

Saving Your Online Reports

The functionality built into .pdf documents makes saving your online reports very easy. However, if you have several reports you want to save it can be time consuming since you have to individually open each report first. The Report Download feature in Online Reporting allows you to choose multiple reports at the same time. It then creates all of the .pdf files for you behind the scenes and creates a zip file that you can save to the location of your choice.

Each individual must have the proper security to use this option. To request access contact the Accounting Customer Resource Center in the State Controller's Office at acrc@sco.state.id.us or Merideth Hackney, mhackney@sco.state.id.us

Using the Download Function

You must first have a Zip file software (such as WinZip) on your PC. If you use Windows XP please use the directions found in our Online Reporting Zip Files and Windows XP instructions.

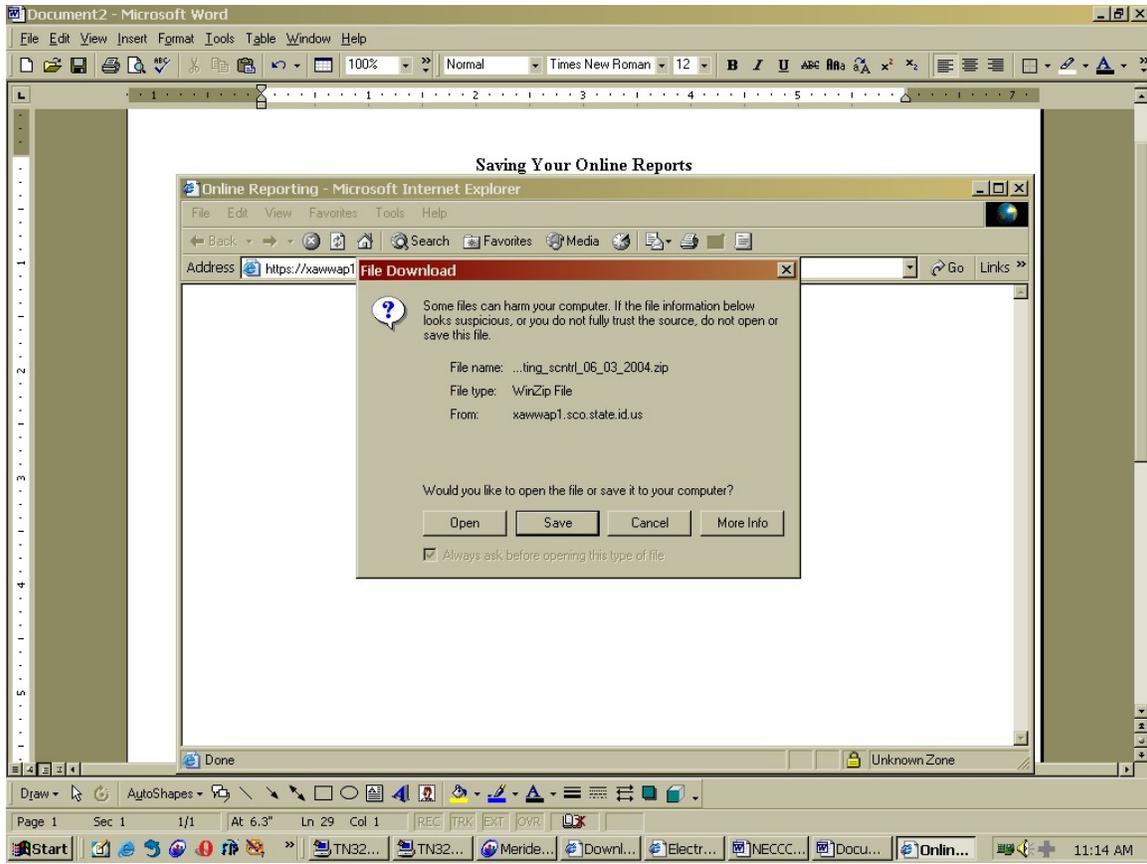
Once you have signed on to the Online Reporting application, select Report Download. You will then see a page with the list of SYS IDs you have security to view.

Select the SYS ID or ALL.

Select a date from the drop down box. The date is the date the report was created. For example STARS month end reports are generally created on the night of the third working day of the following month. If you wanted to select the month end reports for May, you would select the date 6/3/2004. Click on Submit.

A new page displays all of the reports created for that date that you have access to view. Select the reports you would like to save and click on Zip Reports.

You will receive the following dialog box:



Choose Save. You will receive a dialog box where you indicate where you want to save the files and select Save.

You can now access the documents in the same manner you do any documents in a zip file.

Printing Your Online Reports

Your online reports are in .pdf format, which allows print capabilities. Most individuals find they do not need to print an entire report, but there may be occasions when you need to do so. You can print the report at your own printer or you can choose to have the report printed at the State Controller's Computer Service Center.

To print your report on your own printer, simply open the report in Adobe reader and select the print icon from the menu bar. To print your report at the State Controller's Office, choose the Report Download or Print option from the main menu. Select a SYS ID, then pick the date the report was created from the drop down box. You will receive a list of all reports that were created on that day. You can check the boxes at the right side of the screen to indicate which reports you want to print. Click on the To Printer button at the bottom of the page. Next you will see a page with a notice that there is a fee for this service. You can cancel your request or choose a bill code (a three character code assigned to your agency by the Computer Service Center for billing purposes) and

continue. We recommend you contact your fiscal officer if you do not know your bill code.