UR Financials Project

Accounts Payable Special Interest Group

October 9, 2014
Agenda

• Project Updates
  – Testing, Conversion, Training
• Documentation recap
• Journal Sources recap
• Header Memos, Line Memos and other memo-like fields
  – Supplier Invoices
  – Travel and Expense Journals
• Key Dates
Project Updates

– Testing
  • October: WD23 Regression

– 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 (Kathy Strojny/Patty Stevens) what their suggestion is or use Contact Us on the UR Financials page to submit your concern/question
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>Supplier Invoice</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>No Changes</td>
<td>No Changes</td>
<td>No Changes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ad Hoc Payment</th>
<th>Manually Entered into Financial System</th>
<th>Integration</th>
<th>EIB</th>
<th>First Notice Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Hoc Bank Transaction</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Journal Entry</th>
<th>Manually Entered into Financial System</th>
<th>Integration</th>
<th>EIB</th>
<th>First Notice Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other</td>
<td>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 available pending security updates TBD
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
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 the 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><strong>External PO#</strong></td>
<td>Supplier Invoice</td>
<td>FRS</td>
<td>PO Number/ Ref #1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Future PO# field will be populated via PMM invoice integration without modifying the PO# from PMM</td>
</tr>
</tbody>
</table>
| **Header Memo** | Supplier Invoice | FRS | 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# |
|               |                  |       | Future PO# use is for Grant Subcontract PO#, Facilities IY PO# |
|               |                  | 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# |
## 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>Line Memo</td>
<td>Supplier Invoice</td>
<td>FRS</td>
<td>No current equivalent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UR Financials</td>
<td>No planned use</td>
</tr>
<tr>
<td>Supplier Reference Number</td>
<td>Supplier Invoice</td>
<td>FRS</td>
<td>Invoice #</td>
</tr>
<tr>
<td></td>
<td></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>Invoice Number</td>
<td>Supplier Invoice</td>
<td>FRS</td>
<td>Voucher # / Ref #2</td>
</tr>
<tr>
<td></td>
<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?
  • Supplier Invoice Header Memo is used as the Journal Header Memo
  • Supplier Invoice Line Memo is used as the Journal Line Memo
  • External PO# is specific to Supplier Invoice Transactions and does NOT appear on the corresponding Journal

• What does the payee see on the check?
  • Invoice Date
  • Supplier Reference Number
  • Amount (Gross, Discount, and Net)
### Payee Information

**Payee type:**
- [ ] Non-employee, Non-student
- [ ] Student
- [ ] Employee

**Payee:**

**Payee Address:**

**Invoice/Expense Date:**

**If this payment is for services, is the Payee a US Citizen or Permanent Resident?**
- [ ] Yes
- [ ] No

**Invoice Number or Remit Description:**

**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**

This check should be (select one):
- [ ] Mailed directly to payee at the address above
- [ ] Mailed to the following, blue envelope attached for (print name):
- [ ] Picked up, blue envelope is attached. Intramural address:

**Payment Handling Code:**
- [ ] Enclosure to be sent with payment
- [ ] Enclosure Mail Back
- [ ] Pickup

### Invoice Date

### Supplier Reference Number

### Check Amount

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UR Financials - October 2014
## 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>
<tr>
<td></td>
<td></td>
<td></td>
<td>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</td>
</tr>
</tbody>
</table>
Future AP SIG Topics

• Demo Time

• After WD23 tested: non-company reporting for AP activity
Key Dates

• AP SIG meetings
  • 11/6, 12/4 (maybe moving to 12/3), 1/29, 2/26 (every 4 weeks except 1/1)
  • **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
  • 10/23, 11/20, 12/18, 1/15, 2/12 (every 4 weeks)
• Demo Days 10/22-24
• 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*