Re: New Departmental On-line Financial System Reports

Departmental Accounting Personnel:

As you may be aware, the On-line Financial System Reports (OFSR) provide up to date information that is also currently provided to you via hard copy monthly ledger reports. When the On-line Financial System Reports were developed and published in February 1998, one of our future goals was to gradually migrate all financial reports to an on-line environment. Since this information is currently available to you through the web on a daily basis and the OFSR have been tested for consistency and reliability over the past four years, effective July 2002, we will no longer distribute the following hard copy ledger reports:

- FS0150 - Fund Summary Report
- FS0109 - Open Commitment Subsidiary Ledger
- FS0103 - Recharge Activity Report
- FS0206 - Account/CC/Fund Expenditure Overdraft

Departments should continue to review transactions and balances on these reports by using the on-line system. If you do not currently have access to the OFSR you can request such access through your Departmental Security Administrator (DSA). Your DSA will request that Administrative Information Services issue you a query data base logon id through submission of an on-line or paper System Access Request. You can then access the OFSR system through the Corporate Accounting home page at [http://www.accounting.ucla.edu/](http://www.accounting.ucla.edu/).

The FS0100 reports will CONTINUE to be provided in hard copy form on a monthly basis. These ledger reports contain a significant volume of data and should be utilized by departments for monthly reconciliation purposes. Daily updates and custom sorts of the FS0100 data are also available on-line to provide additional detail to assist departments in tracking and managing financial activity.

Should you have any questions regarding the OFSR, please contact me at mwoldemu@finance.ucla.edu or extension 48779.

Regards,

Maaza Woldemusie
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