

KY Cloud File Transfer

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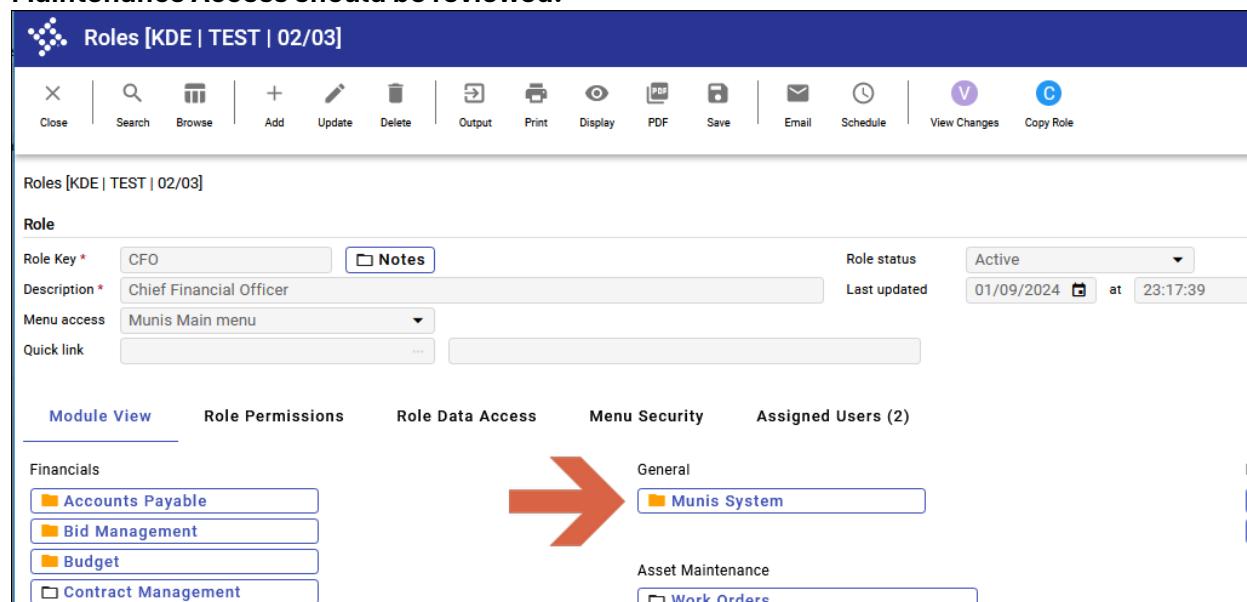
Overview

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:



The screenshot shows the Munis Roles management interface. The top navigation bar includes options like Close, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Email, Schedule, View Changes, and Copy Role. The main content area is titled 'Roles [KDE | TEST | 02/03]'. It displays a 'Role' record for 'CFO' with fields for Role Key (CFO), Description (Chief Financial Officer), Menu access (Munis Main menu), and a Notes section. The 'Role' tab is selected. Below this, there are tabs for 'Module View', 'Role Permissions', 'Role Data Access', 'Menu Security', and 'Assigned Users (2)'. The 'Module View' tab is active, showing a list of financial modules: Accounts Payable, Bid Management, Budget, and Contract Management. The 'Menu Security' tab shows a list of menu items under 'General' and 'Asset Maintenance'. A large orange arrow points from the 'Module View' section to the 'Menu Security' section, specifically highlighting the 'Munis System' entry under 'General'.

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)

Roles [KDE | TEST | 02/03] > Munis System Roles >

Role

Role ID * CFO

Description * Chief Financial Officer

Role is active

General

Spool file maintenance access

Scheduler file maintenance access Personal

Entity code restriction Departmental

Full

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.

Roles [KDE | TEST | 02/03]

X | ✓ | Search | Browse | + | Add | Update | Delete | Output | Print | Display | PDF | Save | View Changes | Copy Role

Roles [KDE | TEST | 02/03]

Role

Role Key * CFO Notes

Description * Chief Financial Officer

Role status Active

Last updated 01/09/2024 at 23:17:39

Menu access Munis Main menu

Quick link

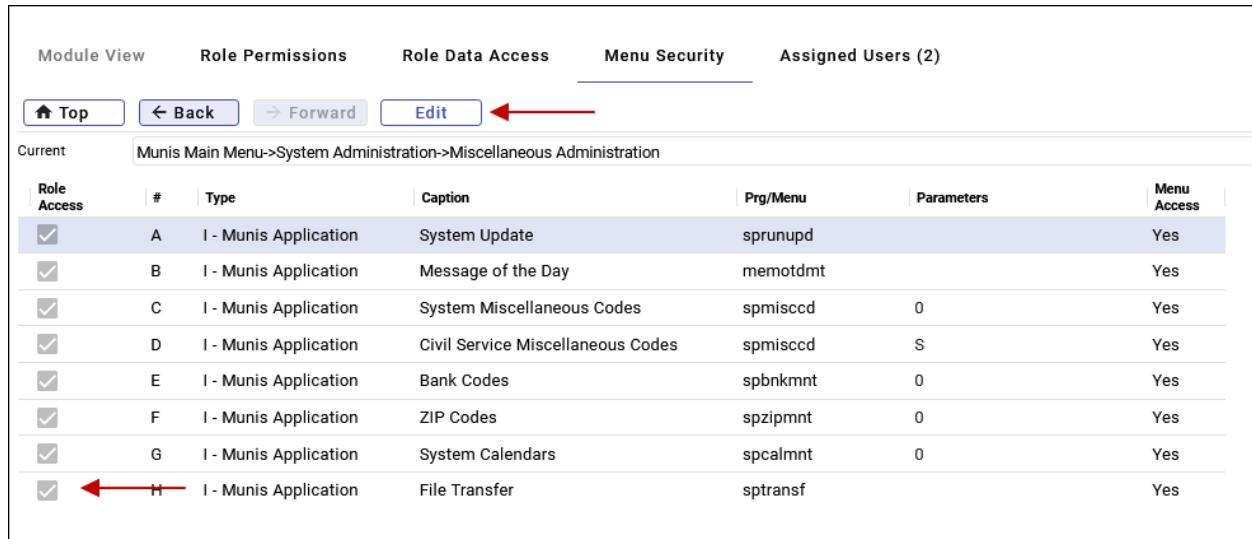
Module View Role Permissions Role Data Access **Menu Security** Assigned Users (2)

Top Back Forward Edit

Current Munis Main Menu

Role Access	#	Type	Caption	Prg/Menu	Parameters	Menu Access
<input checked="" type="checkbox"/>	A	M - Menu	Financials	acbdmain		Yes
<input checked="" type="checkbox"/>	B	M - Menu	Human Capital Management	hrmain		Yes
<input checked="" type="checkbox"/>	C	M - Menu	General Revenues	grvmain		Yes
<input checked="" type="checkbox"/>	D	M - Menu	Property Revenues	prvmain		Yes
<input checked="" type="checkbox"/>	E	M - Menu	Asset Maintenance	wmmain		Yes
<input checked="" type="checkbox"/>	F	M - Menu	Other Applications	misccmain		Yes
<input checked="" type="checkbox"/>	G	M - Menu	Departmental Functions	deptmain		Yes
<input checked="" type="checkbox"/>	H	M - Menu	System Administration	admnmain		Yes
<input checked="" type="checkbox"/>	I	M - Menu	Help	mhelp		Yes
<input checked="" type="checkbox"/>	J	M - Menu	ASP Admin	aspadmin		Yes

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.



Role Data Access						
Role Access	#	Type	Caption	Prg/Menu	Parameters	Menu Access
<input checked="" type="checkbox"/>	A	I - Munis Application	System Update	sprunupd		Yes
<input checked="" type="checkbox"/>	B	I - Munis Application	Message of the Day	memotdmt		Yes
<input checked="" type="checkbox"/>	C	I - Munis Application	System Miscellaneous Codes	spmisccd	0	Yes
<input checked="" type="checkbox"/>	D	I - Munis Application	Civil Service Miscellaneous Codes	spmisccd	S	Yes
<input checked="" type="checkbox"/>	E	I - Munis Application	Bank Codes	spbnkmnt	0	Yes
<input checked="" type="checkbox"/>	F	I - Munis Application	ZIP Codes	spzipmnt	0	Yes
<input checked="" type="checkbox"/>	G	I - Munis Application	System Calendars	spcalmnt	0	Yes
<input checked="" type="checkbox"/>	H	I - Munis Application	File Transfer	sprtransf		Yes

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 a file from the Munis application server to your PC:

Include extended file attributes: date/time, byte size, and user ID if viewing spooled files

Download from export directory

Download from spool directory

Upload a file from your PC to the Munis application server:

Upload to import directory

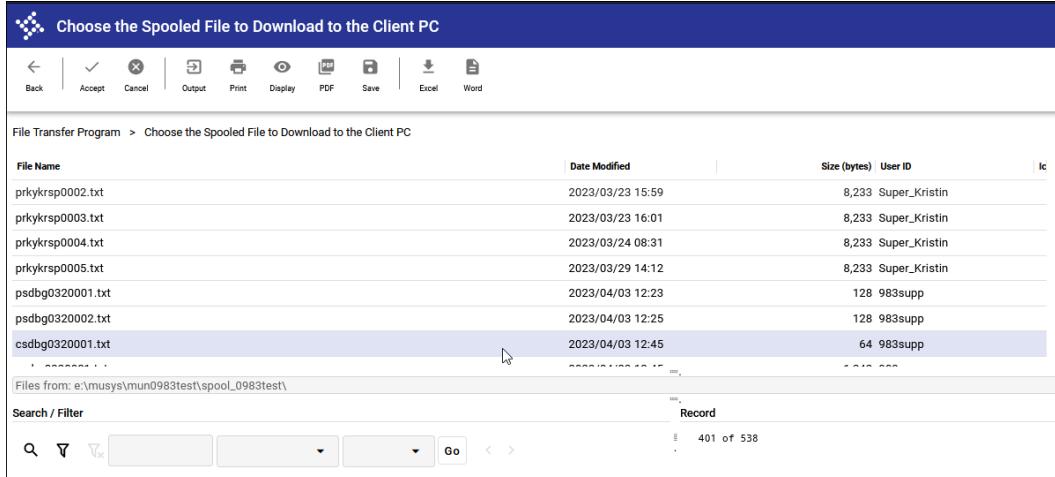
Upload to Crystal Reports directory

Purge file(s) from Munis application server:

Mass delete import files

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:



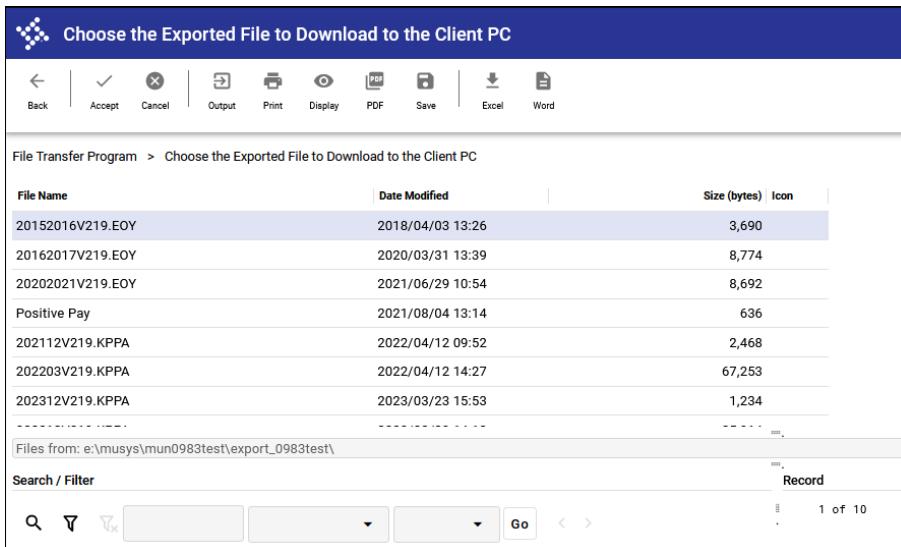
File Name	Date Modified	Size (bytes)	User ID
prkykrsp0002.txt	2023/03/23 15:59	8,233	Super_Kristin
prkykrsp0003.txt	2023/03/23 16:01	8,233	Super_Kristin
prkykrsp0004.txt	2023/03/24 08:31	8,233	Super_Kristin
prkykrsp0005.txt	2023/03/29 14:12	8,233	Super_Kristin
psdbg0320001.txt	2023/04/03 12:23	128	983supp
psdbg0320002.txt	2023/04/03 12:25	128	983supp
csdbg0320001.txt	2023/04/03 12:45	64	983supp

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:



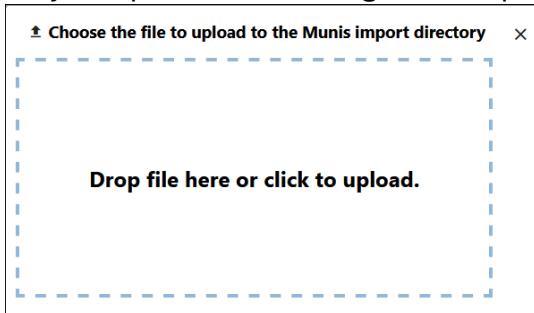
To assist in locating a file, you may click on the File Name column heading to sort in ascending order or click a second time to sort in descending order.

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

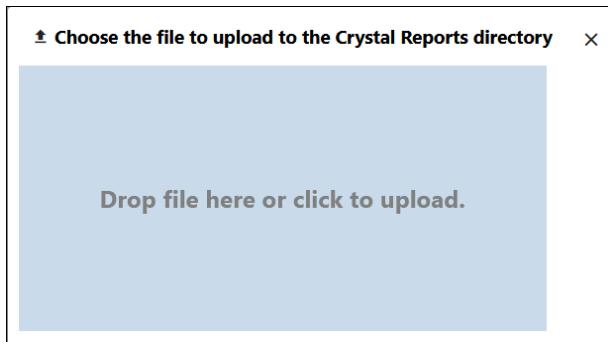
This option allows a user to upload files from the user's workstation, shared drive, etc. to the import directory. Files such as fixed asset import, previously exported roles/users, etc. may be uploaded. Clicking on this option presents the following:



- 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.