URFinancials Project
Accounts Payable Special Interest Group
1) UR Financials Project Updates

2) Pilot Departments

3) AP Terms

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UR Financials Project Updates

- WD21 upgrade in November
- October/November: SIG testing
- How was Reporting Demo Days???
- Recap on Special Interest Group Members
What is a SIG Member?

• A member of the Special Interest Group (SIG) is a representative from an organization of the university that:
  – Communicates the needs of their organization to the UR Financials project team
  – Communicates project status, issues, and concerns to their organization (management and departments)
  – Is “special”: They will have unique influence on how the UR Financials project will be implemented, and how process changes will be handled post go-live

• The composition of SIGs will change over time
SIG Role & Responsibilities

• We are relying on involvement and *active participation* in the role as SIGs

• A key component of this is *two-way communication*
  – Providing us with ongoing feedback over the course of the project
  – Acting as *ambassadors* to the departments and areas

• This group has been selected with the intent to represent various functional groups

• We are looking to the SIGs to serve as the *main point of contact in communications* to your respective groups

• *SIG input* throughout the project will enable us to be successful in delivering a solution that meets our collective needs
Special Interest Groups (SIGs)

Where in the UR Financials project will SIGs be involved?

Plan, Architect, Configure, Prototype, and Test Phases
- Provide area specific requirements to project team
- Review detailed design to ensure it meets their requirements
- Provide test scenarios to project team
- Execute test scenarios with project team

Deployment Phase
- Review/assist in the development of training material
- Validate converted transactions and master data (i.e. suppliers, accounts, cost centers, etc.)

Stabilization / Post Go-Live Phase
- First point of contact for organization related to questions, issues, etc. (super user)
- Vote on Workday brainstorms/enhancements
- Point of contact for support group as future Workday functionality becomes available

* Reviewed at the UR Financials Executive Steering Committee – December 7, 2012
Alignment between SIGs and FAC members

- SIGs – meet bi-weekly, reviewing Workday functionality and Financial Data Model
- FAC – meet bi-weekly, reviewing design decisions
- Regular communications between SIGs and FAC members *should be occurring*
  - SIGs → FAC member - FDM level of detail
  - FAC member → SIGs – Business Process Improvements approved/rejected/deferred
  - SIGs & FAC members → Respective departments – All the above
- Reach out to project team for assistance
## Pilot Departments – Supplier Invoice Entry

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<tr>
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Pilot Departmental Considerations

- Departments are allowed to select one invoice initiator and one invoice approver.
  - Is there a need for additional initiators in your department, if your department was to pilot and why?
- Departments are tasked to assign one back up for approval and one back up for the initiation.
- Initiators and Approvers must be different individuals due to segregation of duties concerns.
General Review of Workday Terms

• Business Process: An electronic workflow that specifies how users will be routed and what they will be required to do within Workday

• Approval: This is a verification step that involves the user to certify that the data they are approving is accurate
  
  – Approvers can not edit information they can Approve, Deny, or Send Back the approval request. This would be the equivalent of the user not being able to scribble out and write over the top of a paper RFP.
General Review of Workday Terms

• Invoice Statuses:
  • Draft- Invoices can be partially data entered by the initiator. Initiators can save invoice entry for later and at some point in the future find and *edit* their partially filled in invoice data. The status of the invoice saved for later by the initiator is Draft.
  • In Progress- Invoices can be *changed* once submitted which withdraws the original submission and creates a new submission for routing
  • Canceled- Invoices can *canceled* if no longer needed by the initiator. This is the initiators way to stop the invoice from posting in Workday. *Invoice submissions can not be deleted.*
General Review of Workday Terms

• **Invoice Statuses (continued):**
  
  • Denied - an approver can *deny* the invoice which stops the expense from posting in Workday.
  
  • Approved - the invoice has been posted to your FAO
    - Accounting now occurs: (expense recorded and liability established)
      » Dr. Expense to FAO
      » Cr. U of R Trade Payables
    - Once an invoice has been approved it can then be settled. This means the U of R will process payment and accounting occurs. **Once Payment is complete an approver or initiator can no longer modify the invoice:** (liability paid down through cash)
      » Dr. U of R Trade Payables
      » Cr. U of R Cash Account
# Accounts Payable Cross Walk of Key Terms

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<tr>
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General Review of Workday Terms

• A glossary is provided on the UR Financials Communications Website
Accounts Payable Integrations

• What is an Integration?
  – This is passing of data (a file) between 2 systems
    • Inbound: From another outside system into Workday
    • Outbound: From Workday into another outside system
The Accounts Payable and Banking team has identified 51 Integrations to date that impact our Workday processes. Some of the main integrations are:

- PMM (Purchasing’s PO System)
- ISIS (Student System)
- Flowcast (Patient System)
- OASIS (Donor System)

Please recognize that Workday is separate from these systems.
Key Dates

Wednesday, November 20th 1:30-2:30pm Demo Days

Thursday, November 7 1-2pm AP SIG meeting back in SEMINAR ROOM

• Remember to sign in and correct your division and department info as appropriate
• Please continue to reach out with questions and share project information with your Department
• Visit UR Financials Project website for additional information and materials from other meetings
  • http://www.rochester.edu/adminfinance/urfinancials/
Any Questions?