

From: [URFINANCIALSUSERS](mailto:URFINANCIALSUSERS@LISTS.ROCHESTER.EDU) on behalf of [UR Financials](mailto:URFINANCIALSUSERS@LISTS.ROCHESTER.EDU)
 To: URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
 Subject: UR Financials Newsletter vol 19.0
 Date: Friday, June 26, 2015 10:17:32 AM
 Attachments: [image002.wmz](#)
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[image008.png](#)
[image013.png](#)



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](#)
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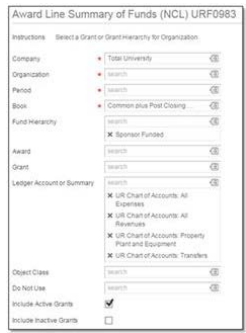
Volume 19.0 as of June 26, 2015.

Item	Impacted Users	Topics of Interest
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Item	Impacted Users	Topics of Interest
		<p>Announcements:</p> <ul style="list-style-type: none"> All Users <ul style="list-style-type: none"> A Spend and Revenue Category Definitions list has been added to the Tools page. This tool is a living document and will evolve as we receive input from the UR Financials community. Visit the Tools page to learn how to contribute to this list. The Integrations Schedule has been updated For July. For a complete picture of all Integrations use these Integration Schedule and Workday Process Monitor (historical) together. There has been an update to the 2015 Fiscal Year-End Finance Schedule. Please see change highlighted below. <p>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.</p> <p>FORMS:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM on Wednesday, July 1, 2015</p> <p>REPORTS:</p> <p>Preliminary reports available on the morning of Thursday, July 9, 2015</p> <p>Final reports available at 12:00 noon on Wednesday, July 15, 2015</p> <p>NOTE: if you should have any questions, or need further clarification:</p> <ul style="list-style-type: none"> 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).

Item	Impacted Users	Topics of Interest	Effective Support Date	Contact
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Item	Impacted Users	Topics of Interest	Effective Support Date	Contact						
1.0		New Reports:								
	Grant Users	<table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>PURPOSE</th> </tr> </thead> <tbody> <tr> <td>Award Line Summary of Funds (NCL) URF0983</td> <td>Active Grants will be returned by default along with Award Line Date, Sponsor, Award line Amount with Month Actuals, FYTD Actuals and Grant Life To Date Actuals, Balance and % Used. Report Options include options to view inactive, or active (default)</td> <td>Use this report to view summarized Award line transactions (Month Actuals, FYTD Actuals, Grant Life To Date Actuals, Balance, %Used). This report can be run by active or inactive status.</td> </tr> </tbody> </table>	REPORT NAME	REPORT DESCRIPTION	PURPOSE	Award Line Summary of Funds (NCL) URF0983	Active Grants will be returned by default along with Award Line Date, Sponsor, Award line Amount with Month Actuals, FYTD Actuals and Grant Life To Date Actuals, Balance and % Used. Report Options include options to view inactive, or active (default)	Use this report to view summarized Award line transactions (Month Actuals, FYTD Actuals, Grant Life To Date Actuals, Balance, %Used). This report can be run by active or inactive status.		Effective Support today
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Grants

Item **Impacted Users** **Topics of Interest** **Effective Support Date** **Contact**




2.0 **Grant Users** **Updated Reports:** **Effective Support today**

REPORT NAME	REPORT DESCRIPTION	CHANGES
View FAO by Grant Attributes (Grant Only) URF0313	Provides a list of grants and award numbers for the cost center enabled for your security	<p>Report Input:</p> <p>The following prompts have been added to the View FAO by Grant Attributes (Grant Only) URF0313 report criteria:</p> <ol style="list-style-type: none"> Additional instructions added to View FAO by Grant Attributes (Grant Only) URF0313 report Added Include Active Grants and Include Inactive Grants check boxes  <ol style="list-style-type: none"> Sponsor prompt  <p>Report Output:</p> <ol style="list-style-type: none"> Sort order for report will be by Lead PI last name, instead of by first name.  <ol style="list-style-type: none"> Column Order has changed to: PI, Grant ID, Grant, Award From & TO Dates, Award Scheduled Dates, A-21, On-Off Campus, Inactive, Award, Award Status, All other, then Worktags. 
Manager Financial Report	View financial reporting information for managers of organizations such as cost centers and regions. Provides self-service access to predefined financial reports specific to a manager's organizations.	<p>Report Input:</p> <p>The following prompts have been added to the Manager Financial report criteria:</p> <ol style="list-style-type: none"> Display By Option now defaults to Period  <p>Report Output:</p> <ol style="list-style-type: none"> Added converted Spend and Total Spend into a subtotal  <ol style="list-style-type: none"> Changed GLTD labels to Grant Life-to-date

Grant Users

Non Company Level and Grant Users

Grant Users

Grant Users		
	Monthly Transactions Printable (NCL) URF0943G	Transaction details subtotaled by FAO/Grant and Financial Account Category formatted for export to PDF and printing.
	Out of Award Line Period Activity Summary (NCL) URF0842	This report produces a list of Accounting Journals and Supplier Invoices with budget dates (activity dates) outside of the award line dates for the grant on the transaction
3.0		<p>The G in the Monthly Transactions Printable (NCL) URF0943G report name represents "Grants". This report contains only the most basic report prompt criteria for Grant Financial Analysts to quickly customize and run. Report results (columns) will equal the Monthly Transactions Printable (NCL) URF0943 report.</p> <p>Report Input:</p> <p>The following prompts have been added to Monthly Transactions Printable (NCL) URF0943G report criteria:</p> <p>1. Added Include Active Grants and Include Inactive Grants check boxes</p> 
		<p>Report Input:</p> <p>The following prompts have been added to the FAO Available Balance Summary (NCL) URF0905 report criteria:</p> <p>1. Added Include Active Grants and Include Inactive Grants check boxes</p> 
<p>Deprecated Reports:</p> <ul style="list-style-type: none"> • None at this time 		

Item Tips and Tricks

4.0 **Expiring Award Term List (NCL) URF0973 Prompt Screen Steps**
Accessible via the Grant Management Dashboard. Applies to WORKDAY Role: Grant Financial Analyst

How to Run the Expiring Award Term List (NCL) URF0973 report


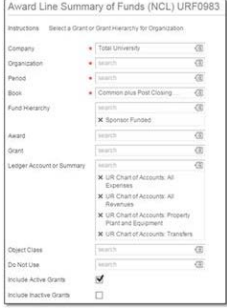
1. From your Grants Managements Dashboard, Select the Expiring Award Term List (NCL) **URF0973** report for non-company level report users
2. **Award Line Ending After** prompt will self-populate. Click the **calendar prompt icon** in **Award Line Ending After** to select the appropriate award line ending after date
3. **Award Line Ending Before** will self-populate. Click the **calendar prompt icon** in **Award Line Ending Before** to select the appropriate award line ending before date

Note: By default, the report will show you transactions within a 90 day window.

4. Click **OK (bottom of screen to run report)**
5. Once report is run, click the appropriate Excel icon to export report to Excel

Tip: Two Excel icons are available for use after running the report.

- Choose the top Excel icon to export the report header information (such as report prompt values used) and report data - Choose the bottom Excel icon to export report data only

To unsubscribe from the URFINANCIALSUSERS list, click the following link:
<https://lists.rochester.edu/scripts/wa.exe?TICKET=NzMI0DA1IGNpbmR5LmZyb250ZXJyZUBST0NlRVNURVtuRURVIFVSRkIQOU5DSUFMUjVTRVJTICw7BDUcVNWx&c=SIGNOFF>