Running a Report

1. Either search in the search bar or use Favorites Worklet to find and select a report
2. Select Report Criteria. See box to right for common report prompts
   a. Select all required prompt filters for the report
      Note: Required prompts are indicated by a red Asterisk
   b. If desired, select any optional prompt filters to further refine your report
   c. Click OK
   d. To change the selection criteria of a report you are currently viewing, click Change icon and then reselect prompt filters as appropriate
3. Click OK to run your report

Common Report Prompts
To select the required prompts for the following reports, follow these steps:

FAO Budgetary Balance Summary – Monthly Ledger (NCL) URF0902
1. Accept the default prompt: Total University in Company
   a. Click prompt icon in Organization, and select an organization to which you are assigned
   b. Click prompt icon in Period, and select appropriate period
   c. Further refinement: click the prompt icon in one of the FAO prompts and select appropriate FAO

Transaction Details by Months (NCL) URF0398
1. Click prompt icon in Organization, and select an organization to which you are assigned
2. Accept the default prompt: Total University in Company
3. Accept the default prompts or change as desired

Manager Financial Report (Grant FAO)
1. Click prompt icon in Organization and select a Grant to which you are assigned
2. Click prompt icon in Report, and then select Manager Financial Report – Grant Activity Report
3. Click prompt icon in Year, and select appropriate period

Find Payment (NCL) URF0963
1. Click prompt icon in Organization and select a Grant to which you are assigned
2. Accept the default prompt: Total University in Company
3. Click the prompt icon in Year and select the Fiscal Year

FAO Available Balance Summary (NCL) URF0905
1. Accept the default prompt: Total University in Company

Note: Click Award Budgetary Balance Summary (NCL) URF0840 to view this in a separate reference card
View Report Results

**Filter Report Results**
1. To filter report results, click Filter icon
2. Under the column header of interest, click in search box and select the data you wish to filter by

**Exporting Report Data**
1. To export to Excel, click the Excel icon
2. To create a PDF, click the Printer icon

Creating and Managing Filters

**Saving a Filter**
UR Financials allows a set of report prompt filters to be saved
1. Select all prompt filters as desired
2. Type a filter name in the Untitled Filter box and click Save

*Note:* Filter name should be descriptive and meaningful

**Running a Report Using a Saved Filter**
1. Click on the blue drop-down arrow next to Saved Filters and select a saved filter
2. Click OK

**Editing a Saved Filter**
1. Click Manage Filters

2. In the row of the Saved Filter you want to change, click Edit
3. Make changes as needed in the Edit Saved Filter screen and then click OK
4. Review the summary page and click Done

**Deleting a Saved Filter**
1. Click Manage Filters
2. In the row of the Saved Filter you want to delete, click Delete
3. Click Confirm checkbox to confirm and click OK
4. Click Done

**Resources**

**Job Aids:**
Found on Tools page of UR Financials:
http://www.rochester.edu/adminfinance/urfinancials/
- Glossary of terms
- FRS Accounts to UR Financials FAO Crosswalk
- FRS to UR Financials Report Mapping
- Easy Report Matrix

**Help Desk:**

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