



UCFlex Instructor-Led Training Courses and Role Information

Table of Contents

| | |
|--|---|
| UCFlex Financial (FI) | 3 |
| FI Asset Inventory Tracking | 3 |
| Role Access: Decentral Inventory Tracker | 3 |
| Business Warehouse (BW) Reporting | 3 |
| Role Access: Decentral HR Viewer BW | 3 |
| Role Access: Decentral Financial Viewer BW | 3 |
| Role Access: BW Financial Super Viewer..... | 3 |
| Role Access: BW Labor History | 3 |
| Role Access: BW Time Management..... | 3 |
| Role Access: BW P-Card | 3 |
| Role Access: BW Assets..... | 3 |
| FI Customer Billing through Payment Process | 3 |
| Role Access: Decentral Financial Processor – AR..... | 4 |
| FI Funds Reservation | 4 |
| Role Access: Decentral Funds Reservation Processor – FM..... | 4 |
| Role Access: Decentral Travel Authorization Processor – FM..... | 4 |
| FI General Ledger Journal Entries..... | 4 |
| Role Access: Decentral Financial Processor (Cost Transfers, Doc Type GT) – GL | 4 |
| Role Access: Decentral Financial Processor (Internal Billing, Doc. Type BL) – GL | 4 |
| Role Access: Decentral Financial Processor (Journal Entries, Doc. Type JE) GL.. | 4 |
| FI Internal Orders..... | 4 |
| Role Access: Decentral Internal Order Custodian | 5 |
| FI Non-Invoice Related Customer Payment Process (Deposits) | 5 |
| Role Access: Decentral Financial Processor – Non AR (Deposits)..... | 5 |
| FI P-Card Processing | 5 |
| Role Access: Decentral P-Card Processor | 5 |
| FI Requisitioning..... | 5 |
| Role Access: Decentral Requisitioner | 5 |
| FI Small Dollar Invoice Processing | 6 |
| Role Access: Decentral Small Dollar Invoice Processor | 6 |
| FI Term Contract Release Order Processing..... | 6 |



UCFlex Instructor-Led Training Courses and Role Information

| | |
|---|---|
| Role Access: Decentral Term Contract Releaser - MM..... | 6 |
| FI UC Flex Display and Reporting | 6 |
| Role Access: Decentral Financial Viewer R/3 | 6 |
| Human Resources (HR) | 7 |
| HR Hourly Time Administration..... | 7 |
| Role Access: Decentral Hourly Timekeeper..... | 7 |
| Role Access: Decentral Hourly Time Approver | 7 |
| HR Salary Leave Administration..... | 7 |
| Role Access: Decentral Salary Leave Administrator..... | 7 |
| Role Access: Decentral Salary Leave Supervisor | 7 |
| HR Initiating and Approving Personnel Change Requests (PCRs)..... | 7 |
| Role Access: Decentral PCR Initiator..... | 7 |
| Role Access: Decentral PCR Approver..... | 7 |
| HR Display and Reporting | 7 |
| Role Access: Decentral HR Decentral Viewer R/3 | 7 |



UCFlex Instructor-Led Training Courses and Role Information

UCFlex Financial (FI)

FI Asset Inventory Tracking

This course is designed to teach participants how to create, change, and view assets in the UCFlex system including changing the location of an asset.

At the conclusion of this course, you will be able to:

- Identify Assets (Capital, Non-Capital)
- Create and maintain Asset Master Records
- Create Asset Sub-Numbers
- Access the Asset Management Web Site
- Identify when to submit web forms for asset acquisitions, dispositions and departmentally constructed assets

Role Access: Decentral Inventory Tracker

This role creates and changes Asset Master Records. Asset Master Records must be maintained for all capital assets in UC's inventory. Each department may also elect to track items considered to be critical equipment.

Business Warehouse (BW) Reporting

This course is designed to teach participants how to utilize the UCFlex Business Warehouse system to run existing report queries, save variable entries, view data in different ways, change the format of a report, export data to MS Excel, print the data in PDF and bookmark the revised report into the desktop's Internet Explorer Favorites list. We will be using the following report queries to learn these features: HR101, FM865 and FM805CH.

Role Access: Decentral HR Viewer BW

This role has access to run the available Human Resources (HR) reports in BW.

Role Access: Decentral Financial Viewer BW

This role has access to run the available Financial (FI) reports in BW.

Role Access: BW Financial Super Viewer

This role has access to run all available HR and FI reports in BW.

Role Access: BW Labor History

This restricted role has access to run Labor History reports in BW.

Role Access: BW Time Management

This role has access to run all hourly and salary time reports in BW.

Role Access: BW P-Card

This role has access to run P-Card related reports in BW.

Role Access: BW Assets

This role has access to run Asset Management reports in BW.

FI Customer Billing through Payment Process

This course is designed to teach participants the invoicing process of external customers for UC products and services in the UCFlex system

At the conclusion of this course, you will be able to:

- Describe the Customer Billing Through Payment process
- Enter customer invoices and credit memos
- Maintain parked documents
- Print forms and reports
- Display reports



UCFlex Instructor-Led Training Courses and Role Information

Role Access: Decentral Financial Processor – AR

This role creates and maintains invoices in UCFlex to bill outside organizations.

FI Funds Reservation

This course is designed to teach participants to perform key funds reservations activities in the UC Flex system.

At the conclusion of this course, you will be able to:

- Perform key funds reservations activities for travel and departmental in the UCFlex system.
- Maintain funds reservation
- View lists of funds reservations

Role Access: Decentral Funds Reservation Processor – FM

This role establishes new funds reservations and manually liquidates funds reservations when applicable. Funds reservations are created when a department identifies a need to encumber funds outside of the purchase order and travel authorization (TA) process.

Role Access: Decentral Travel Authorization Processor – FM

This role establishes travel funds authorizations and manually liquidates this encumbrance when applicable. Travel authorization funds reservations are created when a department identifies a need to encumber funds for a travel activity, an activity that must be performed when a repayment is required.

FI General Ledger Journal Entries

This course is designed to teach participants to enter, maintain, and review General Ledger journal entries in the UCFlex system.

At the conclusion of this section, you will be able to:

- Create/Change/Display Parked Documents
- Change/Display Posted Accounting Document

Role Access: Decentral Financial Processor (Cost Transfers, Doc Type GT) – GL

This role parks journal entries which are reviewed and posted by SPA. Users with this role park grant cost transfers. This role may also add or change descriptions on posted UCFlex accounting documents.

Role Access: Decentral Financial Processor (Internal Billing, Doc. Type BL) – GL

This role parks journal entries which are reviewed and posted by Financial Services. Users with this role park journal entries for internal billings to other UC departments and print invoices for their internal sales. This role may also add or change descriptions on posted UCFlex accounting documents.

Role Access: Decentral Financial Processor (Journal Entries, Doc. Type JE) GL

This role parks journal entries which are reviewed and posted by Financial Services. This role may also add or change descriptions on posted UCFlex accounting documents.

FI Internal Orders

This course is designed to teach participants to create and maintain internal orders and order groups in the UCFlex system.

At the conclusion of this course, you will be able to:

- List the major activities in the Internal Order process
- Discuss how internal orders are used
- Create and maintain internal orders and groups
- Create and maintain funded programs and groups



UCFlex Instructor-Led Training Courses and Role Information

Role Access: Decentral Internal Order Custodian

This role creates internal orders when a department identifies a unique reporting requirement that is not being captured within the UCFlex cost center structure. The Internal Order Custodian establishes an order number in the range pre-established for that department/unit and maintains the orders.

FI Non-Invoice Related Customer Payment Process (Deposits)

This course is designed to teach participants the non-invoice related customer payment process and how to enter these payments in the UCFlex system.

At the conclusion of this course, you will be able to:

- Describe the Non-Invoice Related Customer Payment processes
- Print A-151/A-152 forms from UC Flex
- Park cash receipt documents
This role enters A151 and A152 forms in UCFlex to park all payments that come into the University that are not related to a customer invoice.

Role Access: Decentral Financial Processor – Non AR (Deposits)

This role enters A151 and A152 forms in UCFlex to park all payments that come into the University that are not related to a customer invoice.

FI P-Card Processing

This course is designed to teach participants how to process parked P-Card transactions in the UCFlex system.

At the conclusion of this course, you will be able to:

- Explain the P-card allocation process in UC Flex
- Display P-card allocation reports in UC Flex
- Maintain P-card documents in UC Flex
- Create asset shells for inventory tracking

Role Access: Decentral P-Card Processor

This role allocates and/or posts P-Card expenses directly in UCFlex and is responsible for inventory tracking functions relating to P-Card purchasing transactions.

FI Requisitioning

This course is designed to teach participants how to create and display purchase requisitions in the UCFlex system.

At the conclusion of this course, you will be able to:

- Explain the Requisition process
- List the major activities of the Requisition process
- Create and track Requisitions

Role Access: Decentral Requisitioner

This role creates requisitions which will be processed into purchase orders by the Purchasing Department.



UCFlex Instructor-Led Training Courses and Role Information

FI Small Dollar Invoice Processing

This course is designed to teach participants how to process small dollar invoices in the UCFlex system.

At the conclusion of this course, you will be able to:

- Explain the Small Dollar Invoice Process
- List the key benefits of the UC Flex system
- Maintain small dollar invoice documents

Role Access: Decentral Small Dollar Invoice Processor

This role runs the direct invoice process allowing users to procure services or goods from companies for up to \$300.00. The use of this process is intended to be the rare exception and is highly discouraged.

FI Term Contract Release Order Processing

This course is designed to teach participants how to process term contract release orders in the UCFlex system.

At the conclusion of this course, you will be able to:

- Describe the term contract process
- Complete a Term Contract Release Order in UC Flex
- Review Term Contract Release Order Messages in UC Flex

Role Access: Decentral Term Contract Releaser - MM

This role creates changes and prints Term Contract Release Purchase Orders.

FI UC Flex Display and Reporting

This suggested yet not required course is designed to teach participants how to run and format financial reports in the UC Flex system. **Please note:** *Business Warehouse HR reports will not be covered in this class. If interested, please sign up for the Business Warehouse Reporting course.*

At the completion of this course, you will be able to:

- List two ways to access display and report transactions
- Describe the different ways to complete selection criteria
- Discuss three options used to analyze reports
- List two methods used to distribute a report

Role Access: Decentral Financial Viewer R/3

This role runs financial reports, views and tracks financial data, tracks Requisitions (RXs) and Purchase Orders (POs) and reviews grant ledgers including budget, encumbrances and expenses.



UCFlex Instructor-Led Training Courses and Role Information

Human Resources (HR)

HR Hourly Time Administration

This course is designed to teach Timekeepers and Approvers who record, change, display and approve hourly time for non-exempt employees. **Please note:** *You may only be an Hourly Timekeeper or an Hourly Time Approver, not both for auditing purposes.*

Role Access: Decentral Hourly Timekeeper

This role runs reports, records, and changes and displays time sheets for non-exempt employees.

Role Access: Decentral Hourly Time Approver

This role runs reports, approves and displays time sheets for non-exempt employees.

HR Salary Leave Administration

This course is designed to teach participants how to record, change, display, and approve salary leave time in the UCFlex system. **Please note:** *You may be both a Salary Leave Administrator (similar to Hourly Timekeeper) and a Salary Leave Supervisor (similar to an Hourly Time Approver).*

Role Access: Decentral Salary Leave Administrator

This role records and maintains salaried employee leave usage (i.e., vacation and sick time).

Role Access: Decentral Salary Leave Supervisor

This role records and maintains salaried employee leave usage (i.e. vacation and sick time) and validates data entered by a Salary Leave Administrator.

HR Initiating and Approving Personnel Change Requests (PCRs)

This course is designed to teach participants who will initiate and approve the various PCRs. It will cover the process of when to submit, create, and approve PCRs

Role Access: Decentral PCR Initiator

This role processes personnel actions initiated as a PCR (Personnel Change Request) including Salary Adjustment, Separation, Special Payments, Leave of Absence (with pay, without pay, extension, and request for return from LOA), FMLA, Retirement, Hourly Employee Account Line Changes, Cost Distribution and Change Recurring Payment, Employee Schedule Changes.

Role Access: Decentral PCR Approver

This role approves or denies personnel actions (PCRs) initiated by PCR Initiators. The PCR Approved may have approval rights at the Unit, VP or Exception level.

HR Display and Reporting

This suggested yet not required course is designed to provide UC Flex users with an overview of various Human Resources reports available in UC Flex. Detailed navigation instruction will be provided as well as instructions on how to display and interpret report information. **Please note:** *Business Warehouse HR reports will not be covered in this class. If interested, please sign up for the Business Warehouse Reporting course.*

Role Access: Decentral HR Decentral Viewer R/3

This role runs HR display transactions and reports, views employee master data, organization unit hierarchy and HR role information within a specified department.