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 39 as of November 13, 2015

### Announcements

**All Users**

- **Lucky Friday the 13th!** Seats are available for several NCL Reporting classes in November and December. After completing the required prerequisites, select the appropriate class for your UR Financials role described in Tips and Tricks.

- **Missed the “Ask the Experts” session at our Genius Bar**? The next session is scheduled for December 10th. For users that have post close reporting questions, sign up for a 15 minute time slot and add your question to the *My Comments* field. Remember to add this to your personal calendar.

- **Calendar Update:** November’s UR Financials User Group meeting has been cancelled due to holiday schedules. Please update your personal calendars.

### Item Impacted Users Topics of Interest Effective Date Support Contact

#### New Reports

**1.0**

- None at this time

#### Updated Reports

**2.0**

- None at this time

#### Deprecated Reports

- None at this time

### Tips and Tricks

**4.0**

**How to Select the Appropriate UR Financials Instructor Led Training Reporting class**

There are several versions of the Non-Company Level Reporting class being developed to educate users, based on access type requested in the system.

Although any of these classes will satisfy the Instructor Led Training requirement portion of UR Financials certification, it is important to select the right one for your financial role.

*Use this guide to determine the correct class based on the role type requested on your Workday Access Form.*
<table>
<thead>
<tr>
<th>Class Name</th>
<th>Content of Class</th>
<th>Role Required for Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic (Non Grants/Non Project Reporting)</td>
<td>- This class reviews some or all of the following reports; FAO Summary of Funds URF0965, FAO Available Balance Summary URF0905, Transaction Details reports (URF0985, URF0398, URF0400), Find Supplier Invoice Lines (NCL) URF0992</td>
<td>UR FAO Analyst</td>
</tr>
<tr>
<td>Project Reporting</td>
<td>- This class reviews some or all of the following reports; Project LTD Budgetary Balance Summary – Monthly Ledger by Spend Category (NCL) URF0916, FAO Available Balance Summary by UR Project (NCL) URF0908, Project LTD Budgetary Balance Summary – Monthly Ledger Printable (NCL) URF0976</td>
<td>UR FAO Analyst with a Project</td>
</tr>
<tr>
<td>Grants Reporting</td>
<td>- This class reviews some or all of the following reports; View FAO by Grant Attributes URF0313, Award Line Summary of Funds URF0983, Award Budgetary Balance Summary URF0987, Manager Financial Report, Transaction Details printable (NCL) URF0985, Find Supplier Invoice Lines (NCL) URF0992, Out of Award Line Period Activity Summary (NCL) URF0842 and Scheduled Reports</td>
<td>Grant Financial Analyst</td>
</tr>
<tr>
<td>Cost Center Reporting</td>
<td>- This class reviews common financial reports using cost center report criteria; FAO Budgetary Balance Summary – Monthly Ledger (NCL) (URF0902, URF0941), FAO Summary of Funds URF0965, Transaction Details (URF0398, URF0985), and Scheduled Reports</td>
<td>Cost Center Financial Analyst</td>
</tr>
<tr>
<td>Advanced Reporting</td>
<td>- This class reviews summary and detail reports; Scheduled reports and uses features such as “view by” and drilling into transactional data.</td>
<td>Any role, only after one class listed above is completed</td>
</tr>
</tbody>
</table>