

UC FLEX FINANCIALS WEEKLY BULLETIN

#004 (July 1, 2005)

There are only
2
working days
until go-live!

Open Help Sessions Available in July

During the month of July, Open Help Sessions will be available to new users of the UC Flex Financials system to supplement UC Flex Help Desk telephone support. During set hours (shown below), users will be able to walk into the UC Flex Competency Center without an appointment and work face-to-face with a Competency Center Subject Matter Expert (SME) assisting UC staff in using the new system. Users who have been granted access to the UC Flex system will be able to login from the Competency Center and receive real-time help from an SME.

The UC Flex Competency Center will be staffed by UC Flex Project Team members who are experts in their respective business or technical area. Users can also gain access to these experts by calling the UCit Help Desk. The continuation of Open Help Sessions support during August will depend on the participation by users during the July sessions.

Open Help Sessions will be held at the Uptown Campus in **Room 356** in University Hall. Please refer to the schedule below for the hours of operation during July. Changes to the schedule will be announced and posted on the UC Flex website.

July Open Help Session Schedule (Room 356 University Hall)

Date	7/4/2005	7/5/2005	7/6/2005	7/7/2005	7/8/2005
	N/A	9:30 – 3:30	9:30 – 3:30	9:30 – 3:30	9:30 – 3:30
Date	7/11/2005	7/12/2005	7/13/2005	7/14/2005	7/15/2005
	9:30 – 3:30	1:00 - 3:30	9:30 – 3:30	9:30 - 12:00	9:30 – 3:30
Date	7/18/2005	7/19/2005	7/20/2005	7/21/2005	7/22/2005
	9:30 - 12:00	1:00 - 3:30	9:30 - 12:00	1:00 - 3:30	9:30 - 12:00
Date	7/25/2005	7/26/2005	7/27/2005	7/28/2005	7/29/2005
	9:30 - 12:00	1:00 - 3:30	9:30 - 12:00	1:00 - 3:30	9:30 - 12:00

Important Note:

If you experience a problem when using the UC Flex Financials system, you should exhaust all departmental support resources (i.e. IT Unit Coordinators, Supervisors and BAs) before calling the UCit Help Desk. We ask that you not contact the SMEs directly. When the UCit Help Desk receives a call, it is logged and tracked to resolution. If the UCit Help Desk is circumvented, management is not able to evaluate patterns or frequencies of issues that are raised, nor are the Help Desk staff able to receive valuable knowledge transfer from the SMEs. As such, UC Flex Competency Center staff will be asked to refer all direct inquiries from users to the UCit Help Desk (this does not apply to walk-ins during the Open Help Sessions).

UC Flex User Access List

UC Flex system users who have **not** completed a majority of the courses on their individual course plans by the end of day July 1, will **not** be given access to the UC Flex system on July 5. A preliminary list of these individuals was created and distributed to Business Administrators. By July 5th, all users will be notified of the status of their access rights. If you are denied and have an urgent business need to access the system, or you believe that this is

the result of an error, you are advised to discuss the matter with your Supervisor or Business Administrator immediately. If you need to complete your UC Flex training plan, you can register for your outstanding courses by clicking the following link: <https://secure-server.uc.edu/ucflex/trainingopp/>

UC Flex Forms Guide

There have been a number of inquiries from users about forms in the new UC Flex Financials system. Some forms remain unchanged, while others have been modified or eliminated. The following chart shows the basic information you need to know about the status of individual forms of a financial nature:

Form	Status	Central Stores**	Comment
A-21 Payroll Expense Transfer Authorization for Change	Goes Away		Changes are processed using the Expense Transfer online program in Government Cost Compliance
A-111 Invoice Billing Request/Provider Table Maintenance	Stays	NO	Updated and available from Financial Services
A-112 Travel Authorization	Goes Away		Process changed; will be entered directly online; worksheet for internal use only; initially available from Joyce Verkamp or Kathy Stites
A-113 Travel Expense Report	Stays	YES	Revised for UC Flex codes; no change in process; the Excel worksheet has been updated for optional use with the TE envelope and is initially available from Joyce Verkamp or Kathy Stites
A-114 Recommendation For Payment	Stays	YES	Revised for UC Flex codes; no change in process; the Excel worksheet has been updated for optional use with the A-114 envelope and is available from Accounts Payable
A-115 SOF/Small Dollar Invoice	Goes Away		Process changed; will be entered directly online
A-117 Tax Exemption Certificate	Stays	YES	Unchanged
A-123 Recommendation For Administrative Action (for moving budget)	Stays	YES	Revised for UC Flex codes. A123 is now used only for moving budget; A200 used for making changes, opening new funds and closing funds
A-150 Petty Cash Reimbursement Form	Stays	YES	Unchanged
A-151 Non-Gift (Sundry) Remittance Form	Goes Away		Process changed; will be entered directly online

Form	Status	Central Stores**	Comment
A-152 Gift Remittance Form	Goes Away		Gift remittance to UC is now an online transaction
A-152 UC Foundation Gift Remittance Form	Stays	NO	Gift remittance to UC Foundation accounts is now an Excel worksheet; initially available from Joyce Verkamp or Kathy Stites
A-153 Purchase Request Worksheet	Stays	NO	No longer available from Central Stores but available to download from the Purchasing Web site
A-155 Recommendation For Local Funds Action	Goes Away		Now an Excel worksheet initially available from Joyce Verkamp or Kathy Stites; use an A-123 to request budget moves
A-155 UC Foundation Request For Disbursement	Stays	NO	Process changed; now an Excel worksheet for transfer of funds from UCF to UC; initially available from Joyce Verkamp or Kathy Stites
A-164 Central Stores	Stays	YES	Revised for UC Flex codes
A-169 Transfer of Expense or Billing	Stays	YES	Revised for UC Flex codes
A-200 Recommendation For Administrative Action (for making changes, opening new funds and closing funds)	New	YES	A123 used for moving budget; A200 used for making changes, opening new funds and closing funds
A-221 Revenue For Service Activity Questionnaire	Stays	NO	Can be found in the FOPP Manual
A-223 Endowment or Restricted Fund Gift	Stays	NO	Unchanged
A-323 Sponsored Program Award Authorization	Stays	NO	Now an Excel worksheet; available from Sponsored Program Accounting
A-600 Cancellation/Change for Purchase Orders	Stays	YES	Form has been revised and is for Purchase Orders only
Cancellation/Change for Term Contract Releases	New	NO	Now electronic and prints from UC Flex
A-601 Term Contract Worksheet	Stays	NO	No longer available from Central Stores but available to download from the Purchasing Web site
A-603 Term Contract Release	Stays	NO	Now electronic and prints from UC Flex
A-910 Contract approval Cover Sheet	Stays	YES	Unchanged
AP-10 Limited Services Engagement Form or Word Doc	Stays	NO	Unchanged

Form	Status	Central Stores**	Comment
TR-1 Contractor Status Questionnaire	Stays	NO	Unchanged
Petty Cash Distribution	Stays	NO	Revised for UC Flex codes; available from Accounts Payable
Asset Acquisition	Stays	NO	Completed and submitted electronically; available on the Asset Management Web site
Asset Disposition	Stays	NO	Completed and submitted electronically; available on the Asset Management Web site
Request Replacement Tag	Stays	NO	Completed and submitted electronically; available on the Asset Management Web site

** **NOTE:** Ordering forms from Central Stores is not yet available online. A paper order form must be used.

UC Flex Common Reports

A list of UC Flex Common Reports has been developed to provide UC Flex users with an up-to-date guide to the reports that are available in the new UC Flex system. The document is available off the [UC Flex website](#) by clicking **Documents** on the left hand side, then **UC Flex Common Reports** in the list of documents under the heading **UC Flex Financials**. The UC Flex Common Reports document will be updated on a regular basis as new reports are released.

The UC Flex Common Reports document contains information for each available UC Flex report including the report name and identifier, whether it is an R/3 or BW report and a cross-reference to the previously used CUFS report, if any. The date that the report will be available to users is also provided.

Customizing the “Look and Feel” of UC Flex Financials Reports

If you have not attended the UC Flex SAP Display and Reporting class and you want to customize the look and feel of your UC Flex Financials Reports, then refer to the SAP Display and Reporting documentation on the UC Flex Help website at www.ucflex.uc.edu/help. Once there, click **Reporting** on the left hand side of the Help page, then **Course**, then **SAP Display and Reporting** and select SAP Display and Reporting under **PowerPoint** on the right hand side.

Business Warehouse Reports Available to UC Flex Users

The following Reports from the Business Warehouse (BW) will be available beginning July 5th, however not all data will be loaded on day-one. Check the system's BW Welcome Page for up-to-date information:

Report Name	Audience	Portal Tab
Purchasing Cards (P Cards)	Reviewers and approvers	BW
Asset Public Search	All UC Flex Users	Home
Labor History	Pre-approved users	BW

To view or print a BW report, use the procedure below:

1. Retrieve the desired report within the Business Warehouse
2. Right-click on any column header within the table
3. Select "Export As" from the drop down list
4. Select MS Excel 2000 File from the drop down list
5. Select "Open" from the pop up window to download the file
6. Review the Report as may be required and print to your local printer.

As new BW Reports become available, they will be added to your BW Report user menu and an announcement will be posted on the BW Welcome Page. Starting July 5th and until BW training is available in July, BW report users can go to www.ucflex.uc.edu/help, click on **Business Warehouse** on the left hand side of the page, then **Course**, then **Business Warehouse Reporting** and select Business Warehouse Reporting under **PowerPoint** on the right hand side to find instructions on how to use BW reports. Note: this document will **not** be available until July 5.

Quick Reference Guide to Commonly Used Transactions

To help make the transition to the new UC Flex system a little easier, a Quick Reference Guide has been developed to help you look up the most commonly used transactions in UC Flex. The guide will be available at www.ucflex.uc.edu/help starting July 5th. Once there, click on **Quick Reference Guides** on the left hand side of the page, then **Reference Materials** and select Commonly Used Transactions on the right hand side.

To help you find **your** most commonly used transactions, the guide has been arranged by individual training course, which corresponds to job functions. This way, you can look up the course or courses that you attended and find the transactions you will use most in your job.

The guide also separates the listings according to *centralized* users (a small group of financials users), and *decentralized* users (located in all departments across the University).

Connecting to SAP Over a Wireless Network

Wireless data networks are becoming increasingly widespread throughout the University and across the country, and while the benefits of "going wireless" are many, you should be aware that connecting to SAP over a wireless network can be problematic. This is due to a fundamental incompatibility between the way wireless networks allow you to roam across access points (effectively connecting and re-connecting your computer to different access points as the network requires), and SAP's need to maintain verifiable information about the state of your connection. When the wireless network re-connects your computer to a new access point, the SAP software may no longer be able to determine the exact state of the connection. If this happens, SAP will terminate the current session in order to protect the integrity and security of the system. Note that this re-connection between access points is totally outside your control and can occur even if your computer hasn't physically moved.

Unlike a single-access point wireless network setup for home use, the University's wireless network is a dynamic environment which consists of over 450 access points and hundreds of users. If you attempt to connect to the UC Flex system over the University's wireless network, it is likely that you will experience terminated sessions. If your session is terminated you can of course log back on, however any unsaved data will be lost. Consequently, it is recommended that you connect to the UC Flex system over a fixed, wired network.

Requesting Security Roles and Training for Staff after July 5

The delivery of training after July 5, 2005, for new staff or for staff whose role has changed, will become the responsibility of UC's Training and Development area in Administrative and Business Services. If you require a

change to an individual's existing security role, or if you need to request a security role for a new employee, or when a training need arises, Business Administrators should continue to send an e-mail request to ucflex@uc.edu (NOT to Gloria Riker or the Training and Development Team). The e-mail should identify the individual and the UC Flex role(s) that apply. An individual course plan will then be produced and system access granted once the necessary training has been completed.

Pre Go-Live Training Complete

Pre go-live training for core financials users began in May and is now complete. All primary system users should now have completed a majority of courses identified on their individual course plans in order to be granted access to the UC Flex system. Over the past 2 months, the UC Flex training effort has delivered:

- 1,055 course hours of training, in
- 226 individual classes*, to
- 3,656 attendees*
- with an overall average course evaluation score of 4.5* (out of 5).

*not including UC Flex Overview and Navigation classes.

A reduced schedule of classes will continue into July as indicated below.

July Courses

As a reminder, a number of core financials training courses are currently scheduled for the month of July. You may register for these classes by clicking on the following link: <https://secure-server.uc.edu/ucflex/trainingopp/>.

Training Sandbox to be Decommissioned

On Friday July 1 at 6pm, the UC Flex training sandbox will be decommissioned to avoid any potential confusion as to which system a user is logged into (i.e. sandbox or production). All user access to the training sandbox will be disabled at this time.

Q&A

Q: What should I do if I get an account validation error?

A: First, check for a match on the Account Validation table. If there is no match, then check the fund, cost center and functional area to make sure they have been entered correctly. If you received this information from another area, verify the information with that area. If everything is correct, you will need to send an e-mail to ucflex@ucmail.uc.edu, requesting an addition to the validation table and providing a brief explanation as to why this needs to be added. Your request will be reviewed and you will be advised by return e-mail when the validation table has been updated or if additional information is required.

Q: Will Form A-600 remain in the new UC Flex system?

A: Yes. Form A-600 (Cancellation/Change for Purchase Orders) will still be used in the new UC Flex system; however, the form has been revised and is now for Purchase Orders **only**. The revised A-600 forms will be available from Central Stores from July 5. All departments should begin using the revised forms immediately. All change orders received after July 12, on the old form, will be returned to the department.

Project Contact Information

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

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Telephone #: x69035

UC Flex e-mail account: ucflex@ucmail.uc.edu
[We review this e-mail account regularly]

The UC Flex Program Managers would like to take this opportunity to thank you for your interest, patience and support over the past 18 months.