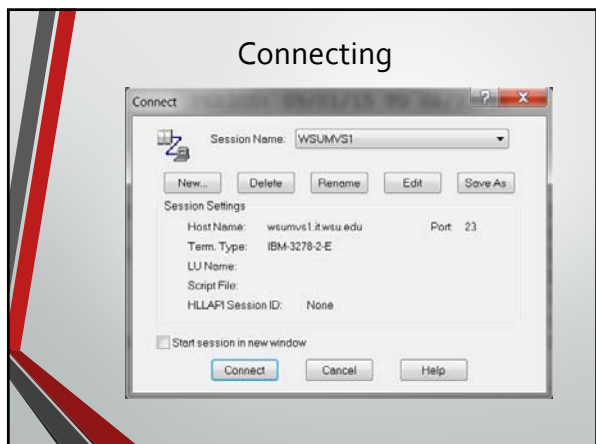
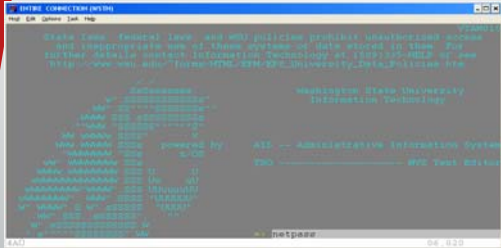


Terminal Emulator Software

- Entire Connection (full functions but hefty cost).
- **WC3270** – old version...cannot copy-and-paste.
- **QWS3270** – free version; get what you pay for.
- **TN3270 Plus** – www.sdisw.com also free, but better than QWS3270 (Controller's Office uses this one.)
- **QWS3270 Secure** – purchase from www.jollygiant.com (currently \$69)
(Kathleen's recommendation)



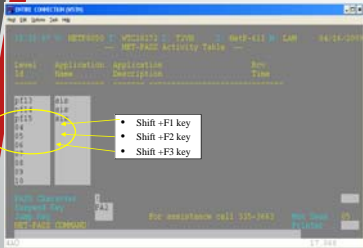
Netpass



The "Netpass" Command allows the user to log into multiple AIS Sessions.

Type "Netpass" at the command line, then press <Enter>.

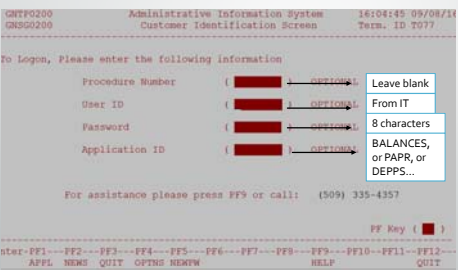
Log onto multiple sessions



Type in a PF (stands for Function Key) line for each AIS session desired. Type PF#, then tab to next field, and type AIS. When done, tab to a PF line and press <Enter> and log in normally. To log onto a 2nd or 3rd AIS application, hold down the SHIFT key and press F2 or F3, respectively.

After logging on to all desired AIS applications, hold down the SHIFT key and the "PF" Function key to toggle or move from one application to another.

The sign on screen



What applications do you have access to?

When logging in, use the PF1 key to see – the applications to which you have access:

```
GNTB0201          WSU Administrative Information Systems
                  Application Selection

Page 1 of 1

2 BALANCES
3 BRS
4 DEPPS
5 FACTS
6 FAFR
7 PROPERTY
8 SCBAIMS
9 WSDORG
```

Menu Screens

- 1 (PF1) Menu – Account Balances Main Menu
- 2 (PF2) Detail Menu – Account Detail
- 3 (PF3) File Access Menu – Specific Transaction Detail
- 4 (PF4) Download Menu – Download Data
- 5 (PF5) Find Accounts – Find/Locate account queries
- 6 (PF6) Code Titles – Display Code Titles
- 7 (PF7) Cost Sharing – Grant-related Cost Share data and ability to download.

Where PF stands for the Function Key at the top of the keyboard.

- Overall – Using, downloading and querying in Balances.

Main Menu: pf1 Key

- The 'Home' screen: Main Balances Menu
- Report 01 and Report 15 are used the most.
- Report 12 is handy for Departments.

- Explanation on two other Report 15 screens:
 - 15S
 - 15X

Detail Menu: pf2 Menu

- More detailed data compared to Main Menu
- Adds date range to query
- Holds only previous 18 months detail and 3 years plus current fiscal year for the "All" parameter.

And –
"Now for Something Completely Different"
pf3
Full File Access Menu

Generally used by Central Offices to report to various agencies, i.e. Washington State, granting agencies.

Not very useful for departments

pf4 Download Menu

Download to Your Personal Computer:
View on-screen or Download as Data

- The Financial Data Warehouse:
 - Access to all Financial Data.
 - Can export data to manipulate.
 - There is no charge to use - it's FREE!

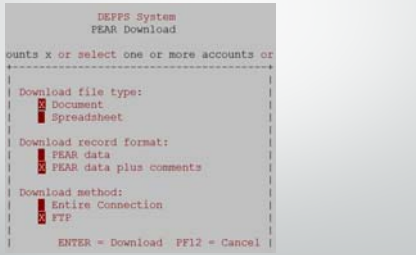
The new ways to upload & download

The first way:
www.WSUMVS1.wsu.edu/webuplde/wbbb/dfh

- Can access through SCBAIMS, FACTS, maybe more

The new ways to download

The second way (for DEPPS/HEPPS)



154 records downloaded to HAGEN.PEAR.T1555058 on WSUMVS1 for FTP transfer
Use FTP software such as FileZilla or WSTE95

pf5 - Find Accounts

- Locate budgets by name, or by entering a budget to find all the projects associated with it.
- To find accounts that have the word "Revenue" in it, choose report 10 and select the word Revenue as the search criteria.

pf6 Code Titles Menu

- To find information about objects, sources, funds, programs, and other data.
- This will bring you to a report screen to choose a display of various titles.

**Cost Sharing: pf7 key
Cost Share Inquiry Menu**

- From any main menu,
- Click PF7 to get to the cost sharing query menus

Shadow Systems

- They exist from simple (i.e. Excel) to complex (i.e. Access database)
- Can be a "check register" to verify, confirm, or correction information in the WSU Accounting System.
- If your written/published departmental procedures address maintaining a shadow system, it may be subject to audit.
- In the end, AIS BALANCES is the official accounting record of WSU.

- This concludes AIS BALANCES training.
- Any questions or comments?
- Feel free to contact us with any questions or concerns:
Karen Breese 335-2056
Kathleen Hagen 335-2232



This has been a
WSU Training
Videoconference

If you wish to have your attendance documented in your training history, please notify Human Resource Services within 24 hours of today's date:

hrstraining@wsu.edu