

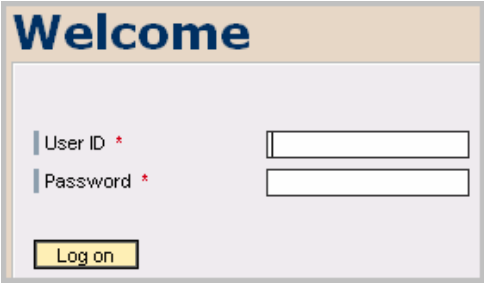

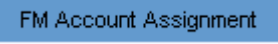
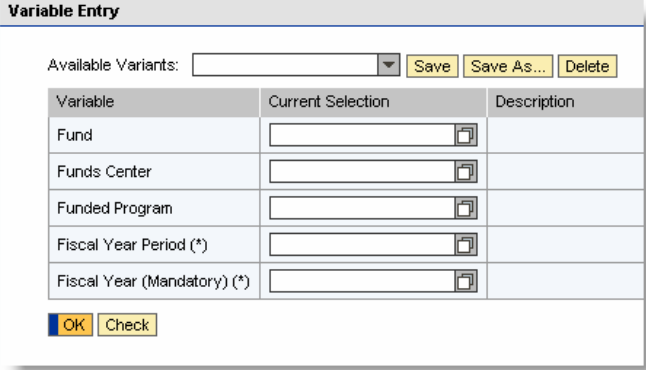


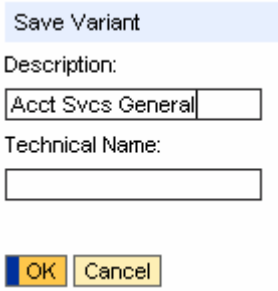



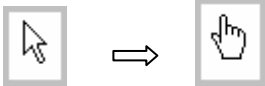

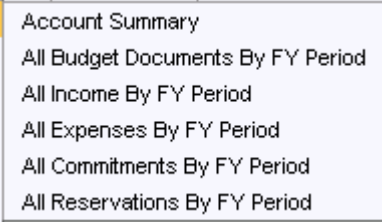


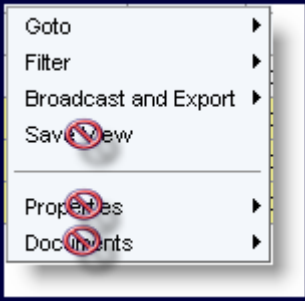
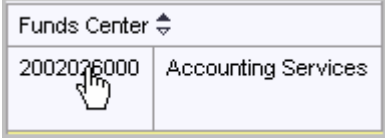
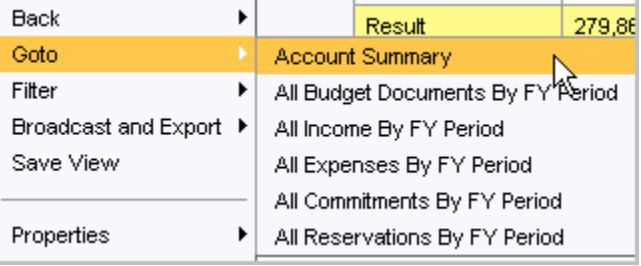
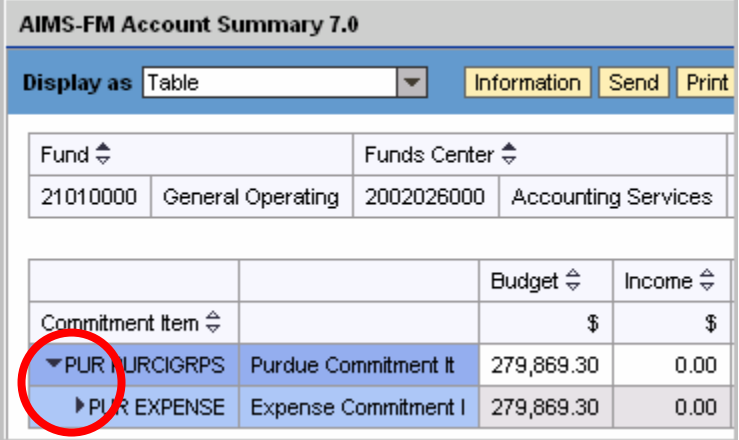
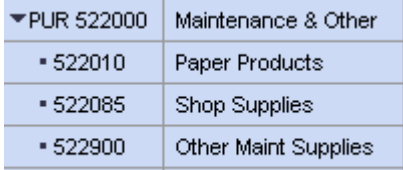
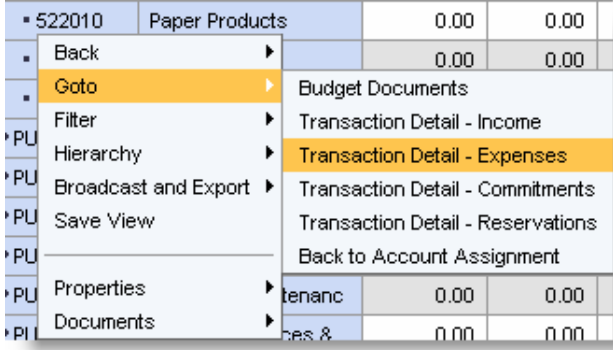
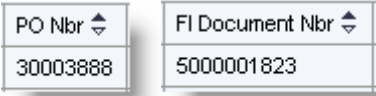


<p>Open Internet Explorer.</p>	
<p>Go to the OnePurdue web site.</p>	<p>http://www.purdue.edu/onepurdue/</p>
<p>Click on the OnePurdue Portal Login Page link.</p>	
<p>Log onto the portal, using your Purdue Career Account ID and password. (For assistance with your Career Account, contact the IT Services Help Desk at 16030.)</p>	
<p>Click on the AIMS link located beneath the IPFW logo.</p>	
<p>Click on the "FM Account Assignment" link located below the AIMS link.</p>	
<p>In the Variable Entry dialog box, enter the combination of fund and funds center you want to view. You must also include the fiscal year and one or more fiscal periods.</p>	
<p>IMPORTANT: Click the "Check" button to validate the entries you make.</p>	
<p>If you want to save these setting to use again, click the Save Button.</p>	

<p>Give the variant a description and click OK. (SAP will automatically provide the Technical Name.) In the future, you can select this variant from the list of available variants.</p>	
<p>If you want to change your selections, click on the variable screen button that appears on every page.</p>	
<p>Once your Variable Entry is complete, click OK.</p>	
<p>DRILLING DOWN INTO REPORT DETAILS</p>	
<p>The top level report is the Account Assignment.</p>	
<p>To drill down into report details, you must move your pointer over a report element. Your pointer will change to a hand.</p>	
<p>IMPORTANT: Once your pointer changes, you right-click your mouse to bring up the drilldown menu.</p>	
<p>The Goto menu allows you to “jump” from the Account Assignment report to additional reports. Each “jump” opens a new report in a new browser window or tab.</p>	
<p>The Filter menu allows you to filter down the current report to a subset of its values.</p>	

<p>The Broadcast and Export menu allows you to send (“broadcast”) a report by e-mail or export it to Excel.</p>	
<p>The Save View, Properties, and Documents menu features are not available.</p>	
<p>Account Summary</p>	
<p>In the Account Assignment report, put your pointer over the fund or funds center you want to display.</p>	
<p>Right-Click your mouse to activate the menu, then choose Goto > Account Summary.</p>	
<p>The Account Summary report appears in a new window. The triangular symbols to the left of the Commitment Item category are buttons that allow you to expand and collapse sections of the report. A downward pointing triangle indicates an expanded section; a rightward pointing triangle indicates a collapsed section. Clicking on a rightward pointing arrow will expand the section.</p>	

<p>You may continue to expand a section until you see no more triangles.</p>	
<p>With a section fully expanded, you can explore details of budgets, transactions, commitments, or reservations. Place your pointer over the commitment item of interest, right-click, choose “Goto”, then pick the appropriate Transaction Detail report.</p>	
<p>Important information include PO numbers and document numbers.</p>	
<p>The Transaction Detail Reports offer the lowest available level of detail.</p>	<p>For further details on specific documents, contact your business manager or Accounting Services.</p>
<p>Tips for Variable Entries</p>	
<p>To get all funds associated with a specific funds center:</p>	<p>In the Variable Entry dialog box, enter only a funds center and a fiscal year. All funds associated with the funds center will be returned.</p>
<p>To get all funds centers associated with a specific fund:</p>	<p>In the Variable Entry dialog box, enter only a fund and a fiscal year. All funds centers that have been associated with the specified fund in accounting transactions will be displayed.</p>
<p>Limitations</p>	
<p>No Cash balances</p>	<p>AIMS-FM reports only transactions related to revenues (G/L accounts beginning with 4) and expenses (G/L accounts beginning with 5). It does not present cash balances or fund balances. For these balances you need to contact your business manager or Accounting Services.</p>
<p>AIMS-FM presents Year-to-Date</p>	<p>AIMS –FM always presents year-to-date figures. To isolate specific months you must either select the period at the variable entry stage, or filter your results.</p>