KY Cloud File Transfer

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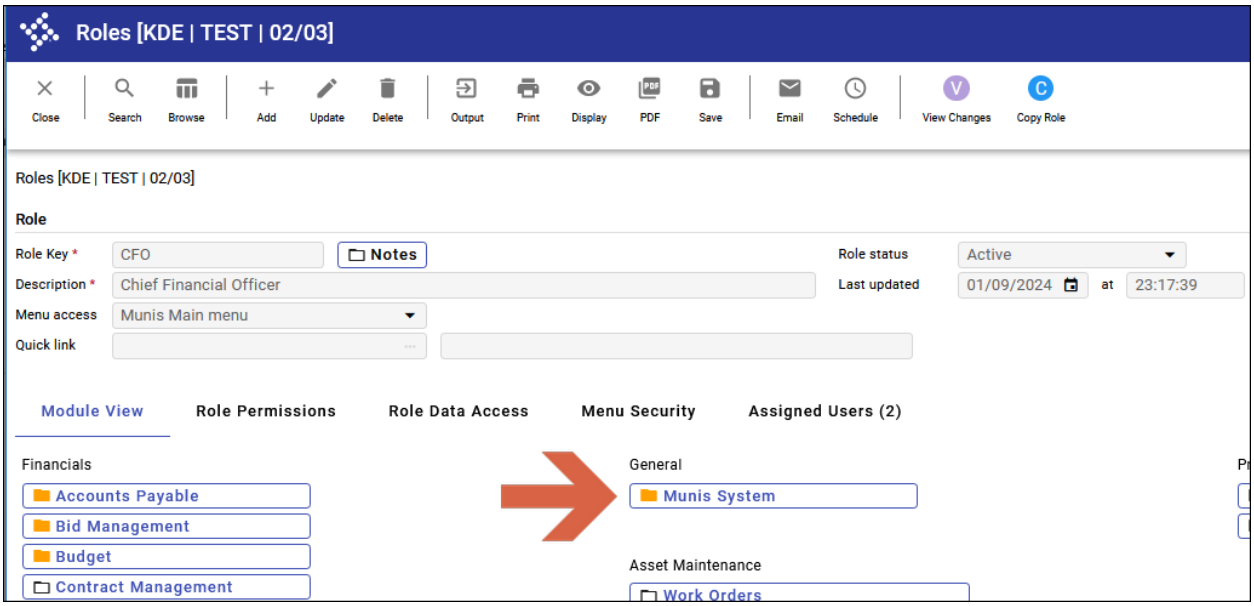
Overview

This document describes the Cloud program that allows users to download and upload Cloud files from a user workstation or shared drive. This functionality can be used to download direct deposit files, Annual Financial Reports, fixed asset export, or upload fixed asset import and other files. Additionally, files such as fixed asset load, Crystal Reports, and other files may be uploaded to the Cloud.

Program and Access

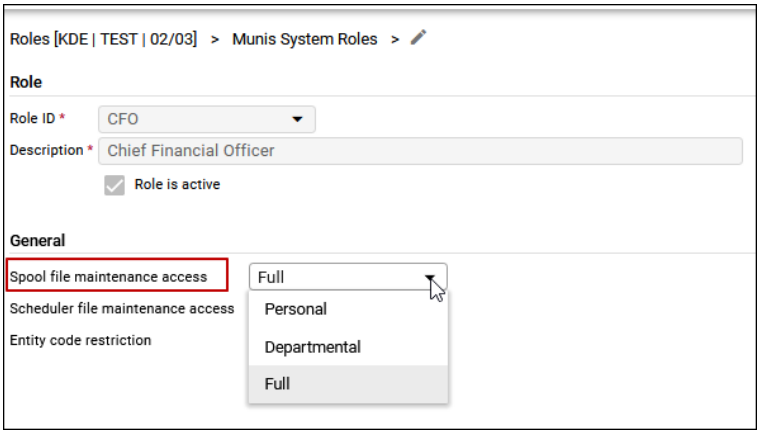
The Transfer a File Program is found in the ASP Admin menu. Additionally, the same program, File Transfer, is available under the System Administration, Miscellaneous Administration menu. Access to this program should be reviewed to determine if some users ***should not*** have the ability to download or upload files.

To restrict users from access to certain spool files, under Munis System the Spool File Maintenance Access should be reviewed:



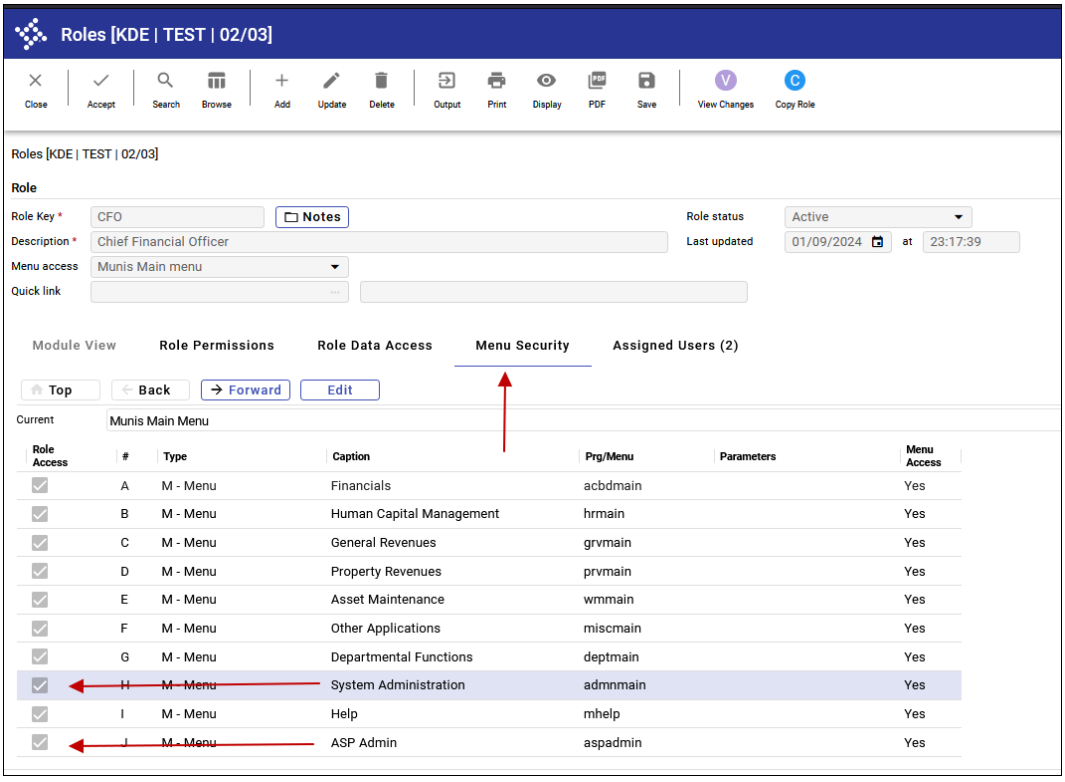
Review Spool file maintenance access:

1. Select: *System Administration* > *Security* > *Roles*
2. Find the role associated with the user
3. Select **MUNIS System**
4. Review Spool file maintenance settings and determine the appropriate setting (Full, Personal, Departmental)

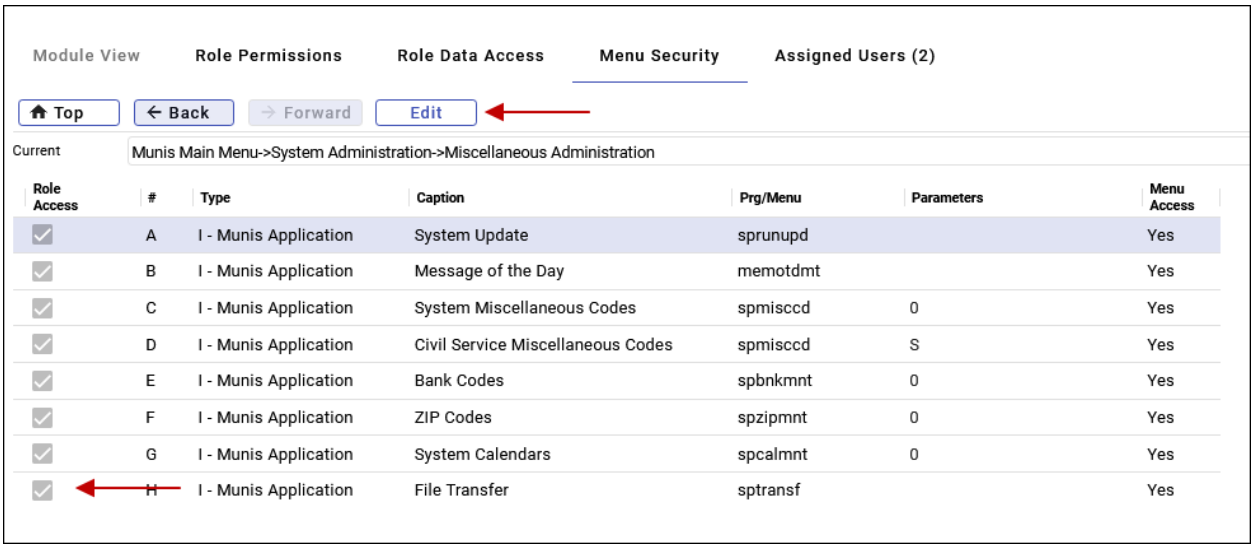


To restrict users from accessing this program, perform the following:

1. Select: *System Administration* > *Security* > *Roles*
2. Find all roles and for each role that should not have access, click on the Menu Security tab.
3. The Transfer a File program is located under two different menus, System Administration and ASP Admin. Select System Administration and double-click or select the Forward button. Repeat with the Miscellaneous Administration menu option.



4. Click the **Edit** button, scroll to the bottom of the screen, and uncheck the box for the File Transfer program. Click the Accept icon to complete the update.

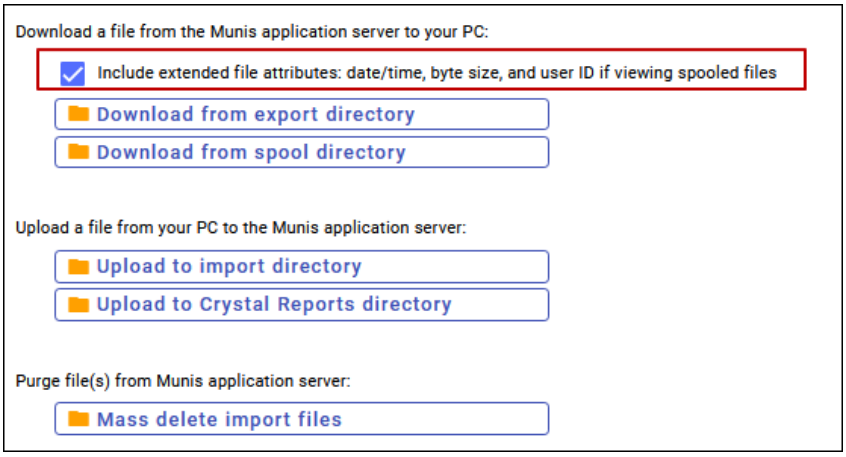


5. Return by selecting the "Top" button. Select ASP Admin and double-click or select the Forward button.

5. Click the **Edit** button, scroll to the bottom of the screen, and uncheck the box for the Transfer a File program. Click the **Accept** to complete the update.

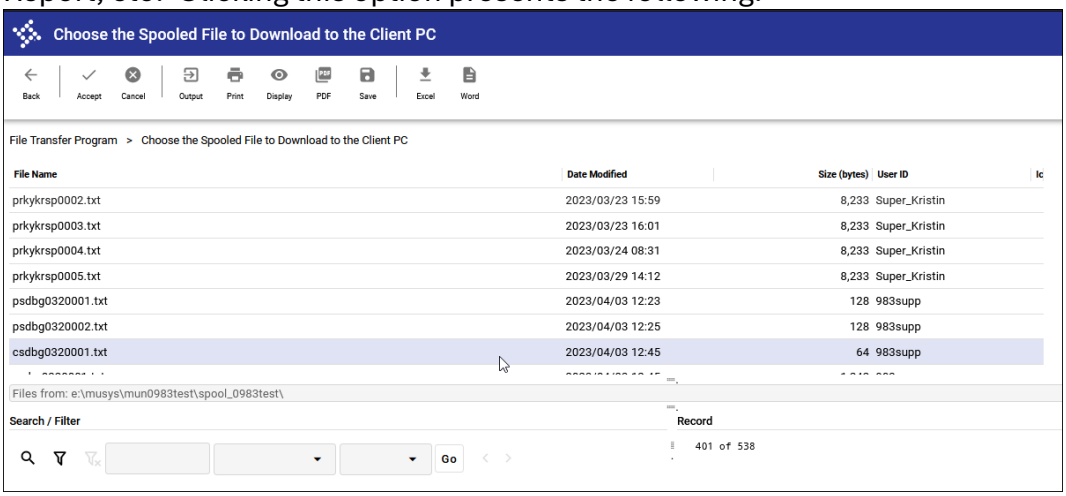
Using the File Transfer Utility

The file transfer utility has 4 separate options for uploading and downloading files. The program menu name is "Transfer File" or "File Transfer" and can be found in either the Miscellaneous Admin menu or ASP Admin menu. It is suggested to mark the "Include extended file attributes" button.



Download from Spool Directory

This option allows a user to download a file created in the spool directory (saved file) to the user's workstation, shared drive, or any drive accessible to the user. Examples of files that are downloaded: Direct Deposit, Annual Financial Report, KTRS Report, Working Budget Report, etc. Clicking this option presents the following:

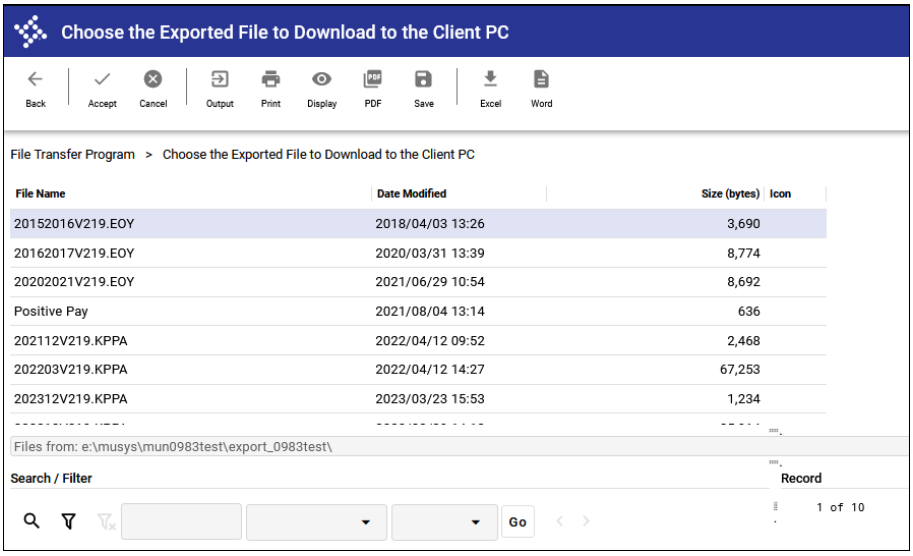


To assist in locating a file, you may click on the File Name column heading to sort in ascending order or click a second time to sort in descending order.

Click on the file to download and click the **Accept** icon.

Download from the Export Directory

This option allows a user to download files created in the export directory to a user's workstation. Files such as exported roles/users, fixed assets, etc. may reside in this folder. Clicking on this option presents the following:



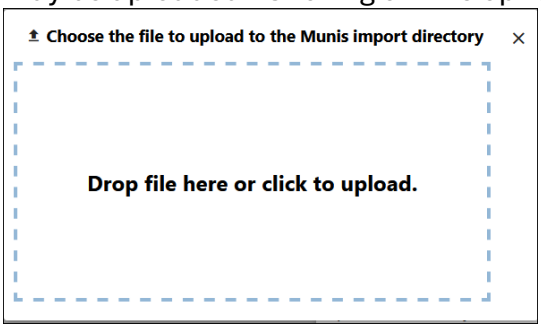
To assist in locating a file, you may click on the File Name column heading to sort in ascending order or click a second time to sort in descending order.

Note: If the export folder contains no files, clicking the Download from the export directory does nothing.

Click on the file to download and click the **Accept** icon.

Upload to Import Directory

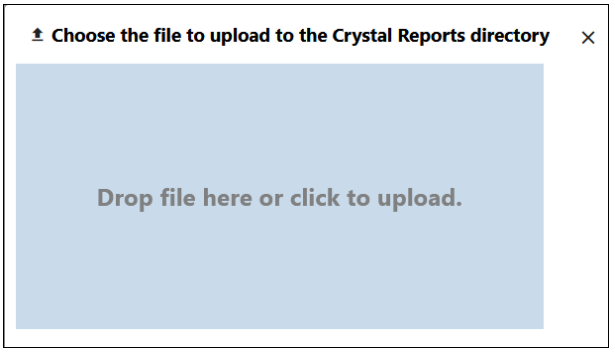
This option allows a user to upload files from the user's workstation, shared drive, etc. to the import directory. Files such as fixed asset import, previously exported roles/users, etc. may be uploaded. Clicking on this option presents the following:



- If the file already exists, a warning box will appear allowing you to rename or overwrite the file.

Upload to Crystal Reports Directory

This option allows a user to upload Crystal Reports from the user's workstation, shared drive, etc. to the Crystal Reports directory. Clicking on this option presents the following:



- If the file already exists, a warning box will appear allowing you to rename or overwrite the file.