MONTH END STATEMENTS

**Physical Plant Statements**

* docview.ais.msu.edu
	+ Click on Physical Plant Statements
	+ Select department organization codes
	+ Make sure to pint only selected page ranges and check page orientation

**Computer Store Statements**

* Look up edoc number on the operating statements
	+ Monthly Computer Store Statements will be attached to the monthly billing edoc in EBS
	+ Filter through the statements by organization codes and print accordingly

**Telecom Monthly Invoices – (Must be in Firefox)**

* Telecom.msu.edu > Telecom Billing (under related links) > click Telecom Billing again
	+ Click view or Export Invoices under Menu
	+ Click the drop down next to “Title” and change it to “Run Date Time”, type in year of billing you are trying to get
	+ Click the >> in the lower right corner to get the correct run date from the latest upload
	+ Double click on “Invoices for Export” as Excel or Text for organization code 10002268
	+ In the lower left corner, a box should have popped up showing the Export Format Type – click the drop down arrow to select “Excel Data Only” and check the box marked “Maintain Column Alignment”, then click export
	+ Open with Microsoft Excel and click ok
	+ Start formatting form there
		- Delete all accounts except for GA017581 (other accounts appear at the top and bottom of the excel file
		- Delete account number, sub account, and column A containing the letters S & U.
		- Cut headers and move over one cell.
		- Delete Amount and GL Number header (in the top section)
		- On bottom section, delete GL number column
		- Save under: Business Office Folder > Telephone > (Year-Year) Monthly Spreadsheets > Monthly Spreadsheets > Select the current Fiscal Year folder > save spreadsheet as the name of the month. - PLEASE NOTE: billings are 1 month behind
	+ Go back to View of Export Invoices List
	+ Click on Invoice as PDF for each one of our org codes.
		- 10002268
			* Click on each separate account link and click print
			* For account GA017581 ADMIN only print 2 copies of the invoice cover page, one copy will attach to the monthly ledgers and the other will go in the Telephone Bill Binder and used to balance the excel spreadsheet with call details.
		- 10057268
			* Click on the account link and print

**ATS (IT Services)**

* <http://appmysoft.ats.msu.edu/SelfService/default.aspx>
	+ Reports & Invoices
	+ Search by “Title” - Click “Get”
	+ Double Click – IT Services charges by Selected Org ID # Selected Billing Month (4th one down)
	+ Select billing month & Year – Input Org Code(s) 10002268, 10032268, 10057268, 10058268
	+ Click Run Report
	+ Bottom left corner, click drop down arrow and select PDF-Adobe, click Export
	+ Click Open
	+ Print

**To remove a NetID –** go to <https://netid.msu.edu/manage/index.html> and click on Disable a NetID and fill in required information.

**Administrative Fee Report**

* Look up DS022605 in BI Report
	+ Look for the Monthly Administrative Fee on the ledger
	+ Write down the doc number and look it up in EBS
	+ Click on the attachment at the bottom of the edoc and search the following accounts to print
		- PLEASE NOTE: Go to the accounts file and look up all account numbers starting with DN, DS & DT.
	+ Only print the selected pages, NOT the entire attachment.

**Biochemistry Stores**

* Look up edoc number on the operating statements
	+ Monthly Biochem Stores Statements will be attached to the monthly billing edoc in EBS
	+ Filter through the statements by organization codes and print accordingly

**RTSF**

* Look up edoc number on the operating statements
	+ Monthly RTSF Statements will be attached to the monthly billing edoc in EBS
	+ Filter through the statements by organization codes and print accordingly

**Chemistry Stores**

* Look up edoc number on the operating statements
	+ Monthly Chemistry Stores Statements will be attached to the monthly billing edoc in EBS
	+ Filter through the statements by organization codes and print accordingly

**Food Stores**

* Food.hfs.msu.edu
	+ Non Food Service Customer Menu > Monthly statement Lookup
		- Choice: Organization Number Entry
		- Month: Month of Statement lookup
	+ Write down account numbers that show up for each organization code
	+ Change the “Choice” to KFS Account Number Entry
	+ Make sure “Report Style” shows “Printable”
	+ Type each account number noted individually to search
	+ When the statement comes up, press the print button to the left
	+ If you are missing backup documentation for the statements, look up the individual account number and change “Report Style” to “Detail” and search
	+ Press “+” next to the charges, details will drop down and a “Signed Copy” button will appear. Click this button, print the receipt, and attach it to the statement.

**Linen Services**

* [www.spartanlinen.com](http://www.spartanlinen.com)
	+ Invoice Lookup > Current Monthly Statements
	+ Enter EBS organization number and click search
	+ Write down the account numbers that appear for each organization code
	+ Do the search again, but this time enter the account numbers noted instead of the organization codes
	+ Click on the invoice number and print the invoice page
	+ Click on “View Garment Details” and print the receipt to attach it to the invoice for backup documentation, unless there is no detail

**Fellowships/Scholarships**

* Docview.ais.msu.edu
	+ J35GLEX-6B (ARM form for access – by account)