



ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies
FROM: Steven L. Valasek, Director of State Accounting
DATE: December 23, 2008
SUBJECT: Monthly Comptroller Reports on Website
NUMBER: 145

On January 5, 2009 the Illinois Office of the Comptroller (IOC) will add a new functionality to the Comptroller's website (www.ioc.state.il.us). Agencies will be able to view, print, and/or download several standard monthly Comptrollers' reports. The reports currently planned for the website are:

| ID | REPORT NAME |
|-------|--|
| A613 | Summary Trial Balance by Accounting Distribution – Within Fund |
| A614 | Summary Trial Balance by Fund |
| SA02 | Object Expense/Expenditures by Quarter |
| SB01 | Monthly Appropriations Status |
| SB03 | Appropriation Transfer |
| SB04 | Monthly Revenue Status |
| SB05 | Cash |
| SB11 | Appropriations as Amended After Transfers |
| SC14 | Agency Contract Report |
| SC15 | Obligation Activity |
| SE03 | Summary of Expenditures by Fund |
| SE03A | Summary of Expenditures by Category and Fund |
| SE04 | Summary of Expenditures by Agency and Fund |
| SE04A | Summary of Expenditures by Agency, Category, and Fund |
| SE05 | Detail of Expenditures by Agency, Organization, and Category |
| SE06A | Summary of Expenditures for Operations by Object and Fund |
| SE06B | Summary of Expenditures by Function and Fund |
| ST10 | Fund Transfer |

Agencies can access the new reports from the home page of the Comptroller's website by clicking on the "Monthly Reports" hyperlink under "Financial Inquiries". This link will take you to the "SAMS Monthly Reports" page. Detailed instructions for viewing, printing, and downloading these monthly reports are available via the "Instructions" link. The report drop down list will show the initial 18 reports that are available. Once a report is selected, the search can be refined to a specific fiscal year, month, and/or agency (if applicable). The specific report can then be viewed, printed, or downloaded.

The distribution of reports via the Comptroller's website will replace the manual distribution of hard copy reports to the agencies via CMS messenger services. The last distribution of manual reports by the IOC will be the January reports that will be distributed during the first week of February. Reports for February activity and beyond will only be available through the Comptroller's website.

The website will maintain a rolling two fiscal years of reports. The IOC will start with December 2008 (FY 09) activity and add reports to the website each month until the two fiscal year limit is reached. Normally, the monthly reports will be added on the second business day of the month.

If you have any questions concerning this bulletin, please contact the State Accounting Department at 217-782-7078. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library.