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December 2017 vol. 5.0

The UR Budget system is live now for all divisions and companies (except Highland Hospital)**.** To date, no major issues have been reported and the user feedback has been positive.

We have only a few training classes remaining and have [revised the schedule](https://www.rochester.edu/adminfinance/urbudget/wp-content/uploads/2017/12/Training-Logistics-New-as-of-12-19.xlsx) to accommodate changes based on available seats.  If you have not registered for training classes as of today, please do so.  Classes with available seats:

Summary and Labor – January 16th from 1-5pm

Business Improvement Plans (BIPs) – January 12th from 9-11am and 2:30-4:30pm

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 continue to have budget workshops which provide personal attention for any budgeting questions that you have. These are held every Tuesday and Thursday from Noon-2pm in the Medical Center Computer Lab Room 2-8513 from now until the end of February. Please sign up at the following [Sign Up Genius](http://www.signupgenius.com/go/5080a4cabad29a3f58-urbudget7) so that we know you are coming.

Below are the key items that have been posted to the [UR Budget website](https://www.rochester.edu/adminfinance/urbudget/) in the month of December**.** 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.

If you have any problems accessing the UR Budget system, please feel free to send me an email so that we can provide assistance.

General UR Budget Information:

* [ELearning course](https://urldefense.proofpoint.com/v2/url?u=https-3A__rochester.csod.com_LMS_LoDetails_DetailsLo.aspx-3Floid-3D23107a4f-2Dc057-2D4291-2Da9a3-2Df2d559ef8660-26query-3D-253Fs-253D-2526q-253Dur-25252520budget-26back-3D-252FGlobalSearch-252FSearch.aspx-253Fs-253D-2526q-253Dur-25252520budget-23t-3D1&d=DwMFAg&c=kbmfwr1Yojg42sGEpaQh5ofMHBeTl9EI2eaqQZhHbOU&r=QJaA8lGqdYsBSdA1EODcT2-Qbf7uc3GLs3tRcHVcO_CVSbNj6hsIjSxraklW58ls&m=xS4ieDmdMA1S3BepQzOn2cSJFQIcZOxpzgORv1CODzs&s=y-avcDhxm7TVvOhNHCuAktUdH7rlJdhImJIX3FFAeWU&e=) – 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/wp-content/uploads/2017/12/Training-Logistics-New-as-of-12-19.xlsx) – 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):

* [Instructor-Led Training Student Guides](https://www.rochester.edu/adminfinance/urbudget/student-guides/) – Student guides for specific UR Budget courses
* [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:

* [Instructor-Led Training Student Guides](https://www.rochester.edu/adminfinance/urbudget/student-guides/) – Student guides for specific UR Budget courses
* [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