

# UDW+ TIPS & TRICKS

November 2013, Issue #9

This friendly e-newsletter provides all UDW+ users with useful Tips and Tricks for more efficient and easy system use.

## UDW+ GUIDE TO S01. - S14. STANDARD REPORTS

This printable PDF guide provides an overview of definitions (metadata) behind each standard report to include: the purpose, formulas behind each calculation and any special notes. It also includes a summary of the Budget Control rules and can be accessed via [iLearn](#) by enrolling in the **FIN 806** course and clicking on the "Resources" tab.

### View Your Registered Classes and Events

Review the details for your assigned courses as well as those that you have registered. To find a specific course, use the drop down list of category names or type in the course name in the search box below and hit enter.

Outline	Description	Resources
	FIN 806: UDW+ All Interactive Standard Reports Quiz	
Return to Your Registered Classes & Events		
General Resources		
	UDW+ Guide to S01.-S14. Standard Reports	

Standard Reports include:

- S01. Budget Summary and Budget Detail Reports Daily
- S02. Budget Control Reports
- S03. Fund Balance and Change in Funds Reports Daily
- S04. Project Summary Report Daily
- S05. Accounts Payable and Purchase Order Reports Daily
- S06. Budget Exceptions Daily
- S07. AP Open Advance Payment
- S08. Cash Balance Report
- S11. Salary Expense Reports Daily
- S13. Student Petty Cash
- S14. Student Financials Reports

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## ACCESSIBILITY MODE OPTION ON THEUDW+ SIGN ON SCREEN

**Warning!** Checking the **Accessibility Mode** box located within the UDW+ Sign on Screen disables drill-down capabilities and other key

Sign In  
Enter your user id and password.

User ID  
Password

Sign In

Accessibility Mode

English

## AD HOC REPORTING FORUM FOR FINANCIAL REPORTING USERS

Our next Ad Hoc Reporting Forum will occur in late January, 2014. Stay tuned for more information and a save-the-date invitation!



## UDW+ TIPS AND TRICKS ARCHIVE

New to the UDW+ Reporting Community? Visit the [UDW+ Tips and Tricks Archive](#) to access tips and tricks from prior newsletters.

## UDW+ ADVANCED ONE- ON-ONE CUSTOM TRAINING

We're excited to announce that the DSG now offers a customized **UDW+ Advanced One-on-One Training** session. Topics include Advanced Ad-Hoc Reporting Features, Dashboard

features within UDW+. Please contact the DSG at [askDSG@nyu.edu](mailto:askDSG@nyu.edu) or 212-998-2900 should you require assistance with this feature.

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## FAME CHARTFIELD SECURITY REPORT

Did you know? The *fame* Chartfield Security Report is available to all UDW+ users and allows you to view the chartfield security access of any employee.

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Development, and any other advanced UDW+ reporting topic of interest to you. Please contact the DSG at [askDSG@nyu.edu](mailto:askDSG@nyu.edu) or [212-998-2900](tel:212-998-2900) to schedule a one-on-one training session.

## WE WANT TO HEAR FROM YOU!

Have an idea for a future UDW+ Tips & Tricks Newsletter topic? We are gathering suggestions from the financial reporting community on what you'd like to see in upcoming issues of this Newsletter. Let us know at [udw.plus@nyu.edu](mailto:udw.plus@nyu.edu).

## NEED MORE UDW+ INFORMATION AND ANSWERS?



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