

From: [URFINANCIALSUSERS](#) on behalf of [UR Financials](#)
 To: [URFINANCIALSUSERS@UR.ROCHESTER.EDU](#)
 Subject: UR Financials Newsletter Volume 46
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Volume 46 as of January 25, 2016

Announcements

- The location of the **March 30th** NCL Reporting class has been changed to **College Town Training Room 3102**. Please update your calendars accordingly.
 More dates have been added to the Training Calendar. [Sign up](#) today. New Users have first preference.
- We will hold our next **Genius Bar on February 9th**. Please join us from 10am-12pm. [Sign up](#) for a timeslot with our experts.
- The Annual UR Financials Security Audit is set to begin in the near future. Get an early start by using the **View My Role Assignments** report to view your current access. This can be found within the UR Financials system. If there are changes that need to be made, please complete a [Workday Security Form](#).
- Next UR Financials Newsletter will be sent on February 8th.

New Reports

None at this time

Updated Reports

View FAO by Company (Non-Grant) **URF0311** Company Level report and View FAO by Cost Center (NCL) **URF0970** have been updated to include the following:

Inputs –

- Added **Active Only** prompt
- Added **Inactive Only** prompt

For the View FAO by Company (Non-Grant) **URF0311** Company Level report only, these prompts have been added:

- Added **Cost Center Hierarchy** prompt
- Added **Cost Center** prompt

Output –

- Added **Inactive** column

View FAO by Grant Attributes (Grant Only) **URF0313**, Award Line Summary of Funds (NCL) **URF0983** and Award Line Summary of Funds **URF0994** have been updated.

A new column has been added to these reports to indicate those awards categorized as nonfederal clinical trials. If the award is a nonfederal clinical trial the indicator will be Yes. The Manager Financial Report can be run to view revenue and expenses for nonfederal clinical trials.

Award For Grant	
Sponsor	CT
	No
	No

Transaction Details Printable **URF0984** has been updated to include the Grant Hierarchy as a filter selection.

Grant Hierarchy

Tips and Tricks

Journal Entry Form Video Awareness:

For Non Company Level (NCL) users that need to create, or correct journal transactions for submission in UR Financials, remember to use the [Journal Entry form](#).

A [training video](#) is available for assistance on how to complete the Journal Entry Form.

For additional assistance on how to complete the form please contact URFINANCIALS@UR.ROCHESTER.EDU

The screenshot shows the 'Journal Entry Form' interface. It includes a header with the title and a URL. Below the header are several input fields for 'Transaction Type', 'Description', 'Account', and 'Amount'. There is also a 'Date' field. A table with columns for 'Account', 'Amount', 'Date', 'Code', 'Balance', 'Debit', 'Credit', 'Total', 'V Entry', 'V No', and 'V Type' is visible. At the bottom, there are 'Save' and 'Cancel' buttons, and a footer with a copyright notice.

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 [Journal](#) page in printable (pdf) form.

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