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**

- None at this time

**Updated Reports**

- None at this time

**Deprecated Reports**

- None at this time

### Tips and Tricks

What is the new **Current and Prior Periods** option in the **Period** prompt?

This option offers new filter functionality to the **Period** prompt.

![Image](image003.png)

The **Current and Prior Periods** option in the **Period** 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 FAO Budgetary Balance – Monthly Ledger Printable (NCL).
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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