

Frequently Asked Questions Regarding Monthly Financial Reports

As a Financial Manager you may receive your monthly financial reports via email delivery. Attached to this email are Adobe pdf files (up to 10). Each file corresponds to a specific Monthly Financial Report and contains all information for funds, orgs or grants where you are designated the Financial Manager or Principal Investigator (PI).

You may also receive these reports if you have been designated an Alternate recipient by a Financial Manager or PI. If you are both a Financial Manager/PI and an Alternate, you will receive two email messages; one with your Financial Manager/PI reports and one with your Alternate reports.

Frequently Asked Questions Regarding Monthly Financial Reports

1. How do I change the distribution of Monthly Financial Reports?
2. What needs to be done if I'm leaving the University?
3. What do I need to do if I did not receive my Monthly Financial Reports?
4. Who do I contact if I have questions regarding the financial data within the reports?

1. How do I change the distribution of Monthly Financial Reports?

Financial Managers should login to <http://www.muohio.edu/femail/> to manage the distribution of Monthly Financial Reports. *Note: General Accounting is not able to make changes to the distribution list, nor are Alternates.*

- a) **Financial Managers** should check the boxes next to the Report ID that they wish to receive. If you do not wish to receive any of the reports uncheck all of the boxes. Press the Submit button when you are finished. *Note: Reports with "Summary" in their names are the same reports as those without (for example: Account Status is the same as Account Status Summary).*
- b) **Alternates** are individuals that the Financial Manager (FM) designates to receive a copy of their Monthly Financial Reports. Alternates will receive the reports in addition to the FM unless the FM has opted out of receiving the reports electronically. Within the femail web link, Financial Managers will select Assign an alternate. Click on Add Alts next to the fund/org you wish to assign, or scroll to the bottom of the list and select Add Alts for all reports. You will be prompted to enter the unique id of the Alternate. Press the Submit button when you are finished. Alternates can be removed from the distribution list by clicking on the Delete Alts buttons.
- c) **Assistants** are individuals that Financial Managers designate to manage the distribution of Monthly Financial Reports to Alternates. Within the femail web link, select Assign an assistant. Enter the unique id of the Assistant you wish to assign, and press the Add button. To remove an Assistant, click the Delete button next to the unique id.

Alternates who want to change the distribution of Monthly Financial Reports (either add or remove reports) should contact the Financial Manager of the fund/orgs they wish to change. The Financial Manager is listed on the first report page of each fund/org.

2. What needs to be done if I'm leaving the University?

Financial Managers leaving the University should log into <http://www.miami.muohio.edu/femail> and uncheck the boxes located next to the Report ID's to receive electronically. This will stop any emailed Financial Manager reports. It is important that this step be performed before the Financial Manager leaves the University and before the Financial Manager Transfer Request is initiated by the department.

Financial Managers leaving the University should also be removed from Banner as the department's Financial Manager. Departments should complete the Financial Manager Transfer Request form located on the General Accounting web site: <http://www.miami.muohio.edu/generalaccounting>. Click on the Documents & Forms link and go to the Forms section. Email the completed Transfer Request form to generalaccounting@muohio.edu.

Alternates leaving the University should make arrangements with the Financial Manager to remove them as an Alternate, otherwise they'll continue to receive copies of the Monthly Reports by email. Instructions for Financial Managers are in FAQ #1, step b).

If either the Financial Manager or the Alternate has subscribed to the MINEMFIN listserv, go to <http://listserv.muohio.edu/SCRIPTS/WA.EXE?SUBED1=MINEMFIN&A=1> to opt out of receiving emails sent to the MINEMFIN listserv. This step needs to be completed prior to departure from the University. If the opt-out step is not taken, emails will continue to be distributed by the automated listserv.

Students and advisors for student organizations who are Alternates receiving copies of the Monthly Financial Reports should contact the Agency Organization Financial Services office for any changes in distribution of the Monthly Financial reports (removing themselves as Alternates) or with any questions regarding the financial data. If there are new treasurers and/or advisors coming in as a replacement in the position, submit their unique ids to the Agency Organization Financial Services office to be added to the distribution of Monthly Financial Reports. Email all correspondence to aofs@muohio.edu.

3. What do I need to do if I did not receive my Monthly Financial Reports?

Monthly Financial Reports are generally emailed around the 10th of each month. If you did not receive your reports, check your Junk E-mail and Deleted E-mail folders, and the Barracuda quarantined emails. If you do not find the emailed reports, contact us no later than the 13th of the month for possible email report recovery. When corresponding with General Accounting or the Agency Organization Financial Services office regarding Monthly Financial Reports, please include the Index Code for which you are inquiring.

University departments: Email generalaccounting@muohio.edu or call 529.6118

Students/Advisors: Email aofs@muohio.edu or call 529.6878

General Accounting will do all possible to capture the reports from the IT server and re-send them to your Miami University email address. If we cannot capture the reports, or if the contact for assistance is initiated after the 13th of the month when the data is removed from the server, the reports will need to be retrieved from MInE by the requestor (<http://www.miami.muohio.edu/mine>). Instructions for accessing the Monthly Financial Reports are located on the General Accounting web site: <http://www.miami.muohio.edu/generalaccounting>. Click on the Documents & Forms link and select the Instructions document. Students without MInE access will need to contact aofs@muohio.edu for copies of reports not received.

4. Who do I contact if I have questions regarding the financial data within the reports?

University departments: Email generalaccounting@muohio.edu or call 529.6118

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