UR Financials
User Group Meeting

March 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
• Workday 26 Upgrade
• Accounts Payable Correction Process
• Training Survey Results
• Rebecca Hart Presents: Managing Operating Programs
• Upcoming Events
UR Financials Announcements

• March Event
  – NCL Reporting Classes [March; Basic 3/8, Grants 3/30]
  – Genius Bar [March 9th] – This was the last one due to poor participation

• Workday 26 is in production as of Monday, March 14th
  – Details on UR Financials News page
  – Feedback?

• Performance Issues in UR Financials - Communications

• Annual UR Financials security audit ends
Workday 26 Upgrade

- Home page branding
- Announcements more interactive
- Grid personalization
- Award Line Enhancements
- FAO Attributes location change
Home Page Branding

• Center logo University of Rochester
• Home button with “W”
• Rotating Image Banner
Interactive Announcements

• Select Message to view links to more information

_for current UR Financials users that have not completed an audit form(s) please do so today. If not received, access to UR Financials will be removed._

Select this announcement to read more on the [UR Financials (Workday) Annual Security Audit](#) process.
Grid Personalization

- Controls report columns
- Once set, remains until changed
- Default – all columns shown
- Only active on select reports
Award Line Enhancements

- Validations moved to the “submit” bar function
- Error messages are actionable and specific
- Alternate views available; single selection or grid view
  - Improves performance for managing awards with fifty plus award lines
FAO Attributes Relocated

- Applies to all FAOs (Grant and non-Grant)

**Non-Grant**

**Grants**
Accounts Payable Correction Process

• Effective April 1, 2016
• Departments must notify AP via the AP email box AccountsPayable@finance.rochester.edu
• Department must provide in that email:
  – Supplier Name
  – Workday Invoice (Voucher #) which begins with SPI or is a 7 digit numeric #
  – PO# (if applicable)
  – Wrong FAO, Wrong SC and dollar amount
  – (if known) Correct FAO, Correct SC and dollar amount
• AP will respond within 3 business days
• AP will prepare journal and forward to General Accounting for entry within 5 business days of receipt
Accounts Payable Correction Process

• Manual Journal Source
  – The journal will route to the divisional finance offices for approval. This gives
    the division an opportunity to verify the accuracy of the journal before it
    posts. It also serves as confirmation that the journal request was submitted
    by AP to General Accounting and processed by General Accounting.

• Corrections for invoices posted in prior fiscal years will not be done where
  only OP FAOs are involved. That is, OP activity must remain in the fiscal
  year it originally hit the ledger and not be moved around in subsequent
  fiscal years unless the offset is to different FAO type.

Note: If the invoice was received/entered electronically from the supplier,
then the division is still responsible for corrections to those invoice
postings because AP did not make an error.
Training Survey

- Thank you for your feedback
- 39 responses out of 100 polled
- Continually monitoring after each class
Summarized Individual Responses

1. Training met needs for month-end financial reporting (92% Agree)
2. User is able to find necessary data in UR Financials (90% Agree)
3. The trainer communicated clearly and effectively (97% Agree)
4. The training was thorough and well-organized (95% Agree)
5. Appropriate time for class exercises (85% Agree)
6. Students were very satisfied with answers received in class (97% Agree)
7. Preference for separate classes; new vs. existing (59% Agree)
8. The URF Certification process for access is easy to follow (85% Agree)

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
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<tbody>
<tr>
<td>Excellent</td>
<td>30.77%</td>
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<tr>
<td>Satisfactory</td>
<td>61.54%</td>
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<tr>
<td>Unsatisfactory</td>
<td>7.69%</td>
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<tr>
<td>Poor</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total</td>
<td>39</td>
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</table>
### Summarized Essay Responses

<table>
<thead>
<tr>
<th>9. Enjoyed in class</th>
<th>10. Improve classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interactive (12)</td>
<td>More time on report filtering (5)</td>
</tr>
<tr>
<td>Well versed instructor (11)</td>
<td>Advanced class, drilling (5)</td>
</tr>
<tr>
<td>Content clear, appropriate (9)</td>
<td>Customize classes (4)</td>
</tr>
<tr>
<td>In-class support (4)</td>
<td>Location/time of day (4)</td>
</tr>
<tr>
<td>Use own account (3)</td>
<td></td>
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</tbody>
</table>
Recommendations

• Keep current training approach to fast track users
• Add an advanced class showcasing, report results, drilling and view by features, performance prompting and other features/reports for next phase of learning
  – Demonstrated in monthly URF User Group meetings
• Create Quick Reference Videos QRV for reporting refreshers
• Most successful when Divisional Finance creates other training opportunities within their area, or support public classes
DEMONSTRATION

MANAGE OPERATING PROGRAMS
OP Management and Ledgers
Ledgers for Non Grant FAOs

We are focusing on Non-Grant FAOs today, primarily Operating Programs (OP). I will try to reference similar reports for grants, but most reports will be different.
First Stop - CASH

FAO Available Balance Summary (NCL) **URF0905:**

Includes all FAOs where there is a cash balance:

- OP (Operating Programs), GF (Gifts), LN (Loans)
- No balance for accounts with a budget but no cash rollover, such as SMD core budgets or SMH accounts

For Grants: use URF0987 Award Budgetary Balance Summary Printable (NCL)
For Projects: use URF0908 FAO Available Balance Summary by UR Project (NCL)
CASH – URF0905

Report includes:

Beginning Balance + Revenues (FYTD) - Expenses (FYTD) = Available to Spend

Notes:
• All signs are “normal”. A cash reserve is a positive number and a cash deficit is a negative number
• Inactive accounts are includes, but listed as inactivate
• Run by company or group of accounts to get quick totals of FYTD activity
Ledgers

Schedule a Report:

FAO Budgetary Balance Summary Printable (NCL) URF0989

WARNING
PROCEED WITH CAUTION

This is a BUDGET report. All balance available numbers are available budget, NOT cash!

For Grant: URF0987 award Budgetary Balance Summary (still schedule for formatting)
RC/SC Activity by Month (Crosstab)

FAO Activity Summary by Months (NCL) URF0392

- Actuals at SC/RC level by month
- NO budget
- NO beginning balance or ending balance
ReCap – Bread and Butter

- **Cash Balances:** FAO Available Balance Summary (NCL) **URF0905**.
  - View all FAOs cash balance
  - View FYTD summary information (Beg Bal, Rev, Exp, End Bal)

- **Ledger Statement:** (scheduled) FAO Budgetary Balance Summary Printable (NCL) **URF0989**
  - Caution: BUDGET only, no cash balances

- **Crosstab Report:** FAO Activity Summary by Months (NCL) **URF0392**
  - Actuals only, no budget, no cash balance
More than Bread and Butter?
Upcoming Events

• Next User Group session April 20th
Questions