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 Victoria (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”)
Agenda

- UR Financials Announcements
- Training and Support Update
- Demonstration:
  - View My Role Assignments
  - View My FAO by Cost Center URF0970
  - View FAO by Grant Attributes URF0313
  - Transaction Details Printable (NCL) URF0985 - Scheduled Report
- Upcoming Events
UR Financials Announcements

• Report changes since September
  – View My Role Assignments
  – Find Supplier Invoice Lines (NCL) URF0992
  – Award Budgetary Balance Summary Printable URF0986, (NCL) URF0987
  – Transaction Details Printable URF0984, (NCL) URF0985
  – Award Line Summary of Funds URF0994, (NCL) URF0983
  – Transaction Details by Months URF0295, (NCL) URF0398
  – FAO Summary of Funds URF0964
  – FAO Budgetary Balance Summary - Monthly Ledger Printable URF0940
  – FAO Budgetary Balance Summary - Monthly Ledger URF0945
  – FAO Budgetary Balance Summary Printable URF0988
  – Find Supplier Invoice Lines - with Saved Filters URF0355
  – UR Trial Balance Trends URF0993
  – UR Trial Balance URF0947
  – UR Trial Balance (NCL) URF0948
  – FAO Activity Summary by Months (NCL) URF0392
  – Find Journal Lines Details (NCL) URF0399
  – Transaction Details by Months (NCL) URF0398
  – Transaction Details - Data Extract (NCL) URF0400

Visit the UR Financials Newsletter page for details
UR Financials Announcements

- **Grants Report Matrix** added to Tools page of website
- Employee Expense F3 form **reimbursement schedule**
- **Financial Close Schedule** added under Calendar page
Training Update

- NCL Reporting classes conducted
  - Basics (Non Grant, Non Project)
  - Cost Center
  - Grants
- Developing
  - NCL Grants, 2 part
  - NCL Projects
URF Reporting Genius Bar

• Guidelines:
  – Informal, 10-15 minute one-on-one session with a UR Financials support person
  – Immediately following the monthly financial close
  – Registration required
  – Users served based on timeslot
  – Questions written in My Comments section of sign up

• Three sessions held since October 2015
  – Lightly attended
View My Role Assignments and Organizations

Transaction Details by Months (NCL) URF0398

- Organization
  - My Organizations
  - My Organization Hierarchies

My Organizations

- CC11405-055 Medicine Hematology Oncology
  - Cost Center Financial Analyst
- CC11428-000 Radiation Oncology
  - Cost Center Financial Analyst
- CC11475-000 Cancer Center
  - Cost Center Financial Analyst
- All Awards CC11428-000 Radiation Oncology
  - Grant Financial Analyst
- All Awards CC11475-000 Cancer Center
  - Grant Financial Analyst

My Organization Hierarchies

- My Organizations
- Cost Center
- Cost Center Hierarchies
- Grant Hierarchy
- Grant Financial Analyst
- GrantHonors Financial Analyst
Reporting by Organization: My Organization

- Organization prompt provides the ability to select different journal categorization options used for reporting purposes

- My Organization
  - Contains all FAO(s) and Cost Center(s) directly assigned
  - Contains individual FAO assignments
    - Cost Center: CC##### - ###
    - GR5#####
    - OP#####

- My Organization Hierarchies
  - Contains all Cost Center Hierarchies and Grant Hierarchies directly assigned
  - Contains groupings of similar FAOs
  - Returns transactions on all FAOs within grouping
    - Cost Center Hierarchy: 1#####
    - Grant Hierarchy: All Awards 1#####
Cost Center Hierarchy Structure

- Cost Center Hierarchy
  11405 Medicine
    - CC 11405-000 Medicine
    - CC 11405-037 Hospitalist Medicine
    - CC 11405-041 General Medicine
    - CC 11405-043 Primary Care
Grant Hierarchy Structure

- All Awards 11022 Clinical and Social Psychology
  - CC11022-000 Clinical and Social...
  - CC11022-401 Clinical...Main
  - CC11022-403 Mt. Hope Family
Viewing Your FAOs

View FAO by Grant Attributes URF0313

• Returns grants and award numbers based on user security.
• Use this report to view a listing of grants and award numbers to use in reporting and transactions.

View FAO by Cost Center URF0970

• Returns the Organization (FAO) and Cost Center associated based on user security.
• Use this report to view a listing of FAOs within Cost Centers to use in reporting and transactions.
View FAO by Grant Attributes (Grants Only) URF0313

Instructions:
Provides a list of grants and award numbers for the cost center enabled for your security.

1. After logging into UR Financials, type the report name or URF# in the search bar to locate report.
2. Select Report Criteria

   Note: Required prompts are indicated by a red Asterisk

   a. Click prompt icon in Company for FAO and select your company
   b. Optional: Click prompt icon in Cost Center, and select a cost center to filter by
   c. Click prompt icon in Grant ID, and select Grant number, i.e. GRXXXX
   d. If desired, select any optional prompt filters to further refine your report
3. Click OK to run your report

Tip: Enter a Spend Category code in the Sepnd Category (Exclude) prompt to run report that does not include this Spend Category.

View Report Results
Filter Report Results
1. To filter report results, click Filter icon
2. Under the column header of interest, click in search box and select the data you wish to filter by

Exporting Report Data
1. To export to Excel, click the Excel icon
2. To create a PDF, click the Printer icon

Changing Report Criteria
1. To change the selection criteria of a report you are currently viewing, click Change icon and then reselect prompt filters as appropriate

Creating and Managing Filters
Saving a Filter
UR Financials allows a set of report prompt filters to be saved
1. Select all prompt filters as desired
2. Type a filter name in the Untitled Filter box and click Save

Note: Filter name should be descriptive and meaningful
View FAO by Cost Center (NCL) URF0970 Report

1. In the Workday Search bar, type URF0970, then select the report
2. Within the Organization prompt field, select one or more organizations listed to which you are assigned. These can be found in the following sub lists:
   a. **My Organizations**: Contains FAO(s) directly mapped
   b. **My Organization Hierarchies**: Contains FAO(s), Cost Center and/or Grant Hierarchy directly mapped
3. Click OK to run report

**Prompt Field Definitions**

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

- **Organization**: Either FAOs (see My Organizations) or Cost Centers/ Hierarchies (see My Organization Hierarchies)
- **Company For FAO**: choose company to search by, if user has access to more than one company
- **Fund Hierarchy**: Allows you to select one of more fund hierarchies to search by
- **Fund**: Allows you to select one or more funds (Self Supporting, Endowment, Current fund, etc.)
- **FAO Type**: 5 FAO types are listed by default
Transaction Details Printable

• These reports work for **all FAO types** and produce a listing of all transactions that are posted to the FAO based on accounting periods

• Will display only actual amounts (no budgets)

• These reports should be used to verify that all transaction postings to the FAO are correct. If not, journal entries need to be created to correct erroneous transactions

• Save time, Set up as a Scheduled Report!
Transaction Details Printable Quick Reference Card
Upcoming Events

• Next User Group session January 20th
• Suggested topics?