UR Financials Project
Demo Days

February 2014
Agenda

• Project Update
• Key Process Changes
• Workday Financial Data Model
• 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

• Completed the Prototype phase of the project
• Investigating requests for Workday FDM changes – still in process
• Formally entered the Test phase of the project. Completed over 1,000 test scenarios
• Kicked off the development of training material for end users
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

We are here

**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

End User Training
Spring through Summer 2014

We are here

*UR Financials Demo Days – February 2014*
Key Process Changes
Key Process Changes – General

- FRS Chart of Accounts transitioning to Workday Financial Data Model (FDM)
- Financial Reporting to transition from FRS/COGNOS to Workday reporting
- Forms will transition to Workday FDM terms
- FY14 month end balances to be converted into Workday
Key Process Changes – Supplier Invoices

• Forms will be updated for the Workday Financial Data Model
• New Supplier Request Process - Purchasing will be reviewing new non-PMM suppliers
• eRFP processing will be discontinued in June
• Capital purchases not purchased via PMM PO will trigger notification to Purchasing to follow up with department
Key Process Changes – Banking

• Remittance business process will send details to certain suppliers

• 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 can be automated for suppliers
Key Process Changes – Financial Accounting

• Journal entries will be routed to Divisional or Central Finance for electronic approval in Workday
• Budget adjustments / amendments for will be routed to Divisional Finance for entry into Workday (handled by Central Budget Office for division 010/080)
• Move plant accounting to the front of the accounting process for capital expenditures.
• All financial entries, including post-closing adjustments (top-sided JEs), will be recorded in Workday.
• Workday will be the primary reporting tool for financials
Key Process Changes – Grants Management

• Grant reporting will be off one Workday FAO (GR5xxxxx) rather than a ledger 0 and ledger 5
• Grant budget information will be entered by ORACS rather than General Accounting
• Letter of Credit (LOC) draws can be during the month rather than after month-end.
• Sponsors will be billed at month end
• Inactivate Award and credit/deficit recorded at Company level rather than having a deficit/surplus at affect an unrestricted account close-out
The Workday Financial Data Model
Workday Financial Data Model

• Team is still receiving questions as to how the conversion from FRS Chart of Accounts to Workday Financial Data Model (FDM) looks like
• Changes to FDM are published to website at least once a month
• Multiple job aids exist on the website
• FDM video published on UR Financials
• Requested topic for today’s Demo Day per our survey request
How The New Workday FDM Affects You

• Forms:
  – If input into a system that is in Workday terms (using the FDM), forms will be changed to replace the FRS terms
  – If input into a system that is NOT in Workday terms (still using FRS terms), forms will remain the same
  – See UR Financials website for details

• Reporting:
  – Workday will be the reporting application for financial reporting
  – CUMSAL and other COGNOS applications will still be available and used
## Finance Forms

### Forms

All forms are in either Excel or Acrobat format.

<table>
<thead>
<tr>
<th>Form Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Request</td>
<td>AP Request/RUSH Fee (rev. 04/09)</td>
</tr>
<tr>
<td>Request for Advance Travel Tickets</td>
<td>Form F-2 (rev. 03/09)</td>
</tr>
<tr>
<td>Employee Expense Report</td>
<td>Form F-3 (rev. 09/12)</td>
</tr>
<tr>
<td>Student Expense Report</td>
<td>Form F-34</td>
</tr>
<tr>
<td>Moving Expense Report</td>
<td>Form F-7 (rev. 09/10)</td>
</tr>
<tr>
<td>Advance Moving Allowance</td>
<td>Form F-8 (rev. 09/10)</td>
</tr>
<tr>
<td>Electronic Request For Payment Guide</td>
<td>eRFPGuide</td>
</tr>
<tr>
<td>Request for Payment</td>
<td>Form F-4 (rev. 07/12)</td>
</tr>
<tr>
<td>Petty Cash Fund Request</td>
<td>Form F-9 (rev. 12/10)</td>
</tr>
<tr>
<td>Petty Cash Voucher</td>
<td>Form F-5 (rev. 03/06)</td>
</tr>
<tr>
<td>Petty Cash Summary</td>
<td>Form F-6 (rev. 03/06)</td>
</tr>
<tr>
<td>Recommended Tool: Reporting of Taxable Payments</td>
<td>Form F-1 (rev. 6/09)</td>
</tr>
<tr>
<td>Fund Data Sheet</td>
<td>FDS Form</td>
</tr>
<tr>
<td>Foreign Nationals/GLACIER Payment Information</td>
<td>GLACIER Information</td>
</tr>
<tr>
<td>S Tax Information for Nonresident Allen Consultants and Guest Speakers</td>
<td>Instructions (pdf format)</td>
</tr>
<tr>
<td>American Express Corporate Card Application</td>
<td>AMEX (rev. 08/11)</td>
</tr>
<tr>
<td>Request for Taxpayer Identification Number</td>
<td>Form W-9 (pdf format) (rev. 11/05)</td>
</tr>
<tr>
<td>NIH Salary Cap Reallocation Calculation</td>
<td>CapCalculation Form</td>
</tr>
<tr>
<td>Request for new project account</td>
<td>New project account</td>
</tr>
<tr>
<td>Request for project closure</td>
<td>Project Closure</td>
</tr>
</tbody>
</table>
Form Change - Example

FRS Form

Workday Form
Reporting Using the Workday FDM

• Frequently use COGNOS reports developed
• Drill Down Capabilities
• Flexible Reporting – Filtering Capabilities
• Export to Excel or PDF
• Utilizes the Workday FDM “worktags”
Reporting Using the Workday FDM

• **Financial Statement and Manager Financial Statements** – these will cover formal, highly formatted reports like Statement of Activities, Balance Sheet, and Monthly Ledger.

• **Summary transaction Workday Reports** -- (think basic pivots) – these will cover legacy reports that summarize activity at the Cost Center, FAO, Ledger, or at the Spend / Rev Category level.

• **Detailed transaction Workday Reports** – (think detailed transactions) – these will cover legacy reports that provide detailed transaction activity at the Journal lines level.
Workday Financial Data Model

- The Financial Data Model (or FDM for short) is the Workday business information model that includes both the chart of accounts and other data elements that make up the information needed on a transaction line.

- The FRS account and subcode fields are broken down into separate Workday fields called “worktags” upon which flexible reporting and inquiry can be performed.

- Some Workday worktags are inherited or picked up based on other worktags.

- Worktags will identify the various dimensions of the business and form the building blocks of the new chart of accounts in Workday.
The Financial Data Model (FDM)

**FRS Division**
- Workday Company
  - Required on all transactions; defaulted on integrations.

**FRS Attribute**
- Inherited on Workday transactions.

**FRS Reporting Attributes**
- Reporting codes in Workday. Established in Hierarchies for FAOs

**OLD:**
- Division (derived)
- Ledger+Account: #-#####
- Subcode: #####

**NEW:**
- Company: ###
- FAO: AA#####
- Category: AA#####
- Ledger Account: #####

**FRS Division** = Workday Company.

**FRS Account** = Workday Worktag. At least 1 per transaction line. Referred to as FAOs.

**FRS Subcode** = Workday Ledger Account and Spend/Revenue Category. Referred to as FACs.
### Workday Financial Data Model (Part 1)

<table>
<thead>
<tr>
<th>Worktag</th>
<th>FRS Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Division</td>
<td>Required for every operational transaction and accounting journal to produce a balanced set of financial statements. Divisions rolling up to the UR legal entity will be created as Companies in Workday.</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Department and Sub-Department</td>
<td>Required on every transaction for approvals and financial reporting. Will be the department and sub departments from the FRS account attribute. The cost center hierarchies will represent UR’s “roll-up” of Sub-Departments to Departments.</td>
</tr>
<tr>
<td>Fund</td>
<td>Account Prefix</td>
<td>Required on every operational transaction and accounting journal. Will be auto balanced in Workday (2nd balancing worktag).</td>
</tr>
<tr>
<td>Reporting Code</td>
<td>Account Attributes</td>
<td>NACUBO (AICPA) and Management Report revenue and expense purpose codes, and A21-Cost Pool Codes (CPC).</td>
</tr>
<tr>
<td>Ledger Account</td>
<td>Subcode</td>
<td>Required in every accounting journal and needs to be selected when posting a journal entry. These are the natural accounts that make up the financial statements in Workday.</td>
</tr>
<tr>
<td>Spend Category</td>
<td>Subcode</td>
<td>Used to provide a more granular view of the expenses incurred by the Company.</td>
</tr>
<tr>
<td>Revenue Category</td>
<td>Subcode</td>
<td>Used to identify the different types of revenues posted by the Company.</td>
</tr>
</tbody>
</table>
## Workday Financial Data Model (Part 2)

<table>
<thead>
<tr>
<th>Worktag</th>
<th>FRS Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debt Service</td>
<td>GL 0-67 thru 0-69 accounts</td>
<td>Used to track all transactions associated with the University’s indebtedness. Enables tracking of financial activity by bond series. Debt Service will default other related worktags.</td>
</tr>
<tr>
<td>Gift</td>
<td>GL 0-20 thru 0-22, 0-3, 0-4, 0-5, SL 4 and 6 accounts</td>
<td>Used to track endowments, endowment income/spending and special purpose gifts. Gift will default other related worktags.</td>
</tr>
<tr>
<td>Grant</td>
<td>GL 0-23 thru 0-29, 0-87 thru 0-89 and SL 5 accounts</td>
<td>Used to track sponsored programs and must be selected when entering a transaction. Will be used to specify whether the expense is being funded by an external/internal grant, contract, or award. Grant will default other related worktags.</td>
</tr>
<tr>
<td>Loan Program</td>
<td>GL 0-80 thru 0-86 accounts</td>
<td>Used to track all transactions associated with loan programs. Loan Program will default other related worktags.</td>
</tr>
<tr>
<td>Operating Program</td>
<td>GL 0-1 and 0-9, SL 1, 2, 3, and 9 accounts</td>
<td>Used to track current unrestricted fund financial transactions and as worktags to add a reporting dimension. They will also be required on all transactions. Operating Program will default other related worktags.</td>
</tr>
<tr>
<td>Project</td>
<td>GL 0-60 thru 0-66, SL 7 accounts</td>
<td>Projects represent transactions in the FRS Unexpended Plant and Renewals and Replacements Funds. Project will default other related worktags.</td>
</tr>
</tbody>
</table>
Workday – The Company

- In Workday – a company is a self-balancing set of accounts.
- For UR – divisions and related affiliates will be represented as a Workday company.
Cost Centers are used to track financial transactions and used as “worktags” to add a reporting dimension. Cost Centers will be rolled up into cost center hierarchies that will represent FRS Departments and Sub-departments.

- Not all Departments have Sub-departments
- Departments will be part of the cost center hierarchy
- Cost centers will be represented by sub-departments or departments where no sub department exists
Workday – Ledger Accounts

- Ledger accounts will be aggregated to use for financial reporting purposes.

- Ledger Accounts will be used to replace FRS subcodes where applicable.

- Ledger Account types define the types of accounts that are available for financial statements.

- The Ledger Account Identifier consists of an account number (five digits).

- Ledger Accounts can be rolled into Summary Accounts for more dynamic reporting.

<table>
<thead>
<tr>
<th>Ledger Account Type</th>
<th>Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets</td>
<td>10000-19999</td>
</tr>
<tr>
<td>Liabilities</td>
<td>20000-29999</td>
</tr>
<tr>
<td>Net Assets</td>
<td>30000-39999</td>
</tr>
<tr>
<td>Revenue</td>
<td>40000-49999</td>
</tr>
<tr>
<td>Expenses</td>
<td>50000-79999</td>
</tr>
<tr>
<td>Allocations</td>
<td>80000-89999</td>
</tr>
<tr>
<td>Worktag Name</td>
<td>Example of Value That is Entered</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Company</td>
<td>010 Central Administration</td>
</tr>
<tr>
<td>Fund</td>
<td>Current Fund - Unrestricted</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Cardiology</td>
</tr>
<tr>
<td>Debt Service</td>
<td>DASNY Series 1998A</td>
</tr>
<tr>
<td>Loan Programs</td>
<td>Class of 1958</td>
</tr>
<tr>
<td>Operating Program</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>Grants</td>
<td>Ronald McDonald House</td>
</tr>
<tr>
<td>Project</td>
<td>Ambulatory Refresh</td>
</tr>
<tr>
<td>Gift</td>
<td>450107 – Friends of Strong</td>
</tr>
<tr>
<td>Spend Category</td>
<td>Supplies Medical General</td>
</tr>
<tr>
<td>Revenue Category</td>
<td>Tuition – Executive Development Program</td>
</tr>
<tr>
<td>Ledger Account</td>
<td>Consulting Services</td>
</tr>
</tbody>
</table>
How Are Subcodes Being Migrated

**Goals:**
- Consolidation of Common Usages
- Consistency in Application

**Challenges:**
- Comingled Use of Subcodes
- Inconsistent Use of Subcodes
Goals for Legacy FRS SubCodes

• Consolidation of Common Usage
  – Finance project team is in process consolidating into Spend / Revenue Categories and Ledger Accounts in Workday
  – Will be sharing values for feedback in future SIG meetings

• Consistency in Application
  – Internal reporting and inquiry
  – External reporting comparisons
  – More meaningful budget to actual comparisons

• Control – Governance in Workday
  – More controlled updating for new values in Workday
  – New values must meet thresholds
Training Webpage

Training will follow a multi-level, multi-dimensional phased approach to prepare users for their roles and responsibilities in the Workday environment. Educational opportunities will occur before the cutover from FRS to Workday in July 2014. Additional training opportunities will be available after go-live.

Instructor-Led Course Offerings for Financial Transaction Training in Workday
As a result of requirements gathering and feedback from the UR Financials Special Interest Groups, we have identified the following Instructor-Led Training (ILT) courses for the Workday training rollout. This is a closer view of the classroom ILT training solution mentioned in the Training Solutions and Timeline section below. We welcome your feedback. Please use the Contact Us link for any training questions or comments you may have.

<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>Full day</td>
<td>June 2nd – 13th</td>
</tr>
<tr>
<td>Journal Entry Processing</td>
<td>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>Full Day</td>
<td>June 23rd – 27th</td>
</tr>
</tbody>
</table>

Categories
- Accounts Payable SIG (9)
- Demo Days (17)
- General Ledger SIG (14)
- Grants SIG (7)
- Integrations SIG (8)
- News (47)
- Workday Highlights (12)

Recent Posts
- Join Us for January 23/24 Demo Days
- Workday Ledger Accounts, Spend & Revenue Category Listing – Update
- The FRS Account to Workday FAO Crosswalk – Update
- Updated FRS Subcode to Workday Worktags Crosswalk
- UR Financials Project Reconciliation
Wrap Up: Demo Days

• Please complete survey that will be sent out on Friday
• Demo Days next month will be March 19-21
• 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
Q & A
Appendix
Excel Spreadsheet FDM Data Conversion Tool

- Located on UR Financials website. The links to both are Here:
- FRS Subcode to Workday Spend Category, Revenue Category, and Ledger Account.

**UR Financials Project General Information**

**FRS Subcode to Workday Worktags Crosswalk**

It's here!

The preliminary cross reference between FRS subcodes and Workday worktags is available for use. The Excel spreadsheet allows users to look up their favorite FRS subcodes and determine the corresponding Workday Spend Category, Revenue Category, and Ledger account. As additional subcodes are added to FRS, the UR Financials team will update the cross reference to reflect the changes.

**FRS Account to Workday Financial Activity Object (FAO)**

**Crosswalk from FRS Accounts to Workday FAO**

*Posted on December 9, 2013 by Cindy Fronterre*

The preliminary cross reference between FRS accounts and Workday Financial Activity Objects (FAOs) worktags is available for use. This Crosswalk from FRS Accounts to Workday FAO 10-14-2013 file allows users to look up their favorite FRS accounts and determine the corresponding Workday Grant, Project, Operating Program, Gift, Loan Program, or Debt Service FAO. The cross reference represents any FRS accounts that were in FRS as of October 14, 2013. As additional accounts are added to FRS, the UR Financials team will update the cross reference to reflect the changes.

Some FRS accounts have been consolidated under one Financial Activity Object (FAO). This is by design as we move to the new Chart of Accounts in Workday.