UR Financials Project

Demo Days

March 2014
Agenda

• Project Update
• Workday 22
• Forms
• Accounts Payable Processing Details
• Training and Communications
• Wrap Up
• 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 Darren Picciano (He will then pose the questions on your behalf)

3) Select Darren in the drop down menu in the chat window (do not select “everyone”)
Demo Disclaimer

Please Note:

• The material presented in this PowerPoint deck is provided to introduce participants to the capabilities of Workday Financials.

• As we continue to move the project work forward, there will be certain discoveries which may supersede the material presented.
Project Update

- Testing Workday functionality and business processes. Completed over 1,500 test scenarios
- Completing interface testing
- July 2013 month end balances converted. Reconciliation in process
- Developing training material for end users
- Continue to investigate requests for Workday FDM changes
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

UR Financials Demo Days – March 2014
Workday 22

• Workday 22 – delivered on March 22\textsuperscript{nd}
• Provides multi-company functionality to support the U of R divisional/EIN structure
  – Grant processing across companies (divisions) - 10+ functionality gaps closed
  – 1099 processing
• Reporting enhancements (see next slides)
Reporting Enhancements

- Workday 22 – delivered on March 22\textsuperscript{nd}
  - FAO level security
  - Bursting capability at an FAO organizational level
- Workday 23 – delivered in August
  - Composite reporting - Flexibility in defining rows, columns, and cell data
Reporting Update

• Company Level Reporting
  – Standard reports that provide visibility to entire company (division) data
  – Limited to divisional finance users
  – Currently, Reporting SIG has focused on this population of users

• Non-Company Level Reporting
  – Available based on Workday 22 functionality
  – Restricts access to specific organizational levels (i.e. FAO)
  – New Reporting SIG will focus on a subset of users
Form Changes
Form Update

• Updated forms based on the system that they are input to

• New forms will be available and posted when old forms should not be used (specific date by form)

• Forms will be released on a specific date

• See a list of Forms that are expected to change on the UR Financials website on the “Forms” tab
Forms – Quick Reference Videos

• The following will be introduced as Quick Reference Videos (QRV):
  – Forms Introduction
  – F3
  – F4
  – Journal Entry
  – Cash Receipts
  – F34

• Quick Reference Videos will be available in the late April/early May timeframe

• Will focus on COA changes, common mistakes, etc.
Finance Forms

Finance Forms

Forms

All forms are in either Excel or Acrobat format.

<table>
<thead>
<tr>
<th>Form Description</th>
<th>Date Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Request</td>
<td>7/14</td>
</tr>
<tr>
<td>Request for Advance Travel Tickets</td>
<td>7/14</td>
</tr>
<tr>
<td>Employee Expense Report</td>
<td>7/14</td>
</tr>
<tr>
<td>Student Expense Report</td>
<td>7/14</td>
</tr>
<tr>
<td>Moving Expense Report</td>
<td>7/14</td>
</tr>
<tr>
<td>Advance Moving Allowance</td>
<td>7/14</td>
</tr>
<tr>
<td>Electronic Request For Payment Guide</td>
<td>7/14</td>
</tr>
<tr>
<td>Request for Payment</td>
<td>7/14</td>
</tr>
<tr>
<td>Petty Cash Fund Request</td>
<td>7/14</td>
</tr>
<tr>
<td>Petty Cash Voucher</td>
<td>7/14</td>
</tr>
<tr>
<td>Petty Cash Summary</td>
<td>7/14</td>
</tr>
<tr>
<td>Recommended Tool: Reporting of Taxable Payments</td>
<td>7/14</td>
</tr>
<tr>
<td>Fund Data Sheet</td>
<td>7/14</td>
</tr>
<tr>
<td>Foreign Nationals/GLACIER Payment Information</td>
<td>7/14</td>
</tr>
<tr>
<td>S. Tax Information for Nonresident Alien Consultants and Guest Speakers</td>
<td>7/14</td>
</tr>
<tr>
<td>American Express Corporate Card Application</td>
<td>7/14</td>
</tr>
<tr>
<td>Request for Taxpayer Identification Number</td>
<td>7/14</td>
</tr>
<tr>
<td>NIH Salary Cap Reallocation Calculation</td>
<td>7/14</td>
</tr>
<tr>
<td>Request for new project account</td>
<td>7/14</td>
</tr>
<tr>
<td>Request for project closure</td>
<td>7/14</td>
</tr>
</tbody>
</table>
Form Change – F4 Example

FRS Form

Workday Form
Accounts Payable Process Changes
Accounts Payable Processing Details

• Getting invoices to AP
• AP’s process and how you monitor it
• Documentation and how you get it
• Settlement process and how you monitor it
Accounts Payable Processing Details

• Getting invoices to AP
  – Use purchase orders and forms just as you do today
    • Use more POs, even if they are blanket POs
    • Expired and Exceeded blanket orders prevent payment
      – Proactively monitor your blanket orders so that you can extend or add money before payment delays occur
Accounts Payable Processing Details

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost Share</th>
<th>Total Amount of Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>SC</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>SC</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>SC</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

This check should be (select one):
- Enclosure to be sent with payment
- Mail to the following, blue envelope attached for (print name):
- Picked up, blue envelope is attached.

Certification:
- Does the vendor have access to Protected Health Information? [ ]
- If yes, has a Business Associate Agreement been obtained? [ ]

Business Purpose:
- [ ]

Each signer certifies, to the best of their knowledge, that (a) the above expenditure is a valid University business expense, allowable to the accounts charged, fair, reasonable, and in the best interests of the University, (b) no conflict of interest exists per the University’s policies with respect to its expenditure, and (c) if the University spends more than $50,000 pursuant to this RFP or otherwise a written contract for the aggregation of the expenditures exist, and (d) the citizenship/empirestry question was discussed with Pays, if applicable.

Requestor (print): [ ]
Requestor Title: [ ]
Phone: [ ]
Requestor Signature: [ ]
Date: [ ]

Approved (print): [ ]
Approved Title: [ ]
Phone: [ ]
Approved Signature: [ ]
Date: [ ]

Reviewed By (Finance Office): [ ]

For policies and procedures refer to Travel Policy: [ ]
Accounts Payable Processing Details

- Getting invoices to AP
  - AP is still at RC Box 278958
  - AP email box intended for **questions**
    - AccountsPayable@finance.rochester.edu
    - Emailed forms not accepted - signatures must be original
    - We do not have resources to have someone open emails, print attachments and run to printer all day long
    - Emailed invoices only accepted if past due
    - Do not email invoices to us: it slows us down
  - AP Fax: 256-0923
Accounts Payable Processing Details

• AP’s process and how you monitor it
  – Electronic invoices
    • PMM EDI810s received daily
    • 17 suppliers send invoices directly to Workday: weekly, semi-monthly, monthly
      – SOLO: start using your Workday FDM (FAO and Spend Category) on orders starting June
    • FedEx and Pcard activity downloaded from websites and loaded into Workday
      – FedEx: start using your Workday FAO and Spend Category Monday 6/23
      – Pcard start using your Workday FAO and Spend Category 6/29
        » Activity prior to these dates will post to June ledgers
Accounts Payable Processing Details

• AP’s process and how you monitor it – Paper invoices
  – Mail delivered and sorted to Accounts Payable
  – PMM Regular (U, P and CE; not UK) prepped for scanning immediately
  – PMM Blanket order invoices given to AP staff to Release (released then scanned)
  – All other forms/invoices reviewed and prepped for scanning
  – Invoices/Forms scanned in batches
  – AP Processors view scanned docs and enter into PMM or Workday as appropriate
Accounts Payable Processing Details

- AP’s process and how you monitor it
  - Once directly entered or integrated into Workday, you can monitor
    - Supplier Invoices do not post to FAO until Complete
    - Ad Hoc Payments do not post to FAO until Settled
    - Trackable Spend Categories get routed to UR Asset Manager for Action

<table>
<thead>
<tr>
<th>Workday Operational Trxn</th>
<th>Type of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice</td>
<td>PMM Invoice, GPO, PPM, FAC, INV, most F4s</td>
</tr>
<tr>
<td>Ad Hoc Payment</td>
<td>F34, F7, F8</td>
</tr>
<tr>
<td></td>
<td>F4 study payments, patient refunds, petty cash replenishment</td>
</tr>
<tr>
<td></td>
<td>Cash Mgmt emailbox ACH, ACH Manual (tax), Wire</td>
</tr>
</tbody>
</table>
Accounts Payable Processing Details

• AP’s process and how you monitor it
  – Find Supplier Invoices – with Saved Filters
  – Find Payments (Excluding Customer Payments) - with Saved Filters
  – Transaction Details by FAO, drill into Supplier Invoice/Ad Hoc Payment
## Accounts Payable Processing Details

- Documentation and how you get it
  - INFO BELOW NOT FINAL: STILL BEING TESTED

<table>
<thead>
<tr>
<th>Where is supporting Doc --&gt;</th>
<th>WD Document Link</th>
<th>WD Attachment</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice</td>
<td>Yes</td>
<td></td>
<td>SOLO, FedEx, Pcard, EDI810</td>
</tr>
<tr>
<td>Ad Hoc Payment</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Journal Entry</td>
<td>Yes, except Division 10</td>
<td></td>
<td>Yes for Div 10 only same as today</td>
</tr>
<tr>
<td>Ad Hoc Bank Transaction (cash entries)</td>
<td></td>
<td>Yes</td>
<td>MC Cashier, RC Bursar, ESM Cashier</td>
</tr>
</tbody>
</table>
Accounts Payable Processing Details

• Documentation and how you get it
  – Document Link from Supplier Invoice
    • IF NO Document Link: someone in the department should have the supporting docs: FedEx, Pcard, SOLO, PMM EDI810
  – Attachment from AHP, Journal Entry
  – No attachment from JE, AHBT
    • Where no attachment, department that initiated the transaction should have supporting documentation
Training and Communications
UR Financials Training Timeline

Training Design Phase
July 2013
- Conduct knowledge transfer meetings
- Design Branding, logo
- Create overall curriculum design map

Training Development Phase
November 2013
- Script formatting and graphics (5 of 9)
- Program eLearning
- Alpha/Beta reviews
- Deploy eLearning to LMS
- Dress eLearning to LMS
- Conduct End User Training for Instructor Led classes

Training Delivery Phase
July 2014
- Delivery certifications
- Continue End User Training
- Post Production Support
- Sustain, Measure and feedback
- Maintain training content post delivery

End User Training
Spring through Summer 2014

We are here

UR Financials Demo Days – March 2014
Training Audience

• Training is intended for those impacted by the change from FRS to Workday
  
  – **Few** UR Financial users (127 users)
    • Users who will be creating or approving transactions at Go Live
    • Will take ELearning, Instructor Led and Video training
  
  – **Many** UR Financials Report users (850 users)
    • Current COGNOS finance report users
    • Will take ELearning, Instructor Led and Video training
  
  – **All** University Forms users (All)
    • Current users of Forms impacted by new COA
    • Will take Video snippets, website material training
## Who Will Be Trained?

<table>
<thead>
<tr>
<th>UR Roles (users)</th>
<th>eLearning</th>
<th>Video</th>
<th>Accounts Payable (6 hours)</th>
<th>Banking &amp; Settlement (3 hours)</th>
<th>General Ledger (6 hours)</th>
<th>Grants (6 hours)</th>
<th>Reporting (5 hours)</th>
<th>Financial Close (3 days)</th>
<th>Reporting with Excel (2 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Finance - Accounts Payable (20)</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Finance - Banking and Settlement (5)</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Finance - General Accounting (10)</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Central Finance - Financial Reporting (10)</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Central Finance – ORACS (10)</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td></td>
<td></td>
<td>6</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORPA (5)</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Divisional Finance (40)</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td></td>
<td></td>
<td>5</td>
<td>5</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Department Reporting (750)</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Forms Users (TBD)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>
When is Training?

**UR Financials**

**Training**

<table>
<thead>
<tr>
<th>Training Solution</th>
<th>Offered</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Webpage on UR Financials</td>
<td>Ongoing</td>
<td>Everyone</td>
</tr>
<tr>
<td>eLearning on Workday Fundamentals</td>
<td>May 2014</td>
<td>Required for All WD users</td>
</tr>
</tbody>
</table>

**Classroom Instructor-Led**

- Training by Role (includes manuals and job aids)
  - June 2014: All WD users

**Video Forms for Workday**

- May/June 2014: Form Users

**Workday Release Upgrades**

- Twice per year (training will be continually evaluated and reviewed for user impact)

<table>
<thead>
<tr>
<th>Classroom ILT Course</th>
<th>Length of class</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>1 Full day</td>
<td>June 2nd – 13th</td>
</tr>
<tr>
<td>Journal Entry Processing</td>
<td>1 Full day</td>
<td>June 9th – 20th</td>
</tr>
<tr>
<td>Banking and Settlement</td>
<td>1/2 day</td>
<td>June 9th – 20th</td>
</tr>
<tr>
<td>Grant Management</td>
<td>1 Full Day</td>
<td>June 16th – 27th</td>
</tr>
<tr>
<td>Workday Reporting</td>
<td>3/4 day</td>
<td>June 23rd – August</td>
</tr>
<tr>
<td>Workday Reporting with Excel</td>
<td>2 hours</td>
<td>August</td>
</tr>
<tr>
<td>Financial Close Processing</td>
<td>3 days</td>
<td>July 14th – 31st</td>
</tr>
</tbody>
</table>
Wrap Up: Demo Days

• Please complete survey that will be sent out on Monday Morning
• Demo Days next month will be April 16-18
• Topics for upcoming Demo Days
  – General Updates
  – Reporting
  – Training
  – Data Conversion and Validation
  – Cut-Over Plans
• Please continue to reach out with questions and share project information with your Department