UR Financials
User Group Meeting

June 2015
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 Fronterre (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 – June 2015
Agenda

• UR Financials Announcements
• Enhanced Reporting Workshop updates
• Journal Entry / 312 Forms Completion Quality
• Fiscal Year End Close
• Introducing New Workday User Interface
• Upcoming Events
UR Financials Announcements

• UR Financials Weekly Newsletters – Are they effective?
Enhanced Reporting Workshops

Objectives:

• To solicit feedback from Non-Company Level (NCL) users on changes that will facilitate more efficient report creation

• Prioritize changes

• Interactively demonstrate changes wherever possible (identify changes as UR dependent versus Workday dependent)

• Finalize report changes and determine implementation tasks (i.e. communications) and schedule
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<td>010 – Central Admin.</td>
<td>Matt Parr - Facilities Admin.</td>
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<td>Kate Crowley - IT</td>
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<td>Darrin Meszler - River Campus Facilities</td>
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<td>Jennifer Gillis - BCS</td>
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<td>Eileen Pullara - Computer Science</td>
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<td>Ed Morgan</td>
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<td>Shannon Ozkum</td>
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<td>Rosalyn Smith</td>
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<td>Christine Sands</td>
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<td>Liz Delaus - Surgery</td>
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<td>Rich Gleason - Surgery</td>
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<td>Pamela Sawdey</td>
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<td>Keser Turhan</td>
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<td>092 – EIOH</td>
<td>Kathy Bohn</td>
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<td>Total University</td>
<td>Carrie Ballou - Central Finance</td>
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<td>Dave Hester - CBO</td>
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Enhanced Reporting Workshop Update

• General Comments
  – Printable formatted reports still needed
  – Standard naming conventions
  – Fewer, simpler report prompts (basics)
  – FAO specific worklets

• Review **UR Financials June 12th Newsletter**

• Demo of changes in production
Journal Entry Form Opportunities

The Journal Entry form is used to document financial transactions that need entry into UR Financials

– ~80 Journal Entry Forms arrive in Central Finance weekly
– 90% of these require a call / email
  • Incorrect information
  • Incomplete information and signatures
– How does this impact form users?
  • This increases approval time of Journal entry and effort
  • Delays reconciliation procedures using financial reports
– Why all the detail?
  • UR requires tracking of all transactions for Auditing purposes
## Journal Entry Form

### Header Information
- Ledger: [Company Code]
- Accounting Date: [Recorded/transaction date]
- Currency: [USD]
- Journal Source: [ ]

### Transaction Details

<table>
<thead>
<tr>
<th>Company</th>
<th>* Ledger Account</th>
<th>* Debit Amount</th>
<th>* Credit Amount</th>
<th>* Memo</th>
<th>* Budget Date</th>
<th>Spend/Revenue Category</th>
<th>2 GRANT</th>
<th>FAO</th>
<th>3 FUND</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Recurring Start Date: [Blank]
Recurring End Date: [Blank]

*additional lines can be added if needed*

### Approvals

<table>
<thead>
<tr>
<th>Requester (Print)</th>
<th>Requester Title</th>
<th>Phone</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approver (Print)</th>
<th>Approver Title</th>
<th>Phone</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
Journal Entry Form Guidance

- Guidance at the bottom
  1. Budget Date (Transaction detail section)
  2. Grants Rational – Required if posting to Grant(s)
  3. Fund (Transaction detail section)

Guidance:

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.
# Accounting Date vs. Budget Date

- Use **Accounting Date** in the header of the Journal Entry Form

**Accounting Date** – the accounting period it will be posted to Workday

<table>
<thead>
<tr>
<th>Journal Entry Form</th>
<th>Journal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Ledger</em> (company code)</td>
<td>Memo:</td>
</tr>
<tr>
<td><em>Accounting Date</em> (recorded transaction date)</td>
<td>Create Reversal (Yes/No): No</td>
</tr>
<tr>
<td><em>Currency</em>: USD</td>
<td>Verify Debits = Credits (Yes/No): IN BALANCE</td>
</tr>
<tr>
<td><em>Journal Source</em>:</td>
<td></td>
</tr>
</tbody>
</table>

**Budget Date** - the date that the charge was incurred (date the service was provided, or materials/supplies delivered). Definition at bottom of Journal Entry form

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UR Financials User Group – June 2015
Journal Source

- Use **Manual** for Journals Source located in the header of the Journal Entry Form
- Manual indicates the appropriate routing for approvals in Workday
## Journal Form: Common Errors

<table>
<thead>
<tr>
<th>Journal Entry Form Error</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Explanation</td>
<td>This can be included in an attachment as transaction backup. A summary statement of the transaction purpose. (See example on following slide)</td>
</tr>
</tbody>
</table>
| Transaction Explanation: published when co-sponsoring an event or speaker               | • Confirmation documentation with the amount and reason for event; on letter or email  
• Note the Amount in the proper location on the form  
• Note the correct FAO on the form                                                    |
| Using incorrect codes: published when purchasing Supplies                               | Code SC65300 Supplies: Should only be used when providing /sharing expense (Transferring funding)                                         |
| Using incorrect codes: Using SC65300 for both sides of the transaction                  | • Find the correct codes using the converter or crosswalks (FAO, SC) for debit and credit.  
• Add fund if needed and you know it, otherwise finance will contact you             |
## Journal Form: Common Errors

<table>
<thead>
<tr>
<th>Journal Entry Form Error</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Using incorrect codes:</strong></td>
<td><strong>Solution</strong></td>
</tr>
<tr>
<td><em>Not providing explanation and backup</em></td>
<td>When needing an adjustment journal</td>
</tr>
<tr>
<td><em>When reclassifying expense or other transactions</em></td>
<td>• Verify the correct Company, FAO and Spend Category are listed</td>
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<tr>
<td></td>
<td>• Attach a screen shot, or information of the incorrect charge</td>
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<tr>
<td></td>
<td>• Explain why it needs to be corrected</td>
</tr>
<tr>
<td><strong>Using incorrect codes:</strong></td>
<td><strong>Ledger account 93000 range is only used for funding capital, or debt service not for</strong></td>
</tr>
<tr>
<td><em>when transferring funds</em></td>
<td><strong>transferring expense</strong></td>
</tr>
<tr>
<td><strong>Using incorrect codes:</strong></td>
<td><strong>No Journal Entries to Salary and Benefits, Ledgers, Central or HSD Allocation spend</strong></td>
</tr>
<tr>
<td><em>To accounts that cannot be hit</em></td>
<td><strong>categories</strong></td>
</tr>
<tr>
<td><strong>Location for completed Journal Entry Forms</strong></td>
<td><strong>• Divisional Finance Lead, or Central Finance</strong></td>
</tr>
<tr>
<td></td>
<td>• <strong>Budget Office - Central Administration or Central River Campus departments</strong></td>
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</tbody>
</table>
## Send to:

<table>
<thead>
<tr>
<th>Finance Lead</th>
<th>Company</th>
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<tbody>
<tr>
<td>Andrew Dillenbeck</td>
<td>Intercompany Approver CM021</td>
</tr>
<tr>
<td>Tony Green</td>
<td>Intercompany Approver CM022</td>
</tr>
<tr>
<td>Anne Tucker</td>
<td>Intercompany Approver CM104, CM108, CM112, CM117, CM119, CM120</td>
</tr>
<tr>
<td>Cheryl Bennett</td>
<td>Intercompany Approver CM020</td>
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<tr>
<td>Jeff Bloss</td>
<td>Intercompany Approver CM040</td>
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<tr>
<td>JC Stevens</td>
<td>Intercompany Approver CM023</td>
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<tr>
<td>Kim Hallatt</td>
<td>Intercompany Approver CM070</td>
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<tr>
<td>Karen Lombard-Bryce</td>
<td>Central Finance</td>
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<td>Kathy Strojny</td>
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<td>Kelly Talarczyk</td>
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<td>Mary Brooks</td>
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<td>Patty Stevens</td>
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<td>Shannon Ozkum</td>
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<tr>
<td>Tracy Korts</td>
<td>Intercompany Approver CM024</td>
</tr>
<tr>
<td>Tom Smith</td>
<td>Intercompany Approver CM092</td>
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</tbody>
</table>
Journal Entry Form - Grants

• For a journal line to post to a Grant correctly the Budget Date should represent the date the goods or services were provided and must be within the Budget period of the Grant

• Supporting documentation – support should start with a copy of the original transaction as it posted. This back up is required to be part of the attachment to the Accounting Journal, and will provide information for filling out the form

• Grant needs to be in the GRANT column, and if the offset is an OP it needs to be placed in the FAO column

• For any journal entry involving a Grant, the two questions on the bottom of the journal entry form must be answered

• 312 Requisition Forms and Journal Entry Forms are not interchangeable. 312 Requisitions are to be used for internal services. Journal entry forms are to be used for adjustments and cost transfers.
Journal Entry

Questions?
Financial Close Preparation

- **Preliminary reports available** on the morning of Thursday, July 9, 2015

- **Final reports available** on the morning of Wednesday, July 15, 2015
312 Form

<table>
<thead>
<tr>
<th>Header information</th>
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<tbody>
<tr>
<td>Information about the requisition, including department, supplier, and total cost.</td>
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</table>

<table>
<thead>
<tr>
<th>Purchase details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details of the items purchased, including item number, description, and quantity.</td>
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</table>

<table>
<thead>
<tr>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval signatures from various levels of authority.</td>
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</table>

<table>
<thead>
<tr>
<th>Transaction details</th>
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</thead>
<tbody>
<tr>
<td>Information about the transaction, including account charged and purchase review.</td>
</tr>
</tbody>
</table>

UR Financials User Group – June 2015
312 REQUISITION

THIS IS NOT A PURCHASE ORDER. FOR INTERNAL USE ONLY.
All commitments of funds must be made on official purchase orders.
Red = REQUIRED FIELDS to be filled out.

Deburred/Suspended □ Y □ N

SUPPLIER CODE:

SHIP TO DEPT:

Suggested Supplier:

Address:

Order to Address:

City:

ST:

State:

Zip:

Phone:

Fax:

Attn:

Supplier Price Justification Form attached (orders > $25,000 or single source) □ Y □ N

Patient Care Item? □ Y □ N

Price verified with

Quote/Contract attached - # of quotes

PROJECT #

PO CLASSIFICATION

COVER SHEET COMMENTS:

DESCRIPTION

(PLEASE ATTACH SUPPLIER QUOTE TO REQUISITION WHEN REFERENCING.)

UNIT COST

TOTAL

COMMODITY

NOT TO EXCEED TOTAL $*:

* Totals exceeding $50,000 require signature of Dean, Director or Chair

RECEIVING

DEPARTMENT

Information should go here

PROVIDING

DEPARTMENT

Information should go here

REQUESTER NAME (PRINT)

Title:

Signature:

Date:

Department:

Phone:

Box #:

Intramural Address:

E-Mail Address:

UR Account Charged:

CM*FAO*SC*% □ Y □ N

HH Account Charged:

CM*FAO*SC*% □ Y □ N

Federal Contract

PURCHASING REVIEW

Insr.: Date: / Init.: Date:

Purchasing Review

Insr.: Date: / Init.: Date:

Purchasing Review

Insr.: Date: / Init.: Date:

Purchasing Review

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## 312 Form – Common Errors

<table>
<thead>
<tr>
<th>312 Error</th>
<th>Solution</th>
</tr>
</thead>
</table>
| Usage: *Interdepartmental transfers is incorrect usage* | • Used for external purchases  
  • Used if one U of R department is charging another U of R department for a service / product |
| Incomplete form: *Description and Header information* | • A description of the good/service is required in purchase details section  
  • Top of form is incomplete (partial supplier name if suggested, city, state, zip, phone, attention, etc.) |
| Incomplete form: *Signatures*                  | • Each side of the transaction requires two signatures                   |
| Using incorrect codes: *Financials codes*      | • The correct Spend Category is used on the debit, but not crediting the correct account (SC65300)  
  • Spend Category of Consulting Services are used, but should not |
## 312 Form – Common Errors

<table>
<thead>
<tr>
<th>312 Error</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using incorrect codes: <em>Revenue categories used and is not correct</em></td>
<td>• Revenue categories are not allowable on this form. These transactions do not represent revenue to the university as a whole</td>
</tr>
<tr>
<td>Using incorrect codes: <em>Ledger not listed on form</em></td>
<td>• The default accounting on 312s is ledger 65300. The form does not ask for ledger account but this will be used in almost every case</td>
</tr>
<tr>
<td>Location for completed 312 Forms</td>
<td>• 312s should be sent to General Accounting for processing</td>
</tr>
</tbody>
</table>
312 Form – Good example
**312 REQUISITION**

**THIS IS NOT A PURCHASE ORDER. FOR INTERNAL USE ONLY.**

All commitments of funds must be made on official purchase orders.

Red = REQUIRED FIELDS to be filled out.

Grey shaded areas are for Corporate Purchasing use.

**SHIP TO DEPT:** OME  
**Address:** 1401 Elmwood Ave  
**City:** Rochester  
**State:** NY  
**Zip:** 14621

**PHONE:** Fax:
**Att:** Sandee

**UR Financials**
**User Group**
**– June 2015**

**SUPPLIER CODE:**
**Suggested Supplier:** ENV SRVCS
**Order to Address:** Box 313

**Y** □ **N**  
**Supplier Price Justification Form attached (orders > $25,000 or single source)**

**Patient Care Item?** □ **Y** □ **N**

**Y** □ **N**  
**Price verified with**

**Quotes/Contracts attached - # of quotes**

**PROJECT #**

**PO CLASSIFICATION**

**COVER SHEET COMMENTS:**

**STD. COMMENTS**

<table>
<thead>
<tr>
<th>PMM ITEM #</th>
<th>SUPPLIER CATALOG #</th>
<th>QTY</th>
<th>UOM</th>
<th>DESCRIPTION</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>COMMODITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td>Please clean refrigerator &amp; 4 microwaves Friday June 5th</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOT TO EXCEED TOTAL $**

* Totals exceeding $50,000 require signature of Dean, Director or Chair

**DESIRED DELIVERY DATE:** / /  
**START DATE:** / /  
**END DATE:** / /  

**Repaces P.O. #**

**New P.O. #**

Each signer certifies to the best of his or her knowledge, that this purchase is fair and reasonable and in the best interest of the university and that no employee of the university or its affiliates who was involved in the purchasing decision has a conflict of interest per the university's Conflict of Interest policies except as shown on the accompanying supplier price justification conflict information form (SPJCI).

**Requestor Name (PRINT):**  
**Signature:**

**Title:**  
**Date:**

**Dept/PI Approval (PRINT):**

**Signature:**

**Title:**  
**Date:**

**Department:** OME  
**Phone:** 6-4541

**Division Approval**

**Signature:**

**Title:**  
**Date:**

**Intramural Address:** Box #: 601

**E-Mail Address:**

**REQUISITION**

**UR Account Charged:**  
**CREDIT:** SMD65

**HH Account Charged:**

**Requisitions:**

**Key:** CM = Company  
FAO = Financial  
SC = Spend Category

**CAPITAL EXPENDITURE**
**HIGHLAND HOSPITAL CODE**

**Activity Object**

**%**
312 Form

Questions?
Fiscal Year End Close Schedule

- **Preliminary reports available** on the morning of Thursday, July 9, 2015
- **Final reports available** on the morning of Wednesday, July 15, 2015
- Notification in Workday →
Introducing New Workday User Interface

• Change to user interface is required by October 2015

• Proposed Implementation to General User Population: mid-August

Old

New
Upcoming Events

- Next User Group session July 15th
- Suggested topics:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Grants Management and PI reporting</td>
</tr>
<tr>
<td>August</td>
<td>Integrations Workday upgrade announcements</td>
</tr>
<tr>
<td>September</td>
<td>Workday Upgrade impacts</td>
</tr>
<tr>
<td>October</td>
<td>Journal processing</td>
</tr>
</tbody>
</table>
Q & A