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 Cindy (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”)

Cindy Fronterre
Agenda

• UR Financials Announcements
• Demonstration:
  – Operating Program Trends Summary (NCL) **URF0958**
    • Groupings
  – Performance Prompting
• Questions from December User Group
• Upcoming Events
UR Financials Announcements

• Events
  – NCL Classes [January classes; Basic Reporting, Grant Reporting]
  – Genius Bar [January 12th]

• Newsletter now semimonthly

• Workday 26 will be in production on Monday, March 13th. Production will be unavailable starting Friday March 11-Sunday March 13th. Stay tuned for more details.

• Feedback on new training strategy

• Annual UR Financials security audit to begin soon
DEMONSTRATIONS
Report Spotlight

The Operating Program Trends Summary (NCL) **URF0958** report now contains **Groupings** in output.

1. Open **URF0958**
2. **Company** prompt remains
3. Type in your **Organization** from My Organization or My Organization Hierarchies sub-prompts
4. Update **Period** prompt
5. Click **OK** to run report
### Operating Program Trends Summary Export

<table>
<thead>
<tr>
<th>Company</th>
<th>Total University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td>FY2016 - January</td>
</tr>
<tr>
<td>UR Operating Program</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>August - FY2016</th>
<th>September - FY2016</th>
<th>October - FY2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Operating Revenues</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>28,253.37</td>
<td>163,434.31</td>
<td>166,368</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>7,028.21</td>
<td>40,483.00</td>
<td>40,662</td>
</tr>
<tr>
<td>All Other Operating Expenses</td>
<td>10,519.19</td>
<td>12,006.75</td>
<td>10,327</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>45,800.77</td>
<td>215,924.06</td>
<td>217,357</td>
</tr>
<tr>
<td>Total Non Operating Activities</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Capital Expenditures</td>
<td>0.00</td>
<td>0.00</td>
<td>2,650</td>
</tr>
<tr>
<td>Total Net Activity</td>
<td>45,800.77</td>
<td>215,924.06</td>
<td>220,007</td>
</tr>
</tbody>
</table>
Run Operating Program Trends Summary (NCL) URF0958 report
Performance Prompting

• Last month we discussed Organization prompting using several reports
• Today’s Performance Prompting tips are the following:
  1. Viewing Summary data for a company within one Cost Center (Med Center)
  2. Inventory (OP0) - viewing assets
  3. Allocations – removing credits
Viewing Summary Data for a Division in 1 Cost Center

• Run by Division (40,50,91) within 1 Cost Center

MFG
  – Run the Operating Program Trends Summary (NCL) URF0958 report
  – In the Company prompt, select the x next to Total University to remove, then type in your division (40,50,91)
  – Type in Cost Center in the Organization prompt
  – Select Period, or accept default
Run Operating Program Trends Summary (NCL) URF0958 report
Viewing Inventory (OP0 FAO) Transactions

- Some users in the hospital use OP0 FAOs (OPs that start with zero).
- It’s charged in as an asset - our default ledger account does not include assets.
- Use this report to see what was spent in a year
  1. Run the FAO Activity Summary by Months (NCL) **URF0392** report
  2. Type in Organization
  3. Type in Year
     Note: If you DON’T SEE A TRANSACTION in this report add “all accounts” in the ledger prompt
  4. In the **Ledger Account or Summary** prompt, add an entry by typing in “**All Accounts**” for UR Chart of Accounts: All Accounts
Run FAO Activity Summary by Months (NCL) URF0392 report
Viewing Allocations

• Manage accounts that allocate to the rest of University and med center use journal exclude (Med Center may use this)

  1. Run the FAO Budgetary Balance Summary - Monthly Ledger (NCL) **URF0902** report
  2. Enter in required prompts
  3. In the Ledger Account (exclude) prompt, type in **80000: Allocation Health Services** to remove the credit side of transaction, or **80300: Allocations Central Administration** for general accounts

When run, users should see the debit side in expense section
Questions from December UG Mtg.

- We would like to understand what goes into closing the month and what the steps are?
  - Financial closing schedule is published on the UR Financials website. Basically, this is what happens each financial close day:
    - Day 1: Journals initiated and approved, integrations loaded
    - Day 2: Journals initiated and approved, integrations loaded, banking/supplier invoices/customer invoices halted for the closing month
    - Day 3: Journals initiated and approved
    - Day 4: Journals approved by Noon. Any journals not approved must be either cancelled (>35 days) or moved to the following month. Allocations are posted. Analysis performed for completeness of data. “Reports Available” email sent to all users
Run FAO Budgetary Balance Summary - Monthly Ledger (NCL) URF0902 report
Questions from December UG Mtg.

- The biggest issues still are the terminology and who is doing what in the Controller’s office and what are the new processes.

  - Accounting Journal routing for approval is now done (since 1/1/15) electronically in UR Financials. After a journal is initiated, it is routed:
    - To a divisional finance manager for approval
    - To ORACS if it includes a grant line
    - To other divisions if there are other divisional lines on the journal
    - Plant & Debt Accounting if it contains a project FAO
    - Endowment Accounting if it is an endowment FAO
Questions from December UG Mtg.

- We would like to know who does what in setting up a new account? And who do we go to when something is done incorrectly?
  - New FAOs are approved by divisional finance and established by Central Finance
  - If new FAOs are set up incorrectly, send an email to GeneralAccounting@UR.Rochester.edu
Questions from December UG Mtg.

• We would like to know why there are journals made by accounting in our accounts but no one in accounting communicates to a department that they were made. i.e. fixed assets and capital equipment.

  – Journals come from many sources (i.e. integrations, departments, divisions, etc.). Generally, the journal source identifies where the journal originated from. A listing of journal sources and contacts can be found on the UR Financials website.
Questions from December UG Mtg.

• Why are the vendors such as Cardinal not submitting their batches to the integration team with the date of service when that is what drives the reporting in sponsored research?
  – Operational transactions like a supplier invoice only allow for the input of 1 date field. For supplier invoices, it is the invoice date that is input because it drives the payment to the vendor based on payment terms. There is an enhancement request to add additional date fields, however implementing this across all the integrations and electronic invoice sources is a significant undertaking.
Questions from December UG Mtg.

- Why have the forms not been changed to incorporate the date of service, so we can get the correct date on the transaction for grant reporting instead of doing multiple journal entries. Our journal entries have doubled due to the date issue and that has increased the workload for multiple offices when if A/P had a process were we could communicate the correct date, we would be all set.

  - Forms such as the F-4 (RFP) generate operational transactions which contain only 1 date field. Because the date field for supplier invoices drive payment information, the invoice date is entered into that field (see answer to the above question).
Upcoming Events

- Next User Group session February 17th