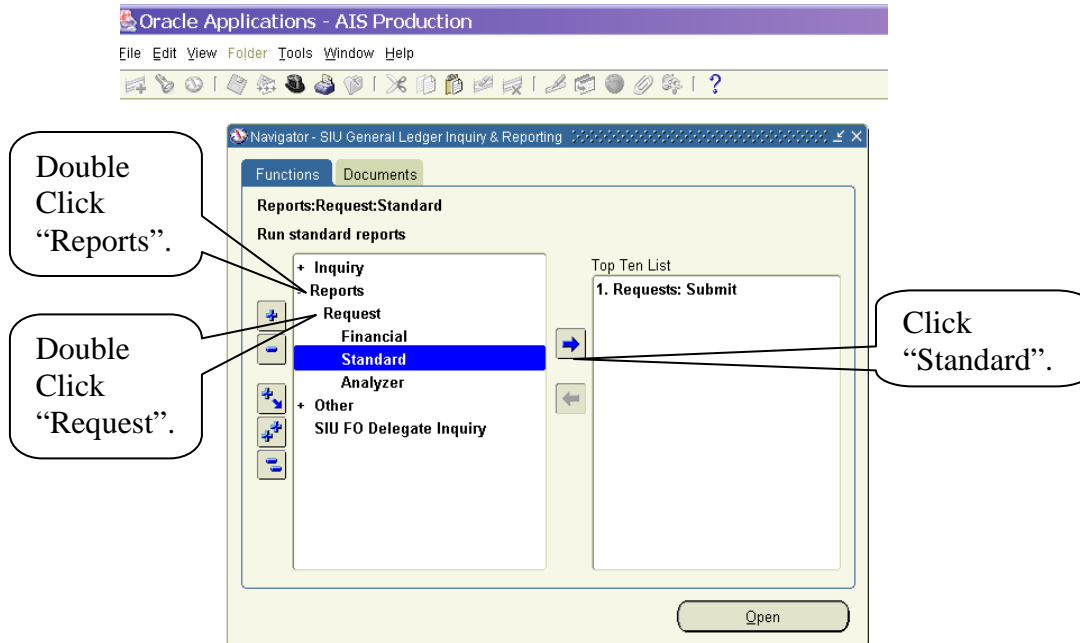
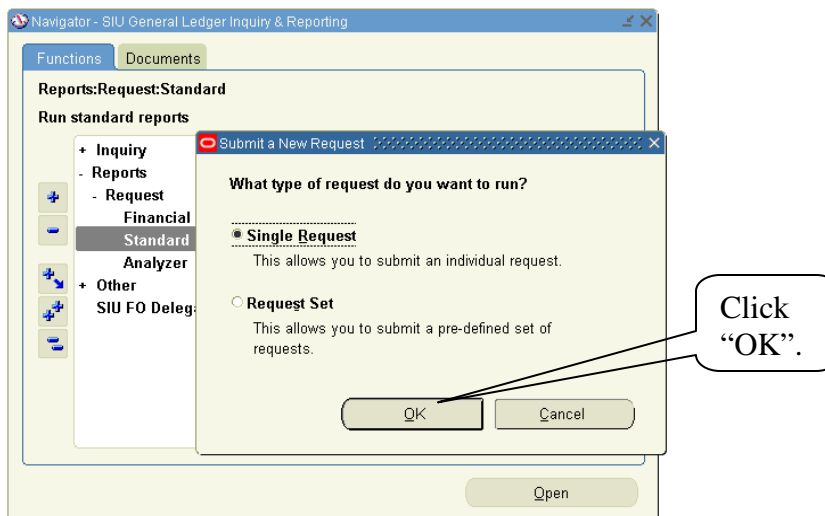


Submitting AIS Monthly Fiscal Officer Reports

1. Logon to AIS using your AIS logon account and password.
2. On the Responsibilities screen, select the appropriate AIS Fiscal Officer Inquiry / Reporting Responsibility (e.g., "SIU 50931 FO IPMI") including the Budget Purpose to be reported; click OK.
3. From the Navigator window:
 - double-click 'Reports'
 - double-click 'Request'
 - double-click 'Standard'

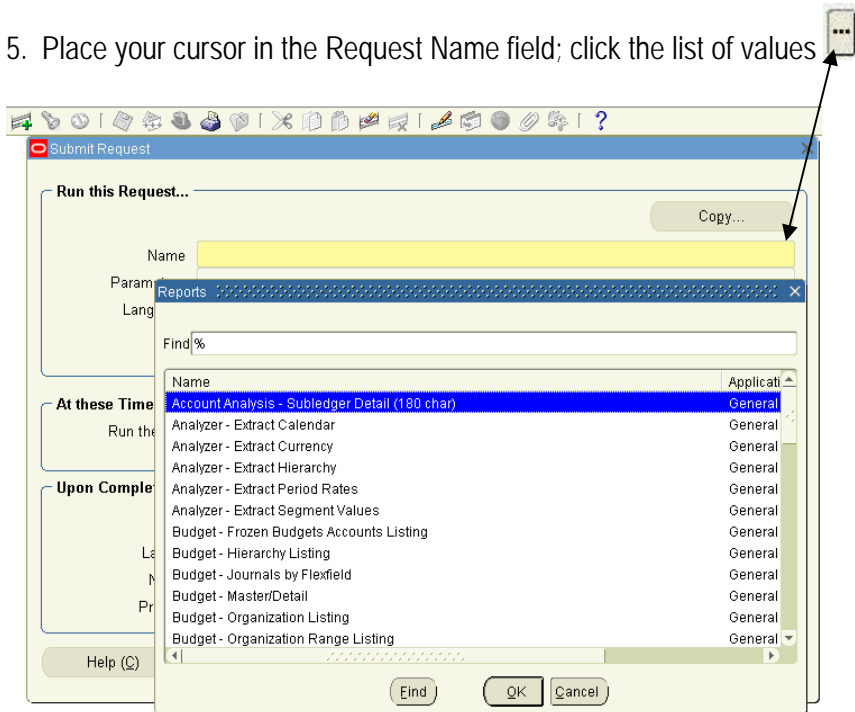


4. Select 'Single Request'; click OK.



Submitting AIS Monthly Fiscal Officer Reports

5. Place your cursor in the Request Name field; click the list of values

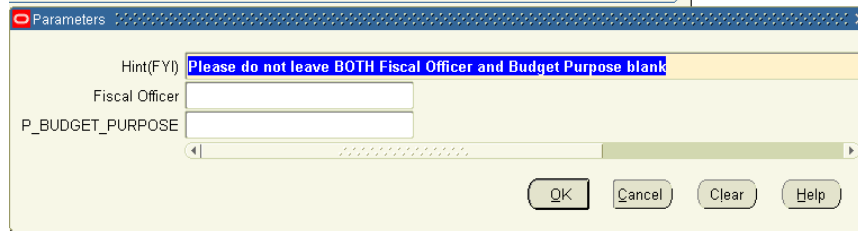


6. In the Reports list, double-click the name of the desired report.

- SIU FO/Delegate Funds Available Report
- SIU FO Funds Available – Report of Transactions
- SIUGL FO General Ledger Summary Report – Fiscal Officer
- General Ledger Summary - Report of Transactions
- SIU GL FO Encumbrance Status Report
- SIU GL FO Summary Funds Available Report

7. In the Parameter window enter the required information based on the desired report; then click OK.

Parameters for: SIU FO/Delegate Funds Available Report



Submitting AIS Monthly Fiscal Officer Reports

Parameters for: SIU FO Funds Available – Report of Transactions

The screenshot shows a 'Parameters' dialog box with the following fields and controls:

- Hint(FY): Please do not leave BOTH Fiscal Officer and Budget Purpose blank
- Fiscal Officer: [Text Input]
- Budget Purpose: [Text Input]
- Department Activity 1: [Text Input]
- Department Activity 2: [Text Input]
- Progress bar: [Progress indicator]
- Buttons: OK, Cancel, Clear, Help

Parameters for: SIU GL FO General Ledger Summary Report – Fiscal Officer

The screenshot shows a 'Parameters' dialog box with the following fields and controls:

- Hint(FY): Please do not leave BOTH Fiscal Officer and Fund blank
- Fiscal Officer: [Text Input]
- Fund: [Text Input]
- Progress bar: [Progress indicator]
- Buttons: OK, Cancel, Clear, Help

Parameters for: General Ledger Summary Report of Transactions

The screenshot shows a 'Parameters' dialog box with the following fields and controls:

- P_DUMMY: Please do not leave BOTH Fiscal Officer and Fund blank
- Fiscal Officer: [Text Input]
- Fund: [Text Input]
- Department Activity 1: [Text Input]
- Department Activity 2: [Text Input]
- Progress bar: [Progress indicator]
- Buttons: OK, Cancel, Clear, Help

Parameters for: SIU GL FO – Encumbrance Status Report

The screenshot shows a 'Parameters' dialog box with the following fields and controls:

- Hint(FY): Please do not leave BOTH Fiscal Officer and Budget Purpose blank
- Fiscal Officer: [Text Input]
- Budget Purpose: [Text Input]
- Department Activity 1: [Text Input]
- Department Activity 2: [Text Input]
- Progress bar: [Progress indicator]
- Buttons: OK, Cancel, Clear, Help

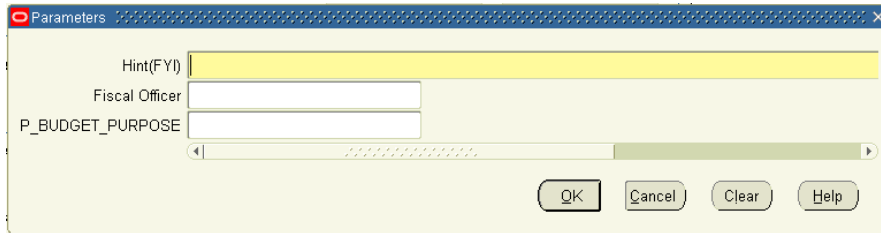
Parameters for: SIU GL FO – Summary Funds Available Report

The screenshot shows a 'Parameters' dialog box with the following fields and controls:

- Fiscal Officer: [Text Input]
- Unit: [Text Input]
- Progress bar: [Progress indicator]
- Buttons: OK, Cancel, Clear, Help

Submitting AIS Monthly Fiscal Officer Reports

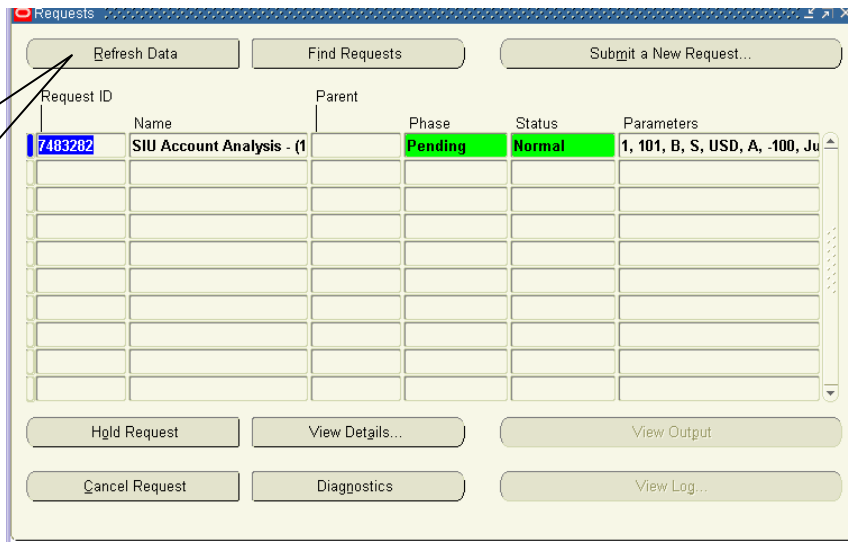
Parameters for: SIU FO Grants Available Report



A screenshot of a 'Parameters' dialog box. It contains three input fields: 'Hint(FY)' (highlighted in yellow), 'Fiscal Officer', and 'P_BUDGET_PURPOSE'. Below the fields is a scrollable list box. At the bottom right are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

8. In the Submit Request window, click 'Submit Request'.
9. In the Request window, click on 'Refresh Data' until the Phase equals 'Completed'.

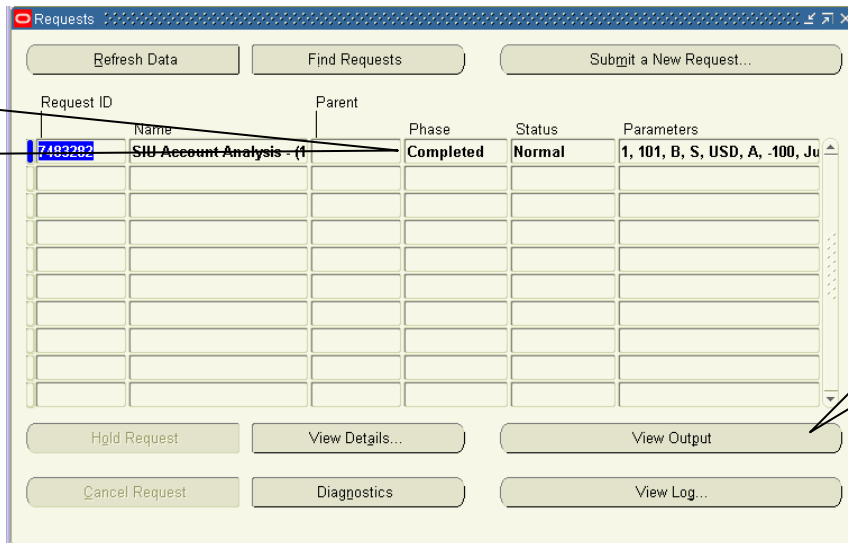
Click "Refresh Data".



A screenshot of the 'Requests' window. At the top are three buttons: 'Refresh Data', 'Find Requests', and 'Submit a New Request...'. Below is a table with columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted in blue and green, showing '7403202', 'SIU Account Analysis - (1)', an empty parent, 'Pending', 'Normal', and '1, 101, B, S, USD, A, -100, Ju'. Below the table are several buttons: 'Hld Request', 'View Details...', 'View Output', 'Cancel Request', 'Diagnostics', and 'View Log...'.

Request ID	Name	Parent	Phase	Status	Parameters
7403202	SIU Account Analysis - (1)		Pending	Normal	1, 101, B, S, USD, A, -100, Ju

Notice how the phase changed to "Completed".



A screenshot of the 'Requests' window, identical to the previous one, but the 'Phase' column for the first row is now 'Completed'. A callout bubble points to the 'View Output' button.

Request ID	Name	Parent	Phase	Status	Parameters
7403202	SIU Account Analysis - (1)		Completed	Normal	1, 101, B, S, USD, A, -100, Ju

Click "View Output".

Submitting AIS Monthly Fiscal Officer Reports

10. With your cursor in the request line associated with this report, click 'View Output'.
11. The report's output will display in Adobe Acrobat (PDF) format. You may:
 - View report output
 - Print report output
 - Save report output
12. Click on 'Close' from the File menu to exit Adobe Acrobat
13. Exit AIS as normal.