

From: [URFINANCIALSUSERS](#) on behalf of [UR Financials](#)
To: URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
Subject: UR Financials Newsletter vol 47
Date: Monday, February 08, 2016 2:05:41 PM
Attachments: [image011.png](#)
[image013.png](#)
[image014.png](#)
[image002.png](#)



Volume 47 as of February 8, 2016

Announcements

- The Duo two-Factor authentication security screen for remote access has changed. [Read more](#) before logging in remotely.
- The [2016 Financial Close Schedule](#) has been updated. The closing date has been changed for procurement, banking and accounts receivable from the second to the third business day of the month. This change does not impact month end close dates or your scheduled reports.

Month end reports are available to run for February at this time.
- The location of the [March 30th NCL Grants Reporting class](#) has been changed to [College Town Training Room 3102](#). Please update your calendars accordingly.

April 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 soon. 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 22nd .

**New
Reports**

None at this time

**Updated
Reports**

None at this time

**Deprecated
Reports**

None at this time

Tips and Tricks

Cost Center Reporting Class to be held in April

The Cost Center Financial Analyst role allows more informational access than the UR FAO Analyst role in UR Financials. For users with Cost Center Financial Analyst access, there is a specific class developed to show Cost Center users how to refine reporting prompts for their specific access

Learn more about the class content by viewing the [NCL Cost Center Reporting Student Guide](#). Look to the [Training](#) section of the UR Financials website for a brief overview of other classes offered.

Class Name	Content of Class	Role Required for Class
Basic (Non-Grant, Non-Project) Reporting	- This class reviews some or all of the following reports: FAO Summary of Funds (URF0905, FAO Available Balance Summary (URF0905, URF0905), Transaction Details (URF0905), URF0905, URF0905), Fund Supplier Invoice Lines (NCL) (URF0905)	UR FAO Analyst
Project Reporting	- This class reviews some or all of the following reports: Project LID Budgetary Balance Summary - Monthly Ledger by Spend Category (NCL) (URF0906, FAO Available Balance Summary by UR Project (NCL) (URF0906), Project LID Budgetary Balance Summary - Monthly Ledger Printable (NCL) (URF0906)	UR FAO Analyst with a Project FAO
Grant Reporting	- This class reviews some or all of the following reports: View FAO by Grant Attributes (URF0903), Award Line Summary of Funds (URF0903), Award Budgetary Balance Summary (URF0903), Manager Financial Report, Transaction Details printable (NCL) (URF0903), Fund Supplier Invoice Lines (NCL) (URF0903), Out of Award Line Period Activity Summary (NCL) (URF0903) and Scheduled Reports	Grant Financial Analyst
Cost Center Reporting	- This class reviews common financial reports using cost center report criteria: FAO Budgetary Balance Summary - Monthly Ledger (NCL) (URF0905), URF0905), FAO Summary of Funds (URF0905), Transaction Details (URF0905, URF0905), and Scheduled Reports	Cost Center Financial Analyst
Advanced Reporting	- This class reviews summary and detail reports: Scheduled reports and uses features such as "view by" and drilling into transactional data.	Any role, only after one class listed above is completed

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](#).

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#)

To unsubscribe from the URFINANCIALSUSERS list, click the following link:
[https://lists.rochester.edu/scripts/wa.exe?](https://lists.rochester.edu/scripts/wa.exe?TICKET=NzM2MDMyIGNpbmR5LmZyb250ZXJyZUBSTONIRVNURVIuRURVIFVSRkIQOQ5DSUFMU1VTRVJTIOLpcYA92q0l&c=SIGNOFF)

[TICKET=NzM2MDMyIGNpbmR5LmZyb250ZXJyZUBSTONIRVNURVIuRURVIFVSRkIQOQ5DSUFMU1VTRVJTIOLpcYA92q0l&c=SIGNOFF](https://lists.rochester.edu/scripts/wa.exe?TICKET=NzM2MDMyIGNpbmR5LmZyb250ZXJyZUBSTONIRVNURVIuRURVIFVSRkIQOQ5DSUFMU1VTRVJTIOLpcYA92q0l&c=SIGNOFF)