

LIAISON MEETING 11/7/02

MONTHLY REPORT UPDATES:

Changes to October month end reports were mainly technical in nature. One change visible to end users is that reports will print the account code at the top of the page when the data is carried over from previous page.

The following changes are planned for the *November* month end reports.

UMGL7062 – Revenue and Expense Detail

Adding/changing the transaction detail under journals to more accurately reflect the data users need. Based on all the feedback we've collected and presented from users.

Payroll expenses will be summed by person within account code.

UMGL7079 – Open Encumbrance

PO Encumbrances will reflect the vendor name instead of the current PO Reference field.

UMGL7047 – Revenue and Expense P/G

The PI Name, grant expiration date will be added to the report header. Reimbursement Method and FA rate will be added if there is enough room.

Across All Reports

Headings will be standardized across all reports.

Report Menu and Report Distribution Tool Changes

The menu for the reports (Rpt_User) and the way the reports are listed in Report Distribution Tool will be modified to be consistent:

The report number – description example: UMGL7062 – Rev/Exp Trans Detail

The reports currently named 'summary' will be changed to 'rollup' to more accurately reflect what the report is.