From: URFINANCIALSUSERS on behalf of UR Financials
To: URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
Subject: UR Financials Newsletter vol 54
Date: Monday, May 16, 2016 9:25:26 AM
Attachments: image003.png

Volume 54 as of May 16, 2016

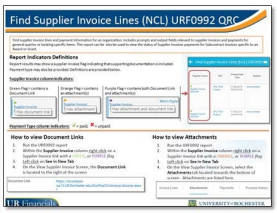
Announcements

- UR Financials NCL Reporting classes will be on hiatus starting June 8th. Classes will resume in the Fall 2016. Sign up now for a class – new users have first preference to all classes. During the Summer break, new users should work with their UR Financials Champions for one on one training. *The standard certification process for access still applies.*
- Sign up for May's User Group meeting on Reporting Standards. Please note, User Group meetings will be on hiatus for the Summer (June, July and August, 2016). See you in the Fall!
- The UR Financials Newsletter will now be sent monthly. Refer to the UR Financials Calendar for publication dates.
- **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. For further information, please visit either the Finance website, or the UR Financials News page.

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

Tips and Tricks

How to view Supplier Invoices In Workday



For access to supplier invoices in UR Financials system, follow the steps below to access a Supplier invoice within UR Financials.

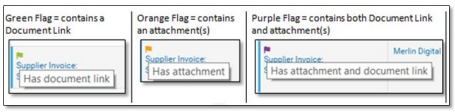
Note: ONLY use Internet explorer version 9 or higher when viewing Supplier Invoices in OnBase.

Request Access:

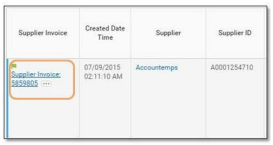
1. Complete the Supplier Invoice Viewing Permission Form, including signatures, and scan /send or return to UnivITHelp@ur.rochester.edu.

View Supplier Invoices in UR Financials:

1. Once access has been given, log into UR Financials using Internet Explorer *(viewing supplier invoices ONLY works in Microsoft Internet Explorer browser).*
2. Run the Find Supplier Invoice Lines (NCL) URF0992 report, or Find Supplier Invoice Lines with saved filters URF0355 report for company level users.
3. Complete the report criteria based on your organization and time period and run the report.
4. Within the report output, locate the Supplier Invoice link for a specific transaction. Colored flags are attached to transactions that have an invoice and/or attachment for that transaction. If there is no flag and you need backup information, contact the originator of the journal transaction, Supplier (if appropriate, i.e. Iron Mountain) or Accounts Payable at 275-3483.



5. Right click on the Supplier Invoices link and chose *See in New Tab.* This will launch a new tab in your browser with the View Supplier Invoice screen.



6. Within this second tab (View Supplier Invoice), select the Document Link URL. This will launch OnBase, the Supplier invoice viewer.
7. Log into OnBase with your Net ID and Password to view the supplier invoice for that transaction.
8. Print, or close open tabs if necessary.

Tip: When logging into OnBase, keep the OnBase window open to view other invoices without having to log back in.

More tips can be found on the UR Financials website. For questions, contact the University IT Helpdesk at 275-2000.

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.

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