University of Colorado System
CONNECTIONS
OFFICE OF UNIVERSITY CONTROLLER
July 24, 2006
JULY 2006 Issue # 2

More News from the (Reporting) Front

We continue our series of articles on the University's new Reporting System. As you'll recall, the new system will be available in early August for July month-end reports.

This issue of **CONNECTIONS** follows up on the goals of the new system, namely: *to deliver the necessary information…in easy-to-read format…to the correct individuals…at the appropriate time.* So today we discuss **Who Gets What** and **How Do You Get It?**

In other words, we consider how the new Reporting System will provide you the reports you need.

Who Gets What?

Let's talk about fiscal roles and responsibilities…and reports. All University employees are required to understand and comply with the Administrative Policy Statement (APS), "Fiscal Roles and Responsibilities." The new Reporting System is designed to enhance the employees' ability to carry out these responsibilities by delivering relevant financial information directly to them.

What fiscal roles have been identified? The University defines:

- ***Officers*** – the President, Vice Presidents, Associate/Assistant Vice Presidents, Secretary, Treasurer, Chancellors, Vice Chancellors, Associate Vice Chancellors, Deans
- ***Fiscal Principals*** -- Chairs, Directors, Principal Investigators
- ***Fiscal Managers*** – Departmental Administrators/equivalents
- ***Fiscal Staff*** – designated managerial and non-managerial employees. (Affiliates *may* be authorized as Fiscal Staff.)
- All other employees are known as ***Non-Fiscal Employees.***

Where are these roles identified? The designation is made through the personnel appointment process. To facilitate mutual understanding, fiscal roles in the Finance System have been linked to specific ChartFields (Organizations, Programs/Projects, SpeedTypes). Since these links are made by *position number*, the system understands transition of responsibility from a departing staff to a new employee. The fiscal roles assigned to ChartFields are as follows:

- ***Organization*** – Fiscal Principal, Fiscal Manager (also referred to as "Org" Principal and "Org" Manager)
- ***Program/Project*** – Fiscal Principal, Fiscal Manager (also referred to as "Program/Project" Principal and "Program/Project" Manager)
- ***SpeedType*** – Fiscal Staff

You can view this information in the Finance System: go to the General Ledger and look under ChartFields. You will also be receiving an email in the near future listing your fiscal roles.

What reports will individuals receive? Your assigned fiscal role determines the number and type of reports delivered, or "**burst**" to you. Initially, with the July monthly reports, ***Program/Project Principals & Managers and SpeedType Fiscal Staff*** will receive the following reports for each SpeedType:

- Revenue & Expense Summary and Detail Statements;
- Balance Sheet Summary and Detail Statements; and
- Outstanding Encumbrances.

Shortly thereafter, other fiscal roles will receive additional reports. Look for details in future newsletters.

CONNECTIONS NEWSLETTER

Published by: Office of University Controller
Financial Compliance Office
Campus Box 124 P.O. Box 173364
Denver, Colorado 80217-3364

Editor: Normandy Roden
Director of Training Services
303.315.2825
normandy.roden@cu.edu

How Do You Get It?

What's in your portal?

Together, the CU System portal – my.CU – and the Boulder Campus portal – CUConnect – will provide access to the necessary financial statements. These reports will be **burst** (electronically distributed) to the individuals responsible for the designated SpeedTypes, Orgs, etc. You'll know when reports arrive because you will receive an email reminding you to visit your portal and review your reports.

If you haven't seen what's in *your* portal, now is an excellent time to do so. UCCS, UCDHSC, and System employees can check out https://my.CU.edu. Sign on with your desktop user ID and password. Boulder staff access https://CUConnect.colorado.edu and sign on with their Identikey and password.

As you roam through the my.CU portal pages, look for the one called ***myReports.*** This is where you'll find your monthly statements in August…what you need, when you need it. Are you on the Boulder campus? Look to future newsletters for information on where to find your reports in CUConnect.

Questions on the portal? You'll find telephone numbers and email addresses for assistance on the main pages of both sites. *Didn't get that far?* Call the Finance and Procurement Help Desk at 303.315.2846, and we will be happy to walk you through it.

REPORTING TRAINING

Yes, there *is* Reporting Training…and you can register for it *now*. If you have an assigned fiscal role, i.e., if you are responsible for reviewing monthly financial reports, sign up by sending an email to reporting.project@cusys.edu. At these interactive lecture/demos, you'll have the opportunity to really see how the system works. We'll ask volunteers from the audience to do live lookups of fiscal role information, retrieve prepared reports from the portal, and run statements in the new Reporting System.

The schedule is:

Wed. 7/26, 2-4, Downtown Denver, Denver Building, Room 470
Thu. 7/27, 2-4, Colorado Springs, University Center, Room 302
Fri. 7/28, 2-4, Boulder, Chem 142
Mon. 7/31, 2-4, Boulder, Chem 142
Tues. 8/1, 2-4, Colorado Springs, University Center, Room 302
Wed. 8/2, 2-4, 9th & Colorado, Denison Auditorium
Thu. 8/3, 2-4, Fitz, RC-1HP West, Room P18-1006

Roger Cusworth now Deputy Controller

Congratulations to Roger Cusworth, who recently became the Deputy Controller for the system! In his new position, Roger will be responsible for both Accounting Services and Finance Systems in the Office of University Controller.