From: URFINANCIALSUSERS on behalf of UR Financials
To: URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
Subject: UR Financials Newsletter vol 53
Date: Monday, May 02, 2016 2:53:28 PM
Attachments: image004.png
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Importance: High

Volume 53 as of May 2, 2016

Announcements

- **2016 Fiscal Year-End Finance Announcements -** In preparation for fiscal year end close for June 30, 2016, there are special timing considerations and actions required on your part in order to ensure that all financial transactions are recorded properly and in the current fiscal year. The fiscal year end close schedule is attached and important deadlines are noted below. For further information, please visit either the Finance website or the FY2016 Fiscal Year End Close Schedule.

  Request for Payment (F-4) and Student Expense Report for University Business (F-34) must be received in Accounts Payable no later than 4PM on Friday, June 10, 2016. Please send to Accounts Payable, RC Box 278958.

  Payroll Reallocation Changes – Requests for payroll reallocation changes on Form 800 should be received no later than 4PM on Wednesday, June 15, 2016. Please send your materials to Laura Bardossi, Box PERC.

  Employee Expense Reports (F-3) – must be received in Accounts Payable no later than 4PM on Tuesday, June 28, 2016. Please send to Accounts Payable, RC Box 278958.

  All journal entry forms and 312 requisitions (non-purchasing) must be received by central finance by 4PM on Friday, July 1, 2016

  Preliminary reports available on the morning of Friday, July 8 2016

  Final reports available on the morning of Wednesday, July 13, 2016

- The FY2016 Financial Close Schedule posted within the Calendar webpage has been updated. Included are format changes with June close dates updated.

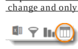
- The next Grants Reporting Class will be held Tuesday May 24th, 2016. Sign up today.

New Reports	Updated Reports	Deprecated Reports
None at this time	None at this time	None at this time

Tips and Tricks

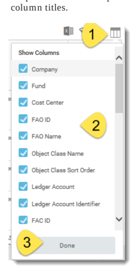
Report Grid Personalization

Report Grid (column) personalization is an option on most reports. This feature provides users the ability to visually modify columns shown in report results. **Note:** All columns will be visible in a grid by default. Changing columns will not impact data as this is just a visual change and only seen by the user.



The *Show/Hide Columns* icon is located in the upper right of the report result grid, i.e. *Transaction Details - Data Extract (NCL)* ***URF0400*** *report.*

1. Select the icon to view a drop-down list of all report column titles.

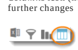


2. Check only the columns desired to appear on the report.

3. Select the **Done** button to save and see changes made. A quick message will appear stating "Changes have been saved" under the U of R logo. These changes will persist and show the next time the report is run.

Tip: The icon turns light blue when selections have been made

4. Return to the *Show/Hide Columns* icon (now blue) to make further changes



Remember that once these Grid settings are set they will remain active until they are removed.

If you have questions on these changes, please email URFinancials@UR.Rochester.edu.

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.