UR Financials
User Group Meeting

September 2016 – Welcome Back!
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 – September 2016
Agenda

• UR Financials Announcements
• Workday 27 Upgrade
• May User Group Meeting Response
• Accounts Payable Update
• Resurrecting Financial Data Warehouse
• Budget and Forecasting Update
• Upcoming Events
UR Financials Announcements

• September [Calendar of Events](#)
  – NCL Reporting Classes [Basic class on 9/21]

• UR Financials certification and registration in My Path
  – Blackboard going away for all UR employees
  – Full transition/communication by Fall 2016

• Newsletter is back
Workday 27 Upgrade

• Seen in Production on September 12th
• Predominantly “Back office” changes
  – Minor user interface changes
  – Nomenclature change from “budget” to “plan”
  – Error “widget” requires user to click on to see error messages
  – Enhanced report writing features
  – Back office operational enhancements
– See all via http://www.rochester.edu/adminfinance/urfinancials/news-2/
1. Need reports that will display budget dates and which ones align to an award budget period (Jeff M suggestion URF0400?) – URF0400 does display budget dates
2. Monthly report that will run by cost center and break by FAO (URF0989) URF0989 can be run by cost center and does break by FAO. Needs to be scheduled, however.
3. Any way to get the beginning balance for GF6 and OP3 on the monthly ledger report? I believe working with the company finance office, budgets can be loaded to these FAO types. Candidate for the new Cognos reports, slide #10.
4. Have ledger reports for OP0 for deferred revenue, inventory, and prepaid expenses (QRC)? URF0392 QRC demonstrated this.Basically, the user needs to add the “All Accounts” into the Ledger or Ledger Summary prompt field.
5. Comparison report that compares FY15 versus FY16 (URF1001? – 13 month operating trend report) URF1001 does provide a 13 month trend report. It also does calculate current month versus prior year’s month variance.
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 This capability was just delivered by Workday in May.
8. Reconciliation would go faster if you can see some pattern in the order of the spend categories are printed out (URF0989) Some complaints about spend categories being in 2 places due to Interdepartmental Transfer ledger account. We explained that the order is determined by ledger account (which is hidden), because sorting by spend category will be alphabetical based on description. Potential to open up another report (currently used by Facilities) which does combine spend categories into 1 row.
9. Having spend categories in multiple ledger accounts See item #8
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) For electronically received invoices, work with vendor to get details. Not available in Workday
Reporting Discussion Feedback

11. Would like to have the actual current balance per FAO URF0987 report (should the user select the URF0840 report instead?)
   When running URF0987, users need to ensure the selected Period is the current month.

12. URF0987 to print in numeric order? Can we change the sort order to be based on FAO sort order?
   The report does output in FAO numeric order, although Grant/Awards will need to be looked at by the URF Reporting team to sort accurately.

13. Would like to access 312 requisitions and other documents directly in Workday (concern that users have to run to central finance for documentation)
   312 requisitions should be attached to the journal.

14. Post close adjustments – need additional communication when they hit at an FAO level. Most post closing adjustments don’t hit an FAO. Jim to work with Financial Reporting regarding communicating changes to impacted FAOs

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 “View Custom Reports I Can Run”

17. Ability to access invoice payments from subcontract (need to contact ORACS). Cannot see the payment information. Jim to discuss with Jeff Sullivan

18. Request to add the URF0988 report – add ledger account
   Ledger account added to report (9/21 completed)

19. Need more operational training. Which reports to run when? (how do I manage gifts accounts, subaccounts for grants, etc.)
   Need to develop a job aid. Will be a topic at an upcoming User Group meeting

20. What report provides a P&L statement format that includes spend/revenue categories?
   Will be looked at by the URF Reporting team.
Accounts Payable Survey

- 59% of responses were positive
- Follow up items to improve customer satisfaction taken from open feedback #10:
  - Do it faster (41%)
  - Improved and more frequent communications with departments when there is an issue/delay with payment (36%)
Accounts Payable Updates

• Organizational updates (9%)
  – 2 AP Supervisors: Paula Bellavia (PMM/PO invoices) and Phillis Alexander (everything else)
  – New permanent and more experienced staff

• New Quick Reference Video: How to View a Supplier Invoice

• OnBase ICAP enhancement will speed entry of invoices into PMM
Finance Data Mart

• Opens early Spring 2017
• Bursting of the monthly summary of funds, monthly budget to actuals, and transactional detail for Non-grant and Grants reports
• Outputs available in Excel or PDF
• Ad-Hoc reporting available for analysis
• Training using Cognos Workspace Advanced or Report Studio to be deployed
Budgeting & Forecasting Project

- Objective: to replace existing Academic (IBS) and Medical Center (Web Budget) applications with a unified, integrated budgeting solution
- Axiom software used to develop a custom, common solution
- UR Financials (Workday) data structure and chart of accounts used as basis for design
- August Design workshop resolved most of the outstanding design issues
- Project design to be finalized by October 31, 2016
- Testing to have an elongated timeframe due to FY2018 budget session
- Project go-live: November 2017 (for FY2019 budget session)
Upcoming Events

• Next User Group session October 19th
Questions