



Volume 42 as of December 4, 2015

Announcements

All Users

- **Month End:** Monthly financial reports for November will be available to run on December 5th, 2015.
 - A complete [Financials Close Schedule for FY2016](#) has been added to the UR Financials Website. Refer to this when creating or editing scheduled reports in the UR Financials system. See the [Tips](#) section for more on this.
- 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.

Financial Form Users

- Plan ahead for holiday adjustments to the [Employee Expense F3 form reimbursement schedule](#). As a reminder, there will be no reimbursements the last 2 weeks of December.



None at this time



None at this time



None at this time

Tips and Tricks

Most Popular Report in UR Financials - Is it the Best?

Several reports are run in UR Financials for different needs. Report analysis shows consistently that the *Monthly Transactions Printable - Advanced (NCL) URF0943A* report is most often run since June 2015. Analysis indicates that this report is run interactively (manually) with only 6% of run attempts as a scheduled report.

Consider using the [Transaction Details Printable NCL URF0985 Quick Reference Card](#), along with the [Financials Close Schedule for FY2016](#) (listed in today's announcements) to schedule this report for an automated run, every month after month end close.



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.