UR Financials Project

Demo Days

September 18, 2013
Agenda

• Demo Disclaimer
• UR Financials Project Update
  – Upcoming Demo Days
  – UR Financials Project Timeline
• Processing Journal Entries
  – Review Key Process Changes
  – Review Journal Entry Workflow
  – Review Integration Workflow
• Workday Demo
• Q & A
• Wrap Up
Chatting for WebEx Participants

For those joining the WebEx:

1) Please access the chat feature at the top of your screen

2) Please chat directly with Darren Picciano (He will then pose the questions on your behalf)

3) Select Darren in the drop down menu in the chat window (do not select “everyone”)
Please Note:

• The material presented in this PowerPoint deck is provided simply to introduce participants to the capabilities of Workday Financials. The demonstration today is to provide a view of the Journal entry initiation and approval workflow capability in the Workday application.

• The data presented in this demonstration is not representative of the final configuration for the University of Rochester. The configuration of Workday for the University of Rochester is still in process.
UR Financials Project Update

• Topics for upcoming Demo Days
  – October: Reporting
  – November: Training
  – December: General Update

• Starting January, 2014 - Project Updates
  – System Integration Testing (“SIT” – end to end testing of processes)
  – Training
  – Data Conversion and Validation
  – Cut-Over Plans
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

We are here
End User Training
Spring through Summer 2014

UR Financials – Demo Days
September 18, 2013
Key Process Changes – Financial Accounting

• Journal entries will be routed for electronic approval in Workday
• Budget adjustments / amendments for non-SMH budgets will be routed for electronic approval in Workday
• Move plant and debt accounting to the front of the accounting process for capital expenditures.
  – Plant and debt accounting will be part of the approval process for PMM requisitions and for AP transactions where the Requisition / PO process was bypassed.
• All financial entries, including post-closing adjustments (top-sided JEs), will be recorded in Workday.
• Workday will be the primary reporting tool for financials
Identification of Approvers

- Initial list determined based on existing account owners in FRS
- Finance Advisory Committee makes modifications to the list with assistance from departments, etc.
- FRS updated, Workday updated

<table>
<thead>
<tr>
<th>FAO Company (Division)</th>
<th>Cost Center (FRS Dept/Sub-Dept)</th>
<th>Worktag</th>
<th>Workday FAO</th>
<th>Organization Code Description</th>
<th>Current FRS Account Owner</th>
<th>Workday FAO Approver</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>CC11049-000 Women’s Gift</td>
<td>Operating Program</td>
<td>OP217206</td>
<td>Susan B. Anthony Ctr</td>
<td>DIR ANTHONY CTR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC11049-000 Anthony CTR Women’s Gift</td>
<td>Operating Program</td>
<td>OP348292</td>
<td>Cfe Operations</td>
<td>DIR ENTREPRENEURSHIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC11052-000 CTR Entrepreneurship</td>
<td>Operating Program</td>
<td>OP348323</td>
<td>Cfe Team</td>
<td>DIR ENTREPRENEURSHIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC11414-000 Psychiatry</td>
<td>Operating Program</td>
<td>OP217188</td>
<td>Emp.assist.prog</td>
<td>CAINE E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC14009-000 Council On Graduate Studies</td>
<td>Operating Program</td>
<td>OP214001</td>
<td>Doctoral Commencemen</td>
<td>DEAN OF GRAD STUDIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC14009-000 Council On Graduate Studies</td>
<td>Operating Program</td>
<td>OP214009</td>
<td>Coun On Grad Stu</td>
<td>DEAN GRAD STUDIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC14009-000 Council On Graduate Studies</td>
<td>Operating Program</td>
<td>OP214010</td>
<td>Grad.catalog.bul</td>
<td>DEAN GRAD STUDIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC14011-000 Student Career Center</td>
<td>Operating Program</td>
<td>OP214011</td>
<td>Student Career Ctr</td>
<td>DIR CAREER CENTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC14019-000 Gwen Greene Career</td>
<td>Gift</td>
<td>GF620045</td>
<td>Special Projects</td>
<td>DIR GWEN GREENE CTR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC14019-000 Gwen Greene Career</td>
<td>Operating Program</td>
<td>OP349952</td>
<td>Career Center Prgms</td>
<td>DIR GWEN GREENE CTR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC14026-000 International Services Office</td>
<td>Gift</td>
<td>GF620030</td>
<td>International Fund</td>
<td>DIR INT RELATIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC14072-000 Athletics &amp; Recreation</td>
<td>Gift</td>
<td>GF020067</td>
<td>Nautilus</td>
<td>VANDERZWAAAG G</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC15013-000 Central UTIL-Admin</td>
<td>Operating Program</td>
<td>OP011112</td>
<td>Coal Inventory</td>
<td>CENTRAL UTIL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>CC15013-000 Central UTIL-Admin</td>
<td>Operating Program</td>
<td>OP215013</td>
<td>Cent Util-admin</td>
<td>ASSOC DIR UTIL&amp;ENER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Journal Entry Workflow

Accountant

Start

Create Journal Entry

Operating Program Manager(s)

Operating Program Manager A Review

Operating Program Manager B Review

Cost Center Manager

Journal > $10k?

Yes

Cost Center Manager A Review

Cost Center Manager B Review

No

End
Journal Entry Workflow (cont.)

<table>
<thead>
<tr>
<th>Company Controller</th>
<th>Company Controller (Line Item)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>End</td>
</tr>
<tr>
<td>Yes</td>
<td>Intercompany Journal?</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>End</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Company Controller (Line Item) Review</td>
</tr>
</tbody>
</table>

UR Financials – Demo Days
Journal Integration Workflow - HRMS

- Start
- Transaction in HRMS
- Process Journal Transaction
- Posted Journal
- End

Workday Integration Studio

Workday
Demonstration
Wrap Up

• A survey link will be emailed to provide feedback on this Demo

• Visit UR Financials Project website for information and materials from Demo Days and other meetings
  
  http://www.rochester.edu/adminfinance/urfinancials/

• Next Demo Days is Wednesday, October 16th

• Please continue to reach out with questions and share project information with your Department
APPENDIX A
(Process Changes)
Key Process Changes – Journal Entries

– Journal entries will be routed for electronic approval in Workday:
  – Based on the Financial Activity Object (FAO), the journal entry will get routed for approval:
    • Operating Program – Operating Program Manager
    • Grant – Principal Investigator
    • Project – Project Manager
    • Gift – Gift Manager
  – If transaction is greater than $10,000 – routed to Cost Center Manager
  – If transaction is greater than $25,000 (for small divisions) or $50,000 (for large divisions) – routed to Company/Division Manager
  – Approvers can delegate responsibility
Key Process Changes – Budget Adjustments

• Non-SMH Budgets will be loaded at the beginning of each fiscal year
• Changes to the budgets will be handled in Workday
• Budget adjustments / amendments will be routed for electronic approval in Workday
• Company / Divisional Finance will approve budget adjustments with review by Central Budget Office
• Approval process and thresholds still to be finalized
• Budget adjustments/amendments for Strong Memorial Hospital will **NOT** be handled in Workday. SMH budgets will be loaded monthly into Workday
Key Process Changes – Capital/Expense

- Currently, plant and debt accounting review all purchases at month end to determine if proper capital criteria is met. Adjusting journal entries are made to correct those that have improper accounting treatment.
- Process change is to move plant and debt accounting to the front of the accounting process for capital expenditures.
- Workday will automatically utilize capitalization thresholds. Plant and debt accounting will be part of the review process for PMM requisitions and for AP transactions where the Requisition / PO process was bypassed.
Key Process Changes – Top Side Entries

• All financial entries including top sides will be in Workday

• Trial balances will be loaded into Workday for all related entities

• Workday has the ability to keep a period open for adjustments while closing the period for other functions like AP/Suppliers and AR/Customers
Key Process Changes – Reporting

• Workday will be the primary reporting tool for financials

• We will use Workday standard reporting wherever possible, and Custom developed reports where standard reports do not meet reporting needs

• It is expected that COGNOS will only be used for running CUMSAL reports as well as other non-financial reports

• Stay tuned for the next Demo Days which will focus on Reporting
APPENDIX B
(Demo: Find Journals Report)
Scenario: Find HRMS Integration Journal Entry

1. An Accountant (Departmental Initiator) Logs onto Workday
Report – Find Journals

2. Type “find journal” into the search box and press enter. Click on the task titled “Find Journals”.

UR Financials – Demo Days
3. Enter the required information for Company, Year and Period and click OK. This task will return all journals for the applicable period.
4. Select the Filter Icon and type “HRMS” into the Source Field. This will return only HRMS integrations.
4. Once the report has been filtered by Source of “HRMS”, select journal entry AJE000026960 by clicking the magnifying glass.
Report – Find Journals

5. View journal lines and note the intercompany journal information
6. Select the “Process” tab and note that the journal entry approval status is “Not Required” as integrations bypass the approval processes.
APPENDIX C

(Demo: Journal Entry – Cost Transfer)
Journal Entry – Cost Transfer

Scenario: Cost transfer for supplies between two Operating Programs

1. An Accountant (Departmental Initiator) Logs onto Workday
2. Type “Create Journal” into the search box and press enter. Select the task titled “Create Journal”.
Journal Entry – Cost Transfer

3. Enter the required information for Ledger, Accounting Date and Journal Source

Create Journal

Fill out the header information and click continue to enter journal lines.

- Ledger: 010 Central Administration - Actuals
- Accounting Date: 09/18/2013
- Period: September-FY2014 Actuals (010 Central Administration)
- Currency: USD
- Journal Source: Manual
- Balancing Fund: enter search text
- Book Code: enter search text

Memo
- Enable Multicurrency: off
- Adjustment Journal: off
- Create Reversal: off
- Control Total Amount: 0.00
Journal Entry – Cost Transfer

4. Enter applicable information on journal lines for Ledger Account, Debit and Credit Amounts, Memo, Spend Category and Operating Program and select “Submit”.

**Note: By typing the Worktag “Operating Program” pulls its related worktags into the journal line**
Journal Entry – Cost Transfer

UR Financials – Demo Days
Journal Entry – Cost Transfer

5. Note the errors returned because of the following reasons:
   – FAO must match the Company on the Journal Line
   – Line Memos are required on every Journal Line
   – Spend Category is required when using an Expense Ledger Account
Journal Entry – Cost Transfer

6. Update applicable information selecting a new Operating Program, adding a Journal Line Memo and adding a Spend Category and select “Submit”.

**Note: By typing the Worktag “Operating Program” pulls its related worktags into the journal line**
## Journal Entry – Cost Transfer

### UR Financials – Demo Days

<table>
<thead>
<tr>
<th>Order</th>
<th>Company</th>
<th>Ledger Account</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Memo</th>
<th>Budget Date</th>
<th>Worktags</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>Central Administration</td>
<td>87000: Interdepartmental Expense Transfers</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Cost Transfer between Operating Programs</td>
<td>09/18/2013</td>
<td></td>
</tr>
<tr>
<td>010</td>
<td>Central Administration</td>
<td>70000: Interdepartmental Expense Transfers</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Cost Transfer between Operating Programs</td>
<td>09/18/2013</td>
<td></td>
</tr>
</tbody>
</table>
7. The Business Process Record screen shows that the journal has been routed to the two Operating Program Managers for approval.
Journal Entry – Cost Transfer

8. Log in as Al Operating, the Operating Manager of OP216009
9. In the Inbox feed on the home page, click the drop down arrow on the applicable journal for $8,000 and select “Review”.
10. Al Operating reviews journal and selects “Approve”.
11. Log in as Brenda Operating, the Operating Manager of OP216421
12. In the Inbox feed on the home page, click the drop down arrow on the applicable journal for $8,000 and select “Review”.
13. Brenda Operating reviews journal and selects “Approve”.
Journal Entry – Cost Transfer

14. Journal has been successfully approved
APPENDIX D
(Demo: Journal Entry – Cost Repayment)
Journal Entry – Cost Repayment

Scenario: Cost repayment from SMD to Microbiology

1. An Accountant (Departmental Initiator) Logs onto Workday
Journal Entry – Cost Repayment

2. Type “Create Journal” into the search box and press enter. Select the task titled “Create Journal”.

![Screenshot of UR Financials interface showing the creation of a journal entry]
Journal Entry – Cost Repayment

3. Enter the required information for Ledger, Accounting Date and Journal Source

Fill out the header information and click continue to enter journal lines.

- Ledger: 040 School of Medicine and Dentistry: Actuals
- Accounting Date: 09/18/2013
- Journal Source: Manual

Memo: 
Enable Multicurrency: 
Adjustment Journal: 
Create Reversal: 
Control Total Amount: 0.00
Journal Entry – Cost Repayment

4. Enter applicable information on journal lines for Ledger Account, Debit and Credit Amounts, Memo, Spend Category and Operating Program and select “Submit”.

**Note: By typing the Worktag “Operating Program” pulls its related worktags into the journal line
# Journal Entry – Cost Repayment

<table>
<thead>
<tr>
<th>Journal Entry Lines</th>
<th>2 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Order</td>
</tr>
<tr>
<td></td>
<td>040</td>
</tr>
<tr>
<td></td>
<td>040</td>
</tr>
</tbody>
</table>
5. The Business Process Record screen shows that the journal has been routed to the two Operating Program Managers for approval.
6. Log in as Dana Operating, the Operating Manager of OP211445
Journal Entry – Cost Repayment

7. In the Inbox feed on the home page, click the drop down arrow on the applicable journal for $33,000 and select “Review”.
8. Dana Operating reviews journal and selects “Approve”.
Journal Entry – Cost Repayment

9. Log in as Carol Operating, the Operating Manager of OP211400
10. In the Inbox feed on the home page, click the drop down arrow on the applicable journal for $33,000 and select “Review”.

Inbox: Journal Entry for $33,000 on 09/12/2013 due by 09/14/2013.
11. Carol Operating reviews journal and selects “Approve”.

Journal Entry – Cost Repayment

UR Financials – Demo Days
Journal Entry - Cost Repayment

**Note: Because the journal is over the $10,000 Cost Center Threshold, the journal will now be routed to both Cost Center Managers for approval simultaneously

12. Log in as Cam Manager, the Cost Center Manager of CC17405000, the related Cost Center of Operating Program OP211455
Journal Entry – Cost Repayment

13. Select the journal entry for $33,000 in Cam Manager’s Workfeed and Select “Review”.

** Note: Users may retrieve journals awaiting approval via Inbox or Workfeed
14. Select the “More” hyperlink to view more details of the journal
Journal Entry – Cost Repayment

15. Cam Manager reviews journal and selects “Approve”.
Journal Entry – Cost Repayment

16. Log in as Abe Manager, the Cost Center Manager of CC11400000, the related Cost Center to OP211400
Journal Entry – Cost Repayment

17. Select the journal entry for $33,000 in Cam Manager’s Workfeed and Select “Review”.

** Note: Users may retrieve journals awaiting approval via Inbox or Workfeed.
Journal Entry – Cost Repayment

18. Select the “More” hyperlink to view more details of the journal
19. Abe Manager reviews journal and selects “Approve”.

Journal Entry – Cost Repayment

Journal Entry

Journal: Manual on 09/12/2013 for $33,000.00

For: AJE000047093 - 040 School of Medicine and Dentistry - 09/12/2013
Journal: Manual on 09/12/2013 for $33,000.00

Due Date: 09/14/2013

Overall Process: In Progress
Overall Status: Event in Progress
Accounting Journal: Accounting Journal

Journal Entry Details

Memo
Adjustment Journal
Create Reversal
Balance
Total As-Entered Ledger Debits: $33,000.00
Total As-Entered Ledger Credits: $33,000.00

Journal Lines: 2 Items

<table>
<thead>
<tr>
<th>Company</th>
<th>Ledger Account</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Memo</th>
</tr>
</thead>
<tbody>
<tr>
<td>040 School of Medicine</td>
<td>67000 Interdepartmental Expense Transfer</td>
<td>33,000.00</td>
<td>0.00</td>
<td>EMD Ramburau Renovation Costs to Micro</td>
</tr>
</tbody>
</table>

UR Financials – Demo Days

September 18, 2013
Journal Entry – Cost Repayment

**Note: Because the journal is over the $25,000 Company Threshold, the journal will now be routed to the Company Manager for approval.

20. Log in as Charlie Controller, the Controller of Company 040, School of Medicine and Dentistry
21. Select the journal entry for $33,000 in Charlie Controller’s Workfeed and Select “Review”.

** Note: Users may retrieve journals awaiting approval via Inbox or Workfeed

Journal Entry – Cost Repayment

**Note:** Users may retrieve journals awaiting approval via Inbox or Workfeed
Journal Entry – Cost Repayment

22. Select the “More” hyperlink to view more details of the journal
23. Charlie Controller reviews journal and selects “Approve”.

Journal Entry – Cost Repayment

Journal Entry: Manual on 09/12/2013 for $33,000.00

- Journal: AJE000047093
- Journal Status: In Progress
- Due Date: 09/14/2013

Journal Entry Information
- Originated by: Brian Chen (C)
- Accounting Date: 09/12/2013
- Period: September-FY2014 Actuals (040 School of Medicine and Dentistry)
- Ledger: 040 School of Medicine and Dentistry: Actuals
- Journal Source: Manual

Journal Lines
- 040 School of Medicine and Dentistry
- Ledger Account: 67099 Int/deptional Expense Transfer
- Debit Amount: $33,000.00
- Credit Amount: $0.00
- Memo: BID Sublime Renovation Costs to Medical

Review:
- For: Journal Manual on 09/12/2013 for $33,000.00
- Status: In Progress
- Journal/Transaction No.: AJE000047093
- Status Details: In Progress Accounting Journal

Journal Entry Details
- Type: Memo
- Adjustment Journal: No
- Create Reversal: No
- Balancing: Yes
- Total As-Entered Ledger Debit: $33,000.00
- Total As-Entered Ledger Credit: $33,000.00

Worklog:
- Company: University of Rochester Medical Center
- Description: Demo Days
- Date: 09/12/2013
- Details: BID Sublime Renovation Costs to Medical

UR Financials – Demo Days

September 18, 2013
24. Journal has been successfully approved
Journal Entry – Cost Transfer

25. Log in as bchen to view the status of a previously submitted journal
26. Type “find journal” into the search box and press enter. Click on the task titled “Find Journals”
27. Enter the required information for Company, Year and Period and click OK. This task will return all journals for the applicable period.
28. Select the Filter Icon and type “33,000” into the “Total Ledger Debits” field and “Manual” into the “Source” field.
29. Select the “Process History” tab and note the approval status of required approvers

<table>
<thead>
<tr>
<th>Process</th>
<th>Step</th>
<th>Status</th>
<th>Completed On</th>
<th>Due Date</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Journal Event</td>
<td>Accounting Journal Event</td>
<td>Step Completed</td>
<td>09/12/2013 09:34:19 AM</td>
<td>09/14/2013</td>
<td>Brian Chen [C]</td>
</tr>
<tr>
<td>Accounting Journal Event</td>
<td>Approval by Grant Manager (All)</td>
<td>Not Required</td>
<td>09/14/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Journal Event</td>
<td>Approval by Loan Program Manager (All)</td>
<td>Not Required</td>
<td>09/14/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Journal Event</td>
<td>Approval by Debt Service Manager (All)</td>
<td>Not Required</td>
<td>09/14/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Journal Event</td>
<td>Approval by UR Project Manager (All)</td>
<td>Not Required</td>
<td>09/14/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Journal Event</td>
<td>Approval by Controller</td>
<td>Not Required</td>
<td>09/14/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Journal Event</td>
<td>Initiate Accounting Journal Intercompany Event</td>
<td>Not Required</td>
<td>09/14/2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UR Financials – Demo Days