

**From:** [URFINANCIALSUSERS](#) on behalf of [UR Financials](#)  
**To:** [URFINANCIALSUSERS@LISTS.ROCHESTER.EDU](mailto:URFINANCIALSUSERS@LISTS.ROCHESTER.EDU)  
**Subject:** UR Financials Newsletter vol 11.0  
**Date:** Friday, May 01, 2015 11:01:18 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)



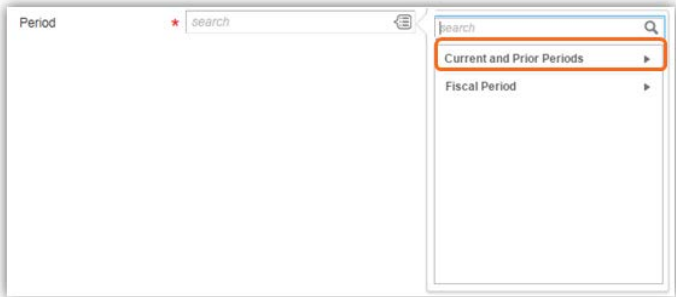
This UR Financials Newsletter Contains recent system updates and changes within the UR Financial (Workday) system. Previous volumes are located on the UR Financials web site [Newsletter](#) page  
*Volume 11.0 as of May 1, 2015.*

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

Item	Impacted Users	Topics of Interest
		<b>Announcements:</b> <ul style="list-style-type: none"> <li><a href="#">Reporting Workshop</a> dates have been added to the May training calendar. These sessions are interactive and hands-on for current UR Financials users. Sign up today to receive guidance and answers to your current reporting questions.</li> <li>Do you know of anyone who needs access to run reports in UR Financials? Please direct them to class prerequisites and upcoming <a href="#">NCL Reporting Basics class</a> dates now booking for May and June.</li> </ul>

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact
1.0		<b>New Reports:</b> <ul style="list-style-type: none"> <li>None at this time</li> </ul>		

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact
2.0		<b>Updated Reports:</b> <ul style="list-style-type: none"> <li>None at this time</li> </ul>		
3.0		<b>Deprecated Reports:</b> <ul style="list-style-type: none"> <li>None at this time</li> </ul>		

Item	Impacted Users	Tips and Tricks
4.0	All Report Users	<p>What is the new <b>Current and Prior Periods</b> option in the <b>Period</b> prompt?</p> <p>This option offers new filter functionality to the <b>Period</b> prompt.</p>  <p>The <b>Current and Prior Periods</b> option in the <b>Period</b> prompt is a new option that has been introduced in many UR Financials reporting filters. For example, you will find this new filter criteria in the <b>FAO Budgetary Balance – Monthly Ledger Printable (NCL)</b></p>

URF0941 report. **This option will only hold 2 items: the current FY year-month and the preceding FY year-month.** Other months are still available – see below for steps.

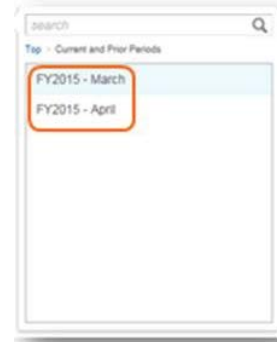
Steps when choosing a time period:

**By Current and Prior Periods**

1. Locate your report in UR Financials, for example - *FAO Budgetary Balance – Monthly Ledger Printable (NCL) URF0941 report.*
2. Complete the **Organization** prompt as appropriate
3. Click on the **Period** prompt
4. Select the **Current and Prior Periods** option - this option offers two options; FY2015 - March and FY2015 – April. Select one of the two options presented.

**Tip:** This option quickly offers you two current time periods that are used more frequently. Selecting current months by this method saves time. Remember, only two options will be offered using this selection method.

5. Select other report-filtering criteria
6. Save your filters and click **OK** to run report



**By Fiscal Period**

7. Locate your report in UR Financials, for example - *FAO Budgetary Balance – Monthly Ledger Printable (NCL) URF0941 report.*
8. Complete the **Organization** prompt as appropriate
9. Click on the **Period** prompt
10. Select the **Fiscal Period** option within the **Period** prompt window
11. Select fiscal year needed, for example – *FY2015*
12. Chose the appropriate month within that fiscal year
13. Select other filtering criteria
14. Save your filters and click **OK** to run report



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