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November 2017 vol. 4.0

The UR Budget system has been live for some of the divisions and companies as of November 1st**.** To date, no major issues have been reported and the user feedback has been positive. The next user go-live is set for January 2nd for the Medical Center divisions. We will be performing system checkout prior to the holidays by validating the data so that it will be ready. Later in January (around January 10th), the academic divisions and Highland Hospital will be going live.

We continue to conduct training classes and have [revised the schedule](https://www.rochester.edu/adminfinance/urbudget/wp-content/uploads/2017/10/Training-Logistics-New-as-of-11-27.xlsx) to accommodate changes based on available seats. If you have not registered for training classes as of today, please do so.

As a result of the questions that have come up in the training classes, we have a large database of [Frequently Asked Questions (FAQs)](https://www.rochester.edu/adminfinance/urbudget/faqs/) that have been generated. We have ordered them by functional module, but also have a category that has all FAQs posted to the website. Please familiarize yourself with these so that you can readily get answers to questions related to the system or business processes.

We will be having the final [Demo Days](https://www.rochester.edu/adminfinance/urbudget/ur-budget-demo-days-wednesday-december-13th-from-11-12pm-in-class-of-62-auditorium/) of 2017 on Wednesday December 13th from 11-12pm in the Med Center Class of ’62 auditorium. Please plan on attending either in person or virtually.

Below are the key items that have been posted to the [UR Budget website](https://www.rochester.edu/adminfinance/urbudget/) in the month of November**.** Note that additional job aids and information will be posted to the UR Budget website as they become available.  Please visit the website for the latest up to date information and job aids.

Also, during December and early January, we will be sending you a quick survey to ensure that all prerequisites that are needed for you to access UR budget from your PC are in place.  The survey will take only 1 minute but is essential for you to be ready for entering your budgets.

General UR Budget Information:

* [ELearning course](https://rochester.csod.com/LMS/LoDetails/DetailsLo.aspx?loid=23107a4f-c057-4291-a9a3-f2d559ef8660&query=%3Fs%3D%26q%3Dur%252520budget&back=%2FGlobalSearch%2FSearch.aspx%3Fs%3D%26q%3Dur%252520budget#t=1) – Link to the UR Budget Navigation course in MyPath
* [Quick Reference Card (QRCs)](https://www.rochester.edu/adminfinance/urbudget/training/quick-reference-cards-qrcs/) – Job aids to quickly assist you in key tasks as well as how to run specific reports
* [UR Budget Training Schedule](https://www.rochester.edu/adminfinance/urbudget/training-schedule/) – A full list of course offerings.  Note that users that need to take specific courses will be sent an email to sign up for specific times and dates
* [Project Champions](https://www.rochester.edu/adminfinance/urbudget/wp-content/uploads/2017/02/UR-Budget-Project-Champions.xlsx) – A listing by division of key subject matter experts to assist you with any UR Budget questions you may have
* [Additional Resources](https://www.rochester.edu/adminfinance/urbudget/resources/tools/) – General Job aids such as Job code lists, FY2019 budget schedule, benefit rates, ledger account to FAC cross reference, etc.
* [Quick Reference Videos](https://www.rochester.edu/adminfinance/urbudget/training/quick-reference-videos-qrvs/) – Quick 1-3 minute videos for basic step by step instructions

Summary & Labor Planning:

* [Instructor-Led Training Student Guides](https://www.rochester.edu/adminfinance/urbudget/student-guides/) – Student guides for specific UR Budget courses
* [Quick Reference Cards (QRCs)](https://www.rochester.edu/adminfinance/urbudget/training/quick-reference-cards-qrcs/) – Job aids to quickly assist you in key tasks as well as how to run specific reports

Business Improvement Plans (BIPs):

* [Quick Reference Cards](https://www.rochester.edu/adminfinance/urbudget/training/quick-reference-cards-qrcs/) – Job aids to quickly assist you in key tasks as well as how to run specific reports

Provider Model:

* [Quick Reference Cards](https://www.rochester.edu/adminfinance/urbudget/training/quick-reference-cards-qrcs/) – Job aids to quickly assist you in key tasks as well as how to run specific reports