

From: [URFINANCIALSUSERS](#) on behalf of [UR Financials](#)  
 To: [URFINANCIALSUSERS@LISTS.ROCHESTER.EDU](mailto:URFINANCIALSUSERS@LISTS.ROCHESTER.EDU)  
 Subject: UR Financials Newsletter vol 8.0  
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 Attachments: [image001.png](#)



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

Volume 8.0 as of April 10, 2015.

[Announcements](#)  
[New Reports](#)  
[Updated Reports](#)  
[Deprecated Reports](#)  
[Tips and Tricks](#)

Item	Impacted Users	Topics of Interest
		<b>Announcements:</b>
	<b>All Users</b>	<ul style="list-style-type: none"> <li>Tuesday, April 7th - March monthly financial reports are available.</li> <li>New to UR Financials web site is the <a href="#">Fund Listing page</a>. This can be used as a reference back to FRS ledgers accounts. This page is located within the dropdown menu from the Tools navigation.</li> <li>Do you know of anyone who needs access to run reports in UR Financials? Please direct them to the prerequisites and upcoming <a href="#">NCL Reporting Basics class</a> dates are now booking for May.</li> <li>The final installation of <a href="#">Report Workshops</a> will be held in April for UR Financials users. Seating is limited.</li> </ul>
	<b>Depositors of Gifts and Grants</b>	<ul style="list-style-type: none"> <li>As a Reminder: Deposits to Gift FAOs (GFxxxxxx) must be approved by the Gift Office (Advancement). Send all deposits to GFs to them to deposit the money and post to your ledger.</li> <li>As a Reminder: Deposits to Grant FAOs (GRxxxxxx) must be approved by ORACS. Send all deposits to GRs to them and they will forward the checks for deposit and the ledger posting.</li> </ul>
	<b>Grant Users</b>	<ul style="list-style-type: none"> <li>For Grants Management users, the Monthly Transactions Printable (NCL) <b>URF0943</b> report(s) have been bursted to the W: Drive within Workday this week. We have provided steps on how to <a href="#">view reports in your W: Drive</a>. These reports will expire in 30 days.</li> </ul>

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						
2.0		<b>Updated Reports:</b>								
		<table border="1"> <thead> <tr> <th>REPORT NAME</th> <th>REPORT DESCRIPTION</th> <th>CHANGES</th> </tr> </thead> <tbody> <tr> <td>Transaction Details - Data Extract <b>URF0296</b></td> <td>Transaction details in a tabular format suited for export to Excel for in-depth analysis. Includes many prompts for filtering on specific data.</td> <td>Added Journal prompt and Ledger Accounts</td> </tr> </tbody> </table>	REPORT NAME	REPORT DESCRIPTION	CHANGES	Transaction Details - Data Extract <b>URF0296</b>	Transaction details in a tabular format suited for export to Excel for in-depth analysis. Includes many prompts for filtering on specific data.	Added Journal prompt and Ledger Accounts	Effective today	<a href="#">Support</a>
REPORT NAME	REPORT DESCRIPTION	CHANGES								
Transaction Details - Data Extract <b>URF0296</b>	Transaction details in a tabular format suited for export to Excel for in-depth analysis. Includes many prompts for filtering on specific data.	Added Journal prompt and Ledger Accounts								
	<b>Non Company and Company Level Users</b>									

	Transaction Details - Data Extract (NCL) <b>URF0400</b>	For large Organizations, scheduling is recommended.	and Summaries default prompt values added  <b>Tip:</b> Update your report saved filters
<b>Non Company Level Users</b>	Transaction Details - Data Extract (NCL) <b>URF0400</b>	Transaction details in a tabular format suited for export to Excel for in-depth analysis. Includes many prompts for filtering on specific data. For large Organizations, scheduling is recommended.	For the NCL <b>URF0400</b> report: Now will show the Spend Level 02 or Revenue Category Level 02 columns at all times
<b>Non Company and Company Level Users</b>	Operating Program Trends Extract <b>URF0959</b>  Operating Program Trends Summary <b>URF0957</b>	These trend reports can be used to view transaction over a period of time with budget data and variance. This report comes in summary and extract/detail versions	Added ability to save filter prompt sets
	Operating Program Trends Extract (NCL) <b>URF0960</b>		
	Operating Program Trends Summary (NCL) <b>URF0958</b>		
<b>Non Company Level Users</b>	Operating Program Trends Extract (NCL) <b>URF0960</b>  Operating Program Trends Summary (NCL) <b>URF0958</b>	These trend reports can be used to view transaction over a period of time with budget data and variance. This report comes in summary and extract/detail versions	Added the <u>UR Operating Program</u> option to the <i>Organization</i> Prompt list
<b>Non Company Level Users</b>	Monthly Transactions Printable (NCL) <b>URF0943</b>	Transaction details subtotaled by FAO and Financial Account Category formatted for export to PDF and printing.	Updated ledger account defaults to include the following:  - UR Chart of Accounts: All Expenses - UR Chart of Accounts: All Revenues - UR Chart of Accounts: Plant, Property and Equipment - UR Chart of Accounts: Transfers  <b>Tip:</b> Update your report saved filters  <b>Note:</b> If used from the Common Financials Reports Worklet, Filters should not have changed and no action is needed

**Deprecated Reports:**

- None at this time

4.0

- **Tip:** Items in your Favorites Worklet may need updating. Reports listed in this Worklet may include deprecated reports previously announced in the UR Financials Newsletter. Please remove these defunct report links and replace with similar using the [Easy Report Matrix](#), to prevent error when saving.
  
- **Tip:** Allocations may show in the Journal Source column when running the Transaction Details by Months (NCL) **URF0398** report for Project FAOs. To exclude them from view, follow these steps
  1. Log into UR Financials
  2. Type in the Search field **URF0398**, or select from the Common Financial Reports Worklet.
  3. From the *Ledger Account or Summary* default prompt values, deselect the UR Chart of Accounts: Property Plant and Equipment
  4. Complete remaining prompts necessary for your viewing
  5. Save this Filter (Suggestion: create a new name that notes the removal of Property Plant and Equipment)
  6. Click **OK** to run your report

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To unsubscribe from the URFINANCIALSUSERS list, click the following link:

<https://lists.rochester.edu/scripts/wa.exe?>

[TICKET=NzMI1NzI4IGNpbmR5LmZyb250ZXIyZUBST0NIRVNURVluRURVIEVSRkIQQU5DSUFMU1VTRVJTIN8KwmTQS7Av&c=SIGNOFF](https://lists.rochester.edu/scripts/wa.exe?TICKET=NzMI1NzI4IGNpbmR5LmZyb250ZXIyZUBST0NIRVNURVluRURVIEVSRkIQQU5DSUFMU1VTRVJTIN8KwmTQS7Av&c=SIGNOFF)