RCUH Financial Portal – Release 1.44

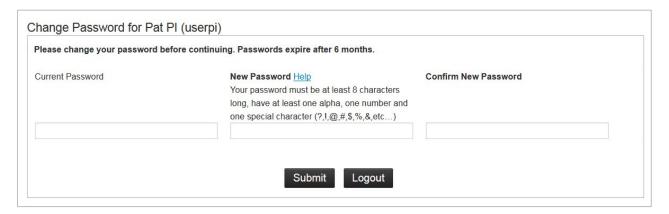
New Features

- 1. Security updates, including password expiration and automated lockout.
- 2. User Profile updates, including a new field for Fiscal Administrator (FA) email in the Send Invoice In Duplicate To section, and an enhanced Delegate Account Access section.
- 3. Form enhancements, including the ability to add file attachments to a document after final approval, and a hidden Audit Information section.
- 4. Report enhancement for My Current User Assignments.

Security Updates

Password Expiration

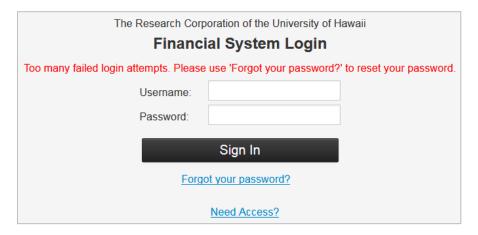
To strengthen security and be in line with industry best practices, passwords for the Financial Portal will expire every six (6) months, and users will be prompted to change their password.



Current passwords do NOT need to be changed at the time of this release in January 2019 unless you opt to do so.

Automated Lockout

To protect the Financial Portal from brute force attacks, a user account will be disabled if there are too many failed login attempts. Users will be able to change their passwords using "Forgot your password?", or may contact RCUH Accounting for assistance. The password reset process is done via email, so please review your information in "Edit My Profile" to ensure that your email address is accurate.



User Profile Updates

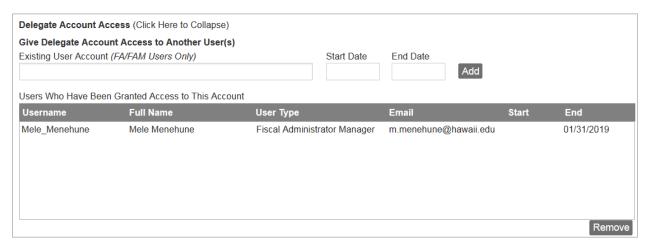
Send Invoice in Duplicate To (for Fiscal Administrators)

A new field for FA email address has been added to the Send Invoice In Duplicate To section. This information appears on the Purchase Requisition and Purchase Order – Vendor Copy.

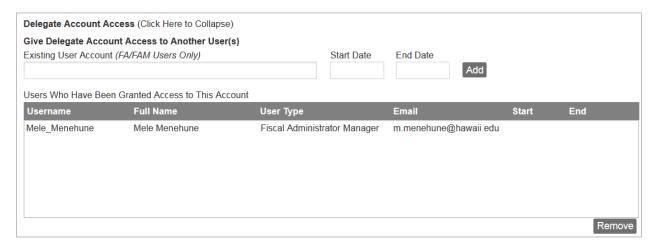


Delegate Account Access

The Delegate Account Access feature has been enhanced with the ability to delegate account access for a specified time period by entering a Start Date and/or End Date.

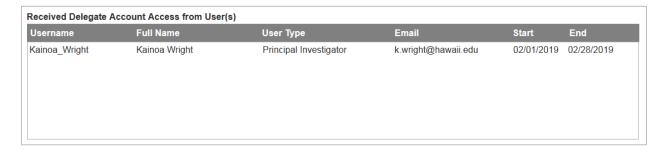


To delegate account access for an unlimited time period, leave the Start Date and End Date blank.





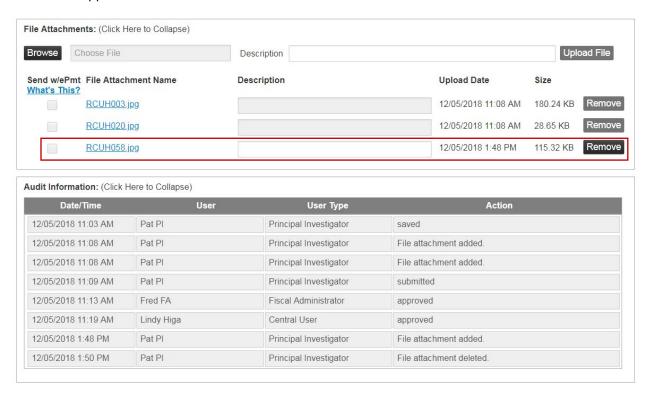
The Delegate Account Access feature has also been enhanced with a new section labeled Received Delegate Account Access from User(s), to provide additional information on users that have delegated their account access to you.



Form Enhancements

File Attachments

Users now have the ability to upload and add file attachments to an approved document after final approval. File attachments added after final approval can also be removed. File attachments added before final approval cannot be removed.



Audit Information

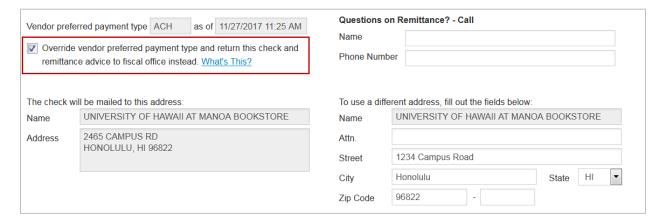
To save paper when forms are printed, the Audit Information section will default hidden (or collapsed). The Audit Information section can be expanded by clicking on it. By design, the Audit Information section will be included on the PDF version of the approved document.

Remittance Information

In the Remittance Information section for all payment forms, if the vendor payment method is ACH or Card, the override address section will be hidden.

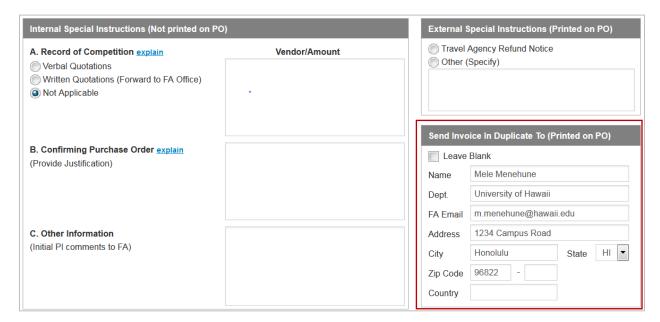


To make the override address visible, select the checkbox for "Override vendor preferred payment type".



Send Invoice in Duplicate To (for Fiscal Administrators)

A new section has been added to the Purchase Requisition form for Send Invoice in Duplicate To. This section is visible to all users, but can only be edited by FAs. This section will auto fill with information from the profile of the first FA who opens the document. To clear the information from this section, select the checkbox for "Leave Blank".



This information appears on the Purchase Order – Vendor Copy.

This order is subject to the terms and conditions attached.		Subtotal	\$1.00
Acceptance of this Purchase Order by Vendor, whether by written confirmation, shipping or otherwise initiating an action to provide		Tax Rate	%
goods or services ordered, is an acknowledgement and acceptance by Vendor that the attached terms and conditions are controlling		Tax	\$0.00
over this Purchase order. Any and all other terms and conditions of Vendor shall not apply to this Purchase Order, unless the terms		Estimated Shipping	\$0.00
and conditions are agreed to by both RCUH and Vendor in writing, prior to Vendor's acceptance of this Purchase Order.		TOTAL	\$1.00
SEND INVOICE IN DUPLICATE TO			
Mele Menehune			
University of Hawaii			
m.menehune@hawaii.edu			
1234 Campus Road	FISCAL AUTHORIZED SIGNATURE		
Honolulu HI 96822			

Report Enhancements

My Current User Assignments

This report has been updated to reflect all users who have access to the project account, including delegated users and secondary users with access to unlinked projects.