

Dear Colleague,

We are pleased to announce that the Office of Finance and Administrative Systems and the Controller's Office have developed a robust menu of electronic reporting options that will allow you to choose how you access financial information when managing your Banner indexes. Any or all of the options are available to you and the choice is yours.

These electronic reporting options offer more detail and flexibility than paper reports and also allow the Controller's Office to extend its commitment to the sustainability efforts of the University by **discontinuing the distribution of paper financial reports after the fiscal year 2017 report distribution is complete.**

Your financial reporting options are as follows:

IF YOU WANT:		
<ul style="list-style-type: none">• Single sign on• Payroll detail• PDF and Excel format• Up to date information	<ul style="list-style-type: none">• PDF and Excel format• Up to date information• Efficiently manage a large volume of indexes	<ul style="list-style-type: none">• PDF format• Monthly information automatically distributed to you

THE FOLLOWING IS FOR YOU:		
Finance Dashboard	Desktop Finance Database	Emailed PDF Reports
<ul style="list-style-type: none">• Use your Lehigh email credentials• Easy access from your computer using a bookmarked link• Payroll actual expense detail by employee• Updated daily with current information• PDF report can be saved in a folder on your computer• Information can be converted to Excel	<ul style="list-style-type: none">• Use your Banner Finance credentials• Easy access from an icon on your computer• Project to date transaction files for research indexes• Summary reports for departments, colleges, stems• Updated daily with current information• No need to receive and save paper reports – PDF report can be saved in a folder on your computer• Information can be converted to Excel	<ul style="list-style-type: none">• Email distribution• Format similar to previously distributed paper reports• Information is updated monthly• No need to save paper reports – PDF report can be saved in a folder on your computer

If you have questions:

For directions on how to access the Finance Dashboard or Desktop Finance Database, please visit the Finance and Administrative Systems web page at <http://financeadmin.lehigh.edu/fasystems>

For more information about the Emailed PDF Reports option, please contact Cindy Hickman, Assistant Director, Fin. Syst. at cmh3 or extension 83204

You Can Indicate Your Preferences Now:

I:\Argos Reporting\Reporting Options Email.docx

If you are currently receiving paper Banner Finance reports, we will both email pdf reports and send paper reports to you starting with the March 31, 2017 reports and discontinue the distribution of paper reports after the fiscal year 2017 report distribution is complete. If you prefer to access your financial information via other options, please notify us by emailing inctr@lehigh.edu.

Please expect the following emails from inctr@lehigh.edu for your reports.

- Organization Budget Status Report 100000-299999
- Organization Budget Status Report with Fund Balance
- Grant Inception to Date Report
- Detail Transaction Activity Report 100000-299999
- Detail Transaction Activity Report for Fund Balance Indexes
- Grant Transaction Detail Report

Payroll Management Report Choices:

The Finance Dashboard will provide detailed information on payroll expense by employee. At the current time, budget and encumbrance detail by employee will continue to be provided by the Payroll Management Report. Because you can access actual payroll expense via the Finance Dashboard, you may feel comfortable in reducing the frequency for your Payroll Management Reports.

The following Payroll Management Report distribution choices are available to you, please email inctr@lehigh.edu to indicate your preference for Payroll Management Report frequency:

- ☐ Annually (reports distributed after May and June)
- ☐ Semi-annually (reports distributed after December, May and June)
- ☐ Quarterly (reports distributed after September, December, March, May and June)

Thank you,

Cindy Hickman, Assistant Director, Fin. Syst.