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 17.0 as of June 12, 2015.

Announcements:

- The UR Financials User Group Meeting will be held on June 17th, from 1:30 – 2:30 PM. This meeting will focus on how form users can increase processing and approval times for the Journal Entry and 312 forms. Sign up to participate in person at River Campus Schlegel room S207, or remotely via WebEx. Remember: Forms due dates for year-end processing are listed in the Tips and Tricks section below.

- The FRS Department to Workday Cost Center Crosswalk has recently been updated on the Tools page.

- If you need access to UR Financials, attend the NCL Reporting class on June 23rd. These classes will be on hiatus until Fall 2015. Note: all the prerequisites must be completed before attending class.

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Impacted Users</th>
<th>Topics of Interest</th>
<th>Effective Date</th>
<th>Support Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Non Company Level Users</td>
<td>Monthly Transactions Printable (NCL) URF0943B</td>
<td>Effective today</td>
<td>Support contact</td>
</tr>
<tr>
<td></td>
<td>Non Company Level Users</td>
<td>FAO Summary of Funds (NCL) URF0965B</td>
<td>Effective today</td>
<td>Support contact</td>
</tr>
</tbody>
</table>

New Reports:

- **Monthly Transactions Printable (NCL) URF0943B**
  - **Report Name**: Monthly Transactions Printable (NCL) URF0943B
  - **Report Description**: Transaction details subtotalied by FAO/Grant and Financial Account Category formatted for export to PDF and printing.
  - **Purpose**: This report contains only the most basic report prompt criteria to quickly customize and run. Report results (columns) will equal the Monthly Transactions Printable (NCL) URF0943 report.

- **FAO Summary of Funds (NCL) URF0965B**
  - **Report Name**: FAO Summary of Funds (NCL) URF0965B
  - **Report Description**: Current month and FYTD actual Additions and Deductions, compared to full-year budgets, listed by FAO. Excludes Grants and Capital Project PRs (FRS 790xxx - 764xxx accounts).
  - **Purpose**: This report contains only the most basic report prompt criteria to quickly customize and run.
<table>
<thead>
<tr>
<th>Item</th>
<th>Impacted Users</th>
<th>Topics of Interest</th>
<th>Effective/Support Date</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td></td>
<td>Updated Reports:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Report Description**

**CHANGES**

**Report Output:**

1. The sort order for the Monthly Transactions Printable (NCL) URF0943 output report will now be by Spend / Revenue Category Reference Id (i.e. SC49750) and will no longer be sorted by the Spend category name.

2. The External PO Number column will now appear after the Supplier/Customer column.

**Report Input:**

1. The following prompts have been added to the Transaction Details by Months (NCL) URF0398 report criteria:

   - **Budget Date On or After**
   - **Budget Date On or Before**

2. **Year** prompt defaults to Current Fiscal Year

3. **Spend Category (Exclude)**

   - **Spend Category**
   - **Exclude**

4. **Standardize Non-Grant FAO and Grant FAO prompt labels**

5. **Report Output:**

   - The sort order for the Monthly Transactions Printable (NCL) URF0943 output report will now be by Spend / Revenue Category Reference Id (i.e. SC49750) and will no longer be sorted by the Spend category name.

   - An icon (green circle) has been added to Supplier Invoices within the Operational Transaction column indicating if a document link is present for viewing in OnBase.
### 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.

1. The following prompts have been added to the Transaction Details - Data Extract (NCL) URF0400 report criteria:
   - **Spend Category (Exclude)**
   - **Journal Source**

### Report Output:

4. The sort order for the Monthly Transactions Printable (NCL) URF0943 output report will now be by Spend / Revenue Category Reference Id (i.e. SC49750) and will no longer be sorted by the Spend category name.

5. The Lead Principal Investigator and Supplier Reference Number has been added to the end of report columns.

6. An icon (green circle) has been added to Supplier Invoices within the Operational Transaction column indicating if a document link is present for viewing in OnBase.

---

### FAO Budgetary Balance Summary - Monthly Ledger (NCL) URF0902

Current month and FYTD actuals compared to full-year budgets, consolidated for the Organization. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts).

1. The following prompts have been added to the FAO Budgetary Balance Summary - Monthly Ledger (NCL) URF0902 report criteria:
   - **Spend Category (Exclude)**
   - **Standardize Non-Grant FAO prompt labels**

### Report Output:

1. The Ledger Account column has been removed from the report output.

### FAO Budgetary Balance Summary - Monthly Ledger Printable (NCL) URF0941

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.

1. The following prompts have been added to the FAO Budgetary Balance Summary - Monthly Ledger Printable (NCL) URF0941 report criteria:
   - **Spend Category (Exclude)**
   - **Standardize Non-Grant FAO prompt labels**

### Report Output:

1. The Ledger Account column has been removed from the report output.

### FAO Available Balance Summary (NCL) URF0905

Summary of Organization’s UR Gift (GP), UR Loan Program (LN), and UR Operating Program (OP) cash balances from start of fiscal year through Period.

1. The following prompts have been added to the FAO Available Balance Summary (NCL) URF0905 report criteria:
   - **Fund Hierarchy (Exclude)** - Endowment Fund will be the default option

**Note:** This is a new field with a default value to an existing report. Please remember to update.
Non Company Level Users

**Report Output:**
1. Added a row with +/- to illustrate Available to Spend amounts under existing rows with instructions added to the header of the report output.

### FAO Summary of Funds (NCL) URF0965

**Report Input:**
1. The following prompts have been added to the FAO Summary of Funds (NCL) URF0965 report criteria:
   - **Spend Category (Exclude)**
   - **Standardize Non-Grant FAO prompt labels**

**Report Output:**
1. Added Data columns for net amounts: Current Budget, Month Actual and FYTD Actual
2. Added Calculation column Balance Available: Current Budget - FYTD Actual
3. Added Calculation column % Used: FYTD Actual / Current Budget

### Deprecated Reports:
None at this time

### 2015 Fiscal Year-End Finance Tips

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

**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)

To unsubscribe from the URFINANCIALSUSERS list, click the following link:
https://lists.rochester.edu/scripts/wa.exe?TICKET=NzM1NzkxIGNpbmR5LmZyb250ZXJyZUBST0NIRVNURVIuRURVIFVSRklOQU5DSUFMU1VTRVJTB0FeaRDIHa&c=SIGNOFF