

# 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:**

Roles [KDE | TEST | 02/03]

Close Search Browse Add Update Delete Output Print Display PDF Save Email Schedule View Changes Copy Role

Roles [KDE | TEST | 02/03]

Role

Role Key \* CFO  Role status Active

Description \* Chief Financial Officer 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)

Financials

- Accounts Payable
- Bid Management
- Budget
- Contract Management

General

- Munis System

Asset Maintenance

- 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)

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

**Role**

Role ID \* CFO

Description \* Chief Financial Officer

☒ Role is active

**General**

Spool file maintenance access Full

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]

Close Accept 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

Menu access Munis Main menu

Quick link

Role status Active

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

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	miscmain		Yes
<input checked="" type="checkbox"/>	G	M - Menu	Departmental Functions	deptmain		Yes
<input checked="" type="checkbox"/>	H	M - Menu	System Administration	adminmain		Yes
<input checked="" type="checkbox"/>	I	M - Menu	Help	mhelp		Yes
<input checked="" type="checkbox"/>	J	M - Menu	ASP Admin	aspadmin		Yes

- 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.

The screenshot shows the 'Role Permissions' tab in the Munis system. At the top, there are navigation buttons: 'Top', 'Back', 'Forward', and 'Edit'. A red arrow points to the 'Edit' button. Below the buttons, the 'Current' path is displayed as 'Munis Main Menu->System Administration->Miscellaneous Administration'. A table lists various applications with columns for 'Role Access', '#', 'Type', 'Caption', 'Prg/Menu', 'Parameters', and 'Menu Access'. The table contains 8 rows. The last row, labeled 'H', is 'File Transfer' with 'spttransf' as the Prg/Menu. A red arrow points to the 'Role Access' checkbox for this row, which is currently checked.

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	spttransf		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:

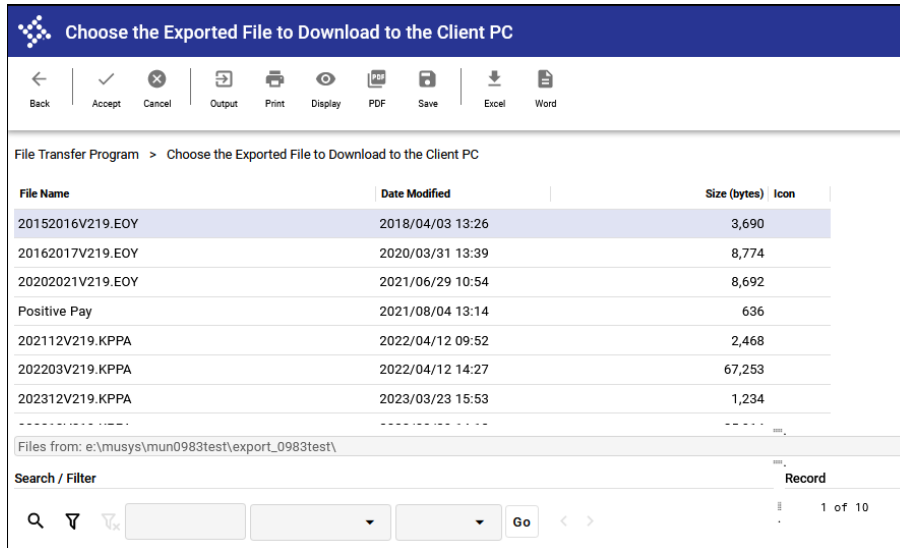
Choose the Spooled File to Download to the Client PC				
<div> <span>Back</span> <span>Accept</span> <span>Cancel</span> <span>Output</span> <span>Print</span> <span>Display</span> <span>PDF</span> <span>Save</span> <span>Excel</span> <span>Word</span> </div>				
File Transfer Program > Choose the Spooled File to Download to the Client PC				
File Name	Date Modified	Size (bytes)	User ID	ic
prkykrs0002.txt	2023/03/23 15:59	8,233	Super_Kristin	
prkykrs0003.txt	2023/03/23 16:01	8,233	Super_Kristin	
prkykrs0004.txt	2023/03/24 08:31	8,233	Super_Kristin	
prkykrs0005.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		
<input type="text"/> <input type="button" value="Go"/>		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:



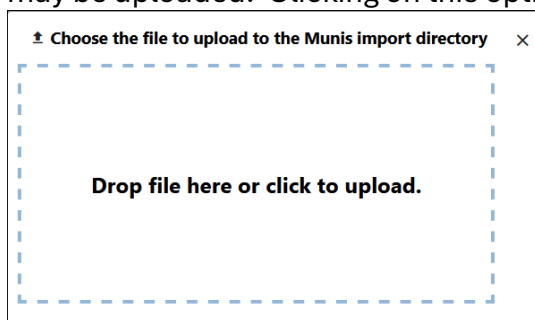
To assist in locating a file, you may click on the File Name column heading to sort in ascending order or click a second time to sort in descending order.

**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

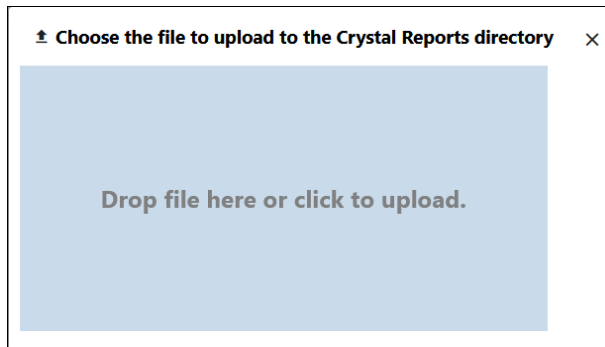
This option allows a user to upload files from the user's workstation, shared drive, etc. to the import directory. Files such as fixed asset import, previously exported roles/users, etc. may be uploaded. Clicking on this option presents the following:



- 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.