UR Financials Project

Demo Days

December 2014
Agenda

• UR Financials Project Update
• FY15 Data Conversion Update
• Post Go Live Support
• Training Update
• Why Forms are in different sequence
• Future Demo Day Topics
• Q&A
Chatting for WebEx Participants

For those joining the WebEx:

- 1) Please access the chat feature at the top of your screen
- 2) Please chat directly with Victoria Graham (He will then pose the questions on your behalf)
- 3) Select Mike in the drop down menu in the chat window (do not select “everyone”)
Project Update

• Workday functionality available and ready for go-live

• Registration for training courses including the Excel are available

• All core courses are complete, approximately 200 users have attended the reporting course

• Continued FY15 Data Conversion

• Post Go-Live support details complete
FY15 Data Conversion Update

• FY15 Beginning Balance through November summary balances now available in Conversion Verification (Hands On) tenant

• November data and FY15 Budget data – Available but being verified

• Only Grants expenses are (in summary) in tenant

• Preliminary dates for future conversion postings:
  – December data - January 15th
  – Grants revenue and balance sheet items – mid to late January
Go-Live User Base

- Based on timing, user groups will be impacted at different times:
  - Central Finance: first 2 weeks
  - Divisional Finance: Before and during the close
  - Report Users: Once financial close if final
Post Go-Live Support on Website

UR Financials Demo Days – December 2014
Post Go-Live Support Process

Objectives:

- Promote self-help wherever possible by providing useful job aids
- Person to person contact
- Escalation to project team on complex issues
- Quick turn around to increase user satisfaction
Post Go-Live Support Process

- Training Participant Guides
- UR Financials website
- Colleagues
- Call in sessions, workshops

Self-Help

Champions (Brooks Landing, River Campus or Med Center)

Help Desk

UR Financials Support

- Brooks Landing Champions
- River Campus Champions
- Med Center Champions

UR Financials Demo Days – December 2014
# Introducing – The Project Champions

<table>
<thead>
<tr>
<th>Division</th>
<th>Project Champion Candidates</th>
<th>Office Phone</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>010-Central Administration</td>
<td>Cheryl Bennett, JR Financials Team</td>
<td>275-8372</td>
<td><a href="mailto:c.bennett@rochester.edu">c.bennett@rochester.edu</a>, <a href="mailto:urfinancials@rochester.edu">urfinancials@rochester.edu</a></td>
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<tr>
<td>020 - River Campus Colleges</td>
<td>Andy Dillenbeck (Student Services, Athletics), Cheryl Bennett (Libraries, Facilities, Central Utilities)</td>
<td>275-0976, 275-8372</td>
<td><a href="mailto:andrew.dillenbeck@rochester.edu">andrew.dillenbeck@rochester.edu</a>, <a href="mailto:c.bennett@rochester.edu">c.bennett@rochester.edu</a></td>
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<tr>
<td>021 – School of Arts &amp; Sciences</td>
<td>Andy Dillenbeck, Ken Simolo</td>
<td>275-0976, 275-4256</td>
<td><a href="mailto:andrew.dillenbeck@rochester.edu">andrew.dillenbeck@rochester.edu</a>, <a href="mailto:kenneth.simolo@rochester.edu">kenneth.simolo@rochester.edu</a></td>
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<tr>
<td>022 – E Hajim School of Engineering</td>
<td>Tony Green, Ken Simolo</td>
<td>273-1547, 275-4256</td>
<td><a href="mailto:tony.green@rochester.edu">tony.green@rochester.edu</a>, <a href="mailto:simolo@chem.rochester.edu">simolo@chem.rochester.edu</a></td>
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<tr>
<td>023 – W Simon Graduate School</td>
<td>JC Stevens, David Vore</td>
<td>273-4830, 275-4968</td>
<td><a href="mailto:c.stevens@simon.rochester.edu">c.stevens@simon.rochester.edu</a>, <a href="mailto:david.vore@simon.rochester.edu">david.vore@simon.rochester.edu</a></td>
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<tr>
<td>024 – M Warner Graduate School</td>
<td>Cheryl Bennett, Tracy Korts, Ed Morgan</td>
<td>275-8372, 275-3564, 275-3087</td>
<td><a href="mailto:c.bennett@rochester.edu">c.bennett@rochester.edu</a>, <a href="mailto:tkorts@warner.rochester.edu">tkorts@warner.rochester.edu</a>, <a href="mailto:emorgan@warner.rochester.edu">emorgan@warner.rochester.edu</a></td>
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<tr>
<td>030-Eastman School of Music</td>
<td>Shannon Ozkum, Katie Neubeck, Jeananne Thomas</td>
<td>274-1090, 274-1080, 274-1405</td>
<td><a href="mailto:sozkum@esm.rochester.edu">sozkum@esm.rochester.edu</a>, <a href="mailto:kneubeck@esm.rochester.edu">kneubeck@esm.rochester.edu</a>, <a href="mailto:thomas@esm.rochester.edu">thomas@esm.rochester.edu</a></td>
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<tr>
<td>040-SMD</td>
<td>Jeff Bloss, Mark Greisberger, Brian VanWuyckhuysen</td>
<td>275-9435, 276-5178, 275-3097</td>
<td><a href="mailto:Jeffrey_Bloss@URMC.Rochester.edu">Jeffrey_Bloss@URMC.Rochester.edu</a>, <a href="mailto:mark_greisberger@urmc.rochester.edu">mark_greisberger@urmc.rochester.edu</a>, <a href="mailto:brian_vanwuyckhuysen@urmc.rochester.edu">brian_vanwuyckhuysen@urmc.rochester.edu</a></td>
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<tr>
<td>050-SMH</td>
<td>Patty Stevens, Dina Donohue, Christine Sands</td>
<td>785-5178, 785-5163, 785-5172</td>
<td><a href="mailto:patricia_stevens@urmc.rochester.edu">patricia_stevens@urmc.rochester.edu</a>, <a href="mailto:dina_donohue@urmc.rochester.edu">dina_donohue@urmc.rochester.edu</a>, <a href="mailto:christine_sands@urmc.rochester.edu">christine_sands@urmc.rochester.edu</a></td>
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<tr>
<td>060-SON</td>
<td>Kelly Talarczyk, Pamela Sawdey, Tammy Terrana</td>
<td>275-8842, 275-8055, 273-4697</td>
<td><a href="mailto:Kelly_Talarczyk@URMC.Rochester.edu">Kelly_Talarczyk@URMC.Rochester.edu</a>, <a href="mailto:pamela_sawdey@urmc.rochester.edu">pamela_sawdey@urmc.rochester.edu</a>, <a href="mailto:tammyTerrana@urmc.rochester.edu">tammyTerrana@urmc.rochester.edu</a></td>
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<tr>
<td>070-MAG</td>
<td>Sherri Burgstrom, Kim Hallatt</td>
<td>276-8909, 276-8904</td>
<td><a href="mailto:sburg@mag.rochester.edu">sburg@mag.rochester.edu</a>, <a href="mailto:kim.hallatt@rochester.edu">kim.hallatt@rochester.edu</a></td>
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<tr>
<td>080 - University General</td>
<td>Cheryl Bennett</td>
<td>275-8372</td>
<td><a href="mailto:c.bennett@rochester.edu">c.bennett@rochester.edu</a></td>
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<tr>
<td>090-URMC</td>
<td>Kathy Strojny, Donna Dawley</td>
<td>273-1349, 275-0838</td>
<td><a href="mailto:kathleen_strojny@urmc.rochester.edu">kathleen_strojny@urmc.rochester.edu</a>, <a href="mailto:donna_dawley@urmc.rochester.edu">donna_dawley@urmc.rochester.edu</a></td>
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<tr>
<td>091-URMFG</td>
<td>Mary Brooks, Maureen Gates</td>
<td>756-4006, 756-4013</td>
<td><a href="mailto:mary_brooks@urmc.rochester.edu">mary_brooks@urmc.rochester.edu</a>, <a href="mailto:maureen_gates@urmc.rochester.edu">maureen_gates@urmc.rochester.edu</a></td>
</tr>
<tr>
<td>092-EIOH</td>
<td>Tom Smith</td>
<td>758-0971</td>
<td><a href="mailto:thomasj_smith1@urmc.rochester.edu">thomasj_smith1@urmc.rochester.edu</a></td>
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**UR Financials Demo Days – December 2014**
Post Go-Live Support Process

- Mechanics of Logging In
- Directions to Running Reports
- Selecting the Proper Filters
- Interpreting the Results of the Report
- Translation of FRS to Workday Report
- Reports Crosswalk
- Security – Check Organizational Security, if incorrect, contact Support Center to Log Help Ticket and get resolved. (These will be assigned to Terri Stetzel and Traci Slingerland). Forms/ formal email approval will be required). See if it is a data issue.
- For any other questions, User should be directed to contact the Help Desk.
Post Go-Live Support Process

- Account creation requests
- Password resets
- Log on issues
- Network issues
- PC connectivity issues
Post Go-Live Support Process

- All other, integrations, security, custom validations, etc.
- Responsible for routing and closing all Help Desk Tickets.
- Dispatch Project Champions face-to-face assistance as needed.
- Will escalate all vendor issues to UR Financials Manager.
Post Go-Live Support Process

- Last tier is for users that don’t go to their champion first
- Champions will be dispatched where needed
Post Go-Live Support Process

• Training Participant Guides
• UR Financials website
• Colleagues
• Call in sessions, workshops

• Mechanics of Logging In
• Directions to Running Reports
• Selecting the Proper Filters
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UR Financials Demo Days – December 2014
Post Go-Live Workshops - Tools

**Agenda (Review tools available on UR Financials website):**

1. **Financial Data Converter**
2. **FRS COGNOS to Workday Report**
3. **FRS to Workday Excel crosswalks:**
   a. FRS Account to UR Financials FAO
   b. FRS Subcode to UR Financials Spend/Revenue Categories and Ledger Accounts
   c. UR Financials Spend/Revenue Categories and Ledger Accounts
   d. FRS/COGNOS to UR Financials Reports

**UR Financials Tools Workshops (1 hour)**
- **January 15, 2015:** 2:00-3:00 pm, Room 2-8513 TLL (Teaching Learning Lab)
- **January 16, 2015:** 3:00-4:00 pm, Location TBD – River Campus
- **January 20, 2015:** Time TBD – anytime between 10:30am – 3:00pm for 1 hour ONLY, Location TBD – River Campus
- **January 19, 2015:** 1:00-2:00 pm, Room 2-8513 TLL (Teaching Learning Lab)
- **January 22, 2015:** 11:00 am – 12:00 pm, Room 2-8513 TLL (Teaching Learning Lab)
- **January 28, 2015:** Time TBD – anytime between 8:00 – 9:30 am or 1:00 – 2:00 pm for 1 hour ONLY, Location TBD – River Campus
- **January 29, 2015:** 11:00 am -12:00 pm, Room 2-8513 TLL (Teaching Learning Lab)
- **February 18, 2015:** 9:00-10:00 am, Room 2-8513 TLL (Teaching Learning Lab)
- **February 16, 2015:** Time TBD – anytime between 10:30 am – 2:00 pm for 1 hour ONLY, Location TBD – River Campus
Post Go-Live Workshops - Reporting

Agenda (Review commonly used NCL reports):
1. FAO Budgetary Balance Report
2. Transaction Detail – Data Extract
3. Grants report

UR Financials Reporting Workshops (2 hours)
• January 27, 2015: 10:00am – 12:00 pm, Room 2-8513 TLL (Teaching Learning Lab)
• January 29, 2015: 1:00 – 3:00 pm, Room 2-8513 TLL (Teaching Learning Lab)
• February 12, 2015: 1:00 pm – 3:00 pm, Meliora Training Room 210
• February 13, 2015: 9:00am – 11:00 am, Harkness Training Room 114
• February 17, 2015: 11:00am – 1:00 pm, Room 2-8513 TLL (Teaching Learning Lab)
• February 19, 2015: 1:00 – 3:00 pm, Meliora Training Room 210
• February 24, 2015: 11:00 am – 1:00 pm, Room 2-8513 TLL (Teaching Learning Lab)
• February 26, 2015: 11:00 am – 1:00 pm, Room 2-8513 TLL (Teaching Learning Lab)
User Call In Sessions

- **Time:** Tues/Thurs at 1pm EST
  - January 6, 8, 13, 15, 20, 22, 27, 29
  - February 3, 5, 10, 12, 17, 19, 24, 26

**Participants:** Project Team, Queue via SignUpGenius

**Agenda:**
- Share FAQs and solutions
- Go over trouble spots
- Answer questions via order they signed up
- Reminder of upcoming calendar events

**Logistics:**
- Facilitator: Jim Dobbertin
Production Access

1. Take and pass the required classes

2. All certification exams will be administered in the Blackboard application and can be taken twice. 8 out of 10 questions must be answered correctly

3. Production access will be provided after the required certifications are complete (1-2 days)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Users</th>
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<tbody>
<tr>
<td>Tuesday, Dec. 23rd</td>
<td>Production tenant available</td>
<td>Project Team</td>
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<tr>
<td>Wednesday, Dec. 31st</td>
<td>AP Supplier Invoices entered for January posting</td>
<td>AP Team</td>
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<tr>
<td>Monday, Jan. 5th</td>
<td>UR Financials available for users</td>
<td>Certified users</td>
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<tr>
<td>Thursday, Jan. 8th</td>
<td>FRS Final for December close</td>
<td>All Users</td>
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# Calendar of Events - January

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<td>Jan. 5-9</td>
<td>User Call In: Conference call: 1-888-330-3581, Access Code: 2960254</td>
<td>10:00AM User Call In: Conference call: 1-888-330-3581, Access Code: 2960254</td>
<td>11:00AM URF Journals Workshop</td>
<td>10:00AM URF Reporting Workshop</td>
<td>1:00PM URF Reporting Workshop</td>
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<td>Jan. 12-16</td>
<td>8:00AM-5:00PM - Med CTR War Room 1-7438 Hawkins</td>
<td>1:00PM User Call In: Conference call: 1-888-330-3581, Access Code: 2960254 8:00AM-5:00PM - Med CTR War Room B-7618</td>
<td>8:00AM-5:00PM - Med CTR War Room SRB 1412</td>
<td>1:00PM User Call In: Conference call: 1-888-330-3581, Access Code: 2960254 2:00PM URF Tools Workshop - 2-8513 TLL (Teaching Learning Lab) 8:00AM-5:00PM - Med CTR War Room 2-7525</td>
<td>3:00PM URF Tools Workshop - TBD – River Campus 8:00AM-5:00PM - Med CTR War Room 1-7438 Hawkins</td>
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<td>Jan. 19-23</td>
<td>1:00PM URF Tools Workshop - 2-8513 TLL (Teaching Learning Lab) 8:00AM-5PM - Med CTR War Room 1-9525 &amp; 1-9535 Combined Northeastern Room</td>
<td>TBD URF Tools Workshop 1:00PM User Call In: Conference call: 1-888-330-3581, Access Code: 2960254 8:00AM-5PM - Med CTR War Room 2W216 Classroom</td>
<td>1:30PM - Demo Days 8:00AM-5PM - Med CTR War Room 2-7545</td>
<td>10:00AM URF Journals Workshop 11:00AM URF Tools Workshop - 2-8513 TLL (Teaching Learning Lab) 1:00PM User Call In: Conference call: 1-888-330-3581, Access Code: 2960254 3:00PM Demo Days 8:00AM-5PM - Med CTR War Room 2-7618</td>
<td>3:00PM Demo Days 8:00AM-5PM - Med CTR War Room 1-7438 Hawkins</td>
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<tr>
<td>Jan. 26-30</td>
<td>10:00AM URF Reporting Workshop - 2-8513 TLL (Teaching Learning Lab) 1:00PM User Call In: Conference call: 1-888-330-3581, Access Code: 2960254 2:00PM URF Journals Workshop</td>
<td>TBD URF Tools Workshop - TBD - River Campus</td>
<td>11:00AM URF Tools Workshop - 2-8513 TLL (Teaching Learning Lab)</td>
<td>1:00PM URF Reporting Workshop - 2-8513 TLL (Teaching Learning Lab)</td>
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## Calendar of Events - February

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<td>Feb. 2-6</td>
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<td>1:00PM User Call In: Conference call: 1-888-330-3581, Access Code: 2960254</td>
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<td>8:00AM Sunrise Call 1:00PM User Call In 4:00PM Sunset Call</td>
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<td>Feb. 9-13</td>
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<td>1:00PM User Call In: Conference call: 1-888-330-3581, Access Code: 2960254</td>
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<td>8:00AM Sunrise Call 1:00PM URF Reporting Workshop - Meliora Training Room #210 1:00PM User Call In: Conference call: 1-888-330-3581, Access Code: 2960254 4:00PM Sunset Call</td>
<td>9:00 AM URF Reporting Workshop - Harkness Training Room #114</td>
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<tr>
<td>Feb. 16-20</td>
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<td>11:00AM URF Reporting Workshop - 2-8513 TLL (Teaching Learning Lab)</td>
<td>8:00AM URF Journals Workshop 1:30PM Demo Days</td>
<td>TBD: URF Tools Workshop - TBD - River Campus 1:00PM URF Reporting Workshop - Meliora Training Room #210 1:00PM User Call In: Conference call: 1-888-330-3581, Access Code: 2960254</td>
<td>3:00PM Demo Days</td>
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<td>Feb. 23-27</td>
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<td>11:00AM URF Reporting Workshop - 2-8513 TLL (Teaching Learning Lab) 1:00PM User Call In: Conference call: 1-888-330-3581, Access Code: 2960254</td>
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Training Registration

• Registration conducted via Signup Genius tool (similar to Demo Days sign up)
  – Non-Company Level (NCL) Report class registration
  – Registration for “Reporting with Excel” class now available – 250 seats
Non-Company Level (NCL) Class

• Non-Company Level (NCL) Report class registration is now active
  – Two options for registration (see course outline):
    • Basic (3 ½ hours)
    • Advance (6 hours)
  – Registration available for all classes via the website
  – Please respect your registration – we need to have full classes in order to get 950 people through all sessions
  – Cancellations due no later than 48 hours prior to class
# NCL Reporting Training Dates

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<td><strong>Thanksgiving Week</strong></td>
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UR Financials Demo Days – December 2014
Pre-requisites for UR Financials **Classroom Training**

1. Complete the FRS/COGNOS Security Access form and have signed by supervisor.

2. Forms were due to divisional finance office by September 30th. The approved forms need to be to Jeff Meteyer before registering for the classroom training.

3. Take and pass the “Introduction to UR Financials” eLearning class and assessment.
Training Session Logistics

• All classes will be held at

Rochester Tech Park
Why Forms Have Different FDM Sequence

• Not all forms are controlled by Central Finance
• Forms are sequenced in the order that the information is entered into the respective system
• Very few forms are entered directly into UR Financials (journal entry, RFP, Bank deposit)
• Long term intent is to provide capabilities to departments to enter transactions directly into UR Financials
Q & A
Wrap Up: Demo Days

• Please complete the Demo Days survey that will be sent out on Monday morning

• Demo Days next month will be **January 21, 22, 23**

• Potential Topics for upcoming Demo Days
  – Frequently Asked Questions
  – Workshops
  – Data Conversion and Validation

• Please continue to reach out with questions and share project information with your Department