



This UR Financials Newsletter Contains recent system updates and changes within the UR Financial (Workday) system. Previous volumes can be found on the [Newsletter page](#)

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

Volume 2.0 as of February 27th, 2015.

Item	Impacted Areas	Topics of Interest
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**Announcements:**

**All Users**

- February Financial Reports expected to be available on Tuesday, March 10th
- Extended [Reporting Workshops and User Call](#) in sessions for March
- [F-2 Form](#) – added company and ledger account fields
- [F-3 Form](#) – added guidance on what spend categories can be used
  - **Reminder: Delete all FRS (previous) Financial forms saved to your computer**
- [Report Crosswalk](#) updated to include new reports listed below
- [Integration Schedule](#) added to UR Financials website. For a complete picture of all Integrations use this document and the Workday Process Monitor view which provides historical information only.
- [A Note on Budget Amounts:](#)  
 In FRS, the budget amount you saw in the 9xxx subcode series was a carryforward that represented the account balance at the beginning of the year. Although it was shown as a budget in FRS, the concept of the cash balance has been separated from the budget in UR Financials. Continued...  
  
 If the only budgeted subcode in FRS was in the 9xxx series, the account wasn't truly budgeted and you won't see a budget in UR Financials. In order to see the 'cash' balance of a non-project FAO, use *FAO Available Balance Summary (NCL) URF0905*. You will see FAOs in the following funds on this report:  
  
 Operating Programs
  - o Self-Supporting Activities: FRS accounts 3-40000 to 3-99999
  - o Agency: 9-90000 to 9-99999
 Gifts
  - o Special Purpose: 6-20000 to 6-22999 and 0-20000 to 0-22999
  - o Endowment Income (all restrictions): 4-50000 to 4-59999 and 0-50000 to 0-59999

**Grant Report Users**

- [Award Budgetary Balance Report](#) Quick Reference Card now available
- Journal entries have been processed to correct F&A expense for transactions in January and February. The correcting journals have been posted to the February accounting period.

Item	Impacted Areas	Topics of Interest	Effective Date	Support Contact
		<b>New Reports:</b>	Effective	<a href="#">Support</a>

1.0				today
	<b>Company Level</b>	<b>REPORT NAME</b>	<b>REPORT DESCRIPTION</b>	<b>PURPOSE</b>
		FAO Summary of Funds <b>URF0964</b>	This report provides a listing by FAO of actual to budget spend. It is different from the URF0945 report in that it does not have Ledger Account or Spend/Revenue Category detail	Provides a summary of actuals and budget by FAO with no detail
	<b>Non Company Level</b>	FAO Summary of Funds (NCL) <b>URF0965</b>	This report provides a listing by FAO of actual to budget spend. It is different from the URF0902 report in that it does not have Ledger Account or Spend/Revenue Category detail	Provides a summary of actuals and budget by FAO with no detail

Item	Impacted Areas	Topics of Interest	Effective Date	Support Contact
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2.0		<b>Updated Reports:</b>	Effective today	<a href="#">Support</a>	
	<b>Non Company Level(NCL) and Company Level Users</b>	<b>REPORT NAME</b>	<b>REPORT DESCRIPTION</b>	<b>CHANGES</b>	
		FAO Budgetary Balance Summary - Monthly Ledger <b>URF0945</b>	All budgetary Balance Summary reports have been changed to allow the "Exclusion" of a Ledger Account. We have also added Property, Plant, and Equipment ledger accounts to default ledger accounts to the reports.	This New "Ledger Account (Exclude)" prompt enables users to exclude ledger accounts from the report results. One of the common uses is for those FAOs that allocate their costs out. Prior to this change, allocations "out" would appear and zero out their FAO in the total column. This change allows the user to exclude the Allocations ledger account (80300) from the results thus providing them with an accurate reflection of their total spend prior to allocations.	
		FAO Budgetary Balance Summary - Monthly Ledger Printable <b>URF0940</b>			
		FAO Budgetary Balance Summary - Monthly Ledger Printable (NCL) <b>URF0941</b>			
		FAO Budgetary Balance Summary - Monthly Ledger <b>URF0964</b>			For instance, if you have an FAO that is allocated out to others, you would want to exclude ledger account 80300. If you RECEIVE allocations from others, you would NOT want to exclude ledger account 80300
		FAO Budgetary Balance Summary - Monthly Ledger (NCL) <b>URF0965</b>			
		Award Budgetary Balance Summary (NCL) <b>URF0840</b>	Dashboards available for Grant users that contain frequently used reports and tasks	Added report to Grants Dashboard	
	<b>Non Company Level(NCL), Grant Report Users</b>	<b>Deprecated Reports:</b>			
		<ul style="list-style-type: none"> <li>• None at this time</li> </ul>			

Item	Tips and Tricks	Steps
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4.0	<b>How to Create A Favorite Worklet to your Home Page</b>	<b>Adding the Favorites window to your Home Screen</b> <ol style="list-style-type: none"> <li>1. Log into Workday</li> <li>2. Click the <b>COG</b> icon to the right of your home page</li> <li>3. Click the + (Plus) sign in the Optional Worklets area, then type <i>Favorites</i> in the Worklet column and press <b>Enter</b> on your keyboard</li> <li>4. Select <b>OK</b>, then <b>Done</b></li> </ol>
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### Adding Reports to your Favorite window

1. Click the **COG** icon within the *Favorites* window and chose Manage Favorites
2. Type in the Workday report name you would like to add to your *Favorites* in either the *Favorite Tasks/Reports*, or *Favorite Custom Reports prompt* field. It will be in one or the other. If one of the fields does not accept your report name try the other field.
3. Select **Enter** on your keyboard when done.  
Tip: Use the [Report Crosswalk](#) to help find your FRS report in Workday terms
4. Select **OK** in the Manage Favorites screen, then select **Done**

Please refer to the NCL Basics Reporting Quick Reference card located on the [Training Materials](#) page for details on selecting common report prompts and running reports

### How to Add the Grant Management Dashboard to your Home Page

To quickly access Grant reports, if not already present, switch to the **Grants Management Dashboard** from your home page by following these simple steps:

1. Log in to Workday
2. Click on the icon  in the upper left corner to access the drop down menu
3. Click on  Dashboards >
4. Click on [Grants Management](#)