

# Instructions to Download IF1 Reports

## Downloading Reports

- This slideshow will demonstrate how to download a DA30 \*DEFINE report from the IF1 command to your computer.
- Your reports can be found at <https://utdirect.utexas.edu/acct/mis/rptwriter/>
- You will follow the same steps to download other \*DEFINE IF1 reports.

## Getting Started

- Go to \*DEFINE, IF1.
- Select a desk and administrative view that includes the account(s) or unit(s) to be used in your report.
- You must be in the same fiscal year as the information you are requesting for the report.

## Go to IF1 and mark DA30 report

```
*DEFINE          LIST STANDARD FINANCIAL REPORTS - IF1          Year 05 06
Command: IF1    Account: _____ Misc: _____          Month: OCT

-----
                          Standard Reports

_ DA14 P O Activity Sorted by P O Nbr and Doc Date
_ DA16 One Code Sorted by Code Value
_ DA18 Code Value Across Accounts Report
_ DA23 Code Within Code Report
_ DA27 Activity Report by Document Date
_ DA28 Activity Report by Entry Date
_ DACB Department Checkbook Report
X DA30 Download Department transactions for one month
_ AC01 Completed Accounting Transactions
_ AC02 Completed VP1 Documents Sorted by DTN
_ AC03 Completed VP1 Documents sorted by PO Number
_ AC14 P O Activity Sorted by P O Nbr & Record Date
_ ACCB Accounting Checkbook Report
_ AC30 Download Accounting transactions for one month

-- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 10/18/05 03:23 PM -
_
```

## Enter information on this screen

```
*DEFINE          LIST STANDARD FINANCIAL REPORTS - IF1          Year 05 06
+-----+
>> Please enter an Activity Month. <<
      Report submission information for
      DA30 Report for DOWNLOADING

I. Enter an Activity Month: ____

II. Enter one VIEW for the report:
   Administrative View: _____ ( 5100EAT )
   Inquiry View: _____

III. One Account: _____ (optional)

The report data will be available tomorrow from the IF4 command.

See PF6 HELP on the IF4 command for DOWNLOAD instructions.
+-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 10/18/05 03:23 PM --
```

## Enter month and either view or account for your report and press ENTER

```
*DEFINE          LIST STANDARD FINANCIAL REPORTS - IF1          Year 05 06
+-----+
>> Please enter an Activity Month. <<
      Report submission information for
      DA30 Report for DOWNLOADING

I. Enter an Activity Month: ____
  ↗
II. Enter one VIEW for the report:
   Administrative View: _____ ( 5100EAT )
   Inquiry View: _____
  ↗
III. One Account: _____ (optional)
  ↗

The report data will be available tomorrow from the IF4 command.

See PF6 HELP on the IF4 command for DOWNLOAD instructions.
+-----+
-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 10/18/05 03:23 PM --
```

To confirm your report request,  
press ENTER

```
*DEFINE          LIST STANDARD FINANCIAL REPORTS - IF1          Year 05 06
+-----+
>> Please enter a valid Account Number << (AQNPSC02)
      Report submission information for
      DA30 Report for DOWNLOADING

I. Enter an Activity Month: APR
+-----+
      ** P L E A S E   C O N F I R M **
      Press ENTER to submit your job or jobgroup
      Press the CLEAR key to cancel submission.
      (Task Manager 2.5)
+-----+ w from the IF4 command.

      See PF6 HELP on the IF4 command for DOWNLOAD instructions.
+-----+
-- 0 UT Austin  ----- PF1=Options  ----- PF8=Exit  ----- 10/18/05 03:23 PM --
```

The pop-up window confirms that your  
report has been submitted

```
+-----+
      Job Name:      Job Number:
      ACNWIF22      8122

      Press ENTER to continue
+-----+
```

The report will be available at  
<https://utdirect.utexas.edu/acct/mis/rptwriter/>  
the following day.

To access your downloaded reports, log into <https://utdirect.utexas.edu/acct/mis/rptwriter/> using your UT EID and password

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THE UNIVERSITY OF TEXAS

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May 8, 2002

Select the report to download and click the Download button

Address: <https://utdirect.utexas.edu/acct/mis/rptwriter/index.WBX>

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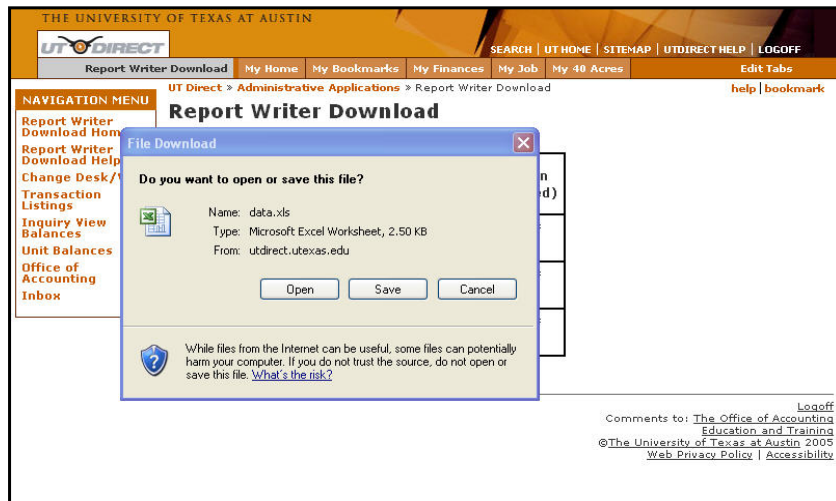
UT Direct > Administrative Applications > Report Writer Download help | bookmark

**Report Writer Download**  
Current Desk: 5100GG

Report Name	Maximum Report Lines	Job Date	Job Time	Description (abbreviated)
DA30	18	10/18/2005	18:06	Download of transactions

Logoff  
Comments to: [The Office of Accounting Education and Training](#)  
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You have the option to either open your report or save it

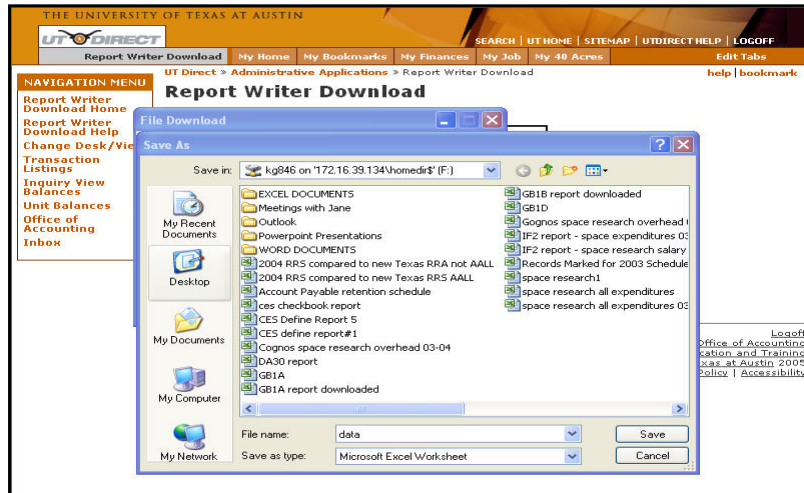


Choose open report option,  
 this is the screen you will see

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	ACCOUNT	DESCRIP	DTN	PO NBR	YOUCEF DATE	OBJ CLAS RT	AMOUNT	VENDOR ID	CD1	CD2	CD3	CODE 4	CODE 5	CODE 6		
1	19-0220-01R	REVERSE			E006459	10/12/2005	1401 DI	210.34								
2	19-0220-01R	REVERSE			E006459	10/12/2005	1401 DI	568.05								
3	19-0220-01R	REVERSE			E006460	10/12/2005	1784 DI	155								
4	19-0220-01R	REVERSE			E006460	10/12/2005	1787 DI	4.28								
5	19-0220-01R	REVERSE			E006460	10/12/2005	1780 DI	5.98								
6	19-0220-01R	REVERSE			E006460	10/12/2005	1780 DI	3.99								
7	19-0220-01R	REVERSE			E006460	10/12/2005	1780 DI	-2.02								
8	19-0220-01R	LD ONLINE	6981401		T885667	10/14/2005	1780 DI	-3.06								
9	19-0220-01R	LD ONLINE	6980991		T885667	10/14/2005	1780 DI	-6.8								
10	19-0220-01R	LD ONLINE	6981397		T885667	10/14/2005	1780 DI	-11.88	2.4507E+13							
11	19-0220-01R	KNIGHT, Z			L261951	10/17/2005	1327 DI	-310	1.52172E+13							
12	19-0220-01R	NATL CDL			L267294	10/12/2005	1301 DI	-13	2.45639E+13							
13	19-0220-01R	VICHETA,			L279220	10/24/2005	1209 DI	-74.9	1.3609E+13							
14	19-0220-01R	PROCAPR			L275812	10/28/2005	1401 DI									
15	Total number of records downloaded: 14															
16																

You can format and manipulate the data in the Excel spreadsheet to suit your needs

Choose save report option,  
this is the screen you will see



Any questions?  
Need assistance?

Contact the Office of Accounting Helpline at  
471-8802 if you encounter problems  
downloading your IF1 reports.