



BOB RILEY
Governor

DRAYTON NABERS, JR
Director of Finance

STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

RSA UNION
100 North Union Street, Suite 220
Montgomery, Alabama 36130-2602
Telephone (334) 242-7050
FAX (334) 242-2440

ROBERT L. CHILDREE
State Comptroller

July 31, 2003

MEMORANDUM

TO: ALL CHIEF FISCAL OFFICERS

FROM: Robert L. Childree, State Comptroller

SUBJECT: Central Accounting System Monthly Report Printing

Effective with the October reports (which will be distributed in early November), the Comptroller's Office will no longer print and distribute Central Accounting System (CAS) reports for most departments. Instead, most departments will download their reports from the internet in Adobe PDF format and print them on any personal computer printer. This will enable departments to obtain their reports faster as well as saving on the cost of distribution.

All monthly reports dating back to October 2000 are currently available on the internet. Go to <http://www.comptroller.state.al.us>, click on Monthly Reports. If you do not have a User ID, then click Request a User ID, fill out the form and a user ID will be emailed back to you. After obtaining the user ID, you will click on Monthly Reports, then FRMS Main Menu, then Central Accounting System, and then GFS Report Menu. You can then choose which reports you want to see and the month you want.

Larger departments which currently have their reports routed directly to their printer will continue to receive them in that manner unless you direct us to stop sending them. If your department has a system printer with a "U" number and you would like for us to begin routing the print directly to you, please contact us with the printer identification "U" number. Even if we route the print to you, your reports will still be available on the website should you need them.

Any exceptionally small departments not having a computer or internet access should contact us to make arrangements for continuing to print and mail your reports. Please contact Gwen Barnett at 334-242-2192 or <mailto:gbarnett@comptroller.state.al.us> or Mary Green at 334-353-1611 or <mailto:mgreen@comptroller.state.al.us> to make other arrangements for exceptionally small departments, for setting up printing to a system "U" printer, or for any other questions related to this new procedure.

Thanks for your cooperation.

RLC/ghb