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.
- 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".

1ain Menu	
	Personalize
SIU 23651 FO HUMAN RESOURCES	
C Reports	
± Inquiry	
Other	

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

Submit a New Request	×
What type of request do you want to run?	
• Single <u>Request</u> This allows you to submit an individual request.	
 Request Set This allows you to submit a pre-defined set of requests. 	
QK <u>Cancel</u>	

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.

Name	SIU Fiscal Officer Certification Report	
ng Unit	Reports	×
meters		
nguage	Find %	
	Name	Applicati
	SIU FO Funds Available - Report of Transactions	SIU Gen
0.0	SIU FO Grants Available Report	SIU Gen
es	SIU FO/Delegate Funds Available Report	SIU Gen
the Job	SIU General Ledger (180 Char)	SIU Gen
	SIU Trial Balance - Budget	SIU Gen
ation	SIU Trial Balance - Detail	SIU Gen 🖉
etion	SIU Trial Balance - Encumbrance	SIU Gen 🖉
	SIUGL FO Encumbrance Status Report	SIU Gen 🔅
	SIUGL FO General Ledger Summary Report - Fiscal Officer	SIU Gen
Layout	SIUGL FO Summary Funds Available Report	SIU Gen
Notify	SIU Fiscal Officer Certification Report	SIU Payı
Print to	SIU ST Fiscal Officer Certifications FAO/PR	SIU Payi
1 11112 10		
	La 20000000000000	
	Eind QK Cancel	

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.

Fiscal Officer		
Find Bridges%		
Fiscal Officer	Description	
SIU850015462	Bridges, Scott E	
SIU850015462	Bridges, Scott E	
SIU850015462	Bridges, Scott E	
	Eind	

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

ludget Purpose		2
Find 2%		
Budget Purpose	Description	
200110	CAMPUSWIDE LAPTOP/DESKTOP SUPPORT	
206523	CAMPUSWIDE PRINTING SERVICES	
272352	INFORMATION TECHNOLOGY-COMPUTING LEARNING CENTER	
	(Eind) QK Gancel	

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	
	(I) 55557	
		QK 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".

<u>R</u> efresh Data		Find Re	quests	(;	Sub <u>m</u> it a New Request
Request ID	Name	Parent	Phase	Status	Parameters
0919142	SIU Fiscal Officer (Certificat	Running	Normal	4, 2015/12/16 00:00:00, 3396
Hold F	Request	View De	tails		View Output

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

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	Southern Illinois Univer Payroll Name Period Start Date	sity f110//1150M &sei-monthly 14-MH-2014 3-AMH-2014			Piscal Pay Pe	i Officer Cer eriod Name: 5	tification Repo 2016 Semi-Mont	rt	Pago		2	OE 10	Date 2	S-MAY-16	
	Piscal Year Budget Purpose No Description	16 7887086ation technology service expense										INFORM	BRIDG MATION TECHNO	as, scor LOGY-C 6	7 # 135
	Employee Name	Emp Ide	Ex NonEx	Sal/ Rate	Рау Туре	Reg/OT Hrs	Reg/OT Gross	Reg/OT Retro	Supp Gross /DAC	TOL Sal	Hlth/ Retr	Life/ Med	Dntl/ SS	To Expe	al nee
	Activity Combination		00000/00	000											

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.

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nguage	Find %	
	Name	Applicati 🔺
	SIU FO Funds Available - Report of Transactions	SIU Gen
	SIU FO Grants Available Report	SIU Gen
	SIU FO/Delegate Funds Available Report	SIU Gen
the Job	SIU General Ledger (180 Char)	SIU Gen
	SIU Trial Balance - Budget	SIU Gen
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:000	SIU Trial Balance - Encumbrance	SIU Gen 🖉
	SIUGL FO Encumbrance Status Report	SIU Gen 🔅
	SIUGL FO General Ledger Summary Report - Fiscal Officer	SIU Gen
Layout	SIUGL FO Summary Funds Available Report	SIU Gen
Notify	SIU Fiscal Officer Certification Report	SIU Payı
Drint to	SIU ST Fiscal Officer Certifications FAO/PR	SIU Payı
11112 10		
	La 2000000000000000000000000000000000000	
	Eind QK Cancel	

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.

Fiscal Officer			× •
			-
Find Bridges%			
- majonagoopo			
Fiscal Officer	Description		
SIU850015462	Bridges, Scott E		
SIU850015462	Bridges, Scott E		
SIU850015462	Bridges, Scott E		
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	Eind	OK Cancel	
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Budget Purpose: Can be left blank if all BP's are desired, or can be specified using the list

ludget Purpose		E
Find 2%		_
Budget Purpose	Description	_
200110	CAMPUSWIDE LAPTOP/DESKTOP SUPPORT	
206523	CAMPUSWIDE PRINTING SERVICES	
272352	INFORMATION TECHNOLOGY-COMPUTING LEARNING CENTER	
	(Eind) QK Gancel	

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-weekl	y Student						
Pay Period Name	25 2015 Bi-Week							
Fiscal Year(YYYY)	2016							
Sort Order	Budget Purpose		Sort by Budg	get Purpose				
Fiscal Officer	SIU850015462							Bric
- Budget Purpose	272352	INFORM	IATION TECHN	OLOGY-COMPUTI	NG LEARNING	G CENTER		
Chart Of Account Id	101							
				QK	Cancel	Clear	Help	

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