April 25, 2006

FISCAL MEMORANDUM 06-08

TO:       TTI Employees

SUBJECT:  Monthly Financial Reports

Beginning with the April 2006 Project Statements, all monthly financial reports will be distributed electronically through TTINet’s My Stuff web site. The reports may be accessed by principal investigator (PI) or a designee. Any or all reports may be easily printed and/or saved to your computer. All reports are available for viewing online for fifteen months. After that time, if a report is needed, please contact the TTI Business Office for a copy.

Online routing and certification of payroll charges on the Subsidiary Ledger Payroll Report (FBPR071) will also be provided beginning with the April reports. A PI (or designee) may access the report and certify that all payroll charges are correct. The report will remain on your list until it is certified. A comment field is provided to explain any errors or concerns. If a payroll correction is needed, please continue to use TTI Business Form 8402 to request the changes.

Please refer to the PI Packet Report Handbook for information on accessing your reports in MyStuff. The handbook provides detailed information on navigating the reports section of MyStuff and establishing an Oracle account, if you do not have one.

We expect that these efforts will result in a more timely report distribution and significantly reduce printing costs.

If you have any questions regarding report access or processes, please contact Ms. Janice Konecny. For questions regarding Oracle access of My Stuff, please contact Ms. Diana Lin.

Don Bugh
Executive Associate Director