

What's Happening?

This week you have a number of things to look forward to...at least from a fiscal management perspective:

- Mid-August was the first deadline for the annual Fiscal Certification and Officer Disclosure processes.
- The University fulfills a major goal by bursting electronic financial reports to those of you with fiscal roles. (*This is a phased burst, with CU System offices only receiving electronic reports this week.*)
- And the Office of University Controller (OUC) rolls out its retooled web site to assist you with these and other financial issues and initiatives.

To get the details, read on...

Phasing in the Reporting System: Who's on First?

As you know, the new Reporting System will be implemented one campus at a time. *CU System organization units lead the way this week.*

If you work in a CU System office *and* you have been assigned a fiscal role in the Finance System, your designated reports will be available for viewing in your portal beginning later this week.

What should CU System staff do this week?

- If you haven't already done so...follow the *Know Your Role* and *Getting Ready* instructions in our last newsletter: www.cu.edu/controller/connections/2006-08_02.pdf.
- Look for your email notification. This will be sent to you by reporting.system@cusys.edu. The email text will include a link to *myCU* – the CU System portal.
- Log in to the portal and check out the *my.Reports* page.
- Open and review your financial reports for your designated ChartFields: *Revenue & Expense Summary/Detail*, *Balance Sheet Summary/Detail*, and *Outstanding Encumbrances*.

What if you have questions?

- *Portal*: Contact my.CU@cu.edu or 303.492.9999.
- *Reviewing reports in the portal/running reports in the Reporting System*: Call the Finance & Procurement Help Desk at 303.315.2846.
- *Interpreting report data/fiscal roles*: Contact your campus controller/finance office.

Who's on Second?

We expect to release reports for the three campuses over a period of time following the CU System burst. We'll keep you informed as your respective release dates approach.

What's on the Web?

We will switch to our new OUC web site later this week. Look to the next issue of the **CONNECTIONS** newsletter for an outline of what's new, what's where, and how our site has been redesigned to help you with various things financial.

Finding Help along the Way: Got Step-by-Steps?

The OUC strives to provide policy, procedural, and technical assistance in a variety of formats to suit your individual needs and preferences. If you like clear, concise written instructions, see our new Step-by-Step Guides at www.cu.edu/controller:

Getting Ready

- Getting Ready for Reporting
- Disabling Internet Password-Save
- Disabling Internet Pop-up Blockers
- Clearing Cache
- Setting up Excel for the Reporting System
- Understanding Fiscal Roles/Associated Financial Reports
- Understanding Journal Entry Debit & Credit Conventions

Using the Portal

- Logging in to the Portal
- Reviewing Reports in the Portal

Getting to Know the New Reporting System

- Getting Access to the Reporting System
- Logging in to the Reporting System
- Navigating in the Reporting System
- Using Search Parameters in the Reporting System
- Working in the Finance Reporting System (FINRPT)

Reviewing Your Reports

What the new financial reports look like...how they differ from previous versions...what you should look for when you review your reports... See the **How to Read** Step-by-Step Guides to:

- Revenue & Expense Summary/Detail Statements
- Balance Sheet Summary/Detail Statements
- Outstanding Encumbrances
- Journal Print
- SpeedType Attributes

And, if you're authorized to run financial reports... See the new **How to Run** instructions for the above.

Annual Fiscal Certification & Officer Disclosure Process

Campus controllers are now reviewing the results of the first deadline: by August 15, Fiscal Principals and Managers should have sent electronic certification to the System Controller.

We recently published the timeline for the next two months of this process. See www.cu.edu/controller.

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