From:	URFINANCIALSUSERS on behalf of UR Financials
To:	URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
Subject:	UR Financials Newsletter vol 40
Date:	Friday, November 20, 2015 9:47:29 AM
Attachments:	image002.wmz image020.png image005.png image011.png image016.emz image018.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.

Volume 40 as of November 20, 2015.

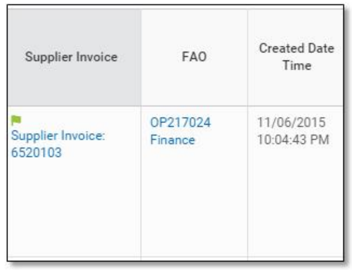
Announcements
New Reports
Updated Reports
Deprecated Reports
Tips and Tricks

Impacted Users	Topics of Interest
	Announcements:
All Users	• **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.
Grant Financial Analysts	• 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 Matrixes*** within the UR Financials website, or accessed through the UR Financials system within the ***Financial Report Dashboard*** > reference link section, ***Report Matrixes***.

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact
1.0		**New Reports:** • None at this time		

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact
2.0		**Updated Reports:**		
	Non Company Level Users	(see report table below)	**Effective today**	**Support**

REPORT NAME	REPORT DESCRIPTION	CHANGES
Find Supplier Invoice Lines (NCL) **URF0992**	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.	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  2. Added **Entry Source – Integrations Only** check box  **Report Output:** 1. Added a new column entitled **FAO** to the report output.



Supplier Invoice	FAO	Created Date Time
Supplier Invoice: 6520103	OP217024 Finance	11/06/2015 10:04:43 PM

3.0 **Deprecated Reports:**

- None at this time

Item	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).

View My Role Assignments

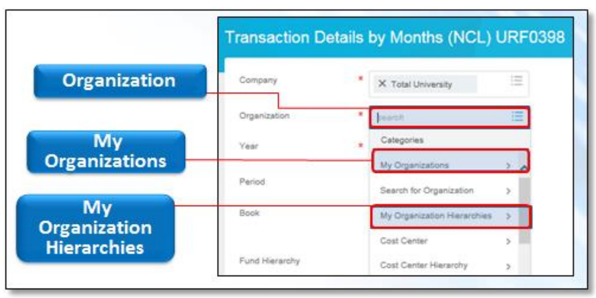
10 items

Worker	Organization Role Assignments			
	Organization Category	Organization Type	Organization	Role Name
John Doe	My Organizations	UR Gift	GF620069 Women's Track	UR FAO Analyst
	My Organizations	UR Gift	GF620077 Men's Cross Country	UR FAO Analyst
	My Organizations	UR Gift	GF620084 Men's Track	UR FAO Analyst
	My Organizations	UR Gift	GF620088 Women's Cross Country	UR FAO Analyst
	My Organizations	UR Operating Program	OP214074 Women's Track	UR FAO Analyst
	My Organizations	UR Operating Program	OP214083 Men's X Country	UR FAO Analyst
	My Organizations	UR Operating Program	OP214090 Men's Track	UR FAO Analyst
	My Organizations	UR Operating Program	OP214095 Womens X Country	UR FAO Analyst
	My Organizations	UR Operating Program	OP348358 Women's Track	UR FAO Analyst
	My Organizations	UR Operating Program	OP348359 Men's Track	UR FAO Analyst

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 (FAO, or Cost Center) to Report On?

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



My Organization - items that will appear here are individual FAOs, 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.