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, Joseph_Manuse@urmc.rochester.edu or our Hill & Markes representatives: Teri Robertshaw 518-627-4513 trobertshaw@hillnmarkes.com regarding placing orders/order status or Michelle Knapik 518-627-4438 mknapik@hillnmarkes.com regarding invoicing/invoice copies.

New Reports

None at this time

Updated Reports

None at this time

Deprecated Reports

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.