UR Financials
User Group Meeting

September 2015
Chatting for WebEx Participants

For those joining the WebEx:

• 1) Please access the chat feature at the top of your screen

• 2) Please chat directly with Lisa (She will then pose the questions on your behalf)

• 3) Select Lisa in the drop down menu in the chat window (do not select “everyone”)

UR Financials User Group – September 2015
Agenda

• UR Financials Announcements
• Workday 25 Upgrade and Enhancements
• Training and Support Approach
• Upcoming Events
UR Financials Announcements

- September 14th - Workday 25 release in production
- Conducted Inaugural Reporting Genius Bar
- Report changes – none!
- Scheduled printable Summary Reports - Sans Bursting
- Crosswalks updated on Tools page of website
- October- Non-Company Level (NCL) Training reappearing
UR Financials Home Page – Sept. 14th

• **Finance announcements** may be created and displayed on the Home page, or above selected worklet report listings. These will be color coded based on message content and timing.

• **New navigation** using a built in back button will return users to previous screen without losing criteria/data/information. This will also replace the "Change" icon found on report criteria pages.

• **Grants Management Reports worklet**, **Common Financial Reports worklet** and **Capital Project Reports worklet** will all be located within the **Financial Reports** worklet icon.
  – Within a worklet, a list of reports with definitions will still display as well as a new task List of common UR Financials links.

• Other updates change the way that prompt fields and transactions are entered. Additional details to be communicated in upcoming weeks.
UR Financials Home Page – September 14th

- UR Financials (Workday) will have an updated interface and landing page as announced in previous Newsletters and User Group meetings.
Workday 25 - Announcements

Home Page Announcements

Financial Reports Announcements

UR Financials User Group – September 2015
Workday 25 – Change Arrow

- To Return to report prompts, use the arrow
Financial Reports Page – Sept. 14th

The July FY2016 Common book is CLOSED
The common book is now closed for July FY2016. The month is still open for post-closing adjustments.

The August FY2016 Common book is OPEN
The August FY2016 common book is scheduled to close on Monday, September 7, 2015.

### Common Financial Reports

<table>
<thead>
<tr>
<th>Custom Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAO Available Balance Summary by UR Project (NCL) URF9005</td>
<td>Summary of Organization’s UR Project (PR) cash balances from start of fiscal year through Period.</td>
</tr>
<tr>
<td>FAO Available Balance Summary by UR Project URF8913</td>
<td>FAO cash balance (Available to Spend), with fiscal year beginning balance and year-to-date activity.</td>
</tr>
<tr>
<td>FAO Available Balance Summary URF9010</td>
<td>FAO cash balance (Available to Spend), with fiscal year beginning balance and year-to-date activity.</td>
</tr>
<tr>
<td>FAO Budgetary Balance Summary - Monthly Ledger Printable (NCL) URF0941</td>
<td>Current month and FYTD actuals compared to full-year budgets, listed by FAO, ledger account, and FAO. Excludes Grants and Capital Project PRs (FRS 760xx - 764xx accounts). Formatted for exporting to PDF or Excel.</td>
</tr>
<tr>
<td>FAO Budgetary Balance Summary - Monthly Ledger Printable URF0940</td>
<td>Current month and FYTD actuals compared to full-year budgets, listed by FAO, ledger account, and FAO. Excludes Grants and Capital Project PRs (FRS 760xx - 764xx accounts). Formatted for exporting to PDF or Excel.</td>
</tr>
<tr>
<td>FAO Summary of Funds (NCL) URF0865</td>
<td>Current month and FYTD actual Additions and Deductions, compared to full-year budgets, listed by FAO. Excludes Grants and Capital Project PRs (FRS 760xx - 764xx accounts).</td>
</tr>
<tr>
<td>FAO Summary of Funds (NCL) URF08665B</td>
<td>Current month and FYTD actual Additions and Deductions, compared to full-year budgets, listed by FAO. Excludes Grants and Capital Project PRs (FRS 760xx - 764xx accounts).</td>
</tr>
<tr>
<td>FAO Summary of Funds URF0984</td>
<td>Current month and FYTD actual Additions and Deductions, compared to full-year budgets, listed by FAO. Excludes Grants and Capital Project PRs (FRS 760xx - 764xx accounts).</td>
</tr>
</tbody>
</table>
Workday 25 - Worklets

- Worklets are now located under the Financial Reports
Workday 25 – Filter / Report Sorting

- Filtering is now performed by clicking on the column header
- Multiple columns can be included in a sort
Workday 25 Demonstration

• Let’s take a look!

• Questions?
Future Training Strategy

• Core Users – trained by existing core users (i.e. Divisional offices, Central Finance)

• Non-Core Users (NCL Reporting)
  – Modularized training – 1-2 hours specific to type of report or FAO
  – Training tailored to specific audiences (i.e. P.I.s)
  – Delta training for new reports
Future Training Approach

• Redesigning how, what, when, and where we train:
  – HOW: Use of *your* userid and security access
  – WHAT: Specific training sessions based on FAO type
    • Operating Program session
    • Project session
    • Grants session
  – WHEN: 1-2 hours in duration – *October 5th First session!*
  – WHERE: Various training locations
• Objective – get users up to speed as quickly as possible
Non-Company Level Training
Additional User Job Aids

- More extensive data dictionary
- Specific Quick Reference Cards (QRC) per report
- Adding url for QRC right in Workday
- Prompt field definitions so you know what selections you need to make
- UR Financials “Genius Bar”
- Development of a comprehensive UR Financials User Manual
- Project Champion network

UR Financials User Group – September 2015
Quick Reference Card Example

FAO Available Balance Summary (NAL) URF0905

Prompt Field Definitions

- **Company:** Defaults to “Total University”
- **Organization:** Either FAOs (see My Organizations” or Cost Centers (see My Organization Hierarchies”)
- **Period:** Fiscal Year to Date Based. Requires both FY and Period entered combined
- **Fund Hierarchy:** Allows you to select one of more fund hierarchy
- **Fund Hierarchy(Exclude):** Allows you to exclude one of more fund hierarchy. This defauls to exclude Endowment Funds
- **Fund:** Allows you to select one of more fund
- **UR xx FAO Fields:** Used if you enter a cost center in the organization field but want to limit to only one or more FAOs
Inaugural URF Reporting Genius Bar

- Only 3 people showed 😞
- Informal, 10-15 minute one-on-one session with a UR Financials support person
- Immediately following the monthly financial close
- Registration is required
- Users will be served based on registration timeslot
- Questions written in My Comments section of sign up
Forms Training

- Central Finance will start forms training beginning in the fall
- Currently available on UR Financials website are videos for forms training
- Department visits can be requested for local forms training sessions
Additional Items

- Grant Users: Award Budget to Actuals reports are now available displaying results by Accounting Period
Upcoming Events

• Next User Group session October 21\textsuperscript{st}

• Suggested topics:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>• Any suggestions?</td>
</tr>
<tr>
<td>November</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
</tr>
</tbody>
</table>
Questions

?