

Using Entire Connection Version 3.1.1

Texas A&M University
Financial Management
Services



Objectives

- **Download FAMIS Screens into a Spreadsheet**
- **Print FAMIS Screens Without Using Print Screen**



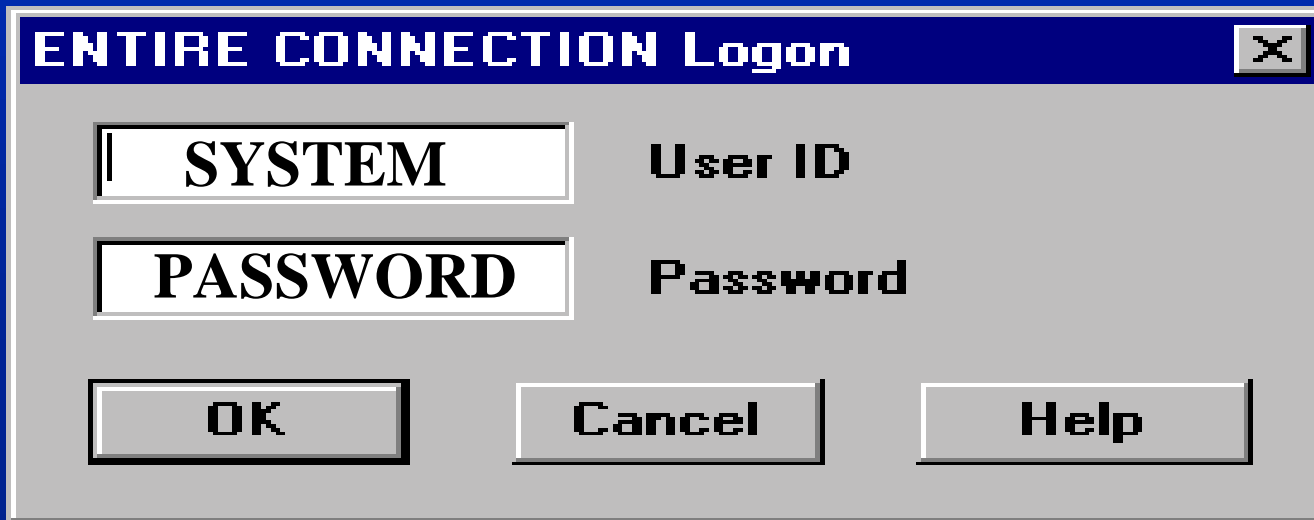
What is Entire Connection?

- Software that allows you to logon to FAMIS and download and print *some* FAMIS screens.



Getting Started

- Click your Entire Connection Icon
- Enter “SYSTEM” as the User ID & “PASSWORD” as the Password



ENTIRE CONNECTION Logon

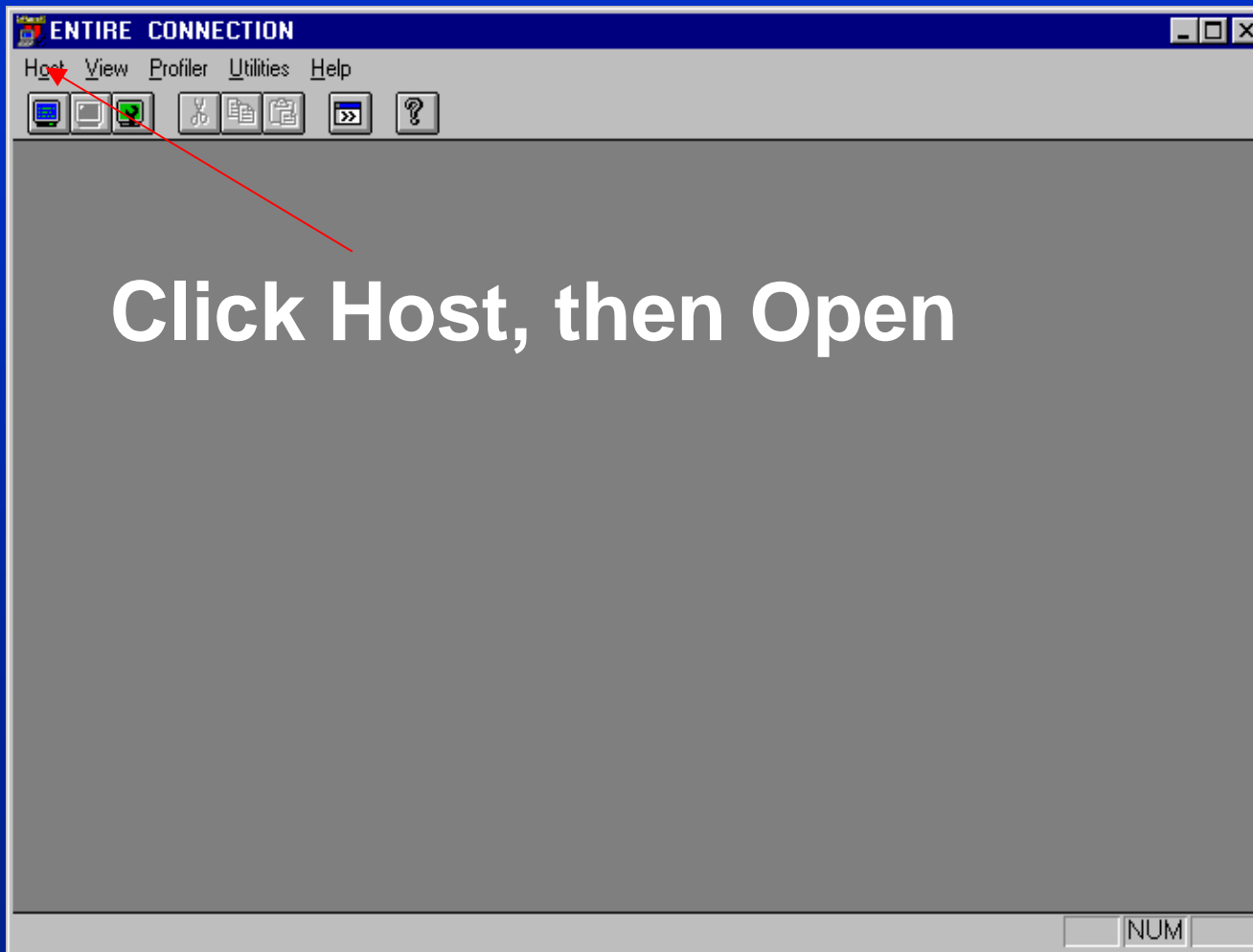
SYSTEM User ID

PASSWORD Password

OK Cancel Help



The Session Box Appears



Color Settings

- **Change color settings if you cannot see the cursor**
 - **Click Host**
 - **Click Session Setup**
 - **Click Modify**
 - **Click the Colors Tab**



Using the Colors Tab

- Under available color schemes, choose SAGCOLORS
- Click Modify



Profiling Session [atm]



Communication

File Transfer 1

File Transfer 2

Procedure

Test

National

General

Fonts

Colors

Keys

1

Terminal 1

Terminal 2

Available Color schemes:

IBM3279

SAGCOLORS

2

New...

3

Modify

Delete

OK

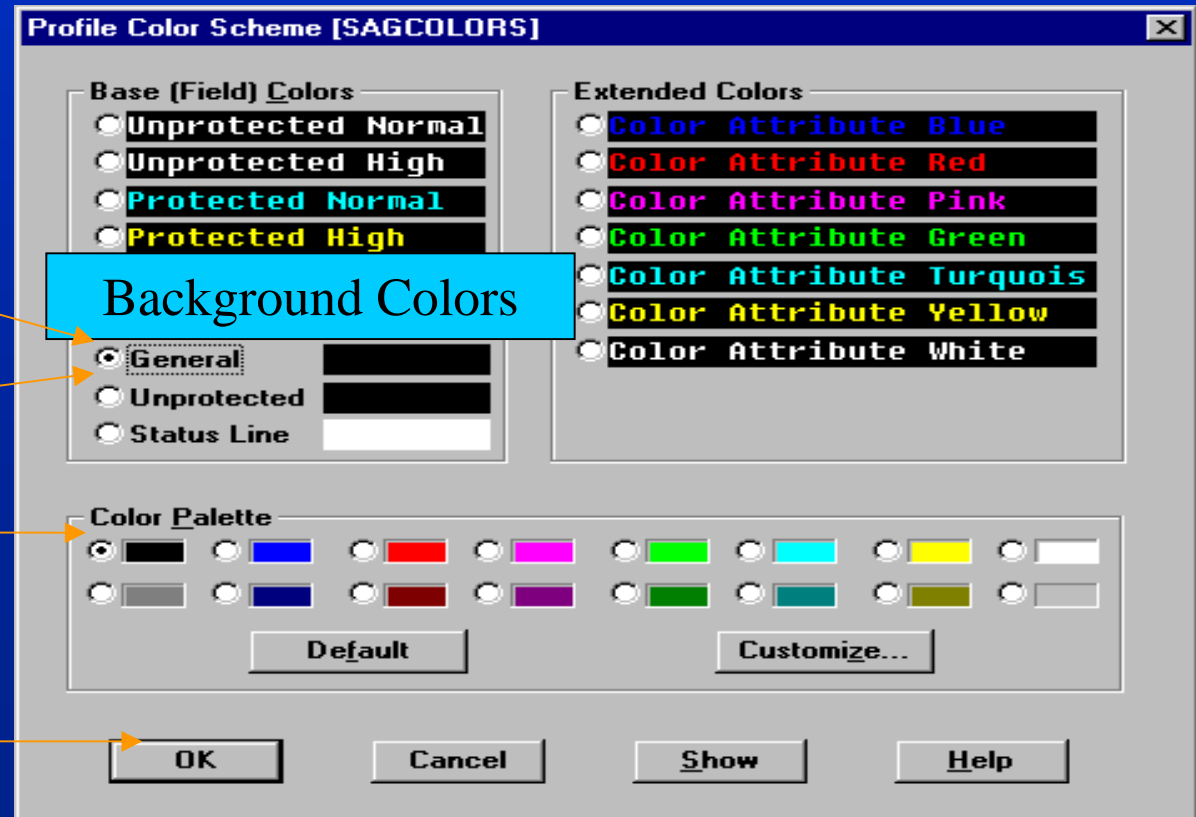
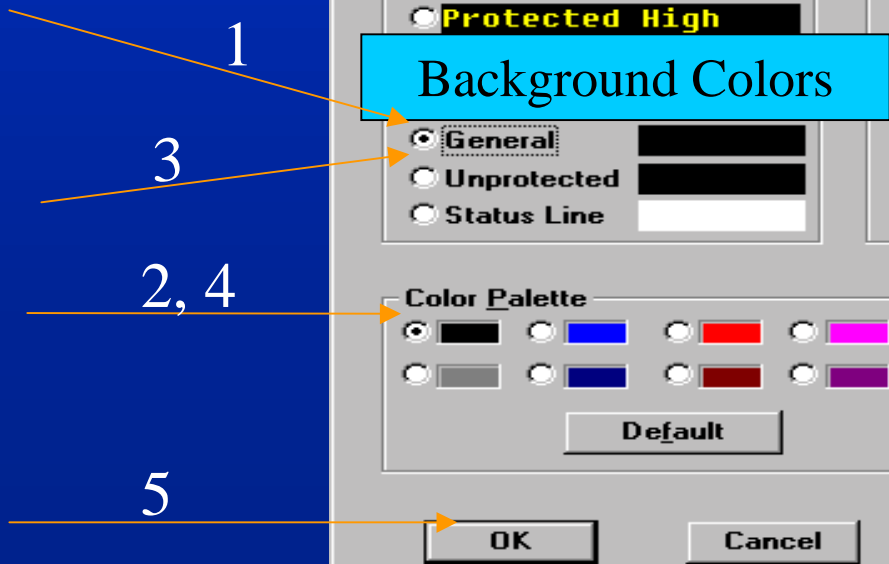
Cancel

Apply

Help

Color Settings Continued

- Under Background Colors
 - Change General and Unprotected to black
 - Steps:



Save Your New Colors

Save As



Step 1

Save Object as ...

SAGCOLORS

IBM3279
SAGCOLORS

Step 2

OK

Cancel

Help

Entire Connection Menus M08 & M09

ENTIRE CONNECTION - [atm - [1]]

Host Edit View Profiler Utilities Window Help

06/07/99 11:16
FY 1999 CC 02

Screen: ___ Account: _____ FAMIS APPLICATION

Active Processing Month: 6 June

* ---- Financial Accounting ---- *	* ----- Purchasing ----- *
M01 Account Information	M20 Purchasing System Menu
M02 FA Transactions	* ---- Routing and Approval ---- *
M03 Inquiry - Dollar Information	M90 Routing and Approval Menu
M05 Support Accounting	* ----- Other Menus ----- *
M07 Departmental Planning Budgets	M58 Budget Preparation Module
M08 Entire Connection Download	M70 Payroll Detail Module
M09 Entire Connection Print	M78 Payroll Distribution Module
* ---- Accounts Receivable ---- *	B01 Bulletin Board News Menu
M11 A/P Inquiry and Vendor Menu	S01 FA/AP System Tables
M12 A/P Voucher Update Menu	S03 Miscellaneous Tables
M19 Reconciliation	AFR Annual Financial Reporting
M61 Accounts Receivable	FFX Fixed Assets Module
	SPR Sponsored Research Module

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp

4A0 04,012

NUM

M08 – Entire Con. Download

M08 Entire Connection Download

06/07/99 11:20

FY 1999 CC 02

Screen: __

----- Accounts *-----*

029 Account Search
068 Support Account Search
018 GL 6 Digit List
019 SL 6 Digit List W Category Totals
069 SA 11 Digit List W Category Total

----- Transactions *-----*

023 Trans Inquiry by Account
046 Trans for Month By Refer.
047 Trans Inquiry on Reference
048 Trans Inquiry Acct/Sbcd/Mon
063 Trans Inquiry by SA
080 Inquiry by Subcode
081 Detail Trans by Subcode

----- Batch *-----*

027 FA Trans Inquiry by Batch
127 AP Trans Inquiry by Batch
627 AR Trans Inquiry by Batch

----- Flags *-----*

805 Maintain GL Control Description
806 Maintain SL Subcode Description
860 Department Table Maintenance

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

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04,012

M08: Downloading

- **Download information into a spreadsheet so you can modify the data the way you need to see it.**



Download Tip

- If you download the file in Excel, it will not download the column headings.
- Instead, download it as a dBaseIII or Lotus file. Then open it in Excel and resave it as an excel document rather than a dBaseIII or Lotus document.

Downloading Steps

- Proceed to an M08 screen
- Enter action line information
- Press PF9 to download



Download Screen 860 into dBASEIII

To download all data for Screen 860, no action line information is needed

ENTIRE CONNECTION - [atm - (1)]

Host Edit View Profiler Utilities Win

F8209 Field marked is required
860 Department Table Maintenance

06/13/99 14:34
CC 02

Screen: ___ Department: ___ Sub Dept: ___ Delete Dept: N

Dept Name: _____
Head/Director ID: _____ Alt APO ID: _____
Head/Director Phone: _____ Alt APO Phone: _____
Mail Code: _____ Building Number: _____
Exec Level: _____ Building Campus: _____
Division: _____ Room/Floor: _____
School/College: _____ Group Cd: _____
Off Campus Flag: _____ Other Loc: _____
Budget Sort Dept Nbr: _____ Approx. Inv. Count: _____
FRS Allow Flag: _____ FFX Allow Flag: _____
Purch Trn Flag: _____ FFX Cert. Month: _____
Other Part Nbr: _____ Mail to Dept Head: _____
Other Part Dept: _____ Dept Office: _____
Other Part Sub Dept: _____ Dept View: _____

General Comments:
Hit <PF10>
FFX Comments:
Hit <PF11>
PF10--PF11--PF12---
GenCm FFxCm
04,030

4A0

NUM

Press PF9

PF9
Dload

Press enter at this screen

ENTIRE CONNECTION - [atm - (1)]

Host Edit View Profiler Utilities Window Help

F8209 Field marked is required
860 Department Table Maintenance 06/13/99 14:34
CC 02

Screen: _____ Department: _____ Sub Dept: _____ Delete Dept: N

Head/ _____
Head/Dir _____

Sch _____
Off _____

Budget So _____
FRS _____
Pur _____

Other Part Nbr: _____ Mail to Dept Head: _____
Other Part Dept: _____ Dept Office: _____
Other Part Sub Dept: _____ Dept View: _____

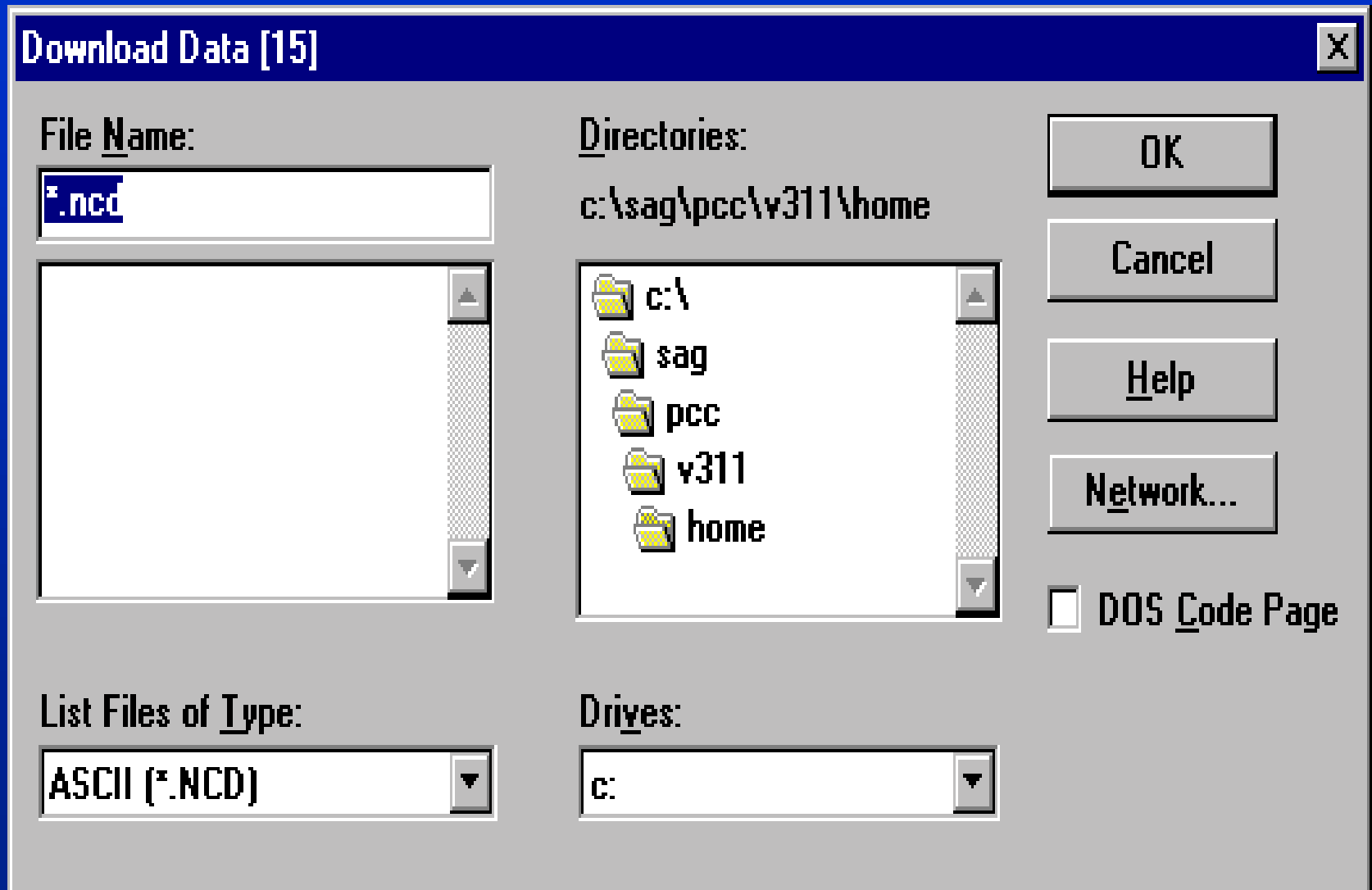
Dept Expiration Date: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Dload GenCm FFXCm

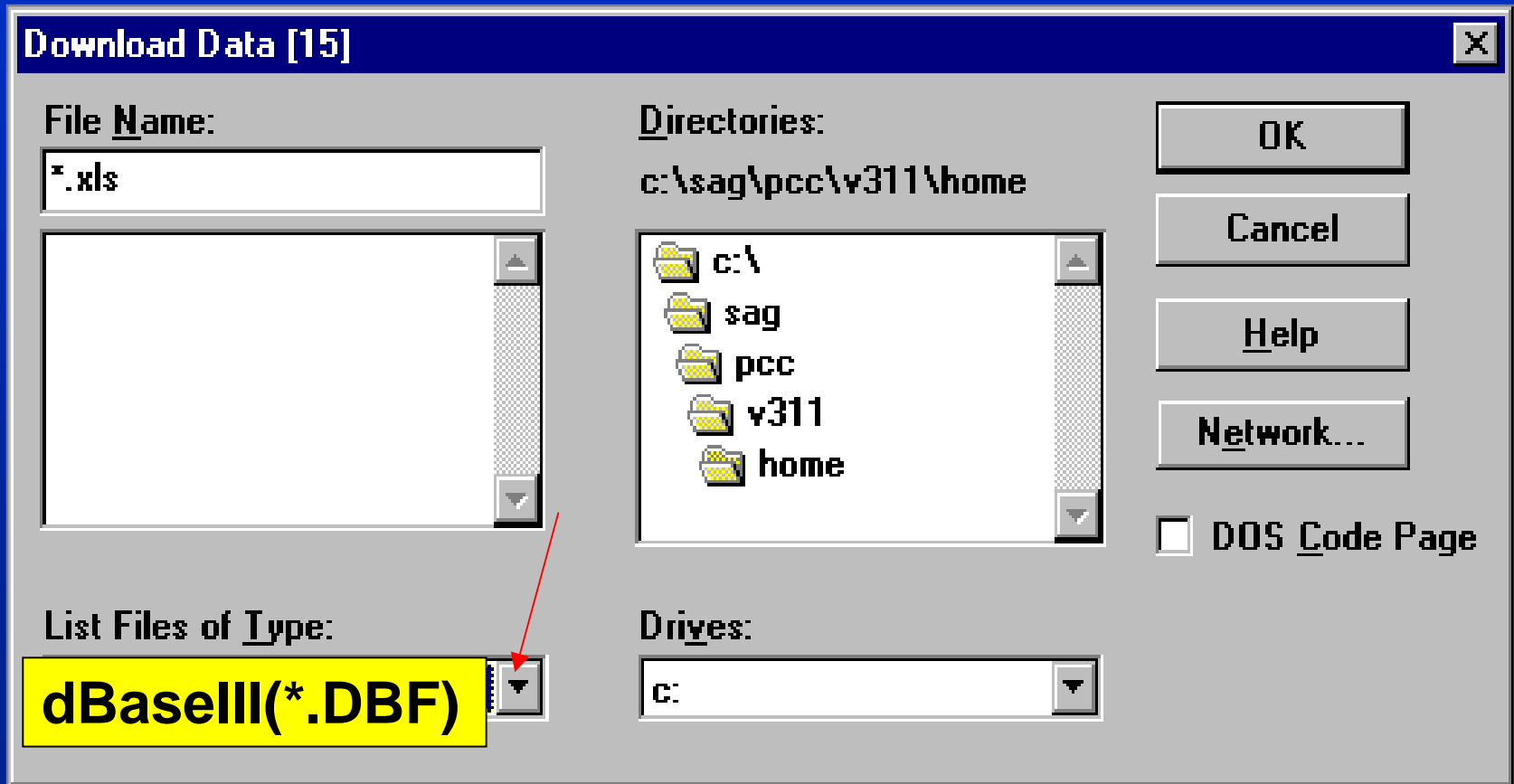
4A0 06,011

NUM

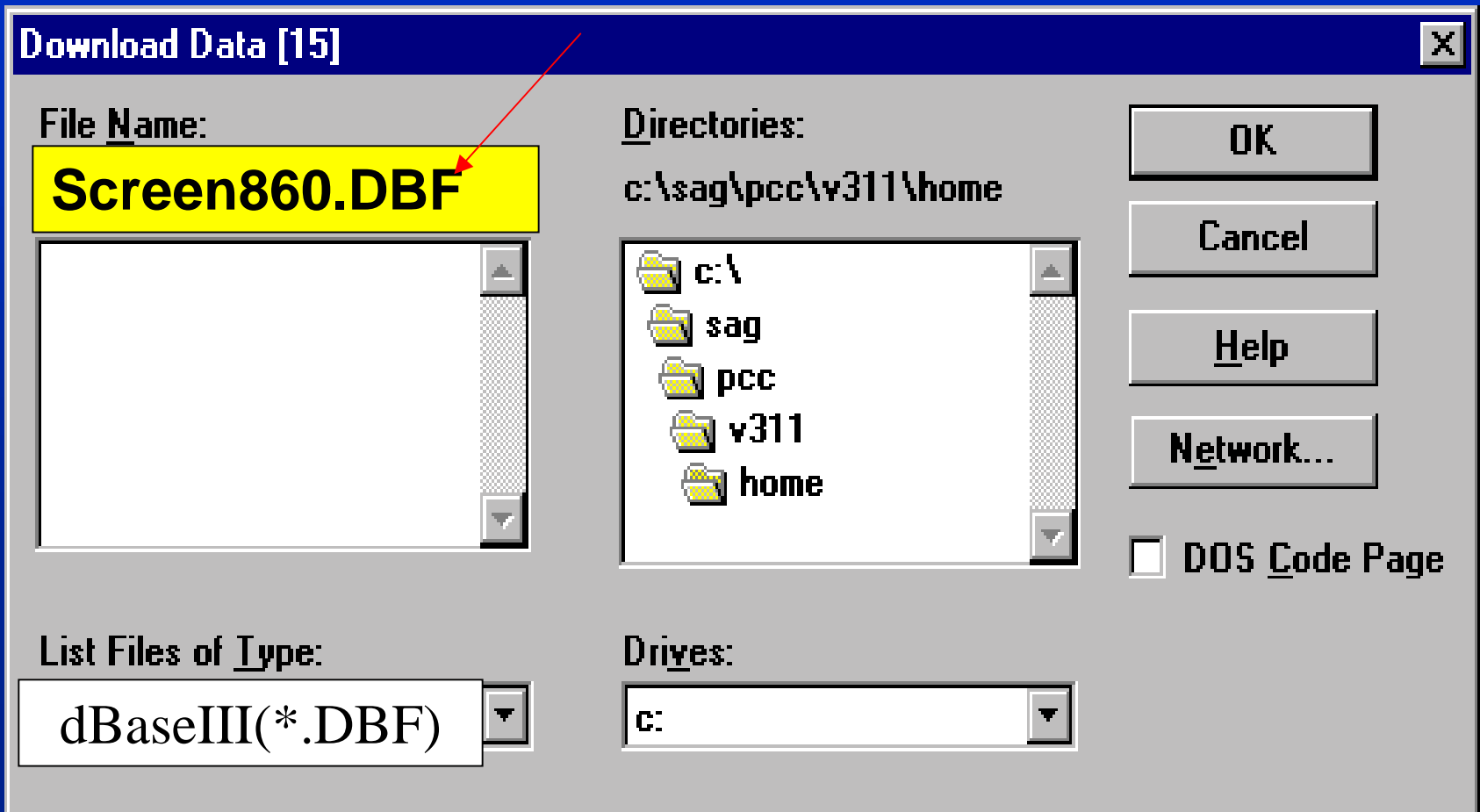
This Screen Will Appear



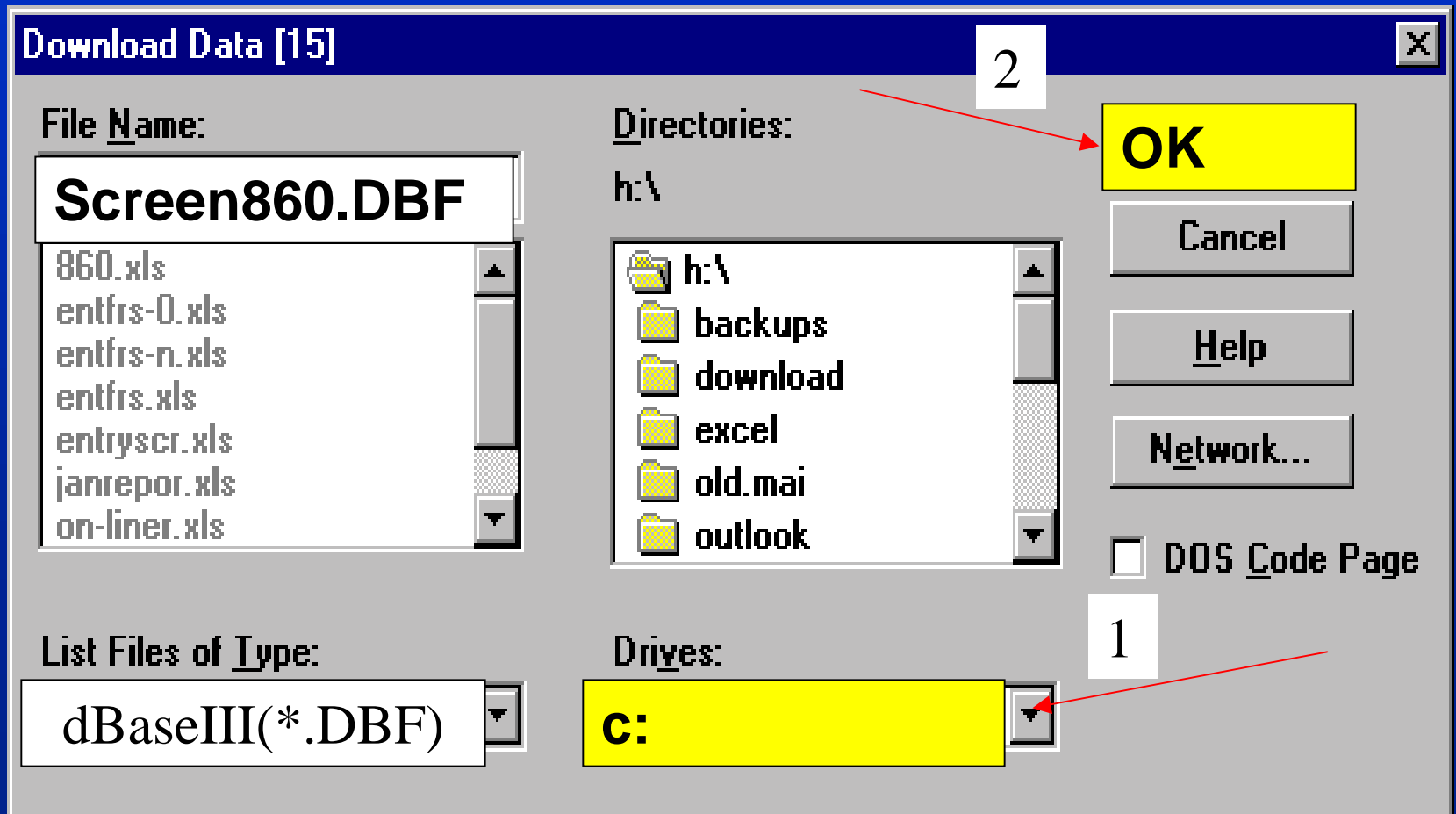
Step 1: Choose Where To Download the Data



Step 2: Insert a File Name & Appropriate Extension



Step 3: Choose the Download Drive & Click OK



Press Enter to Download

```
ENTIRE CONNECTION - [atm - [1]]
Host Edit View Profiler Utilities Window Help
F8209 Field marked is required
860 Department Table Maintenance                                06/14/99 10:40
                                                                CC 02
Screen: ___ Department: _____ Sub Dept: _____
+-----+ Delete Dept: N
+ +-----+
Head/ | | With the current parameters you have set you | |
Head/Dir | | downloaded 618 records. Press (Enter) | |
| | to continue. | |
| | | |
Sch | | Press (Enter) to continue | |
Off | | | |
Budget So | +-----+
FRS | |
Pur +-----+
Other Part Nbr: __ Mail to Dept Head: _
Other Part Dept: _____ Dept Office: General Comments:
Other Part Sub Dept: _____ Dept View: Hit <PF10>
Dept Expiration Date: _____ FFX Comments:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- Hit <PF11>
Hmenu Help EHelp Dload GenCm FFXCm
4A0 06,013
```

Retrieving the Data

- The download will be saved in the program in which you specify.
- Open the program in which you would like to access the download (e.g. Excel)
- Open the file
- Modify it
- Save it



Opening a dBase or Lotus Download in Excel

- To get column headings to automatically appear in Excel,
 - Download the file into dBaseIII or Lotus
 - Open Excel



Quick Downloading Tip

- In the Excel Open File box, change Files of Type to all files
- Select the downloaded file
- Open it in Excel
- Re-save the document as an Excel file



Downloading Directly into Excel

- You may download directly into Excel, but it will download the column headings into a separate file, which you must then transfer into Excel.



Downloading Directly into Excel (2)

- If you download into Excel, for every Excel download, Entire Connection creates a file with a .NCF extension
- Example:
 - Screen860.xls
 - Screen860.ncf



.NCF Files

- **.NCF files contain the column headings**
- **You must find & open .NCF files in Windows Explorer**



Exploring - Akv on 'Fiscal\Data' (C:)

File Edit View Tools Help

Akv on 'Fiscal\Data' (C:)

All Folders

- Desktop
- My Computer
- 3½ F
- (C:)
- +
- +
- +

Contents of 'Akv on 'Fiscal\Data' (H:)

Name	Size	Type
860	2KB	NCF File
860	280KB	Microsoft Excel...
Del	1KB	File
E...	181KB	Microsoft Excel...
E...	117KB	Microsoft Excel...
E...	79KB	Microsoft Excel...

The .NCF File

- Most likely your .NCF file will be next to your saved download in Windows Explorer
 - However, sometimes the system will save the .NCF with a capital letter, placing it in a different location



The Open .NCF File

	A	B	C	D	E	F	G	H
1	File name: H:\860.XLS							
2	Status : Terminated Successfully							
3	Start : 06/13/99 14:32:05							
4	End : 06/13/99 14:32:34							
5	Records : 618							
6	Userid : K702RR							
7	Library : IAFRS							
8	Program : ZNSPDNDP							
9	Buffers : 49							
10	Globals : .,=							
11	Format : A02R02A05A28R03A02A01A05A1EA0CA1EA0CR03A01N02.0M							
12	Names :							
13		DL.CAMPUS-CD						
14		DL.DEPT						
15		DL.SUB-DEPT						
16		DL.DEPT-NAME						
17		DL.EXEC-LEVEL						
18		DL.DIVISION						
19		DL.SCHOOL						

Basic information
about the download

The column headings in
column order

.NCF Column Headings

- You must transfer the .NCF column data to your download file
- You must have experience with
 - Cutting & pasting
 - Delimiters (helpful, not required)



Downloading Summary

- Proceed to M08 FAMIS screen
- Press PF9
- Enter Download options
 - file type, file name, drive
- Press enter
- Open downloaded file



Downloading Summary (2)

- If you downloaded into Excel:
 - Open Windows Explorer
 - Find the .NCF file
 - Open the .NCF file
 - Transfer column headings from .NCF to downloaded file
 - Manipulate your data!



Printing Using Entire Connection

- While logged in through Entire Connection:
 - You may not “print screen”
 - You may only print M09 Entire Connection print screens





M09 Entire Connection Print

06/13/99 15:55

FY 1999 CC 02

Screen: _

----- Account Statements *-----*

- 018 GL 6 Digit List
- 049 Detail Acct Statement - Month
- 079 SA Detail Acct Statement - Month

----- Purchasing *-----*

- 278 Document Inquiry

----- Profiles *-----*

- 721 SL Summ by Target Budget
- 722 SL Summ by User Defined Categ.
- 731 SA Summ by Target Budget
- 732 SA Summ by User Defined Categ.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Hmenu Help EHelp

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04,012

NUM

Step 1: Set the Print Settings

- Set **Windows 95 & Entire Connection** printer settings
- In Windows 95
 - Click the **Start button**
 - Choose **Settings**
 - Choose **Printers**



Step 1: Printing (2)

- Double click the printer you need
- Click Printer, then Properties
 - Select the Paper tab
 - Choose landscape
 - Select legal paper
 - Click OK



Step 1: Printing (3)

- When you are finished using Entire Connection, change your **Windows 95** print settings back to the way you need them.



Step 1: Printing (4)

- Change the **Entire Connection** print settings.
- On the toolbar, click Profiler
- Choose User
- Click Modify



Step 1: Printing (5)

- **Click Printer Fonts Tab**
 - **Font Family Name: Courier New**
 - **Style: Regular**
 - **Size: 12**
- **Click OK**

OR



Step 1: Printing (6)

- **Click Printer Fonts Tab**
 - **Font Family Name: Lineprinter**
 - **Style: Regular**
 - **Size: 8**
- **Click OK**



Step 1: Printing (7)

- **Click the Listbox Tab**
 - **Font Family Name: Fixedsys**
 - **Size: 8 X 15**



Step 2: Proceed to an M09 Screen

49 Detail Account Statement For A Month 06/13/99
 FISCAL DEPARTMENT FY 1999
 Screen: ___ Account: 120007 Month: 6_ Ref: 4 Rev/Exp: E Page: 1_ 00

Date	Description	Ref 4	Budget	Sales or Expenses	Encumbrance
06/01	Balance Forward				269,850
06/04	BIWEEKLY PAYROLL			824.00	824.00
06/04	BIWEEKLY PAYROLL			92.70	
06/04	BIWEEKLY PAYROLL			2,433.60	2,433.60
06/04	BIWEEKLY PAYROLL			508.53	
06/04	BIWEEKLY PAYROLL			547.84	547.84
06/04	BIWEEKLY PAYROLL			136.48	
06/04	BIWEEKLY PAYROLL			2,590.40	2,590.40
06/04	BIWEEKLY PAYROLL				
06/04	BIWEEKLY PAYROLL				
06/04	BIWEEKLY PAYROLL			9,842.24	9,842.24
06/04	BIWEEKLY PAYROLL			1,879.31	

* Continued on next page *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
 Hmenu Help EHelp Bck Fwd Left Right

04,012

Input action line data

Press PF9 to print

PF9
Print

Printing Summary

- **Change Windows 95 print settings**
- **Change Entire Connection Print Settings**
- **Proceed to screen**
- **Press PF9**



Help

- **Financial Management Services**
– 458-1147 or 847-8833
- **TAMU CIS to purchase it**

<http://cis.tamu.edu/customer-sales/sell/entire.html>

