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 To: URFINANCIALUSERS@LISTS.ROCHESTER.EDU
 Subject: UR Financials Newsletter vol 37
 Date: Friday, October 30, 2015 9:59:06 AM
 Attachments: [image004.png](#)
[image005.png](#)
[image007.png](#)
[image008.png](#)
[image011.png](#)



This UR Financials Newsletter Contains recent system updates and changes within the UR Financial (Workday) system. Previous volumes are located on the UR Financials web site [Newsletter](#) page in printable (pdf) form.

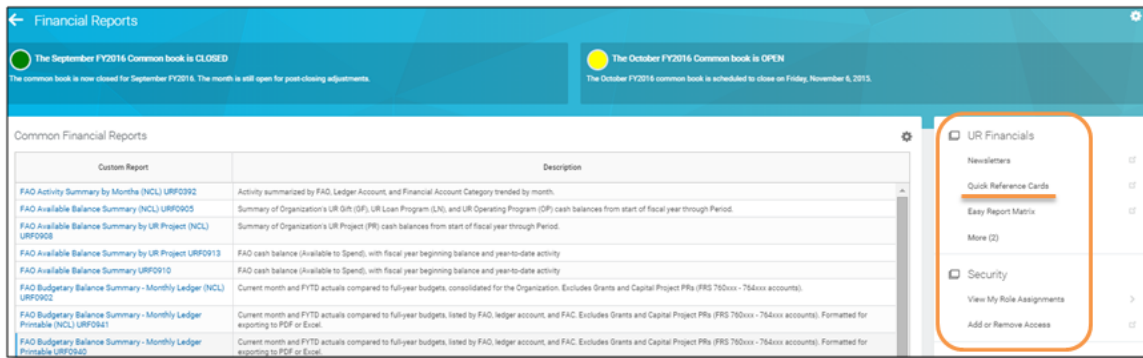
[Announcements](#)
[New Reports](#)
[Updated Reports](#)
[Deprecated Reports](#)
[Tips and Tricks](#)

Volume 37 as of October 30, 2015.

Impacted Users **Topics of Interest**

All Users

- **Month End:** Monthly financial reports for October will be available to run on November 6th, 2015.
Note: Users will need to manually run, or schedule the Transaction Details Printable (NCL) URF0985 report. For steps on how to schedule select reports, Quick Reference Cards can be found on the [Materials: Quick Reference Cards](#), within the **Schedule Reports section**
 - The [Integrations Schedule](#) has been updated for November and published to Calendar >Integration Schedule page
 - Our roaming [UR Financials Genius Bar](#) has been scheduled on November 10th at the Medical Center. For users that have post close reporting questions, [sign up](#) for a 15 minute time slot and add your question to the **My Comments** field. Remember to add this to your personal calendar.
- Reminder:** Quick Reference Cards are available to quickly help users on how to run common financial reports. These are found on the [Materials: Quick Reference Cards](#) page of our website. In addition, a link to these can also be found within the UR Financials system, **Financial Reports Menu**.



Item **Impacted Users** **Topics of Interest** **Effective Date** **Support Contact**

1.0		New Reports: • None at this time		
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Item **Impacted Users** **Topics of Interest** **Effective Date** **Support Contact**

2.0		Updated Reports: • None at this time Deprecated Reports: • None at this time		
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Item **Topics and Tricks**

4.0	How to Set up the Award Line Summary of Funds URF0983 as a Scheduled Report Use this Quick Reference Card within the Scheduled Printable Summary Reports section to set up scheduled reports.			
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Award Line Summary of Funds (NCL) URF0983 - Scheduled Report

This Quick Reference Card outlines the four (4) easy steps when running the Award Line Summary of Funds (NCL) URF0983 report as a scheduled report. This report will not include amounts for Contingent Grants. Use the Manager Financial Report to see activity for Contingent Grants.

1. Running a Scheduled Report

1. Type **Schedule a Report** in the Workday Search bar
2. Type in **Award Line Summary of Funds (NCL) URF0983** in the Report prompt
3. In the **Run Frequency** prompt, select **Run Now, Run Once in the Future, or Monthly Recurrence**
4. Click **OK**

Note: Once the *Schedule a Report* task is run, the report and schedule criteria need to be set next.

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2. Setting Report Criteria Tab

1. Within the Report Criteria tab, enter the following prompts

Field	Value Type	Value
Company	Specify Value	• Total University
Organization	Specify Value	• Select one or more of your Grants or Grant Hierarchies. Do not select Cost Center
Period for (Run Now or Run Once in the Future) option	Specify Value	• Select a fiscal period OR • WDCF FIM (SI) Prior Fiscal Period for UR Fiscal Schedule
Period for (Recurring) Frequency option	Determine Value as Runtime	• Common Plus Post Closing Adjustments
Book	Specify Value	• Sponsored Funded
Fund Hierarchy	Specify Value	• If needed
Award	Specify Value	• If needed
Grant FAD	Specify Value	• If needed
Ledger Account or Summary	Specify Value	• 39000 Computed I TD Spend, UR Chart of Accounts: All Expenses, UR Chart of Accounts: All Revenues, UR Chart of Accounts: Property Plant and Equipment, UR Chart of Accounts: Transfers
Object Class	Specify Value	• If needed
Include Active Grants	Specify Value	• Select to include active Grants (Recommended)
Include Inactive Grants	Specify Value	• If needed, select to include inactive Grants

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3. Setting the Schedule Tab (recurring only)

1. Within the **Schedule** tab, enter the following prompts
2. Within the **Monthly Recurrence Criteria**,
 - Select **Every Month**, or for a set of **Months** for your schedule run
 - **Recurrence Type:** Day(s) of the Month, Day of the Week
3. Select the **Start time** for your schedule run
4. Keep the **Time Zone** default value of **Eastern Time**
5. Set the **Range of Recurrence** for this report to run for

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4. Setting Output Criteria

1. Within the **Output** tab, enter the following prompts
2. Select **Excel**, or **Report (PDF)**
3. Click **OK**

Find and Run the Scheduled Report

1. Locate your report in your w:Drive within UR Financials and select it to launch the report in Excel, or save to your computer
2. From the **Instructions** tab in the Excel file, follow the steps outlined to prepare and expand the report into its separate Grants, or Awards.
3. When completed a pdf will be created in the folder where the Excel file was last saved. Open this PDF file, then choose print, if needed.

Prepare Sheets

UNIVERSITY OF ROCHESTER
Created on: 10/22/15

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