This UR Financials Newsletter contains recent system updates and changes within the UR Financials (Workday) system. Previous volumes are located on the UR Financials web site Newsletter page in printable (pdf) form.

Volume 29.0 as of September 4, 2015.

### Announcements

#### New Reports

- None at this time

#### Updated Reports

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Description</th>
<th>Changes</th>
</tr>
</thead>
</table>
| Transaction Details  | Use this report to gather journal transaction details by Financial Activity Objects. The result set includes Journal Number, Accounting Date, Cost Center, FAO ID, Ledger Account, FAC ID, Journal Source, Line Memo, etc. | Report input: The following inputs have been added to the Transaction Details - Data Extract URF0296 report.  
1. The Ledger Account (Exclude) field has been added to the report. |
| Data Extract         |                                                                                   |                                                                         |
| URF0296              |                                                                                   |                                                                         |
| Transaction Details  | Transaction details in a tabular format suited for export to Excel for in-depth analysis. Includes many prompts for filtering on specific data. For large Organizations, scheduling is recommended. | Report input: The following inputs have been added to the Transaction Details - Data Extract URF0400 report.  
1. The Ledger Account (Exclude) field has been added to the report. |
| Data Extract         |                                                                                   |                                                                         |
| URF0400              |                                                                                   |                                                                         |

#### Deprecated Reports

- None at this time

### Tips and Tricks

- UR Financials team has established a **Genius Bar** for users to walk in and ask UR Financials reporting questions. This has been created to support month end close reporting activities. **Sign up** is required, prior to attending. Seating is limited to 20 with questions being answered in the order of this sign up list. Each user will be limited to 15 minutes so that we can attend to everyone that signs up. To help us better prepare, please type in your questions within the My Comments section when signing up for this event. A map to this College Town location can be found on the sign up page, guiding drivers to the **FREE 2-hour College Town Parking area**.

- 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 14th. Visit the **Tips and Tricks** section for a preview of changes to come.
3.0

**Deprecated Reports:**

- None at this time

4.0

- Workday 25 User Interface Changes

Use this [QRC] to become familiar with some of the changes to come on September 14th.

[URL: https://lists.rochester.edu/scripts/wa.exe?TICKET=NzM1ODc1IGNpbmR5LmZyb250ZXJyZUBST0NIRVNURVIuRURVIFVSRklOQU5DSUFMU1VTRVJITBF3wAIZhT7v&c=SIGNOFF]

unsubscribe from the URFINANCIALSUSERS list, click the following link:

[URL: https://lists.rochester.edu/scripts/wa.exe?TICKET=NzM1ODc1IGNpbmR5LmZyb250ZXJyZUBST0NIRVNURVIuRURVIFVSRklOQU5DSUFMU1VTRVJITBF3wAIZhT7v&c=SIGNOFF]