

From: [URFINANCIALUSERS](mailto:URFINANCIALUSERS@LISTS.ROCHESTER.EDU) on behalf of [UR Financials](mailto:URFINANCIALUSERS@LISTS.ROCHESTER.EDU)  
 To: [URFINANCIALUSERS@LISTS.ROCHESTER.EDU](mailto:URFINANCIALUSERS@LISTS.ROCHESTER.EDU)  
 Subject: UR Financials Newsletter vol 36  
 Date: Friday, October 23, 2015 2:33:44 PM  
 Attachments: [Image002.png](#)

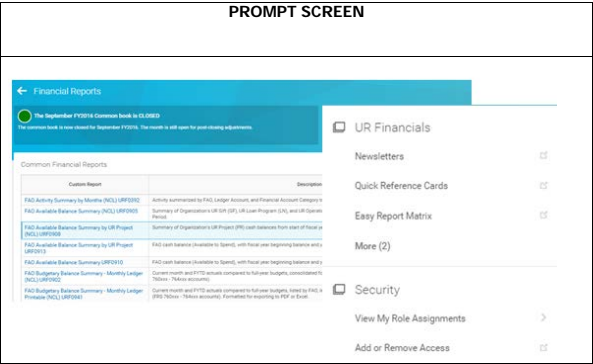
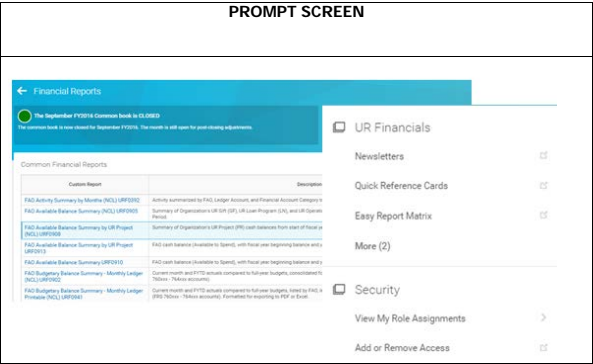
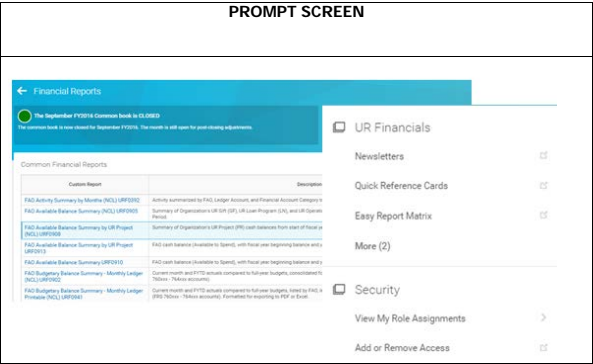


This UR Financials Newsletter Contains recent system updates and changes within the UR Financial (Workday) system. Previous volumes are located on the UR Financials web site [Newsletter](#) page in printable (pdf) form.

[Announcements](#)  
[New Reports](#)  
[Updated Reports](#)  
[Deprecated Reports](#)  
[Tips and Tricks](#)

Volume 36 as of October 23, 2015.

Impacted Users	Topics of Interest
<p><b>Grant Financial Analysts</b></p>	<p><b>Announcements:</b></p> <ul style="list-style-type: none"> <li>• <b>User Alert:</b> An issue has been identified regarding the processing of Facilities and Administrative (F&amp;A) costs and Grant Revenue in UR Financials. This impacted some transactions relating to Supplier Invoices processed the first few days in August and September. The F&amp;A for these transactions processed in the prior accounting period, resulting in indirect costs posting in the period prior to the direct cost being posted.  This was due to multiple periods open in UR Financials while the F&amp;A job was being processed. In order to prevent this from recurring, adjustments to the month end close process and timing for running the F&amp;A job has been made. Thank you for your patience with this.</li> </ul>
<p><b>All Users</b></p>	<ul style="list-style-type: none"> <li>• <b>User Alert:</b> Reports listed below have been returning beginning balance journals regardless of Period prompt selection. Beginning balance journals will now be filtered out by default. See the <a href="#">updated</a> reports section for details on a new prompt for including beginning balance journals.           <ul style="list-style-type: none"> <li>o FAO Activity Summary by Months (NCL) URF0392</li> <li>o Find Journal Lines Details (NCL) URF0399</li> <li>o Transaction Details by Months (NCL) URF0398</li> <li>o Transaction Details - Data Extract (NCL) URF0400</li> </ul> </li> <li>• Supplier Invoice indicators in reports have recently changed. These indicators inform users of additional supporting documentation. Examples of these new <i>flags</i> and the <a href="#">top three (3) methods to view Account Payable information</a> in UR Financials have been provided.  Two <i>NEW</i> Quick Reference Cards has been added to the <a href="#">Materials: Quick Reference Card</a> page. For a preview, see the <a href="#">Tips and Tricks</a> section on how to view supplier invoice supporting documentation</li> </ul>

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact						
1.0		<b>New Reports:</b>								
	<p><b>All Users</b></p>	<table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT PURPOSE/ DESCRIPTION</th> <th>PROMPT SCREEN</th> </tr> </thead> <tbody> <tr> <td>View My Role Assignment</td> <td>View users Organizational Role Assignments; Organization type, Organization and Role Name within the system</td> <td></td> </tr> </tbody> </table>	REPORT NAME	REPORT PURPOSE/ DESCRIPTION	PROMPT SCREEN	View My Role Assignment	View users Organizational Role Assignments; Organization type, Organization and Role Name within the system		<p>Effective today</p>	<p>Support</p>
REPORT NAME	REPORT PURPOSE/ DESCRIPTION	PROMPT SCREEN								
View My Role Assignment	View users Organizational Role Assignments; Organization type, Organization and Role Name within the system									

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact						
2.0		<b>Updated Reports:</b>								
	<p><b>All Users</b></p>	<table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>CHANGES</th> </tr> </thead> <tbody> <tr> <td>FAO Summary of Funds</td> <td>Current month and FYTD actual Additions and</td> <td>Report Input:</td> </tr> </tbody> </table>	REPORT NAME	REPORT DESCRIPTION	CHANGES	FAO Summary of Funds	Current month and FYTD actual Additions and	Report Input:	<p>Effective today</p>	<p>Support</p>
REPORT NAME	REPORT DESCRIPTION	CHANGES								
FAO Summary of Funds	Current month and FYTD actual Additions and	Report Input:								

**URF0964** Deductions, compared to full-year budgets, listed by FAO. Excludes Grants and Capital Project PRs (FRS 760xxx - 764xxx accounts).

FAO Budgetary Balance Summary - Monthly Ledger Printable  
**URF0940**

FAO Budgetary Balance Summary - Monthly Ledger  
**URF0945**

The following inputs have been added.

1. **Period** prompt will default to prior period

2. Added **Spend Category** and **Spend Category (Exclude)** prompts

3. Added three default values in the **Fund (Exclude)** prompt: Endowment Principal funds - Perm Restricted, Endowment Principal funds - Temp Restricted, Endowment Principal funds - Unrestricted

**Report Output:**

The following outputs have been changed.

1. Changed dollar formatting from whole number to decimal
2. Changed Balance Available column name to Budget Available

Total Revenue					
FAO	Current Budget	Month Actual	FYTD Actual	Budget Available	% Used

FAO Budgetary Balance Summary Printable  
**URF0988**

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 FAO.

Find Supplier Invoice Lines - with Saved Filters  
**URF0355**

Find Supplier Invoice Lines - with Saved Filters  
**URF0988**

Find Supplier Invoice Lines (NCL)  
**URF0948**

**Report Output:**

The following outputs have been changed

1. Changed Supporting documentation indicator to colored flags (Green, Orange, Purple) in the **Supplier Invoice** column

Supplier Invoice	Supplier	Supplier ID	Primary Remit-To Address	Invoice Date	Accounting Date
Supplier Invoice: SP00165159	Federal Express Summary	SPR000535	Summary Only PO Box 371599 Pittsburgh, PA 15250-7599 United States of America	06/12/2015	07/01/2015
Supplier Invoice: SP00199958	Federal Express Summary	SPR000535	Summary Only PO Box 371599 Pittsburgh, PA 15250-7599 United States of America	06/22/2015	08/01/2015

**Supplier Invoice column indicators:**

Green Flag = contains a Document Link

Orange Flag = contains an attachment(s)

Purple Flag = contains both Document Link and attachment(s)

UR Trial Balance Trends  
**URF0993**

UR Trial Balance  
**URF0947**

UR Trial Balance (NCL)  
**URF0948**

**Report Input:**

The following inputs have been added.

1. A **Worktags** prompt has been added to refine report results by accounting journal worktag type

**Report Output:**

The following outputs have been changed.

1. Changed dollar formatting from whole number to decimal

FAO Activity Summary by Months (NCL)  
**URF0392**

Activity summarized by FAO, Ledger Account, and Financial Account Category trended by month.

Use this report to gather journal transaction details by Financial Activity Objects.

Find Journal Lines Details (NCL)  
**URF0399**

Transaction details including

**Report Input:**

The following inputs have been added.

1. **Include Beginning Balance** prompt is available to include Beginning Balance information

Transaction Details by Months (NCL) <b>URF0398</b>	many commonly-used fields. Drillable to journal and operational transaction (e.g. Supplier Invoice).
Transaction Details - Data Extract (NCL) <b>URF0400</b>	Transaction details in a tabular format suited for export to Excel for in-depth analysis. Includes many prompts for filtering on specific data. For large Organizations, scheduling is recommended.

**Deprecated Reports:**

- None at this time

**Item** **Tips and Tricks**

4.0

**How to View Supplier Invoice Supporting Documentation**

Use this [Quick Reference Card](#) to quickly view Supplier Invoice information for both Grant and Non Grant FAOs.

### Find Supplier Invoice Lines (NCL) URF0992 QRC

Find supplier invoice lines and payment information for an organization. Includes prompts and output fields relevant to supplier invoices and payments for general queries or locating specific items. This report can be also be used to view the status of Supplier Invoices payments for Subcontract invoices specific to an Award or Grant.

**Find Supplier Invoice Lines (NCL) URF0992 Report**

- In the Workday Search bar, type *URF0992* and select report
- Within the **Company** prompt field, keep default value of *Total University*
- Click prompt icon in **Organization** and select an organization to which you are assigned
  - Select from within the **My Organization**, or **My Organization Hierarchies** sub category prompt
  - Or type in Grant(s)
  - Or type in an Award(s)
- Click prompt icon in **Year** and select the appropriate year(s). Defaults to *FY2016*

**TIP:** For Grant Reporting ONLY - Within the **Spend Category** field, type in *SC57150* to view Subcontract invoices specific to the Award or Grant selected in Step 2

- Click **OK** to run report

**Note:** Results can be exported to Microsoft Excel using the **Export** icon on the report output screen

Find Supplier Invoice Lines (NCL) URF0992

Company	* X Total University
Organization	*
Year	* X FY2016
Period	
FAO	
Ledger Account or Summary	
Spend Category	
Supplier Invoice	
Supplier	
Invoice Status	
External PO Number	
Supplier Reference Number	

Created on: 10/21/15

### Find Supplier Invoice Lines (NCL) URF0992 QRC

Find supplier invoice lines and payment information for an organization. Includes prompts and output fields relevant to supplier invoices and payments for general queries or locating specific items. This report can be also be used to view the status of Supplier Invoices payments for Subcontract invoices specific to an Award or Grant.

**Report Indicators Definitions**  
Report results may show a supplier invoice flag indicating that supporting documentation is included. Payment type may also be provided. Definitions are provided below.

**Supplier Invoice column indicators:**

Green Flag = contains a Document Link

Supplier Invoice: [Green Flag] Has document link

Orange Flag = contains an attachment(s)

Supplier Invoice: [Orange Flag] Has attachment

Purple Flag = contains both Document Link and attachment(s)

Supplier Invoice: [Purple Flag] Has attachment and document link

**Payment Type column indicators:** ✓ = paid, ✗ = unpaid

**How to view Document Links**

- Run the URF0992 report
- Within the **Supplier Invoice** column **right click** on a **Supplier Invoice** link with a **GREEN**, or **PURPLE** flag
- Left click** on **See in New Tab**
- On the **View Supplier Invoice** Screen, the **Document Link** is located to the right of the screen

Document Link <https://its-onbase-wp13.ur.rochester.edu/DocPopCS/docpop/docpop.aspx>

**How to view Attachments**

- Run the URF0992 report
- Within the **Supplier Invoice** column **right click** on a **Supplier Invoice** link with a **ORANGE**, or **PURPLE** flag
- Left click** on **See in New Tab**
- On the **View Supplier Invoice** Screen, select the **Attachments** tab located towards the bottom of screen. Attachments are listed here.

Invoice Lines | **Attachments** | Payments | Process History