Announcements

New Reports
Updated Reports
Deprecated Reports
Tips and Tricks

All Users

- The Integrations Schedule has been updated for June. For a complete picture of all Integrations use these Integration Schedule and Workday Process Monitor (historical) together.

- The first of nine reporting design enhancement sessions began this week as part of UR Financials’ continuous improvement process. These sessions will continue throughout Summer with a select focus group that will analyze common financial reports for effectiveness. Results from these efforts will be introduced in the reporting section of upcoming UR Financials Newsletters.

- Plan ahead – For month end close, users will be able to run May’s financial reports in Workday on Friday, June 5th. Bursted Grants reports will be available Monday, June 8th. Remember to access bursted Grants reports through the Workday W: Drive at that time.

- 2015 Fiscal Year-End Finance Announcements

As the University’s fiscal year end approaches for June 30, 2015, there are special timing considerations and actions required on your part in order to ensure that all financial transactions are recorded properly and in the current fiscal year.

- Request for Payment (F-4) and Student Expense Report for University Business (F-34) must be received in Accounts Payable no later than 4PM on Friday, June 12, 2015. Please send to Accounts Payable, RC Box 278958.

- Payroll Reallocations Changes - Requests for payroll reallocation changes on Form 800 should be received no later than 4PM on Friday, June 12, 2015. Please send your materials to Laura Bardossi, Box PERC.

- Employee Expense Reports (F-3) - must be received in Accounts Payable no later than 4PM on Tuesday, June 23, 2015. Please send to Accounts Payable, RC Box 278958.

- All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM on Wednesday, July 1, 2015

Preliminary reports available on the morning of Thursday, July 9, 2015

Final reports available on the morning of Wednesday, July 15, 2015

NOTE: If you should have any questions or need further clarification:
- Fiscal year end closing, please contact Karen Lombard-Bryce (5-8350).
- Request for Payments & Employee Expense Reports, please contact Marta Herman (5-7880).
- Payroll Reallocations should be directed to Laura Bardossi (5-7027).

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<th>Item</th>
<th>Impacted Users</th>
<th>Topics of Interest</th>
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<td>1.0</td>
<td>Company Level Users</td>
<td>New Reports:</td>
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<td>Find Customer Invoices for Award</td>
<td>Company Level; Customer Invoice report by payment type, Customer, Invoice number, Status, Cost Center, or Award</td>
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**Updated Reports:**
- None at this time

**Deprecated Reports:**
- None at this time

### Tips and Tricks

#### All Form Users

**Completing Finance Forms Correctly**

As Finance forms are being received, here are a few tips that will help Accounts Payable process your forms faster:

1. Use the Excel version of Finance Forms to help with total and subtotal calculations
2. Some Excel forms have an Instructions tab with further guidance
3. When entering information, use the correct FAO and Spend Category
   - For example, on the F3 Employee Expense Report
     a. First use the *Financial Data Converter (FDC)* under the Tools navigation to translate your FRS code to the Financial Data Model required on the form
     b. Enter the FAO on the form from the FDC translation
     c. Next, use the *UR Financials Ledger Accounts, Spend & Revenue Category Listing* to verify the FDC translation maps to the appropriate Ledger and Spend Category
     d. Don’t forget to use the correct *Company Code* found on the Project Champion page
4. Ensure your form does not contain missing signatures, or incomplete signatures for approval
   - For example, on the F3 Employee Expense Report
     - Employee signature is required
     - Countersignature of supervisor, department chairperson or senior administrator is required
     - 3rd signature is not always required
     - Dean or VP signature required for approval of parties or unusual expenses

### Note:
A short *Introduction to Forms* instructional video has been created to guide you on how to use the *Financial Data Converter* and *Ledger Accounts, Spend & Revenue Category Listing*.

To unsubscribe from the URFINANCIALSUSERS list, click the following link:

https://lists.rochester.edu/scripts/wa.exe?TICKET=NzM1Nzc3IGNpbmR5LmZyb250ZXJyZUBST0NIRVNURVIuRURVIFVSRklOQU5DSUFMU1VTRVJTINjn%2BhEvG8t1&c=SIGNOFF