UR Financials
User Group Meeting

April 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”)

UR Financials User Group – April 2016
Agenda

• UR Financials Announcements
• Account Payable Process Updates
• Rebecca Hart Presents: Trends and Analysis
• Upcoming Events
UR Financials Announcements

• April Lookback of Events
  – Genius Bar closes

• AP Process Improvement Initiatives
AP Processing Status

• Process all invoices/RFPs received within 1 week from receipt in AP
  – since October 2015 with the exception of end of Dec
• AP email box emails responded to within 3 business days
• In February we reached 1 million invoice lines!
Electronic Invoices

• Dupli has replaced Brewer & Newell for a majority of printing activities

• New additions
  – Iron Mountain: April
  – Hill & Markes: May

• In Progress
  – Integrated DNA
  – Roche Diagnostics

• Supplier Invoice EIB
  – Alternative for individual invoices with long distributions
  – # of distribution lines and frequency of invoices are factors in on-boarding
Blanket Orders

• Expired and Overspent Blanket Orders (BOs)
  – AP now sends a yellow slip with an invoice copy attached
Helpful Tips

- Request for Payments (RFPs)
  - 10% of the invoice #s and invoice dates provided by departments on RFPs are wrong and require AP’s time to fix for correct entry
    - Use actual invoice data if an invoice exists
    - Use date of event if paying for registration, speaker, etc.
  - Workday looks at Payee/Supplier and Invoice # (Supplier Reference #) to see if a new entry is a duplicate
    - Recommendation: In the RFP Invoice # field, enter the date of the event, study visit, etc. when there is no invoice
AP Correction Process

- 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
Feedback Requested

• Some suggestions we have received:
  – Periodic AP-specific survey
  – Separate email box for internal versus suppliers
  – Automated response to emails received in AP email box indicating current response time
  – More training (materials) for departments
    • URF Newsletter, videos???
  – More departmental visits (see next slide)
Departmental Visits

• Marta prepares data including:
  – Preferred Supplier activity (PO)
  – Activity on RFP that is more appropriate on PO/BO
  – Independent Contractor activity
  – Other activity that sticks out
  – Resources
  – Remaining time used for any questions or issues you want to discuss

• Let me know if you want to be at the head of the pack or have a date in mind
DEMONSTRATION

TRENDS AND ANALYSIS
Analysis and Trends

IF ANYTHING BAD HAPPENS, IT'S NOT MY FAULT. IT'S FATE.
Prompts

Prompts help to narrow the focus of the report to make the information returned more useful.

Without Prompts: all information, that you have access to, would be returned.

Example: FAO prompt
• Least restrictive: if you want your full cost center (department) you leave the FOA prompt empty
• Semi-restrictive: If you want all activity for a person/group, you enter the 6 FAOs related to the group
• Restricted: enter a single FAO
Summary of Funds

FAO Summary of Funds (NCL) URF0965/URF0965B

• Includes everything except Grants and Capital
• **Revenue** (budget, actual, available) – **Expense** (budget, actual, available) = **Balance** (budget, actual, available)
• Possible to look at just a set of Spend Categories
Summary P&L

FAO Budgetary Balance Summary (NCL)

URF0902:

• Twistable report: starts at a high level and twist down for more detail
• Includes everything EXCEPT Grants and Capital Accounts
• Use prompts to look at whole cost center, group of accounts, or individual FAO
• Printing is finicky, but possibly changing
6 Month Trend - extract

Operating Program Trends Extract (NCL) URF0960:

• Look at 6 months of detail at spend category level, but does not total.
• Lists budget for last month and YTD budget.

SMH recommends this report for variance reporting.
6 Month Trend – Summary

Operating Program Trends Summary (NCL)

URF0958:

- Same output as URF0960, but in twistable format:
  - Look at 6 months of detail at spend category level, but does not total.
  - Lists budget for last month and YTD budget.
- Difference: instead of listing each FAO separately, add all information for the same spend category together.
13 Month Trends Extract

FAO Budgetary Balance Summary Trends Extract (NCL) **URF1001:**

- Includes everything except Grants and Capital Accounts
- Rolling 13-months
- Rolling year over year comparisons
- NO cash, budget only
- Plan to export to Excel and do some clean up and make the information easier to read and manipulate
RC/SC Activity by Month (Crosstab)

FAO Activity Summary by Months (NCL) **URF0392:**

- Actuals at SC/RC level by month, possible multi-yr
- NO budget
- NO beginning balance or ending balance
Summary of Trends and Analysis Reports

Lots to choose from depending on your needs:

• FAO Summary of Funds (NCL) **URF0965/URF0965**
• FAO Budgetary Balance Summary (NCL) **URF0902**
• Operating Program Trends Extract (NCL) **URF0960**
• Operating Program Trends Summary (NCL) **URF0958**
• FAO Budgetary Balance Summary Trends Extract (NCL) **URF1001**
• FAO Activity Summary by Months (NCL) **URF0392**
Upcoming Events

• Next User Group session May 18th

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Questions