

UC FLEX NEWSLETTER

#018 (July 11, 2005)

UC FLEX FINANCIALS SYSTEM IS LIVE!

On **July 5, 2005**, more than 800 staff throughout the University were granted access to the new, state-of-the-art UC Flex Financials system to conduct all of the University's financial management and budgeting activities. The mySAP solution implemented by UC includes: R/3 Enterprise 4.7 with Enterprise Add-on for Public Sector 2.0, Business Warehouse 3.5, BW–Budget Planning and Simulation, Solution Manager 3.1 and Enterprise Portal 6.0.

The project also included the development of the Industry's first custom-built SAP Endowments Management solution. The solution integrates Endowment Management to the other SAP module objects, such as Funds Management and Corporate Finance Management, and provides automated Endowment income distribution and Temporary Investment Pool income distribution based on average daily cash balance by fund.

The SAP Enterprise Portal, integrated with the University's eDirectory, provides web-based, single-sign access to the SAP R/3 and BW systems. The scope for Business Warehouse includes the use of 100% web-based reports, published as iViews under the Portal.

The implementation of UC Flex Financials marks the culmination of over 18 months of effort by a dedicated team of over 100 UC, IBM and SAP staff, with significant and valuable input from hundreds of members of the UC Community. Communication and change management were important components of this effort. The UC Flex Project Team also delivered more than 40 training courses to more than 1,000 end users throughout UC, producing over 28,000 student hours of training.

UC Flex is without precedent in the history of UC. It provides a single, integrated platform for business systems and processes that will help UC to better manage information, run its departments and programs; and help employees do their jobs in a more timely, efficient and coordinated manner than ever before.

The Financials system go-live is the first step in the effort to migrate the university to a single platform and data management system. Activities for UC Flex Human Resources have been underway for several months and will continue, preparing for a July 2006 Go-Live.

This edition of the newsletter covers the following topics:

- ◆ Open Help Sessions for Financials Users
- ◆ UC Flex Financials Printing Reminder
- ◆ UC Flex Financials System Availability
- ◆ HR Implementation Approach and Schedule
- ◆ PAF Processing Reminder
- ◆ June Project Update and What's Coming Next
- ◆ Project Contact Information

Open Help Sessions for Financials Users

A reminder that during the month of July, Open Help Sessions will be provided to new users of the UC Flex Financials system, to supplement UC Flex Help Desk telephone support. During the hours shown in the table below, users will be able to walk into the UC Flex Competency Center without an appointment and work face-to-face with a UC Flex Technical or Business Subject Matter Expert (SME) to resolve any issues or problems that they

are experiencing with the 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.

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 |

UC Flex Financials Printing Reminder

Many of the calls received by the UCit Help desk during the first production week of UC Flex Financials have been related to printing. The following information is provided in an attempt to clear up any confusion surrounding this topic.

Most UC Flex printing can be done to an undefined printer. An undefined printer includes your default local printer or Windows network printer. These will appear as “locl” in the list of printers available to you in the UC Flex system. The following customized forms **must** be printed using a UC Flex **defined** printer, (i.e. a printer defined in, and accessed directly by the UC Flex system), in order to guarantee the correct format and output:

- Sundry Gift/Non Gift Deposit
- Customer Invoice
- Customer Credit
- Internal Billings
- Goods Receipts (Receiver)
- Funds Reservations (Travel)

Note: You may try to print some of the customized forms listed above using your Windows default printer (appearing as “locl” in UC Flex) however, the correct output cannot be guaranteed unless you use a UC Flex **defined** printer.

The following table summarizes printing options in UC Flex:

| Type of Document: | Default/Windows Printer: | Defined Printer: |
|-----------------------------------|--------------------------|-------------------------|
| Financials Report | Yes | Optional (if available) |
| Customized Form (as listed above) | No | Yes |
| All Other Forms | Yes | Optional (if available) |
| UC Flex Application Screen | Yes | Optional (if available) |
| SAP Help Screen | Yes | Optional (if available) |

Note: If you are using your default local or Windows network printer to print all other documents (excluding the customized forms listed above), and the form or report does not print correctly, it is recommended that you

either gain access to a UC Flex **defined** printer, or print to another printer that is HP PCL5 or above compatible.

For more detailed information regarding printing, please refer to the UC Flex Financials Weekly Bulletins (#2 and #3) on the UC Flex website at <http://www.uc.edu/ucflex/newsletters.asp>.

UC Flex Financials System Availability

Information relating to the availability of the UC Flex system will be communicated to users through the UC Flex Portal Home Page. If the UC Flex Portal is unavailable, users should go to the UCit Help Desk web site (<http://www.ucit.uc.edu/helpdesk/>) and view the system update banner which contains up-to-date information about UC systems availability. Alternatively, users may call the UCit Help Desk on **556-HELP** for system status information.

HR Implementation Approach and Schedule

With the successful implementation of the UC Flex Financials system, the focus of the UC Flex Project Team will shift to the next major phase of the UC Flex initiative – the implementation of the UC Flex Human Resources (HR) module. While the UC Flex HR Team and key users from various departments have been engaged in planning and blueprint activities since January, there is still a lot to do over the next year leading up to the initial HR go-live date of July 2006.

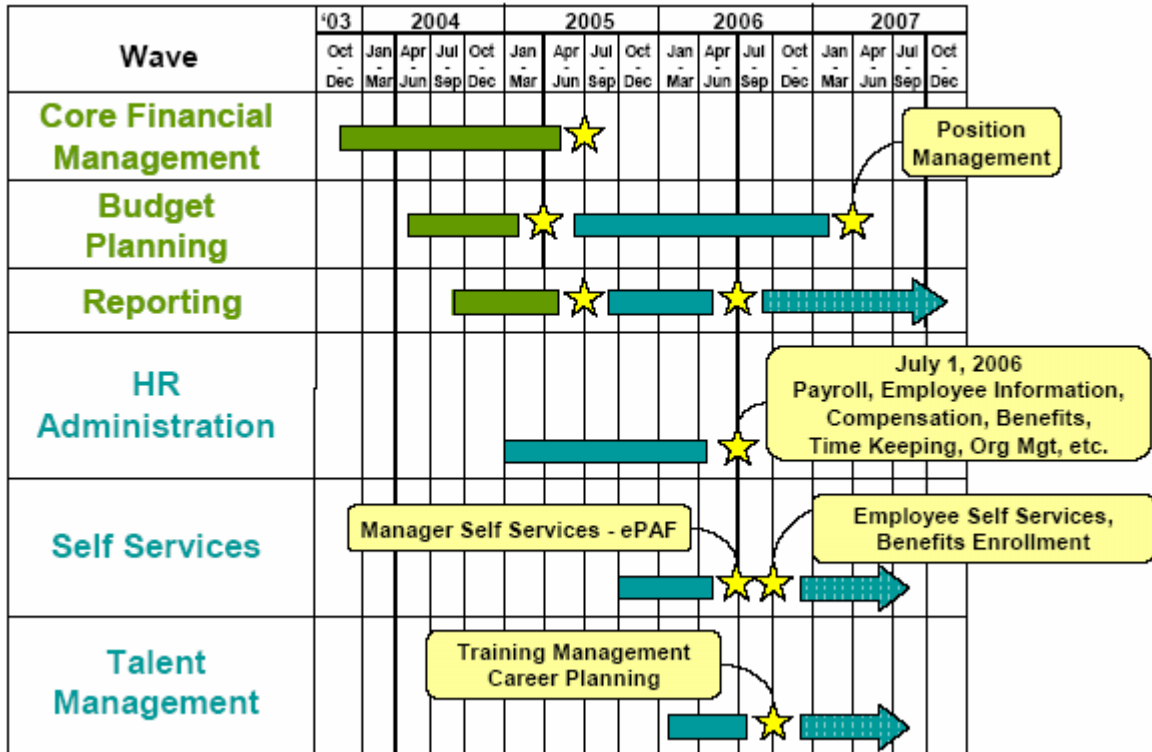


The implementation approach for the UC Flex Human Resources project is designed to deliver the core integrated solution in three functional waves:

1. **HR Administration:** The core HR system, based on SAP R/3 Enterprise 4.7 and the Enterprise Add-on for Public Sector (EA-PS) 2.0 including Organizational Management, Personnel Administration, Payroll, Time Management and Benefits
2. **Self Services:** This wave consists of Manager Self Services (MSS) and Employee Self Services (ESS). Self-service functions will be phased in over a three month period starting with MSS that has the same go-live date of July 2006 to support similar functionalities that UC has with the current ePAF process. Employee Self Service functions will go-live in October 2006 to support Benefit Enrollment for calendar year 2007, followed by periodic roll outs of additional services to further improve processes in this very dynamic service area for Human Resources.
3. **Talent Management:** The SAP Personnel Development and Training & Events functionality will be phased in over a period with the first functionality (limited Training administration and baseline Qualification catalog) going live in October 2006. This may also be followed by periodic roll outs of additional functionality to improve processes.

The proposed implementation schedule is designed to:

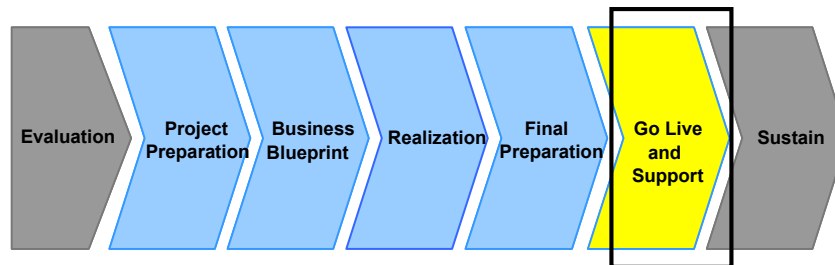
- Transition to the new SAP-based system in a way that minimizes disruption to UC's human resources management operations by aligning the Go-Live of the Core Human Resources Management system with the end of the Fiscal Year, and
- Align the go-live dates of selected Self-Services functionality to replace existing capabilities on certain key dates (e.g. ePAF electronic form and the ability to perform Open Enrollment for Benefits on-line.)



PAF Processing Reminder

Please remember that when processing PAFs, you should continue to use the CUFS account number on the form. UC Flex account numbers will **not** be used for PAF processing until the new UC Flex Human Resources system is implemented in July, 2006.

June Project Update and What's Coming Next



UC Flex Financials is in the Go-Live and Support Phase

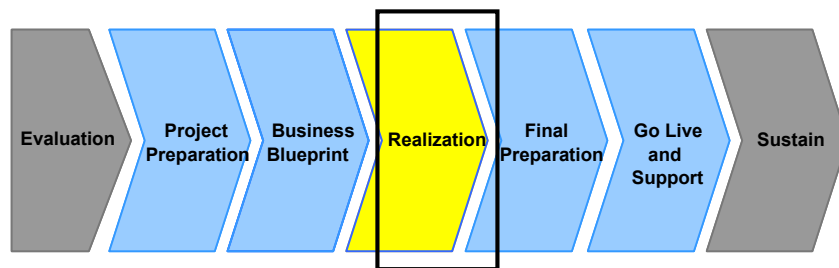
June's **key activities and accomplishments** for the **UC Flex Financials** project include:

- UC Flex Competency Center established
- Completed Mock Data Conversion testing

- Completed month-end and year-end testing
- Completed departmental interface testing
- Completed Knowledge transfer assessments
- Continued end user training
- Executed a Go-Live Communications Campaign including publishing weekly financials bulletins for the month of June
- Created and published Technical UC Flex FAQs on UC Flex website
- Conducted SAP Go-Live Check for R3
- System Live!

Next steps for the **UC Flex Financials** project include:

- Provide user support through UC Flex Competency Center, Help Desk and User Round Tables (at Clermont & RWC Campuses)
- Continue end user training
- Execute knowledge transfer plan – Business Process, Technology, Training



UC Flex Human Resources has begun the Realization Phase

June's key activities and accomplishments for the **UC Flex Human Resources** project include:

- Business Blueprint accepted
- PCLG met regularly to resolve issues and review blueprint design
- Completed all Process Definition Documents
- Tested Concurrent Employment impact on Financials

Next steps for the **UC Flex Human Resources** project include:

- Finalize the Business Process Master List
- Complete consolidated GAP analysis document
- Start Realization Phase: Complete 20% baseline configuration
- Begin Detailed Development Planning

Project Contact Information

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

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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 web site located at www.uc.edu/ucflex/. UC employees who do not currently receive this Newsletter and other UC Flex communications directly can sign up by clicking on the following link http://www.uc.edu/ucflex/email_list.asp.

We urge you to stay informed!