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To: [UR Financials](mailto:URFINANCIALSUSERS@LISTS.ROCHESTER.EDU)  
Subject: UR Financials Newsletter vol 57  
Date: Monday, November 14, 2016 2:05:47 PM  
Attachments: [image001.png](#)  
[image002.png](#)



Volume 57 as of November 14, 2016

## Announcements

### News

- Payment Type terminology such as, ACH Manual and Wire Manual, will change in December. Visit the [UR Financials News](#) page to learn more.
- The [UR Financials \(Workday\) and URF Banking \(AHBT\) Systems Access Form](#) has been recently updated to include a check box question, "Is this a Transfer?". Employee should select this to inform the UR Financials Security Team that you are transferring to another area of the University which will require a change in your current (URF) Security settings. This change can contain additional security FAO and/or Role settings for the new position AND retain [previous](#) security settings for 60 days (turnover time), if needed. For any questions on this change, contact [UR Financials Security Team](#).

### Calendar

- The Financial Close Schedules have been updated for FY2017. [Download](#) the latest version.
- Employee Expense Report payments: Plan ahead for holiday adjustments to the F3 form reimbursement schedule. As usual, there are no reimbursements during the Thanksgiving week. Learn more on the [Administration & Finance](#) webpage
- The User Group Meeting for this month is scheduled for November 16th. Topics include a brief update on the Budget and Forecasting project. Along with a Cognos financial reporting update with demonstration. Finally, the meeting will wrap up with a review of the Grants billing process. [Sign up today.](#)
- UR Financials classes have been added to the [Calendar](#). New users have registration preference. Existing users can registration 1 day prior to class start for any open seats.

## New Reports

### New FDM Audit Report Available to Company Level Users

A new **Company Level** report has been created entitled **FDM Data Audit - FAO Changes URF1025**. This report will show all new non-Grant FAOs created within the time period selected.

Report options include to filter by **FAO Type** and run only **New or Updated** FAOs using the checkboxes at the bottom of the report criteria page.

**FDM Data Audit - FAO Changes URF1025**

Instructions: Default: all new non-grant FAOs created in the last 30 days  
FAO Type: select only 'UR' FAO types

From: \* 10 / 10 / 2016

To: \* 11 / 09 / 2016

FAO Type: [Dropdown]

Include New:

Include Updated:

## Updated Reports

### Updated Report Name: FDM Data Audit - Ledger Account Changes URF0885

The FDM Data Audit - Ledger Accounts added in the last 30 Days URF0885 report has a new name - **FDM Data Audit - Ledger Account Changes URF0885**. The report criteria now includes prompts to set a date range. The dates provided by default will continue to return results as the original report.

The report can also include ledger account updates by selecting that check box. These ledger changes will be marked with a red diamond indicator within the report output.

**FDM Data Audit - Ledger Account Changes URF0885**

From: \* 10 / 11 / 2016

To: \* 11 / 10 / 2016

Include Updates:

## Deprecated Reports

None at this time

Change	Ref ID	Ledger Account	Ledger Account Type	Included By Ledger Account Summary	Default for Journal Posting Rule
Updated	92500	92500 Cumulative Effect of Acquisition	Expenses	UR Chart of Accounts: Cumulative Effect of Change UR Chart of Accounts: Grant-Direct Expenses	
Created	92550	92550 Cumulative Effect of Change in Accounting Principle	Expenses	UR Chart of Accounts: Cumulative Effect of Change UR Chart of Accounts: Grant-Direct Expenses	

## Tips and Tricks

### How to View Supplier Invoices in UR Financials using OnBase

Once a UR Financials user gains view access of invoices using OnBase, video training is available on [how to view Supplier Invoices using UR Financials and OnBase](#). New OnBase users need to request access by using the [Supplier Invoice Viewing Permission Form](#). Remember UR Financials access is also required to locate loaded invoices for view.



Hover over the [Video Snippets](#) menu option (Training > Video Snippets) on the UR Financials website to view other quick reference videos on common UR Financials reports.

More tips can be found on the [UR Financials website](#). For questions, contact [UR Financials](#) or the University IT Helpdesk at 275-2000/URMC Help Desk at 275-3200.

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 [linkable](#) page in printable (pdf) form.

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