMAN RESOURCES.
3. Expand the "Reports" folder in the menu and then select "Request".

Once the application starts make sure the "Single Request" option is selected and press "OK".

4. Select the SIU Fiscal Officer Certification Report (you may have to scroll down in the list to find the report) and complete the parameters as follows.
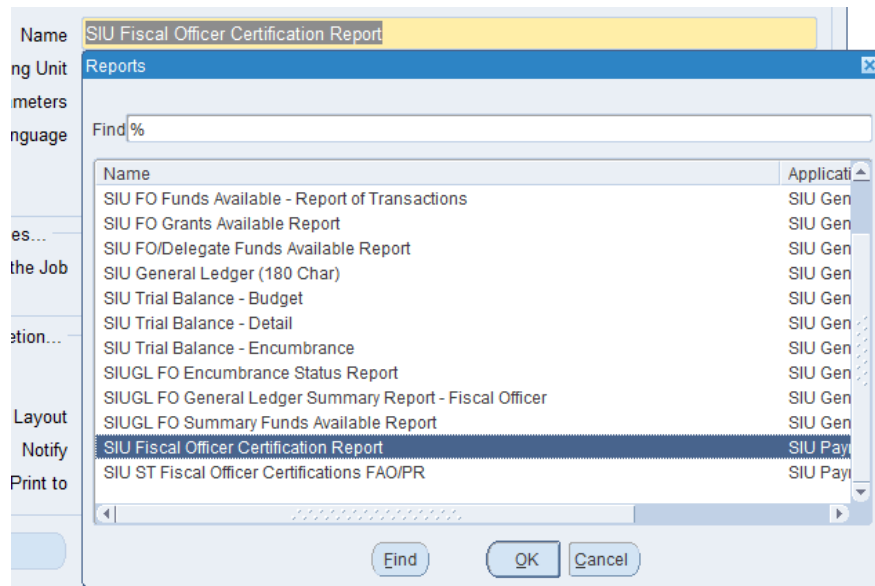
Payroll Name: Supplied from notification email (i.e. SIUC/SIUSOM Semi-Monthly)
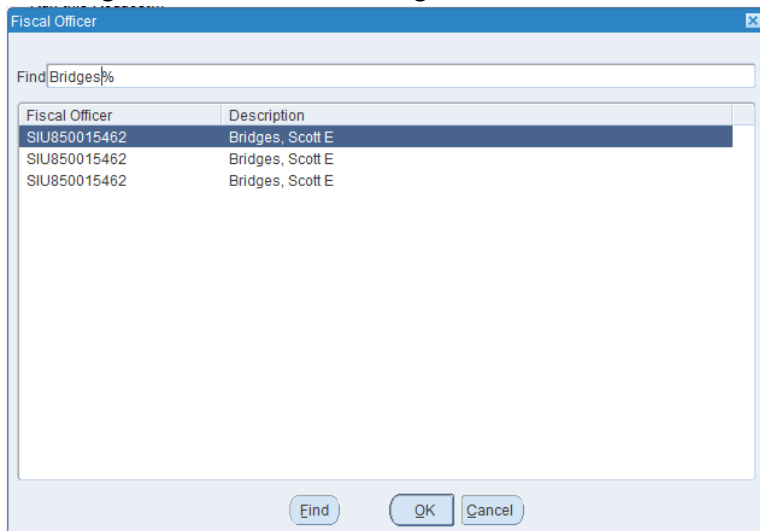
Check Date: Supplied from notification email (i.e. 16-DEC-2015)

Pay Period Name: Supplied from notification email (i.e. 24 2015 Semi-Month)

Fiscal Officer: Choose the appropriate FO* from the drop down list

*Please make sure you are selecting the actual **Fiscal Officer** for the department you wish to report on. Choosing a Unit Officer or FO Delegate will result in errors or undesired results on your report.

Budget Purpose: Can be left blank if all BP's are desired, or can be specified using the list

Budget Purpose

Find 2%

Budget Purpose	Description
200110	CAMPUSWIDE LAPTOP/DESKTOP SUPPORT
206523	CAMPUSWIDE PRINTING SERVICES
272352	INFORMATION TECHNOLOGY-COMPUTING LEARNING CENTER

Find   OK   Cancel

The Fiscal Year and Chart of Account Id fields should already be populated and should not need to be changed.

Parameters

Payroll Name	SIUC/SIUSOM Semi-monthly	
Check Date	16-DEC-2015	
Pay Period Name	24 2015 Semi-Month	
Fiscal Officer	SIU850015462	Bridges, Scott E
Budget Purpose	272352	INFORMATION TECHNOLOGY-COMPUTING LEARNING CENTER
Fiscal Year(YYYY)	2016	
Chart Of Account Id	101	

OK   Cancel   Clear   Help

5. Press "OK", then "Submit" to start the report process.

6. Periodically press the "Refresh Data" button until the phase/status of the report is "Completed/Normal".

Press the "View Output" button.

7. This should open the PDF report output in a browser window. From here the output can be printed and/or saved

Additional Budget Purposes can be ran as necessary by returning to the AIS application and selecting "Submit a New Request" and repeating steps 4 through 7 to run the report again using the next BP in the parameters.

Alternatively, if you feel comfortable with the process, you may select "Submit a New Request", click OK for Single Request, and then select "Copy" at the top right. Highlight the most recently ran report (should be at the top of the list) then click OK. This will copy all of the information from the previous report. Click anywhere on the Parameters field to open the parameters window, then update the Budget Purpose to the desired value. Click OK, then Submit and continue from step 6

Running the Fiscal Officer Certification report for Student payroll is performed by repeating steps 1 through 3 of the Staff report. Beginning at Step 4 the report and parameters change slightly.

4. Select the SIU ST Fiscal Officer Certifications FAO/PR (you may have to scroll down in the list to find the report) and complete the parameters as follows.
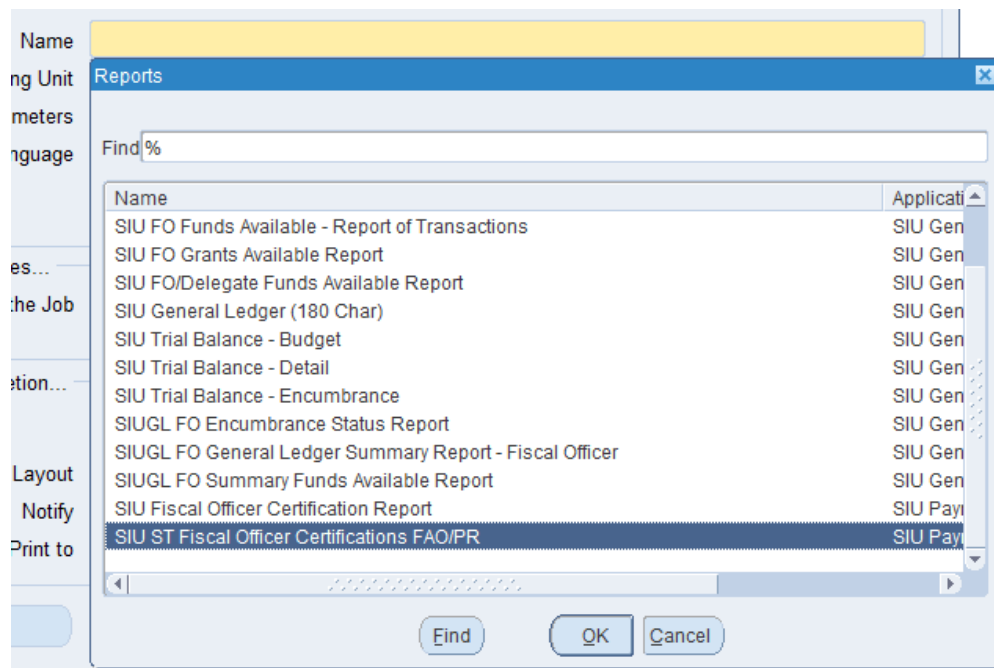
Check Date: Supplied from notification email (i.e. 18-DEC-2015)

Payroll Name: Supplied from notification email (i.e. SIUC/SIUSOM Bi-weekly Student)
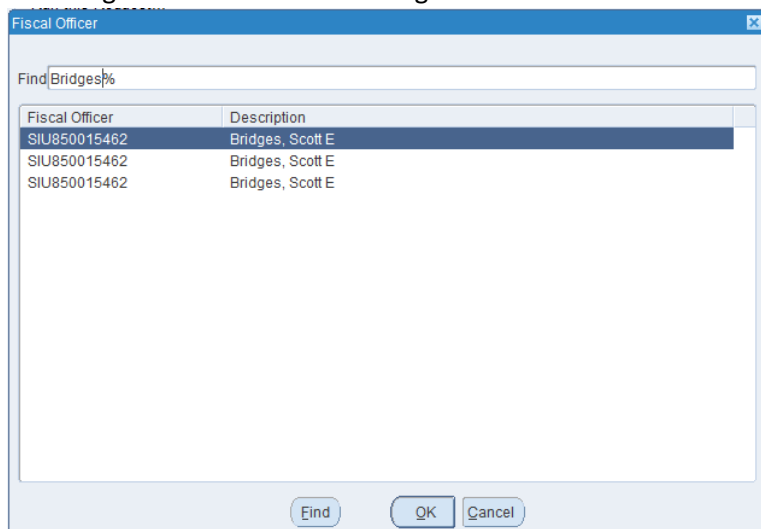
Pay Period Name: Supplied from notification email (i.e. 25 2015 Bi-Week)

Fiscal Year and Sort Order should already be populated and should not need to be changed.

Fiscal Officer: Choose the appropriate FO* from the drop down list

*Please make sure you are selecting the actual **Fiscal Officer** for the department you wish to report on. Choosing a Unit Officer or FO Delegate will result in errors or undesired results on your report.

Budget Purpose: Can be left blank if all BP's are desired, or can be specified using the list

Budget Purpose

Find 2%

Budget Purpose	Description
200110	CAMPUSWIDE LAPTOP/DESKTOP SUPPORT
206523	CAMPUSWIDE PRINTING SERVICES
272352	INFORMATION TECHNOLOGY-COMPUTING LEARNING CENTER

Find   OK   Cancel

Chart of Account Id should already be populated and should not need to be changed.

Parameters

Check Date	18-DEC-2015
Payroll Name	SIUC/SIUSOM Bi-weekly Student
Pay Period Name	25 2015 Bi-Week
Fiscal Year(YYYY)	2016
Sort Order	Budget Purpose Sort by Budget Purpose
Fiscal Officer	SIU850015462 Bri
Budget Purpose	272352 INFORMATION TECHNOLOGY-COMPUTING LEARNING CENTER
Chart Of Account Id	101

OK   Cancel   Clear   Help

Steps 5 through 7 for the Student report are the same as they are for the Staff report.