Monthly Financial Reports
Electronic Distribution Maintenance Form

Effective in 2004:
General Accounting Office has the capability of emailing condensed monthly financial reports directly to Financial Managers, Principal Investigators and their designated Alternates. Our goal is to enhance your efficiency by delivering targeted financial information directly to your desktop.

Monthly Email:
If the electronic delivery option is chosen, Financial Managers, Principal Investigators and designated Alternates will receive an email when monthly financial reports are run. This normally occurs no later than the 12th of the month. The email will contain one or more attachments in Adobe pdf format. Each attachment will be a monthly financial report providing complete information for all funds, grants or organizations managed by you (or for which you have been designated as an Alternate to receive information).

Setting Up Electronic Delivery of Monthly Reports:
The web application, Monthly Financial Reports – Electronic Maintenance Form, is located at http://www.miamioh.edu/femail. You may also select the link on the General Accounting website (shown below).

NOTE: The Financial Manager setup process must be completed in Banner before the Electronic Delivery option can be initiated by that person via the website application.
Financial Managers and Principal Investigators will have the option to:

1. select the report(s) to receive electronically for each fund/grant/org managed, or
deselect any reports (to “turn off” electronic delivery) *
2. assign up to 3 Alternates to receive this information *
3. define 1 Assistant to maintain the Alternates list (add/remove Alternates only) *

*See procedures below for step by step instructions.

Procedures

1. Select which report(s) to receive electronically for each fund/grant/org managed, or
deselect reports (to “turn off” electronic delivery)
      enter your Unique ID and MUnet password.
   b. Click on Authenticate
   c. Click in the box to the right of the Report ID to select the reports you wish to
      receive. A checkmark will appear.
   d. Click in the box to the right of the Report ID to deselect any reports you do not
      wish to receive. The box will be empty.
   e. Click on Submit.
   f. A screen will appear with your current selection of reports. At the bottom of
      the screen you will receive the following message: Please select another
      option in Maintain Reports Box (on the left side of this page) or
      Exit the system?

2. Assign up to 3 Alternates to receive this information
a. On the Monthly Financial Reports - Electronic Maintenance Form web page enter your Unique ID and MUnet password. If you just finished the step above you can select Assign an Alternate in the top left side of the web page.
b. Click on the blue line as indicated in the following sentence: Please click on Assign an alternate to select other people to receive specific fund/grant reports instead of or in addition to you.
c. Enter the Unique ID of the individual(s) next to the reports you wish for him/her to receive. You can enter up to 3 Unique ID’s.
d. Click on Submit.
e. A screen will appear with your current selection of reports for alternates. At the bottom of the screen you will receive the following message: Please Select another option in Maintain Reports Box (on the left side of this page) or Exit the system?

3. Define 1 Assistant to maintain the Alternates list (add/remove Alternates only)
   a. On the Monthly Financial Reports - Electronic Maintenance Form web page enter your Unique ID and MUnet password. If you just finished the step above you can select Assign an Assistant in the top left side of the web page.
   b. You will receive the following message:

   You may assign one assistant to maintain your alternate distribution list.
   Your assistant will not be able to make changes to the Pick Your Reports list.
   If you have already selected an assistant, their Unique ID is in the Existing Assistant box below.
   If the Existing Assistant box is 'None', you may enter the Unique ID for your assistant and click add.
   c. Enter the Unique ID for the individual that will be managing the distribution of monthly financial reports for alternates.
   d. You will receive the following message: You have Successfully added an assistant!
   e. Click on the X on the top right corner to exit the web page.

Monthly Financial Reports Available in MInE:
All monthly financial reports will continue to be available in MInE. They will be posted monthly with a minimum of two full years of past reports online.

Additional Assistance:
General Accounting main number (529-6118)
genralaccounting@miamioh.edu