UR Financials Project

Accounts Payable Special Interest Group

November 6, 2014
Agenda

• Project Updates
• Documentation recap
• Journal Sources recap
• Header Memos, Line Memos and other memo-like fields recap
• Go-live transition dates
• Key Dates
Project Updates

- Testing – Complete!

- Data Conversion
  - FY15 monthly ending balances conversion into UR Financials

- Chart of Accounts translation to Financial Data Model
  - Use the Tools
  - Make sure translated values make sense
    - If not, look for a different more appropriate value
    - If you don’t see one, ask the GL team (Kate Nguyen) what their suggestion is or use Contact Us on the UR Financials page to submit your concern/question
    - If you don’t like the Workday Spend/Revenue Category where your data is ending up then you should request a journal entry in FRS
Project Updates

Training

• User Training List
  – If you are not listed and you think you should be, let Cindy Fronterre know
  – If you are listed, let us know if you don’t think you are assigned to the right classes
    » Review ILT Course outlines when making your decision

• Videos
  – Video Snippet: Financial Data Model Overview
  – Forms Instructional Videos: Intro to Forms and specific forms
  – Introduction to UR Financials is a prerequisite on-your-own eLearning course with a test prior to any instructor-led training
    » Good idea: review this ~45 minute video even if you are not taking any instructor-led training
## Documentation Recap

<table>
<thead>
<tr>
<th>Changes: UR Financials vs FRS COGNOS</th>
<th>Manually Entered into Financial System</th>
<th>Integration</th>
<th>EIB</th>
<th>First Notice Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Invoice</td>
<td>No Change: Remains self-service</td>
<td>No Change: Remains self-service</td>
<td>No Changes</td>
<td>No Changes</td>
</tr>
<tr>
<td>Summary Invoice</td>
<td>No Change: Remains self-service</td>
<td>Emphasis on departments retaining documentation for orders placed and contacting Suppliers if documentation is not sufficient or can't be found</td>
<td>No Changes</td>
<td>No Changes</td>
</tr>
<tr>
<td>Ad Hoc Payment</td>
<td>No Change: Remains self-service</td>
<td>No Changes: Remains batch/source contact</td>
<td>No Changes</td>
<td>No Changes</td>
</tr>
<tr>
<td>Ad Hoc Bank Transaction</td>
<td>Improvement: Self-service Awaiting security update</td>
<td>No Changes: Remains batch/source contact</td>
<td>No Changes: Remains batch/source contact</td>
<td>Improvement: Bank statements in UR Financials for main accounts</td>
</tr>
<tr>
<td>Journal Entry</td>
<td>All Other: Improvement: Now self-service</td>
<td>No Changes: Remains batch/source contact</td>
<td>Improvement: Now self-service</td>
<td>No Changes</td>
</tr>
<tr>
<td>Employee Reimbursements</td>
<td>No Changes</td>
<td>Change: no longer self-service</td>
<td>No Changes</td>
<td>No Changes</td>
</tr>
</tbody>
</table>

**Green highlighting:** Enhancement to document retrieval to self-service, previously not
**Olive highlighting:** Enhancement to document retrieval to self-service available pending security updates TBD
**Yellow highlighting:** Employee reimbursement previously available via AP Doc Viewer and will not be available via self-service in UR Financials
Documentation Recap

• **Self-service**
  - Document Link field is only on Supplier Invoices
    • “Unity Client Doc Viewer Request Form” security required to use these links
    • [https://uofr.rochester.edu/SiteDirectory/UIT/Teams/DW/default.aspx](https://uofr.rochester.edu/SiteDirectory/UIT/Teams/DW/default.aspx)
      • If you don’t have it now, request it
  - Attachment: no special access required

• **Travel and Expense (ETE) employee reimbursements will not be available in UR Financials**
  - Not via Document Link and not via Attachment
  - If needed, contact [AccountsPayable@finance.rochester.edu](mailto:AccountsPayable@finance.rochester.edu) for copies of supporting documentation
Journal Sources Recap

• Contact AP (AccountsPayable@finance.rochester.edu) for questions regarding transactions with these Journal Sources:
  – Ad Hoc Payment (APD/APC)
  – Supplier Invoice (APD)
  – Supplier Invoice Payment (APC)
  – Travel and Expense and Travel and Expense Reallocations (ETE)

• General Accounting (Karen Lombard-Bryce) is working on complete Journal Source contact list
## Memo and memo-like fields

<table>
<thead>
<tr>
<th>Workday Field</th>
<th>Transaction Type</th>
<th>System</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>External PO#</td>
<td>Supplier Invoice</td>
<td>FRS</td>
<td>PO Number/ Ref #1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>External PO# field will be populated via PMM invoice integration without modifying the PO# from PMM</td>
</tr>
<tr>
<td>Header Memo</td>
<td>Supplier Invoice</td>
<td>FRS</td>
<td>SOLO invoices: PO#/Ref #1: unique number provided by supplier, generally confirmation # (last 7 digits) Pcard: PO#/Ref #1: Merchant Name (first 7 digits) Other PO#/Ref #1 uses include Grant Subcontract PO#, Facilities IY PO#</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UR Financials SOLO invoices: unique number provided by supplier, generally confirmation # (full value) Pcard: Merchant Name (full value) Other PO-like values that are not PMM POs: Grant Subcontract PO#, Facilities IY PO#</td>
</tr>
</tbody>
</table>
# Memo and memo-like fields

<table>
<thead>
<tr>
<th>Workday Field</th>
<th>Transaction System Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Memo</td>
<td>Supplier Invoice</td>
<td>FRS No current equivalent</td>
</tr>
<tr>
<td>Supplier Reference</td>
<td>Supplier Invoice</td>
<td>FRS Invoice #</td>
</tr>
<tr>
<td>Reference Number</td>
<td>UR Financials</td>
<td>No planned use</td>
</tr>
<tr>
<td>Invoice Number</td>
<td>UR Financials</td>
<td>Besides Invoice Date this is the only field that is available for communicating to the payee what the check is for. Where the supplier provides an invoice (with #), the invoice # will be entered into this field. If there is no supplier invoice #, then other info should be entered here that will help the payee understand what is being paid for.</td>
</tr>
<tr>
<td></td>
<td>System-generated number</td>
<td>FRS Voucher # / Ref #2</td>
</tr>
<tr>
<td></td>
<td>UR Financials</td>
<td>System-generated number to identify each transaction uniquely</td>
</tr>
</tbody>
</table>
Memo and memo-like fields

- What do you see on the journal associated with those supplier invoices?
  - Header Memos and Line Memos
  - External PO# is specific to Supplier Invoice Transactions and does NOT appear on the corresponding Journal
    - I requested it be added to
      - Transaction Details – Data Extract report
      - Find Journal Lines Details – Data Extract (for non-company level users)

- What does the payee see on the check?
  - Invoice Date
  - Supplier Reference Number
  - Amount (Gross, Discount, and Net)
# RFP F4 Translation

## Payee Information

<table>
<thead>
<tr>
<th>Payee type:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-employee, Non-student</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Employee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payee:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payee Address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Invoice/Expense Date

<table>
<thead>
<tr>
<th>Invoice Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## If this payment is for services, is the Payee a US Citizen or Permanent Resident?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>If Yes, has W9 previously been sent to AP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>No, W9 is attached</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Supplier Reference Number

<table>
<thead>
<tr>
<th>Invoice Number or Remit Description:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(20 Characters Maximum)</td>
<td></td>
</tr>
</tbody>
</table>

## Transaction Detail

<table>
<thead>
<tr>
<th>Company</th>
<th>Spend Category</th>
<th>Total Amount of Check:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM</td>
<td>SC</td>
<td>$</td>
</tr>
<tr>
<td>CM</td>
<td>SC</td>
<td>$</td>
</tr>
<tr>
<td>CM</td>
<td>SC</td>
<td>$</td>
</tr>
<tr>
<td>CM</td>
<td>SC</td>
<td>$</td>
</tr>
</tbody>
</table>

## Forwarding Information

<table>
<thead>
<tr>
<th>This check should be (select one):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailed directly to payee at the address above</td>
<td></td>
</tr>
<tr>
<td>Mailed to the following, blue envelope attached for (print name):</td>
<td></td>
</tr>
<tr>
<td>Picked up, blue envelope is attached.</td>
<td></td>
</tr>
</tbody>
</table>

## Payment Handling Code:

<table>
<thead>
<tr>
<th>Enclosure to be sent with payment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enclosure</td>
<td></td>
</tr>
<tr>
<td>Mail Back</td>
<td></td>
</tr>
<tr>
<td>Pickup</td>
<td></td>
</tr>
</tbody>
</table>

Note that ONLY Spend Categories can be used, NOT RC or Ledger Accounts!
## Memo and memo-like fields

<table>
<thead>
<tr>
<th>Workday Field</th>
<th>Transaction Type</th>
<th>System</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Header Memo</strong></td>
<td>Journal</td>
<td>FRS</td>
<td>ETE: Transaction Description: Employee being reimbursed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UR Financials Employee being reimbursed</td>
</tr>
<tr>
<td><strong>Line Memo</strong></td>
<td>Journal</td>
<td>FRS</td>
<td>2 separate fields: ETE: Voucher # Ref #1: HRMS Reimbursement Description</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UR Financials HRMS Voucher #</td>
</tr>
</tbody>
</table>

AP staff continue to enter these values into separate fields in HRMS. The HRMS integration concatenates the data in the Journal Line Memo field with a pipe | separating the values.
Go-live Transition Dates

• PMM
  - Jan 2\textsuperscript{nd} late – Jan 4\textsuperscript{th} conversion to WD FDM
  - You do not have to send in requests (312 reqs) to change from FRS to WD codes
  - If you don’t like the Spend Category that your FRS sub code translates to and where that will appear in your financial statement in WD, then you need to request Purchasing make those changes
Go-live Transition Dates

- Purchase Requisition Form (312)
  - Current stock of forms has been depleted
  - New forms stock that is on order will be UR Financials FDM *but still can be used with FRS Chart of Accounts until January 1, 2015*. Flyer will be attached to provide instructions
  - Purchase requisition form to be used similar to it’s current use: Internal and external services/goods purchase
  - Purchase requisition for **NOT** to be used (should use new journal entry form): Cost transfers and Journal entries
Go-live Transition Dates

• eRFP
  – 12/19 last date to submit new eRFPs
  – 12/23 1:00pm last time to approve eRFPs

• RFP/F4 (also F7, F8, F34)
  – 12/19 if received by this date with FRS code we will guarantee December payment/posting
    • If received after, we can’t guarantee Dec payment/posting
  – 12/22-12/26 include both FRS codes and WD codes in case we can’t get it into FRS/Dec
  – 12/29 start using new form with WD terms
  – If in doubt and to avoid delays, put both FRS codes and WD terms on the form
Go-live Transition Dates

• F3 Employee Expense Reports (HRMS)
  – HRMS converting to WD FDM Jan 3 - Jan 4
  – 12/26/14 is last payrun in 2014 and will post in December
    • Direct Deposit on 12/30
  – No payrun 1/2/15
  – 12/23 if received by this date will guarantee for 12/26 payrun
  – 12/30 last date to submit with FRS codes
  – 12/31 start using new form with WD terms
  – If in doubt and to avoid delays, put both FRS codes and WD terms on the form
F3 Employee Spend Categories

• HRMS validates our entry of your expense reimbursements

• All equipment and asset purchased must be posted to Non Capitalized Equipment (SC58900)
  – (Capital) Equipment SCs canNOT be used
Go-live Transition Dates

• Pcard
  – 12/25 is cutoff for billing cycle, so use new codes beginning 12/26
  – Hoping that US Bank will update their tables with FRS codes to WD FDM as close to that date as possible
• FedEx
  – 12/19 last date to use FRS codes
  – Begin using WD terms 12/20: SC#####OP######
• FDSI
  – Your orders are not placed directly with them, there is nothing you can or should do
Go-live Transition Dates

• SOLO Monthly Suppliers
  – Last date to use FRS codes in online orders is 11/30
  – Begin using WD terms in online orders 12/1
  – SC####OP######
    • AirGas
    • Brewer & Newell
    • RR Donnelley
    • Sigma Aldrich
    • Uniform Village
Go-live Transition Dates

• **SOLO Semi-Monthly Suppliers**
  – Last date to use FRS codes in online orders is 12/15
  – Begin using WD terms in online orders 12/16:
  – **SC####OP#####**
  • D&H
  • Fisher Scientific
  • Life Sciences Technologies (FKA Invitrogen)
  • Krackeler
  • Laboratory Products Sales
  • Medline
  • Mountain Glacier
  • Staples
  • VWR
Go-live Transition Dates

• SOLO Supplier sites that should no longer be used
  – We have new contracts with new suppliers
  – OfficeMax
  – Cardinal
  – PSS
Future AP SIG Topics

• Suggested Spend Categories
• Report exploration for AP activity
  – Company level
    • FAO Activity Summary
    • Transaction Details by Ledger Summary
    • Transaction Details – Data Extract
  – Non-company level
    • FAO Activity Summary
    • Transaction Details by Ledger
    • Find Journal Lines Details – Data Extract
Next Steps

• AP SIG meetings
  • **12/3 (Wednesday), 1/29, 2/26**
  • **BRING A FRIEND** – my SIG meetings are open to ALL
  • 1:00-2:00pm Alumni and Advancement Ctr Seminar Rm
  • Please continue to reach out with questions and share project information with your Department
• Banking/Depositor SIG meetings
  • 11/20, 12/18, 1/15, 2/12 (every 4 weeks)
• Demo Days 11/19-21
• Visit UR Financials Project website for additional information and materials from other meetings
  • [http://www.rochester.edu/adminfinance/urfinancials/](http://www.rochester.edu/adminfinance/urfinancials/)

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