UR Financials
User Group Meeting
February 2016
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 Cindy in the drop down menu in the chat window (do not select “everyone”)
Agenda

• UR Financials Announcements
• How to Request a Cost Transfer
  – The Journal Entry process
• Rebecca Hart Presents: Reconciliations
• Upcoming Events
UR Financials Announcements

- February’s Events
  - NCL Reporting Classes [February; Basic 2/10, Grants 2/18]
  - Genius Bar [February 9th]
- Workday 26 will be in production on Monday, March 14th
  - Production will be unavailable
    - Starting Saturday March 12th
    - Ending Sunday March 13th
  - Stay tuned for more details
- Training Survey feedback
- Annual UR Financials security audit begins
Workday 26

• UR Financials team is currently testing a preview of the upgrade

• Communications will be published in advance on the website and Newsletter with guidance on changes impacting general users
Survey

• Thank you for your feedback
• Results will be discussed in detail next User Group session
• 39 responses out of 100 polled
HOW TO PREPARE A JOURNAL ENTRY

How a journal request becomes a UR Financials transaction
Common Mistakes

• Too many to process at month end
• Missing supporting documentation
• Missing approvals/improper approval
• Cost transfers without originating document in Memo field, or attached
• Journal entries are not approved to meet financial close deadlines
Transaction Review

• For drillable report use the Transaction Details by Months (NCL) URF0398, (CL) URF0295
  – For printable report run the Transaction Details Printable (NCL) URF0985 report
  – For company level Transaction Details Printable (CL) URF0984

• Review information for accuracy
• Identify any discrepancies
## Problem Identified

### Transaction Details Printable (NCL) URF0985

<table>
<thead>
<tr>
<th>Company</th>
<th>Fund</th>
<th>Cost Center</th>
<th>FAO ID</th>
<th>FAO Name</th>
<th>Object Class Short Name</th>
<th>Ledger Account</th>
<th>Ledger Account Identifier</th>
<th>FAC ID</th>
<th>FAC Name</th>
<th>Supplier</th>
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<tbody>
<tr>
<td>010 Central Administration</td>
<td>Current Fund - Unrestricted</td>
<td>CC17024-000 Finance</td>
<td>OP217024</td>
<td>OP217024 Finance</td>
<td>50000: Salaries and Wages</td>
<td>50000</td>
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<td>OP217024</td>
<td>OP217024 Finance</td>
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<td>SC58350</td>
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<td>51000: Staff Benefits</td>
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<td>OP217024</td>
<td>OP217024 Finance</td>
<td>60000: Supplies</td>
<td>60000</td>
<td>SC61000</td>
<td>Supplies Office (SC61000)</td>
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<td></td>
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<td>60000</td>
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<td>Supplies Office (SC61000)</td>
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<td></td>
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<td>60000</td>
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- Supplier: Pierrepont Visual Graphics Inc.
<table>
<thead>
<tr>
<th>Supplier</th>
<th>PO Number</th>
<th>Accounting Date</th>
<th>Budget Date</th>
<th>Journal Source</th>
<th>Reference</th>
<th>Line Memo or External PO Number</th>
<th>Line Memo or Supplier Reference Number</th>
<th>Header Memo</th>
<th>Line Memo</th>
<th>Amount</th>
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<td>Payroll Accruals</td>
<td>01/01/2016</td>
<td>12/26/2015</td>
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<td>AJE000615760</td>
<td>BIWEELY HOURLY ACCRUALS - B12262015</td>
<td>BIWEELY HOURLY ACCRUALS - B12262015</td>
<td>BIWEELY HOURLY ACCRUALS - B12262015</td>
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<td>12/26/2015</td>
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<td>BIWEELY HOURLY ACCRUALS - B12262015</td>
<td>BIWEELY HOURLY ACCRUALS - B12262015</td>
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<td></td>
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<td>52457</td>
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<td>BIWEELY HOURLY ACCRUALS - B12262015</td>
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<td>taplee Business advantage</td>
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<td>01/01/2016</td>
<td>Supplier Invoice</td>
<td>SP100409420</td>
<td>8100613</td>
<td>3288410771</td>
<td>8100613</td>
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<tr>
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<td>SP100409420</td>
<td>8100613</td>
<td>3288410771</td>
<td>8100613</td>
<td>8100613</td>
<td>30.16</td>
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</table>
Drill into Supplier Invoice

• Run the Find Supplier Invoice Lines (NCL) **URF0992** report

• Search by Supplier Invoice Number found on Transaction Details report

• Drill into the report to open information and invoice
Prompt screen

- Type in the SPI number within the Find Supplier Invoice Lines (NCL)URF0992

Tip: Type in the SPI number in the UR Financials search bar for information
i.e. View Supplier Invoice Header

1. Invoice Number: SPI00409420
2. Company: 010 Central Administration
3. Supplier: Staples Business Advantage
4. Invoice Date: 01/01/2016
5. Total Invoice Amount: 459.88
6. Amount Due: 0.00
7. Payment Terms: Net 15
8. Discount Date: (empty)
9. Due Date: 01/16/2016
10. Default Payment Type: ACH
11. Supplier Reference Number: 3288410771
12. External PO Number: (empty)
13. Supplier Contract: (empty)
14. Total Contract Amount: 0.00
15. Memo: 8100613
### i.e. Supplier Invoice Line Details

<table>
<thead>
<tr>
<th>Invoice Line</th>
<th>Company</th>
<th>Item</th>
<th>Spend Category</th>
<th>Tax</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Extended Amount</th>
<th>Prepaid</th>
<th>Memo</th>
<th>*Company for FAO</th>
<th>*Cost Center</th>
<th>*Fund</th>
<th>Additional Worktags</th>
<th>Splits</th>
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<tbody>
<tr>
<td>010 Central Administration</td>
<td>Supplies Office (SC61000)</td>
<td>Tax Applicability</td>
<td></td>
<td>Tax Code</td>
<td>0</td>
<td>0.00</td>
<td>3.66</td>
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<td></td>
<td>010</td>
<td>DC17024-000 Finance</td>
<td>Current Fund - Unrestricted</td>
<td>UR Operating Program: OP217624 Finance</td>
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<tr>
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<td>Tax Applicability</td>
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<td>Tax Code</td>
<td>0</td>
<td>0.00</td>
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<td>UR Operating Program: OP217624 Finance</td>
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</tr>
</tbody>
</table>

**Total:** 272.80
Report Comparison

- SPI=Reference

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**Transaction Details Printable (NCL) URF0985**

<table>
<thead>
<tr>
<th>Company</th>
<th>Fund</th>
<th>Cost Center</th>
<th>FAO ID</th>
<th>FAO Name</th>
<th>Ledger Account</th>
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<th>FAC Name</th>
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<td>OP217024</td>
<td>Finance</td>
<td>60000:Supplies</td>
<td>60000</td>
<td>SC61000</td>
<td>Supplies Office (SC61000)</td>
<td>Staples Business Advantage</td>
</tr>
</tbody>
</table>

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**Find Supplier Invoice Lines (NCL) URF0992**

1. **Supplier Invoice**: SPI00409420
2. **FAO**: OP217024 Finance
3. **Created Date Time**: 01/01/2016 02:39:55 AM
4. **Supplier**: Staples Business Advantage
5. **Supplier ID**: A0000334170
6. **Primary Remit-To Address**: Dept ROG
   PO Box 413556
   Boston, MA 02241-5256
   United States of America
7. **Invoice Date**: 01/01/2016
8. **Accounting Date**: 01/01/2016
9. **Supplier Reference Number**: 3286410771
10. **External PO Number**: 8100613
11. **Gross Amount**: 272.89
12. **Discount Amount**: 0.00
13. **Net Amount**: 272.89
14. **Payment Type**: ACH
15. **Payment Handling Instruction**: 01/14/2016 000000574 4

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UR Financials User Group – February 2016
Journal Entry Form Purpose

- Used to create **new** or to **reclass** existing journals posted in UR Financials
- Special instructions at bottom of form
- Include supporting documentation
- Obtain 2 signatures; requestor and approver

**Tip:** Keep a list of journals entry requests

**Cost Transfer Policy**
Journal Entry Form – New Features

Requisition was keyed in error.
**Instructions and Signatures**

1. Budget Date should be the date that the charge was incurred (date the service was provided, or materials/supplies delivered).
2. All Grants go in this field. PLEASE NOTE: If posting to a grant, documentation of the following is required or the journal will be denied:
   - Why was the cost originally recorded on the FAO/Grant from which it is now being transferred?
   - Why is this cost allowable and allocable to the proposed receiving FAO/Grant?

   ***If the manual journal entry is submitted more than 90 days following the month end the original cost was recorded on the FAO/Ledger, additional approval is required by a responsible official who is at a higher organizational level than the person requesting the journal entry.***

3. Required when there is not an FAO or Grant on the transaction line.

---

<table>
<thead>
<tr>
<th>Requestor (print)</th>
<th>Requestor Title</th>
<th>Phone</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally J Rafelle</td>
<td></td>
<td>585-555-3456</td>
<td>Sally J Rafelle</td>
<td>02/02/2016</td>
</tr>
</tbody>
</table>

Original supporting document provided in error.
What Happens Next?

1. Identify
2. Correction
3. Complete JE
4. Gain all approvals
5. Send to Divisional Finance
6. Accountant verifies transaction
7. Accountant enters transaction in URF
8. Transaction passes business process in URF
9. Journal is active for reports
10. Confirm in URF
DEMONSTRATION
3 Part Presentation – if you want

• OP Reconciliations (today)
• OP Management and Ledgers
• OP Trends and Analysis
We are focusing on Non-Grant FAOs, but because this is account reconciliations, most of these reports can be run for any type of FAO.
Reconciliations for Non Grant FAOs

First Question: What are you reconciling?

View FAO by Cost Center (NCL) URF0970:
List of all FAOs

For grants: use URF0313 View FAO by Grant Attributes or URF0983 Award Line Summary of Funds to get a list of your grants.
Transaction Reports

1. **Transaction Details by Months (NCL) URF0398**
2. **Transaction Details – Data Extract (NCL) URF0400**
3. **Transaction Details Printable (NCL) URF0985**
   - Live and Scheduled
4. **Monthly Transactions Printable – Advanced (NCL) URF0943A**
5. **Monthly Transactions Printable – Basic (NCL) URF0943B**
6. **Monthly Transactions Printable – Grant (NCL) URF0943G**
Reconciliations for Non Grant FAOs

Transaction Details by Months (NCL) URF0398

1. Run report – save to Excel to document the reconciliation
2. Leave the report live to drill and pull missing documentation
3. Request any missing documentation
Reconciliations for Non Grant FAOs

Salary Transactions

Reminder: Cum Sal Reports are still in COGNOS.

All salary transactions in UR Financials are summary information at the Spend Category level. No transactions by person are in UR Financials.
PI/Faculty Packets

1. Use Scheduled Report
   - FAO Budgetary Balance Summary Printable (NCL) URF0989
   - Award Budgetary Balance Summary Printable (NCL) URF0987

2. Use Scheduled Report - Transaction Details Printable (NCL) URF0985
   - Use Fund Prompts

3. Cum Salary from COGNOS
Invoice Questions

Has this invoice been paid?

or what check paid for a particular invoice?

Use the Find Supplier Invoice Lines URF0992
ReCap

1. Run View FAO by Cost Center (NCL) **URF0970** to view all FAOs

2. Use the Transaction Details by Months (NCL) **URF0398** to complete reconciliations

3. Use (scheduled) Transaction Details Printable (NCL) **URF0985** to prepare package for faculty

4. Use the Find Supplier Invoice Lines **URF0992** to review invoices and find check numbers
Upcoming Events

• Next User Group session March 16th
Questions