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 To: URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
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Volume 50 as of March 21st, 2016

Announcements

- New Accounts Payable Correction Process:**

Effective April 1, 2016 Accounts Payable will resume responsibility for corrections to invoices that they process incorrectly. Departments must notify AP via the AP email box AccountsPayable@finance.rochester.edu when they have identified that AP has made an error with regard to the FAO, Spend Category or distribution across FAOs/SCs for invoices.

Department must provide in that email:

Supplier Name
 Workday Invoice (Voucher #) which begins with SPI or is a 7 digit numeric #
 PO# (if applicable)
 Wrong FAO, Wrong SC and dollar amount
 (if known) Correct FAO, Correct SC and dollar amount

-AP will not guarantee any performance on requests not received via the AP email box.
 -AP will respond to the AP email box request within 3 business days notifying you if more information or clarification is needed.
 -AP will respond to the AP email box request within 3 business days notifying you that a correction is being forwarded.
 -AP will prepare journal and forward to General Accounting for entry within 5 business days of receipt.

These journals will utilize the Manual Journal Source. The journal will route to the divisional finance offices for approval. This gives the division an opportunity to verify the accuracy of the journal before it posts. It also serves as confirmation that the journal request was submitted by AP to General Accounting and processed by General Accounting.

Similar to the past, corrections for invoices posted in prior fiscal years will not be done where only OP FAOs are involved. That is, OP activity must remain in the fiscal year it originally hit the ledger and not be moved around in subsequent fiscal years unless the offset is to a different FAO type.

If the invoice was received/entered electronically from the supplier, then the division is still responsible for corrections to those invoice postings because AP did not make an error.

NOTE: The New Accounts Payable Correction Process is not a required process, but an option for invoices that are incorrectly processed by Accounts Payable.

- PMM Blanket Orders:**

How much have you spent on your Blanket Order? Did you know that PMM Blanket Order templates track the amount released against a Blanket Order? Keep in mind, there are situations where it is not necessarily the most accurate reporting. See the [Tips and Tricks](#) section for more details.

- Iron Mountain Invoicing:**

Iron Mountain Customers - Effective 4/1/2016 the University of Rochester and Iron Mountain will be transitioning to electronic invoicing. At that time in order for you to obtain invoice copies or supporting documentation you will need to reach out directly to Iron Mountain. Their customer service can be reached by email at PreferredClientServices@IronMountain.com or by phone at 800-934-3453 x1. Please note that they are staffed 24 X 7. You will need to give them your specific customer information (i.e., customer ID and or specific div or dept ID) if your account has multiple departments. If you do not have the information required, they will help you obtain it. UR Iron Mountain Data Management and Highland Hospital invoicing will not change.

Thank you,

Marta Herman, UR Accounts Payable Manager

Luis Perez, Sr. Purchasing Manager

AccountsPayable@finance.rochester.edu

Luis_Perez@urmc.rochester.edu

- Going forward UR Financials will no longer be hosting Genius Bars. Thank you to all who have attended thus far.



None at this time

None at this time

None at this time

Tips and Tricks

Need to know how much was spent against your Blanket Order?

The PMM Blanket Order templates track the amount released against a Blanket Order but, there are situations where it is not necessarily the most accurate reporting.

For example, it could include multiples of the same invoice released. Such as, if the supplier sent us the same \$500 invoice three times, then AP most likely released that \$500 invoice 3 times. The Blanket Order template in PMM would reflect \$1500 spent against that Blanket Order when in fact only \$500 was spent because the 2nd and 3rd invoices would have rejected when AP tried to enter the same invoice # twice for the supplier. UR Financials will give you an accurate

Find Supplier Invoice Lines (NCL) URF0992

Instructions: Prompts: The first prompts: External PO Number, Supplier Reference Number, and Payment Transaction Reference Number is the supplier's invoice number.
 The second prompts: External PO Number, Supplier Reference Number, and Payment Transaction Reference Number is the check or ACH number.

Output:
 (S) Invoice Date - ascending (D) Supplier - ascending (I) Invoice Number - ascending
 Supplier Invoice includes an indicator if a document link is available.
 Payment Type includes an indicator for payment status.
 Deleted Invoices here will return, but with no data for Supplier Payments.
 Not all payment types have a Payment Transaction Reference, including AMEX BIP, ACH.

Company: Total University

Organization: UR Operating Program: CP217024 Finance

Year: FY2015 FY2016

Period:

Book: Common plus Post Closing Adjustments

FAO:

Ledger Account or Summary:

Spend Category:

Supplier Invoice:

Supplier:

Invoice Status:

External PO Number: 180764587

Supplier Reference Number:

Starting Gross Amount: 0.00

Ending Gross Amount: 0.00

Payment Type:

Payment Handling Instruction:

Payment Status:

OK Cancel

reporting of what has been spent on a Blanket Order beginning with 1/1/2015. To obtain data prior to 1/1/2015 you would have to run a similar report from Cognos.

Follow the steps below in UR Financials-

1. Run the *Find Supplier Invoice Lines (NCL) URF0992* report within UR Financials to see Blanket Order spend since 1/1/2015.
2. Within the *Organization* prompt, enter the **Organizations** that the Blanket Order would have posted to.
3. Within the *Year* prompt, enter both **FY2015** and **FY2016** so that spend since 1/1/15 will be included.
4. Within the *External PO Number* prompt, enter the **PMM Blanket Order #** without the FY extension or any release numbers.
5. Run Report

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 [here](#) in printable (pdf) form.

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