

From: URFINANCIALUSERS on behalf of [UR Financials](mailto:URFINANCIALUSERS@LISTS.ROCHESTER.EDU)
 To: URFINANCIALUSERS@LISTS.ROCHESTER.EDU
 Subject: UR Financials Newsletter vol 17.0
 Date: Friday, June 12, 2015 12:27:03 PM
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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.

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Volume 17.0 as of June 12, 2015.

Item	Impacted Users	Topics of Interest
		<p>Announcements:</p> <ul style="list-style-type: none"> 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.

Item	Impacted Users	Topics of Interest	Effective Support Date	Contact													
1.0		<p>New Reports:</p> <table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>PURPOSE</th> </tr> </thead> <tbody> <tr> <td> <p>Monthly Transactions Printable (NCL) URF0943B</p> </td> <td> <p>Transaction details subtotaled by FAO/Grant and Financial Account Category formatted for export to PDF and printing.</p> </td> <td> <p>The B in the Monthly Transactions Printable (NCL) URF0943B report name represents "Basic". 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.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Monthly Transactions Printable (NCL) URF0943B</p> <p>Company * Total University <input type="text"/></p> <p>Organization * search <input type="text"/></p> <p>Year * FY2015 <input type="text"/></p> <p>Period <input type="text"/></p> <p>Non-Grant FAO <input type="text"/></p> <p>Grant FAO <input type="text"/></p> <p>Fund Hierarchy <input type="text"/></p> <p>Fund <input type="text"/></p> </div> <p>Note: For more advanced prompting options, use the Monthly Transactions Printable (NCL) URF0943, or the Transaction Details - Data Extract (NCL) URF0400</p> </td> <td></td> <td></td> </tr> <tr> <td> <p>FAO Summary of Funds (NCL) URF0965B</p> </td> <td> <p>Current month and FYTD actual Additions and Deductions, compared to full-year budgets, listed by FAO. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts)</p> </td> <td> <p>The B in FAO Summary of Funds (NCL) URF0965B report name represents "Basic". This report contains only the most basic report prompt criteria to quickly customize and run.</p> </td> <td></td> <td></td> </tr> </tbody> </table>	REPORT NAME	REPORT DESCRIPTION	PURPOSE	<p>Monthly Transactions Printable (NCL) URF0943B</p>	<p>Transaction details subtotaled by FAO/Grant and Financial Account Category formatted for export to PDF and printing.</p>	<p>The B in the Monthly Transactions Printable (NCL) URF0943B report name represents "Basic". 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.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Monthly Transactions Printable (NCL) URF0943B</p> <p>Company * Total University <input type="text"/></p> <p>Organization * search <input type="text"/></p> <p>Year * FY2015 <input type="text"/></p> <p>Period <input type="text"/></p> <p>Non-Grant FAO <input type="text"/></p> <p>Grant FAO <input type="text"/></p> <p>Fund Hierarchy <input type="text"/></p> <p>Fund <input type="text"/></p> </div> <p>Note: For more advanced prompting options, use the Monthly Transactions Printable (NCL) URF0943, or the Transaction Details - Data Extract (NCL) URF0400</p>			<p>FAO Summary of Funds (NCL) URF0965B</p>	<p>Current month and FYTD actual Additions and Deductions, compared to full-year budgets, listed by FAO. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts)</p>	<p>The B in FAO Summary of Funds (NCL) URF0965B report name represents "Basic". This report contains only the most basic report prompt criteria to quickly customize and run.</p>			Effective Support today	
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FAO Summary of Funds (NCL) URF0965B

Instructions Organization consolidated current month and FYTD actuals

Company search

Organization search

Period search

Fund Hierarchies search

Fund search

Fund (Exclude) search

UR Debt Service FAO search

UR Gift FAO search

UR Loan Program FAO search

UR Operating Program FAO search

UR Project FAO search

Ledger Account Summary search

UR Chart of Accounts: All Expenses

UR Chart of Accounts: All Revenues

UR Chart of Accounts: Property Plant and Equipment

UR Chart of Accounts: Transfers

Ledger Account (Exclude) search



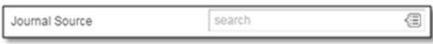






Spend Category (Exclude) search

Note: For more advanced prompting options, use the FAO Summary of Funds (NCL) URF0965 report

Item Impacted Users Topics of Interest Effective Support Date Contact

2.0 Updated Reports: Effective Support today

Item	Impacted Users	Topics of Interest	Effective Support Date	Contact
2.0	Non Company Level and Grant Users	<p>REPORT NAME</p> <p>Monthly Transactions Printable (NCL) URF0943</p> <p>REPORT DESCRIPTION</p> <p>Transaction details subtotaled by FAO/Grant and Financial Account Category formatted for export to PDF and printing. This is considered an "Advanced" report.</p> <p>CHANGES</p> <p>Report Output:</p> <p>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.</p>		
	Non Company Level Users	<p>REPORT NAME</p> <p>Transaction Details by Months (NCL) URF0398</p> <p>REPORT DESCRIPTION</p> <p>Transaction details including many commonly-used fields. Drillable to journal and operational transaction (e.g. Supplier Invoice).</p> <p>CHANGES</p> <p>Report Input:</p> <p>1. The following prompts have been added to the Transaction Details by Months (NCL) URF0398 report criteria:</p> <p>2. Budget Date On or After, Budget Date On or Before</p> <p><input type="text" value="Budget Date On or After"/> <input type="text" value=""/></p> <p><input type="text" value="Budget Date On or Before"/> <input type="text" value=""/></p> <p>3. Year prompt defaults to Current Fiscal Year</p> <p><input type="text" value="Year"/> <input type="text" value="search"/></p> <p><input checked="" type="checkbox"/> FY2015</p> <p>4. Spend Category (Exclude)</p> <p><input type="text" value="Spend Category (Exclude)"/> <input type="text" value="search"/></p> <p>5. Standardize Non-Grant FAO and Grant FAO prompt labels</p> <p><input type="text" value="Non-Grant FAO"/></p> <p><input type="text" value="Grant FAO"/></p> <p>Report Output:</p> <p>6. 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.</p> <p>7. The External PO Number column will now appear after the Supplier/Customer column.</p> <p><input type="table" value="Supplier / Customer External PO Number"/></p> <p>8. 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.</p>		
	Non Company Level Users			

<p style="text-align: center;">Non Company Level Users</p>	<p>Transaction Details - Data Extract (NCL) URF0400</p> <p>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.</p>	<div style="text-align: center;">  </div> <p style="text-align: center;">Report Input:</p> <ol style="list-style-type: none"> The following prompts have been added to the Transaction Details - Data Extract (NCL) URF0400 report criteria: Spend Category (Exclude)  Journal Source  <p style="text-align: center;">Report Output:</p> <ol style="list-style-type: none"> 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. The Lead Principal Investigator and Supplier Reference Number has been added to the end of report columns. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Lead Principal Investigator</th> <th>Supplier Reference Number</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> 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. <div style="text-align: center;">  </div> <p style="color: cyan;">Note: Not all invoices are scanned and entered into Workday (i.e. SOLO).</p>	Lead Principal Investigator	Supplier Reference Number		
Lead Principal Investigator	Supplier Reference Number					
<p style="text-align: center;">Non Company Level Users</p>	<p>FAO Budgetary Balance Summary - Monthly Ledger (NCL) URF0902</p> <p>Current month and FYTD actuals compared to full-year budgets, consolidated for the Organization. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts).</p>	<p style="text-align: center;">Report Input:</p> <ol style="list-style-type: none"> The following prompts have been added to the FAO Budgetary Balance Summary - Monthly Ledger (NCL) URF0902 report criteria: <ul style="list-style-type: none"> Spend Category (Exclude)  Standardize Non-Grant FAO prompt labels  				
<p style="text-align: center;">Non Company Level Users</p>	<p>FAO Budgetary Balance Summary - Monthly Ledger Printable (NCL) URF0941</p> <p>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.</p>	<p style="text-align: center;">Report Input:</p> <ol style="list-style-type: none"> The following prompts have been added to the FAO Budgetary Balance Summary - Monthly Ledger Printable (NCL) URF0941 report criteria: <ul style="list-style-type: none"> Spend Category (Exclude)  Standardize Non-Grant FAO prompt labels  <p style="text-align: center;">Report Output:</p> <ol style="list-style-type: none"> The Ledger Account column has been removed from the report output. 				
	<p>FAO Available Balance Summary (NCL) URF0905</p> <p>Summary of Organization's UR Gift (GF), UR Loan Program (LN), and UR Operating Program (OP) cash balances from start of fiscal year through Period.</p>	<p style="text-align: center;">Report Input:</p> <ol style="list-style-type: none"> The following prompts have been added to the FAO Available Balance Summary (NCL) URF0905 report criteria: <ul style="list-style-type: none"> Fund Hierarchy (Exclude) – Endowment Fund will be the default option  <p style="color: cyan;">NOTE: This is a new field with a default value to an existing report. Please remember to update</p>				

Non
Company
Level
Users

any saved filters to accommodate this change.

- Standardize Non-Grant FAO prompt labels



Report Output:

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

Additions		Deductions			Total	
Beginning Balance	Total Revenue	Operating Expenses	Capital Expenditures	Non-Operating Activities	Year-End Balance Forward	Available to Spend
-	-	-	-	-	-	-
6,635,433	1,384,362	623,312	135,533	570,394	0	6,690,557

3.0

FAO
Summary of
Funds
(NCL)
URF0965

Current month and FYTD actual Additions and Deductions, compared to full-year budgets, listed by FAO. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts)..

Report Input:

- 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:

- Added Data columns for net amounts: Current Budget, Month Actual and FYTD Actual
- Added Calculation column Balance Available: Current Budget - FYTD Actual
- Added Calculation column % Used: FYTD Actual / Current Budget

Deprecated Reports:

- None at this time

Item

Tips and Tricks

4.0

All
Financial
Users

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)

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