UR Financials Project
Hands-On Sessions

Fall 2014
Prerequisites

• Prior to workshop, you were supposed to complete the following:
  – View the *Introduction to UR Financials* eLearning
  – Review your FRS/COGNOS to UR Financials FDM Report now available in COGNOS
  – Practice translating your FRS accounts to the new Workday Chart of Accounts using the FDC Tool
  – Successfully log into the UR Financials system at

  http://www.rochester.edu/adminfinance/urfinancials/?page_id=38632
Session Agenda

• Workshop Objectives
• FY15 Converted Data in UR Financials
• Financial Data Model Refresher
• Reporting Tools
• Let’s Log on to UR Financials
• Run reports and analyze
• FY15 Data Conversion Calendar
• Wrap Up / Next Steps
Workshop Objectives

What it is:
• Provide users Workday experience prior to training and ability to view FY15 converted data in Workday terms
• Get additional exposure to the Chart of Account transition

What it is not:
• Formal training
• Opportunity to change reports
• Validation of Workday security
• Requests to change converted data
  – Option A – Correct in FRS:
    • If incorrect, reroute transaction to new subcode going into FRS
    • If necessary, make journal entries in FRS to correct.
  – Option B – Correct in UR Financials:
    • Correct with a journal entry in UR Financials after go-live
FY15 Converted Data in UR Financials

• FY15 Beginning Balances - The “10100 Cash Adjustment” ledger account contains the FAO available amount

• Life-to-Date (LTD) - Grants and Projects have LTD amounts which are used in reporting, but are not an accounting posting

• Monthly Converted Data:
  – Summarized by FRS Account and Sub-code (posted in the “Line Memo” field in UR Financials)
  – Offset account is “99002” because it is balance information and not transaction based
FRS to UR Financials

FRS Structure

- Division
- Ledger
- Department
- Account
- Subcode

UR Financials FDM

FRS Structure:
- Company
- Fund
- Cost Center
- FAQ
- Ledger Account

Spend Category

OR

Revenue Category

- Grant
- Gifts
- Debt Services
- Project
- Operating Program
- Loan Program
Navigation Basics

- Works in any browser: IE9, Firefox, Chrome, or Safari
  - If you have questions, contact the Help Desk
- Easy launch: right from UR Financials web page

- Sign In: Use your NetID once your account is active

- Automatic timeout after 20 minutes
  - Have to sign back in, or hit Reset to restart timer
LOG ON TO CONVERSIONS TENANT
Let’s Get Started Screen

- Displays upon very first login
- Select Let’s get started! to continue
Custom Reports

• FAO Activity Summary by Month(s)
  – Shows Totals of Current Month and Current YTD by FAO

• Transaction Details By FAO (Outlined)
  – Shows journal transaction details against an FAO

• Find Journal Lines Details – Data Extract (M)
  – Great to download details into Excel
Key Points: Run Report

• Access to reports is based on your role permissions
  – Company level reports slightly different from Non-Company Level (NCL) reports. Workshop will focus on NCL versions

• Prompts guide in data selection
  – Prompt filters are answers to prompts
  – Click prompt icon to list of answer choices
  – Red asterisk=required prompt

• Use Saved Filters to save a set of prompts

• Use filter icon to narrow down report data

• Blue links are clickable

• Click icon to create PDF or export to Excel
Prompts: Criteria Selection Guides

- Prompt guides data selection
  - Prompt filter is the prompt answer (criteria)
- Prompt icon brings up list of Worktags
- Default Prompt has answers pre-selected
  - May still be changed, if needed
- Red Asterisk indicates required prompt
Saved Filters

• Prompt filters may be saved for most reports
  – Most reports can have multiple Saved Filters
  – Save filters that have value for you
  – Number of Saved Filters displayed under Manage Filters
Filtering

• Focus on the data you need to see
• Able to filter under any column headings
  – Use pre-programmed lists to select filter by option
  – Use as many filters as needed
• Available in many reports
Drilling

- Blue fields values are drillable
  - Click on blue links to view more specific information

Blue field value =
Drill down for more information
Exporting Data

• Click printer icon to create PDF file
  – Print or save to desktop
• Click Excel icon to export to Excel
  – Manipulate data in Excel
Exercise 1: Run Report

Scenarios:

Run your FAO Activity report to view account summaries.

Search for: FAO Activity Summary by Months (M)

Company Level: FAO Activity Summary by Current Month & YTD

Objectives:

• Run and view reports
• Explore report functionality
### FAO Activity Summary by Month(s)

**Non-Company Level**

- **My Organizations** – list the FAOs, Cost Centers, etc. that you have security to view

<table>
<thead>
<tr>
<th>Non-Company Level</th>
<th>FAO Activity Summary by Months (M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>search</td>
</tr>
<tr>
<td>Company</td>
<td>search</td>
</tr>
<tr>
<td>Cost Center</td>
<td>search</td>
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<tr>
<td>Worktag Types</td>
<td>search</td>
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<td></td>
<td>Grant</td>
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<td></td>
<td>UR Debt Service</td>
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<td></td>
<td>UR Gift</td>
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<td>UR Loan Program</td>
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<td></td>
<td>UR Operating Program</td>
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<td>UR Project</td>
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<tr>
<td>non-Grant FAO</td>
<td>search</td>
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<td>Grant FAO</td>
<td>search</td>
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<tr>
<td>Year</td>
<td>search</td>
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<tr>
<td></td>
<td>FY2015</td>
</tr>
<tr>
<td>Period</td>
<td>search</td>
</tr>
<tr>
<td>Ledger Accounts and Summaries</td>
<td>search</td>
</tr>
<tr>
<td></td>
<td>UR Chart of Accounts: All Expenses</td>
</tr>
<tr>
<td></td>
<td>UR Chart of Accounts: All Non Operating Activities</td>
</tr>
<tr>
<td></td>
<td>UR Chart of Accounts: All Revenues</td>
</tr>
<tr>
<td>Spend Category Hierarchies</td>
<td>search</td>
</tr>
<tr>
<td>Spend Category</td>
<td>search</td>
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<tr>
<td>Revenue Category</td>
<td>search</td>
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<td></td>
<td>search</td>
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<tr>
<td></td>
<td>search</td>
</tr>
</tbody>
</table>

**My Organizations**

- UR Operating Program: OP135518 Pediatric Pulmonary Lab
- UR Operating Program: OP135518 Pediatric Pulmonary Lab
- UR Operating Program: OP136512 AIDS Center Pediatrics
- UR Operating Program: OP136570 Pediatric Hematology Oncology
- UR Operating Program: OP137512 Women's Health Practice
## FAO Activity Summary by Month(s)

<table>
<thead>
<tr>
<th>FAO</th>
<th>Ledger Account</th>
<th>Spend or Revenue Category</th>
<th>FY2015</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>OP212046 On-line Instruction</td>
<td>Expenses - 50000 Salaries and Wages</td>
<td>PAS Regular Salaries (SC58100)</td>
<td>$13,476</td>
<td>$13,476</td>
</tr>
<tr>
<td>OP212046 On-line Instruction</td>
<td>Expenses - 51000 Staff Benefits</td>
<td>Staff Benefits (SC46250)</td>
<td>$3,052</td>
<td>$3,052</td>
</tr>
<tr>
<td>OP212046 On-line Instruction</td>
<td>Expenses - 61050 Computing Services</td>
<td>Information Technology Services (SC48350)</td>
<td>$3,960</td>
<td>$3,960</td>
</tr>
<tr>
<td>OP212046 On-line Instruction</td>
<td>Expenses - 63500 Software</td>
<td>Software License Fees (SC52500)</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$20,789</td>
<td>$20,789</td>
</tr>
</tbody>
</table>
20 minutes
Exercise 2: Run Report

Scenarios:

Run a transaction details report to view journal entries.

Search for: Transaction Details by Ledger Category (Outlined) (M)
Company Level: Transaction Details by Ledger Summary (Outlined) (M)

Objectives:

• Run and view reports
• Explore report functionality
Transaction Details by Ledger Category (Outlined (M))

Non-Company Level

Transaction Details by FAO (Outlined)

Instructions: Please make your selections below prior to running this report.

- Company
- Cost Center
- Year
- Period
- non-Grant FAO
- Grant FAO
- Ledger Accounts and Summaries
- Spend Category
- Revenue Category
- Journal Sources
- Memo / Line Memo

Untitled Filter

Manage Filters
0 Saved Filters

OK
Cancel

Transaction Details by Ledger & Spend-Revenue Category (Outlined) (M)

Instructions: Please make your selections below prior to running this report.

- Organization
  - search
  - UR Operating Program: OP135519 Pediatric Pulmonary Lab
- Company
  - search
  - Total University
- Cost Center
  - search
- Worktag Types
  - search
  - Grant
  - UR Debt Service
  - UR Gift
  - UR Loan Program
  - UR Operating Program
  - UR Project
- non-Grant FAO
  - search
- Grant FAO
  - search
- Year
  - search
  - FY2015
- Period
  - search
- Book
  - search
  - Common plus Post Closing Adjust
- Ledger Accounts and Summaries
  - search
  - UR Chart of Accounts: All Expenses
  - UR Chart of Accounts: All Revenues
## Transaction Details by Ledger Category (Outlined) (M)

<table>
<thead>
<tr>
<th>Ledger Account and FAC</th>
<th>Accounting Date</th>
<th>Line Memo</th>
<th>Memo</th>
<th>Journal Source</th>
<th>Journal</th>
<th>Supplier / Customer</th>
<th>Operational Transaction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAS Regular Salaries (SCS8100)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PAS Regular Salaries (SCS8100)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>13,476.20</td>
<td></td>
</tr>
<tr>
<td>Expenses - 50000 Salaries and Wages</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>13,476.20</td>
<td></td>
</tr>
<tr>
<td>Expenses - 51000 Staff Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,052.36</td>
<td></td>
</tr>
<tr>
<td>Expenses - 61050 Computing Services</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>3,960.00</td>
<td></td>
</tr>
</tbody>
</table>
20 minutes
Exercise 3: Run Report

Scenarios:

Run a transaction details report to view journal entries.

Search for: Find Journal Lines Details – Data Extract (M)

Company Level: Transaction Details – Data Extract

Objectives:

• Run and view reports
• Explore report functionality
Find Journal Lines Details – Data Extract (M)

Non-Company Level

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Please note -- you may need to schedule this report directly to E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>* search</td>
</tr>
<tr>
<td>Company</td>
<td>* Total University</td>
</tr>
<tr>
<td>Cost Center</td>
<td>search</td>
</tr>
<tr>
<td>Worktag Types</td>
<td>search</td>
</tr>
<tr>
<td></td>
<td>× Grant</td>
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<tr>
<td></td>
<td>× UR Debt Service</td>
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<tr>
<td></td>
<td>× UR Gift</td>
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<td></td>
<td>× UR Loan Program</td>
</tr>
<tr>
<td></td>
<td>× UR Operating Program</td>
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<tr>
<td></td>
<td>× UR Project</td>
</tr>
<tr>
<td>non-Grant FAO</td>
<td>search</td>
</tr>
<tr>
<td>Grant FAO</td>
<td>search</td>
</tr>
<tr>
<td>Year</td>
<td>* search</td>
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<tr>
<td></td>
<td>× FY2015</td>
</tr>
<tr>
<td>Period</td>
<td>search</td>
</tr>
<tr>
<td>Book</td>
<td>× Common plus Post Closing Adj.</td>
</tr>
<tr>
<td>Accounting Date On or After</td>
<td><strong>/</strong>/____</td>
</tr>
<tr>
<td>Accounting Date On or Before</td>
<td><strong>/</strong>/____</td>
</tr>
<tr>
<td>Budget Date On or After</td>
<td><strong>/</strong>/____</td>
</tr>
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<td>Budget Date On or Before</td>
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Find Journal Lines Details - Data Extract (M)

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<td>Organization</td>
<td>* search</td>
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<td>Company</td>
<td>* Total University</td>
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<tr>
<td>Cost Center</td>
<td>search</td>
</tr>
<tr>
<td>Worktag Types</td>
<td>search</td>
</tr>
<tr>
<td></td>
<td>× Grant</td>
</tr>
<tr>
<td></td>
<td>× UR Debt Service</td>
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<tr>
<td></td>
<td>× UR Gift</td>
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<td></td>
<td>× UR Loan Program</td>
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<td></td>
<td>× UR Operating Program</td>
</tr>
<tr>
<td></td>
<td>× UR Project</td>
</tr>
<tr>
<td>non-Grant FAO</td>
<td>search</td>
</tr>
<tr>
<td>Grant FAO</td>
<td>search</td>
</tr>
<tr>
<td>Year</td>
<td>* search</td>
</tr>
<tr>
<td></td>
<td>× FY2015</td>
</tr>
<tr>
<td>Period</td>
<td>search</td>
</tr>
<tr>
<td>Book</td>
<td>× Common plus Post Closing Adj.</td>
</tr>
<tr>
<td>Accounting Date On or After</td>
<td><strong>/</strong>/____</td>
</tr>
</tbody>
</table>
Find Journal Lines Details – Data Extract (M)

<table>
<thead>
<tr>
<th>Drill</th>
<th>Journal</th>
<th>Journal Status</th>
<th>Accounting Date</th>
<th>Budget Date</th>
<th>Created On</th>
<th>Created by</th>
<th>Company</th>
<th>Cost Center</th>
<th>FAO Group Name</th>
<th>Financial Activity Object ID (FAO ID)</th>
<th>Grant</th>
<th>Fund Type</th>
<th>Fund</th>
<th>Ledger Account</th>
<th>Spend or Revenue Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q</td>
<td>AJE000042038 - 020 River Campus Colleges - 07/31/2014 - FY15 July Monthly Summarized Actuals Conversion</td>
<td>Posted</td>
<td>07/31/2014</td>
<td>07/31/2014</td>
<td>09/30/2014</td>
<td>020 River Campus Colleges</td>
<td>CC17015-000</td>
<td>University Budget Office</td>
<td>UR Operating Program</td>
<td>OP212046</td>
<td>On-line Instruction</td>
<td>01</td>
<td>Unrestricted</td>
<td>Current Fund - Unrestricted</td>
<td>51000:Staff Benefits</td>
</tr>
</tbody>
</table>
Reporting Tools

**UR Financials will be the primary reporting tool**
- **Summary level** FRS data for first half of FY 2015 loaded into UR Financials
- Historical **transactional** data not loaded into UR Financials

**COGNOS Financial Data Warehouse will be frozen at UR Financials go live**
- Data prior to cutover accessible in FRS terms
- Reports, log in – how you access stays the same
- Remains in FRS terms

**CumSal (Cumulative Salary) Data Warehouse applications will still be available**
- Data displayed in UR Financials terms after Go Live
- Data prior to Go Live will be frozen in current format
“Preliminary” Conversion Calendar

• Conversion verification tenant will be available only until the end of February

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Convert FY15</td>
<td>• 10/24 – Convert August</td>
<td>• 11/15 – Convert October</td>
</tr>
<tr>
<td>Beginning Balances</td>
<td>Monthly Summary</td>
<td>Monthly Summary</td>
</tr>
<tr>
<td>• Convert Life-to-Date Balances for Grants and Projects</td>
<td>• 10/24 – Convert September Monthly Summary</td>
<td></td>
</tr>
<tr>
<td>• 10/3 - Convert July Monthly Summary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>January</th>
<th>February</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 12/15 – Convert November Monthly Summary</td>
<td>• 01/15 – Convert December Monthly Summary</td>
<td>• 02/28/15 – UR Financials Conversion tenant deactivated</td>
</tr>
</tbody>
</table>
Wrap Up / Next Steps

- Pre-requisites for UR Financials production access:
  1. Complete the FRS/COGNOS Security Access form and have signed by supervisor
  2. Take and pass the eLearning Fundamentals class
  3. Take and pass the reporting class
- Feedback on Hands-on workshop – please complete the survey so that we can improve future workshops
- Thanks for attending!