UR Financials Project
Accounts Payable Special Interest Group

September 9, 2014
Agenda

• Project Updates
  – Testing, Conversion, Training

• Documentation recap

• Journal Sources
  • Demo Time

• Key Dates
Project Updates

– Testing
  • September: Day in the Life testing defect resolution
    – Over 1400 tests with >95% pass rating so far
  • September: Technical / Disaster Recovery
  • October: WD23 Regression

– Data Conversion
  • FY15 ending balances conversion into UR Financials
    – Divisions will verify at their level and cascade to departments for their verifications
Project Updates

– Training
  • User Training List
    – If you are not listed and you think you should be, let Cindy Fronterre know
    – If you are listed, let us know if you don’t think you are assigned to the right classes
      » Review ILT Course outlines when making your decision
  • Videos
    – Video Snippet: Financial Data Model Overview
    – Forms Instructional Videos: Intro to Forms and specific forms
    – Introduction to UR Financials is a prerequisite on-your-own eLearning course with a test prior to any instructor-led training
      » Good idea: review this ~45 minute video even if you are not taking any instructor-led training
Project Updates

• Chart of Accounts translation to Financial Data Model
  • Use the Tools

• Post go-live support
  • UR Financials “support room”
  • IT Help Desks
  • Dedicated email inbox
  • Walk in capabilities
  • Remote office visits
  • Morning conference call in sessions
  • Website, training tools, etc.
# Documentation Recap

<table>
<thead>
<tr>
<th>Changes: UR Financials vs FRS COGNOS</th>
<th>Manually Entered into Financial System</th>
<th>Integration</th>
<th>EIB</th>
<th>First Notice Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Invoice</td>
<td>No Change: Remains self-service</td>
<td>No Change: Remains self-service</td>
<td>No Changes</td>
<td>No Changes</td>
</tr>
<tr>
<td>Supplier Invoice</td>
<td>No Change: Remains self-service</td>
<td>No Changes</td>
<td>No Changes</td>
<td>No Changes</td>
</tr>
<tr>
<td>Summary Invoice</td>
<td>No Change: Remains self-service</td>
<td>Emphasis on departments retaining documentation for orders placed and contacting Suppliers if documentation is not sufficient or can't be found</td>
<td>No Changes</td>
<td>No Changes</td>
</tr>
<tr>
<td>Ad Hoc Payment</td>
<td>No Change: Remains self-service</td>
<td>No Changes: Remains batch/source contact</td>
<td>No Changes</td>
<td>No Changes</td>
</tr>
<tr>
<td>Ad Hoc Bank Transaction</td>
<td>Improvement: Self-service Awaiting security update</td>
<td>No Changes: Remains batch/source contact</td>
<td>No Changes: Remains batch/source contact</td>
<td>Improvement: Bank statements in UR Financials for main accounts</td>
</tr>
<tr>
<td>Journal Entry</td>
<td>Improvement: Now self-service</td>
<td>No Changes: Remains batch/source contact</td>
<td>Improvement: Now self-service</td>
<td>No Changes</td>
</tr>
<tr>
<td>Employee Reimbursements</td>
<td>No Changes</td>
<td>Change: no longer self-service</td>
<td>No Changes</td>
<td>No Changes</td>
</tr>
</tbody>
</table>

*Green highlighting:* Enhancement to document retrieval to self-service, previously not available pending security updates TBD

*Olive highlighting:* Enhancement to document retrieval to self-service available pending security updates TBD

*Yellow highlighting:* Employee reimbursement previously available via AP Doc Viewer and will not be available via self-service in UR Financials
Journal Sources

• Show in WD and Transaction Details report

• Contact AP (AccountsPayable@finance.rochester.edu) for questions regarding transactions with these Journal Sources:
  – Ad Hoc Payment (APD/APC)
  – Supplier Invoice (APD)
  – Supplier Invoice Payment (APC)
  – Travel and Expense and Travel and Expense Reallocation (ETE)

• In the Depositor SIG meeting I will cover cash-related Journal Sources and who to contact
Future AP SIG Topics

• Demo Time

• Planned use of Header memos, Line memos and other memo-like fields

• After WD23 tested: non-company reporting for AP activity
Key Dates

- **AP SIG meetings**
  - 10/9, 11/6, 12/4, 1/29, 2/26 (every 4 weeks except 1/1)
  - *BRING A FRIEND* – my SIG meetings are open to ALL
  - 1:00-2:00pm Alumni and Advancement Ctr Seminar Rm
  - Please continue to reach out with questions and share project information with your Department

- **Banking/Depositor SIG meetings**
  - 9/25, 10/23, 11/20, 12/18, 1/15, 2/12 (every 4 weeks)

- **Demo Days 9/17-9/19**

- **Visit UR Financials Project website** for additional information and materials from other meetings
  - [http://www.rochester.edu/adminfinance/urfinancials/](http://www.rochester.edu/adminfinance/urfinancials/)

*Remember to sign in and correct your division and department info as appropriate*