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 16.0 as of June 5, 2015.

### Announcements

#### New Reports

- None at this time

#### Updated Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Description</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>URF0296</td>
<td>Use this report to gather journal transaction details by Financial Activity Objects. The result set includes Journal Number, Accounting Date, Cost Center, FAC ID, Ledger Account, FAC ID, Journal Source, Line Memo, etc.</td>
<td>Book Code information for transactions now will display in the last column of the report output and export file.</td>
</tr>
<tr>
<td>URF0400</td>
<td>Transaction Details - Data Extract (NCL)</td>
<td></td>
</tr>
<tr>
<td>URF0963</td>
<td>Supplier invoice and ad hoc payment details, including payment info for settled items. This report excludes canceled transactions. URF unique identifier has been repurposed.</td>
<td>Previously the Supplier/Payee was a combined prompt in this report and now has been separated. 1. The Payee report filter prompt has been improved for this report to select and search by Payee name. Three sub menus have been included: By Subclass, All and Partial List. 2. The Supplier report filter prompt has been added to this report to view by Supplier name such as FDSI.</td>
</tr>
</tbody>
</table>

#### Deprecated Reports

- None.

### Tips and Tricks

- Monthly financial reports for May are available today - Bursted Grants reports will be available Monday, June 8th. Remember to access bursted Grants reports through the Workday W:Drive at that time.
  - Note: The University IT General Integration for May has been posted in Workday to June 1 instead of May 31st. Those transactions will NOT be on your May ledgers, but will be seen in June. As a result, there will be two months of charges in June (May + June). Please see your Divisional Finance lead for details on specific transactions.

- Due to reporting enhancement design sessions currently being conducted, Reporting Workshops will resume in the Fall 2015 with updated reports and content.

- There are two NCL Reporting classes available on June 11th and June 23rd. If you need access, complete all the prerequisites and attend this month as these classes will be on hiatus until Fall 2015.

- OnBase will have an outage at 6:00AM on June 9 and will be back online at 8:00 AM. This will impact Supplier Invoice Viewing during this time. Workday will be operational.

- Three Financial Data Model (FDM) crosswalks updated this week.
  - FRS Account to UR Financials FAO Crosswalk
  - FRS Subcode to Workday Worktags Crosswalk
  - UR Financials Ledger Accounts, Spend & Revenue Category Listing

### Item Impacted Users Topics of Interest

<table>
<thead>
<tr>
<th>Item</th>
<th>Impacted Users</th>
<th>Topics of Interest</th>
<th>Effective Support Date</th>
<th>Support Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>All Users</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>Company Level Users</td>
<td>Report Name</td>
<td>Report Description</td>
<td>Changes</td>
</tr>
<tr>
<td></td>
<td>Non Company Level Users</td>
<td>Non Company Level Users</td>
<td>Find Payments NCL IURF0963</td>
<td>Supplier invoice and ad hoc payment details, including payment info for settled items. This report excludes canceled transactions. URF unique identifier has been repurposed.</td>
</tr>
</tbody>
</table>
Non Company Level Users

Monthly Transactions Printable (URF0943)

Transaction details subtotaled by FAO/Grant and Financial Account Category formatted for printing. This is considered an “Advanced” report.

1. Report prompt criteria order has changed to align to a recently created standard. You will now see required * and time (year, period) prompts at the top of the page, followed by criteria prompts from general to more specific based on the report type.

2. The Spend Category (Exclude) prompt has been added to report criteria. Use this to exclude one or more spend categories from the report output.

3. Report output has been modified for easier viewing of Supplier information. The PO Number column will now appear after the Supplier column.

 Deprecated Reports:

- None at this time

Item Tips and Tricks

4.0 All Financial Users

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.

**FORMS:**

- 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 Reallocation 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.

**REPORTS:**

- 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)