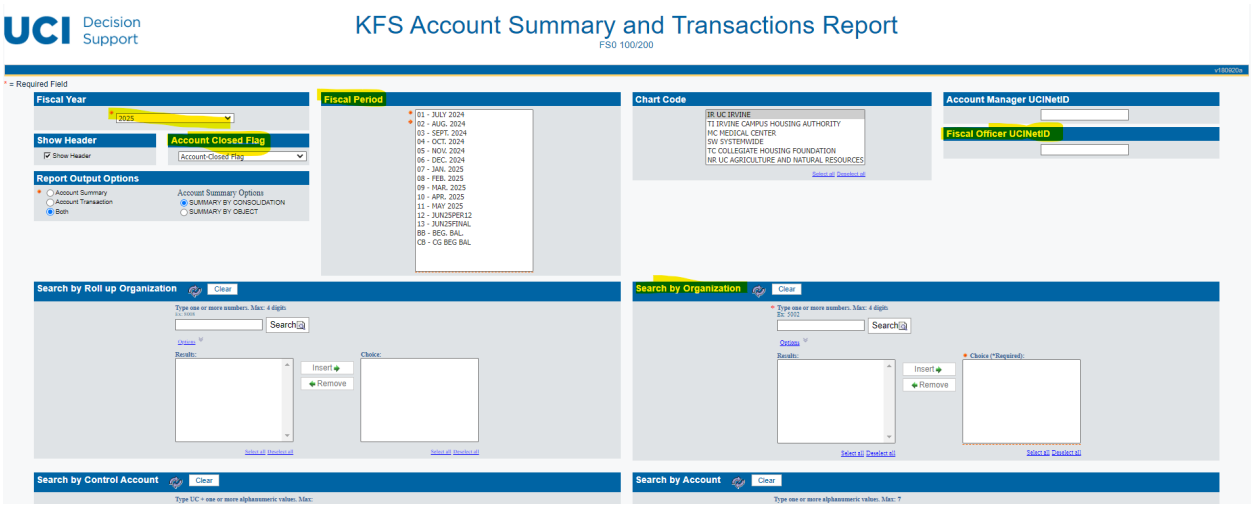
FINAL REPORT PACKETS FOR EACH ACCOUNT

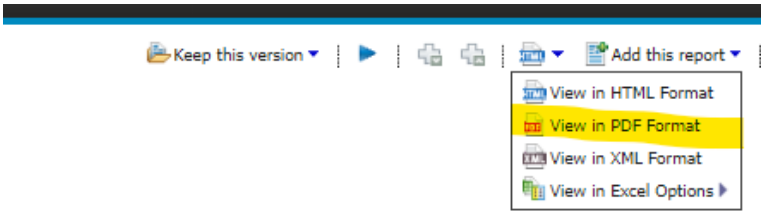
1. Login to zot portal and click on Decision Support
2. In the KFS Decision Support Portlet, expand General Ledger – Campus Reports
3. Click on Account Summary and Transactions



4. Choose current fiscal year
5. In Account Closed Flag, select “N”
6. In Fiscal Period, select the period you need to download
7. In Account Manager, enter your UCINetID
8. In Search by Organization, enter your department org/search/insert
9. Click Run

This will populate the report in an HTML format that you can then download into PDF’s for your final report packets. In the upper right corner there is a drop down box (highlighted above)

10. Click on the drop down box
11. Choose View in PDF Format



12. Download and Save the PDF’s for the period you’re working on to your computer and you can put together all required documents for each account for your “final” report packet

FINAL REPORT PACKETS FOR EACH ACCOUNT

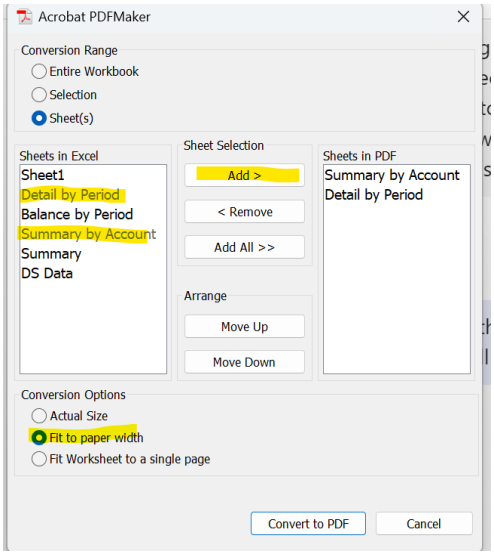
The items that should be included in your monthly report packet for each account should be as follows in this order:

- PDF version of Summary by Account from the Department Report Excel Workbook used to create monthly reports
- PDF version of Detail by Period Report from the Department Report Excel Workbook used to create monthly reports
- Account Summary and Transactions Report (Downloaded as per steps 1-9 here)
- If there are payroll transactions on the account, PDF version of the Summary from the Department DOPE Excel
- Projections Spreadsheet, for your faculty/temp instruction, if applicable
- Any supporting documentation for expenses that have hit that month's ledger that cannot be quickly obtained with a KFS document number (for example)
    - Phone bills/OIT charges
    - Facilities Requests
    - MTF's
    - Parking charges
    - Student stipends
    - Deposits

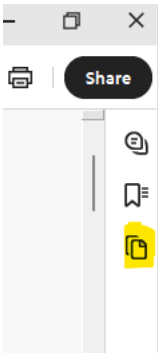
Helpful hints for PDF's

FINAL REPORT PACKETS FOR EACH ACCOUNT

When saving each account from your Monthly Dept Report, you can save both reports you need for the packet (Summary by Account and Detail by Period) in one PDF, (I suggest you save them using each account number, and the ledger month so they're easier to find when doing packets), and also make sure to change to "Fit to Paper Width"



Clicking on the double page icon (highlighted below), you can select what pages you need and drag them into the PDF for each individual account where needed.



Just select the box in the upper right corner of the relevant pages (above the bold UCI) and then you can drag and drop them to the PDF of the spreadsheet for that account