URFinancials Project
Accounts Payable Special Interest Group
September 5, 2013 SIG Agenda

1) UR Financials Project Updates

2) More Invoice examples in Workday!

3) Find Invoices and Payments
WD20 upgrade was in July - WD21 in November
   - End of November: P2

~300 testing scenarios identified so far

Our plan with P2:
   - Real users with their real passwords
   - Some SIG team members testing
   - Some preliminary training courses may need to be completed

299 days left until go-live!
Key Process Changes

- Forms will be updated
- New Supplier Request Process
- Invoice scanning prior to invoice entry/submission
- Supplier Invoice Creation
  - Blanket Order invoices on expired POs = department follow up with Purchasing (312 req) to resolve
- Supplier Invoice Approval
- Settlement

- RFPs
  - Remember to answer PHI and BAA questions
Supplier Invoices in Workday

<table>
<thead>
<tr>
<th>Invoice Condition</th>
<th>Workday Process</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not electronic</td>
<td>AP Review/Edit</td>
<td>License Renewal, Conference Registration</td>
</tr>
<tr>
<td>Capital &amp; Not PMM</td>
<td>Purchasing Approval</td>
<td>Computer hardware, Freezer</td>
</tr>
<tr>
<td>Not: PMM, SOLO, Pcard, FedEx</td>
<td>Cost Center Manager (Sub-Dept Mgr) Approval</td>
<td>One-time consultant firm payment</td>
</tr>
<tr>
<td>$20k+ &amp; Not Grant</td>
<td>Cost Center Manager (exclude previous Approver)</td>
<td>Workday consultant fees on blanket PO</td>
</tr>
<tr>
<td>$20k+ &amp; Grant</td>
<td>Principle Investigator Approval</td>
<td>Subcontract payment to Cornell</td>
</tr>
</tbody>
</table>

- Invoices that don’t follow the configured approval path still TBD
  - Real Estate Lease/Rent payments
  - Construction Invoices
  - Other invoices where a department is acting as a central initiator/approver???
Supplier Invoices in Workday

- Be prepared – your FAC representative may be asking for this:

  - In FRS terms, list:
    - FRS accounts, and who you think is the
    - FRS account Responsible Person
    - Sub Department Manager (if any)
    - Department Manager

- Project Team will translate into Workday terminology for now…you’ll have to learn it eventually
Supplier Request Workflow

1. Start → Identify Need for New Supplier
2. Create Supplier Request; Attach Documentation
3. Review and Approve
4. Approve → Supplier Object Available for Maintenance & Processing
5. End

Actions:
- Department Initiator
- Supplier Administrator
- Buyer (Purchasing)
PO Invoice Workflow

- **PMM**: Matched Invoice in PMM
  - Cardinal Health Invoice # 7019526183 for PO # UK605898

- **Workday Integration**: Process Inbound Integration

- **Cost Center Hierarchy Manager**: Non-Grant Invoice over 20k?
  - Yes: Review and Approve
  - No: Grant Invoice over 20k?
    - Yes: Review and Approve
    - No: Supplier Invoice Approved

- **Principal Investigator**: Supplier Invoice Approved

Expense Recorded:
- Operating Program: Environmental Services OP233501
- Spend Category 08753
- Ledger Account 62530
- Dr. Expense $381.84
  - Ledger Account 20200
  - Cr. AP Trade $381.84
Non-PO Invoice – AP Entry

Supplier Invoice Event Non-PO AP Entry

RFP

Create Supplier Invoice

Ergo Pros Invoice #1456210

Cost Center Manager A Review

Cost Center Manager B Review

Buyer (Purchasing)

Capital Invoice? Yes → Approve

No →

Spend Amortization? Yes → Approve

No → Supplier Invoice Approved

Accountant

August 21, 2013
Key Dates

September 9-12 Workday Rising Conference (Marta)

Wednesday, September 18th 1:30-2:30pm Demo Days
A Day in the Life of Journal Entries

Thursday, September 26th 1-2pm AP SIG meeting

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