

OASIS ALERT #11

January 2002

Distribution of Monthly Accounting Summaries (MAS Reports)

Beginning with the July, 2002 MAS Reports, the paper distribution of these reports will be replaced by *electronic access only*. **Paper reports will no longer be produced and mailed after the June MAS Reports.**

There will be two options available for obtaining MAS Reports:

Lotus Notes – A Lotus Notes Database of this information will be maintained allowing for access to your reports with a technique similar to viewing e-mail. Security will be maintained centrally and will provide access only to the Project Director named on the report, and other individuals designated by the Project Director. This is considered the most efficient approach for obtaining Monthly Accounting Summaries. **Report recipients must have a Lotus Notes e-mail account to take advantage of this distribution method.** Note that the text searching capability of Lotus Notes provides a convenient way to find specific items such as P.O. numbers, vendor names, etc. within the MAS. They can also be printed, or saved as electronic files on the user's computer. This option will be made available before the hard copy production ceases.

Oracle System – MAS Reports can be generated and printed, or saved electronically, directly from the Oracle System by staff who have received Oracle training. Therefore, this option is currently available to you.

Since paper reports will no longer be provided, it is important that report recipients be able to take advantage of one of these methods **by July 2002**. If you are a Lotus Notes user or have been trained on the Oracle System no additional steps are necessary. Lotus Notes users will receive e-mail shortly with simple instructions for establishing this MAS access.

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If neither method is currently available to you please do one of the following:

**1) Establish a Lotus Notes e-mail account.** You may request a Notes account by entering the URL: <https://adam.cc.sunysb.edu> over Netscape or Internet Explorer. Another option is to use the URL: <http://naples.cc.sunysb.edu/doi.nsf/pages/faq> . This option will provide you with overall information on how to obtain various Computer Accounts including Notes. If you would like to speak to a member of the Computer Accounts (CACCOUNT) office call 2-8011 and someone will return your call ASAP, or fax to 2-2222.

- or -

**2) Schedule your staff for Oracle System training,** which will describe access to these reports and other system functions, by contacting Cindy Brodsky, Assistant Manager, Training & Organizational Development at [cbrodsky@notes.cc.sunysb.edu](mailto:cbrodsky@notes.cc.sunysb.edu) or at 2-6102.

General questions should be directed to the Office of Grants Management at 2-9038.