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THE UNIVERSITY OF NORTH CAROLINA  
AT  
CHAPEL HILL

Associate Vice Chancellor  
for Finance

CB# 1000, 304 South Building  
The University of North Carolina at Chapel Hill  
Chapel Hill, NC 27599-1000

To: Deans, Directors, and Department Chairs

From: Roger D. Patterson, Associate Vice Chancellor for Finance

A handwritten signature in black ink that reads "Roger D. Patterson".

Re: Electronic Delivery of Monthly Budget Status Reports (FBM090/91)

Date: August 7, 2000

Departments within Finance have been working with Administrative Information Services (AIS) to provide online access to your monthly FBM090/91 reports. During February, representatives from campus units were invited to view a new application that will allow us to deliver the monthly reports over the web rather than sending a printed report through campus mail.

As you might expect, the major benefit of web delivery is timelier reporting to the campus. With the new system, the reports will be available on the 5<sup>th</sup> workday of the next month, as opposed to approximately the 9<sup>th</sup> workday under the old system. The new application will also allow us to provide the campus online access to prior reports. Initially the FBM090/91 reports for last fiscal year (FY 1999-2000) as well as this fiscal year will be available online. These reports will remain online until we build a five-year history, at which time we will start dropping the oldest year.

Here's how we will transition to the new reporting system. The FBM90/91 reports for July 31, 2000 will be distributed on paper, and will be available online at a later date. The FBM90/91 reports for August 31, 2000 and September 30, 2000 will be distributed on the web and in paper format. The paper FBM90/91 reports will be discontinued beginning with the October 31, 2000 reports.

Although all accounts will be available online, AIS has programmed a monthly report that provides a list of accounts with current month financial activity. Each month, Accounting Services will mail these monthly activity reports to the departmental managers after month-end close. The monthly activity reports are selected by report distribution number and sorted by fund group - contracts and grants, state funds and trust funds. The decision to print reports at the department level will be at the discretion of the department manager. The print capability provided by Adobe Acrobat Reader, a widely used report-viewing tool, will allow a department to print one account or a range of accounts.

The access to accounts is controlled by the FRS value based security, so access to FRS is needed. The instructions for accessing and using electronic reporting on your browser will be available by August 11, 2000 at the following web site: <http://www.ais.unc.edu/bfhome/eprint/info.htm>.

This new web-based system of delivering financial reports will be expanded to other financial reports in the future.

cc: Business Managers