UR Financials
User Group Meeting

May 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 – May 2016
Agenda

• UR Financials Announcements
• Reporting Discussion
• Upcoming Events
UR Financials Announcements

• May Calendar of Events
  – NCL Reporting Classes [NCL Basic class 5/11, NCL Grants 5/24]

• No UR Financials classes for the Summer [June 8th– August]
  – Work with UR Financials Champions for new user training after
    Security form, eLearning and test is complete

• No User Group sessions for the Summer [June – August]

• Newsletter sent once a month
UR Financials Announcements

• 2016 Fiscal Year-End Finance Announcements

Request for Payment (F-4) and Student Expense Report for University Business (F-34) must be received in Accounts Payable no later than 4PM on Friday, June 10, 2016. Please send to Accounts Payable, RC Box 278958.

Payroll Reallocation Changes – Requests for payroll reallocation changes on Form 800 should be received no later than 4PM on Wednesday, June 15, 2016. Please send your materials to Laura Bardossi, Box PERC.

Employee Expense Reports (F-3) – must be received in Accounts Payable no later than 4PM on Tuesday, June 28, 2016. Please send to Accounts Payable, RC Box 278958.

All journal entry forms and 312 requisitions (non-purchasing) must be received by central finance by 4PM on Friday, July 1, 2016.

Preliminary reports available on the morning of Friday, July 8, 2016

Final reports available on the morning of Wednesday, July 13, 2016
Reporting Discussion

• With reporting changes made over the past year, what issues still exist?
1. Need reports that will display budget dates and which ones align to an award budget period (Jeff M suggestion URF0400?)
2. Monthly report that will run by cost center and break by FAO (URF0989)
3. Any way to get the beginning balance for GF6 and OP3 on the monthly ledger report?
4. Have ledger reports for OP0 for deferred revenue, inventory, and prepaid expenses (QRC)?
5. Comparison report that compares FY15 versus FY16 (URF1001? – 13 month operating trend report)
6. The ability for reports URF0908 and URF0941 to be executed for all projects? Looking for both capital and non-capital projects (should use the URF0989 reports for the non-capital projects (i.e. R&R, expense PRs)
7. URF0902 Outlined reports – can they be exported to Excel at the lowest level
8. Reconciliation would go faster if you can see some pattern in the order of the spend categories are printed out (URF0989)
9. Having spend categories in multiple ledger accounts
10. Need more scanned invoices in Workday. Risk of not getting paid by insurance vendors because we don’t have a copy of the backup documentation(see if purchasing can have vendors provide a portal that we can access original invoices)
Reporting Discussion Feedback

11. Would like to have the actual current balance per FAO URF0987 report (should the user select the URF0840 report instead?)
12. URF0987 to print in numeric order? Can we change the sort order to be based on FAO sort order?
13. Would like to access 312 requisitions and other documents directly in Workday (concern that users have to run to central finance for documentation)
14. Post close adjustments – need additional communication when they hit at an FAO level.
15. Can we get a report listing of manual journal entries listed by month (use a “manual” journal source for transaction report)
16. A report of all the reports that you can run
17. Ability to access invoice payments from subcontract (need to contact ORACS). Cannot see the payment information
18. Request to add the URF0988 report – add ledger account
19. Need more operational training. Which reports to run when? (how do I manage gifts accounts, subaccounts for grants, etc.)
20. What report provides a P&L statement format that includes spend/revenue categories (URF0948 with spend/revenue category?)
Upcoming Events

• Next User Group session June 15th