

From: [URFINANCIALSUSERS](#) on behalf of [UR Financials](#)
 To: [URFINANCIALSUSERS@LISTS.ROCHESTER.EDU](#)
 Subject: UR Financials Newsletter vol 23.0
 Date: Friday, July 24, 2015 9:41:46 AM
 Attachments: [imsa2007.png](#)
[imsa2005.png](#)
[imsa2002.png](#)
[imsa2006.png](#)
 Importance: High



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 23.0 as of July 24, 2015.

Item	Impacted Users	Topics of Interest
	All Users	<p>Announcements:</p> <ul style="list-style-type: none"> The Integrations Schedule has been updated for August. For a complete picture of all Integrations use these Integration Schedule and Workday Process Monitor (historical) together. The following three (3) crosswalks and job aid listing has been updated on the Tools page as of July 23, 2015. <ul style="list-style-type: none"> FRS Account to UR Financials FAO Crosswalk FRS Subcode to Workday Worktags Crosswalk FRS Department to Workday Cost Center Crosswalk FRS Financials Ledger Accounts, Spend & Revenue Category Listing (JOB-AID) 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. Please contact the Central Budget Office. Project FAO Budgets will be loaded by the end of the month. NOTE: 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. Monthly financial reports for July will be available Friday August 7th, 2015. For FAOs that carry balances from year to year, the FY2015 year-end balance has been rolled forward as the starting balance for FY2016. You can see the carry-forward amount using FAO Available Balance Summary (NCL) URF0905 or FAO Available Balance Summary URF0910, and selecting a period in the new fiscal year. Please review your FAOs using the following reports and verify the budgets are correct. For annual budgets, use FY2016 July as the date. <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>

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1.0	Non-Company Level Users	<p>New Reports:</p> <table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>CHANGES</th> </tr> </thead> <tbody> <tr> <td>Find Supplier Invoice Lines (NCL) URF0992</td> <td>Find supplier invoice lines and payment information for an organization. Includes prompts and output fields relevant to supplier invoices and payments for general queries or locating specific items.</td> <td> <p>This report replaces Find Payments (NCL) URF0963 for searching for supplier invoice and related payment information. It includes additional relevant supplier invoice prompts for more easily locating specific supplier invoices or performing more general queries.</p> <p>In a future update, Find Payments (NCL) URF0963 will be renamed Find Ad Hoc Payments (NCL) URF0963, and will be used exclusively for searching for ad hoc payments, which include patient and student refunds. Find Supplier Invoice Lines (NCL) URF0992 will also replace URF0963 on the Common Financial Reports worklet.</p> <p>All prompts on the existing report are available on the new report, so any saved filters can be recreated, but must be done so manually. The prompt labels are better aligned with standard Workday terminology. If you have any questions, please use the contact form on the UR Financials website to send a message to the support team.</p> <p>Find Supplier Invoice Lines (NCL) URF0992 ...</p> <p>Instructions Prompts: -The text prompts - External PO Number, Supplier Reference Number, and Payment Transaction Reference - use "contains" filter logic -Supplier Reference Number is the supplier's invoice number -Payment Transaction Reference is the check or ACH number</p> <p>Output: -Sort (1) Invoice Date - ascending, (2) Supplier - ascending, (3) Invoice Number - ascending -Supplier Invoice includes an indicator if a document link is available -Payment Type includes an indicator for payment status -Unpaid invoice lines will return, but with no data for Supplier Payments -Not all payment types have a Payment Transaction Reference, including AMEX BIP, ACH Manual, and Wire Manual</p> <p>Company <input type="text" value="Total University"/></p> <p>Organization <input type="text" value="search"/></p> <p>Year <input type="text" value="search"/> <input checked="" type="checkbox"/> FY2016</p> <p>Period <input type="text" value="search"/></p> <p>Book <input checked="" type="checkbox"/> Common plus Post Closin...</p> <p>FAO <input type="text" value="search"/></p> <p>Ledger Account or Summary <input type="text" value="search"/></p> <p>Spend Category <input type="text" value="search"/></p> <p>Supplier Invoice <input type="text" value="search"/></p> <p>Supplier <input type="text" value="search"/></p> <p>Invoice Status <input type="text" value="search"/></p> </td> <td></td> <td></td> </tr> </tbody> </table>	REPORT NAME	REPORT DESCRIPTION	CHANGES	Find Supplier Invoice Lines (NCL) URF0992	Find supplier invoice lines and payment information for an organization. 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4.0		<p>Tips and Tricks</p> <p>Coming August 17th, 2015 Workday will have a new look! More guidance will be announced as we approach August when this change will be live in Production.</p> <div data-bbox="634 726 1008 1010" data-label="Image"> <p>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.</p> <p><u>Some worklet icons will appear by default:</u></p> <ul style="list-style-type: none"> • Announcements worklet (New) • Financial Reports worklet • Favorites worklet, if previously configured </div>								

URFINANCIALSUSERS list, click the following link:
<https://lists.rochester.edu/scripts/wa.exe?TICKET=N:M1ODMzjGNpbmRSLmZybz50ZXJyZUBST0NIRVNURVJmRURVIEVSRkIQOU5DSUFEMUjVTRVJITLUDLcz6mEoT&c=SIGNOFF>