SJSU Research Foundation
Online Report Instruction

The Research Foundation has implemented an Online Reporting Website. You can login this website to check the Account Status, Available Balance, Requisitions Pending Payments, Monthly Statements, and other reports.

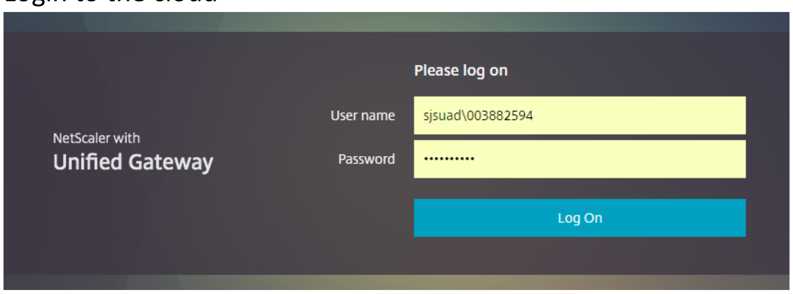
<u>This website works best with Internet Explorer, but other browsers such Google Chrome and Firefox will also work.</u>

The URL, user ID and password are the same as the ones for approving timecards.
https://sjs-portal.aspgov.com/

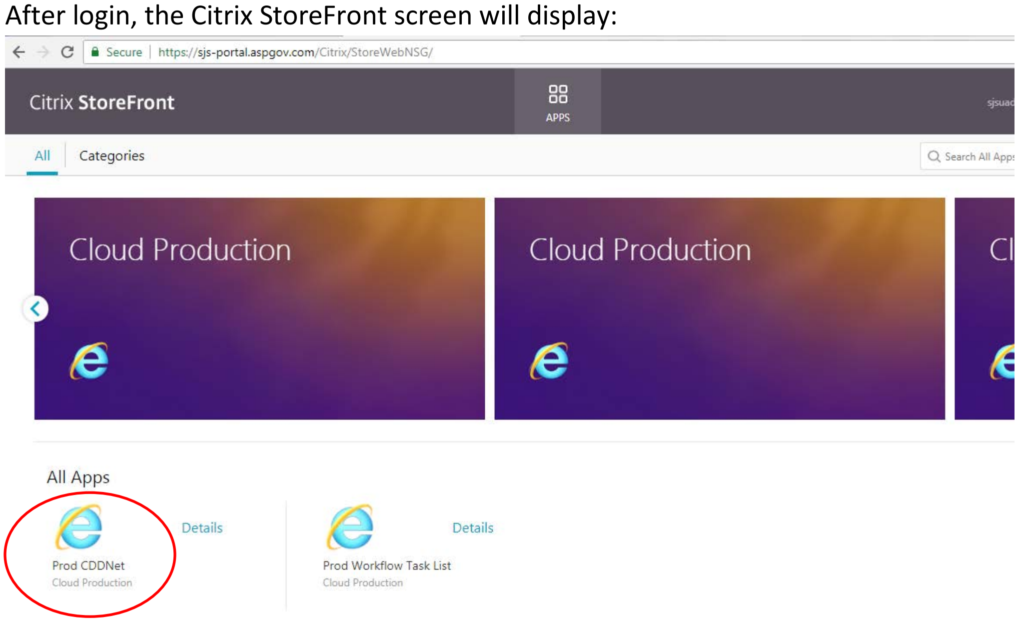
Login ID: SJSUAD\000111222
Password: SJSUOne password

Please follow the steps below-

1. Login to the cloud



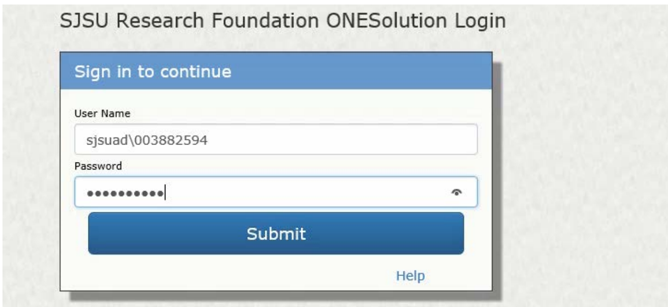
After login, the Citrix StoreFront screen will display:



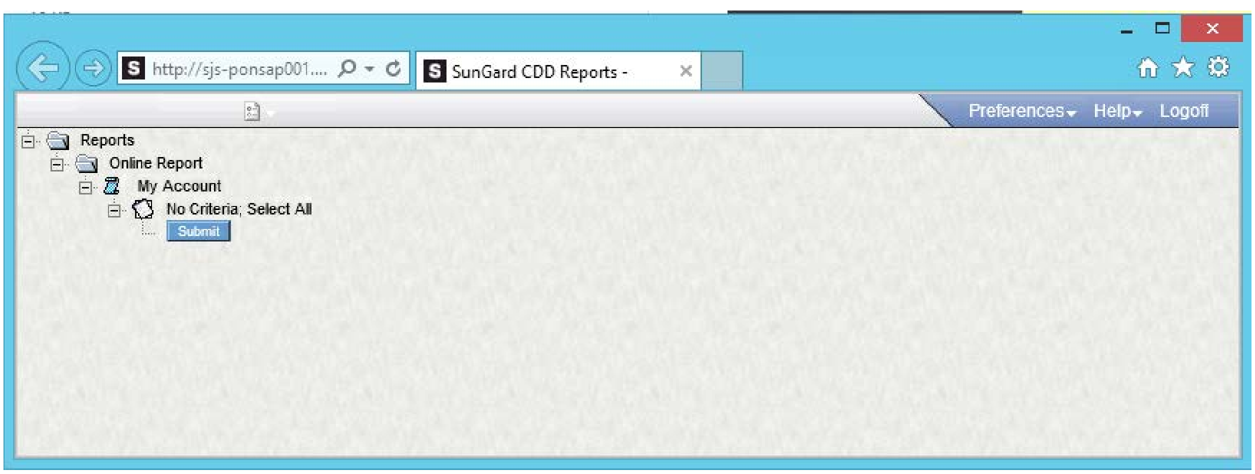
(Screen 1: Citrix StoreFront)

APP “Prod CDDNet” is for running reports to check the account balance
APP “ProdWorkflow Tasklist” is for approving timecards
If you don’t see these two Apps on the screen, please click on “APPS” at the top of the menu bar to bring up the Apps.

2. Login in to the Apps
   Click on “Prod CDDNet” and then enter the same ID and password.

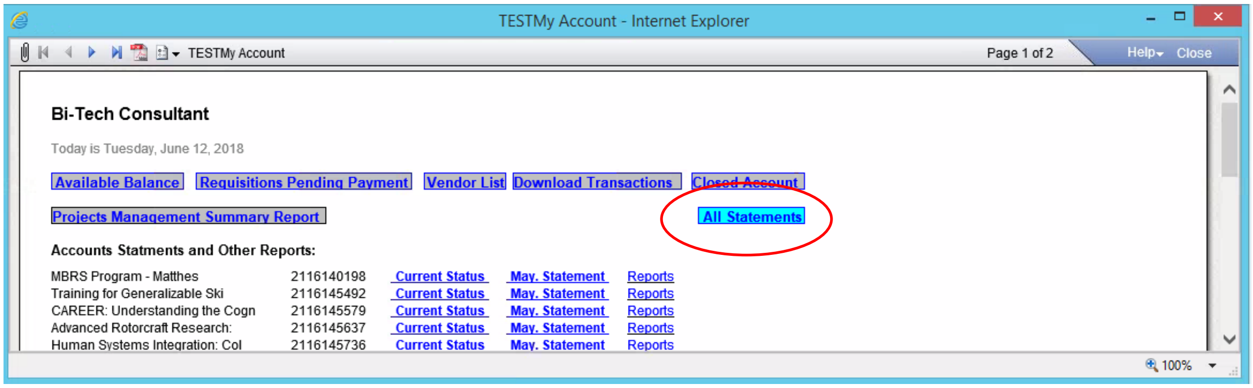


3. On the popup screen, click open the folder “Reports”
   - ➔ “Online Report”
   - ➔ “My Account”
   - ➔ Click “Submit”



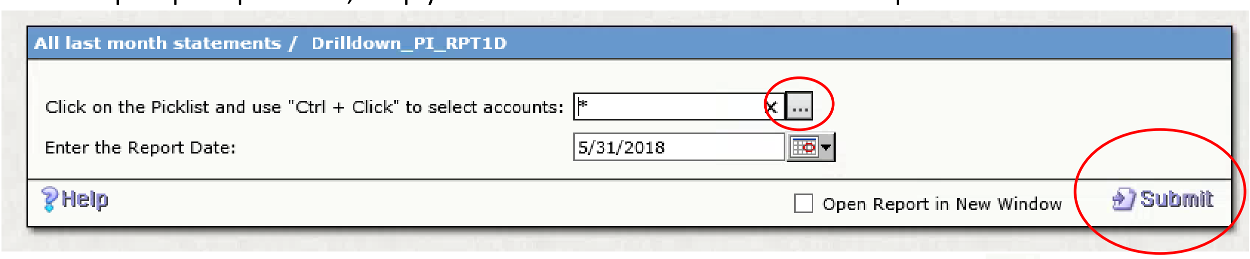
(Screen 2: Report screen)

4. On “My Account” screen, click on **All Statements** to start the report.

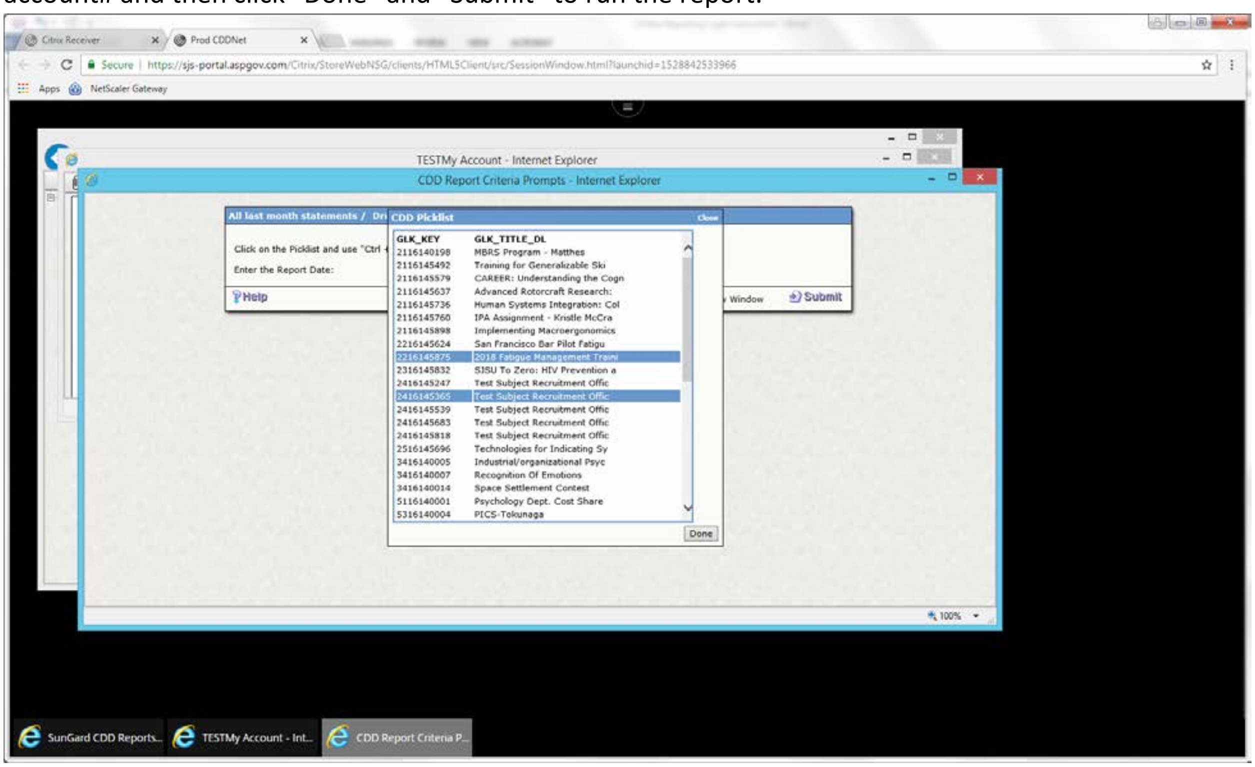


(Screen 3: My Account screen)

On the report prompt screen, simply click on the “Submit” button to run reports for all accounts.



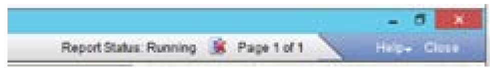
Note: If you only want the reports for a few accounts, you may click on the Picklist [...] to select the account# and then click “Done” and “Submit” to run the report.



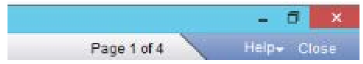
Report Status:

The report status is displayed on the upper right corner of the report output screen. Status "X" means the report is still running. After the report is finished running, the red "X" is replaced by the total page of the report.

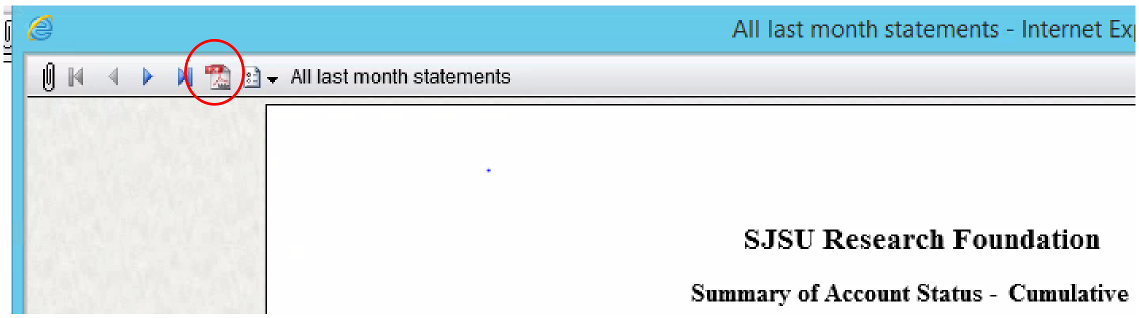
Report Status "Running"



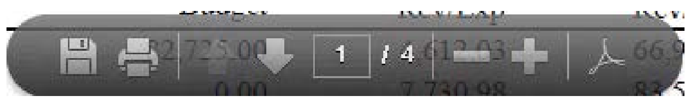
Report Status "Complete"

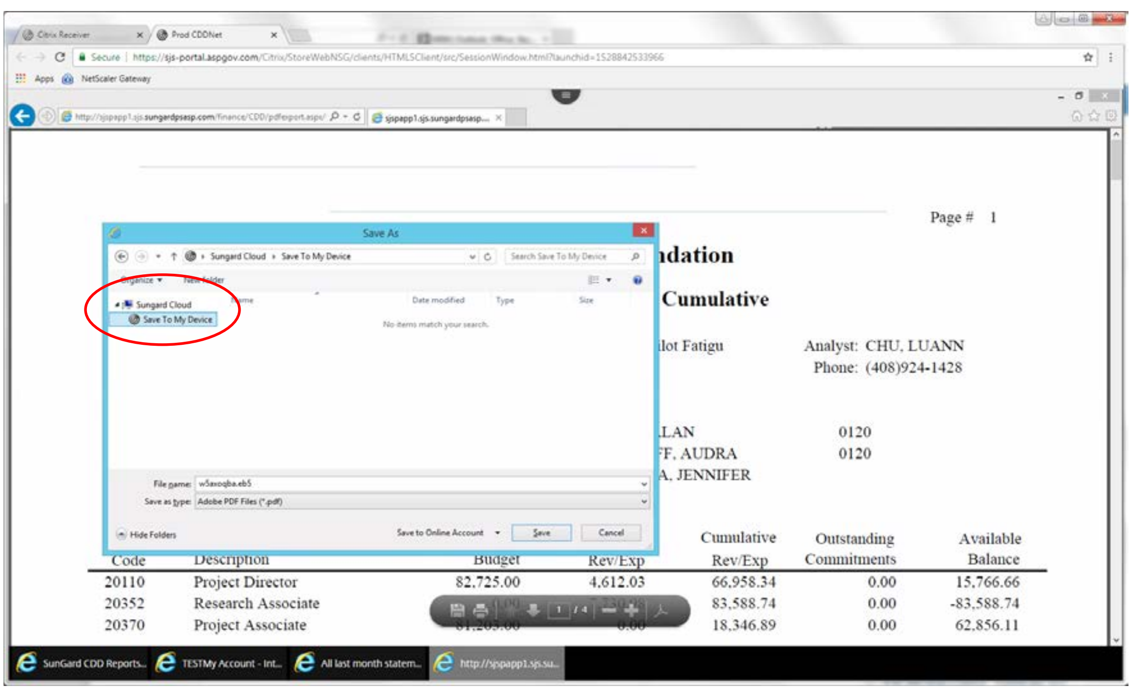


5. Save the output to your local PC.
   On the report output screen, click on the "PDF" icon to convert the report to PDF format.



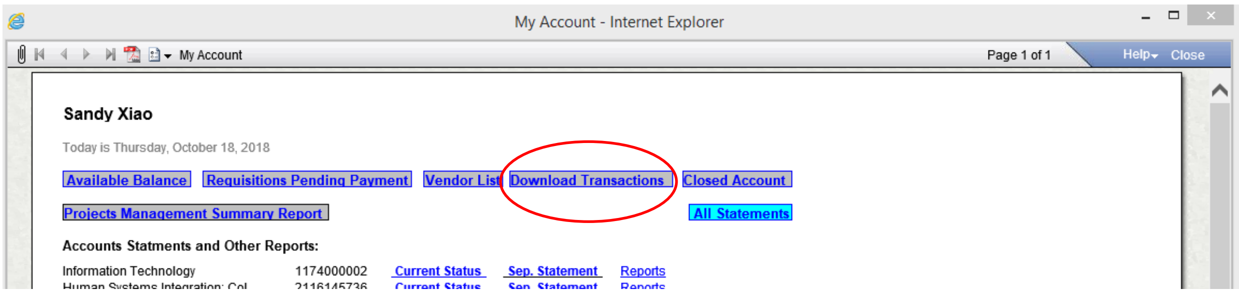
Place the cursor on the report output. On the popup menu bar, click on the disk icon to bring up the "Save As" screen.



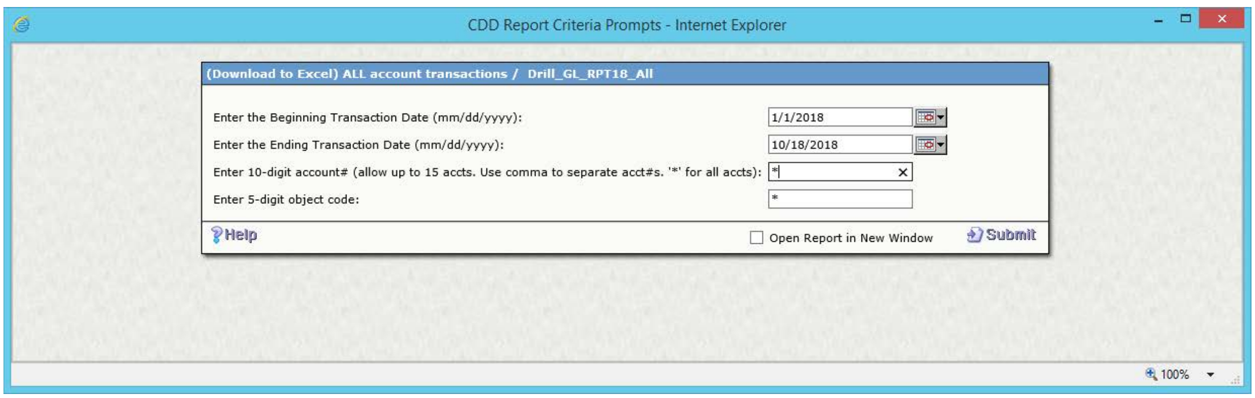


On the "Save As" screen, click open "Sungard cloud" and choose "Save to my Device". Click "Save". The file is saved to your "Downloads" folder.

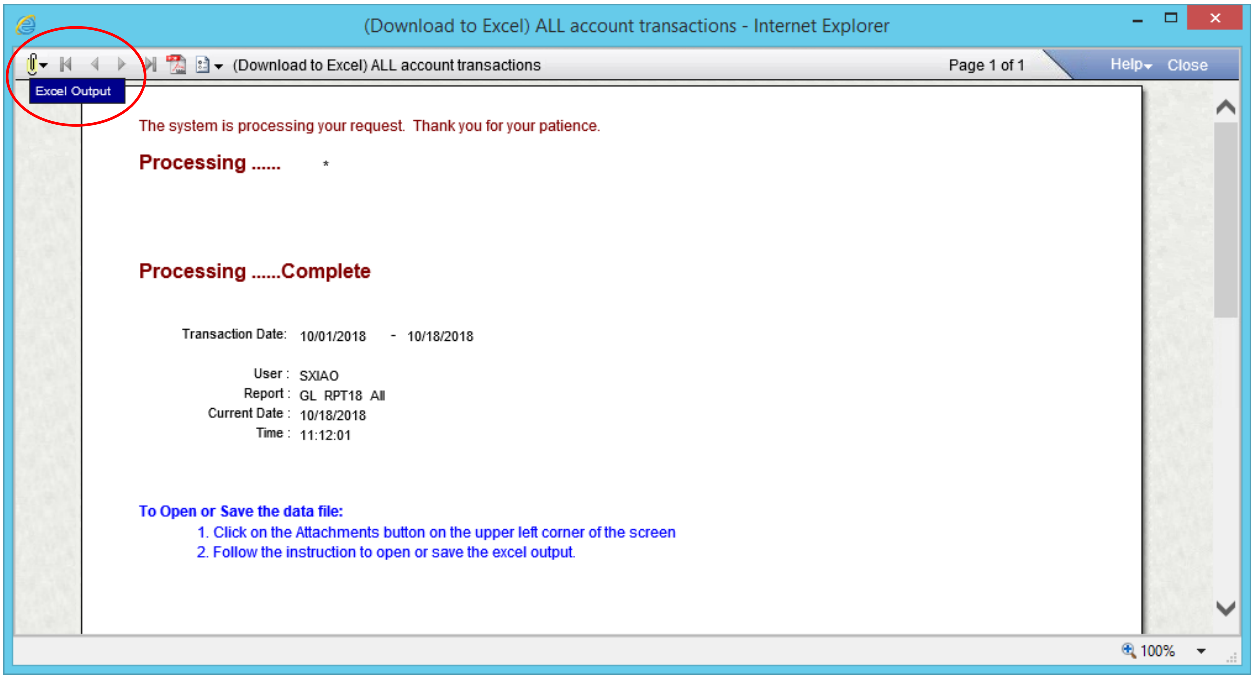
6. To download the transactions to Excel
   Go to 'My Account' page and click on 'Download transactions' button as shown below.



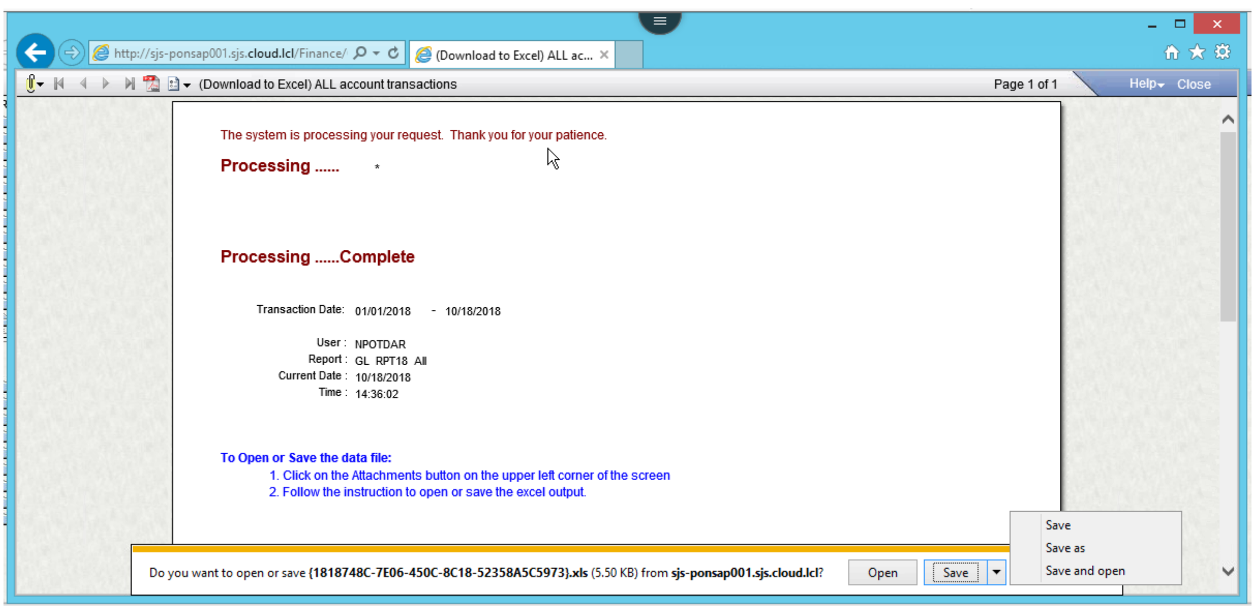
On the report prompt screen, enter the transaction begin and end date and then click "Submit" to start the report for all accounts. To run transactions for few accounts, enter the account numbers separated by comma and the 5 digit object code (if known, else enter *)



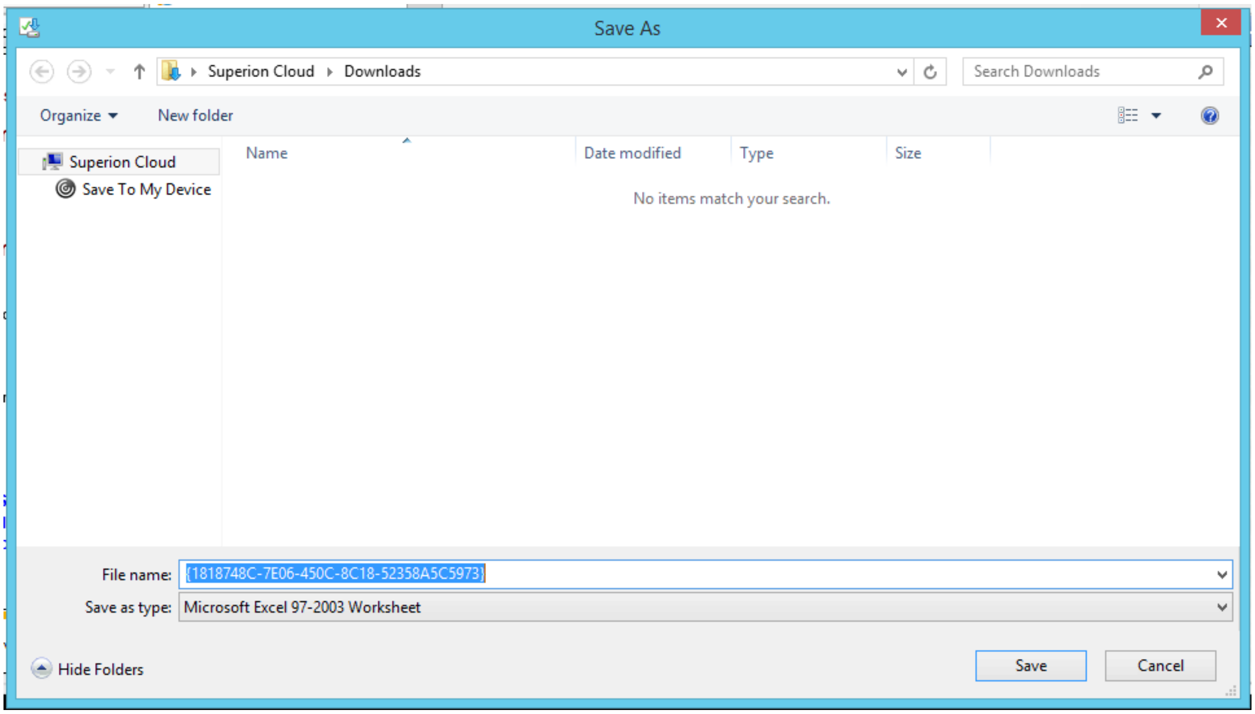
After the report is complete, click on the yellow clip on the upper left corner to view/save the transactions in Excel



Click on the 'Open' button to open the report in Excel.
Click on the arrow beside the 'Save' button to save the report on local computer. From the dropdown, select 'Save as' option.



Click on the 'Superion Cloud' link and then click on the 'Save to My Device' link. Now, to save the report, click on 'Save' button.



The report will be save to the Downloads folder on your local computer.

7. Please email the research foundation IT team for technical assistance. Thank you. fdn-it-group@sjsu.edu