URFinancials Project
Accounts Payable Special Interest Group
Topics

- Level-set Presentation
- Project Team Roles and Activities
- Supplier Accounts and Banking & Settlement Activities
- Business Process Features
- Format of Future Meetings
- Question & Answer
The UR Financials Project

- Our primary focus is the elimination of high-risk financial information systems (FRS)
- Chart of Accounts (COA) being re-written and legacy values mapped to make use of Workday capability
- Team is re-integrating all financial systems (> 100) to support university-wide processes
- 80 process enhancements are in review with stakeholders. Individual business case will guide investment decision
- Beyond go-live, we plan for continuing enhancements through ongoing product improvements
## Project Timeline & Methodology

### Key Phases:
- **Plan**: Jun ‘12
- **Architect**: Feb ‘13
- **Configure & Prototype**: Jun ‘13
- **Test**: Nov ‘13
- **Deploy**: May ‘14
- **Go-Live**: July ‘14

### Milestones & Activities:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Initial Prototype</th>
<th>Configuration Prototype</th>
<th>Create Test Cases &amp; Scenarios</th>
<th>Go-Live Check-list</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Team Assembly</td>
<td>✓ Design Workshops</td>
<td>✓ Unit Test, Validate Configuration</td>
<td>✓ System Test</td>
<td>Production Readiness Review</td>
</tr>
<tr>
<td>✓ Charter</td>
<td>✓ Integrations Discovery</td>
<td>✓ Build Integrations &amp; Reports</td>
<td>✓ User Acceptance Test</td>
<td>Go-Live</td>
</tr>
<tr>
<td>✓ High-Level Plan</td>
<td>✓ Project Plan Update</td>
<td>✓ Final Configuration Prototype</td>
<td></td>
<td>Post Production Support</td>
</tr>
<tr>
<td>✓ Team Training</td>
<td>✓ Project Plan Update</td>
<td>✓ Final Configuration Prototype</td>
<td></td>
<td>Post Project Review</td>
</tr>
<tr>
<td>✓ Kick-Off</td>
<td>✓ Project Plan Update</td>
<td>✓ Final Configuration Prototype</td>
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<tr>
<td>✓ Kick-Off</td>
<td>✓ Project Plan Update</td>
<td>✓ Final Configuration Prototype</td>
<td></td>
<td>Post Project Review</td>
</tr>
<tr>
<td>✓ Kick-Off</td>
<td>✓ Finalize Financial Data Model (FDM)</td>
<td>✓ Go-Live</td>
<td></td>
<td>Post Project Review</td>
</tr>
<tr>
<td>✓ Kick-Off</td>
<td>✓ Finalize Scope</td>
<td>✓ Go-Live</td>
<td></td>
<td>Post Project Review</td>
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</table>
Architect Phase Activities

- Finalize Financial Data Model (FDM)
- Resolve disposition of proposed process changes
- Draft all processes
- Draft all configuration
- Document technical designs
- Build and unit test FDM translator
- Define production support strategy
- Document training strategy
Defining Project Scope

- Providing “Like for Like” functionality
- Exploring potential business process improvements (i.e. enabling electronic approvals, facilitating electronic payments)
## Financial Data Model (FDM)

### The Workday “Chart of Accounts”

<table>
<thead>
<tr>
<th>Worktag</th>
<th>FRS Term</th>
<th>Application to Workday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Division</td>
<td>Required for every operational transaction and accounting journal. Divisions rolling up to the UR legal entity will be created as Companies in Workday.</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Sub-Department</td>
<td>A Cost Center is a Sub-Department. Cost Centers roll up into a Cost Center Hierarchy. A Cost Center Hierarchy is a Department. For Departments that do not have sub-departments, the Cost Center and Cost Center hierarchy would both be the Department in Workday.</td>
</tr>
<tr>
<td>Fund</td>
<td>Account Prefix</td>
<td>A fund is required on every operational transaction and accounting journal.</td>
</tr>
<tr>
<td>Gift</td>
<td>Account</td>
<td>Should be used when an expense is being funded by a gift or endowment. Will not come as a default value associated with other organizations and will need to be specified. Gift and Grant will be mutually exclusive on a line item (i.e., a journal line will have either Grant or Gift, but not both).</td>
</tr>
<tr>
<td>Project</td>
<td>Account</td>
<td>Projects will be targeted for the FRS account in the Unexpended Plant Fund, Renewals and Replacements, Retirement of Indebtedness, and Net Investment in Plant fund groups.</td>
</tr>
<tr>
<td>Grant</td>
<td>Ledger 5 Account</td>
<td>Must be selected when entering a transaction. Will be used to specify whether the expense is being funded by an external/internal grant, contract, or award.</td>
</tr>
<tr>
<td>NACUBO Expense Purpose</td>
<td>Account Attributes</td>
<td>In process. A combination of the NACUBO (AICPA) expense purpose codes and A21-Cost Pool Codes (CPC)</td>
</tr>
<tr>
<td>Ledger Account</td>
<td>Sub-code</td>
<td>Ledgers accounts are required in every accounting journal. They need to be selected while posting a journal entry and will be derived when posting an operational transaction (e.g., Supplier Invoice). They should be used primarily to produce Financial Statements</td>
</tr>
<tr>
<td>Spend Category</td>
<td>Sub-code</td>
<td>Required for Supplier Invoices and Journal Entries. Used to provide a more granular view of the expenses incurred by the company. When using a spend category, a ledger account will automatically be derived by configuring the account posting rule set.</td>
</tr>
<tr>
<td>Revenue Category</td>
<td>Sub-code</td>
<td>Required for Sponsor/Customer Invoices and Journal Entries Used to identify the different types of revenues posted by the company. When using a revenue category, a ledger account will automatically be derived by configuring the account posting rule set.</td>
</tr>
</tbody>
</table>
Conversion

- Budgets – FY14 budgets
- General Ledger – FY14 month-end balances
- Grant Management – Open receivables
- Accounts Payable – Open invoices
- Suppliers – Active suppliers

- Anticipate converting GL data in monthly blocks beginning July 2013
- Relatively “light” conversion facilitated by ongoing access to data warehouse
Reporting

• Shift toward Workday as primary reporting engine
• Current Data Warehouse permits our conversion strategy

Now until 6/30/14

- Core financial reporting solution
- 10 years historical
- Lower use reports and control totals

Future

- Core financial reporting solution
- 1 year converted data
- Workday DW shifts to cross-mart reporting
- Legacy FRS DW retained as historical repository (multi-year needs)
Ongoing Communications

- Regular postings to website, augmented by targeted communications
- Demo Days conducted monthly and is an open forum – all are welcome
- Special Interest Group activities increasing
- Training begins in Spring of 2014
Project Structure

Executive Steering Committee
Ron Paprocki – Exec. Sponsor

Project Mgmt Team
Doug Wylie, John Barden
Jim Dobbertin – Project Manager

Core Project Team (Phase 1)
- General Ledger/COA
  Kathy Strojny / Patty Stevens
- Accounts Payable
  Marta Herman
- Grant Accounting
  Jeff Sullivan

Support Teams (technical, deployment, communications, COA remediation)

Functional Advisory Groups

Workday Product Advisory Group
(with Georgetown, Brown, NYU, and Yale)

University Finance Advisory Committee
Project Team Roles and Activities

- **Team Lead: Marta Herman**
  works directly with Workday and Deloitte consultants

- **Business Analyst: Mike Bonanno**
  support team with data analysis, capturing/documenting existing and future state processes, testing scenarios

- **Team Member: Julie Perkins**
  maintain configuration data and assist with testing
Project Team Roles and Activities

• Special Interest Group Member: YOU!
  • Share concerns, good and bad, regarding FRS
  • Share processing details for your department by participating in discussions
  • Identify people to become Workday users
  • Provide feedback/input regarding future state
  • Assist with testing
  • Share everything you are learning at these meetings with your departments
  • Potentially assist with training as subject matter experts or super users
Supplier Accounts and Banking & Settlement Activities

- Identified Workday fits and gaps in regards to things we do today
- Identified some business process improvements
- Established a starting point for our Workday business processes
- All for you to begin to consider, evaluate and test
Workday Business Process Features

- **Tasks:** Initiate, Review, Approve
- **Conditional Steps:** if condition A exists, then do this step
- **Concurrent steps:** tasks F and G can occur at the same time independent of each other
- **Configurable Help Text**
- **Soft and Hard Warnings** based on validations
- **Notifications and Alerts**
Format of Future Meetings

- Meetings will be scheduled as needed, but to get started:
  - 5/2 9-10
  - 5/30 11-noon
  - 6/13 11-noon

- Agenda emailed the prior week

- Agendas will be organized as follows:
  - 5 minutes  Level-set
  - 5 minutes  General project updates
  - 5 -10 min  Recap and decisions from last meeting
  - 40-45 min  Discussion on new topics
Potential Agenda Topics

- **Supplier Account topics**
  - Invoice Documentation
  - Payment Terms, Payment Types
  - Supplier Categories and Groups
  - Spend Groups: mapping, notifications
  - Supplier self-service
  - Recurring Invoices
  - Business Process tasks: approval, review, notification
  - Reports

- **Banking & Settlement topics**
  - Deposits
  - Ad Hoc Payee Integrations: Patients and Students
  - Settlement: order and timing
  - Payment Handling
  - Remittances and Confirmations
  - Business Process tasks: approval, review, notification
  - Reports