

From: URFINANCIALUSERS@LISTS.ROCHESTER.EDU on behalf of UR Financials
 To: URFINANCIALUSERS@LISTS.ROCHESTER.EDU
 Subject: UR Financials Newsletter vol 18.0
 Date: Friday, June 19, 2015, 10:26:40 AM
 Attachments: [image007.png](#)
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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.

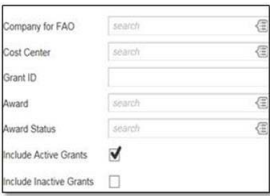

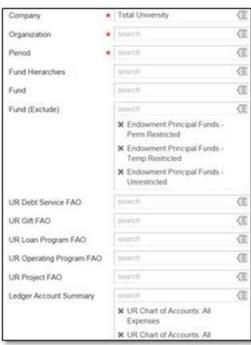
[Announcements](#)
[New Reports](#)
[Updated Reports](#)
[Deprecated Reports](#)
[Tips and Tricks](#)

Volume 18.0 as of June 19, 2015.

Item	Impacted Users	Topics of Interest
		Announcements:
	All Users	<ul style="list-style-type: none"> For UR Financials users that would like more practice with reporting, Reporting Workshops will be back on the calendar this Fall. These sessions will cover updated reports resulting from current reporting enhancement sessions activity. For individuals who need UR Financials access, there is one NCL Reporting classes on June 23rd. If you need access, complete all the prerequisites and attend this month as these classes will be on hiatus until Fall 2015.

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1.0		New Reports:		Effective Support today									
	Non Company Level Users	<table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>PURPOSE</th> </tr> </thead> <tbody> <tr> <td>FAO Summary of Funds (NCL) URF0965</td> <td>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).</td> <td> Changed title to FAO Summary of Funds (NCL) URF0965A. Added Funding Hierarchy Default. The Spend Category is no longer hidden. </td> </tr> <tr> <td>FAO Summary of Funds (NCL) URF0965B</td> <td>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).</td> <td> Changed title to FAO Summary of Funds (NCL) URF0965B. Added Funding Hierarchy Default. The Spend Category is no longer hidden. New Purpose – Simplified view of Financials as per Reporting Workshop. </td> </tr> </tbody> </table>	REPORT NAME	REPORT DESCRIPTION	PURPOSE	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).	Changed title to FAO Summary of Funds (NCL) URF0965A. Added Funding Hierarchy Default. The Spend Category is no longer hidden.	FAO Summary of Funds (NCL) URF0965B	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).	Changed title to FAO Summary of Funds (NCL) URF0965B. Added Funding Hierarchy Default. The Spend Category is no longer hidden. New Purpose – Simplified view of Financials as per Reporting Workshop.		
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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).	<p>Changes added per Reporting Workshop. Added Spend Category (Exclude). Added Funding Hierarchy defaults.</p> 
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.	<p>Added Funding Hierarchy defaults. The Spend Category Prompt is no longer hidden.</p> 

Deprecated Reports:

- None at this time

3.0

Item **Tips and Tricks**

4.0

2015 Fiscal Year-End Finance Tips

All Financial Users

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)