URFinancials Project
Accounts Payable Special Interest Group
1) UR Financials Project Updates

2) Supplier invoices in Workday – LIVE!
Project Timeline

- **Plan**
  - Jun ‘12

- **Architect**
  - Feb ‘13

- **Configure & Prototype**
  - Jun ‘13

- **Test**
  - Nov ‘13

- **Deploy**
  - July ‘14

- **Team Assembly**
- **Charter**
- **High-Level Plan**
- **Team Training**
- **Kick-Off**
- **Initial Prototype**
- **Design Workshops**
- **Integrations Discovery**
- **Design Review & Approval**
- **Project Plan Update**
- **Configuration Prototype**
- **Unit Test, Validate Configuration**
- **Build Integrations & Reports**
- **Final Configuration Prototype**
- **Create Test Cases & Scenarios**
- **System Test**
- **User Acceptance Test**
- **Go-Live Check-list**
- **Production Readiness Re-view**
- **Go-Live**
- **Post Production Support**
- **Post Project Review**
UR Financials Project Updates

- Architect Phase completed
- Passed IT Gate Review
- Upgrade to WD20 occurred in July - WD21 in November
- First Prototype undergoing testing by project team
- Financial Data Model (FDM) structure set – values and mappings being finalized
- 320 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
  - Targeted Departmental Initiation
- Supplier Invoice Approval
  - High Dollar PMM Purchase Order invoices will require additional approval in Workday
  - Capital purchases not purchased via PMM PO will require Purchasing approval in Workday
- Settlement
  - Checks will no longer be mailed back to departments
  - ACH payments will be automated
Examples
• PMM PO invoice
• Department Initiated Invoice
• Invoice sent to AP

<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>
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PO Invoice Workflow

PMM
- Matched Invoice in PMM

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

Cardinal Health Invoice # 7019526183 for PO # UK605898

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
Key Dates

Wednesday, August 21st 1:30-2:30pm Demo Days  
A Day in the Life of Supplier Invoices

Thursday, September 5th 1-2pm AP SIG meeting

September 9-12 Workday Rising Conference (Marta)

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