The Primary Recipient of month-end string level reports may use the Electronic Distribution form to set up Secondary Recipients to receive access to specific reports that the Primary Recipient receives. The Secondary Recipients’ distributions can be set up and ended for specific reports and account strings, by organization, or for all reports and account strings distributed to the Primary Recipient. Distributions can also be terminated (referred to as *End-Dated*) at any time.

UAB FN Document Entry/Approval → Electronic Distribution

The Monthly Account Statements, as well as other key account management reports, are distributed to the individual designated as the Deliver-to Person for GL account strings and GA plant fund PTAs and the individual designated as the Award Manager for GA sponsored project PTAs. Collectively, the deliver-to person and the award manager are referred to as the **Primary Recipient**.

The Electronic Distribution Form gives the Primary Recipient the ability to give access to the reports they receive to one or more individuals, referred to as the **Secondary Recipient**. A Primary Recipient may set up multiple Secondary Recipients. The Primary Recipient will still receive all of the reports, but each Secondary Recipient will also receive access to the report(s) designated by the Primary Recipient at that point in time. Once the form is saved, the reports will be made available each month to the Secondary Recipient until the Primary Recipient end dates the distribution or the Secondary Recipient terminates from the University.

New account strings (known as Criteria) added to the form after its June 2007 update will be maintained by the system if added using the Copy ALL, Copy by Organization, or Copy by Project options. This means any new criteria that is set up in Central Accounting and meets defined parameters will automatically be added to the Secondary Recipient(s) for which the parameters have been defined. This eliminates the need to periodically retrieve and update electronic distributions; new account strings will automatically be added to the form.
Electronic Distribution Form

Click on the appropriate topic to learn more about using the form:

The Electronic Distribution Form

Finding Electronic Distributions by Primary Recipient

Updating the Electronic Distribution Form
   Adding a Secondary Recipient

Copy Options
   Copy by Account: Manual Copy
   Copy All
   Copy by Org
   Copy by Project

End-Date Options
   End-Date by Account: Manual End-dating
   End-Date Specified Secondary Recipient
   End-Date All Secondary Recipients
   Removing End-Dates
   Future End-Dates

Creating a Report of Electronic Distributions

Maintaining Accounts: Auto-Updates
The Electronic Distribution Form

There are two primary regions of the Electronic Distribution form: the header Selection region, and the Details region.

**The Selection Region**

The header Selection region of the form is used to select the Primary Recipients of the monthly account statements and reports, the report group or individual report to be made available, and whether or not end-dated (secondary setups that have been terminated) records should be displayed.

**The Details Region**

The Details region of the form is used to list all Secondary Recipients and their current electronic distributions setups. This section is also used to add, update, end date, and un-end date Secondary Recipients. A report option is also available, whereby users can
Electronic Distribution Form

generate an Excel report that lists electronic distributions for specified primary and Secondary Recipients.

<table>
<thead>
<tr>
<th>Secondary Recipient</th>
<th>Criteria</th>
<th>Setup</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual(s) setup to receive access to copies of the designated Primary Recipient’s reports</td>
<td>Account strings for which the designated reports will be made available</td>
<td>Type of criteria used to setup the distributions- Manual, by Org, All, or by Project</td>
<td>Defaults to date Secondary Recipient is added to the form- denotes the date that the electronic distribution selections become valid</td>
<td>Date that the Secondary Recipient’s manual electronic distributions should be terminated. Can be in the future. No reports will be sent after that date</td>
</tr>
</tbody>
</table>

- **Copy (button)**: Opens window used to select the copy setup criteria (see Setup)
- **Report (button)**: Creates Excel report that list primary and secondary distributions based on selected criteria
- **End Date (button)**: Opens window used to end date all electronic distributions for a single Secondary Recipient or for all Secondary Recipients
- **Clear (button)**: Clears a line that has not yet been saved. Used to correct entry errors
- **Save (button)**: Saves changes made to the electronic distribution setups
- **Close (button)**: Closes the form
Electronic Distribution Form

Finding Electronic Distributions by Primary Recipient

Based on the parameters entered in the Selection region, it is possible to find current electronic distribution setups for a specific Primary Recipient. If no electronic distributions are set up, users can create new electronic distributions. **Note:** If the current user is not a Primary Recipient of any monthly reports, the form will display in view-only mode and no changes to current setups will be allowed.

Querying Current Primary Recipient Distributions

1. The **PRIMARY RECIPIENT** field defaults to the current user. To change, type the new name directly into the **PRIMARY RECIPIENT** field. Or, search for the new name by clicking on the LOV in the **PRIMARY RECIPIENT** field.

2. Enter your Search criteria, and then click the **FIND** button.
3. Select the appropriate Primary Recipient from the results, and then **OK**.

4. Click on the **LOV** button in the **REPORT GROUPS** field, and select the appropriate group to be viewed or updated. Then, click the **FIND** button.

The reports included in the selected Report Group will populate in the **REPORTS** fields.

**Created 05/31/2007**

**Updated 11/7/2007**
Electronic Distribution Form

5. To include electronic distributions that were previously set up but subsequently ended, check the **INCLUDE END-DATED RECORDS** box.

6. Click the **FIND** button to retrieve the results.
Electronic Distribution Form

Updating the Electronic Distribution Form

Primary Recipients have several options for adding new electronic distributions as well as updating electronic distributions for current Secondary Recipients.

Adding a Secondary Recipient

1. Open a blank field in the Secondary Recipient(s) list.

   There are three primary ways to do this:
   a. Click anywhere in the Secondary Recipient list and then click on the New Field button on the toolbar, or
   b. Open a new line from the toolbar by selecting File → NEW.
   c. Select the last record, and then press the down arrow to open a new, empty field.

2. Enter the name of the recipient that will receive the report(s), starting with the last name. The list of values (LOV) may be used to select the Secondary Recipient by clicking on the LOV button. Once a name is selected from the list, click the OK button.
Electronic Distribution Form

The selected name will now populate the empty **SECONDARY RECIPIENT(s)** field.
Electronic Distribution Form

Copy Options

Only the Primary Recipient can add or cancel reports made available to a Secondary Recipient. These designated reports are referred to as criteria. Four options are available for assigning the criteria to the Secondary Recipients: by individual account string (manual copy), by org, by assigning all account strings for which the Primary Recipient receives reports, or by project.

Copy by Account: Manual Copy

When reports are assigned by selecting specific account strings, this is referred to as a manual setup. Any electronic distributions that were set up prior to May 2007 will default to the manual setup type. To enter manual setups:

1. Highlight the appropriate Secondary Recipient and click in the CRITERIA field.

![Electronic Distribution Form](image_url)

There are two options available for selecting account strings:

**Option 1.** Type in the complete account string in the first CRITERIA field. When entering a GA account string, enter XX for the organization segment. To assign another account string, click the down arrow to open up the next CRITERIA field, and enter another account string. Continue to do this until all account strings have been entered.

**Note:** If an invalid account string is entered, or if a GL account string is entered for which you are not the Primary Recipient, a list of values (LOV) will appear listing all valid account strings from which to choose.
**Electronic Distribution Form**

*Option 2.* Click on the **LOV button** and select the account string from the list.

To assign another account string, click the **down arrow** to open up the next **CRITERIA** field, and repeat. Continue to do this until all account strings have been entered.
2. Once all account criteria have been selected, click on the **Save** button to save your changes.

**Note:** Once the criteria are added for a Secondary Recipient and the information is saved, the list will automatically be rearranged in alphabetical order. The information is saved by clicking on the **Save** button. Additionally, the system automatically saves information temporarily whenever the cursor is placed in another field.

3. Repeat the process until all Secondary Recipients have been added/updated, and then close the form.

**Important Note:** When criteria are added to the form manually, they are not maintained by the system. This means any new account strings that are set up for which the Primary Recipient wants an electronic distribution will have to be manually added to the Secondary Recipient’s criteria list.
Electronic Distribution Form

*Copy by Org*

Primary Recipients can elect to make reports received available to Secondary Recipients for every account in a specified organization. To copy accounts by organization:

1. Highlight the Secondary Recipient and click on the *Copy* button.

2. A **COPY OPERATIONS** box will appear. Select **COPY BY ORG**.
3. A pop-up window will appear. Type in the organization number, or click the LOV button to retrieve the listing of all organizations available to the Primary Recipient.

4. Select the desired organization, and then click the OK button.

5. Confirm that the desired organization populates the ELECTRONIC DISTRIBUTIONS: FIND window, and then click the OK button.
Electronic Distribution Form

A pop-up window will appear, indicating the number of accounts that have been added to the distribution.

All account strings in the selected org that the Primary Recipient receives will now be listed in the criteria list.

6. Once all account criteria has been selected, click on the SAVE button to save your changes.

7. Repeat the process until all Secondary Recipients have been added, and then close the form.
Electronic Distribution Form

Copy All

Setting up an electronic distribution using the Copy All function gives the Secondary Recipient the ability to receive a copy of each report in the Report Group for all account strings the Primary Recipient receives. To copy all account strings:

1. Highlight the Secondary Recipient and click on the Copy button.

2. A COPY OPERATIONS box will appear. Select COPY ALL.
3. A confirmation pop-up window will appear. Click the OK button.

All applicable account strings will be assigned to the Primary Recipient listed in the criteria list.

4. Once all account criteria has been selected, click on the SAVE button.

**Note:** Once the criteria are added for a Secondary Recipient and the information is saved, the list will automatically be rearranged in alphabetical order. The information is saved by clicking on the SAVE button. Additionally, the system automatically saves information temporarily whenever the cursor is placed in another field.
5. Repeat the process until all Secondary Recipients have been added, and then close the form.
Electronic Distribution Form

Copy By Project

Setting up an electronic distribution using the Copy by Project function gives the Secondary Recipient the ability to receive a copy of each report in the Report Group for all tasks funded by all awards tied to the specified project number. This is particularly beneficial in the case of program projects or other projects that may have a large number of tasks and/or awards tied to it. It simplifies the setup process and minimizes the chance or omitting a task or award. To copy all tasks and awards under a specific project:

Note: The Copy by Project options is only available when the PTAO Report Group has been selected.

1. Highlight the Secondary Recipient and click on the Copy button.

2. An Electronic Distributions: Copy Operations box will appear. Select Copy by Project. The Copy by Project field will become active. Click the LOV button.
Electronic Distribution Form

3. Locate and select the appropriate project from the list. Then, click the **OK** button.

4. The selected project will populate the **COPY BY PROJECT** field. Click the **COPY** button.

5. A confirmation pop-up window will appear. Click the **OK** button.
Electronic Distribution Form

All applicable account strings will be assigned to the Primary Recipient listed in the criteria list.

6. Once all account criteria has been selected, click on the **SAVE** button.

![Image](image.png)

**Note:** Once the criteria are added for a Secondary Recipient and the information is saved, the list will automatically be rearranged in alphabetical order. The information is saved by clicking on the **SAVE** button. Additionally, the system automatically saves information temporarily whenever the cursor is placed in another field.

7. Repeat the process until all Secondary Recipients have been added, and then close the form.
Electronic Distribution Form

**End-Date Options**

Electronic distributions to Secondary Recipients will continue until the Primary Recipient makes a change or the Secondary Recipient terminates employment from UAB. Only the Primary Recipient can end-date electronic distributions made available to a Secondary Recipient. These designated reports are referred to as criteria. Once an electronic distribution has been end-dated, the Secondary Recipient will no longer have access to reports in the specified report group for the criteria that has been end-dated. However, end-dates can be removed, at which point the Secondary Recipient will have access to future reports in the specified report group. Three options are available for end-dating specific criteria or Secondary Recipients: by individual account string (manual end-date), by individual, or by end-dating all Secondary Recipients and their respective criteria.

**End-Date by Account: Manual End-dating**

1. To stop the secondary distribution for particular criteria, first retrieve the electronic distributions list for the appropriate Primary Recipient and report group (See Finding Electronic Distributions by Primary Recipient).

![Electronic Distribution Form Screenshot](image)

Created 05/31/2007
Updated 11/7/2007
2. Highlight the **Secondary Recipient** to be updated. Then, click in the **END DATE** field next to the **START DATE** for the particular **CRITERIA** and enter the date on which the secondary distribution should end.

3. Repeat until the desired distributions have all been end-dated. Then, click the **SAVE** button to update the changes.

**Note:** When the current date is entered as the end-date, the criteria will be immediately deleted from the list (except when the **INCLUDE END-DATED RECORDS** option has been selected).

4. Repeat the process until all end-dates have been completed. Then, close the form.
End-Date Specified Secondary Recipient

1. To stop the secondary distribution for a specific **SECONDARY RECIPIENT**, first retrieve the electronic distributions list for the appropriate Primary Recipient and report group (See Finding Electronic Distributions by Primary Recipient).

2. Highlight the **SECONDARY RECIPIENT** to be end-dated. Then, click the **END DATE** button.
3. An **Electronic Distribution: End Date Operations** box will appear. The highlighted Secondary Recipient’s name should populate the **Current Recipient** field. Click the **End Date Current User** button.

![End Date Current User](image)

4. An **End Date Confirmation** box will appear. Click the **OK** button to end-date the Secondary Recipient. Or, click **CANCEL** to return to the previous window and make another selection.

![End Date Confirmation](image)
Electronic Distribution Form

**Note:** All criteria for the selected Secondary Recipient will be immediately end-dated and the Secondary Recipient will be removed from the list (except when the **INCLUDE END-DATED RECORDS** option has been selected).

5. Repeat the process until all end-dates have been completed. Then, close the form.

*Return to Topic List*  
*Return to Top*
Electronic Distribution Form

End-Dating All Secondary Recipients

1. To stop the secondary distributions for all SECONDARY RECIPIENTS, first retrieve the electronic distributions list for the appropriate Primary Recipient and report group (See Finding Electronic Distributions by Primary Recipient).

2. Click the END DATE button.
Electronic Distribution Form

3. An **Electronic Distribution: End Date Operations** box will appear. Click the **End Date All Users** button.

![Electronic Distribution: End Date Operations](image1)

4. An **End Date Confirmation** box will appear. Click the **OK** button to end-date all Secondary Recipients. Or, click **Cancel** to return to the previous window and make another selection.

![End Date Confirmation](image2)

5. A second **End Date Confirmation** box will appear. Click the **OK** button to end-date all Secondary Recipients. Or, click **Cancel** to return to the previous window and make another selection.

![End Date Confirmation](image3)
Electronic Distribution Form

**Note:** All Secondary Recipients and their criteria will be immediately end-dated and the Secondary Recipients will be removed from the list (except when the **INCLUDE END-DATED RECORDS** option has been selected).

6. Close the form.
Removing End-Dates

End-dating a Secondary Recipient is not permanent; it is possible to remove the end dates and restore or update previous electronic distributions. The Secondary Recipient will begin to receive reports in the specified restored report group on the next report issuance date. However, reports issued during the time that the end-date was active will **not** be sent to the Secondary Recipient.

1. To remove end-dates, first retrieve the electronic distributions list for the appropriate Primary Recipient and report group (See [Finding Electronic Distributions by Primary Recipient](#)).

**Important Note:** Be sure to check the **INCLUDE END-DATED RECORDS** button.
Electronic Distribution Form

2. There are two ways to remove end-dates: manually and by removing all end-dates for a specified Secondary Recipient.

   a. To manually remove end-dates from specific criteria, select the Secondary Recipient to be updated. Then, locate the criteria line that should be restored, and delete the end-dates. Click the **SAVE** button to update the form.

   b. To remove all end-dates for a specified Secondary Recipient, highlight the Secondary Recipient, and then click on the **END DATE** button.
Electronic Distribution Form

An **Electronic Distribution: End Date Operations** box will appear. The name of the selected Secondary Recipient will populate the **Current Recipient** field. Click the **Un-End Date Current User** button.

An **Un-End Date Confirmation** box will appear. Click the **OK** button to remove all end-dates for the specified Secondary Recipient. Or, click **Cancel** to return to the previous window and make another selection.

The end-dates will be removed. Click **Save** to update the form.
3. Repeat process until all desired end-dates have been removed. Close the form.

Future End Dates

When using the manual end-dating option, it is possible to establish end dates to occur in the future. This is beneficial when, for example, a Secondary Recipient is expected to transfer to a new position or department in the near future, and the Primary Recipient wants to terminate the electronic distribution effective that date. To establish a future end-date, simply key the end date directly into the END DATE field and then SAVE your changes. **Future end-dates supersede any other end-dating operation.** So, if a future end-date has been entered, that future date will remain in effect even if the Primary Recipient then uses the END DATE CURRENT RECIPIENT or END DATE ALL SECONDARY RECIPIENTS options. To change a future end-date, manually enter the new end-date.
Creating a Report of Electronic Distributions

All users with the UAB FN Document Entry/Approval responsibility can run a report listing the Secondary Recipients of any Primary Recipient based on selected criteria. This feature allows Primary Recipients to review electronic distributions of other employees, which can alleviate duplicate setups. It also allows users to see what reports a specified Primary Recipient receives. To use the report feature:

1. From the Electronic Distribution form, click the REPORT button.

2. The ELECTRONIC DISTRIBUTION: REPORT window will open. Type the name of the Primary Recipient directly into the PRIMARY RECIPIENT field. Or, search for the name by clicking on the LOV in the PRIMARY RECIPIENT field.
Electronic Distribution Form

3. There are several ways to enter the recipient criteria:
   a. To run a report only listing all reports issued to the selected Primary Recipient, place a checkmark in the **REPORT FOR PRIMARY RECIPIENT ONLY** box. **Note:** The fields to enter Secondary Recipient information will remain inactive.

   ![Electronic Distribution Form](image1)

   b. To run a report listing all criteria for a specific Secondary Recipient, leave the **REPORT FOR PRIMARY RECIPIENT ONLY** box empty and type the name of the Secondary Recipient directly into the **SECONDARY RECIPIENT** field. Or, select the Secondary Recipient from a list of available options by clicking on the **LOV** in the **SECONDARY RECIPIENT** field.

   ![Electronic Distribution Form](image2)

   **Note:** If the Secondary Recipient typed into the field is not valid for the Primary Recipient selected, an error message will appear at the bottom of the screen, and a new name will be required to continue.

   c. To run a report listing all criteria for all Secondary Recipients, leave the **REPORT FOR PRIMARY RECIPIENT ONLY** box and the **SECONDARY RECIPIENT** field blank.

   ![Electronic Distribution Form](image3)
Electronic Distribution Form

4. If option b or option c is selected, enter the report group for the desired results by typing directly into the **REPORT GROUP** field or by clicking on the **LOV** and selecting from the available options. Or, leave the field blank to return results for all report groups.

5. Once all criteria has been selected, click the **SUBMIT** button.
6. A notification will appear explaining that the report has been sent to your personal worklist and giving the request number. An email will also be sent detailing this information. Click the **OK** button to close the notification.

7. Close the **ELECTRONIC DISTRIBUTION** window.
8. From the **NAVIGATOR** window, select **PERSONAL WORKLIST**.
9. Locate the Workflow Notification, Report Sent by Notification Mailer, for the date the report was submitted. Click on the link to open.

10. The notification will include the Request ID number, Primary Recipient, and Report Name for which the report was run. Click on the **VIEW REPORT** link to open the result.

**Important Note!!** The report can only be viewed once. Once the **VIEW REPORT** link has been accessed, any other attempts to open the link will receive an Authentication Error message. In order to access the report multiple times, it is necessary to save the report to your computer before closing it.
11. A **FILE DOWNLOAD** box will appear. Click **OPEN** to go directly to the report, or click **SAVE** to save the report in a location on the computer.

![File Download dialog box](image)

**Warning!** By selecting **OPEN**, the report will open as an Excel file **in a web browser**, not an actual Excel worksheet. Be sure to save before closing the web browser. It will not be possible to reopen the report once it has been closed.

17. If saving to the computer, select a location, rename if desired, and click the **SAVE** button. Be sure to change the **SAVE AS TYPE** to **Microsoft Excel Worksheet**.
18. Go to the save location to open the file.
Electronic Distribution Form

Whether the download is opened in the web browser or saved and opened from a location on the computer, it will resemble the following:

The resulting report can be edited and saved as desired.

Maintaining Accounts: Auto-Updates

When the updated Electronic Distribution form is migrated into production, all Secondary Recipients that are in the current form will be converted to the new form. However, the setup type for these Secondary Recipients will default to Manual. In order for the system to automatically add new account strings that have been set up to the criteria list, the setup type must be changed to ALL, ORGANIZATION, or PROJECT. To make this change:

1. End date the manual distributions (see End-Date Options).
2. Requery the form, making sure to check the INCLUDE END-DATED RECORDS box.
3. Select the end-dated Secondary Recipient from the list, and click the COPY button.
4. Select COPY ALL, COPY BY ORGANIZATION, or COPY BY PROJECT and enter the appropriate parameters (see Copy All, Copy by Org, or Copy by Project).
5. Repeat this process for all Secondary Recipients for which criteria maintenance is desired. Then, save and close the form.