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

Volume 3.0 as of March 6, 2015.

### Announcements

- 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.

### New Reports

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>REPORT DESCRIPTION</th>
<th>CHANGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find Payment (NCL) URF0963</td>
<td>Supplier invoice and ad hoc payment details, including payment info for settled items. This report excludes canceled transactions. URF unique identifier has been repurposed. This was previously the Payment Transaction Report URF0963</td>
<td>Additional prompts when setting report criteria. Filters will have to be recreated for this new report</td>
</tr>
</tbody>
</table>

### Updated Reports

<table>
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<th>REPORT NAME</th>
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<tr>
<td>Grant Management Dashboard</td>
<td>Increase Grant Management Dashboard to show up to 20 reports. The number of reports is based on your user security.</td>
<td>Increased report limit in Dashboard view</td>
</tr>
<tr>
<td>Journal Source Activity by Months excluding System Generated Lines URF0966</td>
<td>Use this report to review summarized transactions by Journal Sources trended by months. Drill into the journal transactions and view the transactions by key fields.</td>
<td>Change period sort order on reports - They are now sorted chronological rather than alphabetically based on month name</td>
</tr>
<tr>
<td>Company Activity Summary by Ledger Account Summary &amp; Months URF0303</td>
<td>[Formerly named - Ledger Account and FAC Summary Activity by Months: Company Version] View summarized</td>
<td></td>
</tr>
</tbody>
</table>

### Tips and Tricks

- All Users
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### Company Level Users

| Find Supplier Invoices – with Saved Filters | 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:

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

### Tips and Tricks

#### 3.0

- 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 all journal entries, but have different uses.
  - 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)

#### 4.0

- 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.
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