



The Official Newsletter of the Controller's Report Library

DID YOU KNOW?

The purpose of "Did You Know?" is to provide you with the latest information on new reports, new reporting parameter options, as well as helpful hints to make utilizing the Controller's Report Library a breeze.

VOLUME 14
ISSUED JULY 2006







Happy New Fiscal Year!


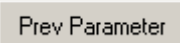
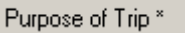
Start the year off right by making use of the **WS-Worksheet** section of the Controller's Report Library.

What is a worksheet? A worksheet is an electronic replica of a paper form.

You no longer have to handwrite or type the following requests:

-  WS - Honoraria Voucher Form
-  WS - Request For Check Form
-  WS - Travel Advance Form
-  WS - Travel Expense Form

Why use a worksheet? Not only did we automate the forms, we added some neat features!

1. The worksheet will automatically do the calculations for you!
2. You can retrieve the Accounts Payable vendor address by entering the Univ. ID and clicking the  button.
3. You will save time by using the  button.
4. No more delays because you forgot to complete a required field. All required fields are marked with an asterisk (*)  and you will receive an error message should you leave one blank.

I hope you find July's newsletter helpful. Next month's issue will focus on salary and personnel related reports.



Please feel free to contact me at palumbav@umdnj.edu with any suggestions, comments or concerns.


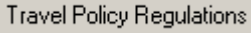
Stay Cool!

Angela

Helpful Hints

Did You Know....

 that you can check the  button and enter the new address on any of the worksheets. This will flag Accounts Payable to update their records.

 that you can click on the  button to get a copy of the policy. Cool!

More Great Tools!

[E-Print](#)

[my.umdnlj](#)

[Controller's Report Library Manual](#)

Points of Contact

Angela Palumbo
5-9064

Alexis Rean-Walker
5-9104