UR Financials Project
Depositor Special Interest Group

February 12, 2015
Agenda

- UR Financials Project Update
- Journal Sources
- When is an RC/SC required on my cash transaction?
- Treasury Reminders
- Automated Postings
- Cashiering Location-specific reminders
- UR Financials Support Resources
URF Project Update

– Production Support
  • Use UR Financials Support page: FAQs, links
  • Project Champions and contacts
  • Workshops and user call-in sessions

– FRS to Workday code translations
  • Converter: https://fdc.ur.rochester.edu/UIMobile/
  • FRS Account and Sub Code crosswalks: http://www.rochester.edu/adminfinance/urfinancials/?page_id=29362
# Ad Hoc Bank Transaction (Cash) Sources

<table>
<thead>
<tr>
<th>Journal Source</th>
<th>FRS Batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student System</td>
<td>BRR, BQE, BQM, BQR, CAE, CAM, CAR</td>
</tr>
<tr>
<td>OASIS</td>
<td>GFT</td>
</tr>
<tr>
<td>MC Cashier</td>
<td>CTL</td>
</tr>
<tr>
<td>RC Bursar</td>
<td>BUR</td>
</tr>
<tr>
<td>ESM Cashier</td>
<td>ESM</td>
</tr>
<tr>
<td>OASIS URFB</td>
<td>GFF</td>
</tr>
<tr>
<td>Ad Hoc Bank Transaction</td>
<td>NCN</td>
</tr>
<tr>
<td>First Notice Rule</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
RC/SC Required on Cash Transaction?

• 99% of your cash transactions are associated with Revenues or Expenses so you will *almost always* **USE a Revenue/Spend Category**
  • RC/SC required when Ledger Account begins with 3, 4 or 5
• The bottom line:
  • If a RC/SC exists for the Ledger Account you want to use, you must use the RC/SC (finest level of detail)
Treasury Reminders

– **Beginning 1/1/15 - SharePoint**
  
  • SharePoint site – shows all bank stat data for the JP Morgan Chase deposit account
  
  • Updated daily by 11am (most days) w/ prior day’s information
    – Email Cash Management if you need TODAY’s information
  
  • Please sign off to claim items that are your items (if you have read-write access) in highlighted areas

https://uofr.rochester.edu/Treasury/default.aspx
Treasury Reminders

• A “Treasury SharePoint Training Guide” has been created to facilitate navigation of the files
  – On the SharePoint site under “Shared Documents.”

• The Treasury SharePoint works best in Internet Explorer.

• Reminder for everyone: Please do not save changes (sorting/filtering) to the SharePoint.
  – If people need to sort to find their items, they should be saving a copy of the spreadsheet(s) to their own drives (or desktop) to find their items and then updating the SharePoint from their saved copy.
Treasury Reminders

- Each time someone wants to write to the file, he/she must “check out” the file.

- So that no one inadvertently wipes out information in a file, if someone wishes to edit a file in the SharePoint, as described above, they will be prompted to “check out” the file. Then, when the file is checked out to a user, SharePoint will create a new version of the file in the background ("Versioning" has been enabled).

- If someone makes changes to the file or inadvertently deletes items, the user should contact April Anderson who will notify the creator of the SharePoint to restore the SharePoint back to an earlier version.
Treasury Reminders

– If anyone would like to be added to the Treasury SharePoint, please send an email to April Anderson with who needs to be added and if they need to read-only or read-write to the file.
  • Please note that the goal is to keep the list of read-write users to a minimum (to ensure data integrity), so only those who absolutely need to write to the file should be given read-write access.

• If anyone needs additional training or additional help in navigation, please contact April Anderson

• The Treasury Department is looking at adding additional information the SharePoint to make it a one-stop shop for Treasury information.

• As always, if you have any ideas or suggestions for improvement, we are all ears!

• Contact info for April Anderson, Treasury Analyst:
  ander23@ur.rochester.edu
  44 Celebration Drive, Suite 302
  Box 278960
  Phone: (585) 275-3734
Automated Posting

• Credit Cards
  – Automation is possible if: you do not post your credit card activity to Flowcast or are not Div/CM050
  – If you think your credit card activity should be automatically posting but you don’t see it in UR Financials, contact Ginny Yuna, Karen Lombard-Bryce, GeneralAccounting@ur.rochester.edu
MC Cashier Reminders

• MC Bursar Deposit Tips: http://www.rochester.edu/adminfinance/urfinancials/?page_id=43102
RC Bursar Updates

• New Deposit Slips for Cash and Checks
  – Use Workday Financial Data Model values: Category and FAO
  – Go to 330 Meliora Hall to receive the new deposit tickets
• As of January 1st new Banking Entry forms will need to be used
  – Form is available on the Finance Forms website
  – These forms need to be completed daily and can no longer combine several days on to one form
  – Credit card can no longer be combined with cash and checks
• RC Bursar Deposit Tips:
  http://www.rochester.edu/adminfinance/urfinancials/?page_id=43102
ESM Cashier Updates

• Eastman will continue to use current deposit slips (multi-part form) until they run out
• Minor changes to the deposit slip may be made at that time
Q & A

Let’s look at your transactions in UR Financials
Accounts Payable SIG Topics

• Question and Answer time for activity you are seeing in UR Financials

• Thursday: 2/26: Final meeting
  – 1-2pm Advancement Seminar room
Introducing the New Reporting Worklet

Based on user feedback, we have introduced a new Reporting Worklet that contains links to frequently used reports. This worklet will appear automatically on your Home screen. You can access the new Reporting Worklet by clicking on the ‘New Worklet’ button in the Home screen menu.

New to UR Financials? Click here for an introduction!