

**University of Alaska
Statewide Financial Systems
User Documentation**

**MANAGING FINANCE REPORTS
WITH
VISTA PLUS
(Detail)**

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Overview

What is Vista Plus® ?

Vista Plus® is an extremely easy to use client server application for distributing, viewing and managing reports online. It allows the University to automatically capture reports as they are generated and store them in a central reports warehouse. Users throughout the University system can connect to the warehouse with a Java based viewer and access business critical data as soon as the reports are generated. This should eliminate much of the frustration created by having to wait for printing and distribution.

Captured reports stay in the Vista Plus® warehouse for a scheduled period of time. Various generations of reports are currently kept, depending on the report, with new data replacing the oldest data. This prevents wasted time by not regenerating reports, duplicating processes and consuming valuable computer processing.

The Vista Plus® viewer provides users at all levels an easy-to-use interface for viewing report data. A variety of navigation features allow the viewing of long reports much faster than paging through a paper printout. Powerful tools zero in on the needed information. Users can quickly search for and extract data, efficiently download and copy data to other desktop applications, email reports, and print reports for effective use of the data.

Fast access and navigation of reports is only the beginning. Extracting data to separate reports is also an option. If one wants to work on reports in another application, such as Microsoft Word® data can be easily copied or downloaded from a Vista Plus® Client.

Vista Plus is organized in folders. The finance area has one folder that represents all finance reports. Within the folder are reports and within the reports are generations (previous outputs of the report).

All Finance users have access to all the finance-related reports that are available. We found no reason to limit access to the financial reports; therefore, no additional setup is required once the access has been requested through the MAU security coordinator. The security class to be requested is FGV_REPORTS_CLS. This will create the FG_REPORTS privileges with Vista Plus.

Requirements for Java Client Workstation

- Browser Support
- IE 6.0 SP1
- One of the following Java-enabled Web browsers:
 - Netscape Navigator or Netscape 7.2, 8.1.3
 - Firefox 1.5.01, 2.0.0.4 (or later)



****NOTE****

Pop up blockers must be 'OFF', and extra tool bars (such as GOOGLE) will impair VISTA performance.

Available Finance Reports

This document is meant for Finance and other users who access Finance reports. It is a Finance specific document, which describes how to login to the Vista Plus server via the web, then access, search, and import the reports into MS Word or MS Excel.

Currently, the Finance reports accessible via Vista Plus and the number of generations saved are as follows:

Report Name	Report Description	# of Generations
<i>FGR2COE:</i>	Monthly Committed Open Encumbrances	6
<i>FGR2COE_WKLY:</i>	Weekly Committed Open Encumbrances	6
<i>FGR2MRP</i>	UAA Organization Status by Sub-Account	6
<i>FGR2UOE:</i>	Monthly Uncommitted Open Encumbrances	6
<i>FGR2UOE_WKLY:</i>	Weekly Uncommitted Open Encumbrances	6
<i>FGRACTH</i>	Account Hierarchy	12
<i>FGRBDSC:</i>	Budget Status (Current Year)	12
<i>FGRFNDH</i>	Fund Hierarchy	12
<i>FGRGLTA:</i>	General Ledger Detail Transaction	12
<i>FGRIDOC:</i>	Incomplete Document Listing	6
<i>FGRODTA:</i>	Organization Detail Activity	12
<i>FGRORGH</i>	Organization Hierarchy	12
<i>FGRPRGH</i>	Program Hierarchy	12
<i>FGRTRNR:</i>	Transaction Error Report	6
<i>FRRGITD:</i>	Grant Inception to Date	6
<i>TGPBILL</i>	A/R Purge	100
<i>TGRAGES</i>	Aging Analysis	12

Finance Reporting

Vista Plus Login

A1. Initiate a web browser and enter the following URL in the location field:

http://reports.alaska.edu

★ Some setup might be required to access Vista Plus. First-time users are required to add the JAVA plug-in. Click the *<Java Plug-in Download>* link and follow the process. Cookies and Java must be enabled before access to the site is permitted. See the Appendix for instructions.

★ If problems are experienced loading the Java Plug-in, contact the UA Help Desk at (800) 478-8226 or (907) 450-8300.

A2. Click in the *USER NAME* field, enter the **Banner User ID** in lower case and *<Next Field>*.

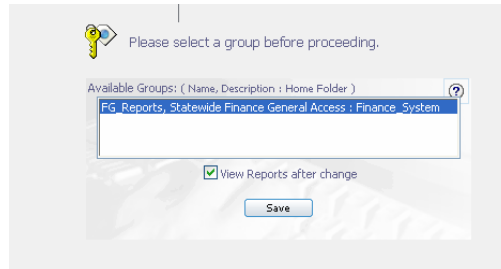
★ Vista Plus is case sensitive. Enter both the *USER NAME* and the *PASSWORD* with the correct case.

A3. Enter your Vista Plus password in the *PASSWORD* field .

A4. Accept the default server name and click *<Sign In>*.

Change Group

- B1. A Change Group window is displayed and lists accessible groups for the logged-on user.



All finance users are currently set up in the *FG_REPORTS* group.

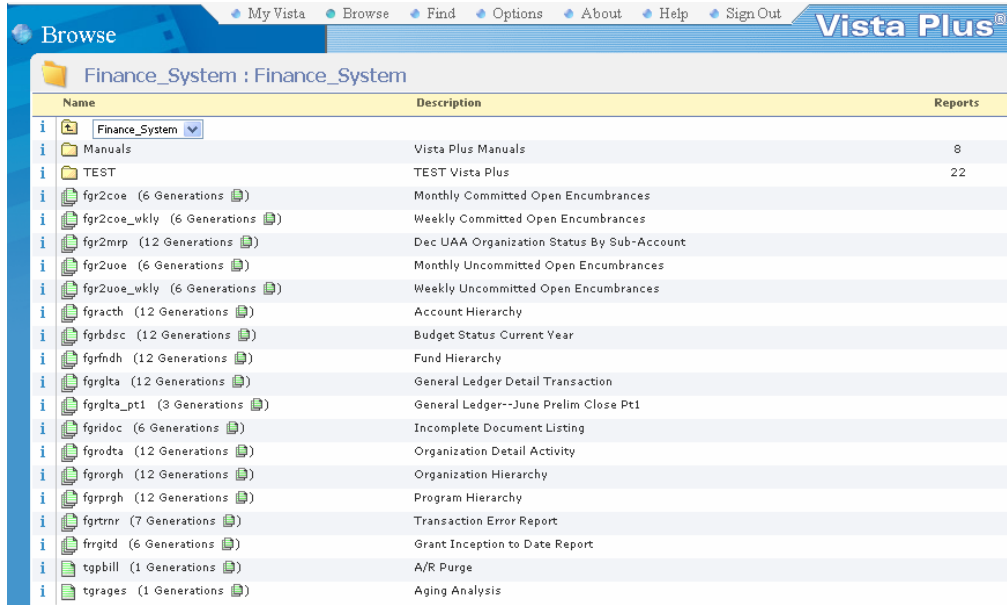
- B2. **FG_Reports** is highlighted. Click <Save>.
- B3. For informational purposes, additional groups that may be displayed in the Change Group window are listed below. Access to these groups depends on security permissions for each Vista Plus user.

HR_PAYROLL_REST	For viewing all of the reports on the server
HR_PAYROLL_TIME	For viewing all non-restricted reports
HR_QUERY_GEN	Same as HR_PAYROLL_TIME, with some of the reports limited by TKL locations for each MAU.
HR_QUERY_REST	Same as HR_PAYROLL_REST, with some of the reports limited by Timekeeping Location (TKL) locations for each MAU.

- B4. Accept <View Reports after change> default as **checked** to continue directly to Browse view. Once logged in, this default setting can be updated under Browser Preferences in the <Options> menu.

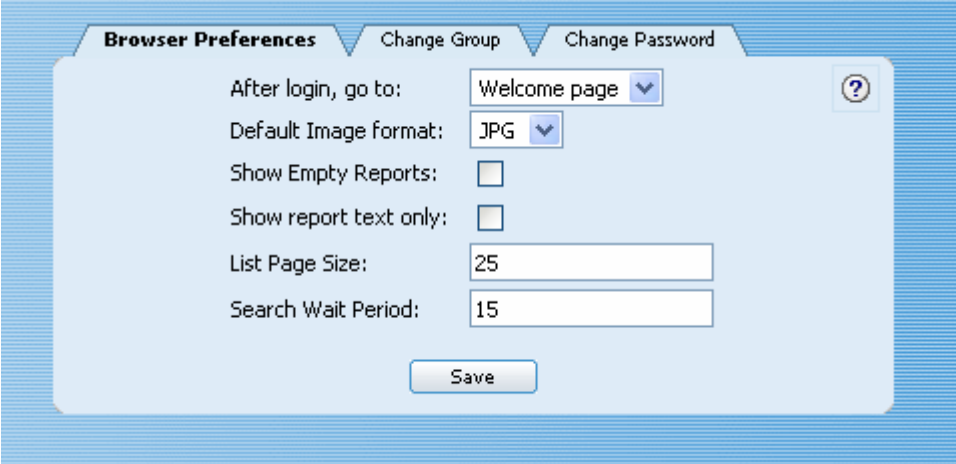
Vista Plus Browse

C1. The Vista Plus Browse window is displayed. The window displays the folder(s) on the server, and the reports in each folder.



Change or Update Password

D1. To change or update your password, click *<Options>* on the toolbar.



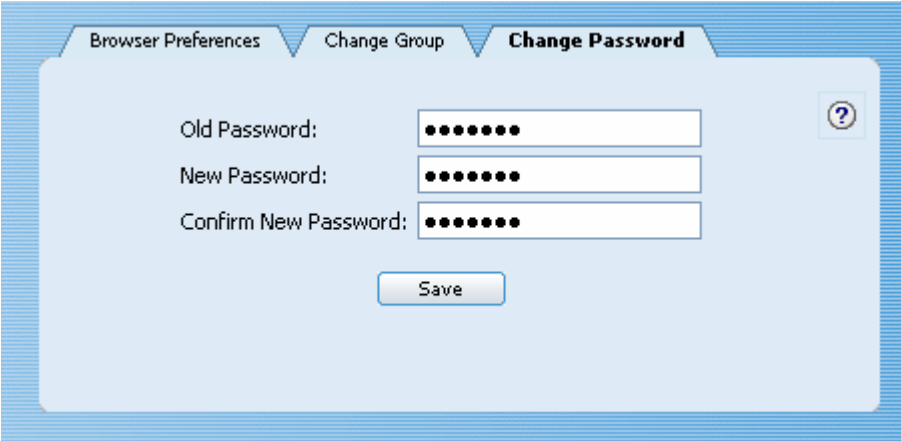
The screenshot shows the 'Change Password' tab selected in a dialog box titled 'Browser Preferences'. The dialog has three tabs: 'Browser Preferences', 'Change Group', and 'Change Password'. The 'Change Password' tab is active. It contains the following settings:

- After login, go to: Welcome page (dropdown menu)
- Default Image format: JPG (dropdown menu)
- Show Empty Reports:
- Show report text only:
- List Page Size: 25 (text input)
- Search Wait Period: 15 (text input)

A 'Save' button is located at the bottom center of the dialog. A help icon (?) is visible in the top right corner.

D2. Select *<Change Password>* Tab

D3. The Set Password dialog box is displayed.



The screenshot shows the 'Set Password' dialog box, which is a sub-dialog of the 'Change Password' tab. It contains three password input fields:

- Old Password: [masked with 8 dots]
- New Password: [masked with 8 dots]
- Confirm New Password: [masked with 8 dots]

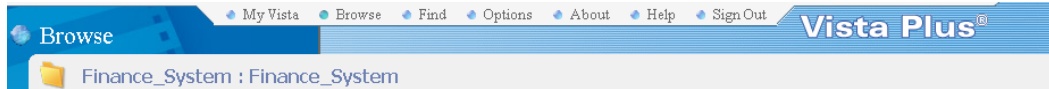
A 'Save' button is located at the bottom center of the dialog. A help icon (?) is visible in the top right corner.

D4. Enter the **old password** and the **new password** where indicated and click *<Save>*. The typed password will be masked.

★ It is imperative the password is updated from the default setting when Vista Plus is first accessed.

Vista Plus Toolbar

- E1. The Vista Plus window has a row of titles across the browser window which can be selected for security or to manipulate reports.



My Vista

Lists the reports selected as favorites, as well as information which can be customized for installation for a specific purpose.

Browse

Lists the folder, bundles, and reports in the Home folder. Navigate through folders to open the desired report.

Find

Allows searching of report generations in three ways: by report name, using a global index, or by searching multiple generations of a single report.

Options

Change a group or password and set certain display preferences.

About

Displays version information for Web View and the currently connected Vista Plus server.

Help

This help system describes how to use Vista Plus Web View, explains many Vista Plus concepts, and provides information about the overall Vista Plus product structure.

Sign Out

Click this button to log out of Vista Plus.

Finance Reports

F1. The first column in the reports window is the name of the report with the number of generations available, followed by the description in the second column.

★ Currently, all finance reports are in one folder called *FINANCE_SYSTEM*.

Click on report icon to view previous generations of a report.

Name	Description	Reports
Finance_System		
Manuals	Vista Plus Manuals	8
TEST	TEST Vista Plus	22
fgr2coe (6 Generations)	Monthly Committed Open Encumbrances	
fgr2coe_wkly (6 Generations)	Weekly Committed Open Encumbrances	
fgr2mrp (12 Generations)	Dec UAA Organization Status By Sub-Account	
fgr2uoe (6 Generations)	Monthly Uncommitted Open Encumbrances	
fgr2uoe_wkly (6 Generations)	Weekly Uncommitted Open Encumbrances	
fgracth (12 Generations)	Account Hierarchy	
fgrdsc (12 Generations)	Budget Status Current Year	
fgrfndh (12 Generations)	Fund Hierarchy	
fgrglta (12 Generations)	General Ledger Detail Transaction	
fgrglta_pt1 (3 Generations)	General Ledger--June Prelim Close Pct	
fgridoc (6 Generations)	Incomplete Document Listing	
fgrodta (12 Generations)	Organization Detail Activity	
fgrorgh (12 Generations)	Organization Hierarchy	
fgrprgh (12 Generations)	Program Hierarchy	
fgrtrnr (7 Generations)	Transaction Error Report	
fgritd (6 Generations)	Grant Inception to Date Report	
tqpbill (1 Generations)	A/R Purge	
tgrages (1 Generations)	Aging Analysis	

F2. The number of versions (i.e. generations) captured for a particular report is indicated by the number in parenthesis following the report name. These generations may be viewed by clicking on the report icon within the parenthesis. Previous generations for the selected report are displayed with the most current report listed first. A report can be viewed by clicking on it.

Check these boxes to open several generations in separate windows at one time

File Name	Description	Created Time	File Time	Pages	Size
fgr2coe	Dec Monthly Committed Open Encumbrances	01/09/2008 06:56 AM	01/09/2008 06:32 AM	284	290252
fgr2coe.lis	Nov Monthly Committed Open Encumbrances	12/05/2007 02:35 AM	12/05/2007 02:06 AM	305	313887
fgr2coe.lis	Oct Monthly Committed Open Encumbrances	11/06/2007 12:04 AM	11/05/2007 11:42 PM	348	374398
fgr2coe.lis	Sep Monthly Committed Open Encumbrances	10/09/2007 12:54 AM	10/09/2007 12:25 AM	387	424620
fgr2coe.lis	Aug Monthly Committed Open Encumbrances	09/05/2007 11:13 PM	09/05/2007 10:39 PM	485	557054
fgr2coe.lis	Jul Monthly Committed Open Encumbrances	08/09/2007 11:58 AM	08/09/2007 11:24 AM	588	743263

★ If the most current report is desired, it is not necessary to expand the list of report generations. Instead, click on the initially displayed report name; the most current version is presented.

★ Multiple generations can be requested at one time by clicking the checkbox for the generations of interest and choosing *<Open Generation>* on the toolbar.

- F3. When the viewing of a report is initiated, it will open in its own window. Once viewed, the bolding of that report will be turned off indicating that the generation of that report has been viewed.

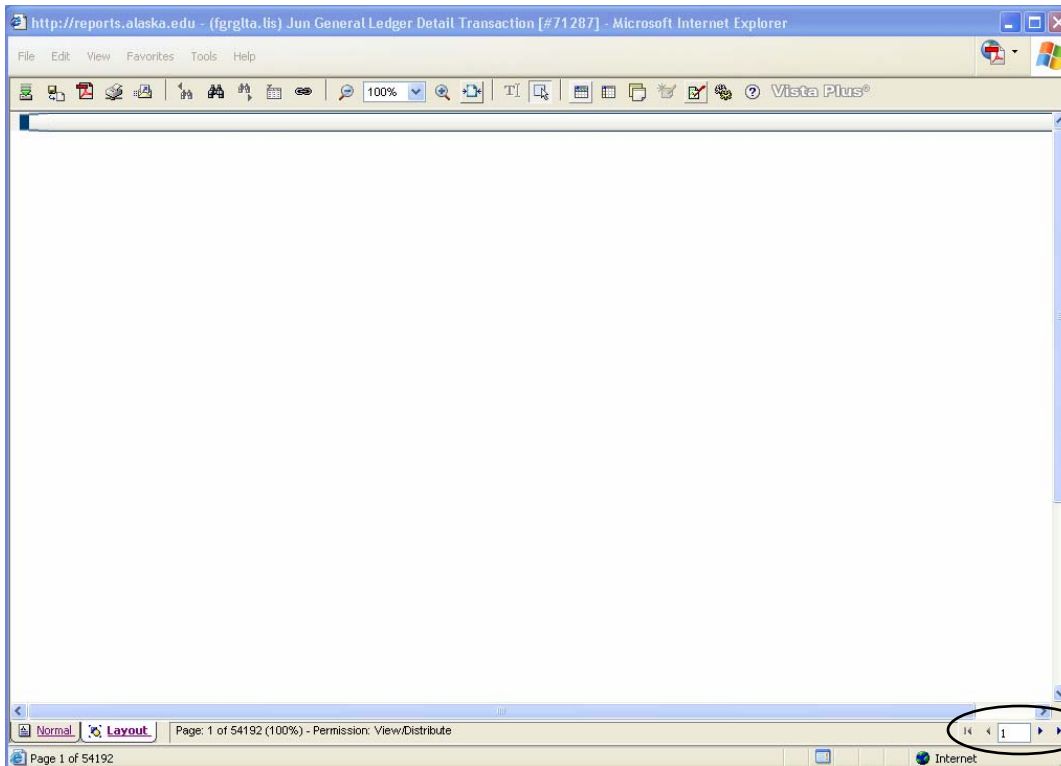
i	fgr2coe (6 Generations)	Monthly Committed Open Encumbrances
i	fgr2coe_wkly (6 Generations)	Weekly Committed Open Encumbrances
i	fgr2mrp (12 Generations)	Jun UAA Organization Status By Sub-Account
i	fgr2uoe (6 Generations)	Monthly Uncommitted Open Encumbrances
i	fgr2uoe_wkly (6 Generations)	Weekly Uncommitted Open Encumbrances
i	fgracth (12 Generations)	Account Hierarchy
i	fgrbdsc (12 Generations)	Budget Status Current Year
i	fgrfndh (12 Generations)	Fund Hierarchy
i	fgrglta (12 Generations)	General Ledger Detail Transaction

- F4. To view reports for another group, if allowed, click on the Options Tab on the tool bar and choose *<Change Group>*. Choose the group of interest as described in step B1 and continue with step F1.

Vista Plus Report Window

G1. When the viewing of a report is initiated, it will open in its own window.

★ Some reports have a first page that is blank. Page down or use the scrollbar to view the first page of data.



Click the appropriate arrow to move forward/backward in the document one page at a time, or first page/last page

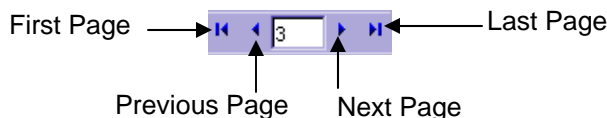
Enter page number and <Enter> to access a specific page in the report

G2. The bottom left of the window holds a status bar that indicates the current page number and the total number of pages. The zoom size (i.e. 100%, 70%) of the report currently loaded and type of view is also displayed.

G3. To the right of the status bar is a blank field and four arrow icons. This enables quick navigation throughout the document.

To quickly navigate to a specific page, enter the page number of interest in the blank field and depress <Enter>. The requested page is displayed.

To move forward or backward in the report, click the forward/backward arrow to view each page, or use the first page/last page arrow.



Toolbar Buttons

Icon	Icon Name	Icon Description
	<i>STORE REPORT</i>	Allow system default of report storage. (Do not use)
	<i>DOWNLOAD REPORT</i>	Save a report in a file for use in another application, such as MS Word or MS Excel.
	<i>DOWNLOAD REPORT</i>	Download report as a PDF file.
	<i>LOCAL PRINTER</i>	Access local printers through the Vista Plus server.
	<i>E-MAIL SHORTCUT</i>	Email report link from logged in user.
	<i>SEARCH PREVIOUS PAGES</i>	Searches pages that precede the last page in which search matches were found. Requires that a search was previously performed.
	<i>SEARCH REPORT</i>	Initiates search dialog box so that search parameters can be entered.
	<i>SEARCH NEXT PAGES</i>	Searches pages that follow the last page in which search matches were found. Requires that a search was previously performed.
	<i>DEFINE SEARCH INDEX</i>	Lists available search criteria
	<i>HYPERLINK</i>	Defines an action to perform whenever a user clicks a selected area of a report page.
	<i>ZOOM OUT</i>	Decreases report display size 20% per click.
	<i>CURRENT VIEW SIZE</i>	List of Values displays choice of view sizes to select (20% - 200% in 20% increments)
	<i>ZOOM IN</i>	Increases report display size 20% per click.
	<i>FIT TO PAGE</i>	Automatically resizes the report to the Report Viewer window.
	<i>ENABLE TEXT SELECTION</i>	Copy / Paste selection ability for record text.
	<i>ENABLE REGION SELECTION</i>	Copy / Paste selection ability for record region. (Do not use)
	<i>CREATE HEADER</i>	Allows customized Header label
	<i>CREATE COLUMNS</i>	Creates columns that can be downloaded for use in applications such as spreadsheet programs.
	<i>LIST NOTES</i>	Displays previously composed notes.
	<i>ADD NOTE</i>	Not available – Do not use. Allows notes inserted into selected area of report.
	<i>TAG/UNTAG PAGE</i>	Allows a “tag” of one or more report pages for customized downloading.
	<i>CUSTOMIZE</i>	Customize view options or select specific reports for <i>My Vista</i> favorites list.
	<i>ONLINE HELP</i>	Displays online help.

Searching a Report

Take advantage of the powerful search feature to reduce the data viewed so that only the pertinent information is displayed.

- H1. Initiate the search feature by clicking on the <Search> icon. Once a search has been initiated it can not be halted.
- H2. The search dialog box is displayed.

- H3. Click the radio button on the *LOOK FOR* parameter. Although not required, choosing **Index** can aid Vista Plus in finding the *VALUE* more quickly.

Currently, the University is not using the Region feature.

- H4. If **Index** was selected as the *LOOK FOR* parameter (step H3), choose the **index of interest** from the *INDEX* drop down menu selection. The available *INDEX* values will vary for each report.

★ If an index hierarchy is selected (i.e. *ORGN HIERARCHY*), include the * wildcard character before and after any search value (example: ***D8FNSY***).

- H5. Enter the proper search criteria in the *VALUE* field. Wildcard characters can be used.

★ The Asterisk (*) wildcard character can be substituted for one or more characters (i.e. part of a word or an entire word).

★ The question mark (?) wildcard character can be used to indicate any single character except a space.

- H6. The *FORWARD SEARCH* parameter defaults as **selected** (checked). Once initiated, the search will start at the current location of the cursor. **Uncheck** this checkbox to start the search at the beginning of the report.
- H7. To request a search in the specified upper/lower case, click the *CASE SENSITIVE* check box in *<Options>* so that it is selected. Otherwise, accept the default of **unchecked**.
- H8. To search the requested text as a whole word only, click the *WHOLE WORDS* box so that it is **selected**. Otherwise, accept the default of **unchecked**.
- H9. The *EXTRACT SUB-REPORT* feature creates a separate report (opened in a new window) that includes just the information requested in the search criteria. Click the checkbox so that it is **selected**.
- H10. If the *EXTRACT SUB-REPORT* parameter is selected, the *BY PAGES* and *BY LINES* options are displayed with *BY LINES* as the default selection. Click *BY PAGES* so that the radio button is **selected** (darkened).

★ *LINE MATCHES* and *INCLUDE HEADER* options are not available at this time.

- H11. *SHOW MATCH LIST* provides a window with an index of pages matching the request. Navigation to a particular page is possible by clicking on the page of interest.
- H12. Click the *<Search>* button to initiate the search or *<Cancel>* to close the dialog box without searching.

Search Results

Advanced >> Clear

Look for: Text Index Region

Index: **ORGN HIERARCHY** ← Index can make the search run more quickly

Operator: [dropdown] (equal)

Value: ***d8fnsy*** ← Search criteria requested

Search Cancel

Options <<

Forward Search ← <Forward Search> unchecked means start at the beginning of the report

Case Sensitive

Whole Words

Line Matches

Extract Sub-report: ← Creates a new report consisting only of pages containing requested records

By Pages

By Lines

Include Header

Show Match List

19-JUL-2008 18:10:19 University of Alaska
 FISCAL YEAR 08 Organization Detail Activity
 From 01-JUN-2008 To 30-JUN-2008

COAS: B University of Alaska
 ORG: 80042 Financial Systems Operations
 ORGN HIERARCHY: 80042 D8FNSY SVFPA SVPF SVPA SWTOT UA

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CHT TYP
SW General Funds					101010				
BEGINNING BALANCE:		Personal Services Budget			1001	11,300.00			
ENDING BALANCE:		Personal Services Budget			1001	11,300.00			
BEGINNING BALANCE:		Travel Budget			2001	14,000.00			
ENDING BALANCE:		Travel Budget			2001	14,000.00			
BEGINNING BALANCE:		Alaska General Administrative			2010	.00			
ENDING BALANCE:		Alaska General Administrative			2010	.00			
BEGINNING BALANCE:		Visiting Professional			2050	.00			
06/01/2008 CORD		P0380303		Library Binding Service Inc	2050				
06/01/2008 POCL		*0000403		Close PO P0380303	2050				
ENDING BALANCE:		Visiting Professional			2050	.00			
BEGINNING BALANCE:		Visiting Students & Other			2051	.00			
ENDING BALANCE:		Visiting Students & Other			2051	.00			
BEGINNING BALANCE:		US General Administrative			2110	.00	1,616.33	.00	
ENDING BALANCE:		US General Administrative			2110	.00	1,616.33	.00	
BEGINNING BALANCE:		US Finance Teacher/Development			2120	.00	10,732.06	1,205.00	

Normal Layout Page: 1 of 13 (80%) - Permission: View/Distribute

PAGE 38388 EGRODTA

If a sub-report was requested, a separate window will open with the results.

Since the sub report consists of selected data from the main report, the page number of the extracted sub-report (bottom right of report window) does not match the page number of the actual report (top right of report).

★ A search may be requested on the returned sub-report (and, thus, another sub-report is created). This is a very powerful feature of Vista Plus!

H13. Advanced Search Option is available and may streamline a search for two or more like objects.

Advanced << Clear

Look for: Text Index Region

"ORG"="11002"
OR "ORG"="11017"

Logic: OR AND XOR

Index: ORG

Operator: = (equal)

Value: 11028

Add

Search Cancel

Options <<

- Forward Search
- Case Sensitive
- Whole Words
- Line Matches
- Extract Sub-report:
 - By Pages
 - By Lines
 - Include Header
- Show Match List

Add two or more Values in Advanced Search to produce one sub report with all requested values.

Clear previous Search criteria before initiating additional Searches if different results are desired. Search criteria will remain until cleared, and will not reset upon Log Out or Report change.

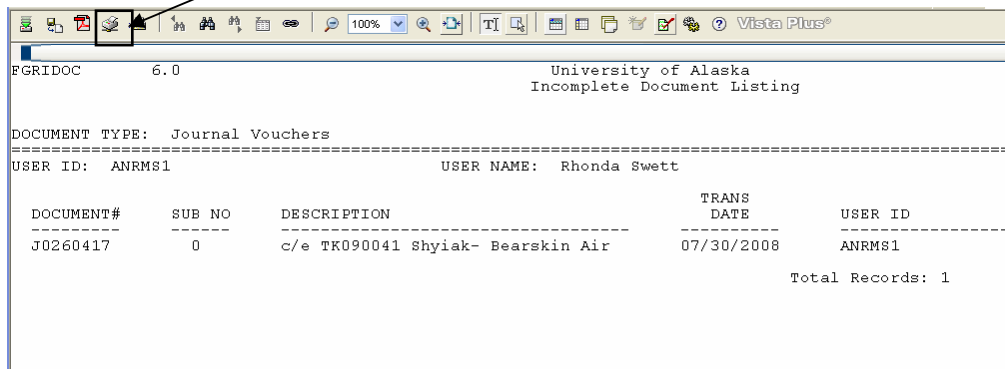
Selected Options will not reset when a search is cleared of previous criteria. Ensure the expected result by verifying selected Options.

Printing a Report

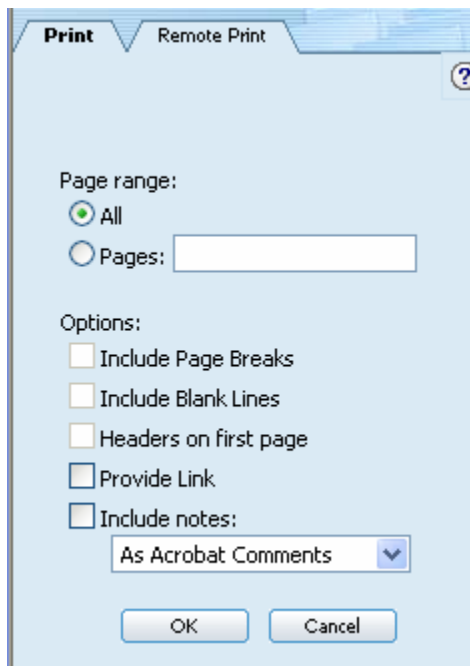
A hard copy of a report or report extract can be printed to a local printer. Remote printing is not available at this time.

1. Open the report or extracted sub-report in the Report Viewer.

Choose *LOCAL PRINT* button



12. Click the *<Print>* icon on the toolbar or choose *<Print>* from under the *<File>* menu. The Local Print dialog box is displayed.



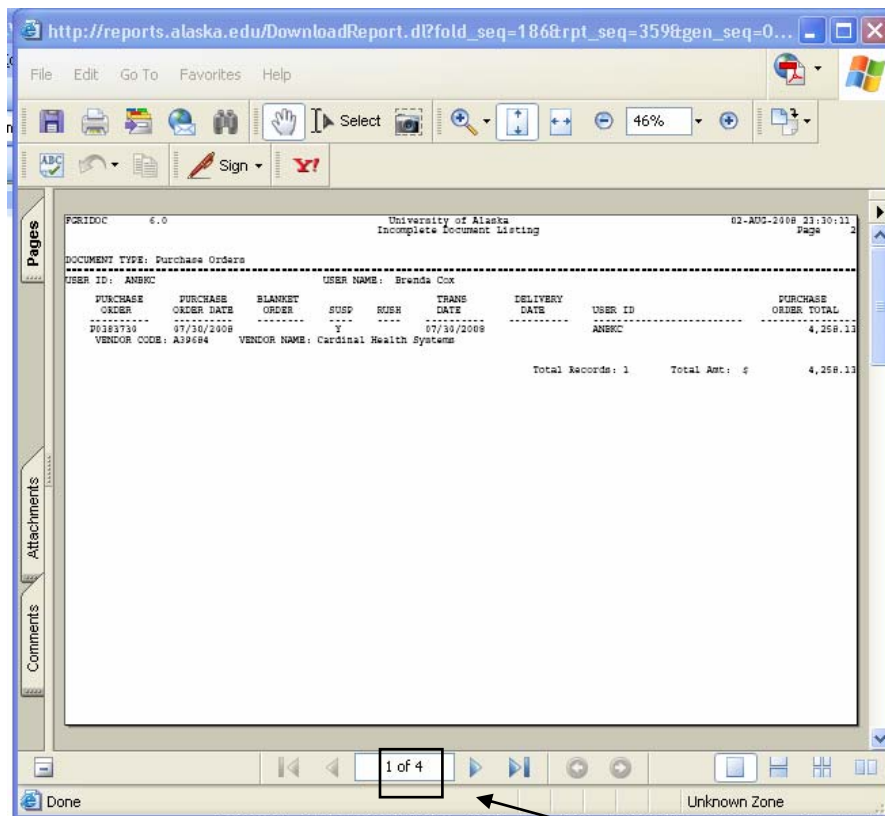
13. Select the *PAGE RANGE* to print.

All is the default selection. Many of the reports available in Vista Plus are very long....use the All selection with caution.

Click **Pages** to print a specific selection. Utilizing the Tag/Untag icon withing the report will automatically insert selected pages into the field. A range of pages (ie: 2-10) can also be requested.

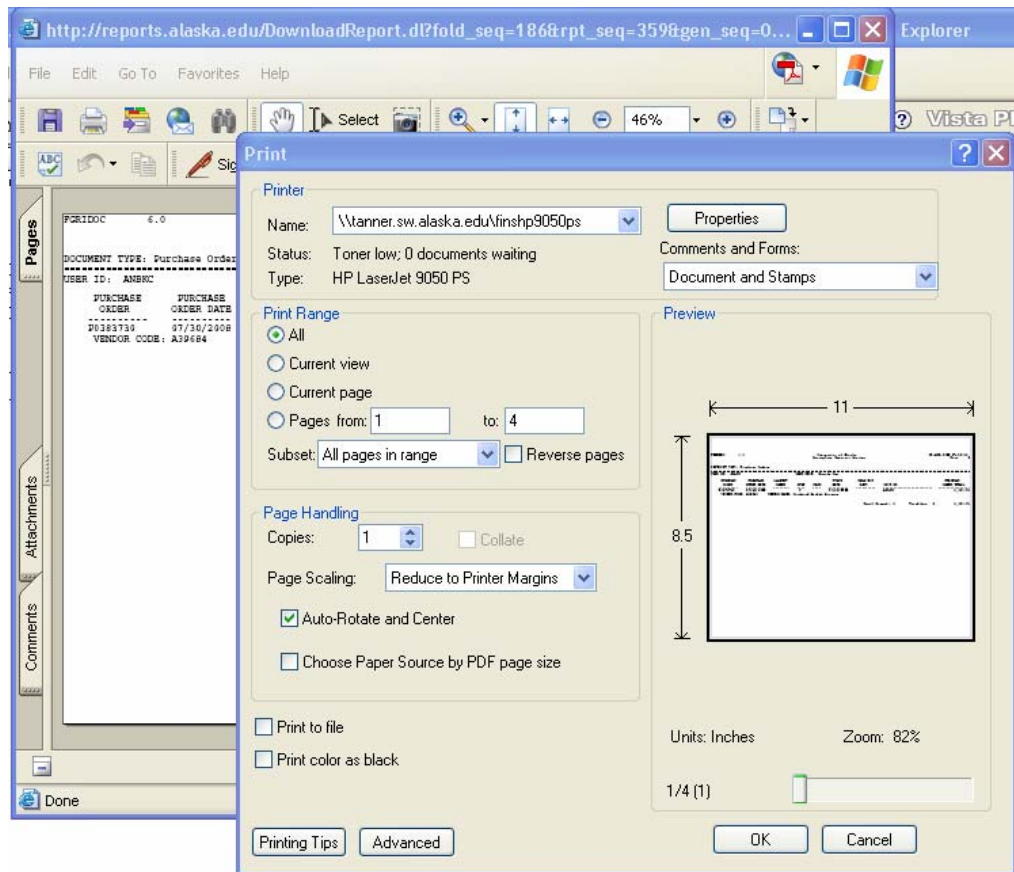
★ If printing a sub-report, only those pages that were extracted (into the sub-report) will print. If additional report pages are desired, request the print from the original report and specify the page numbers.

14. Once <OK> is clicked, a preview of the print job will display.



Verify the expected number of pages to print before proceeding

- Click the printer icon to continue printing. If desired, Properties may be accessed for additional printing options, but this report will print with landscape orientation without selecting from the Properties menu.

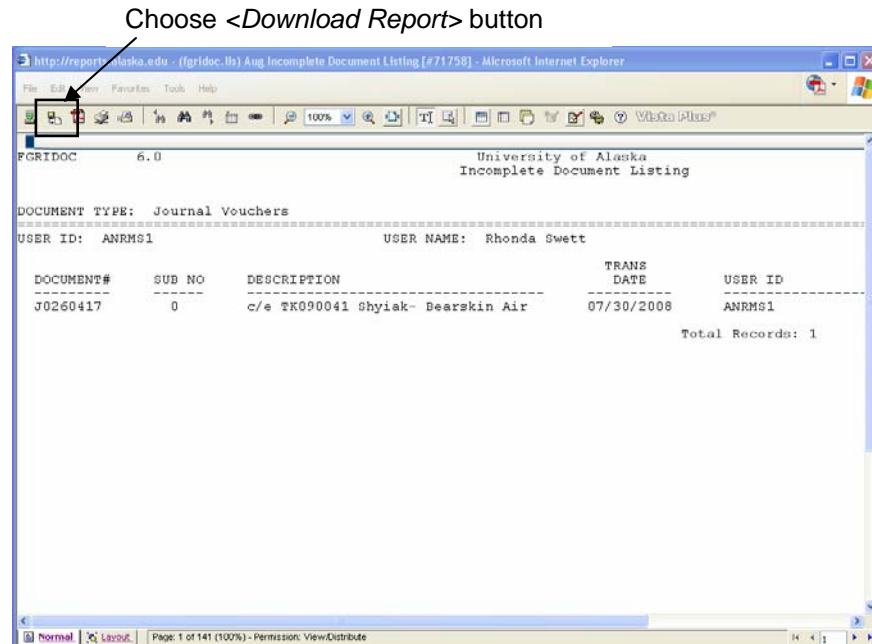


- Click <OK> to print the report and close the Print Preview dialog box.

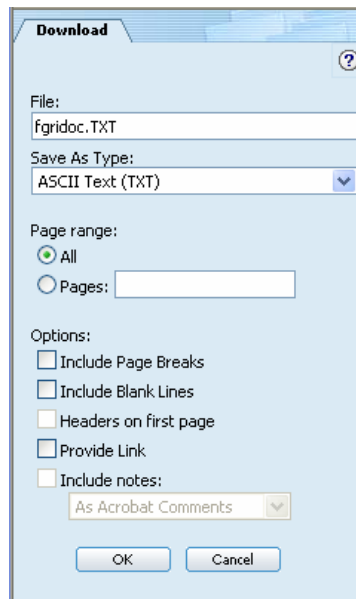
Downloading a Report to a File

The Download feature saves an entire or selected part of a report so that it can be used in other applications.

J1. Open the report or extracted sub-report in the Report Viewer.



J2. Click the <Download Report> icon on the toolbar.



- J3. *FILE* indicates the name of the downloaded file. The file name defaults to the name of the report plus the format extension (i.e. fgridoc.txt). If a download is requested for an extracted report, the file name defaults to the name of the report with a view and format extension (i.e. fgridoc.txt).

If desired, update the default *FILE* name by typing a new file name.

- J4. The *SAVE AS TYPE* defaults as **ASCII Text (TXT)**. Accept the default.
- J5. The *PAGE RANGE* defaults to All.

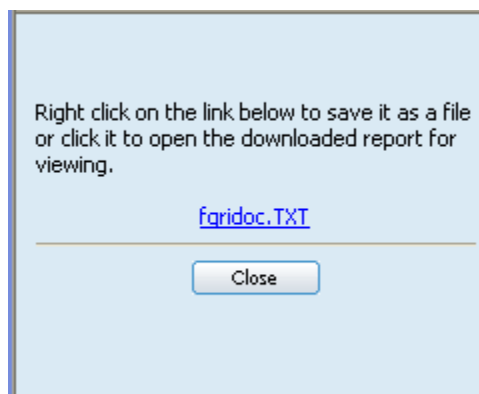
All is the default selection. Many of the reports available in Vista Plus are very long....use the All selection with caution.

Click **Pages** to download specific pages (2,10), or a range of pages (2-10).

★ If downloading a sub-report, only those pages that were extracted (into the sub-report) will be downloaded. If additional report pages are desired, request the download from the original report and specify the page numbers.

- J6. Once <OK> is clicked, a preview of the report is displayed. Choose <Save As> from under the File menu to save the report where desired.

If the *PROVIDE LINK* option was checked, a separate window is displayed providing the link to follow to display the downloaded file.



Click <Save Target As> by right clicking on the link and save to the desired destination or choose <Save As> from the tool bar dropdown when Download Report is displayed.

Importing a Report into MS Word or MS Excel

Working knowledge of Microsoft Word and Microsoft Excel are assumed.

Import to MS Word

Though importing to MS Word is possible, the practicality of doing so is questionable, due to readability and formatting issues.

K1. Right click on downloaded report and select *Open With* - select MS Word – format as desired

...OR...

K2. Initiate Microsoft Word.

K3. Open downloaded report.

K4. The downloaded data is displayed in the Word document. To make the file more easily readable, the following format changes are suggested:

Set page orientation to landscape

Change all text size to 8 point font

Change left and right margins to 0.3

K5. Save the file.

Import to MS Excel

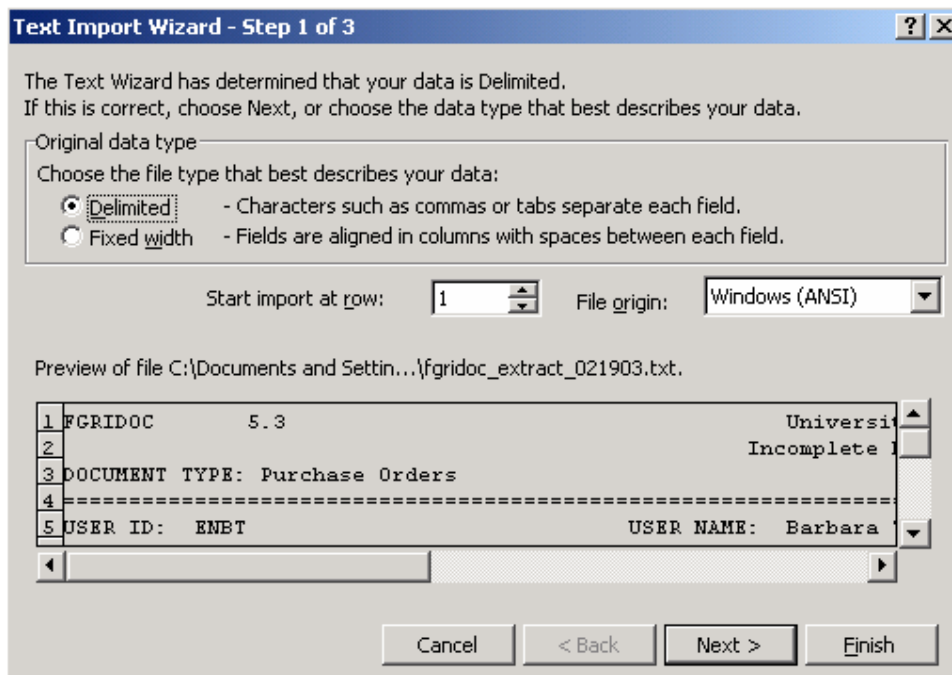
L1. Right click on downloaded report and select *Open With* - select MS Excel – format as desired.

...OR...

L2. Initiate Microsoft Excel.

L3. Open downloaded report.

L4. A Text Import Wizard dialog box is displayed.



L5. Several dialog boxes are displayed to assist with the import of the text file. Follow steps provided and click *<Finish>* when complete.

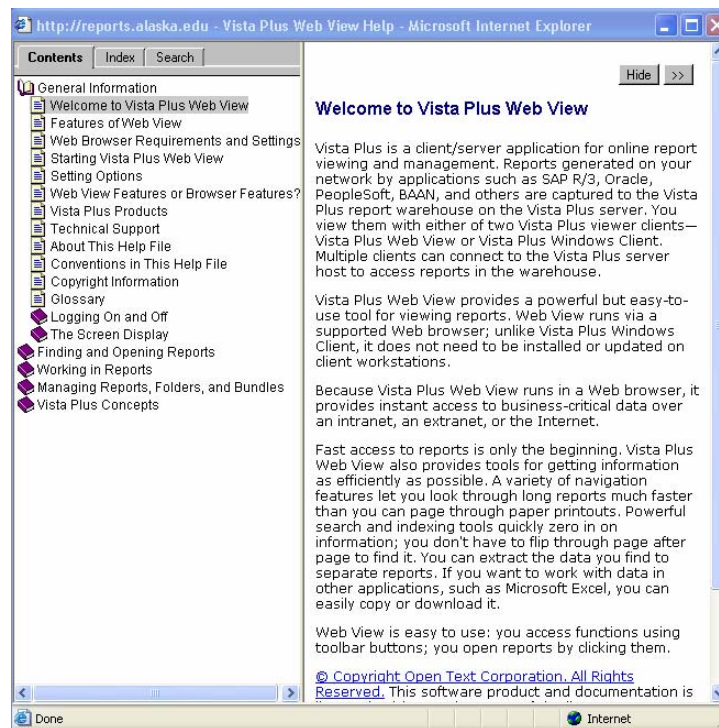
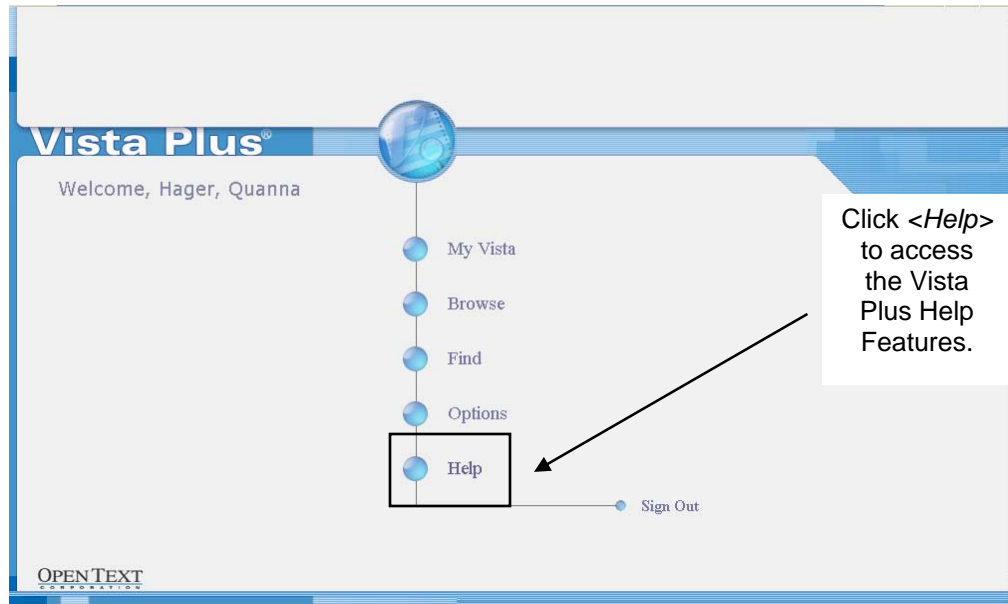
★ Reports with headings do not import into Excel very nicely.

L6. Save the file.

Appendix

Vista Plus Resources

Many questions can be answered via the Vista Plus Help features (icon located on main page).



Online Help welcome page

Enabling Java and Cookies in Netscape Browser

- M1. Initiate Netscape Web Browser
- M2. Choose *<Preferences>* under the *<Edit>* menu
- M3. Click on *<Advanced>*
- M4. If not already selected, click on *<Enable Java>* and *<Enable JavaScript>* so that they are checked.
- M5. Under Cookies, click on the radio button next to *<Accept All Cookies>* so that it is selected (darkened).

Enabling Java and Cookies in Internet Explorer Browser

- N1. Initiate Internet Explorer Web Browser
- N2. Choose *<Internet Options>* under the *<Tools>* menu
- N3. Click on *<Advanced>*
- N4. Scroll down. If not already selected, click on *<Use Java 2 for applet>* so that it is checked.
- N5. Click on *<Security>*
- N6. Click on *<Custom Level>*
- N7. Scroll down. Under *COOKIES*, click on the *<Enable>* radio button next to *<Allow cookies that are stored on your computer>* so that it is **selected** (darkened). Also, click on the *<Enable>* radio button next to *<Allow per-session cookies (not stored)>* so that it is **selected** (darkened).