

From: [URFINANCIALUSERS](mailto:URFINANCIALUSERS@LISTS.ROCHESTER.EDU) on behalf of UR Financials  
 To: [URFINANCIALUSERS@LISTS.ROCHESTER.EDU](mailto:URFINANCIALUSERS@LISTS.ROCHESTER.EDU)  
 Subject: UR Financials Newsletter vol 29.0  
 Date: Friday, September 04, 2015 2:17:00 PM  
 Attachments: [image005.wmz](#)  
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[image009.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.

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

Volume 29.0 as of September 4, 2015.

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact
		<b>Announcements:</b>		
	All Users	<ul style="list-style-type: none"> <li>The <a href="#">Tools page</a> has been updated as of September 1<sup>st</sup>, 2015 for the following files:               <ul style="list-style-type: none"> <li>FRS Department to Workday Cost Center Crosswalk</li> <li>FRS Account to UR Financials FAO Crosswalk</li> <li>UR Financials Ledger Accounts, Spend &amp; Revenue Category Listing Job Aid</li> <li>FRS Subcode to Workday Worktags Crosswalk</li> </ul> </li> <li>Monthly financial reports for August will be available on <b>Tuesday September 8th</b>, 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 August 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 in October (for the September financial close). To schedule this report, <a href="#">Quick Reference Cards</a> are available within the <a href="#">Scheduled Printable Summary Reports</a> section.</p> <p><b>TIP:</b> UR Financials team has established a <b>Genius Bar</b> for users to walk in and ask UR Financials reporting questions. This has been created to support month end close reporting activities. <a href="#">Sign up</a> 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 <b>FREE 2-hour College Town Parking area</b>.</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 <b>not</b> be available from Saturday, September 12th - to 8:00 AM on Monday, September 14<sup>th</sup>. Visit the <a href="#">Tips and Tricks</a> section for a preview of changes to come.</li> </ul>		

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		<b>New Reports:</b>		
1.0		<ul style="list-style-type: none"> <li>None at this time</li> </ul>	Effective today	Support

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		<b>Updated Reports:</b>											
2.0	Company Level Users	<table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>CHANGES</th> </tr> </thead> <tbody> <tr> <td>Transaction Details - Data Extract <b>URF0296</b></td> <td>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.</td> <td> <p><b>Report Input:</b></p> <p>The following inputs have been <b>added</b> to the Transaction Details - Data Extract URF0296 report.</p> <ol style="list-style-type: none"> <li>The Ledger Account (Exclude) field has been added to the report.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <span>Ledger Account (Exclude)</span> <input type="text" value="search"/> </div> </td> </tr> <tr> <td>Transaction Details - Data Extract (NCL) <b>URF0400</b></td> <td>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.</td> <td> <p><b>Report Input:</b></p> <p>The following inputs have been <b>added</b> to the Transaction Details - Data Extract URF0400 report.</p> <ol style="list-style-type: none"> <li>The Ledger Account (Exclude) field has been added to the report.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <span>Ledger Account (Exclude)</span> <input type="text" value="search"/> </div> </td> </tr> </tbody> </table>	REPORT NAME	REPORT DESCRIPTION	CHANGES	Transaction Details - Data Extract <b>URF0296</b>	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.	<p><b>Report Input:</b></p> <p>The following inputs have been <b>added</b> to the Transaction Details - Data Extract URF0296 report.</p> <ol style="list-style-type: none"> <li>The Ledger Account (Exclude) field has been added to the report.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <span>Ledger Account (Exclude)</span> <input type="text" value="search"/> </div>	Transaction Details - Data Extract (NCL) <b>URF0400</b>	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.	<p><b>Report Input:</b></p> <p>The following inputs have been <b>added</b> to the Transaction Details - Data Extract URF0400 report.</p> <ol style="list-style-type: none"> <li>The Ledger Account (Exclude) field has been added to the report.</li> </ol> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <span>Ledger Account (Exclude)</span> <input type="text" value="search"/> </div>	Effective today	Support
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	Non Company Level Users												

Deprecated Reports:

- None at this time

Item Tips and Tricks

- **Workday 25 User Interface Changes**

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

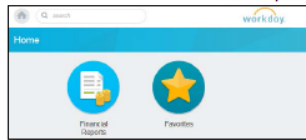
[UR Financials \(Workday\) User Interface changes after September 14, 2015 – Quick Reference card – NEW](#)

## UR Financials User Interface Updates

The guide below shows common Workday interface changes for UR Financials after September 14<sup>th</sup>, 2015.

### Workday Home Page

After logging in to UR Financials, the **Workday Home** page label has moved from the center of page to the left of the screen. Announcements worklet has been removed and combined with the Financial Reports worklet.



### Worklet icons that will appear by default:

- Favorites worklet
- Financial Reports worklet
  - Announcements
  - Common Financial Reports
  - Grants Management Reports
  - Capital Project Reports

**TIP:** Use the arrow icon will return users to the previous page without losing any information



### Announcements

- Announcements from UR Financials may appear at the top of Workday Home page, or within worklets. These messages will relate UR Financials access, reminders, or financial information. Messages may be repeated in other UR Financials communication channels.



1. Select the announcement item to read more on it. For multiple announcements, chose the arrow icon to move from one message to the next with multiple messages

**Note:** Check Announcements frequently as they may be updated at any time without visible notification in Workday



2. Select Close to return to the Workday user interface

Financial Reports worklet now contains a new task List of common UR Financials [resource links](#). Use this to quickly access support reference documentation such as; report Quick Reference Guides and the Easy report Matrix.



unsubscribe from the URFINANCIALSUSERS list, click the following link:

[https://lists.rochester.edu/scripts/wa.exe?](https://lists.rochester.edu/scripts/wa.exe?TICKET=NzMlODc1GNpbmR5LmZyb250ZXJyZUBSTONIRVNURVtuRURVJFVSRkIQQU5DSUFMUlVTRVJTIFIW0AIZhTZv&c=SIGNOFF)

[TICKET=NzMlODc1GNpbmR5LmZyb250ZXJyZUBSTONIRVNURVtuRURVJFVSRkIQQU5DSUFMUlVTRVJTIFIW0AIZhTZv&c=SIGNOFF](https://lists.rochester.edu/scripts/wa.exe?TICKET=NzMlODc1GNpbmR5LmZyb250ZXJyZUBSTONIRVNURVtuRURVJFVSRkIQQU5DSUFMUlVTRVJTIFIW0AIZhTZv&c=SIGNOFF)