
UC FLEX FINANCIALS BULLETIN MONTH-END REPORTING

(August 5, 2005)

With month-end fast approaching, this bulletin is designed to provide you with information to help you complete your month-end reporting activities using the new UC Flex Financials system. It is important to remember that you will **no longer** receive printed reports from the Accounting Resource Center for your month-end reconciliation, with the exception of Legacy Labor History. The UC Flex Financials system enables you to print the reports that you need, when you need them, from your desktop, using your local or networked printer.

Month-end Reporting

The closing date for month-end will be announced on the UC Flex Portal Home Page. This month, in addition to the portal announcement, you may also receive an e-mail from the Controller's Office when the month of July has been closed.

All month-end reports are available through the Business Warehouse (BW). You will be able to access BW Reports the day after month-end close. To access a BW Report, logon to the UC Flex portal at www.ucflex.uc.edu, and then click on the Business Warehouse (BW) tab. Business Warehouse reports contain data as of the close of business the previous day.

Note: If you have access to the UC Flex system, you will also have access to BW. If you do not have access to UC Flex and you need one or more of these reports, please contact your Business Administrator or Supervisor.

UC Flex Common Reports

A complete list of Common Reports is available on the UC Flex website by clicking <http://www.uc.edu/ucflex/documents.asp> and then *UC Flex Common Reports* under the UC Flex Financials section. You may also find this list by clicking the *Common Reports* link from the Financials or BW Home Pages within the UC Flex portal.

New reports are added to this list as they become available. In addition, an announcement of new reports is posted on the BW Welcome Page. You should check back often to see new reports. Examples of reports that you will find in the Common Reports List include Monthly Ledgers, Labor History, and P-Card.

The UC Flex Common Reports document contains information for each available UC Flex report including the report name and identifier, whether it is a Financials or BW report and a cross-reference to the previous CUFs report, if any. The date that the report is available to users is also provided. You can use this list to determine which BW report replaces the CUFs report that you used in the past for month-end reconciliation. If you require a month-end BW Report that is not listed, please contact the Business Warehouse (BW) Super User assigned to your area. If you do not know who your BW Super User is, contact your Business Administrator or the UCit Help Desk at 556-HELP (4357).

If you do not have access to a report that is listed in the UC Flex Common Reports document, contact your Business Administrator or your BW Super User who will be able to help you get access.

Historical Financial Data

Limited access to CUFS is currently available in order to support Human Resources activities prior to the implementation of the UC Flex Human Resources system in July 2006. You may **no longer** enter any new financial transactions or data into these systems. Access to NOMAD and the Finance Warehouse remains available for reporting legacy CUFS data.

Business Warehouse (BW) Training

Beginning on August 8, two types of training for Business Warehouse (BW) users will be available. A 2-hour "Business Warehouse Reporting Accelerated Workshop" will teach users how to run an existing query, view data in different ways, change the format of a report, export data to MS Excel, and save the revised report into their Favorites list. This fast-paced class is designed for users who have attended a substantial amount of other UC Flex training and need minimal instruction in the use of the system.

Also available will be a 4-hour "Business Warehouse Report Training" course that covers the same topics as the 2-hour workshop, but allows more time to practice using the new system. This longer class is designed for users who have attended a limited amount of other UC Flex training and have an introductory understanding of the new system.

You may view the schedule and register for one of the BW training offerings by clicking on the following link: <https://secure-server.uc.edu/ucflex/trainingopp/>.

Prior to attending training, you will find instructions on how to filter, sort and change the layout of a BW report, on the UC Flex Help website at www.ucflex.uc.edu/help. Click on *Business Warehouse* on the left-hand side of the screen, then *Course*, then *Business Warehouse Reporting* and select Business Warehouse Reporting under PowerPoint on the right-hand side.

How to Format a Business Warehouse (BW) Report

All BW reports display three types of information (as shown in the sample report below):

- Characteristic and Attributes (e.g. a Grant and its Principal Investigator) – both appearing in the grey area of the report
- Key Figures (e.g. Expense Amount) – appearing in the white area.

To restrict the data displayed for a particular Characteristic, right-click the column heading, then choose *Select Filter Value* and make your selection.

To add a column, right-click on a column heading, then choose *Properties* and make your selection from the list of Attributes. To re-arrange the order of the columns, right-click the column heading, then choose *Swap With...* and make your selection.

To change the format of a Key Figure, right-click the column heading, then choose *Properties*. If you wish to change the properties of the entire report, right-click on any column heading, then choose *Query Properties*.

University of Cincinnati

AWARD EXPENDITURE REPORT

Data Last Updated: 07/26/2005 00:18:28

▶ **Navigation Block:**

▶ **Filter values:**

▼ **GM100: Award Expenditure Report**

GA Number	Cost Center	Pharmacy Academic	GA Account	Posting date	Ref Doc Num	Doc Num	Expense Amt
125	6250100000	Pharmacy Academic	531901 Lab Supplies	07/15/2005	100005783	1000007331	294.00
					100006417	1000007334	194.92
				07/19/2005	100002700	1000008121	223.00
					100003547	1000008123	279.64
					100004872	1000008125	469.12
					100005585	1000008124	10.45
					100006977	1000008127	119.90
		Result				1,591.03	
	6261000000	Biomed Engineering	530200 Admin & Ed Supplies	07/25/2005	100001173	1000017077	35.95
					100005559	1000017082	37.95
					100006935	1000017089	79.75
						Result	

Characteristic appears in the grey area

Attributes also appear in the grey area

Key Figures appear in the white area

Sample Business Warehouse Report

How to Save a Business Warehouse (BW) Report Format

To save the format of a report, right-click any column heading and select *Bookmark*. You will notice that the web URL Address has changed. Copy this URL Address and save it to your BW Favorites folder.

How to Save the Data in a Business Warehouse (BW) Report

To save the data in a report, right-click any column heading and select *Bookmark with Data*. You will notice that the web URL Address has changed. Copy this URL Address and save it to your BW Favorites or your Internet Explorer Favorites.

How to Print a Business Warehouse (BW) Report

To view or print a Business Warehouse (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.

How to Print a Financials Report

To print a Financials report, use the procedure below:

1. Retrieve the report that you want to print from UC Flex.
2. Select your Windows default printer from the list of available printers (appears as "locl" in UC Flex).

Note: If a UC Flex **defined** printer is available to you, you may also print Financials Reports to that printer by selecting it from the list of available printers.

Need Help?

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

Business Warehouse (BW) Super Users

Contact the BW Super User assigned to your department. You will receive the list of BW Super Users at your BW Report training class. You can also call the Help Desk to determine who the BW Super User is that provides support to your department.

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 (or 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 354** University Hall for the remainder of the month:

Date	8/8/2005	8/9/2005	8/10/2005	8/11/2005	8/12/2005
	1:00 – 4:00	1:00 – 4:00	1:00 – 4:00	1:00 – 4:00	1:00 – 4:00
Date	8/15/2005	8/16/2005	8/17/2005	8/18/2005	8/19/2005
	N/A	1:00 – 4:00	1:00 – 4:00	1:00 – 4:00	N/A
Date	8/22/2005	8/23/2005	8/24/2005	8/25/2005	8/26/2005
	N/A	1:00 – 4:00	1:00 – 4:00	1:00 – 4:00	N/A
Date	8/29/2005	8/30/2005	8/31/2005		
	N/A	1:00 – 4:00	1:00 – 4:00		

Quick Reference Guides

A number of quick reference guides relating to month-end reporting are available on the UC Flex Help website or by clicking the following link: <http://www.ucflex.uc.edu/help/nav/index.htm>.

UCit Help Desk

Users can also receive UC Flex support by contacting the UCit Help Desk at 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.