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 28.0 as of June 19, 2015.

Announcements

New Reports

Updated Reports

Deprecated Reports

Tips and Tricks

Item Impacted Users Topics of Interest

All Users

- 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.

Item Impacted Users Topics of Interest Effective Date Support Contact

1.0 Non Company Level Users

New Reports:

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>REPORT DESCRIPTION</th>
<th>PURPOSE</th>
</tr>
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<td>FAO Summary of Funds (NCL) URF0965</td>
<td>Current month and FY to date Additions and Deductions, compared to full-year budgets, listed by FAO, Excludes Grants and Capital Project PRs (FRS 76xxx accounts).</td>
<td>Changed title to FAO Summary of Funds (NCL) URF0965B. Added Funding Hierarchy Default. The Spend Category is no longer hidden.</td>
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Updated Reports:

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<th>REPORT NAME</th>
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<th>CHANGES</th>
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<td>UR FIN - FAO by Grant Attributes (Grant Only) URF0313</td>
<td>Provides Grant detail information on prompt page. Columns have been reordered. Additional changes per Reporting Workshop.</td>
<td></td>
</tr>
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From: URFINANCIALSUSERS@LISTS.ROCHESTER.EDU on behalf of UR Financials
To: URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
Subject: UR Financials Newsletter vol 18.0
Date: Friday, June 19, 2015 10:28:40 AM
Attachments: image002.wmz, image009.png
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.

**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 B03 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)