From:	URFINANCIALSUSERS on behalf of UR Financials
To:	URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
Subject:	UR Financials Newsletter vol 14.0
Date:	Friday, May 22, 2015 9:18:18 AM
Attachments:	image002.wmz image004.png image005.png image011.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 14.0 as of May 22, 2015.

Announcements
New Reports
Updated Reports
Deprecated Reports
Tips and Tricks

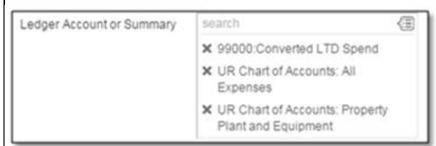
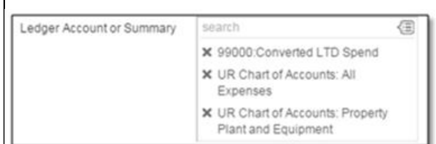
Item	Impacted Users	Topics of Interest
		Announcements:
	All Users	• Thank you to everyone that participated in our first UR Financials User Group meeting on May 20th at the Medical Center. Participation was excellent and the feedback received for further improvements has been noted. If you have a topic 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.

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact
		New Reports:		
1.0	**Company Level Users**	(see table below)	**Effective today**	**Support**

REPORT NAME	REPORT DESCRIPTION	CHANGES
Ledger Account Activity Summary by Months **URF0981**	Activity summarized by FAO, Ledger Account, and Financial Account Category trended by month.	Created a company-level equivalent of Ledger Account Activity Summary by Months (NCL) report. 

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact
		Updated Reports:		
2.0	**Company Level Users** **Non Company Level Users**	(see table below)	**Effective today**	**Support**

REPORT NAME	REPORT DESCRIPTION	CHANGES
Transaction Details - Data Extract **URF0296**	Use this report to gather journal transaction details by Financial Activity Objects. The result set includes Journal Number, Accounting Date, Cost Center, FAO ID, Ledger Account, FAC ID, Journal Source, Line Memo, etc.	Book Code information for transactions will now display in the last column of the report output and exported file.
Transaction Details - Data Extract (NCL) **URF0400**	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	

		recommended.	
Company Level Users	Project LTD Budgetary Balance Summary - Monthly Ledger by Company **URF0949** Project LTD Budgetary Balance Summary - Monthly Ledger Printable **URF0975** Project LTD Budgetary Balance Summary - Monthly Ledger **URF0922**	Project budget-to-actual summary including life-to-date and construction-in-progress.	Added Ledger Account prompt to Project LTD reports  **Note:** Saved filters will not be updated with the new account summaries.
Non Company Level Users	Project LTD Budgetary Balance Summary - Monthly Ledger (NCL) **URF0974** Project LTD Budgetary Balance Summary - Monthly Ledger by Spend Category (NCL) **URF0916** Project LTD Budgetary Balance Summary - Monthly Ledger Printable (NCL) **URF0976**	Project budget-to-actual summary including life-to-date and construction-in-progress.	Added Ledger Account prompt to Project LTD reports  **Note:** Saved filters will not be updated with the new account summaries.

3.0

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