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 To: ["URFINANCIALUSERS@LISTS.ROCHESTER.EDU"](mailto:URFINANCIALUSERS@LISTS.ROCHESTER.EDU)
 Subject: UR Financials Newsletter vol 4.0
 Date: Friday, March 13, 2015 1:38:00 PM
 Attachments: [image004.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 website [Newsletter](#) page

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

Volume 4.0 as of March 13, 2015.

Item	Impacted Users	Topics of Interest
		Announcements:
	All Users	<ul style="list-style-type: none"> On March 15th UR Financials will change its look. This is due to the Workday 24 upgrade occurring this weekend. To prepare for these changes impacting all users, provided is a Workday 24 overview.
	Grant Management	<ul style="list-style-type: none"> With the Workday 24 upgrade, Grant Management Users will see the Grant Management Dashboard change to a dashboard worklet on Monday. This Dashboard worklet will automatically appear on your home page, also known as My Workday 2.0. To view the Grant Management reports follow these steps: <ul style="list-style-type: none"> Log into UR Financials Select the Grant Management link located within the new worklet entitled "Dashboards"

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

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact						
		Updated Reports:								
2.0			Effective today	Support						
	Company Level Users	<table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>CHANGES</th> </tr> </thead> <tbody> <tr> <td>FAO Activity Summary by Months Summary URF0297</td> <td>Run this report to view transactions related to a grant or an award. <i>See Tips section for a Grant Management Quick Reference Card (QRC)</i></td> <td>Additional prompts when setting report criteria "View By" options added</td> </tr> </tbody> </table>	REPORT NAME	REPORT DESCRIPTION	CHANGES	FAO Activity Summary by Months Summary URF0297	Run this report to view transactions related to a grant or an award. <i>See Tips section for a Grant Management Quick Reference Card (QRC)</i>	Additional prompts when setting report criteria "View By" options added		
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	Non Company Level Users	<table border="1"> <tbody> <tr> <td>FAO Activity Summary by Months Summary (NCL) URF0392</td> <td>Run this report to view transactions related to a grant or an award. <i>See Tips section for a Grant Management Quick Reference Card (QRC)</i></td> <td>Additional prompts when setting report criteria "View By" options added</td> </tr> </tbody> </table>	FAO Activity Summary by Months Summary (NCL) URF0392	Run this report to view transactions related to a grant or an award. <i>See Tips section for a Grant Management Quick Reference Card (QRC)</i>	Additional prompts when setting report criteria "View By" options added					
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		Deprecated Reports:								

3.0

- None at this time

Item

Tips and Tricks

4.0

- FAO Activity Summary by Months reports; (NCL) **URF0392** and **URF0297** for Company Level users have been updated as mentioned to include additional prompts and display options. This report can be used for all FAO's.
 - A [Quick Reference Card](#) has been developed for **Grant Management** on how to use for the FAO Activity Summary by Months reports; (NCL) **URF0392** and **URF0297** to view Grant activity.