Where to Go For IRIS and BW Help

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    - Tutorials/Simulations
- Campus Management (FI) Help
  - http://myhelp.uky.edu/rwd/HTML/SLCM.html
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  - http://myhelp.uky.edu/rwd/HTML/GM.html
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  - http://myhelp.uky.edu/rwd/HTML/HR.html
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  - o Materials Management (MM) Help
    - ▪ http://myhelp.uky.edu/rwd/HTML/MM.html
      - Quick Reference Cards (QRCs)
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  - o Plant Maintenance (PM) Help
    - ▪ http://myhelp.uky.edu/rwd/HTML/PM.html
      - Quick Reference Cards (QRCs)
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  - o Position Budget Control (PBC) Help
    - ▪ http://myhelp.uky.edu/rwd/HTML/PBC.html
      - Quick Reference Cards (QRCs)
      - Tutorials/Simulations

IRIS Website
  - o http://www.uky.edu/IRIS/
    - ▪ IRIS News and Updates
    - ▪ IRIS-GMNews List archives
      - http://lsv.uky.edu/archives/iris-gmnews.html
    - ▪ IRIS-GMDiscussion List archives
      - http://lsv.uky.edu/archives/IRIS-GMDiscussion.html
    - ▪ IRIS-HR-Users List archives
      - http://lsv.uky.edu/archives/sap-hr-users-l.html

Access Problems

- First, you must be able to say "Yes" to the following questions:
  - Do I have an Active Directory (AD or MC) account and have I set my password?
    - If not, contact your Business Officer to get the account and set your password at http://www.uky.edu/IT/CustomerService/Accounts/activedirectory.html
  - Have I signed my **Statement of Responsibility**?
    - If not, go to the IRIS website and sign the form: http://www.uky.edu/IRIS/train/SOR_Information.html
  - Have my Business Officer (for SLCM, College Contact) and Area Security Officer (ASO) sent my training plan (including role request) to IRIS Training?
    - If not, contact:
      - Your Business Officer
      - For SLCM, your College Contact: http://www.uky.edu/IRIS/CM/cm_group.html
  - Have I completed the required course/courses and passed the assessment?
    - If not, register for your courses: http://myhelp.uky.edu/training/ or go to the myHelp website for web-based courses http://myhelp.uky.edu/rwd/HTML/IRISWebCourses.html
- If you have answered "Yes" to all the questions above,
  - Contact the IRIS Training Team at 257-2435

Authorization Issues

- If you receive a "not authorized" message, check with your supervisor or business officer before reporting the denial of access as an authorization issue. Confirming that access to a particular transaction is required (necessary for performing job duties) is the first step.
- If the issue needs to be reported to IRIS, follow the steps provided on the IRIS website (http://www.uky.edu/IRIS/news/irisauthorization.html) to report it.

BW System Help

Report Help

myHelp Website
- ♦ Business Warehouse (BW) Help
  - o BW FAQs
    - ▪ http://myhelp.uky.edu/rwd/HTML/BW/BW_FAQ.html
  - o BW Courses
    - ▪ http://myhelp.uky.edu/rwd/HTML/BW.html
  - o BW Web Reports Basics Quick Reference Cards
    - ▪ http://myhelp.uky.edu/rwd/HTML/BW.html
  - o BW Reports Quick Reference Cards
    - ▪ http://myhelp.uky.edu/rwd/HTML/BW.html
  - o BW Simulations
    - ▪ http://myhelp.uky.edu/rwd/HTML/BW.html

IRIS Website
- o http://www.uky.edu/IRIS/BW/

End-Users
- ♦ BEx Web (Query Report View) Naming Standards
  - o http://www.uky.edu/IRIS/BW/pdf%20docs/BExWebNamingStds.pdf
- ♦ BEx Web Context Menus
  - o http://www.uky.edu/IRIS/BW/pdf%20docs/BWBExContextMenu.pdf
- ♦ BEx Web Find Saved View
  - o http://www.uky.edu/IRIS/BW/FindSavedView.pdf
- ♦ BEx Web Operators
  - o http://www.uky.edu/IRIS/BW/documents/Operators.pdf

Power Users and Developers
- ♦ BEx Object Naming Standards
  - o http://www.uky.edu/IRIS/BW/pdf%20docs/BWNamingConventions.pdf
- ♦ BEx Query Design Guidelines
  - o http://www.uky.edu/IRIS/BW/pdf%20docs/BWQueryGuide.pdf
- ♦ BW Data and Reports
  - o https://reporting.uky.edu/RptBWSolution.htm

- ♦ BEx Query/Query Report View Change/Delete Instructions
  - o http://www.uky.edu/IRIS/BW/pdf%20docs/PowerUser-ChangeDelete.pdf

Reports

- ♦ BW – Report Module Overviews
  - o BW-Overview-FMBCS
    - ▪ http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Overview-FMBCS.pdf
- ♦ BW – Report Navigation
  - o Attributes
    - ▪ http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Report%20Navigation-Attributes.pdf
  - o Hierarchies
    - ▪ http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Report%20Navigation-Hierarchies.pdf
  - o Structures
    - ▪ http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Report%20Navigation-Structures.pdf
- ♦ BW – Reports – FMBCS (Funds Management/Budget Control System)
  - o Budget Entry Doc Details
    - ▪ http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Reports-FMBCS-BudgetEntryDocDetails.pdf
  - o Budget Narrative Report
    - ▪ http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Reports-FMBCS-BudgetNarrativeReport.pdf
  - o Capital Budget, Expenses by Category
    - ▪ http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Reports-FMBCS-CapitalBudget,ExpensesbyCategory.pdf
  - o Capital Projects Ledger
    - ▪ http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Reports-FMBCS-CapitalProjectsLedger.pdf
  - o Encumbrance Details
    - ▪ http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Reports-FMBCS-EncumbranceDetails.pdf
  - o FM Actual Details
    - ▪ http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Reports-FMBCS-FMActualDetails.pdf

- o Funds Center Balances Budg vs Actual
  - http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Reports-FMBCS-FundsCenterBalancesBudgvsActual.pdf
- o Funds Center Balances Budg vs Actual with Hierarchy
  - http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Reports-FMBCS-FundsCenterBalancesBudgvsActualwithHierarchy.pdf
- o Original, Annual Budget, Expenses by Category
  - http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Reports-FMBCS-Original,AnnualBudget,ExpensesbyCategory.pdf
- o Projected Tuition Revenue
  - http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Reports-FMBCS-ProjectedTuitionRevenue.pdf
- ♦ BW – Reports – Special Ledger
  - o Reports of Transactions by Dept and Period
    - http://www.uky.edu/IRIS/BW/pdf%20docs/BW-Reports-SpecLedger-ReportsofTransactionsbyDeptandPeriod.pdf
- ♦ BW - Xreferences
  - o FMBCS
    - http://www.uky.edu/IRIS/BW/pdf%20docs/BW-XRef-FMBCS.pdf

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- ♦ First, you must be able to say "Yes" to the following questions:
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  - ○ Have I completed the required course/courses and passed the assessment?
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- ♦ If you have answered "Yes" to all the questions above,
  - ○ Contact the IRIS BW Team at IRIS-BWRequests@email.uky.edu

Assistance & Support

- ♦ BW Issues
  - ○ http://www.uky.edu/IRIS/BW/bw_issues.html
- ♦ Documentation
  - ○ http://www.uky.edu/IRIS/BW/bw_documentation.htm
- ♦ BW Questions
  - ○ http://www.uky.edu/IRIS/BW/bw_questions.html

Business Office Contacts

Budget Contacts

♦ Office of Planning, Budget, and Policy Analysis

  o 257-3966

  o http://www.uky.edu/OPBPA/

Campus Management Contacts

♦ Registrar

  o 257-3161

  o http://www.uky.edu/Registrar/contactus.htm

♦ Financial Aid

  o 257-3172

  o http://www.uky.edu/FinancialAid/

♦ The Graduate School

  o 257-4613

  o http://www.research.uky.edu/gs/

♦ Graduate Admissions

  o 257-1457

  o http://www.research.uky.edu/gs/gsprospect.html

♦ Undergraduate Admissions

  o 257-2000

  o http://www.uky.edu/UGAdmission/

Finance Contacts

- Accounts Payable
  - 257-1402
  - http://www.uky.edu/EVPFA/Controller/aphome/
- Faculty Effort System
  - 257-1747
  - http://www.uky.edu/EVPFA/Controller/spahome/
- General Accounting
  - 257-6242
  - http://www.uky.edu/EVPFA/Controller/gahome/
- Controller & Treasurer
  - 257-4758
  - http://www.uky.edu/EVPFA/Controller/
- Office of Planning, Budget, and Policy Analysis
  - 257-3966
  - http://www.uky.edu/OPBPA/
- Office of Sponsored Projects Administration
  - 257-9420
  - http://www.research.uky.edu/ospa/
- Plant Assets
  - 257-8638
  - http://www.uky.edu/EVPFA/Controller/paihome/
- Purchasing
  - 257-9100
  - http://www.uky.edu/Purchasing
- Sponsored Projects Accounting
  - 257-3662
  - http://www.uky.edu/EVPFA/Controller/spahome/

Grants Management Contacts

- Office of Sponsored Projects Administration
  - 257-9420
  - http://www.research.uky.edu/ospa/
- Sponsored Projects Accounting
  - 257-3662
  - http://www.uky.edu/EVPFA/Controller/spahome/

Human Resource/Payroll Contacts

- Benefits
  - 257-9519 opt 3
  - http://www.uky.edu/HR/benefits/
- Compensation
  - 257-9555 opt 6
  - http://www.uky.edu/HR/comp/
- Employee Relations
  - 257-8758
  - http://www.uky.edu/HR/emprel/welcome.html
- Employment
  - 257-2608
  - http://www.uky.edu/HR/employ/
- Faculty Effort System
  - 257-1747
  - http://www.uky.edu/EVPFA/Controller/spahome/
- I-9 Information
  - 257-8923
  - http://www.uky.edu/HR/maind/I9's.html
- Payroll
  - 257-3946
  - http://www.uky.edu/EVPFA/Controller/prlhome/welcome.html

Materials Management Contacts

- ♦ Plant Assets
  - o 257-8638
  - o http://www.uky.edu/EVPFA/Controller/paihome/
- ♦ Purchasing
  - o 257-9100
  - o http://www.uky.edu/Purchasing

Plant Maintenance Contacts

- ♦ Campus Physical Plant Division (PPD)
  - o 257-8497
  - o http://www.ppd.uky.edu/
- ♦ Medical Center Physical Plant Division (PPD)
  - o 323-8028
  - o http://www4.hosp.uky.edu/mcppd/
- ♦ Housing Services
  - o 257-2042 ext. 228
  - o http://www.uky.edu/Housing/index.htm
- ♦ Plant Assets
  - o 257-8638
  - o http://www.uky.edu/EVPFA/Controller/paihome/
- ♦ Purchasing
  - o 257-9100
  - o http://www.uky.edu/Purchasing