

KY Cloud File Transfer

Office of Education Technology: Division of School Technology Services

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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

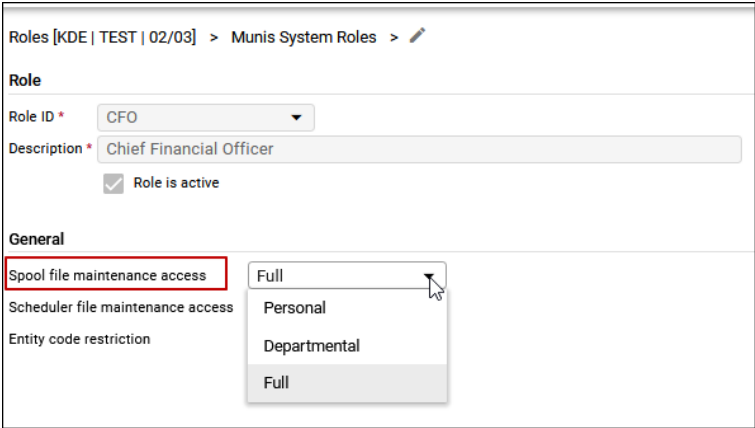
The Transfer a File Program is found in the ASP Admin menu. Additionally, the same program, File Transfer, is available under the System Administration, Miscellaneous Administration menu. Access to this program should be reviewed to determine if some users **should not** have the ability to download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

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

The screenshot displays the 'Roles [KDE | TEST | 02/03]' management interface. At the top, there is a navigation bar with icons for Close, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Email, Schedule, View Changes, and Copy Role. Below this, the role details for 'CFO' (Chief Financial Officer) are shown, including its status as 'Active' and last updated date of '01/09/2024'. The interface is divided into several tabs: 'Module View', 'Role Permissions', 'Role Data Access', 'Menu Security', and 'Assigned Users (2)'. The 'Module View' tab is active, showing a list of modules. Under the 'Financials' category, there are four modules: 'Accounts Payable', 'Bid Management', 'Budget', and 'Contract Management'. Under the 'General' category, the 'Munis System' module is highlighted with a red arrow. Under the 'Asset Maintenance' category, there is one module: 'Work Orders'.

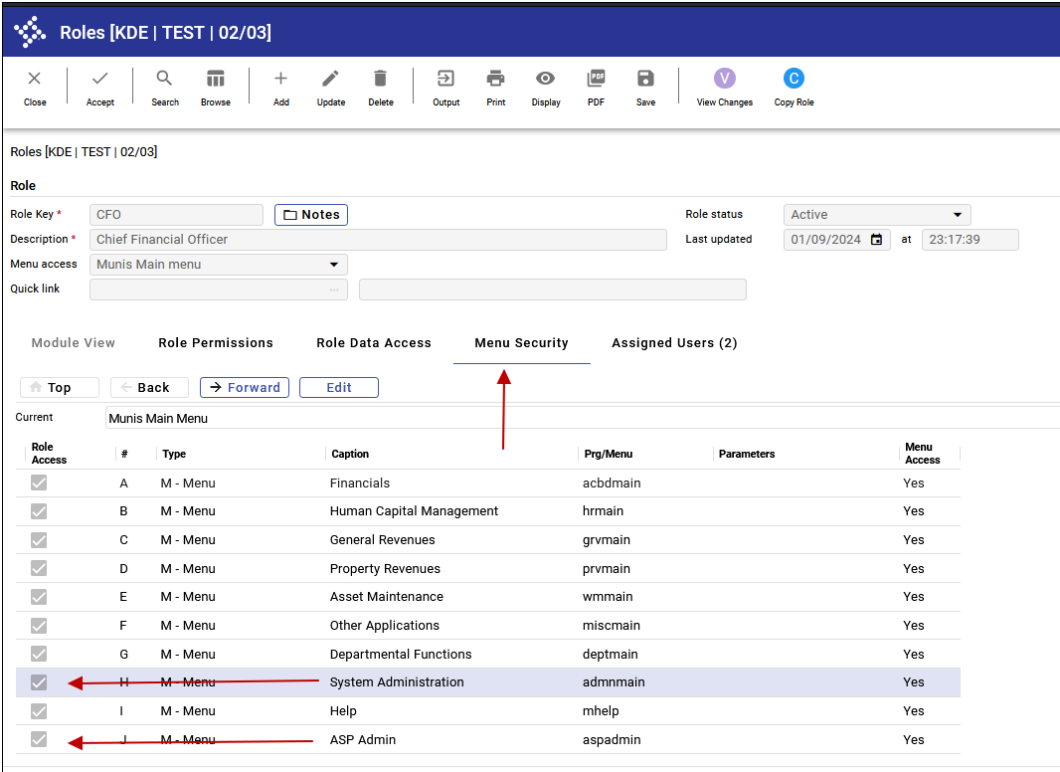
Review Spool file maintenance access:

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.



- 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.

Module View		Role Permissions		Role Data Access		Menu Security		Assigned Users (2)	
Top	Back	Forward	Edit						
Current: Munis Main Menu->System Administration->Miscellaneous Administration									
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	spmiscdd	0	Yes			
<input checked="" type="checkbox"/>	D	I - Munis Application	Civil Service Miscellaneous Codes	spmiscdd	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	spransf		Yes			

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

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

Purge file(s) from Munis application server:

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:

Choose the Spooled File to Download to the Client PC

File Transfer Program > Choose the Spooled File to Download to the Client PC

File Name	Date Modified	Size (bytes)	User ID	Icon
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	

Files from: e:\musys\mun0983test\spool_0983test\

Search / Filter

Record: 401 of 538

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:

Choose the Exported File to Download to the Client PC

File Transfer Program > Choose the Exported File to Download to the Client PC

File Name	Date Modified	Size (bytes)	Icon
20152016V219.EOY	2018/04/03 13:26	3,690	
20162017V219.EOY	2020/03/31 13:39	8,774	
20202021V219.EOY	2021/06/29 10:54	8,692	
Positive Pay	2021/08/04 13:14	636	
202112V219.KPPA	2022/04/12 09:52	2,468	
202203V219.KPPA	2022/04/12 14:27	67,253	
202312V219.KPPA	2023/03/23 15:53	1,234	

Files from: e:\musys\mun0983test\export_0983test\

Search / Filter

Record: 1 of 10

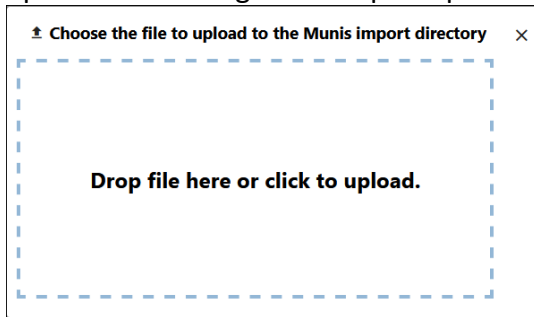
To assist in locating a file, you may click on the File Name column heading to sort in ascending order or click a second time to sort in descending order.

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

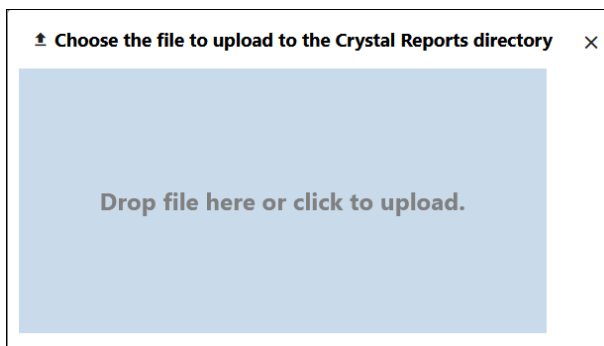
This option allows a user to upload files from the user's workstation, shared drive, etc. to the import directory. Files such as fixed asset import, previously exported roles/users, etc. may be uploaded. Clicking on this option presents the following:



- 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.