URFinancials Project
Accounts Payable Special Interest Group
May 2, 2013 SIG Agenda

1) 4/11 Meeting Recap
   • SIG Role and Activities

2) UR Financials Project Updates
   • FDM Recap

3) New Material for Discussion: Invoice Approvals in WD
   • Sample walkthrough of Business Process Visio

4) New Material: Department Focus- Invoice Types
   • Who will Initiate?
   • Who will Approve?
   • What are the routing conditions?
Recap: SIG Roles and Activities

- **Special Interest Group Member: YOU!**
  - Share feedback, 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
UR Financials Project Updates

1) FDM
   a) Rainbow Chart
   b) “Company” explained
   c) “Cost Center” explained
Workday Financial Data Model (FDM)

**OLD:**  
- Division: Derived  
- Ledger+Account: X-XXXXX  
- Sub Code: YYYY

**NEW:**  
- Company: CCC  
- Worktag: XXXXXX  
- Worktag: YYYY

**FRS Division**  
- Workday Company. Required on all transactions

**FRS Account**  
- Only one of the Workday worktags in green will be entered on a transaction

**FRS Sub Code**  
- Workday Spend Category for A/P, Revenue Category for A/R

**Ledger Account**  
- For Journals (may require a Spend or Revenue Category)

**FRS Attribute**  
- Workday derived or inherited worktag
In Workday, a Company is a self-balancing set of accounts.
For U of R, divisions and related affiliates will be represented as a Workday company.
Cost Centers are used to track financial transactions and used as “Worktags” to add a reporting dimension. Cost Centers will be rolled up into Cost Center Hierarchies that will represent FRS Departments and Sub-Departments.

- Not all Departments have Sub-Departments
- Departments will be part of the Cost Center Hierarchy
- Cost centers will be represented by Departments where no Sub-Department exists
New Material for Discussion

1) Invoice Approval Process Example
   a) Visio Model Walkthrough
Supplier Invoice Event Business Process

Department Manager (i.e., Cost Center Hierarchy)

- PMM Electronic
- PMM Paper Invoice
- Non PMM Paper Invoice

Evaluate Invoice Request

Action Taken

- Approve
- Deny

End

Initiator

Send Back

Approve

Purchasing

- Non PMM Capital Invoice

Evaluate Invoice Request

Action Taken

- Approve
- Deny

End

Initiator

Send Back

Approve

Inbound Integration

Invoice over $20,000

Evaluate Invoice Request

Action Taken

- Approve
- Deny

End

Initiator

Send Back

Approve

Workday

Supplier Invoice Approved, Posted in Ledger, and Available for Settlement
1) Supplier Invoice Approval

<table>
<thead>
<tr>
<th>Invoice Type</th>
<th>Cost Center Mgr</th>
<th>PI</th>
<th>Department Mgr</th>
<th>Purchasing</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLO, Pcard</td>
<td>Outside WD</td>
<td>Outside WD</td>
<td>Outside WD</td>
<td>Outside WD</td>
</tr>
<tr>
<td>PMM</td>
<td>Outside WD</td>
<td>Outside WD</td>
<td>Inside WD</td>
<td>Outside WD</td>
</tr>
<tr>
<td>All other invoices</td>
<td>Yes</td>
<td>Inside WD</td>
<td>Inside WD</td>
<td>Inside WD</td>
</tr>
</tbody>
</table>

Note: For invoices of all types created in WD, Cost Center Manager is required.

<table>
<thead>
<tr>
<th>CONDITION RULES INSIDE WD</th>
<th>Cost Center Mgr</th>
<th>PI</th>
<th>Department Mgr</th>
<th>Purchasing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Threshold $20k</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Grant</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Capital</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note: These rules are cumulative
New Material for Discussion

2) Finance Advisory Committee – Approved (highlights)
   • Approvals in Workday
   • Suppliers send invoices centrally to AP
     • Front-end scanning of invoices required

Banking & Settlement related:
   • Petty cash – some funds will be eliminated
   • Stop sending checks back to departments
     • What are the “good” exceptions?
   • Enhanced and new integrations:
     • Flowcast patient refunds for SMH and URMFG
     • Axium patient refunds for EIOH
3) Project Team – Approved (highlights)

- Consolidate invoice and payment business processes
  - There will NOT be business process for each dept
- Attach/Link W9s to Workday Supplier records
- Utilize Recurring Invoice functionality: PMM and WD
- Enable Supplier self-service invoice/payment status inquiries

Banking & Settlement related:
- Automate as many bank account reconciliations as possible
  - Only for bank accounts in scope
- Automate USD Wire/ACH payments
- Automate payment confirmations to requestors