

Who ya Gonna Call?

Getting Help as You're Getting Ready (for Reporting)

As we continue our focus on the new Reporting System, we turn our attention to the critical aspects of *Help* and *Readiness*. Who do you call if...you can't figure out the portal, don't seem to be getting your burst reports, and/or can't figure out how to run reports in the new Reporting System.

The Help Desk Can Help You

If you have questions on the new Reporting System, please contact Mary and Heather at the Finance and Procurement Help Desk. You can reach them by phone at 303.315.2846 or by email to PSCHelpDesk@cu.edu.

Formerly known as the PSC Help Desk, our two consultants are expanding their roles with the introduction of the new Reporting System this summer. The goal is to provide organizational units more of a consolidated Help Desk experience.

So feel free to contact them: *you know their number!*

You Can Help Yourself

Many of you have asked us how you can best prepare for the new Reporting System. The answers are easy!

- Stay in touch with the Reporting Project section of the OUC web site at <http://www.cu.edu/controller/reportingproject/>.
- Try logging in to your portal. Boulder campus employees go to <https://cuconnect.colorado.edu/uPortal/> and log in using their IDentiKey and Password. All other campuses go to <https://my.cu.edu> and use their network username and password to log in. Can't log in? Follow the *Getting Help* instructions on the home page of the respective portal.
- Set your email software and filters so you can receive correspondence about the new Reporting System by making sure reporting.system@cusys.edu is recognized as a safe sender. If you are using campus-provided software and need help with this, contact your campus IT support center.
- Be sure you understand what reports (if any) you should see automatically burst to your portal based upon your fiscal role. Contact your campus finance office if you're not sure what fiscal roles have been assigned to you. At the inaugural go live, reports will be burst to Program and Project Principals, Program and Project Managers, and Fiscal Staff only. People in these roles will receive the following reports: Revenue and Expense Detail and Summary Statements, Balance Sheet Detail and Summary Statements, and the Outstanding Encumbrance Report.
- Get your computer ready for the new Reporting System. For starters, make sure you have Internet Explorer 6.0 and Adobe Acrobat 6.0 (or greater) installed on your machine. More to come about technical readiness next week!

Campus-Based Reporting Training

There's still time to enroll in Reporting System Training.

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 reportingproject@cusys.edu. Remaining sessions are as follows:

Wed., 8/2	2:00-4:00 p.m. 9 th & Colorado, Denison Auditorium
Thurs., 8/3	2:00-4:00 p.m. Fitzsimons, RC-1HP West, Room P18-1006

Join the more than 200 people who have already participated!

If the above sessions don't fit into your schedule, look for the online training that will be introduced the week of August 7.

Printing Reports

When the July financial reports are issued in August, the Finance System printed reports will be distributed as usual.

If you received printed financial reports from the Finance System in July, you will also receive them in August. Printed reports from the new Reporting System will not be issued in August. Be sure to check your portal, however, to view the reports that have been burst to you directly from the new system.

New OUC Web Site... *coming soon*

We are happy to present the redesigned Office of University Controller (OUC) web site. The revised site will be available beginning the week of August 7, in time to assist you with activities surrounding the new Reporting System.

Please take a few moments to reacquaint yourself with the information at www.cu.edu/controller. We believe you'll find the reengineered site easier to navigate and the details more concisely conveyed.

It's Here! – CU EthicsLine

The CU EthicsLine is now available. It provides employees with an anonymous method to report fiscal misconduct and other concerns. The service is provided by EthicsPoint, an independent company that offers similar services for hundreds of companies and universities. The EthicsLine provides a communication option that is available seven days a week, 24 hours a day. Your July pay advice includes a brochure on the CU EthicsLine. You can obtain more information on the Internal Audit web site at www.cusys.edu/audit. To report a concern call the toll free number, 1.800.677.5590 or go to www.EthicsPoint.com.

CONNECTIONS NEWSLETTER

Published by: University of Colorado System
Office of University Controller
Financial Compliance Office
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Denver, Colorado 80217-3364

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