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Volume 52 as of April 18, 2016

## Announcements

- April's User Group meeting will be held on Wednesday, April 20th. [Sign up](#), and presentation materials will be available one week prior.
- Effective April 18, the University and Hill & Markes will transition to electronic invoicing. This will allow online orders to remain electronic from order placement to invoicing to payment. No new blanket orders will be established for Hill & Markes purchases, however there are a few blanket orders that will remain in use. Highland Hospital invoicing is not changing at this time.

Please direct inquiries to [AccountsPayable@finance.rochester.edu](mailto:AccountsPayable@finance.rochester.edu), [Joseph.Manuse@urmc.rochester.edu](mailto:Joseph.Manuse@urmc.rochester.edu) or our Hill & Markes representatives: Teri Robertshaw 518-627-4513, [teribob@hllmarkes.com](mailto:teribob@hllmarkes.com) regarding placing orders/order status or Michelle Knapik 518-627-4438, [mknapi@hllmarkes.com](mailto:mknapi@hllmarkes.com) regarding invoicing/invoice copies.



None at this time

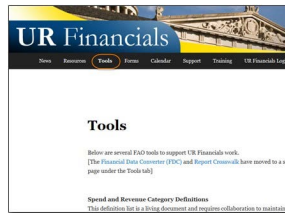
None at this time

None at this time

## Tips and Tricks

How to view all Spend Categories within a ledger account

1. Right click on the word "Tools" in the main navigation.
2. Once you get to this page, scroll down to the Ledger Accounts, Spend & Revenue Category Listing and select the spreadsheet link within the section.
3. Once this has opened up click the tab at the bottom of the spreadsheet - All Accounts. You can use ctrl F to find what ledger account (Bold), spend category you are looking for.



**UR Financials Ledger Accounts, Spend & Revenue Category Listing**  
A job aid is available that shows ledger accounts and their associated spend or revenue categories, if applicable. The [Excel spreadsheet](#) shows users to look up ledger accounts and categories based on the nature of the transaction. As additional ledger accounts and categories are created, the UR Financials project team will update this job aid to reflect those changes.  
Data represented from Workday as of September 1, 2015.

Account	Description	Spend/Revenue Category
1000	General Account - Direct Entry Restricted	
1001	General Account - Change to Ledger Account, Spend or Revenue Category as of the update date for	
1002	General Account - Direct Entry Restricted	
1003	General Account - Direct Entry Restricted	
1004	General Account - Direct Entry Restricted	
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1009	General Account - Direct Entry Restricted	
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1018	General Account - Direct Entry Restricted	
1019	General Account - Direct Entry Restricted	
1020	General Account - Direct Entry Restricted	
1021	General Account - Direct Entry Restricted	
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1024	General Account - Direct Entry Restricted	
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1096	General Account - Direct Entry Restricted	
1097	General Account - Direct Entry Restricted	
1098	General Account - Direct Entry Restricted	
1099	General Account - Direct Entry Restricted	
1100	General Account - Direct Entry Restricted	

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 [using](#) page in printable PDF form.

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