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”)

Send to: Lisa Koch
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 (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
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</td>
<td>Summary of Organization’s UR Project (PR) cash balances from start of fiscal year through Period.</td>
</tr>
<tr>
<td>FAO Available Budgetary Balance Summary - Monthly Ledger Printable (NCL)</td>
<td>Current month and FYTD actuals compared to full-year budgets, listed by FAO, ledger account, and FAC. 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)</td>
<td>Current month and FYTD actuals additions and deductions, compared to full-year budgets, listed by FAO. Excludes Grants and Capital Project PRs (FRS 760xx - 764xx accounts).</td>
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UR Financials

Newsletters
Training Materials
Add or Remove Access
More (2)

Resources
Finance Forms

Information Systems
Cognos
HRMS
URGEMS
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.

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<table>
<thead>
<tr>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FAQ</strong></td>
<td><strong>Spend or Revenue Category</strong></td>
</tr>
</tbody>
</table>

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**Supplier**

- **Sort Ascending**
- **Sort Descending**

**Filter Condition**

- **is**

**Value**

- **is**

**OK**

**Cancel**
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
Quick Reference Card Example

FAO Available Balance Summary (NAL) URF0905

Prompt Field Definitions

Note: Blank prompt fields will select all values based on your security profile

- **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 defaults 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