

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**



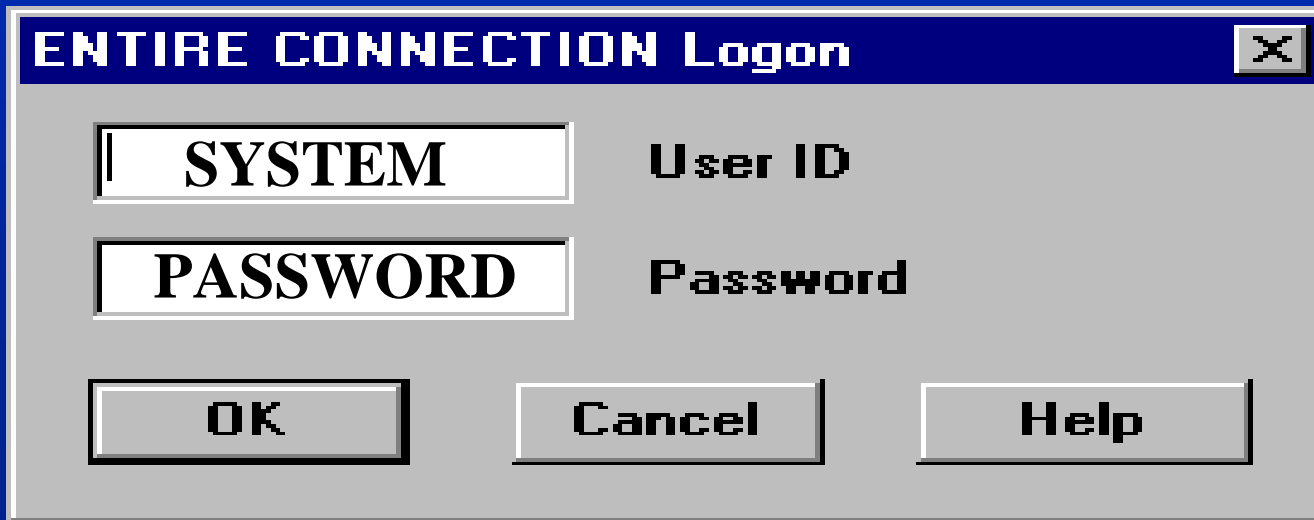
What is Entire Connection?

- 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

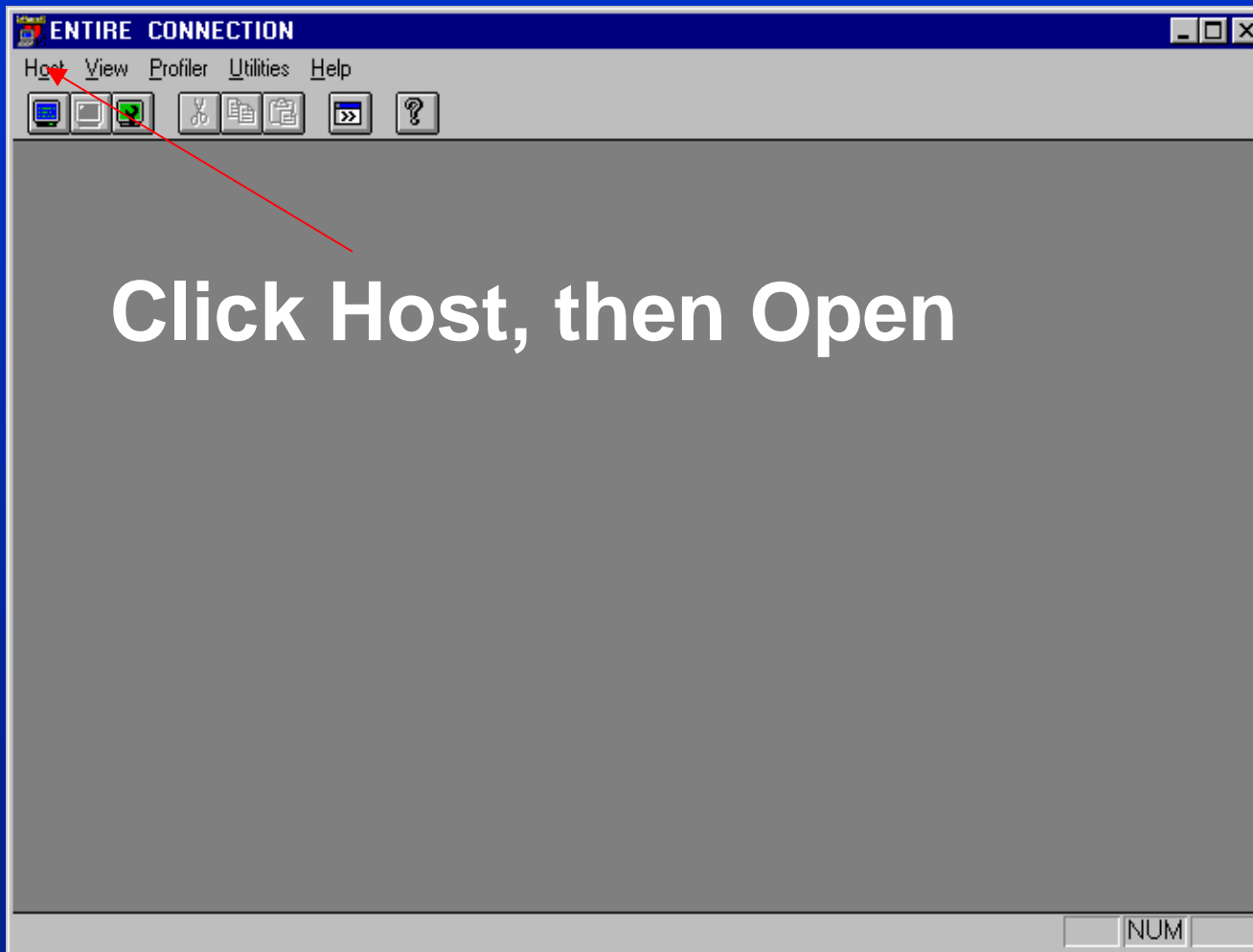
SYSTEM User ID

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

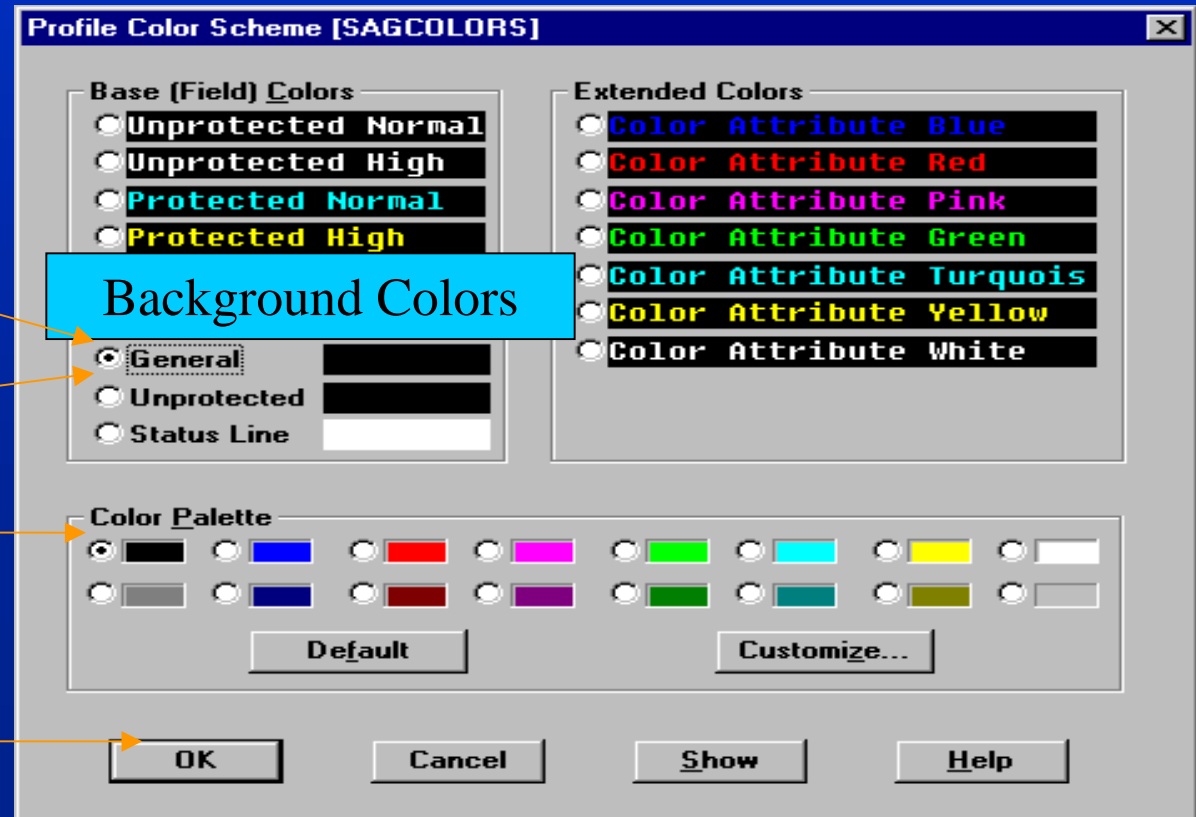
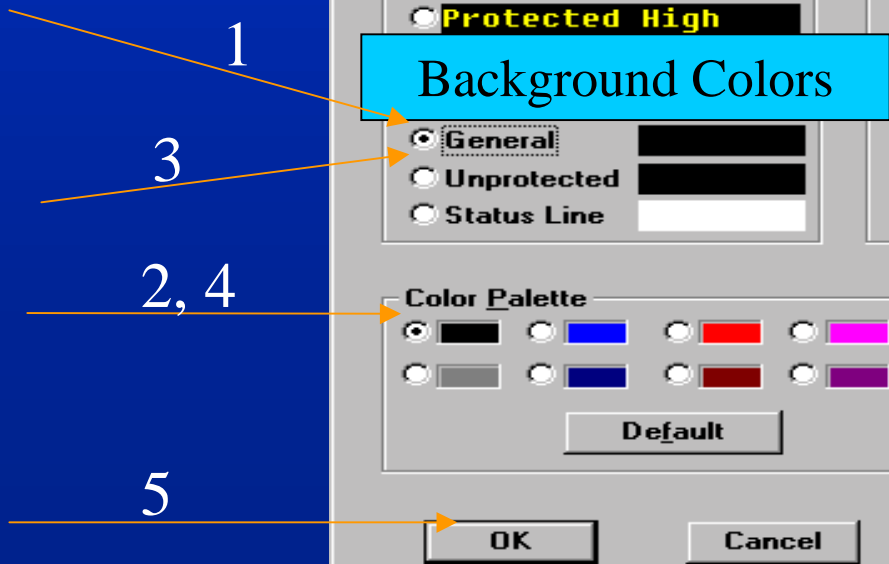
Cancel

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

4A0

NUM

PF9
Dload

Press PF9

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 _____

This feature is only available with Entire Connection. If you are not currently running Entire Connection, press PF4 to cancel this request or press (Enter) to continue.

PF4 to Cancel
Press (Enter) to continue

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

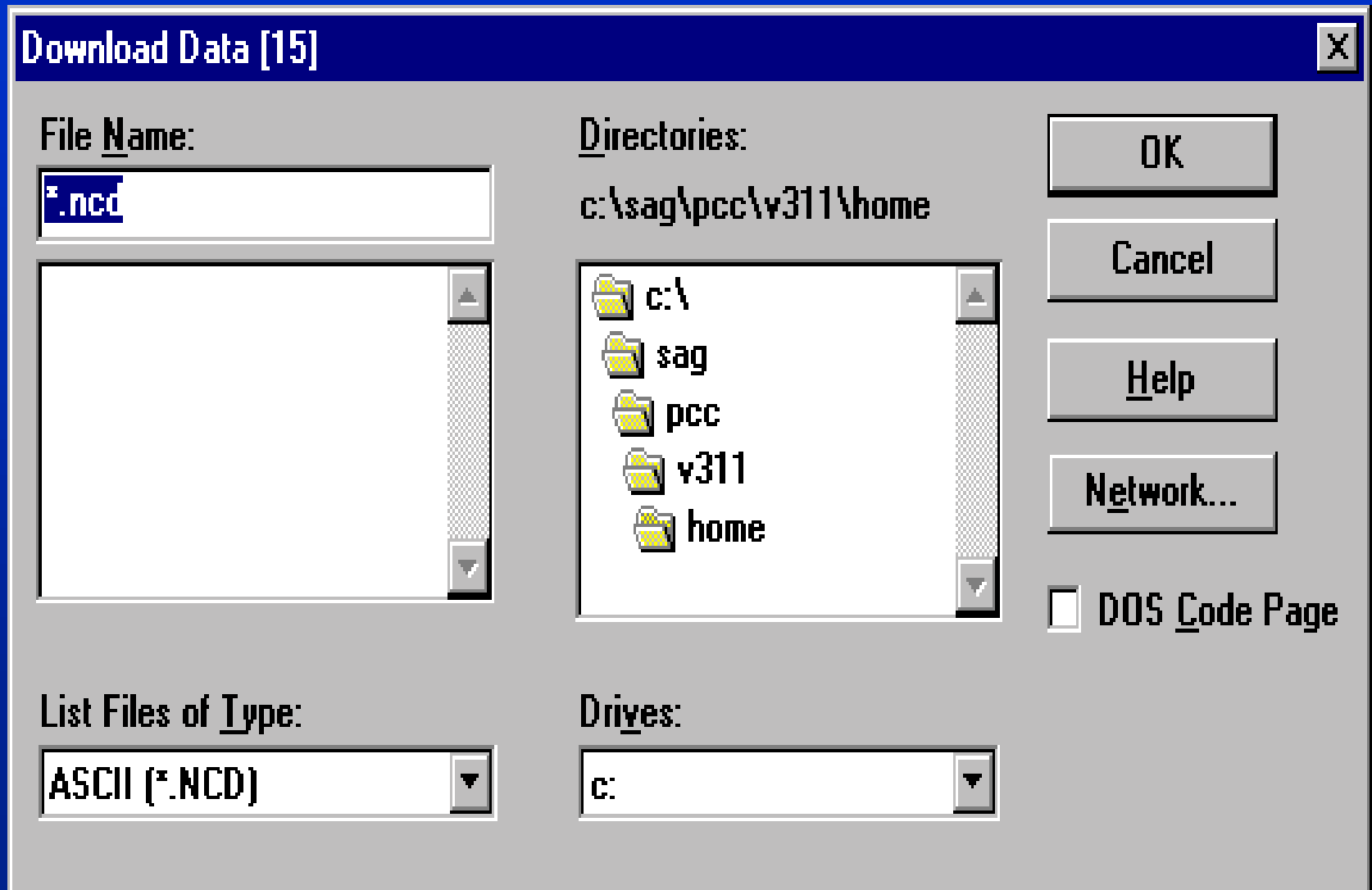
General Comments:
Hit <PF10>
FFX Comments:
Hit <PF11>

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

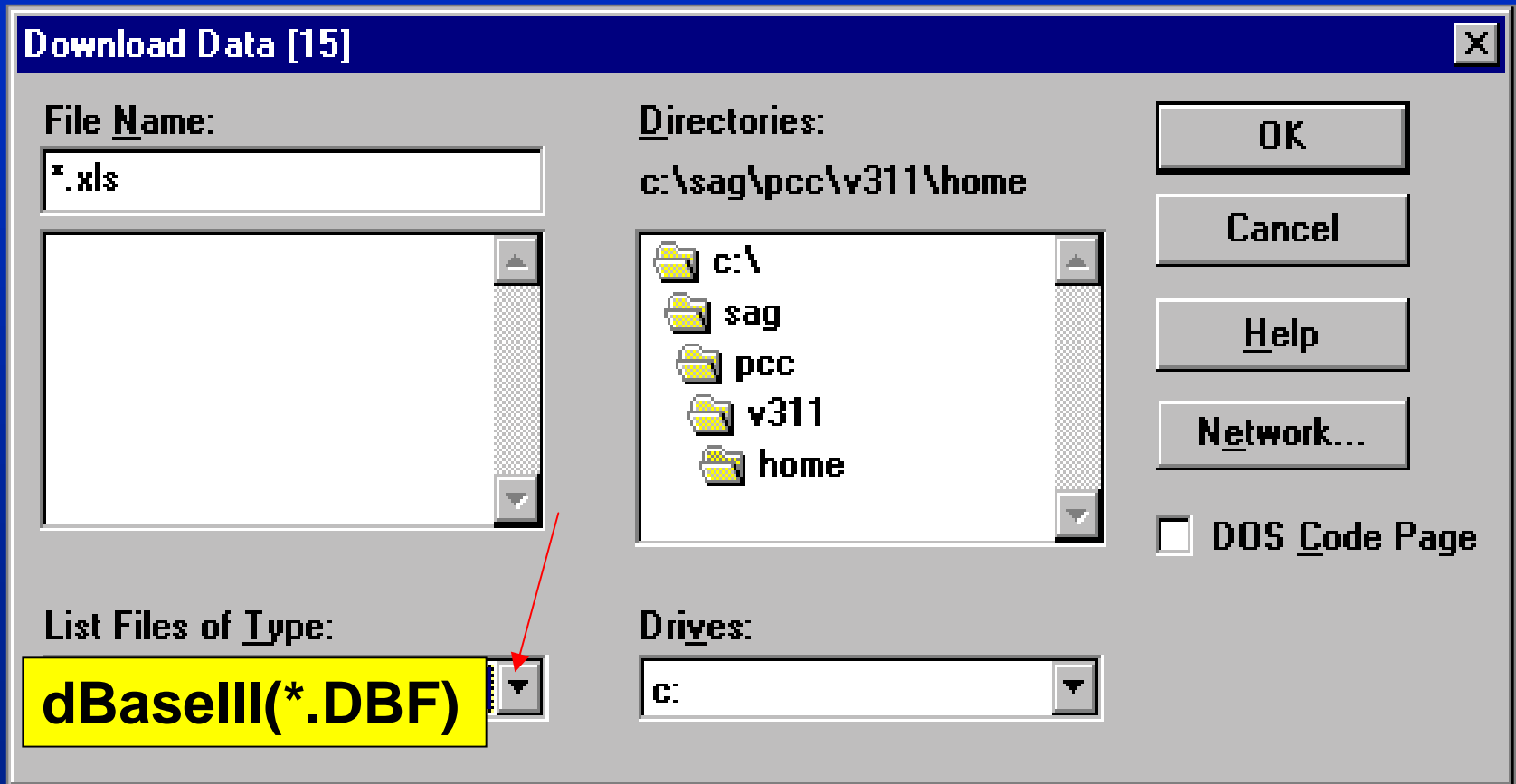
4A0 06,011

NUM

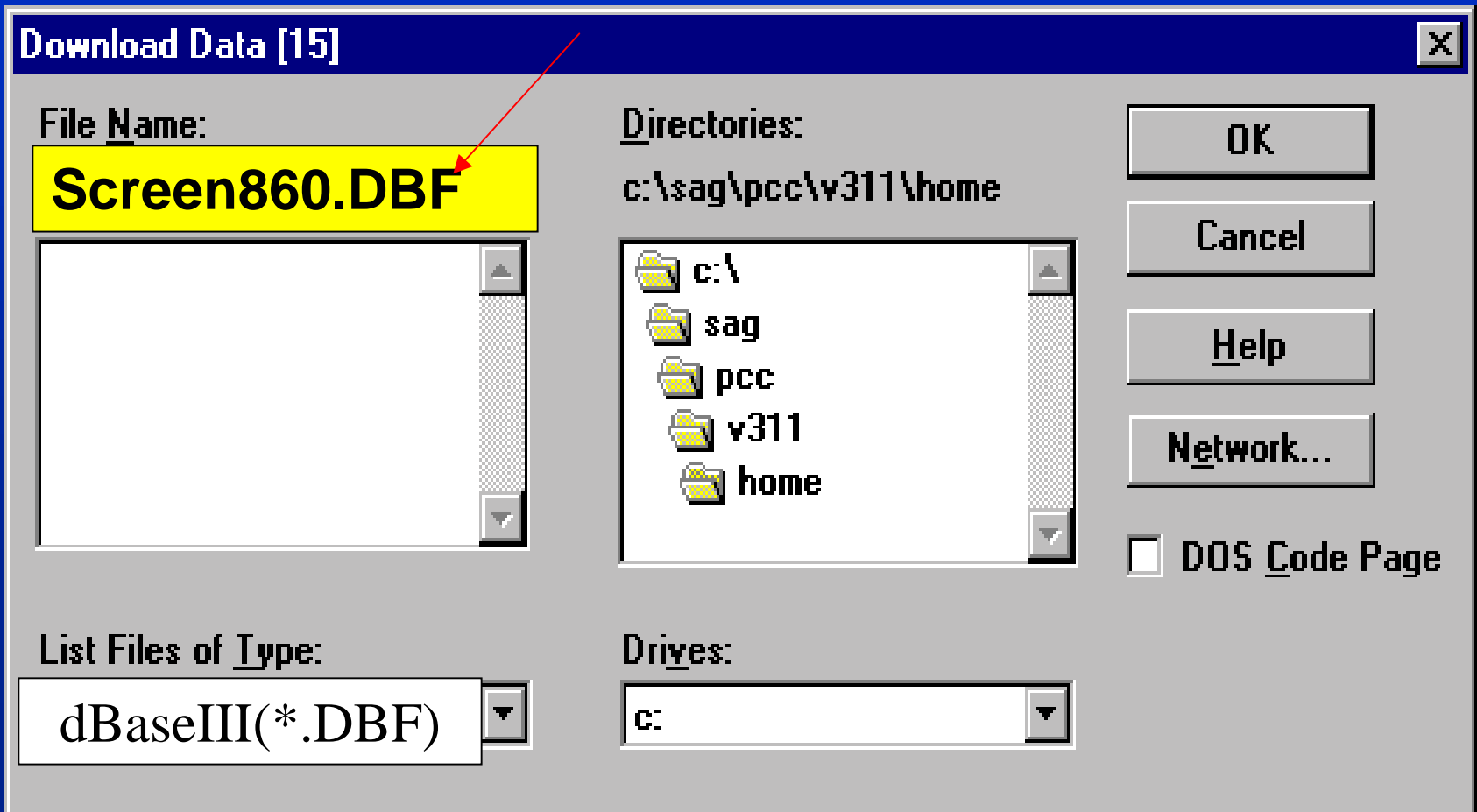
This Screen Will Appear



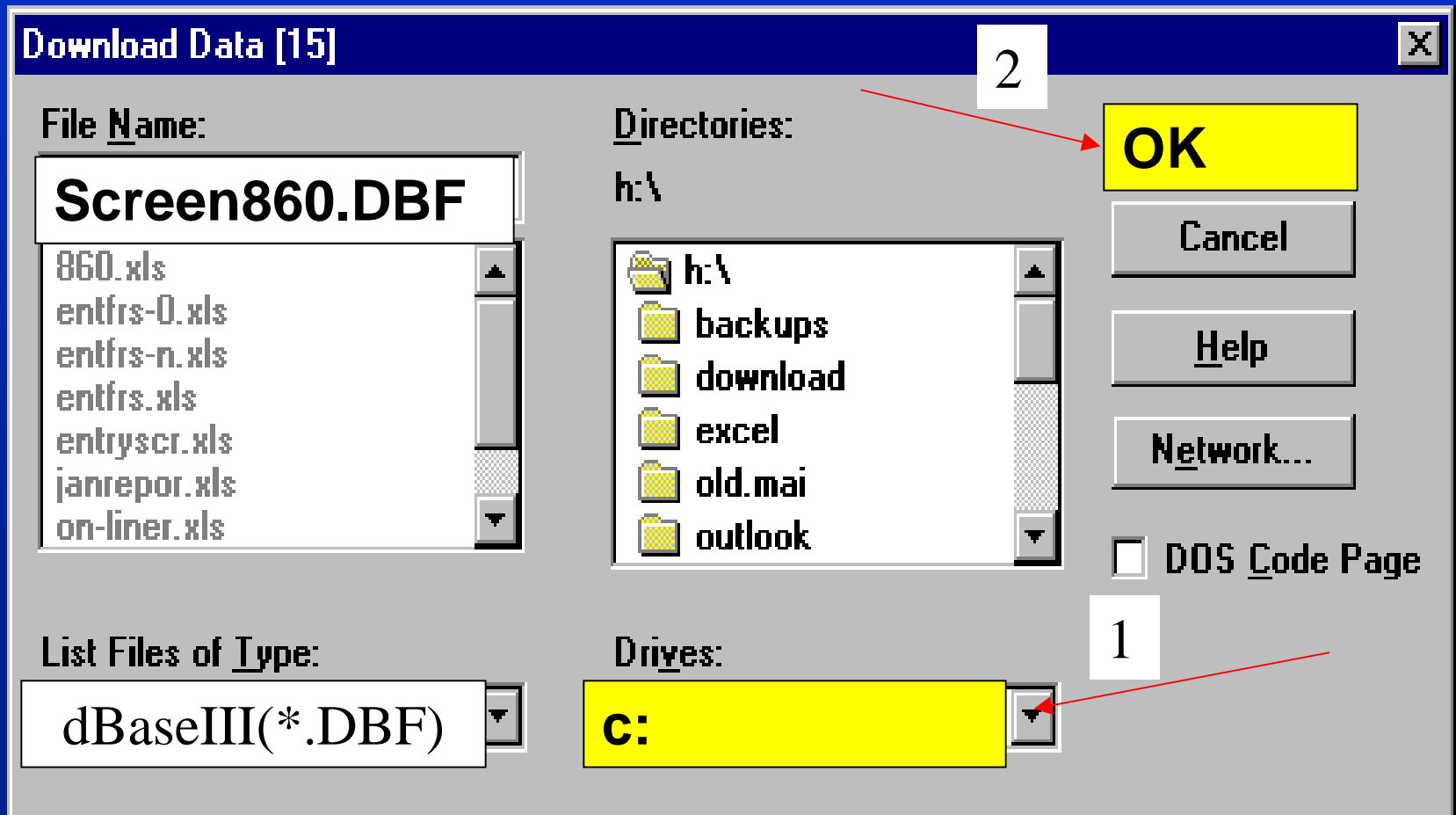
Step 1: Choose Where To Download the Data



Step 2: Insert a File Name & Appropriate Extension



Step 3: Choose the Download Drive & Click OK

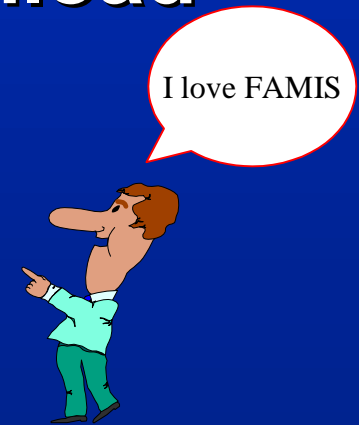


Press Enter to Download

```
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>
                                                                FFX Comments:
                                                                Hit <PF11>
Dept Expiration Date: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
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

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

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



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



ENTIRE CONNECTION - [atm - [1]]

Host Edit View Profiler Utilities Window Help



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_ 01

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

90 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>

