

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 38  
 Date: Friday, November 06, 2015 9:25:40 AM  
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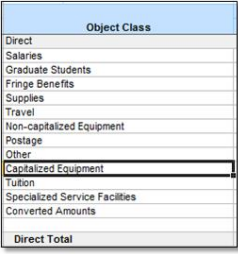

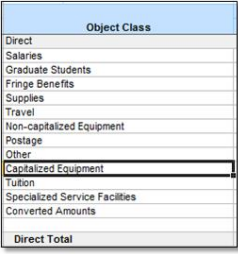

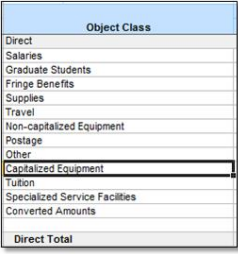

This UR Financials Newsletter Contains recent system updates and changes within the UR Financial (Workday) system. Previous volumes are located on the UR Financials web site [Newsletter](#) page in printable (pdf) form.

Volume 38 as of November 6, 2015.

Impacted Users	Topics of Interest
All Users	<p><b>Announcements:</b></p> <ul style="list-style-type: none"> <li>• <b>Month End:</b> Monthly financial reports for October are available to run today.</li> <li>• A new <a href="#">NCL Reporting class date</a> (December 8<sup>th</sup>) has been added for new UR Financials requests, or existing users.</li> <li>• Our roaming <a href="#">UR Financials Genius Bar</a> has been scheduled on November 10<sup>th</sup> at the Medical Center. For users that have post close reporting questions, <a href="#">sign up</a> for a 15 minute time slot and add your question to the <b>My Comments</b> field. Remember to add this to your personal calendar.</li> </ul>

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

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2.0		<p><b>Updated Reports:</b></p> <table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>CHANGES</th> </tr> </thead> <tbody> <tr> <td>Company Level Users Award Budgetary Balance Summary Printable <b>URF0986</b></td> <td>Use the <a href="#">Schedule a Report task</a> to output this report to an Excel template with a macro for generating a PDF with page breaks by award or grant.</td> <td> <p><b>Report Output:</b></p> <p>The following outputs have been <b>added/changed</b>.</p> <ol style="list-style-type: none"> <li>Property Plant and Equipment amounts to be included within the <b>Direct</b> Cost subtotals, in the Capitalized Equipment object class. The subtotalling calculations will appear in these categories:               <ul style="list-style-type: none"> <li>• Direct</li> <li>• Indirect</li> </ul> <p><b>Grand Total</b></p>  </li> </ol> <p>Totals should agree with URF0984 or URF0985 transaction report, using same report criteria.</p> </td> </tr> <tr> <td>Non Company Level Users Award Budgetary Balance Summary Printable (NCL) <b>URF0987</b></td> <td></td> <td> <ol style="list-style-type: none"> <li>Converted Facilities and Administration (F&amp;A) in the Converted Amounts object class within the <b>Direct</b> section have been moved to the <b>Indirect</b> section.</li> </ol> </td> </tr> <tr> <td>Company Level Users Transaction Details Printable <b>URF0984</b></td> <td>Transaction details with a business form layout attached for outputting to PDF with headers, subtotalling, and page breaks. Run the report and click Print, or schedule with an output type of Report (PDF).</td> <td> <p><b>Report Output:</b></p> <p>The following outputs have been <b>added/changed</b>.</p> <ol style="list-style-type: none"> <li>Converted Facilities and Administration (F&amp;A) in the Converted Amounts object class within the Direct section have been moved to the <b>Indirect</b> section.</li> <li>Object class order will reflect standard for consistency</li> <li>Added Time Period to footer of each page output</li> <li>Updated formatting within the PDF document output of this scheduled report</li> <li>Award Information (Award, Award Name, Award Line Period, PI) will no longer appear in document header for Non-Grant FAOs</li> </ol>  </td> </tr> <tr> <td>Non Company Level Users Transaction Details Printable (NCL) <b>URF0985</b></td> <td></td> <td></td> </tr> </tbody> </table>	REPORT NAME	REPORT DESCRIPTION	CHANGES	Company Level Users Award Budgetary Balance Summary Printable <b>URF0986</b>	Use the <a href="#">Schedule a Report task</a> to output this report to an Excel template with a macro for generating a PDF with page breaks by award or grant.	<p><b>Report Output:</b></p> <p>The following outputs have been <b>added/changed</b>.</p> <ol style="list-style-type: none"> <li>Property Plant and Equipment amounts to be included within the <b>Direct</b> Cost subtotals, in the Capitalized Equipment object class. The subtotalling calculations will appear in these categories:               <ul style="list-style-type: none"> <li>• Direct</li> <li>• Indirect</li> </ul> <p><b>Grand Total</b></p>  </li> </ol> <p>Totals should agree with URF0984 or URF0985 transaction report, using same report criteria.</p>	Non Company Level Users Award Budgetary Balance Summary Printable (NCL) <b>URF0987</b>		<ol style="list-style-type: none"> <li>Converted Facilities and Administration (F&amp;A) in the Converted Amounts object class within the <b>Direct</b> section have been moved to the <b>Indirect</b> section.</li> </ol>	Company Level Users Transaction Details Printable <b>URF0984</b>	Transaction details with a business form layout attached for outputting to PDF with headers, subtotalling, and page breaks. Run the report and click Print, or schedule with an output type of Report (PDF).	<p><b>Report Output:</b></p> <p>The following outputs have been <b>added/changed</b>.</p> <ol style="list-style-type: none"> <li>Converted Facilities and Administration (F&amp;A) in the Converted Amounts object class within the Direct section have been moved to the <b>Indirect</b> section.</li> <li>Object class order will reflect standard for consistency</li> <li>Added Time Period to footer of each page output</li> <li>Updated formatting within the PDF document output of this scheduled report</li> <li>Award Information (Award, Award Name, Award Line Period, PI) will no longer appear in document header for Non-Grant FAOs</li> </ol> 	Non Company Level Users Transaction Details Printable (NCL) <b>URF0985</b>				
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All Users	View My Role Assignment	View users Organizational Role Assignments; Organization type, Organization and Role Name within the system	<p><b>Report Output:</b></p> <p>The following outputs have been <u>added/changed</u>.</p> <ol style="list-style-type: none"> <li>Sort order in the newly added <b>Organization Category</b> column reflects grouping seen in report prompt hierarchies (My Organizations and My Organization Hierarchies). Use this to better understand and select user Organization/Company report prompting</li> <li>Within the <b>Organization</b> column, items are now ordered numerically</li> </ol> <table border="1" data-bbox="625 409 1209 535"> <thead> <tr> <th>Worker</th> <th>Organization Category</th> <th>Organization Type</th> <th>Organization</th> <th>Role Name</th> </tr> </thead> <tbody> <tr> <td></td> <td>My Organizations</td> <td>Cost Center</td> <td>CC11405-054 Medicine Heart and Vascular</td> <td>Cost Center Financial Analyst</td> </tr> <tr> <td></td> <td>My Organizations</td> <td>UR Operating Program</td> <td>OP134542 Perfusionists</td> <td>UR FAD Analyst</td> </tr> <tr> <td></td> <td>My Organizations</td> <td>UR Operating Program</td> <td>OP136577 Coagulation</td> <td>UR FAD Analyst</td> </tr> <tr> <td></td> <td>My Organization Hierarchies</td> <td>Grant Hierarchy</td> <td>All Awards CC11405-054 Medicine Heart and Vascular</td> <td>Grant Financial Analyst</td> </tr> </tbody> </table>	Worker	Organization Category	Organization Type	Organization	Role Name		My Organizations	Cost Center	CC11405-054 Medicine Heart and Vascular	Cost Center Financial Analyst		My Organizations	UR Operating Program	OP134542 Perfusionists	UR FAD Analyst		My Organizations	UR Operating Program	OP136577 Coagulation	UR FAD Analyst		My Organization Hierarchies	Grant Hierarchy	All Awards CC11405-054 Medicine Heart and Vascular	Grant Financial Analyst
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Company Level Users	Award Line Summary of Funds <b>URF0994</b>	Award Line authorized amounts and total spend for the month, fiscal year, and life-to-date by Grant. Includes balance remaining and percent used, as well as other Award, Award Line, and Grant attributes. Contingent Grant...	<p><b>Report Input:</b></p> <p>The following inputs have been <u>added/changed</u>.</p> <ol style="list-style-type: none"> <li>A new prompt field (<b>Principal Investigator</b>), has been added providing the ability to filter by Principal Investigator, specifically by Lead PI assigned on the Grant</li> </ol> <p><b>Report Output:</b></p> <p>The following outputs have been <u>added/changed</u>.</p> <ol style="list-style-type: none"> <li>The Full Grant name will appear for every Grant within the <b>Grant Name</b> column</li> </ol> <table border="1" data-bbox="690 766 1063 871"> <thead> <tr> <th>Award</th> <th>Grant</th> <th>Grant Name</th> </tr> </thead> <tbody> <tr> <td>AWCCS23003 RONALD MCDONALD HOUSE INTRODUCING OPTIONS 08/01/2011 (version 01)</td> <td>GRS23003</td> <td>GRS23003 RONALD MCDONALD HOUSE</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>The "Sponsor Parent" column has been renamed to <b>NIH or DHHS</b></li> </ol> <table border="1" data-bbox="803 892 966 997"> <thead> <tr> <th>Sponsor</th> <th>NIH or DHHS</th> </tr> </thead> <tbody> <tr> <td>National Institutes of Health (NIH)</td> <td>Department of Health and Human Services (DHHS)</td> </tr> </tbody> </table>	Award	Grant	Grant Name	AWCCS23003 RONALD MCDONALD HOUSE INTRODUCING OPTIONS 08/01/2011 (version 01)	GRS23003	GRS23003 RONALD MCDONALD HOUSE	Sponsor	NIH or DHHS	National Institutes of Health (NIH)	Department of Health and Human Services (DHHS)															
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Company Level Users	Transaction Details by Months <b>URF0295</b>	View journal transaction details by Month, FAO, Ledger Account, Spend / Revenue Categories, Accounting Dates, Memos and other key fields. Drill directly into the Journal for further details or export the results easily...	<p><b>Report Input:</b></p> <p>The following inputs have been <u>added/changed</u>.</p> <ol style="list-style-type: none"> <li>The Journal Source (Exclude) prompt has been for users to exclude different Journal source types, such as Supplier Invoices</li> </ol> <div data-bbox="714 1113 1128 1165"> <p>Journal Source (Exclude) X Supplier Invoice ...</p> </div>																									
Non Company Level Users	Transaction Details by Months (NCL) <b>URF0398</b>		<p><b>Report Input:</b></p> <p>The following inputs have been <u>added/changed</u>.</p> <ol style="list-style-type: none"> <li>The Journal Source (Exclude) prompt has been for users to exclude different Journal source types, such as Supplier Invoices</li> </ol> <div data-bbox="714 1113 1128 1165"> <p>Journal Source (Exclude) X Supplier Invoice ...</p> </div>																									

**Deprecated Reports:**

- None at this time

**Item Tips and Tricks**

4.0

**How to access the Cumulative Salary Report**

Follow these steps to quickly find the Cumulative Salary (Cumsal) report within Cognos for individual salary information. Use this in combination with UR Financials reports for complete monthly reconciliations. [Need Cognos Access?](#)

The screenshot shows the 'Cumulative Salary Report' interface. On the left, there are instructions: 'Shows individual salary charges', 'Within Cognos, Locate report by selecting', and a numbered list: '1. Public Folder', '2. Cumsal UR Financials Reports', '3. Common/Shared Reports'. A tip box says 'Tip: Need Cognos reporting? Request Data Access'. The main area shows a list of reports with columns for Name, Description, and Date. Below the list is a data table with columns for various financial metrics.