

From: [URFINANCIALUSERS](#) on behalf of [UR Financials](#)
 To: URFINANCIALUSERS@LISTS.ROCHESTER.EDU
 Subject: UR Financials Newsletter vol 31
 Date: Friday, September 18, 2015 2:46:14 PM
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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](#)
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Volume 31.0 as of September 18, 2015.

Item	Impacted Users	Topics of Interest
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		<p>Announcements:</p> <ul style="list-style-type: none"> All Users <ul style="list-style-type: none"> An additional date of October 20th has been added to the UR Financials Non Company Level Reporting class. This class is one of several that will be introduced in the upcoming months to reflect changes made to many common reports this summer. October classes will focus on Non Grant, Non Project FAO reporting (formerly referred to as NCL Operating Program Reporting class). Sign up if you are a new, or existing user. The UR Financials User Interface changed on September 14th due to the Workday upgrade. To help prepare for month end close, log into UR Financials today to experience changes to report prompt entry and filtering.
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Item	Impacted Users	Topics of Interest	Effective Date	Support Contact
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1.0		<p>New Reports:</p> <ul style="list-style-type: none"> None at this time 		
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2.0		<p>Updated Reports:</p> <ul style="list-style-type: none"> None at this time 		
3.0		<p>Deprecated Reports:</p> <ul style="list-style-type: none"> None at this time 		

Item	Tips and Tricks
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4.0	<p>For Grant Financial Analysts: How to Determine if an Award has a Budget Loaded in UR Financials – <i>The following steps are based on a user's security within UR Financials</i></p> <ol style="list-style-type: none"> Log Into UR Financials In the Search Bar type in <i>View Award</i> Type in the Award number (ID) in the Award field Tip: to find an Award number, refer to the Viewing a Grant and Award Job Aid From the View Award screen, scroll down to the bottom of the page. Locate the Budget Template field. <ol style="list-style-type: none"> If the Budget Template value indicates (empty), then a budget <u>has not been</u> loaded at this time for the Award. <div data-bbox="581 1619 894 1677" data-label="Form"> <input type="text" value="Budget Template"/> (empty) </div> <p>For reporting purposes, If there is not a budget present (Item "a" above), run Award Budgetary Balance Summary Printable (NCL) URF0987. To run this report correctly, this should only be <u>scheduled</u> to run. The schedule can be set to run once, daily, monthly, etc. Use the Award Budgetary Balance Summary Printable (NCL) URF0987 Quick Reference Card to set this up correctly.</p> If the Budget Template value indicates a linked value, then a budget <u>has been</u> loaded at this time for the Award.
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Budget Template

040 School of Medicine and Dentistry : Award
Budget AWD00000176: HCMV & NFKB:
Repurposing of an Anti-Viral Pathway
07/01/2015 (version 0)

For reporting purposes, if there is a budget present in UR Financials for an Award (item "b" above), users can run the Award Budgetary Balance Summary (NCL) URF0840 report that will show budget to actuals summary data.

To unsubscribe from the URFINANCIALSUSERS list, click the following link:

<https://lists.rochester.edu/scripts/wa.exe?>

[TICKET=NzMlODg5IGNpbmR5LmZyb250ZXJyZUBST0NIRVNURVluRURVIEVSRkIQQU5DSUFEMU1VTRVJTIG9JjmUM1vWQ&c=SIGNOFF](https://lists.rochester.edu/scripts/wa.exe?TICKET=NzMlODg5IGNpbmR5LmZyb250ZXJyZUBST0NIRVNURVluRURVIEVSRkIQQU5DSUFEMU1VTRVJTIG9JjmUM1vWQ&c=SIGNOFF)