

UC FLEX NEWSLETTER

#010 (November 5, 2004)

This edition of the newsletter covers the following topics:

- Update on New Expense Chart of Accounts
- New Budget Formulation Process
- October Project Update and What's Coming Next
- Your Questions Answered
- Did you know...
- Project Contact Information

Update on New Expense Chart of Accounts

In 2003, participants from throughout the University Community attended a number of Chart of Account Focus Group sessions, where they identified the following key areas for improvement to be addressed by the new UC Flex SAP system:

- Departmental expenses tracking across fund groups
- Data elements unique to department
- Consistency in expense coding
- Ease in identifying transfers
- Revenue at a more detailed level
- Flexibility in reporting
 - External reporting
 - Department reporting
 - Specific unit needs

In the new UC Flex system, "objects" and "sub-objects" (currently used in CUFS) will be replaced with Expense General Ledger (GL) Accounts. GL Accounts define the "what" for financial transactions and form the basis for creating balance sheets and income statements. They include:

- Asset
- Liability
- Fund equity
- Revenue
- Expense, and
- Transfer Accounts

During the UC Flex Financials Blueprint Phase, Business Administrators from major units across the University continued to work with the UC Flex Financials Business Process Team, providing input to the new Chart of Accounts and information about their unique business needs. Most recently (in late September/early October), 58 volunteers from across the University attended sessions to review the new UC Flex Expense Chart of Accounts. As a result of their contributions, the new Chart of Accounts in UC Flex meets all of the following objectives:

- Eliminates the use of multiple GLs throughout the Chart for the same types of expense

- Provides an opportunity for summary tracking or very detailed tracking of expenses (both budget and actuals)
- Provides detailed GLs for ALL Departments/Units
- Provides more meaningful categories of expenses

The Expense Chart of Accounts supports budgeting at the summary level (“object” in CUFS) and at the detail level (“sub-object” in CUFS), representing an important improvement provided by UC Flex. Reports generated in UC Flex will more clearly identify how money is spent and will allow business staff to more closely monitor their spending plan as they will have the ability to budget and report on detailed General Ledger expenses.

Thank you to all who have participated in this important activity.

New Budget Formulation Process

In October, the Budget Planning (BPS) Blueprint was approved by the UC Flex Sponsors and Executive Steering Committee.

Budget Formulation and Budget Planning will take place within the Business Warehouse-Business Planning & Simulation (BW-BPS) module of UC Flex. As a result, the annual budget submittal process will be revised and automated with the results of this new process being used to build the figures presented in the Annual Budget Plan. This represents a change in how the budgets are reported in designated and restricted funds. To support the building of the Budget Plan, the budget submittal process will kickoff earlier than in the past, beginning in **April** of each year.

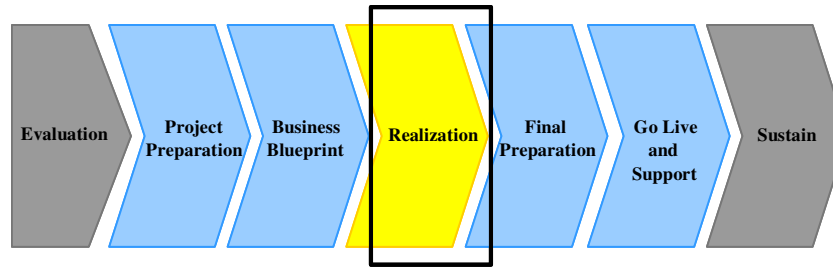
A number of other changes to the Budget Formulation Process have been identified, including:

- Budgets for designated and restricted (non grant) funds will not automatically roll from one fiscal year to the next with the current budget amount. Departmental analysis will be required to determine the proper level of budget. The prior year budget will be visible on the input screens for analytical and informational purposes only
- All revenue lines for non general funds will be included in this process. The budget amounts for revenue will not automatically roll into the new fiscal year and again, departmental analysis will be required to determine proper revenue budgeting. The prior year budget will be included to provide assistance in budgeting revenue for the upcoming fiscal year
- Revenue and expense budget results provided to BW-BPS through this process will be totaled and reported in the Budget Plan. These budgets will also be retracted to the Funds Management (FM) module of UC Flex, creating the executable budget for the upcoming fiscal year
- The Budget Submittal Form, Excel templates and decentralized entry will be replaced with input screens in BW-BPS

The new budget formulation process will streamline the budget submittal process, providing for consistent and timely data for all revenue and expenses for all funds. The numbers that are formulated as part of this process will be used in the daily execution of transactions against budget with no need for paper submittals. The new UC Flex system will enable online, real-time budget planning using state of the art technology.

Training for appropriate departmental users will occur prior to the first budgeting cycle in April 2005. Stay tuned for further training updates in future editions of the UC Flex Newsletter.

October Project Update and What's Coming Next



UC Flex Financials is currently in the Realization Phase

October's **key activities and accomplishments** include:

- Progress made on re-branding the project “UC Flex”
- UC Flex Financials project:
 - Unit Test Plan accepted
 - Chart of Account Review sessions held for Cost Center, Expense General Ledger and Balance sheet General Ledger
 - Budget Planning (BPS) Blueprint accepted
 - Continued work on role-mapping for UC Flex Users
- UC Flex Human Resources Project:
 - Project Preparation activities agreed to and work commenced
 - Selection of the implementation partner continues

Next steps include:

- Investigate co-location of UC Flex Financials and Human Resources Project Teams on 3rd Floor, University Hall
- Research and incorporate UC|21 initiative
- UC Flex Financials project:
 - Continue configuring and programming UC Flex
 - Finalize End User Training Strategy
 - Continue Functional/Technical specifications and object development
- UC Flex Human Resources project:
 - Selection of the implementation partner

Your Questions Answered

Q: *Will the ET System remain?*

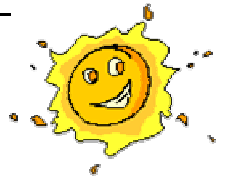
A: The current ET (Salary Expense Transfer) system will remain as-is until the UC Flex Human Resources system is implemented (a timetable for this is still being determined). A corrective process, providing similar functionality to the ET system, will be designed during the UC Flex Human Resources implementation effort.



- Q:** Will security prevent a user from being able to obtain a PAF for a Cost Center not belonging to them?
- A:** The PAF process will remain unchanged during the interim period between the UC Flex Financials and Human Resources go-lives. Security will be addressed as part of the implementation effort for UC Flex Human Resources.
- Q:** Should users delete any current unused object lines?
- A:** Users should inactivate any unused expense budget lines in CUFS. Expense budget lines in CUFS that are NOT ACTIVE will be excluded from the conversion process (i.e. they will **not** be brought across into the UC Flex Financials system).

Did you know . . .

Did you know . . . that UC has 40,185 active FY2005 budget lines and 22,713 multi-year budget lines – totaling an incredible 62,898 active lines!



Project Contact Information

We welcome your feedback! Questions, concerns and suggestions can be submitted via:

Dennis Yockey, UC Flex Functional Program Manager
E-mail: dennis.yockey@uc.edu
Telephone #: x65003

Jim Lewis, UC Flex Technical Program Manager
E-mail: james.lewis@uc.edu
Telephone #: x69035



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

Additional UC Flex information (including past Newsletters) is currently available on the UC Flex Financials web site – located at www.uc.edu/fsrp (Note: once it is operational, current and past editions of the Newsletter will be available on the UC Flex web site). UC employees who do not currently receive this Newsletter and other UC Flex communications directly can subscribe to the UC Flex Financials Listserv from the link on this web site. We urge you to stay informed!