



**1. Can a user get detail financial information from MERLIN?**

Yes. Financial data from the Statewide Automated Accounting System (SAAS) is loaded into MERLIN daily.

**2. Can an agency find out how much money was paid to a certain vendor?**

Yes. MERLIN reports for vendor payments can be run either at a specific agency level or on a statewide basis.

**3. Can I download MERLIN information to a spreadsheet such as Microsoft Office Excel?**

Yes.

**4. Does MERLIN have an open purchase order report?**

No. There is not an option for an open purchase order report in MERLIN. You may request this report from SAAS.

**5. What is the difference between a MERLIN.net user and an Analyst user?**

A MERLIN.net user accesses the data warehouse by using the Internet. MERLIN.net gives users the ability to build an ad hoc report or run a standard report. MERLIN.net has a 1,000 row data limit. There is no software cost involved for a MERLIN.net user.

An Analyst user is a user who has purchased a license to use COGNOS® Impromptu Software. COGNOS Impromptu is report building software installed on the user's computer that provides the ability to build an ad hoc report or run a standard report. COGNOS Impromptu has a 45,000 row data limit.

**6. How current is MERLIN information?**

Financial information is loaded to MERLIN from SAAS on a daily basis. Payroll and Human Resource information is loaded to MERLIN from the Statewide Payroll and Human Resource System (SPAHRs) on a monthly basis.

**7. How far back is MERLIN information maintained?**

Detailed financial information for the current fiscal year and four (4) previous fiscal years is maintained in MERLIN. Summary financial information is available in MERLIN for several additional fiscal years.

Payroll detail data for the current fiscal year and four (4) previous fiscal years is available.

MERLIN has Human resource data is back to 1992; however, there is some data missing from November 1997 - March 1998 due to changes that had to be implemented for SPAHRS.

**8. How can I access the information that was previously provided through the SAAS Historical Database?**

You must be a MERLIN Analyst user to access this information.

**9. If a user filters on accounting month 13, will the report show data from the lapse period?**

No. Accounting month 13 is for GAAP adjustments.

**10. I'm having a problem printing the report that I can view on my PC monitor. Why?**

Once data from MERLIN is displayed on the monitor, your agency's PC network support staff is responsible for making sure the report will print. Contact your agency's network personnel for assistance with print issues.