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.

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### Announcements

**New Reports**
- None at this time

**Updated Reports**
- None at this time

**Deprecated Reports**
- None at this time

#### Tips and Tricks

**Workday 25 User Interface Changes**

Filtering report results will change on September 14th by using any one of the following options:

1. Select the column title to invoke the Memo Window, then set criteria (Memo Window image below)  
2. Select the Filter icon to invoke the Filter Window to choose Add, then select column, then set criteria

Clicking on the filter icon allows you to filter data under any column header by completing several steps.

A faster way to filter is by selecting the column header on which you would like to filter by completing the Memo window criteria. Using the Memo window users can sort data in ascending or descending order, set filter to return results on a set value(s), or carve out results for that column.

This feature now allows you to filter on multiple columns.

Filter functionality is not available in all of your reports, but it is available in most detail report types that return results greater than one page.

Filter image:
Filtering

- Focus on the data you need to see
- Able to filter under any column heading
  - Use filter icon or select column title
  - Filters on multiple columns
- Available in many reports

1. Select any column title to launch the (filter) Memo window

Memo Window image:

2. Select sort column as **Ascending**, or **Descending** order, if needed
3. Set Filter Condition for the column
   a. Ensure the Filter condition is appropriate for you filter (contains/does not contain, is/is not equal to)
   b. Select value(s) to filter on within the Value field. Either type, or use the prompt icon to select the value(s). Selecting the prompt icon will show all options available for that column
4. Click **OK**

To Turn Filters off:
1. Select the filter icon within the column header and choose **Remove Filter**

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