

From: [URFINANCIALSUSERS](mailto:URFINANCIALSUSERS) on behalf of UR Financials  
 To: [URFINANCIALSUSERS@LISTS.ROCHESTER.EDU](mailto:URFINANCIALSUSERS@LISTS.ROCHESTER.EDU)  
 Subject: UR Financials Newsletter vol 7.0  
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This UR Financials Newsletter Contains recent system updates and changes within the UR Financial (Workday) system. Previous volumes are located on the UR Financials website [Newsletter](#) page

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Volume 7.0 as of April 3, 2015.

Item	Impacted Users	Topics of Interest
		<b>Announcements:</b>
	<b>All Users</b>	<ul style="list-style-type: none"> <li>There have been some changes to our UR Financials web site. When accessing either the <a href="#">Training Materials</a>, or <a href="#">Video Snippets</a> page, you now may be prompted to type in your Net ID and Password. If you have any questions. Please <a href="#">contact us</a>.</li> </ul>
	<b>Grant Users</b>	<ul style="list-style-type: none"> <li>For users that experienced viewing issues with 2 Grants Management Quick Reference Cards (<i>FAO Activity Summary by Months Report and the Manager Financial Report</i>), they now have been replaced using a Microsoft Word format for easy viewing. Download your new copy from the <a href="#">Training Materials</a> page.</li> </ul>
	<b>Non Company Level Users</b>	<ul style="list-style-type: none"> <li>Check your saved report criteria Filters for accuracy. Some reports designs have changed and may have impacted your saved filters. Check your saved filters periodically, make any necessary adjustments and re-save. For example, If you have the <a href="#">Monthly Transactions Printable (NCL) URF0943</a> in your <b>favorites</b> worklet, please add back to the <b>Ledger Account</b> prompt field:           <ul style="list-style-type: none"> <li>UR Chart of Accounts: Transfers</li> <li>UR Chart of Accounts: Plant, Property and Equipment</li> </ul> </li> </ul>
		<b>Note:</b> If you use the URF0943 report from the Common Financials Reports worklet, your filters should not have changed and no action is needed.

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact
		<b>New Reports:</b>		
1.0		<ul style="list-style-type: none"> <li>None at this time</li> </ul>		

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact
		<b>Updated Reports:</b>		
2.0		<ul style="list-style-type: none"> <li>None at this time</li> </ul>		
		<b>Deprecated Reports:</b>		

- None at this time

3.0

Item

Tips and Tricks

4.0

- **Tip:** When viewing Supplier Invoices in UR Financials, keep the Onbase screen/window open on your computer. Doing this will keep your Onbase session active and remove the need to log in to view other invoices.

- **Tip:** Printing multiple reports from w: drive at one time

(The following instructions are based on using the Internet Explorer browser)

1. Log into UR Financials (using Internet Explorer browser)



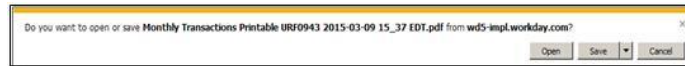
2. Select the My Account (Profile) icon in the upper right of your screen

3. From the View Profile drop down menu select **W: Drive**

**Note:** Select the **More Reports** button if all reports are not showing

4. From the list of reports, click on a report name to download for print

5. A dialogue box will appear at the bottom of our screen asking to open or save this report. Select the **Save** button



6. Complete steps 4 and 5 for all reports that need to be printed. This will save each report to your computer's *Download* folder.

7. Save your last report, and then select the **View Downloads** Button from the completed



downloads dialogue box. This will open the *Downloads* folder on your computer.

8. Within the Downloads folder, select all the reports you would like to print. To do this, click on each report while you hold down the **Ctrl key** on your keyboard.

**NOTE:** These reports need to be the same file type (all pdfs, or all excel files)

9. While the reports are selected in your Download folder, right click on the selected items and chose **Print**.

10. Select any remaining reports with the same file type, right click and **Print**.

11. Select the X in the upper right hand corner of your window to lose your Download folder