

**From:** [URFINANCIALSUSERS](#) on behalf of [UR Financials](#)  
**To:** [URFINANCIALSUSERS@LISTS.ROCHESTER.EDU](mailto:URFINANCIALSUSERS@LISTS.ROCHESTER.EDU)  
**Subject:** UR Financials Newsletter vol 28.0  
**Date:** Friday, August 28, 2015 10:58:28 AM  
**Attachments:** [image002.wmz](#)  
[image004.png](#)  
[image005.png](#)  
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[image011.png](#)  
[image012.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 in printable (pdf) form.

Volume 28.0 as of August 28, 2015.

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

Item	Impacted Users	Topics of Interest
		<b>Announcements:</b> <ul style="list-style-type: none"> <li>The <a href="#">Integrations Schedule</a> has been updated for September. For a complete picture of all Integrations use these Integration Schedule and Workday Process Monitor (historical) together.</li> <li>Monthly financial reports for August will be available on <a href="#">Tuesday September 8th</a>, 2015, due to the Labor Day holiday. Bursted report for Grant Financial Analysts will be available on the same day.</li> </ul> <p><b>Note:</b> After the <a href="#">August</a> 2015 close, bursted reports will no longer be sent. Users will need to manually run, or schedule the Transaction Details Printable (NCL) URF0985 report, starting October 2015.</p> <ul style="list-style-type: none"> <li>Workday will be conducting an upgrade to version 25 (WD 25) in September. Please note, the UR Financials system will not be available from Saturday, September 12th - to 8:00 AM on Monday, September 14<sup>th</sup>. More information will be provided in upcoming announcements.</li> </ul>

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Find Supplier Invoice Lines - with Saved Filters URF0355

Company  search

Supplier  search

Invoice Status  search  
 Approved

Supplier Invoice  search

External PO Number

Memo

Payment Status  search

Cost Center Hierarchy  search

Cost Center  search

Spend Category Hierarchy  search

Spend Category  search

Spend Category (Exclude)  search

Starting Created Time   AM

Ending Created Time   AM







Starting BP Completed Time   AM

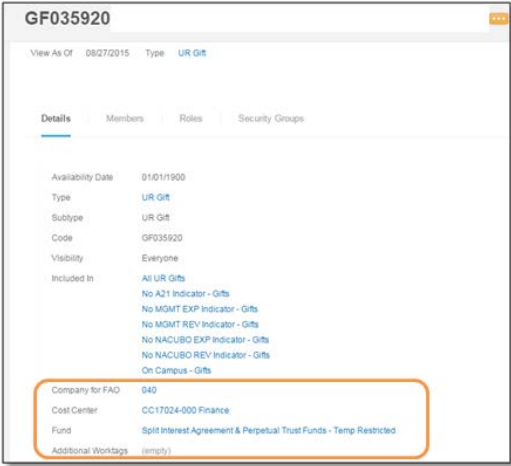
Ending BP Completed Time   AM

Starting Invoice Date

Ending Invoice Date

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2.0		<b>Updated Reports:</b>		Effective today	Support								
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3.0	Non Company Level Users												
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	Viewing non grant FAO properties (screen)	This view provides the ability to view FAO attributes such as FAO Type, Code, and worktags such as company, cost center and fund the FAO is	<p><b>Report Output:</b></p> <p>The following inputs have been <u>changed</u> when viewing non grant FAO properties (screen).</p> <ol style="list-style-type: none"> <li>Worktags in this view are now shown as three (3) separate categories; Company for FAO, Cost Center, Fund and Additional Worktags for more robust reporting. [Previously this was listed under one category labeled</li> </ol>										

<p>Company Level users</p>	<p>FAO within the Workday search bar</p>	<p>mapped to.</p>	<p>“Worktags”].</p> 
	<p>Find Journal Lines Details URF0853</p>	<p>Find Journal Lines transaction details along with key attributes and worktags. Please note that this report may need to be scheduled depending on the prompt selections.</p>	<p><b>Report Output:</b></p> <p>The following inputs have been added on the Find Journal Lines Details URF0853 report.</p> <ol style="list-style-type: none"> <li>1. allocations will now be returned on this report.</li> </ol>

**Deprecated Reports:**

- None at this time

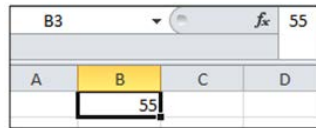
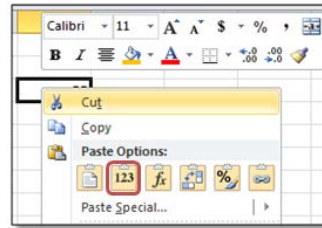
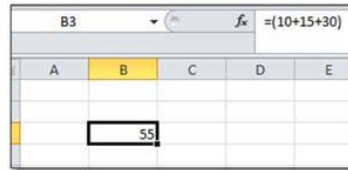
**Item Tips and Tricks**

4.0

- **Remember:** Accruals are only included in Workday and not in CumSal amounts/reports. Please keep this in mind when reconciling salary and benefit information.
- **Microsoft Excel 2010**

How do I convert an Excel formula result into static text, or value?

1. Click on the formula cell. In this example it is cell D3.
2. With your mouse, right click on this cell to display the shortcut menu and select **Copy**. The cell will appear with a marquee until pasted.
3. Select the same cell and right click to show the shortcut menu again.
4. From the shortcut menu, select the **123** (Value) button from the *Paste Options* section. This converts the formula to a value and pastes to the cell selected.
5. The value will now show in the cell in place of the formula.



- **Accounts Payable Facts**

At the UR Financials User Group Meeting held last Wednesday, important invoice facts were provided such as the FAQ (Self Help) item below. Check out August's [User Group](#) slides, or [Self Help, Accounts Payable and Banking &](#)

Settlement section

Invoices not uploaded into UR Financials:

FM-Q13: Which invoices are electronic and will not show an invoice within UR Financials (Workday)  
A13:

Supplier	Billing Cycle
Airgas	Monthly
Brewer and Newell	Monthly
RR Donnelly	Monthly
Sigma Aldrich	Monthly
Uniform Village	Monthly
D&H	Semi-Monthly
Fisher Scientific	Semi-Monthly
Life Sciences Technologies (FKA Invitrogen)	Semi-Monthly
Kraeckeler	Semi-Monthly
Laboratory Product Sales	Semi-Monthly
Mountain Glacier	Semi-Monthly
Staples	Semi-Monthly
VWR	Semi-Monthly
FedEx	Weekly/On Demand
Peard	Monthly
Medline Industries	Weekly
FDSI	Weekly

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

<https://lists.rochester.edu/scripts/wa.exe?>

[TICKET=NzMIODY4IGNpbmR5LmZyb250ZXJyZUBST0NIRVNURVluRURVIEVSRRkIOQU5DSUFEMU1VTRVJTIBmTBBbsT1Ob&c=SIGNOFF](https://lists.rochester.edu/scripts/wa.exe?TICKET=NzMIODY4IGNpbmR5LmZyb250ZXJyZUBST0NIRVNURVluRURVIEVSRRkIOQU5DSUFEMU1VTRVJTIBmTBBbsT1Ob&c=SIGNOFF)