Announcements:

- **User Alert:** This week, many reports in UR Financials have not been working using Microsoft’s Internet Explorer browser. Workday has scheduled a fix for this Friday evening, November 20th. Internet Explorer is anticipated to be available for running UR Financials reports Monday, November 23rd.

  Until this fix is implemented, view the UR Financials website to learn how to view Supplier Invoices when running reports in either Chrome or Firefox browsers.

- 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.

- A new tool has been developed specifically for Grant Financials Analysts. The Grants Report Matrix provides detailed information on Grant report field results and the best time to run. This will help users determine the appropriate report for each occasion. A short definition list is also included. This matrix can be found under Tools > Report Matrices within the UR Financials website, or accessed through the UR Financials system within the Financial Report Dashboard > reference link section, Report Matrices.

### Impacted Users Topics of Interest

<table>
<thead>
<tr>
<th>Item</th>
<th>Impacted Users</th>
<th>Topics of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>New Reports:</td>
<td>None at this time</td>
</tr>
<tr>
<td>2.0</td>
<td>Updated Reports:</td>
<td></td>
</tr>
</tbody>
</table>

#### 1.0 New Reports:

- **None at this time**

#### 2.0 Updated Reports:

- **Report Name:** Find Supplier Invoice Lines (NCL) URF0992
  
  **Report Description:** 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.

  **Changes:**

  The following inputs have been added to the Find Supplier Invoice Lines (NCL) URF0992 report to assist with viewing transaction created from an integration.

  **Report Input:**

  1. Added the Created on or After date and time prompts

<table>
<thead>
<tr>
<th>Created On or After</th>
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<th>AM/PM</th>
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</table>

  2. Added Entry Source - Integrations Only check box

  **Report Output:**

  1. Added a new column entitled FAO to the report output.
3.0

Deprecated Reports:

- None at this time

### Tips and Tricks

#### 4.0 All Users

**What’s my Role in UR Financials?**

Run the View My Role Assignments report to view your Organization mappings as requested with the UR Financials Workday Access Form. Use this report to verify your security in UR Financials and when setting your Organization prompt criteria in most reports (i.e.; My Organization or My Organization Hierarchies – see tip below).

**Tip:**

1. This report can be found in the resource links section within the Financials Report Dashboard in the UR Financials system.

**How Do I select the Correct Organization (FAQ, or Cost Center) to Report On?**

Within the Organization prompt Non-Company Level users will see My Organization, or My Organization Hierarchies options.

- **My Organization** - Items that will appear here are individual FAQs, Contingent Grants and Cost Centers that are directly assigned to a user based on the UR Financials Workday Access Form received.

- **My Organization Hierarchies** - Items that will appear here are Cost Center Hierarchies and Grant hierarchies directly assigned to a user based on the UR Financials Workday Access Form received.