My name is _____, I’m a Senior Trainer for Eagle, based out of Rochester, NY, and for years we have been working on initiatives like yours to develop the skills and habits necessary to succeed with new tools like Workday.

- So first of all, thank you for the business and the privilege to be here, and I’d also like to thank the U of R project team, who’s been working with us so hard to set us up for a win today. For months, they have been going through and establishing the standards, practices and skill sets that we’re going to talk about and practice today.
- They’ve worked really hard to set us up for the win, and now it’s up to you and me to pull this win through. Are you with me?
• You’re all aware of changes: as we move from a mainframe system that’s been in use for 40 years to a more current, cloud-based software we’re referring to as UR Financials.
• This change wasn’t made for the sake of keeping up with the latest and greatest technology; it was made because UR Financials offers many benefits.
• Sure it’s a change in how you will do some of your job tasks, but it’s a good and necessary change, and you’ll be well supported as you move forward with UR Financials.
• There is a strategy in place to help us transition from FRS to UR Financials as smoothly as possible.
• UR Financials will be primary reporting tool, replacing FRS and the Cognos Financial Data Warehouse on January 1, 2015, although Cognos and other applications will still be available.
• To help with a mid-year transition, UR Financials will be loaded with summary-level FRS data from the first half of fiscal year 2015 (July 1, 2014 to December 31, 2014)
• No historical data will be loaded into UR Financials.
• Cognos Financial Data Warehouse will be frozen January 2015: After go-live, users can continue to access Cognos in the same manner as today if they need historical information.
• CumSal (Cumulative Salary) Data Warehouse applications will still be available: Data prior to Go Live will be frozen in its current format and FRS terms, but data after January 1, 2015 it will be displayed in UR Financials terms.
The first part of the class, the morning session, is considered a reporting fundamentals class, and will give you the foundation.
The afternoon session will be a more robust look at the functionality available to you.
• Coming from the old system, you know all the concepts and steps. You’re the experts in your jobs.
• While this is a whole new way of working, we are not changing the fundamental job tasks; just changing the TOOL you’re using to get the job done.
Please click along with me through the realistic exercise scenarios.

The physical action of clicking along helps tie down the learning.

If you have a question about potential functionality or a business process, use the issue cards provided.
• No reason to take notes, post-training job aids will be provided.
• All of the pre-training support materials will be available to you for reference as well.
UR Financials Tour
With the move to UR Financials, we are transitioning to a cloud-based system.
This means system updates delivering new and better functionality will occur regularly, perhaps two or three times a year.
- Because UR Financials is cloud based technology, you use the internet to gain access.
- If you are using Internet Explorer, you will need to use Version 9 or higher. If you need a browser upgrade or have questions, contact the Help Desk.
- You will launch the program right from the UR Financials website – in fact you may find it helpful to bookmark the page.
- When you log in, you will use your NetID login and password.
- You’ll receive notification when your account is active.
- First, you must pass assessment for this class!
- Built into the system is automatic functionality that times you out after 20 minutes. So if you know you’ll be leaving your desk, or working on something else, make sure to save your work and exit UR Financials.
- You have a chance to reset the session timeout when you see a reset dialogue box pop up.
Your UR Financials home page provides one-click access to commonly used features.

- Customizable Worklets show common reports, searches
- Scheduled reports delivered to “W” drive
- Everything you need at your fingertips!

- Your UR Financials home page provides one-click access to commonly used features.
  - Customizable Worklets show frequently used reports.
  - In addition, you will receive scheduled reports on “W” drive.
• The very first time you login, you’ll see this Let’s Get Started screen.
• This Intro screen lets you know where everything is: Search, Navigate, Profile, and Inbox.
• Click the green **Let’s get started button** to start using the system.
Exercise: Tour of UR Financials

Scenario:

This is your first day using UR Financials and you want to get set up so everything you need is easy to access.

Objectives:

- Log in
- Explore the Landing Page
- Search
- Add Favorites Worklet
- Add reports to Worklet
Key Points

- Launch right from UR Financials website
- Use Workday logo to get back to homepage
- Search: Type *at least* 3 letters
- Add commonly used reports to Favorites worklet
- Automatic system logout after 20 minutes: click Reset
- **Best Practice**: Click Sign Out under your profile, then close window with X in upper right corner
Transitioning to UR Financials
• One of the challenges is the “new speak.”
• As you transition to UR Financials, you will need to get familiar with some new terminology.
• What is the purpose of a financial management system?
  • A financial management system gives us a useful way to track the money coming in and the money going out.
  • Money must be carefully tracked for the university to meet accounting and compliance requirements, monitor its budget, and make good financial decisions.
• UR Financials attaches tags to transactions.
• Tags are the key words or labels that identify the transaction, making it easier to see information about an item and related items that have the same tags.
• UR Financials allows us to attach multiple tags to a single transaction.
• **Think of it this way:** You buy a pizza from a new Italian take-out restaurant. The pizza is great, so you save the menu.
• To do this, you label the menu, place it a corresponding folder and file it. Later on, you look for the menu. You know its filed – but you can’t remember where. You look in the red folder labeled *Pizza*, but it’s not there. You check the green folder labeled *Take-out Food*, but its not there either. Finally, you find it in your yellow *Restaurant* folder. That took a while!
• But suppose you had given the menu several tags and placed it in multiple corresponding folders. You could have found the information by looking in your red *Pizza* folder, green *Take out* folder, yellow *Restaurant* folder and maybe even some others.
• Our transaction information is stored in a large database, not a file cabinet, but the basic concept of tagging still applies.
• Today, your transactions are identified by FRS Accounts and Subcodes.
• Tomorrow, your transactions will be identified by a combination of Worktags.
• Worktags is a term used in UR Financials. Basically, Worktags are labels that identify different characteristics of the transaction.
• On your reports, Worktags will appear as key fields and help us report on transactions.
• Worktags provide a great system for organizing our financial information neatly, but we needed to craft a tagging system that helped everyone work faster and smarter.
• The structure or model that helps us do this is called the Financial Data Model, or FDM, which is an organized collection of Worktags.
There are some types of Worktags you will see frequently.  
A very important Worktag is the Financial Activity Object or FAO, for short.  
Transactions are tagged with an FAO.  
When you run a report in UR Financials, you will see an FAO where you previously saw an FRS Account#.

An FAO always begins with two letters, depending upon the type of account they represent.

There are 6 currently six FAO tags, GR (Grant), OP (Operating Program), GF (Gift), PR (Project), DS (Debt Service) and LN (Loan Program). You will see FAOs on your reports and forms.
- You just heard that FAOs will be replacing the FRS account #.
- Other Worktags will be replacing some other FRS codes and terms.
- In FRS, all the separate entities that make up the UR were known as a Division...these entities are now known as a Company.
  - Simon School, Central Administration, Strong Memorial ...are examples of companies
- Departments are now cost centers. This includes all the sub-departments that fall underneath those departments.
- Fund, which indicates where the cash originates, is currently known as a subsidiary and general ledger.
In UR Financials, the Revenue or Spend Category is a type of Worktag that describes the nature of the transaction—offering a very granular view of a transaction.

The spend category provides more details on an incurred expense:
- Example: It lets us know if an expense involved the purchase of domestic travel, the purchase of lab supplies, or entertainment expenses.

A revenue category identifies the different types of revenues posted.
- Example: Identifying specific income sources such as gifts, undergraduate tuition, or patient care.

The spend or revenue category Worktag enables us to group, track, and reconcile similar types of expenses or revenues.
• Spend and revenue categories roll up to ledger accounts – which provide a more general and overarching definition of an expense or revenue.
• For example, a spend category Worktag of domestic travel or entertainment provides more detail to a transaction in the “travel and conference” ledger account.
• For general purposes, having the data in travel and conference might be sufficient. But when you need more visibility into the spend, it is useful to break the expenses down into more granular categories, such as “domestic travel” or “entertainment”.
• Spend and revenue categories will always be connected to a ledger account.
• In FRS, Ledger Accounts are known mostly as subcodes.
Let’s review changes you will see on your reports as we move from FRS to UR Financials.

- In FRS, you had Division but when we move to UR Financials, you will see Division and related affiliates represented as a Company.
- Funding source, which was indicated by the ledger will be represented as a fund.
- What were known as departments and subdepartments in FRS, are now known as cost centers.
- Your Account# in FRS will become the FAO or Financial Activity Object in UR Financials.
- That brings us to Subcodes, which have been migrated and consolidated into Ledger Accounts and the Spend and Revenue Categories, which fall under those Ledger Accounts.
Knowledge Check

- Key fields used for reporting: ________________
- Collection of Worktags: ________________
- Moving from FRS to UR Financials Worktags:
  - Division → ________________
  - Department → ________________
  - Ledger → ________________
  - FRS Account # → ________________
  - Subcodes → ________________
Reporting Fundamentals
Key reports you need are contained within UR Financials.

- What you see and have access to is based on your role and the securities around it.
- You can view information as soon as it is approved and in the system.
- You also have the ability to export any data to Excel for further customization, or to create to a print-ready PDF.
- Information is easy to find, simply save favorite reports to your home screen or do a quick search.
• You will have access to a number of reports - these are some of the commonly used reports that we are going to train today.
• Of course, this training is just the tip of the iceberg.
• Go into system and practice, practice, practice.
• Don’t be afraid to practice the functionality – there is nothing you can do to hurt the system or alter the data.
• Before you can run your report, you will need to answer the report prompts, which are questions the system asks you so it knows which data to use. Prompts give you the opportunity to select the data you want displayed in your report.
• The Prompt icon found in each field makes it easy to answer the prompts.
  • Click on the icon, and a list of pre-programmed choices will appear.
• Certain default prompts already have the answers selected for you, but they can be easily changed.
• Prompt filters is the term given to the answers you select in each prompt field.
• Some prompts must be answered (have a red asterisk) and others are optional.
• You don’t have to select prompts each time you run a report because system allows you to save your prompt answers.
• Organization is a key prompt and is required to run a report.
• In UR Financials, your selection for this field may be one of six FAOs or a cost center or cost center hierarchy.
• You will be assigned one or more organizations based on your role.
• If you click on the prompt icon in the Organization field, then click in the My Organization or My Organization Hierarchy field, you will see which organizations are assigned to you.
• Organization hierarchies: Two or more organizations placed in a grouping You will have to select them from the My Organization Hierarchies field.
• Create a name and type and Save your prompt filters for future use.
• You can save an unlimited amount prompt filters for most reports.
• Remember, each saved filters is connected to just one report.
• Once you have run your report, you will notice you have plenty of in-report functionality at your finger tips – “cool tools” to make your work easier and more efficient.
• You can turn your report into a print ready PDF, or export your data into an Excel spreadsheet. Either file can be saved to your desktop.
• Best practice—Develop a file naming convention that includes the report name, FAO or cost center, and date to make it easier to locate it!
• There will be two Excel icons on many reports.
  • **Top icon:** Exports data with header information.
  • **Lower icon:** Exports data with out header information.
• There are tools to help you arrange your data and make sifting through the rows much easier.
• One of those tools is the in-report filter which allows you to filter data under any column header.
• You can access the filter function by clicking on the filter (funnel) icon.
• Place your cursor in the search box and a list of programmed selections displays to help you find the portion of the data that interests you.
• Filter functionality is not available in all of your reports.
Blue is king in UR Financials. Whenever you see an entry that is highlighted in blue, you know you can click on it to see more information (that is what we mean by the term drillable).
Exercise: Run Report

Scenarios:
The month has closed, and you are ready to reconcile your transactions. You want to make sure the university's information matches your records. You need to print a hard copy, and you want to export the data to Excel for your records.

Objectives:

- Run and view reports
- Explore report functionality
Key Points: Run Report

- Access to reports is based on your role permissions
  - All users have the same functionality
- 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
Bursting Capability

- Replaces paper copies – do not have full functionality
- E-mail notification sent when any reports need to be bursted
- Retrieve reports from your W:Drive
  - Bursting reports remain on W:Drive for a set number of days

- Replaces paper copies – they will not have the functionality available in UR Financials.
- Retrieve reports from your W:Drive, where they remain for a set period of time.
- Notified by e-mail when financial close is complete and it is time to run reports.
  - If any reports need to be bursted, a communication will be sent to access your report in UR Financials.
# Report Comparison

<table>
<thead>
<tr>
<th>Reports You Run</th>
<th>Bursted Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Full Functionality</td>
<td></td>
</tr>
<tr>
<td>- Sort</td>
<td></td>
</tr>
<tr>
<td>- Drill</td>
<td></td>
</tr>
<tr>
<td>- Filter (some reports)</td>
<td></td>
</tr>
<tr>
<td>- Export to Excel or PDF</td>
<td></td>
</tr>
<tr>
<td>- Select prompt filters to refine data</td>
<td></td>
</tr>
<tr>
<td>- Run anytime you need – for any time period</td>
<td></td>
</tr>
<tr>
<td>- Access real-time data</td>
<td></td>
</tr>
<tr>
<td>- Delivered to W:Drive</td>
<td></td>
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<tr>
<td>- UR Financials reporting functionality not available</td>
<td></td>
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<tr>
<td>- Lasts for a set amount of time</td>
<td></td>
</tr>
<tr>
<td>- View only current month data</td>
<td></td>
</tr>
</tbody>
</table>
Exercise: Bursted Reports

Scenarios:
You have received an e-mail from central finance letting you know you a report has been bursted. You want to access the delivered report and save it to your hard drive.

Objectives:
- View delivered reports
- Save to desktop
Key Points: Bursted Reports

- E-mail from Central Finance sent when reports are bursted
- Access bursted reports from W:Drive
- Burst reports replace paper copies - do not have functionality of a report run in the system
- Bursted reports have a time/date stamp
Grant Reporting
• UR Financials has an integrated grants management system.
• Why the university needs a grant management system.
• UR has approx. 4,500 active awards (2,250 new awards generated per year).
  • This involves tracking thousands of applications, reviews, requirements and payments.
• Several systems and manual processes are involved creating, tracking, and reporting on our awards.
• By moving to UR Financials we have been able to get all awards into one system.
• This reduces the steps needed to set up and process awards.
• Using Worktags, UR Financials robust functionality eases the measuring and reporting of actions and progress, and the meeting of sponsor requirements.
In order to run grant specific reports, you will need to know some new terminology.

What was known as a Grant in FRS is called an Award in UR Financials.

Think of it like this: the Award is the agreement that captures all of the Sponsors terms and conditions and creates the business rules to correctly bill, collect and report activities related to the award.

- Included in the agreement are terms specifying how the Award will be funded, the schedule or life of the award, and the authorized amounts to bill against for each fiscal time period.

In UR Financials, each award is set up just once and there is only one sponsor per award.
• The Award Line breaks down the total Award funding; an award may contain multiple award lines.
• Each Award Line is like a piece of a puzzle; with all of the award lines fit together to make up the complete Award.
• A grant FAO Worktag is created and attached to each award line.
• This gives us a way to track costs and revenue for each specific Award line in UR Financials.
• What is different for grant reporting moving forward, is that as we transition to UR Financials, financial transactions will be broken out by some different categories.
• UR Financials allows unique object classes to be set in accordance with each sponsor’s requirements.
• This new capability will make it much easier for us to meet compliance requirements.
Key Terms for Grants Management

- **Award Budget** – Management tool to make sure what is spent is in line with what was authorized by the sponsor
- **Award Schedule** – Represents the life of the Award and is the background for billing and reporting
- **Award Amendments** – Changes to budget, dollars, dates or other revisions
- **Billing Schedule** – Required for billing (types of billing allowed and how often can be billed, i.e. budget dates)
- **Revenue Category** – Identifies different types of revenue; replaces the FRS subcodes
- **Spend Category** – Provides more granular view of expenses; replaces FRS subcodes
• Manager Financial Report, Transaction Details by Months, and Award Budgetary Balance Summary are three reports that will be used most frequently for grant reporting.
• These reports contain all of the information you need to track your grant spend and revenue.
Some of the grant reports, such as the Award Budgetary Balance report, are based on the award budget year, not the fiscal year.
• When creating Awards, there are some specific field name changes between FRS and UR Financials that you need to get used to.
These are some specific date fields that have new terminology in UR Financials.
There are a number of new fields that will allow more information to be entered into the system that will help with reporting and reconciliation of awards.
Exercise: Grants Reports

Scenarios:
The month has closed and you need to run your monthly reports to view expenses and revenue for your grants.

Objectives:
- Run Grant reports
- Review layout of Grants report

UNIVERSITY OF ROCHESTER
Key Points: Grants Reports

- Award is what was previously known as a Grant
- Award Lines break down the Award
- Grant Worktags track spend/revenue for each award line
- Object Class translates the spend into how sponsor views costs
- Grants reports are broken down by direct/indirect costs and object class
- Some grant reports are run by award year, not fiscal year
FAO Available Balance Summary
The FAO Available Balance Summary tracks dollars for an FAO, showing the beginning balance and plus any revenue compared to how much money has been paid out for expenses for the current fiscal year.

This puts all revenue and year-to-date expenses in one place, letting you know how much you have available to spend at any given point.

The report will always be based on a fiscal year.
Beginning Balance → Funds available at FY start
Total Revenue → Income
Operating Expenses → Day to day expenses
Non-operating expenses → Incidental expenses
Capital Expenses → Expenses for fixed assets
Balance Forward → Funds brought forward from previous year
Available to Spend → Beginning balance plus revenue minus year-to-date expenses
• There are five FAO Available Balance Reports available to you: Gifts, Operating Programs, Projects, or Debt Service.
• Run FAO Available Balance, and you will see a report laid out like this one.
• Your beginning balance plus any revenue minus all of your YTD expenses will equal the amount you have available to spend.
• Any available balance at the end of the year, will be carried over to the next year.
• The report displays your year to date expenses, broken out into three categories: operating expense, capital expense and non-operating activities.
• Balance Forward only used during year end close to help in the calculation of the new Beginning balance for the new fiscal year.
• This report is very useful for tracking gifts and operating programs.
• You are able to view transaction data as soon as it is approved.
• To see where your spending activities are against your budget, run your monthly transaction details report.
Key Points: FAO Available Balance Summary

- Shows dollars tracked against a Non-Grant FAO
- Displays all revenue and all YTD expenses
  - Based on a fiscal year
- At year end, remaining balance carries over to next year’s report
- Run FAO Budgetary Balance Summary—Monthly Ledger by FAO (NCL) for spend vs. budget
AM Session: Wrap Up
Questions?
Next Steps: Prior to Go Live

- You will be notified when your account is active
- Criteria:
  - Pass the assessment for this course
  - Assessment is located on Blackboard LMS
  - Once you pass the assessment, you will receive an e-mail with next steps
If you need help

1. UR Financials Website
   - FAQs
2. Quick Reference Cards
3. Student Guide from class
4. For Technical Issues
   - UnivIT: 275-2000 or email UnivITHelp@ur.rochester.edu
   - URMC: 275-3200 or email HelpDesk_ISD@URMC.rochester.edu
On the UR Financials website, you have access to several tools to help you with the conversion from FRS.

- This includes a tool that maps FRS reports to corresponding types of reports in UR Financials.
- Reports may not match up exactly, but you will still have the tools needed to do what you need to do.
Thank You!

Evaluations and Assessment
Advanced Reporting
Advanced Reporting

- Selecting Prompt Filters
  - Understanding Prompts
  - Managing Filters
- Advanced Reporting Functionality
  - Viewing by Worktags
  - Drilling Down
- Scheduling Reports
- Locating Reports
- Case Studies
- Wrap Up Advanced Functionality
Prompts are interactive, and act as questions to help you fine-tune the information in a report.

- Prompts = Questions to determine report content
- Prompt filters = Answers (values) to the questions
  - Only data that meets the criteria will be retrieved
  - Customize the report information to your needs
  - Allows reports to be dynamic and flexible
    - See different data each time you run a report by changing prompt filters
- Prompt icon = See what you can view
  - Choices based on your role

- Answers to the prompts are called prompt filters, which are a key to bringing back as much, or as little of the available data as you want.
  - By changing prompt filters, you can run the same report and get back different data.
- Each of you has access to certain FAO, Cost Center and/or Grant transactions, based on your role.
• There are some key differences between the two filter functionalities.
• Prompts determine the amount of data in your report and can be saved (for future use), edited and deleted.
• Using prompts allows you to print or export your summary results.
• The Filter icon in a report: Changes the filter conditions without a report rerun.
Organization is a key prompt and is required to run a report.

- May be one of six FAOs, a Cost Center or Cost Center Hierarchy
- Or another organizational hierarchy

If you click on the prompt icon in the Organization field, then click in the My Organization or My Organization Hierarchy field, you will see which organizations are assigned to you.

Organization hierarchies: Two or more organizations placed in a grouping (These will not appear individually in My Organizations).

You will have to select them from the My Organization Hierarchies field.
• Organization defaults to the highest organization for which you are assigned.
• You can still access information on subordinate organizations under that level, but the subordinate organizations will not show up in the prompts because you will not be directly assigned to them.
• For example, let’s say you are assigned to a Cost Center which has two OPS, a gift and a grant connected to it.
• In the Organization prompt, you will see only the cost center, because that is the highest level.
• If you run a report on the cost center you will be able to see information on the four subordinate organizations.
• You have a collection of Rochester take-out restaurant menus, sorted by average meal cost and placed in three folders – red, yellow and green in the file cabinet.
• Your daughter is only allowed to order take-out from restaurant menus in the red folder. She would be assigned to the red folder. She can access and view menus in the red folder, but can not the yellow and green folders.
• Your husband is authorized to order from all take out food restaurants. He would have access to all the folders, so would be assigned to the Bottom File Cabinet drawer. This assignment allows him access to all of the menus in all of the folders although he wasn’t assigned to each folder individually.
• In UR Financials, you are ASSIGNED at the highest level, but have ACCESS to everything underneath.
Knowledge Check

TRUE or FALSE

Organization assignments are based on role.

Organization defaults to the highest level to which you are assigned.

When an organization is selected in the organization prompt, data for any subordinate organizations displays in output.
• If you save too many prompt filter your Saved Filters list may be hard to manage.
• Because each filter is managed separately. Click on the manage filters link to edit prompts, change the filter name or delete a filter as needed.
• Change icon is a useful tool when you are managing your saved filters.
  • Just click on this icon to move from your report back to the prompt screen (Avoid using your back arrow).
Exercise: Advanced Prompting

**Scenarios:**

You are analyzing your financial transactions. You want to select prompt filters so only the information you are interested in is displayed.

**Objectives:**

- Use prompts to refine report data
- Navigate between your report and prompt screen
- Manage your filters
Key Points: Prompting

- Prompt filters allow you to bring up as much or as little information as you need
- Prompts may be required or optional
- Accept default prompts or change as needed
- Organization prompt values are assigned at the highest level
- Click Manage Filters to edit or delete Saved Filters
- Change icon takes you back to prompt screen
Advanced Functionality
• We started with FRS – a financial management tool that provided a flat look at transactions.
• Cognos was our reporting tool, and it gave our data some dimension, like blocks.
• Of course, blocks look good when they are built, but if I want to change things and place the yellow blocks on the bottom and the red block on the top, I have to rebuild it the whole block structure from the bottom up.
• Reporting in Cognos was similar. To get a different view of the data, you needed to start from the beginning.
• Now we have UR Financials. This system is like a Rubics Cube. A Rubics Cube can be moved and twisted around to show different combinations, but it always maintains the same shape and structure. You don’t have to start over and rebuild it when you want to change what it looks like, you just manipulate it from where you are. When you are done, you can always put it back the way it was.
• Like a Rubics Cube, UR Financials also has a common structure to organize information. But we can easily manipulate data in different ways – without having to rerun a report.
Real time transaction reporting gives you visibility to your information as soon as it is entered into the system.

Reports are actionable: There is functionality within the report that allows you take yourself to the information that is relevant to you and the task at hand.
• UR Financials leverages some key web functionality, including linking information
• Blue link: Click for more details.
• Drilling down helps you understand where the information in your report came from and see data at the transaction level.
• When the field value is a blue number, you have even more actions available.
• Numbers can be sliced and diced using the “View by” function.
• To access this function, hover your cursor over the number. Click the view by triangle and then select the Worktag or options you wish to view by.
• View by function creates a summarized data report in a separate window, so you can focus on one or two key fields.
• Once you have summarized your data, you can continue to drill down for more insights.
Exercise: Advanced Functionality

Scenarios:
You are reconciling your transactions and want to make sure the university's information matches your records. You are able to get all the information you need from a single report, because you know how to drill down and slice and dice the data, to see the information and details behind each number.

Objectives:
- Drill down
- View by one Worktag
- View by two Worktags
Key Points: Advanced Functionality

- Many ways to get a multidimensional view of data
- Drill down and slice into data to see the information creating each entry
- Summarize results by one or two Worktags
- Summary reports can be printed or exported to Excel
  - Excel reports will not have drill down features
Report Scheduling
UR Financials allows you to schedule your reports so they are delivered right to your W:Drive using Schedule a Report.

• You can run immediately, once in the future, or set up multiple future deliveries.
• You get to choose the frequency the report will run, on a daily, weekly or monthly basis, as well as the time of day it will be delivered.
• Only schedule reports that you want to have as an Excel or PDF file – delivered reports will not offer full UR Financial functionality.
• Future deliveries can be edited or deleted easily.
• Reports with a lot of data may need some time to run.
• When you run a large report, you will see a pop-up that asks you if you want to schedule the report.
  • You can keep working while the report runs in the background.
  • Select the notify me later option and then select the output format.
Scheduled reports are delivered to your W:Drive - just like a bursted report.
• If Workday is open, pop-up alert appears on your screen
  ▪ May access report from alert
• Reports are stamped with run date/time
• Will disappear from W:Drive after a set number of days
• You can even access the report immediately by clicking on the notification.
• With Scheduled Reports, you decide how long the report will live on your W:Drive, however, they will disappear from your W:Drive after a certain number of days.
• There are two reports to help you view/adjust the process request for your scheduled reports.
  • Scheduled Future Processes: Shows processes requested (eg. scheduled reports) and let’s you see if the request is active, expired or is not completed due to an error.
  • Process Monitor: Allows you to view the status of up to 100 background processes that have run in the past 90 days.
Exercise: Schedule a Report

Scenarios:
You want the convenience of having your report waiting for you at the start of the day, so you schedule a report to run for the next three months. Later, your needs change, and you edit the schedule accordingly.

Objectives:
- Schedule a Report
- View Scheduled Future Processes
- View Edit Schedule
- View Process Monitor
Key Points: Scheduling Reports

- Scheduled reports are convenient
  - Set up so the data you need is there when you want it
    - Use Saved Filters to select report
  - Use to run a report with large amounts of data
    - Keep working while report runs in the background
- Scheduled Future Processes report shows all scheduled reports
- Process Monitor shows status of reports
- Edit or delete the scheduled report schedule
UR Financials uses a structured naming convention for reports, providing consistency across the teams.
• The first column of the report followed by the type of summary and then the summary.
  • An example of a summary report is FAO Summary By Month.
• Just like the structure, the report derives its name from the First Column plus the type of summary plus the summary being displayed by.
• Similarly, the detail report has its own naming structure, which is type of detail plus details by first column of the report.
• The report is named by the Type of Detail plus the first column of the report.
Your access to your reports is based on your role.

To see which reports you can run, run the “View Custom Reports I Can Run” report.

Use the search box to search for a report.

- Use words that have meaning in Workday - such as View, Find, Ledger, Transaction, Summary, FAO.

Reports may be added to your “Favorites” Worklet.

- Your access to your reports is based on your role.
- To see which reports you can run, run the “View Custom Reports I Can Run” report.
  - Use the search box to access that report.
  - Use the Search box to search for a report.
    - Use words that have meaning in Workday - such as View, Find, Ledger, Transaction, Summary and FAO.
- After you run a report, you can add it to your Favorites Worklet.
Exercise: Locating Reports

Scenarios:
You want to know which reports you can run, so you run “View Custom Reports I Can Run”. The system lets you know this report may take a while, so you schedule it to run in the background.

Objectives:
- Run Reports I Can Run
- Schedule report to run in the background
Key Points: Locating Reports

- Reports follow a structured naming convention
  - Provides consistency
  - Majority follow convention but may be exceptions
- Use “View Custom Reports I Can Run” to review reports you have access to
- Use search box to search for key words relating to reports
- Spreadsheet relates UR Financials reports to corresponding FRS reports
Case Studies and Wrap-Up
• How do you acquire the skills for putting what you’ve learned into action in your daily work? Remember our example at the beginning of the class about information, tools and skills? Well, acquiring skills takes practice. That’s what this exercise is all about!
• How you complete the exercise will depend upon your role – and whether you are assigned to a non-grant FAO or a grant FAO.
• The exercise is detailed in your student guide is an opportunity for you to run through the steps you might take to reconcile your transactions at month’s close.
• Work at your own pace. After 15 minutes, we will debrief as a class.
Case Studies Debrief

- Did you find the prompt icons useful for selecting report filters?
- Were you able to find the spend or revenue categories you were looking for?
- Were you able to open a new tab to run your second report?

- Did you find the prompt icons useful for selecting report filters?
- Were you able to find the spend or revenue categories you were looking for?
- Were you able to open a new tab to run your second report?
**Non-grant FAO - Scenario:**

The month-end close is complete and you want to run prompted reports for a cost center. Run the FAO Budgetary Balance Summary – Monthly Ledger by FAO (NCL) report to view your budgetary balance and use reporting functionality to gain insight into the data. When you are done, in a new tab, run the FAO Available Balance Summary by UR Gifts (NCL) to get a summary of how the monthly expenses changed your available balances.

**To complete this exercise, follow these steps:**

1. Login to UR Financials
2. In Favorites Worklet, click FAO Budgetary Balance Summary – Monthly Ledger by FAO (NCL)
3. Select the required prompts:
   a. In the Company, accept default prompt: Total University
   b. Click prompt icon in Organization and select an available cost center
   c. Click prompt icon in Period and select desired period
4. Click OK button to run the report
5. Practice using reporting functionality:
   a. To drill down into the data, click on a blue number entry
   b. To slice into the data, hover over blue number entry and click on triangle
      i. Select “View by” Worktag or option from the list
      ii. To view by two Worktags, use the drop down arrow in the Select a Field box to select a second “View by” Worktag or option and click refresh button
6. To run a second report, right-click on account profile and select See in New Tab
7. Click the Workday logo to return to the home screen
8. In Favorites Worklet, click FAO Available Balance Summary by UR Gifts (NCL) report
9. Select the required prompts:
   a. Click prompt icon in Organization and select an available Gift
   b. Click prompt icon in Year and select the appropriate year
   c. Click prompt icon in Period and select the appropriate month
10. Click OK to run the report
11. Click training login and sign out of UR Financials
Grant FAO **Scenario:**

The month-end close is complete and you want to run prompted reports for a grant. First, run the Award Budgetary Balance Summary (NCL) to view actuals vs. budget for the award year. In a new tab, run the Manager Financial Report to gain more insight into the data.

**To complete this exercise, follow these steps:**

1. Login to UR Financials
2. In Favorites Worklet, click Award Budgetary Balance Summary (NCL)
3. Select the required prompt filters to run the report
   - a. Accept the default prompt in Company field or change as desired
   - b. Click prompt icon in Budget Structure and select Award Budget
   - c. Click prompt icon in the Award and select appropriate Award
   - d. Click prompt icon in Years prompt field and select appropriate Award Period
   
   **Tip:** Click Grant’s Related actions icon if you need to verify correct Award or Company

4. Click OK button to run report
5. To run a second report, right-click on account profile, select See in New Tab and click Workday logo to return to home screen
6. In Favorites Worklet, click Manager Financial Report
7. Select the required prompt filters to run the report:
   - a. Click prompt icon in Organization and select an available grant
   - b. Click prompt icon in Report and select Manager Financial Report – Grant Activity Report
   - c. Accept the default prompt in the Display by Option: Fund
   - d. Click prompt icon in Year and select appropriate period

8. Click OK to run the report
9. Practice using advance functionality:
   - a. To drill down into the data, click on a blue number entry
   - b. To slice into the data, hover over blue number entry and click on triangle
     i. Select “View by” Worktag or option from the list
     ii. To view by two Worktags, use the drop down arrow in the Select a Field box to select a second “View by” Worktag or option and click refresh button

10. Click training login and sign out of UR Financials