URFinancials Project
Accounts Payable Special Interest Group
September 26, 2013 SIG Agenda

1) UR Financials Project Updates

2) Suppliers and Banking Updates
UR Financials Project Updates

- WD21 upgrade occurred in November
- Next upgrade will be April timeframe

- 10 versions of testing

- Training

- Less than 7 months until go-live!
UR Financials Project Timeline

Prototype Phase  
July 2013
- Configure Prototype Tenant (P1) – completed
- Unit Test
- Validate Configuration
- Build Integrations and Reports
- Initial FRS Data Conversion
- Final Configuration Prototype

Test Phase  
November 2013
- Create Test Cases and Scenarios
- System Test
- Conversions
- User Acceptance Test (UAT)
- Begin End User Training

Deploy Phase  
July 2014
- Go Live Checklist
- Production Readiness Review
- Go Live
- Continue End User Training
- Post Production Support
- Post Project Review

We are here
End User Training Spring through Summer 2014

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Design Status Update

- **COA/FDM** is effectively done, minimal changes from this point forward. Review and comment please!

- Security constraint discovered, requiring **delay of distributed entry and approval**. Date for rollout TBD, but definitively after July go-live.
  - Journal Entry Initiation and Approval at Divisional Finance or Central Finance
  - Supplier Invoice Initiation and Approval will remain paper based

- Report Security will be directly copied from Cognos – approximately 750 users.
  - All future Workday users should request Cognos access in next few months (in advance of go live). Cognos user access will be the basis for setting up Workday
  - Departments should evaluate any additional organizational segmentation based on FAO’s now to support reporting access.

- **Report writing** will be limited to Central and Divisional finance teams – movement toward standard reporting and online inquiry (much enhanced over historic approach).

- **Forms of great importance** – need to assure we have them all from you NOW.
# Training Delivery – Pre Go Live

<table>
<thead>
<tr>
<th>Training Solution</th>
<th>Date Offered</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>UR Financials Training web page</td>
<td>Now</td>
<td>Everyone</td>
</tr>
<tr>
<td><strong>ELearning</strong> on Workday Fundamentals</td>
<td>May 2014</td>
<td>Required for All WD users</td>
</tr>
<tr>
<td><strong>Classroom</strong> Instructor-Led Training, multiple courses</td>
<td>June 2014</td>
<td>All WD users</td>
</tr>
<tr>
<td>Forms for Workday with Chart of Accounts</td>
<td>May/June 2014</td>
<td>Form Users</td>
</tr>
</tbody>
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UR Financials – Demo Days November 20, 2013
Accounts Payable

– Participants: Central Finance

– Functions:
  • Create a non-P.O. supplier invoice
  • Create ad hoc payments
  • Supplier setup
  • Find supplier invoices
  • Find payments
  • Scan supporting documentation

– Duration: 4 to 6 hours in length, Required for Role

– Delivery: Instructor-Led Training
Banking and Settlement

— Participants: Central Finance, Treasury, Bursars Office, Cashiering locations

— Functions:
  • Create ad hoc bank transactions (e.g., Deposits)
  • Run invoice settlement
  • Find payments

— Duration: 1 to 4 hours in length, Required for Role

— Delivery: Instructor-Led Training
Workday Reporting

— Participants: Current COGNOS Finance users

— Functions:
  • Functional specific reporting (Grants, GL, AP)
    — Running standard reports
    — Setting filters
    — Sorting data
    — Printing reports
  • Advanced Workday reporting features
  • Advanced Excel Features for Workday

— Duration: TBD hours, Highly Recommended

— Delivery: Instructor-Led Training
Forms for Workday

- Participant: Anyone currently using forms
- Functions:
  - Using updated forms for Workday financial transactions
  - Review Job aids to determine input values
- Duration: 1 hour, Highly Recommended
- Delivery: Job aids, Video Snippet Training
Key Process Changes – Supplier Invoices

• Forms will be updated
  – Financial Data Model section must be updated
  – Minor updates to flow with Workday entry vs. FRS entry screen
  – Forms vendor has not provided revised form prototypes yet, we will share when we get something

• New Supplier Request Process
  – More structured for internal control and consistency
  – Purchasing will be reviewing new non-PMM suppliers
  – Purchasing may request additional documentation and/or counsel departments on PO use
Key Process Changes – Supplier Invoices

• Invoice scanning prior to invoice entry/submission
  – Paper invoices will be available to view/retrieve within Workday
    • Working on URL (document link) solution, not yet finalized
  – Departments responsible for Pcard, FedEx, SOLO-ordered supporting documentation (not Central Finance-AP)
    • SOLO policy: Documentation shall include, at a minimum, order confirmations, packing slips/proof of receipt, return authorizations, etc.

    – Many PMM invoices are electronic
      • Same as today you will not be able to view a document image of an electronic invoice in Workday
      • Utilize PMM rendition of the invoice or contact supplier for a paper copy version of the electronic invoice
      • Paper PMM invoice images will be available within Workday

  – POSTPONED: Departments permitted to Initiate/Enter invoices will be required to scan their invoice and supporting documentation and attach to the Workday transaction
Key Process Changes – Supplier Invoices

• **Supplier Invoice Creation**
  – **Targeted Departmental Initiation - POSTPONED**
    • Departments showing good compliance with University objectives
    • Departments not permitted to Initiate/Enter will continue to submit forms/invoices to AP and will still be subjected to the WD business process workflow approvals regardless of any approvals obtained on the paper documentation sent to AP
  – **PO invoices will continue to be entered into PMM as they are today**
    • POSTPONED: AP-imposed $10k+ approval requirement on invoices will end when WD implemented in lieu of Workday dollar threshold condition for Cost Center Manager approval
    • Expired Blanket Order invoices will be held for appropriate departmental follow up effective immediately
Key Process Changes – Supplier Invoices

• Supplier Invoice Approval
  – POSTPONED: Approval of Non-PO invoices in Workday
  – Ability to view a copy of the invoice within Workday
  – POSTPONED: High Dollar PMM Purchase Order invoices will require additional approval in Workday
  – Capital purchases not purchased via PMM PO will trigger notification to Purchasing to follow up with department.

• Departments no longer chose capital sub code. Depts will select appropriate Spend Category and Asset Book Rules will determine if the item should be capitalized

• F3 and F34 with capital purchase may be delayed as we verify coding with Plant Acctg team – Divisional Finance should be approving these since they are not on PO
Key Process Changes – Supplier Invoices

• Renewed efforts in the following areas
  – Increase use of 3-way match purchase orders
    • Blanker Orders are better than no PO in most situations
  – Suppliers should send invoices directly to AP
    • Departments should not provide their department’s address to suppliers for invoicing
  – Suppliers should provide a PO number on the invoice
    • If there is no PMM PO # on the invoice, the Workday FDM components are required on the invoice
Key Process Changes – Banking

• Supplier payment terms: Net 30 default
  – Net 5: utilities, internet, phone, etc.
  – Net 1: AMEX BIP (Buyer Initiated Payments)
  – Other discounted terms as negotiated by Purchasing
  – Adjustments to Purchasing-negotiated terms made as needed to ensure payment received as agreed
  – Non-invoice payments remain immediate

• Remittance business process will send details to suppliers
  – Resolves our check overflow page issue
  – Addresses existing automated payment reporting to select suppliers
Key Process Changes – Banking

Settlement
• The following are acceptable reasons for checks to be mailed back to departments:
  – Patient-related insurance refunds
  – Payment must accompany notarized/official documentation
  – Human Resources gratuity payments
  – Payee has a foreign address
  – Prize/Award payments, only if handed to the recipient at ceremony
    • Requests for other mail back reasons must be accompanied by Divisional Finance approval.
    • Ensure that the check mail back reason is designated and that Divisional Finance approval, where applicable, is on the RFP form prior to submitting
• ACH payments will be automated
  ▪ We are hoping many suppliers will prefer ACH payments over paper checks
  ▪ We do NOT want to move any suppliers to Wire
Open Issues

• OnBase Browser concerns
  – OnBase doesn’t work with Chrome
  – WD requires IE9 or better
  – This is why we are working on a different retrieval method for documents
• Pcard provider changing now
• MC Cashiering system is replacing Marshant Jan/Feb
• Medical/Surgical distributor may change between now and go-live
• eRFP – complex integrations
• Multiple FAOs on a detail invoice/payment line
• Check printing – new printer, new location?
FAQs

• How is invoice process changing?
  • PMM invoices still processed by AP
  • RFPs still need to be approved and sent to AP
• What is the process of establishing a purchase from a supplier not in FRS/Workday?
  • Same as today – Ideally contact Purchasing via 312 requisition
• Do Blanket POs have to be renewed if they don’t expire until after 7/1/14?
  • PMM PO conversion plans have not yet been finalized
  • One way or another, all PMM POs have to be converted to the new WD FDM
• What is the new process for Capital purchases?
  • All capital purchases should be on POs – this is not new
  • SMH capital purchase process is not changing – divisional finance review, approval and coding
  • All other divisions should use PO if not currently doing so
    • Asset Acctg team to verify coding prior to PO creation
FAQs

• How many entry people can my department have?
  • None if you are not specifically notified that you will be doing departmental initiation of invoices in Workday
  • If you are doing a good job of purchasing via PO and utilizing Pcard, there should be very few invoices that your department would need to enter
    • Therefore, you should only need one entry person and one backup
    • In fact, your entry should be so low that you might be able to share one entry person across multiple departments (if that is the only thing the entry person does)
  • For comparison purposes our top entry person averages well over 200 invoices entered every day (that is all she does)
FAQs

• How many entry approvers can my department have?
  • **None** until departmental initiation is rolled out
  • Invoice approval is slated for Workday Cost Center Manager (FRS Sub-Department Mgr) - if you do not have sub-departments, then it is your Department Mgr
    • The Approver should be the "next-level"/supervisor which is an individual authorized/responsible for the ledger account to which the payment is being charged
    • Each signer certifies, to the best of their knowledge that…
    • There should be one Approver per WD Cost Center
    • You’ll also need to identify alternates that the Approver would delegate to
Next Steps

• New SIG meeting schedule starting in January
  • Let me know location, date and time preferences
  • Silence = you are ok with the current arrangements

• Some SIGs and others in departments have been identified for Workday testing
  • Not testing departmental initiation
  • Testing invoice entry, integrations, bank statement items

• 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/
Key Dates

December 18-20 1:30-2:30pm Demo Days
3 days, 3 locations to give all a better chance to attend

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