

New OUC Forms Website Creates Improved User Experience ^[1]

May 31, 2024

Welcome to the OUC's new Forms website! We're excited to introduce our re-engineered webpages and to highlight some of the enhancements we've implemented. These enhancements are based on OUC experience ... and on your direct feedback. So, **thank you!**

Among the key enhancements to the **Main OUC Forms webpage** ^[2]:

- *Previously*, our main Forms page listed the OUC finance-focused forms (e.g., Cash Receipt), but not the OUC-guided forms that are required for certain Procurement Service Center (PSC) processes (e.g., Official Function). Furthermore, other than form title, no additional information was provided.
- *Now*, you see a consolidated listing of both longstanding "Finance" forms *and* select "PSC" forms that have previously only appeared on the PSC Forms webpage. For all forms, you see a "Purpose" statement explaining when/why the form is needed. If you are looking for a form and are not sure of the form name: our new search function lets you type in a key word, and the webpage will search form title and form purpose description to help you find the form you need.
- *In addition*: We've fine-tuned the main Forms page to provide links to other campus/CU System forms sites, connect to OUC News feeds about our forms, and provide guidance on how to get help, including a direct question/feedback webform. Remember that we always welcome your feedback - so feel free to use this webform to share your comments as well as your questions.

Among the key enhancements to the **Individual OUC Forms webpages**:

- *Previously*, you had a different experience/different format when you went to an OUC finance-focused form on the OUC website (such as Cash Receipt) vs. when you went to an OUC-guided procurement-related form on the PSC website (such as Official Function).
- *Now*, you have a similar user experience when you visit any of the forms that the OUC manages. This includes a streamlined webpage with immediate access to the form download link. No more scrolling to the bottom of the page to download the form you want.
- *In addition*: We've fine-tuned the individual Forms pages to offer FAQs, document revision history, OUC News feeds about the specific form, and guidance on how to get help.
- *In process*: We're adding form business process maps to the individual form pages. Based on your input, we know that the process maps will facilitate department understanding and management of each form.

Our redesigned Forms webpages create a positive foundation/framework for the redesign of the forms themselves.

The enhanced website supports the OUC Forms Redesign Project, as we work with you - our campus experts - to review individual form business process, pain points, and potential reengineering out of Excel into automated platforms.

Questions/comments? Reach out to the Financial Services & Solutions (FSS) Help team at FSS@cu.edu [3].

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Links

[1] <https://www.cu.edu/controller/news/office-university-controller-news/may-31-2024-edition/new-ouc-forms-website-creates> [2] <https://www.cu.edu/controller/forms-0> [3] <mailto:FSS@cu.edu>