Dear Colleagues:

As announced in May 2007, the printing of the following FS reports will be discontinued beginning the July 2007 ledger.

1. FS0100 - Detailed General Ledger
2. FS0150 - Fund Summary Report
3. FS0105 - Reference Control Subsidiary Ledger
4. FS0106 - Source Control Subsidiary Ledger
5. FS0109 - Open Commitment Subsidiary Ledger

As you are aware, FS ledger information is available on the web with historical data going back to 1994. However, if you need to print, please access your current reports using DocumentDirect as mentioned in my May 21, 2007 memo below.

Regards,

Maaza Woldemusie
Manager, General Accounting

Subject: Financial Systems Report Distribution - DocumentDirect

Dear Colleagues:

General Accounting, in conjunction with Administrative Information Services (AIS), has completed the installation of the DocumentDirect application to distribute the following Financial Systems ledger reports to the campus users:

1. FS0100 – Detailed General Ledger
2. FS0150 – Fund Summary Report
3. FS0105 – Reference Control Subsidiary Ledger
4. FS0106 – Source Control Subsidiary Ledger
5. FS0109 – Open Commitment Subsidiary Ledger

Please identify individuals in your organization who will be assigned to retrieve these reports and have your Departmental Security Administrator (DSA) grant them system access through DACSS utilizing the following functions:

FSRPTSLA - UCLA and UCOP
FSRPTSMC - UC MERCED

Instruction materials on how to grant access and how to access reports from DocumentDirect have been developed and are available for campus users and DSAs on the web

FS Ledger Reports - Document Direct
FS Ledger Reports - Access Instruction (for DSA's)

These reports are available for financial periods beginning January 2007. The printing of FS0100 reports will be discontinued beginning the July 2007 ledger distribution.

We will be happy to answer any questions and provide assistance to departments regarding the use of this new application. Please direct your questions to me at mmwoldemu@finance.ucla.edu.

Regards,

Maaza Woldemusie
Manager, General Accounting