|  |
| --- |
| cid:image007.jpg@01D36CE8.B94BA030 |

February 2018 vol. 7.0

The UR Budget system is live now for all divisions and companies.The majority of user input is to commence at the end of day on March 2nd where only specific FAOs will be allowed to make updates. To date, no major issues have been reported and the user feedback has been positive. We completed the budget workshops at the end of February. If you still need assistance, please reach out to your divisional [project champion](https://www.rochester.edu/adminfinance/urbudget/wp-content/uploads/2017/02/UR-Budget-Project-Champions.xlsx) for assistance.

As a reminder, we have some great reports that are available to run even after the UR Budget system is locked down. Most reports have a [Quick Reference Card (QRC)](https://www.rochester.edu/adminfinance/urbudget/training/quick-reference-cards-qrcs/) to help you navigate and run each report. When you run the reports, you need to press the “Refresh” button on the UR Budget ribbon to populate the report with data. You will be given a screen to allow you to filter on specific fields (i.e. cost center, FAO, etc.). If you leave all fields blank, when you execute the report, it looks at the security that you have and will run it for all FAOs that you have access to.

Please visit the [UR Budget website](https://www.rochester.edu/adminfinance/urbudget/) for the latest up to date information and job aids.

Thanks