UR Financials Project

AP SIG Meeting

May 2014
Agenda

• UR Financials Project Update
• UR Financials (Workday) Reporting Strategy as it relates to Accounts Payable
  – Update on Reporting Strategy
    • Including reporting security
• UR Financials (Workday) Reporting Demo as it relates to Accounts Payable
• Q & A
Disclaimer

Please Note:

• The material presented in this PowerPoint deck is provided to introduce participants to the capabilities of UR Financials using Workday.
• The configuration of Workday for the University of Rochester is still in process and will continue to evolve.
UR Financials Project Update

• New Go-Live Date: January 1, 2015
• Continue to address high risk issues
  – Performance
  – Outstanding design issues
  – Integrations
  – Conversions
• Day In the Life testing – July and August
• Training
  – eLearning session available in October
  – Report training sessions November-February
  – Transaction based sessions December
### Reporting Strategy – Security Roles

<table>
<thead>
<tr>
<th></th>
<th>Company Level Roles</th>
<th>Non-Company Level Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access</strong></td>
<td>To all transactions in a Company</td>
<td>To all transactions in a FAO, Cost Center, Grant (or combination).</td>
</tr>
<tr>
<td><strong>Workday Delivered Reports</strong></td>
<td>Many</td>
<td>Some</td>
</tr>
<tr>
<td><strong>Workday Custom Reports</strong></td>
<td>Many</td>
<td>Some</td>
</tr>
<tr>
<td><strong>Workday Functionality</strong></td>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>

**Summary**

Non-Company Roles have the same functionality as Company Level Roles, but do not have access to as many Reports. (and transaction access is governed by FAO’s, Cost Centers, Grants, etc)
Reporting Strategy – Security Roles

• Cost Center Financial Analyst
  – Organization = Cost Center

Cost Center Hierarchy
(Ex, 11127 Dean Simon School)

Cost Center
(Ex, CC11127-000 Dean Simon School)

Cost Center
(Ex, CC11127-201 MMM & Health Care Institute)
Reporting Strategy – Security Roles

• Grant Financial Analyst
  – Organization = Grant

Award [AWD00000033: Pharmaceutical Research and Manufacturers of American Foundation]

Can set Security at this Level

Grant (Ex, GR529081)

Grant (Ex, GRXXXXXX)
Reporting Strategy – Security Roles

- UR FAO Specialist
  - Organization = Custom Organization = FAO (6 types)

Can set Security at this Level

FAO
Financial Activity Object

FAO Type, Operating Program
(Ex, OP211430)
Reporting – A Deeper Dive

• Where does the data come from in Reports?
  – Data Sources: These describe how the data is derived and what granularity the data is in.

• Workday Reports Shown in Demo Days for non-company users to date
  – Derived from the Data Source **Journal Lines** and the Data Source Filter required is **Journal Lines for Organization**
  – Journal Lines for Organization: At the most granular level the report returns one row for every journal line
    • After Drilling into numbers
  – Journal Lines in Workday can come from operational transactions
    • These include: Supplier Invoices, Ad Hoc Payments, Ad Hoc Bank Transactions, and others
Reporting – A Deeper Dive

• Not all data sources are available for non-company roles
  – Cost Center Financial Analyst
  – Grant Financial Analyst
  – UR FAO Specialist

• There are two main data sources the reporting team has used to derive non-company level reporting to date
  – “Journal Lines” filtered by “Journal Lines for Organization”
    • Lowest detail level = Journal Lines
  – “Budget to Actuals” filtered by “Financial and Position Budget”
    • Lowest detail level = Budget Lines
# Electronic Documentation in Workday

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Entry Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Direct WD Entry</td>
</tr>
<tr>
<td>Supplier Invoice</td>
<td>Document Link Field</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Hoc Payment</td>
<td>Attachment</td>
</tr>
<tr>
<td>Ad Hoc Bank Transaction</td>
<td>Attachment</td>
</tr>
</tbody>
</table>

**Summary**: Attachments in Workday are accessible based off of the entry method the transactions came into Workday.
Demonstration

Live Demo