UR Financials Project
Demo Days

June 19, 2013
SECURITY

Describe how Workday Security functions to allow a user to see their data, and not see others data.

Applies to all functional areas in Workday; financial accounting, grants management, gifts, and suppliers / AP.
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”)
Agenda

• Demo Disclaimer
• Security Features and Concepts
  • Role Based
  • Data Based
• Benefits of Workday Security
• Questions and Answers based upon the Presentation
• LIVE Demo
• Questions and Answers based upon the LIVE Demo
Demo Disclaimer

Please Note:

The material presented in this PowerPoint deck is provided simply to introduce participants to the security capabilities of Workday Financials. The demonstration today is to provide a view of the security 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.
Workday Security - Concepts

Workday has two security dimensions:

– Role based security which provides access to specific Workday:
  • Approvals process and/or Input screens
  • Reports

– User based security which provides access to update the:
  • Grants
  • Operating Programs
  • Projects
  • Gifts
### Roles

<table>
<thead>
<tr>
<th>Organization Role</th>
<th>Assigned To</th>
<th>Role From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center Financial Analyst</td>
<td>Kevin Smith</td>
<td>Assigned</td>
</tr>
<tr>
<td>Cost Center Manager</td>
<td>Linda Lemay</td>
<td>Inherited</td>
</tr>
<tr>
<td>Effort Certification Reviewer</td>
<td></td>
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</tr>
</tbody>
</table>
Hierarchy Roles are Inherited

<table>
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</table>
### Lower Level Roles Override Upper Level

#### Roles

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</thead>
<tbody>
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</tr>
<tr>
<td>Effort Certification Reviewer</td>
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</tr>
</tbody>
</table>
# Company Accountant Role Assignment

![Image of Central Administration page]

## Roles

<table>
<thead>
<tr>
<th>Organization Role</th>
<th>Assigned To</th>
<th>Role From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td>James Anderson</td>
<td>Assigned</td>
</tr>
<tr>
<td>Accounts Payable Analyst</td>
<td>Linda Lemay</td>
<td>Inherited</td>
</tr>
<tr>
<td>Accounts Payable Data Entry Specialist</td>
<td>Jill Jones</td>
<td>Inherited</td>
</tr>
<tr>
<td>Budget Administrator</td>
<td>Matthew Fong</td>
<td>Inherited</td>
</tr>
<tr>
<td>Company Costing Manager</td>
<td></td>
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<tr>
<td>Provost</td>
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</tbody>
</table>
Workday Security Framework

• As an example, the actions available for a user to take can be limited by the user’s role assignment
  – James Anderson can create a journal entry
  – Kevin and John Smith cannot create journal entries

• As an example, filter data that a user is able to view
  – Linda Lemay can see all cost center data
  – Kevin can see all of Medicine’s cost centers
  – John can only see the cost centers to which he is assigned

• As an example, can control the approval process
  – If journal line has 2 cost centers; both cost center managers can be required to approve the journal entry
  – Journal entry is not posted until both approve
Workday Security – Roles Based Examples (AP)

• Business processes/functionality or input screens

<table>
<thead>
<tr>
<th>Security Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Analyst</td>
<td>• Perform accounts payable reporting functions for assigned organizations</td>
</tr>
<tr>
<td></td>
<td>• Examples include reporting on suppliers, supplier invoices, and payments</td>
</tr>
<tr>
<td></td>
<td>• No approval authority</td>
</tr>
<tr>
<td>Accounts Payable Data Entry Specialist</td>
<td>• Perform accounts payable data entry functions for assigned organizations</td>
</tr>
<tr>
<td></td>
<td>• Examples include creating supplier invoices and ad hoc payments such as for</td>
</tr>
<tr>
<td></td>
<td>conference registrations, honoraria, and patient-related insurance refunds</td>
</tr>
</tbody>
</table>

• Reports or Inquiries
  – Find Supplier Invoices
  – Find Suppliers
  – Top Suppliers by Spend
  – Role Specific Dashboard or Worklet
Workday Security – Roles Based Examples (GL)

• Business processes/functionality or input screens
  
<table>
<thead>
<tr>
<th>Security Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td>• Perform accounting functions for assigned organizations; examples include creating journals, allocations, receipt accruals, depreciation, and intercompany settlements</td>
</tr>
<tr>
<td></td>
<td>• Approval authority for financial accounting business processes</td>
</tr>
<tr>
<td>Company Financial Analyst</td>
<td>• Perform financial reporting functions for assigned companies; examples include the trial balance, financial statements, and spend analytics</td>
</tr>
<tr>
<td></td>
<td>• No approval authority</td>
</tr>
<tr>
<td>Cost Center Manager</td>
<td>• Primary manager for assigned cost centers</td>
</tr>
<tr>
<td></td>
<td>• Access to cost center spend analytics</td>
</tr>
<tr>
<td></td>
<td>• Approval authority for financial business processes</td>
</tr>
</tbody>
</table>

• Reports or Inquiries
  
  – Financial Statement
  
  – Find Allocations
  
  – Find Journals
  
  – Role Specific Dashboard or Worklet
Workday Security – Roles Based Examples (Awards)

• Business processes/functionality or input screens

<table>
<thead>
<tr>
<th>Security Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center Sponsored Program Manager</td>
<td>• View grant functions for assigned cost centers. Approval authority for grant award processes.</td>
</tr>
<tr>
<td>Grant Financial Analyst</td>
<td>• Perform financial reporting functions for assigned grants. Examples include the trial balance, financial statements, and spend analytics. No approval authority.</td>
</tr>
<tr>
<td>Grant Manager</td>
<td>• Primary manager for assigned grants. Access to grant spend analytics. Approval authority for financial business processes.</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>• Primary investigator for assigned grants. Approval authority for grant award processes.</td>
</tr>
</tbody>
</table>

• Reports or Inquiries
  – View Grant
  – View Facilities and Administration Rate Agreement
  – Customer Balance Details
  – Role Specific Dashboard or Worklet
Workday Security – Data Content Based Examples

- **Company (Division)**
  - 050 – Strong Memorial Hospital
  - 010 – Central Administration
- **Grant**
  - GR523609 Estrogen Receptors
- **Operating Program**
  - OP217024 Central Finance
- **Cost Center (Sub-departments & Departments)**
  - CC11409 Pediatrics
  - CC11405 Medicine
- **Projects**
  - PR760989 105015 Golisano Child
- **Gifts**
  - GF621336 Konar Gift
Workday Security – Benefits and Limitations

Benefits:
• Based on best practices at other universities and institutions
• Role based provides standard access to all tasks or events
• Data content based provides unique access based on need to know

Limitations:
• Report security is based on a combination of role permissions and role assignments.
Workday Security – Defining User Access

- FRS and COGNOS (Financials) user profiles will be mapped to Workday user profiles

**FRS**
User Profiles (200+)

**COGNOS Finance**
User Profiles (1,000+)

User Identification

**Workday**
User Profiles

- WD Delivered Roles
- UR Custom Roles
Questions and Answers
LIVE DEMO
Questions and Answers
Next Steps

• We will be emailing a link to a survey about this Demo; please share your feedback and thoughts with us

• Presentation slides are posted on the UR Financials website under the Resources section

• NOTE – The July Demo Days will be CANCELLED due to vacations, fiscal year end close, etc.

• Our next Demo Day will be on August 21
  • Topic: To be announced
UR Financials Website

Upcoming Demo Days – May 14, 2013

You may be familiar with Demo Days or have participated in one or more of these events, designed to introduce Workday and demonstrate its functionality. Over the course of our Demo Days in April, May and June, we are highlighting three key benefits of Workday: auditability, inquiry functionality and the framework for security and workflow.

Please join us for the second Demo Day in this series, focusing on the Workday inquiry function.

Date: Tuesday, May 14, 2013

Time: 1:30 to 2:30 PM

Recent Posts
- Upcoming Demo Days – May 14, 2013
- Special Interest Group (SIG) – General Ledger / Chart of Accounts
- Demo Days Recap – April 17, 2013
- Demo Days Agenda – April 17th, 1:30 PM to 2:30 PM
- Workday Highlight – The Integrated Glossary
- Demo Days Recap – March 20, 2013
- March 20th Demo Days

News and Announcements
- Glossary of Terms
- Calendar of Events
- FAQs

Project Team
- Resources – Links to Presentations
- Contact Us – Email to Project Team

http://www.rochester.edu/adminfinance/urfinancials

UR Financials - Demo Days 6/19/2013
APPENDIX
(Live Demo)
Appendix – Screen Shots of Live DEMO

- Linda LeMay Profile:
  - Division Finance Individual
  - Broad Access to all cost centers
Appendix – Screen Shots of Live DEMO

- Log in as Linda LeMay (Broad Access)
Appendix – Screen Shots of Live DEMO

- Linda has access to all Cost Centers
- In the Search Box, type “all ur co”
Appendix – Screen Shots of Live DEMO

- Linda has all Cost Centers as “Assigned” for the Cost Center Manager role
Appendix – Screen Shots of Live DEMO

• Linda’s access to all Cost Centers
Drilling down to the 11003 Cost Center, we see that Linda’s access to that cost center is inherited from the level up.
Appendix – Screen Shots of Live DEMO

- Linda is going to run a “Manager Finance Report”
• Linda has access to run for one cost center
Appendix – Screen Shots of Live DEMO

• Linda has access to run for a cost center hierarchy
Appendix – Screen Shots of Live DEMO

- Linda runs report for 11405 Medicine cost center hierarchy
Appendix – Screen Shots of Live DEMO

- Report is run listing all within the hierarchy

<table>
<thead>
<tr>
<th></th>
<th>CC11405-000 Medicine</th>
<th>CC11405-037 Hospitalist - Medicine</th>
<th>CC11405-041 General Medicine</th>
<th>CC11405-043 Primary Care</th>
<th>CC11405-044 Medicine Genetics</th>
<th>CC11405-048 Medicine Infectious Diseases</th>
<th>CC11405-049 Medicine Pulmonary</th>
<th>CC11405-050 Administration - Medicine</th>
<th>CC11405-053 CRC</th>
<th>CC11405-054 Cardiology - Medicine</th>
<th>CC11405-055 Medicine Hematology Oncology</th>
<th>CC11405-056 Medicine Endocrinology</th>
</tr>
</thead>
<tbody>
<tr>
<td>40110:Tuition</td>
<td>0.00</td>
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<td>4,400.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>40300:Gifts</td>
<td>0.00</td>
<td>888,170.00</td>
<td>0.00</td>
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<td>4,400.00</td>
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</tr>
<tr>
<td>Total Revenue</td>
<td>0.00</td>
<td>888,170.00</td>
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<td>4,400.00</td>
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<tr>
<td>82120:Laboratory</td>
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<td>0.00</td>
<td>887,512.00</td>
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<tr>
<td>Total Expenses</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>800.00</td>
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<tr>
<td>Net Assets</td>
<td>2,000.00</td>
<td>888,170.00</td>
<td>0.00</td>
<td>800.00</td>
<td>0.00</td>
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Appendix – Screen Shots of Live DEMO

• Kevin Smith Profile:
  • Financial Analyst
  • Cost Center 11405 – Medicine
  • His security access inherits down to all UR Medical Cost Centers except Cost Center 11405-037 Hospitalist Medicine because John Smith has been assigned responsibility for that Cost Center
Appendix – Screen Shots of Live DEMO

• Log in as Kevin Smith (11405 – Medicine)
Appendix – Screen Shots of Live DEMO

- Kevin has access only to 11405 Medicine
- In the Search Box, type “11405”
Appendix – Screen Shots of Live DEMO

• Kevin has Medicine Cost Center as “Assigned” for the Cost Center Manager role
Appendix – Screen Shots of Live DEMO

- Kevin’s access to Medicine Cost Center
• Drilling down to the 11405-043 Cost Center, we see that Kevin’s access to that cost center is inherited from the level up.
Appendix – Screen Shots of Live DEMO

• Kevin is going to run a “Manager Finance Report”
• Kevin has access to run for one cost center
Appendix – Screen Shots of Live DEMO

- Kevin has access to run for only ONE cost center hierarchy (11405 – Medicine)
Appendix – Screen Shots of Live DEMO

• Kevin runs report for 11405 Medicine cost center hierarchy
Appendix – Screen Shots of Live DEMO

- Report is run listing all within the hierarchy

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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4,400.00</td>
</tr>
<tr>
<td>62120: Laboratory</td>
<td>2,000.00</td>
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<td>0.00</td>
<td>800.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td>88010: Gift Overha</td>
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</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>2,000.00</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4,400.00</td>
</tr>
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Appendix – Screen Shots of Live DEMO

• John Smith Profile:
  • Financial Analyst
  • John is assigned:
    • 2 Pediatrics Cost Centers
    • 1 Medicine Cost Center
Appendix – Screen Shots of Live DEMO

- Log in as John Smith

![Login screen](image-url)
Appendix – Screen Shots of Live DEMO

• John has access to 11405-037 Medicine that was assigned by Kevin Smith

• In the Search Box, type “CC11405-037”
Appendix – Screen Shots of Live DEMO

- John has 1 Medicine Cost Center as “Assigned” for the Cost Center Manager role.
- Note that Kevin is not assigned to the Cost Center but Linda is.
Appendix – Screen Shots of Live DEMO

• John’s access to Medicine Cost Center
Appendix – Screen Shots of Live DEMO

• John is going to run a “Manager Finance Report”
Appendix – Screen Shots of Live DEMO

- John has access to run 3 cost centers
Appendix – Screen Shots of Live DEMO

• John doesn’t have access to run any cost center hierarchies
Appendix – Screen Shots of Live DEMO

- John runs report for 11405-037 Hospitality cost center

![Manager Financial Report]

- Organization: Cost Center: CC11405-037 Hospitalist - Medicine
- Report: Demo Day Test (University of Rochester Consolidated)
- Worktags: enter search text
- Display By Option: Cost Center
- Hierarchy:
  - Timeframe:
    - Year: FY12-FY13
    - Summary Period: enter search text
    - Period: enter search text
    - From Period: enter search text
Appendix – Screen Shots of Live DEMO

- Report is run listing only the one cost center

![Financial Report](image.png)

**University of Rochester Consolidated**

**Demo Day Test**

**Cost Center: CC11405-037 Hospitalist - Medicine**

Actuals

July FY12-FY13 through June FY12-FY13

**USD**

06/18/2013 04:13 PM

<table>
<thead>
<tr>
<th>CC11405-037 Hospitalist - Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>40300: Gifts</td>
</tr>
<tr>
<td>Total Revenue</td>
</tr>
<tr>
<td>Total Expenses</td>
</tr>
<tr>
<td>Net Assets</td>
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</tbody>
</table>