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To: Kester, Tonykester@aging.sc.gov

CC: SCEIS Business Objects Reportbi.bobj@sceis.sc.gov

Date: 10/16/2014 9:03:37 AM

Subject: E040 - FI Monthly Batch Reports

Attachments: Official SCEIS FI - Analysis of Expenditures by Minor Commitment Item (427 Equivalent) x3A 102985.xlsx  
Official SCEIS FI - Summary of Expenditures (424 Equivalent) x3A 102957.xlsx  
Official SCEIS FI - AR Aging (Summary) x3A 102622.xlsx  
Official SCEIS FI - Available Cash (404 Equivalent) x3A 103018.xlsx  
Official SCEIS FI - Estimated Rev vs Cash Rec'd (406 Equivalent) x3A 102855.xlsx  
Official SCEIS FI - Appropriation Balances (477 Equivalent) x3A 103062.xlsx

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Dear Finance Report Recipient:

You have received a set of key financial reports developed by members of the Reporting User Group (RUG). The reports you receive monthly can also be run at anytime if you or someone at your agency with the correct security roles has access to Business Objects. While not intended to be an exact match, these reports were patterned after legacy STARS reports. The reports you are receiving are listed below.

- Analysis of Expenditures by Minor Commitment Item
- Appropriation Balances
- AR Aging
- Available Cash
- Estimated Rev vs Cash Rec'd
- Summary of Expenditures

In order to ensure proper delivery, if you have not already done so, please designate two additional contacts that would be tasked with acting as a primary and/or backup to receive and then disseminate these reports throughout your agency as you see appropriate. Again, if you have already supplied this information and it has not changed, you do not need to resend the names and email addresses. If, however, you do need to replace or add individuals, please send the names and email addresses of those additional report recipients to your SCEIS Agency Advocate as soon as possible.

In the interim, please feel free to email any feedback concerning these reports to SCEIS-AST@sceis.sc.gov.

Sincerely,  
SCEIS BI & Reporting Team