

From: [URFINANCIALUSERS](#) on behalf of [UR Financials](#)
 To: URFINANCIALUSERS@LISTS.ROCHESTER.EDU
 Subject: UR Financials Newsletter vol 3.0
 Date: Friday, March 06, 2015 2:31:17 PM
 Attachments: [image001.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 website [Newsletter](#) page

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Volume 3.0 as of March 6, 2015.

Item	Impacted Areas	Topics of Interest
		Announcements:
	All Users	<ul style="list-style-type: none"> Tuesday, March 10th - February monthly financial reports available Coming are Workday 24 changes that impact you. This will be implemented in our Production tenant on March 14 and 15th. There are some changes that will impact all users that will be communicated early next week. Workday unavailable Friday March 13 from 2:00 AM until Sunday March 15th at 8:00AM due to WD24 release. See attached for change that impact users March 12 - Non-Company Level training class. Please ensure all Pre-requisites are complete User call in sessions and Reporting Workshops will run until the end of the month. Sign up now while seating is available. The Reporting Workshop presentation has been provided.

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		New Reports:								
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Company Level Users

	Company activity by Ledger Summary and Spend / Revenue Categories trended by months.	
Find Supplier Invoices – with Saved Filters URF0288	Use this to find Supplier invoices. Search by Supplier Status, Invoice Status, Payment Status, Payment Type and other criteria	Additional prompts when setting report criteria

Deprecated Reports:

Effective **March 14th** [Support](#)

3.0

- Payment Transaction Report (NCL) **URF0963** – this will be removed from UR Financials worklet and searches on March 14th

Item	Tips and Tricks
4.0	<ul style="list-style-type: none"> • Forms reminder on new FDM: All forms require use of the new financial data model. Please make it a practice to refer to the Finance Forms website before using any forms. • AP supplier invoices: please approve outstanding invoices as soon as possible and submit to AP for timely processing. • Accounting date versus Budget Date: these dates are necessary for to all journal entries, but have different uses. <ul style="list-style-type: none"> - Accounting date – the accounting period it will be posted to Workday - Budget Date - the date that the charge was incurred (date the service was provided, or materials/supplies delivered)

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