

From: [URFINANCIALSUSERS](#) on behalf of [UR Financials](#)
To: URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
Subject: UR Financials Newsletter vol 44
Date: Friday, December 18, 2015 11:10:48 AM
Attachments: [image006.png](#)
[image002.png](#)



Volume 44 as of December 18, 2015

Announcements

All Users

- Due to the holidays the next Newsletter will be sent on January 11th.
Beginning January 2016, the UR Financials Newsletter will have a new publishing schedule and will be sent every other week. Happy Holidays!
- The FY2016 [Financials Close Schedule](#) details when reports can be run for each month. Mark your calendars for December's month end.
- The December User Group meeting was held on December 16th. Demonstrations were provided on report prompts; Organization, My Organizations, My Organization Hierarchies and the Transaction Details Printable (NCL) URF0985 scheduled report. **Volunteers are needed to demonstrate how reports are run within their areas.** Please [Contact Us](#) if you have a report prompting technique that you would like to share with the group in an upcoming meeting. Next User Group Meeting will be held on [January 20th](#).

Financial Form Users

- As a reminder, there will be no [Employee Expense F3 Form reimbursements](#) the last 2 weeks of December.

New Reports

None at this time

Updated Reports

The View FAO by Grant Attributes (Grant Only) **URF0313** report has been updated to include a **Budget** column in the report output.

Award for Grant		Award for Grant	
Sponsor	Award Status	Budget	Company
National Science Foundation (NSF)	Approved	Yes	021 School of Arts and Sciences

Grants marked as "Yes" indicates a budget is in place and budgetary reports, such as the *Award Budgetary Balance Summary Printable (NCL) URF0987* report can be used.

For Grants with "No" in the **Budget** column, a budget is not in place at the time the report is run. The following reports can be used to provide "actuals" information only.

Deprecated Reports

None at this time

- *Manager Financial Report*
- *Award Budgetary Balance Summary Printable (NCL) URF0987 report*
- *Award Line Summary of Funds (NCL) URF0983 report*
- *Award Line Summary of Funds URF0994 report*

Tips and Tricks

How to Determine a Check has been Cashed by a Supplier

First, run the Find Supplier Invoice Lines (NCL) URF0992 report. Second, right click on the related actions icon next to the Supplier Invoice located in the first column and choose *See in New Tab*. By Drilling into the Supplier Invoice to see the details, users can further click on the *Payment* tab to view the Reconciliation Status.

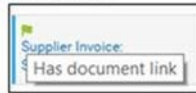
Reconciled – *the payment/check has been cashed*

Unreconciled – *the check is still outstanding*

If you do not have security to view the Supplier Invoice Document Links, this request form allows the user to view stored PDFs of Supplier Invoices within UR Financials: [Supplier Invoice Viewing Permission Form](#)

For questions, contact AccountsPayable@finance.rochester.edu for routine inquiries.

Green Flag = contains a Document Link



Purple Flag = contains both Document Link and attachment(s)



View Supplier Invoice

View Supplier Invoice			
Invoice Lines	Payments	Process History	
Payments: 1 items			
Supplier Payment	Payment Date	Status	Reconciliation Status
Q	07/29/2015	Complete	Reconciled

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.

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