

From: [URFINANCIALUSERS](#) on behalf of [UR Financials](#)
 To: URFINANCIALUSERS@LISTS.ROCHESTER.EDU
 Subject: UR Financials Newsletter vol 32
 Date: Friday, September 25, 2015 7:57:12 AM
 Attachments: [image002.vmx](#)
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[image003.png](#)
[image006.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.


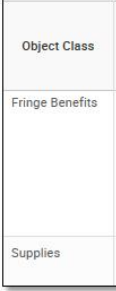


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Volume 32.0 as of September 24, 2015.

| Item | Impacted Users | Topics of Interest |
|------|--------------------|--|
| | | Announcements: |
| | Grant Users | <ul style="list-style-type: none"> Object Class code configuration has been updated for Grants. These changes can be seen in the Award Budgetary Balance Summary Printable (NCL) URF0987 report, Award Budgetary Balance Summary Printable URF0986 report, Monthly Transactions Printable - Grant URF0942G report, Monthly Transactions Printable - Grant (NCL) URF0943G report and Customer Invoices. Read more. |
| | All Users | <ul style="list-style-type: none"> Our roaming UR Financials Genius Bar has been established for October 12th at the River Campus. For users that have post close reporting questions, sign up for a time slot, then add to your personal calendar. UR Financials report instructor led training dates have been added for November. A Grants reporting class and a Cost Center reporting class has been added to the training schedule. These classes are two of several that will be introduced in the upcoming months to reflect changes to many common reports made this summer. Note: New employee registrations have priority within all class Sign Ups. All Non Company Level instructor led training classes will be conducted in the production environment using real data. To learn more about the NEW UR Financials training certification requirements for access, please see Tips and Tricks. The Integrations Schedule has been updated for October. For a complete picture of all Integrations use these Integration Schedule and Workday Process Monitor (historical) together. Monthly financial reports for September will be available on Wednesday October 7th, 2015. Note: As of August 2015 close, bursted reports are no longer sent. Users will need to manually run, or schedule the Transaction Details Printable (NCL) URF0985 report. Remember: 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. |

| Item | Impacted Users | Topics of Interest | Effective Date | Support Contact |
|------|----------------|---|----------------|-----------------|
| 1.0 | | New Reports: | | |
| | | <ul style="list-style-type: none"> None at this time | | |

| Item | Impacted Users | Topics of Interest | Effective Date | Support Contact | | | | | | |
|---|---|---|------------------------|--------------------|---------|---|---|--|--|--|
| 2.0 | | Updated Reports: | Effective today | Support | | | | | | |
| | Grant Non Company Level Users | <table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>CHANGES</th> </tr> </thead> <tbody> <tr> <td>Award Budgetary Balance Summary Printable (NCL) URF0987</td> <td>Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by award or grant.</td> <td> Report Output: The following output has been changed in the Award Budgetary Balance Summary Printable (NCL) URF0987 report. 1. Modified report Object Class order and can be seen in the Object Class column. </td> </tr> </tbody> </table> | REPORT NAME | REPORT DESCRIPTION | CHANGES | Award Budgetary Balance Summary Printable (NCL) URF0987 | Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by award or grant. | Report Output: The following output has been changed in the Award Budgetary Balance Summary Printable (NCL) URF0987 report. 1. Modified report Object Class order and can be seen in the Object Class column. | | |
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|--|---|--|---|
| | | |  |
| Grant Company Level Users | Award Budgetary Balance Summary Printable URF0986 | Use the Schedule a Report task to output this report to an Excel template with a macro for generating a PDF with page breaks by award or grant. | <p>Report Output:</p> <p>The following output has been <u>changed</u> in the Award Budgetary Balance Summary Printable URF0986 report.</p> <ol style="list-style-type: none"> 1. Modified report Object Class order and can be seen in the Object Class column.  |
| Grant Company Level Users | Monthly Transactions Printable - Grant URF0942G | Transaction details with FAO, Direct/Indirect, and Object Class subtotals formatted for export to PDF. Many prompts available. Use URF0984 and export to PDF for page breaks between FAOs. | <p>Report Output:</p> <p>The following output has been <u>changed</u> in the Monthly Transactions Printable - Grant URF0942G report.</p> <ol style="list-style-type: none"> 1. Modified report Object Class order and can be seen in the Object Class column.  |
| Grant Non Company Level Users | Monthly Transactions Printable - Grant (NCL) URF0943G | Transaction details with FAO, Direct/Indirect, and Object Class subtotals formatted for export to PDF. Many prompts available. Use URF0984 and export to PDF for page breaks between FAOs. | <p>Report Output:</p> <p>The following output has been <u>changed</u> in the Monthly Transactions Printable - Grant (NCL) URF0942G report.</p> <ol style="list-style-type: none"> 1. Modified report Object Class order and can be seen in the Object Class column.  |

3.0

Deprecated Reports:

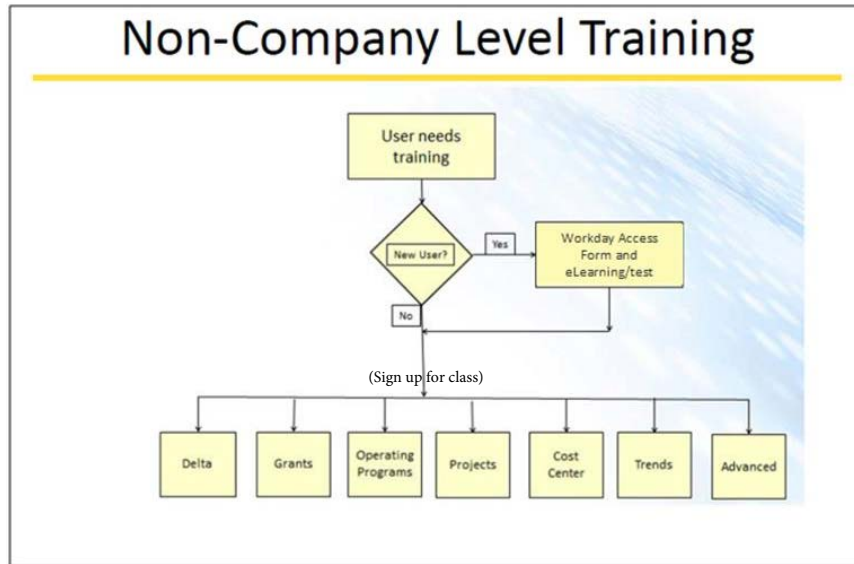
- None at this time

Item **Tips and Tricks**

4.0

For UR Financials access, an NEW employee will need to complete the following:

1. [UR Financials Workday Access Form](#) and receive all approvals necessary
2. Taking and passing the [Introduction to UR Financials eLearning and test](#) in Blackboard
3. Sign up for any [Non Company Level Reporting instructor led class](#) listed on the UR Financials website (see image below)
4. Sign in and take the Non Company Level Reporting instructor led class [on Production with user's access](#)
5. Take and pass the NCL Reporting test at the end of class
6. If the above steps are not satisfied, access will be removed



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

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

[TICKET=NzM1ODk2IGNmcm9udGVycmVAVVluUk9DSEVTVEVSLkVEVSBVUkZlTtFOQ0BTENVU0VSU5NqbyO6uX8k&c=SIGNOFF](https://lists.rochester.edu/scripts/wa.exe?TICKET=NzM1ODk2IGNmcm9udGVycmVAVVluUk9DSEVTVEVSLkVEVSBVUkZlTtFOQ0BTENVU0VSU5NqbyO6uX8k&c=SIGNOFF)