URFinancials Project
Accounts Payable Special Interest Group
1) UR Financials Project Updates
2) Suppliers vs. Ad Hoc Payees
3) Payment Terms
4) Payment Types
5) Spend Category mapping for 1099 reporting
WD21 upgrade in November
December: expanded testing
- Real NetID login

Workday Rising
- Big value in making everyone work within Workday
  - use its tools and reports!
- FDM session – everyone felt they could have reduced the size of theirs more
  - continue to challenge FAOs, Spend/Revenue Categories, Ledger Accounts until go-live and not just start adding from this point forward

278 days left until go-live!
SIG Role & Responsibilities

• We are relying on your involvement and active participation in your role as SIGs

• A key component of this is two-way communication
  – Providing us with ongoing feedback over the course of the project
  – Acting as ambassadors to your departments and areas

• This group has been selected with the intent to represent various functional groups and we are looking to you to serve as the main point of contact in communications to your respective groups

• Your input throughout the project will enable us to be successful in delivering a solution that meets our collective needs
## SIG Activities and Percent of Time

<table>
<thead>
<tr>
<th>UR Financials Activity</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sep</td>
<td>Oct</td>
</tr>
<tr>
<td>Attend Demo Days</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Attend SIG meetings</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Validate Workday FDM</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Design Reviews</td>
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<td>4</td>
</tr>
<tr>
<td>Workday Navigation Overview session</td>
<td></td>
<td></td>
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<tr>
<td>Workday Testing Overview session</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Get Workday User ID</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Execute Workday Test Scenarios - Prototype</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Verification of FRS -&gt; Workday Converted Data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Execute Workday Test Scenarios - System Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review Workday Training for Relevance</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Attend Workday Training sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verification of Workday transactions at go-live</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS --&gt;</td>
<td>12</td>
<td>27</td>
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<tr>
<td>Percent of Time Per Month (based on 160 hrs)</td>
<td>8%</td>
<td>17%</td>
</tr>
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</table>
UR Financials Project Updates

Forms: Last call for forms to be updated!

- F-4 Request for Payment
- F-4 (EFT) Request for Electronic Funds Transfer
- F-4 (FEFT) Request for Foreign EFT
- F-34 Student Expense Report
- F-3 Employee Expense Report
- 312 312 Requisition (new name: Purchase req)
- F-2 Request for Advance Travel Tickets
- F-7 Moving Expense Report
- F-8 Advance Moving Allowance
- F-5 Petty Cash Voucher
- F-6 Petty Cash Summary
- F-9 Petty Cash Fund Request
- FRS #2 Sub Ledger (SL 1-9) Fund Data Sheet/New Acct Create Form
  Accounts Payable Request Form
  Deposit Slips
UR Financials Project Timeline

Prototype Phase
July 2013
- Configure Prototype Tenant (P1) – completed
- Unit Test
- Validate Configuration
- Build Integrations and Reports
- Initial FRS Data Conversion
- Final Configuration Prototype

Test Phase
November 2013
- Create Test Cases and Scenarios
- System Test
- Conversions
- User Acceptance Test (UAT)
- Begin End User Training

Deploy Phase
July 2014
- Go Live Checklist
- Production Readiness Review
- Go Live
- Continue End User Training
- Post Production Support
- Post Project Review

End User Training
Spring through Summer 2014

We are here

UR Financials – Demo Days
Supplier vs. Ad Hoc Payee

- Workday concepts
  - Invoice → Supplier; No Invoice → Ad Hoc Payee
Supplier vs. Ad Hoc Payee

- Differences
  - Payment Details: Types and Terms for suppliers only
  - Suppliers have more reporting options: groups, categories, classifications
  - Supplier have more extensive Contact Info
Supplier vs. Ad Hoc Payee

Ad Hoc Payment Information

- Company: enter search text
- Bank Account: enter search text
- Payee: enter search text
- New Ad Hoc Payee
- Currency: enter search text
- Tax Option: select one
- Ship-To Address: enter search text
- Default Tax Code: enter search text
- Payment Date: 09/24/2013
- Payment Type: enter search text
- Handling Code: enter search text

Payment Details

- Total Payment Amount: 0
- Control Total Amount: 0.00
- Tax Amount: 0.00
- Freight Amount: 0.00
- Other Charges: 0.00
- Memo
- Addenda
- Tax Authority Form Type: select one
- TIN Type: enter search text
- Tax ID
- Tax Payment: [ ]
Supplier vs. Ad Hoc Payee

- **Differences**
  - Bank Account for Suppliers pre-determined but must be selected on all Ad Hoc Payments
  - No defaulting for AHP Pay Type
  - Electronic payment info can be entered on the AHP, whereas not for Supplier invoices
  - AHP allows for creation of Ad Hoc Payees when entering payment info, whereas not for Supplier invoices
  - Need to determine additional security required on Ad Hoc Payments
Payment Terms

- AHP defaults to Pay Date of TODAY (date of entry)
  - No Payment Term associated with AHPayees

- Supplier record has Payment Terms
  - Payment Terms determine Due Date when Invoice Date entered
  - Ability to override Due Date

- Very similar to our current situation. However, Workday presents new concerns:
  - Additional security and validations, especially for AHP
  - Training departmental users on all the pertinent details for invoice/AHP entry for what should be infrequent usage
## Payment Terms

<table>
<thead>
<tr>
<th>Payment Terms Name</th>
<th>Discount Percent</th>
<th>Discount Days</th>
<th>Due Days</th>
<th>Grace Days</th>
<th>Usage Count</th>
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</thead>
<tbody>
<tr>
<td>1% 15, net 30</td>
<td>1</td>
<td>15</td>
<td>30</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>2% 10, net 30</td>
<td>2</td>
<td>10</td>
<td>30</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>3% 19, net 30</td>
<td>3</td>
<td>19</td>
<td>30</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Immediate</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Net 1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>110</td>
</tr>
<tr>
<td>Net 10</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Net 15</td>
<td>0</td>
<td>0</td>
<td>15</td>
<td>0</td>
<td>7</td>
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<tr>
<td>Net 20</td>
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<td>0</td>
<td>20</td>
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<tr>
<td>Net 30</td>
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<td>Net 5</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>227</td>
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</tbody>
</table>
Payment Types

- **AMEX BIP**
  - We instruct AMEX to pay our supplier
  - We pay AMEX once per month
  - Supplier pays %age to AMEX
  - Our pay terms to suppliers are shortened to Net 1

- Manual is used for foreign drafts (checks) and foreign electronic payments

- **ACH** is electronic and settles in 1-3 days
  - Automated Clearing House
  - Relatively low fees charged to us by bank to do these

- **Wire** is electronic and settles in a matter of minutes (same day)
  - Very expensive fees charged to us by bank

- We are hoping many suppliers will prefer ACH payments
- We do NOT want to move any suppliers to Wire
Spend Category Mapping for 1099

- FRS relies on vendors and vouchers to be coded
- Workday relies on payees and spend categories to be coded

- FRS requires AP processor to identify the transaction as a payment for services
- Workday doesn’t require this type of intervention by AP
  - But relies on selection of appropriate Spend Categories which is initially done by departments on forms
Next Steps

• Complete Change Readiness Assessment survey by 10/8/13
• Next SIG meeting is 10/17/13
  • Review open items and decisions
  • Agenda for next meeting: Invoice entry: A deeper dive into FDM selections Company, Spend Category, Worktags

• Please continue reach out with questions and share project information with your Department
• Visit UR Financials Project website for additional information and materials from other meetings
  • http://www.rochester.edu/adminfinance/urfinancials/
Key Dates

Change Readiness Assessment
aka UR Financials Users Survey by 10/8/13

Wednesday, October 16th 1:30-2:30pm Demo Days
A Day in the Life: Reporting

Thursday, October 17 1-2pm AP SIG meeting

*Remember to sign in and correct your division and department info as appropriate