

From: [URFINANCIALSUSERS](#) on behalf of [UR Financials](#)  
 To: [URFINANCIALSUSERS@LISTS.ROCHESTER.EDU](mailto:URFINANCIALSUSERS@LISTS.ROCHESTER.EDU)  
 Subject: UR Financials Newsletter vol 22.0  
 Date: Friday, July 17, 2015 10:45:35 AM  
 Attachments: [image002.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 22.0 as of July 17, 2015.

Item	Impacted Users	Topics of Interest
		<p><b>Announcements:</b></p> <ul style="list-style-type: none"> <li><b>Outage Alert:</b> We will have a UR Financials outage on <b>Saturday, July 18th from 2:00 AM – 2:00 PM</b> Eastern time. Service will be operational after this timeframe.</li> <li>As part of UR Financials' continuous improvement process, report enhancement design sessions continue through July and into August. The UR Financials Newsletter will continue to communicate changes, additions and report deprecations from these meetings.</li> <li><b>NOTE:</b> UR Financials reports that default to the current fiscal year will now show FY2016. If you need to run reports for the previous fiscal year, type in FY2015 in the Year prompt field.</li> </ul> <p>In the updated reports below:</p> <ul style="list-style-type: none"> <li>number formatting has been changed from whole number to decimal.</li> <li>the period prompt will default to the prior period based on run time.</li> </ul> <p>Period <input type="text" value="FY2015 - June"/></p> <p>The FY16 budgets for the River Campus companies are now available in UR Financials. The Medical Center FY16 budgets will be available at the end of the month.</p> <p>Please review your FAOs using the following reports and verify the budgets are correct. For annual budgets, use FY2016 July as the date.</p> <p>Budget detail for FAO:        URF0941 (NCL)        URF0940</p> <p>Summary of budgets by FAO:        URF0965 (NCL)        URF0964</p> <p>If you notice any discrepancies, please notify your company finance director.</p>

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact
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1.0		<p><b>New Reports:</b></p> <table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>CHANGES</th> </tr> </thead> <tbody> <tr> <td>Transaction Details Printable URF0984</td> <td>Transaction details with a business form layout attached for outputting to PDF with headers, subtotalling, and page breaks. Run the report and click Print, or schedule with an output type of Report (PDF).</td> <td> <p>Transaction Details Printable URF0984</p> <p>Company <input type="text" value="search"/></p> <p>Period <input type="text" value="FY2015 - June"/></p> <p>Time Period <input type="text" value="Current Period"/></p> <p>Book <input checked="" type="checkbox"/> Common plus Post Closin...</p> <p>Fund Hierarchy <input type="text" value="search"/></p> <p>Fund Hierarchy (Exclude) <input type="text" value="search"/></p> <p>Cost Center Hierarchy <input type="text" value="search"/></p> <p>Cost Center <input type="text" value="search"/></p> <p>FAO <input type="text" value="search"/></p> <p>Ledger Account or Summary <input type="text" value="search"/></p> <p><input checked="" type="checkbox"/> UR Chart of Accounts: All Expenses</p> <p><input checked="" type="checkbox"/> UR Chart of Accounts: All Revenues</p> <p><input checked="" type="checkbox"/> UR Chart of Accounts: Property Plant and Equipment</p> <p><input checked="" type="checkbox"/> UR Chart of Accounts: Transfers</p> <p>Journal Options <input type="text" value="search"/></p> <p>Exclude Grant Revenue <input checked="" type="checkbox"/></p> <p>Exclude F&amp;A Recovery <input checked="" type="checkbox"/></p> </td> </tr> <tr> <td>Transaction Details Printable (NCL) URF0985</td> <td>Transaction details with a business form layout attached for outputting to PDF with headers, subtotalling, and page breaks. Run the report and click Print, or schedule with an output type of Report (PDF).</td> <td></td> </tr> </tbody> </table>	REPORT NAME	REPORT DESCRIPTION	CHANGES	Transaction Details Printable URF0984	Transaction details with a business form layout attached for outputting to PDF with headers, subtotalling, and page breaks. Run the report and click Print, or schedule with an output type of Report (PDF).	<p>Transaction Details Printable URF0984</p> <p>Company <input type="text" value="search"/></p> <p>Period <input type="text" value="FY2015 - June"/></p> <p>Time Period <input type="text" value="Current Period"/></p> <p>Book <input checked="" type="checkbox"/> Common plus Post Closin...</p> <p>Fund Hierarchy <input type="text" value="search"/></p> <p>Fund Hierarchy (Exclude) <input type="text" value="search"/></p> <p>Cost Center Hierarchy <input type="text" value="search"/></p> <p>Cost Center <input type="text" value="search"/></p> <p>FAO <input type="text" value="search"/></p> <p>Ledger Account or Summary <input type="text" value="search"/></p> <p><input checked="" type="checkbox"/> UR Chart of Accounts: All Expenses</p> <p><input checked="" type="checkbox"/> UR Chart of Accounts: All Revenues</p> <p><input checked="" type="checkbox"/> UR Chart of Accounts: Property Plant and Equipment</p> <p><input checked="" type="checkbox"/> UR Chart of Accounts: Transfers</p> <p>Journal Options <input type="text" value="search"/></p> <p>Exclude Grant Revenue <input checked="" type="checkbox"/></p> <p>Exclude F&amp;A Recovery <input checked="" type="checkbox"/></p>	Transaction Details Printable (NCL) URF0985	Transaction details with a business form layout attached for outputting to PDF with headers, subtotalling, and page breaks. Run the report and click Print, or schedule with an output type of Report (PDF).			
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Non-Company Level Users	Award Budgetary Balance Summary Printable (NCL) URF0987	Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by award or grant. Runs on accounting date.  Prompt screen (default prompts must be entered manually when scheduling)	<p><b>Transaction Details Printable (NCL) URF0985</b> ...</p> <p>Company: Total University  Organization: search  Period: FY2015 - June  Time Period: Current Period  Book: Common plus Post Closin...  Fund Hierarchy: search  Fund Hierarchy (Exclude): search  FAO: search  Ledger Account or Summary: search</p> <p>Journal Options  Exclude Grant Revenue: <input checked="" type="checkbox"/>  Exclude FAA Recovery: <input checked="" type="checkbox"/></p> <p><b>**Note**</b>  There is currently a product defect preventing non-company-level (NCL) users from seeing award budgets using this new report. We have a case open with Workday Support, and will communicate when the defect is resolved. Until then, please continue to use the existing Award Budgetary Balance Summary (NCL) URF0840 to view your award budgets.</p> <p><b>Award Budgetary Balance Summary Printable (NCL) URF0987</b> ...</p> <p>Instructions: Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by award or grant.</p> <p>Company: Total University  Organization: search  Period: FY2015 - June  Budget Structure: Award Budget  Award: search  Grant: search</p>
Company Level Users	FAO Budgetary Balance Summary Printable URF0988	Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by FAO.  Prompt screen (default prompts must be entered manually when scheduling)	<p><b>FAO Budgetary Balance Summary Printable URF0988</b> ...</p> <p>Instructions: Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by FAO.</p> <p>Company: search  Period: search  Fund (Exclude):  Endowment Principal Funds - Farm Restricted  Endowment Principal Funds - Temp Restricted  Endowment Principal Funds - Unrestricted</p> <p>Cost Center Hierarchy: search  Cost Center: search  UR Gift Hierarchies: search  UR Operating Program Hierarchies: search  UR Project Hierarchies: search  UR Debt Service: search  UR Gift: search  UR Loan Program: search  UR Operating Program: search  UR Project: search  Ledger Account (Exclude): search</p>
Non-Company Level Users	FAO Budgetary Balance Summary Printable (NCL) URF0989	Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by FAO.  Prompt screen (default prompts must be entered manually when scheduling)	<p><b>FAO Budgetary Balance Summary Printable (NCL) URF0989</b> ...</p> <p>Instructions: Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by FAO.</p> <p>Company: Total University  Organization: search  Period: search  Fund (Exclude):  Endowment Principal Funds - Farm Restricted  Endowment Principal Funds - Temp Restricted  Endowment Principal Funds - Unrestricted</p> <p>Ledger Account (Exclude): search</p>
Company Level Users	Project LTD Budgetary Balance Summary Printable URF0990	Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by FAO.  Prompt screen (default prompts must be entered manually when scheduling)	<p><b>Project LTD Budgetary Balance Summary Printable URF0990</b> ...</p> <p>Instructions: Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by FAO.</p> <p>Company: search  Period: FY2015 - June  Cost Center Hierarchy: search  Cost Center: search  UR Project Hierarchies: search  UR Project: search  Ledger Account (Exclude): search  Spend Category (Exclude): search</p>
Non-Company Level Users	Project LTD Budgetary Balance Summary Printable (NCL) URF0991	Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by FAO.  Prompt screen (default prompts must be entered manually when scheduling)	<p><b>Project LTD Budgetary Balance Summary Printable (NCL) URF0991</b> ...</p> <p>Instructions: Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by FAO.</p> <p>Company: Total University  Organization: search  Period: FY2015 - June  Ledger Account (Exclude): search  Spend Category (Exclude): search</p>

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Non-Company Level Users

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**Updated Reports:**

REPORT NAME	REPORT DESCRIPTION	CHANGES
FAO Available Balance Summary (NCL) URF0905	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><b>Set prior period defaults.</b></p> <p>Period <input type="text" value="FY2015 - June"/></p>
FAO Available Balance Summary by UR Project (NCL) URF0908	Summary of Organization's UR Project (PR) cash balances from start of fiscal year through Period.	<p><b>Fund defaults and period defaults have been modified.</b></p> <p>Period <input type="text" value="FY2015 - June"/></p> <p>Fund <input type="text" value="search"/></p> <p><input checked="" type="checkbox"/> Renewals and Replacements Projects - Unrestricted</p>
FAO Available Balance Summary URF0910	FAO cash balance (Available to Spend), with fiscal year beginning balance and year-to-date activity	<p><b>Fund defaults and period defaults have been modified.</b></p> <p>Period <input type="text" value="FY2015 - June"/></p> <p>Fund Hierarchies <input type="text" value="search"/></p> <p>Fund Hierarchy (Exclude) <input type="text" value="search"/></p> <p><input checked="" type="checkbox"/> Endowment Funds</p> <p>Fund <input type="text" value="search"/></p>
FAO Available Balance Summary by UR Project URF0913	FAO cash balance (Available to Spend), with fiscal year beginning balance and year-to-date activity	<p><b>Fund defaults and period defaults have been modified.</b></p> <p>Period <input type="text" value="FY2015 - June"/></p> <p>Fund <input type="text" value="search"/></p> <p><input checked="" type="checkbox"/> Renewals and Replacements Projects - Unrestricted</p>
Project LTD Budgetary Balance Summary Monthly Ledger by Spend Category (NCL) URF0916		<p><b>Ledger account exclude and spend category exclude prompts have been added. Ledger account default has been changed to specify fixed equipment and moveable equipment. The period default has been set to prior period.</b></p> <p>Ledger Account or Summary <input type="text" value="search"/></p> <p><input checked="" type="checkbox"/> 16100:Fixed Equipment</p> <p><input checked="" type="checkbox"/> 16250:Moveable Equipment</p> <p><input checked="" type="checkbox"/> 99000:Converted LTD Spend</p> <p><input checked="" type="checkbox"/> UR Chart of Accounts: All Expenses</p> <p>Ledger Account (Exclude) <input type="text" value="search"/></p> <p>Spend Category (Exclude) <input type="text" value="search"/></p> <p><b>The construction in progress (CIP) column has been removed.</b></p> <p><input type="button" value="Prior LTD Actual"/> <input type="button" value="Month Actual"/> <input type="button" value="FYTD Actual"/> <input type="button" value="Project LTD Actual"/></p>
Project LTD Budgetary Balance Summary Monthly Ledger URF0922		
Project LTD Budgetary Balance Summary Monthly Ledger by Company URF0949		
Project LTD Budgetary Balance Summary Monthly Ledger Detail URF0950		
Project LTD Budgetary Balance Summary Monthly Ledger (NCL) URF0974		
Project LTD Budgetary Balance Summary Monthly Ledger Printable URF0975		
Project LTD Budgetary Balance Summary Monthly Ledger Printable URF0976		
Project LTD Budgetary Balance Summary Printable URF0990		
Project LTD Budgetary Balance Summary Printable(NCL) URF0991		

**Deprecated Reports:**

- None at this time

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**Coming August 17<sup>th</sup>, 2015 Workday will have a new look!**  
 More guidance will be announced as we approach August when this change will be live in Production.

EffectiveSupport  
Date Contact

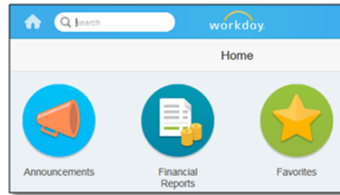
EffectiveSupport  
today

### Workday Home Page

After logging in to UR Financials this Fall, the Workday Home page will become the new landing page. Icons will now be used to access your worklets.

Some worklet icons will appear by default:

- Announcements worklet (New)
- Financial Reports worklet
- Favorites worklet, if previously configured



To unsubscribe from the URFINANCIALSUSERS list, click the following link:

<https://lists.rochester.edu/scripts/wa.exe?TICKET=NzM1ODI2IGNpbmRSLmZyb250ZXlyZUBST0NIRVNURVluRURVIFVSRkiOQU5DSUJFEMUjYTRVJTIPQ50wBFEX6&c=SIGNOFF>