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 14.0 as of May 22, 2015.

### Announcements

- **New Reports**
  - **REPORT NAME**: Ledger Account Activity Summary by Month (URF0881)
  - **REPORT DESCRIPTION**: Activity summarized by FAO, Ledger Account, and Financial Account Category trended by month.
  - **CHANGES**: Created a company-level equivalent of Ledger Account Activity Summary by Months (NCL) report.

- **Updated Reports**
  - **REPORT NAME**: Transaction Details - Data Extract (URF0400)
  - **REPORT DESCRIPTION**: Transaction details in a tabular format suited for export to Excel for in-depth analysis. Includes many prompts for filtering on specific data. For large organizations, scheduling is now possible.

### Tips and Tricks

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

**All Users**

- Thank you to everyone that participated in our first UR Financials User Group meeting on May 20th at the Medical Center. Participation was excellent and the feedback received for further improvements has been noted. If you have a topic to discuss, or would like to share a tip or trick, please contact us. Next meeting will be on June 17th. Details to come on our News page.

- Do you know of anyone who needs access to run reports in UR Financials? Please direct them to class prerequisites and upcoming NCL Reporting Basics class dates now booking for May and June.

*Note:* NCL Reporting classes will be on hold after June 23rd and will resume Fall 2015. If you have an urgent training certification need, please contact us.
### Company Level Users

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<tr>
<th>Project LTD Budgetary Balance Summary - Monthly Ledger by Company</th>
<th>Added Ledger Account prompt to Project LTD reports</th>
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### Non Company Level Users

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### Deprecated Reports:

- None at this time

### Item Tips and Tricks

#### 4.0 Company and Non Company Level Users

**Gaining Insight from Report Data**

**Drilling Down**

1. Click on any blue link to see details

**Slicing**

2. View by one Worktag
   a. Hover over any blue number entry until triangle appears
   b. Click on `triangle` and select desired “View by” option / worktag
3. View by two Worktags
   a. To add a second View by worktag, click drop-down arrow in "and then by", and select desired option / worktag
   b. Click Refresh

Note: To change first view by worktag criteria, click drop-down arrow in "View by:" field and select desired worktag