

From: [URFINANCIALSUSERS](#) on behalf of [UR Financials](#)
 To: URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
 Subject: UR Financials Newsletter vol 13.0
 Date: Friday, May 15, 2015 11:24:18 AM
 Attachments: [image002.png](#)
[image003.png](#)
[image004.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 13.0 as of May 15, 2015.

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

Item	Impacted Users	Topics of Interest
		Announcements:
	All Users	<ul style="list-style-type: none"> Download a NEW Quick Reference Card (QRC) developed for the Monthly Transactions Printable (NCL) URF0943 report now located on our Training Materials page. This QRC guides users on how to search by FAO, Accounting Period, Spend/Revenue category and Amount. The first UR Financials User Group Meeting will be held on May 20th, from 1:30 – 2:30 PM. These meetings will provide an opportunity to learn, share and connect regarding UR Financials. Sign up to participate in person at the Med Center Room 2-7536, or remotely via WebEx. Details posted Monday on our News page. Tips and QRCs are helpful to users not in the UR Financials system frequently. Visit the Self Help page for a NEW Training subcategory called Tips and Tricks. Located there is a compilation of communicated tips and tricks to date. Share your favorite tip by contacting us, or attending this month's User Group meeting - we may add it to the list!

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

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		Updated Reports:														
2.0		<table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>CHANGES</th> </tr> </thead> <tbody> <tr> <td>FAO Summary of Funds URF0964</td> <td>Current month and FYTD actual Additions and Deductions, compared to full-year budgets, listed by FAO. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts).</td> <td>The below report filter prompts have been added to the three reports listed on the left.</td> </tr> <tr> <td>FAO Budgetary Balance Summary - Monthly Ledger Printable URF0940</td> <td>Current month and FYTD actuals compared to full-year budgets, listed by FAO, ledger account, and FAC. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts). Formatted for exporting to PDF or Excel.</td> <td> <div style="border: 1px solid gray; padding: 5px;"> UR Debt Service Hierarchy UR Gift Hierarchy UR Loan Program Hierarchy UR Operating Program Hierarchy UR Project Hierarchy </div> </td> </tr> <tr> <td>FAO Budgetary Balance Summary - Monthly Ledger URF0945</td> <td>Current month and FYTD actuals compared to full-year budgets, consolidated for the Company. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts).</td> <td>Tip: See the Tips and Tricks section for ideas on how to use these new prompts</td> </tr> </tbody> </table>	REPORT NAME	REPORT DESCRIPTION	CHANGES	FAO Summary of Funds URF0964	Current month and FYTD actual Additions and Deductions, compared to full-year budgets, listed by FAO. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts).	The below report filter prompts have been added to the three reports listed on the left.	FAO Budgetary Balance Summary - Monthly Ledger Printable URF0940	Current month and FYTD actuals compared to full-year budgets, listed by FAO, ledger account, and FAC. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts). Formatted for exporting to PDF or Excel.	<div style="border: 1px solid gray; padding: 5px;"> UR Debt Service Hierarchy UR Gift Hierarchy UR Loan Program Hierarchy UR Operating Program Hierarchy UR Project Hierarchy </div>	FAO Budgetary Balance Summary - Monthly Ledger URF0945	Current month and FYTD actuals compared to full-year budgets, consolidated for the Company. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts).	Tip: See the Tips and Tricks section for ideas on how to use these new prompts	Effective today	Support
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Company Level
Users**Hierarchies**

Hierarchies establish parent/child relationships with items such as FAOs, that have some type of commonality. When using hierarchies, users will only be shown the results they have access to.

How to use non Grant FAO Hierarchy prompts

- Select **UR Gift Hierarchy** prompt > **UR Gift Hierarchy** > **All UR Gifts**, or select the Gift(s) you would like to view – This will display the Gift FAOs assigned and within that grouping

0100 Instruction & Departmental Research - Gifts

UR Gift Hierarchy	search	
	✘ 0100 Instruction & Departmental Research - Gifts	

- Select **UR Operating Program Hierarchy** prompt > **UR Operating Program Hierarchy** > **All UR Operating Program**, or select the Operating Program group you would like to view – This will display the Operating Program FAOs assigned and within that grouping

0100 Instruction & Departmental Research – Operating Programs

UR Operating Program Hierarchy	search	
	✘ 0100 Instruction & Departmental Research - Operating Programs	

Select **UR Project Hierarchy** prompt > **UR Project Hierarchy** > **All UR Projects**, or select a Project group you would like to view – This will display the Project FAOs assigned and within that grouping

Capital Projects

UR Project Hierarchy	search	
	✘ Capital Projects	

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[TICKET=NzMI1NzYzIGNpbmR5LmZyb250ZXJyZUBSTONIRVNURVluRURVIEVSRkJOQU5DSUFMU1VTRVJITIGIQENTmEjvr&c=SIGNOFF](https://lists.rochester.edu/scripts/wa.exe?TICKET=NzMI1NzYzIGNpbmR5LmZyb250ZXJyZUBSTONIRVNURVluRURVIEVSRkJOQU5DSUFMU1VTRVJITIGIQENTmEjvr&c=SIGNOFF)