Reporting System Goes Live with Phase 1:

CU System Offices get the Burst

Good news! The Reporting System has burst the July monthly reports to Program/Project Principals and Managers and to Speed-Type Fiscal Staff for CU System Offices.

If you are assigned to one of these fiscal roles in the Finance System you should already have received an email message from reporting.system@cusys.edu. This email informs you that your reports are ready for viewing in the CU System portal…and helpfully provides you with a link to *my*CU.

So: System employees – now what? Other campuses – what's next? *To get the answers, read on…*

CU System Offices: Do you know where your reports are?

If you are a System campus employee and have a fiscal role as a Program/Project Principal or Manager or SpeedType Fiscal Staff: your July financial reports are now in your portal.

What has happened…and what do you do about it?

You should have received an email announcing the release of your designated reports. *Look for your email. If you did not receive it:*

- Please check your spammed messages and email filters.
- Also – you could verify that you *are* assigned to a fiscal role in the Finance System. The navigation is General Ledger, ChartFields, SpeedType.

Log in to the portal.

- Open https://my.cu.edu and log in with your desktop/network Username and Password.
- Go to the my.Reports page

Review the reports in your portal page.

- A report will be available in the first (top) channel of the portal.
- Your additional reports will be available in the second (middle) channel of the portal.

Compare your new Reporting System reports with your previously delivered paper reports from the Finance Reporting System.

- Paper reports – produced, as usual, in the Finance Reporting database – were delivered to you earlier this month.
- Use these familiar paper reports to compare format and information on the new electronically delivered financial statements and reports.
- To help you understand the difference between old and new reports, and to learn how to read the new reports, see the Reporting Step-by-Step Guides. (A link to the guides is conveniently available in the second channel of the portal.)

Contact the Finance & Procurement Help Desk with questions.

- Call 303.315.2846, or email PSCHelpDesk@cu.edu.

UCCS:

Are you ready for your reports?

Colorado Springs will be the next campus to receive the emailed report-release notifications. Your time will come… early this week.

Of course, we will keep you informed with future **CONNECTIONS** newsletters. In the meantime, you should be sure to complete the necessary preparations described in the Step-by-Step Guides. Pay particular attention to those covering the topics of Getting Ready, Portal, and Reporting System.

Please refer to www.cusys.edu/controller/reportguides.html for the complete list of these helpful instructions…and stay tuned.

UCDHSC:

Can you see the portal?

(It's your turn soon)

Your ability to log in to the portal and see reports begins with you being listed in the portal authentication directory. Your campus IT office is responsible for this process and is the source of resolution for related problems.

In the case of affiliates who have been assigned SpeedType Fiscal Staff roles in the Finance System, it is essential that these individuals have been enrolled in the campus IT directory.

Financial Compliance Staff News:

Welcome, Kathy Illian

We are pleased to announce the appointment of Kathy Illian as Communications and Technology Specialist for the Financial Compliance Office (FCO) effective August 21.

Prior to joining the FCO staff, Kathy was Financial Services Trainer for the University of Colorado at Denver and Health Sciences Center. In her new position, she will be responsible for compliance communications planning, compliance data management, development of an online knowledge database, and maintenance of the Office of University Controller web site.

We're happy you're on the team, Kathy!