

## UC FLEX FINANCIALS BULLETIN REPORTING UPDATE

(August 29, 2005)

Since the end of the first month-end cycle in UC Flex Financials (on August 10), the majority of inquiries received have been related to UC Flex reports. It is important to note that the area of UC Flex reporting is a dynamic environment with new reports regularly being developed. The need to focus on departmental reporting requirements is recognized and will be addressed as part of the evolution of UC Flex reporting services.

This bulletin is designed to provide the latest information on the most common inquiries that have been received from departmental end users about reports.

### Reconciling Ledgers

Based on feedback from the user community, the UC Flex team is currently evaluating a request to develop a non-standard, customized report for reconciling ledgers. In the meantime, the following Financials and BW reports can be used to achieve reconciliation:

### Financials (R/3) Reports



Transaction Code:	Description:	CUFS Term:
FMRP_RFFMEP1AX	Ledger Detail	UA611A
GR55 Group ZFM1 Group ZFM2 Group ZFM3	Budget to Actuals Reports (with Revenue and Transfers) Budget Consumption (Expenses Only) Budget to Actual (Expenses Only)	EXPC table
GMBDGTVIEW	GM Budget Overview	EXPC – Budget, Encumbrance and Expense Summary
S_PLN_16000269	Grants Mgmt Line Item Display	OLGL – Online General Ledger (detailed ledger transactions)

### BW Reports

Report Name*:	Description:	CUFS Term:
LH100	Labor History Detail (restricted access)	Ledgers
LH700	Non-Encumbrance Detail (restricted access)	Ledgers
GM100	Award Expenditure Report (Grants)	UG200A, UG200B, UG200D
FM845	Award Summary for Selected Grants	UG210B
FM805	Commitment vs. Budget	UA120B, UA220B
FM810	Undesignated Funds Uptown	UA186X
FM810B	Undesignated Funds Branches	UA186X
FM954	FM Fund Balance	US954

\*NOTE: BW report names are **not** transaction codes and cannot be launched from the Command field.

### Did You Know?

- If you frequently choose the same report from a large selection list, you can add that report to a Personal List. Look for the Personal List icon  , select your choice and add it to your Personal List. When you need to see the complete list again, simply press the Display All button  .
- There are **no** transaction codes in the Business Warehouse. Many users are attempting to enter a BW report name in the Command field where they enter their Financials (R/3) transaction codes. This does **not** work. A report name such as FM805 or GM100 is not a transaction code. A BW report is launched from your User Menu that displays when you logon to BW. Your Super User may have sent you a URL Address for a specific filtered report that you saved in your BW Favorites folder in your User menu. To launch a BW report from your User menu, simply double-click the report.

### Update on Encumbrance Data

The problem recently experienced with posting encumbrance data has been resolved. Encumbrance data for the month of August is now available for reporting use. Once again, the team apologizes for any inconvenience or difficulties this may have caused.

### Need Help?

There are a number of resources available if you need help with your month-end reporting:

#### UC Flex Help Website

Follow the Business Warehouse path found at <http://www.ucflex.uc.edu/help/nav/index.htm> to access the available material used in BW training.

#### Business Warehouse Super Users

The BW Super User assigned to your department may be able to help. If you are not aware of who your Super User contact is, refer to the list provided as part of BW training or contact your Business Administrator for direction.

#### Help Desk

Users can also receive UC Flex support by contacting the UCit Help Desk at [helpdesk@uc.edu](mailto:helpdesk@uc.edu) or **556-HELP (4357)**. Help Desk analysts screen calls from UC Flex users and forward calls they cannot resolve to the UC Flex Competency Center. A UC Flex Subject Matter Expert will then call or email the user with a solution. If you receive a solution via email and require further clarification, please respond to the person who contacted you or contact the Help Desk to inform them that you would like further information.

#### UC Flex Competency Center

The UC Flex Competency Center walk-in Open-Help Sessions will continue through the month of August. Users can bring their month-end reporting as well as any other questions to Subject Matter Experts (SMEs) and receive immediate, face-to-face support. The following schedule shows the Competency Center's hours of operation in **Room 356** University Hall for the remainder of the month:

Date	8/29/2005	8/30/2005	8/31/2005		
	CLOSED	1:00 – 4:00	1:00 – 4:00		

## Useful links

[Common Reports](#)

[UC Flex Help Website](#)

[UC Flex BW Training](#)

## Project Contact Information

As always, we welcome your feedback! Questions, concerns and suggestions can be submitted via:

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[We review this e-mail account regularly]