UR Financials Project
Demo Days

May 2014
Agenda

• Demo Disclaimer
• UR Financials Project Update
  – UR Financials Project Timeline
• Integrations Update
• UR Financials (Workday) Reporting Strategy
  – Update on Reporting Strategy
    • Including reporting security
• UR Financials (Workday) Reporting Demo
  – Review a few key reporting features in Workday
  – Run a Non-Company FAO Activity Report
  – Review print screens of Monthly Ledger Report
• Q & A
• Wrap Up
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 Mike Bonanno (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”)
Demo Disclaimer

Please Note:

• The material presented in this PowerPoint deck is provided to introduce participants to the capabilities of UR Financials using Workday.
• The configuration of Workday for the University of Rochester is still in process and will continue to evolve.
UR Financials Project Update

• New Go-Live Date: January 1, 2015
• Continue to address high risk issues
  – Performance
  – Outstanding design issues
  – Integrations
  – Conversions
• Day In the Life testing – July and August
• Training
  – eLearning session available in October
  – Report training sessions November-February
  – Transaction based sessions December
Integrations Update

• Integrations required or End to End testing were mostly completed and contributed to the test activity
  – HRMS feeds (payrolls, credit sheets, re-allocations)
  – PMM Invoices, journals
  – Flowcast/patient refunds, URMFG journals

• Next round of testing (“Day in the Life”) is meant to be hands off- meaning all files delivered just as in production
Integrations for Day in the Life

• All primary (27)

• All secondary (73):
  – All invoices
  – All journals
  – All cash
  – All banking where relevant
  - All extracts
  - All report sourced
  - All Payee oriented

• Testing and sign off must continue prior to testing and be completed- this will be the configuration we go to production with

• Test files due at end of month / May for June consumption
Q & A – Project Update
• **Workday will be the primary reporting tool used for financial reporting.** (unchanged)
  – Changed → No historical data loaded into Workday.
  – New → FY2015 monthly summary activity by FRS Account / Subcode combination loaded into Workday on a monthly basis from July 1 to December 31.

• **Cognos Financial Data Warehouse will be frozen in January 2015 (after month end close).** (new)
  – Unchanged → Data prior to cutover will still be accessible after Workday Go-Live.
  – Unchanged → Still in FRS Chart of Account terms.

• **CumSal and other Cognos datamart systems will accessed in a similar manner as today; but will be in Workday terminology.** (unchanged)
Primary Benefits

- Real-time drilling, slicing, pivoting of transactions (power of worktags allows for robust ad-hoc analysis)
- Structured Financial Reporting across the University.
- Exporting to Excel, Security / Audit Trails, and Worklets

Primary Challenges

- Workday Functionality → but WD21, 22, and 23 are solving almost all of the issues.
- New System → but Training is being developed.
- Users of historical reporting → but COA Translator can be leveraged.
Reporting Strategy – Security Roles

<table>
<thead>
<tr>
<th></th>
<th>Company Level Roles</th>
<th>Non-Company Level Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>To all transactions in a Company</td>
<td>To all transactions in a FAO, Cost Center, Grant (or combination).</td>
</tr>
<tr>
<td>Workday Delivered Reports</td>
<td>Many</td>
<td>Some</td>
</tr>
<tr>
<td>Workday Custom Reports</td>
<td>Many</td>
<td>Some</td>
</tr>
<tr>
<td>Workday Functionality</td>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>

**Summary**

Non-Company Roles have the same functionality as Company Level Roles, but do not have access to as many Reports. (and transaction access is governed by FAO’s, Cost Centers, Grants, etc)
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    • Including reporting security
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Key Workday Reporting Feature – Saved Filters

- Users are able to save their prompt selections on a report (“saving your filters”).
- Saved Filters can then be recalled easily.
- Saved Filters can be managed and updated separately from the report.
- Saving your filters is like saving your own versions of the report – and it speeds up the process for next time you need to run it.

This user has 17 Saved Filters for this one report.
Key Workday Reporting Feature – Drilling / Slicing

The Color Blue is King

• If a field value is Blue then a user can drill on it.
• If a number value is Blue then a user can drill into and view by key Worktags.

This user has 4 out of 5 columns on a report that are blue.
Demonstration

- FAO Activity Summary by Months (Non-Company Version)

  - This report summarizes transaction activity by FAO’s, Ledger Accounts, Spend/Revenue Categories and trended by months.

  - This version is identical to the Company Level Version except for the access to data.

  - Data is based on the Non-Company Level users FAO, Cost Center, Grant, etc.

  - Prompting is actually easier than the Company Level report.

  • Note: Screenshots in Appendix A
Demonstration

• Blank slide – logging into UR Financials (Workday)
Demonstration Recap

➢ A Non-Company Report

➢ Expected User Experience for Prompting (Non-Company version)

➢ Saving and Managing “Saved Filters”

➢ Drilling and Viewing By Worktags
Cognos vs Workday (WD22) Monthly Ledger Report

Cognos Monthly Ledger

- An activity summary report by FRS Account that displays subcodes by budget to actuals (and for Projects and Grants includes to-date amounts).
- Includes subtotals by Subcodes Categories, formatted to be printed, bursted by FRS Account, and includes headers and footers.
- Note: Cognos Monthly Transactions Report is a second report.

University of Rochester Data Warehouse
Monthly Ledger

Fiscal Year: 2013
Fiscal Month: 01
July 2012

Account: 343317 DATA CENTER  Responsible Person: DIRECTOR DATA CENTER
Division: 10 Central Administration  Department: 43317 DATA CENTER  Subdepartment: .

<table>
<thead>
<tr>
<th>Subcode</th>
<th>Subcode Description</th>
<th>Orig Budget Amt</th>
<th>Revised Budget Amt</th>
<th>Current Month Actual Amt</th>
<th>FYTD Amt</th>
<th>Project To Date Amt</th>
<th>Balance Amt</th>
<th>FYTD Budget %</th>
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<tbody>
<tr>
<td>2100</td>
<td>OFFICE SUPPLIES</td>
<td>$157,233.00</td>
<td>$157,233.00</td>
<td>$2,031.40</td>
<td>$2,031.40</td>
<td>$2,031.40</td>
<td>$155,201.60</td>
<td>1.29</td>
</tr>
<tr>
<td>2160</td>
<td>OTHER SUPPLIES</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,142.41</td>
<td>$2,142.41</td>
<td>$2,142.41</td>
<td>$2,142.41</td>
<td>0</td>
</tr>
<tr>
<td>2170</td>
<td>OTHER SUPPLIES</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$20,419.70</td>
<td>$20,419.70</td>
<td>$20,419.70</td>
<td>$20,419.70</td>
<td>0</td>
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<td>$132,639.49</td>
<td></td>
</tr>
</tbody>
</table>
Cognos vs Workday (WD22) Monthly Ledger Report

- **Workday Monthly Ledger**
  - Contains all the same data except for life-to-date activity.
  - Does not have the same formatting and subtotaling.
  - Note: Report Name is currently different until WD23 and prompts are hidden in the below screen shot.

### Table: FAO Budgetary Balance Summary (M)

<table>
<thead>
<tr>
<th>Ledger Account Type</th>
<th>Spend or Revenue Category</th>
<th>Original Budget</th>
<th>Revised (Current) Budget</th>
<th>Month Actual</th>
<th>FYTD Actual</th>
<th>Balance Amount</th>
<th>FYTD Budget %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses - 50000: Salaries and Wages</td>
<td>Clerical (SC57400)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>8,637.40</td>
<td>(8,637.40)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Expenses - 50000: Salaries and Wages</td>
<td>Faculty Extra Compensation (SC57500)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>4,552.34</td>
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<td>0.00</td>
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<td>(460,644.37)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Expenses - 50000: Salaries and Wages</td>
<td>Graduate Student Services Not Required (SC57800)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>11,506.00</td>
<td>(11,506.00)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Expenses - 50000: Salaries and Wages</td>
<td>PAS Regular Salaries (SC58100)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>316,641.62</td>
<td>(316,641.62)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Expenses - 50000: Salaries and Wages</td>
<td>Temporary Service Program Internal (SC58350)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>4,320.00</td>
<td>(4,320.00)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Expenses - 50000: Salaries and Wages</td>
<td>Undergraduate Student (SC58450)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>4,785.37</td>
<td>(4,785.37)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Expenses - 51000: Staff Benefits</td>
<td>Staff Benefits (SC46250)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>196,739.25</td>
<td>(196,739.25)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Expenses - 51200: Benefit Adjustments</td>
<td>Student Aid Tuition Benefit Graduate (SC58750)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>9,316,069.00</td>
<td>(9,316,069.00)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Expenses - 60000: Supplies</td>
<td>Supplies Books and Periodicals (SC61150)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>(100.00)</td>
<td>100.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Expenses - 60000: Supplies</td>
<td>Supplies Office (SC61000)</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>337.00</td>
<td>(337.00)</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
Cognos vs Workday (WD22) Monthly Ledger Report

<table>
<thead>
<tr>
<th>Bursted?</th>
<th>Yes</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headers / Footers?</td>
<td>Yes</td>
<td>Yes (Better with WD23)</td>
</tr>
<tr>
<td>Data?</td>
<td>Yes</td>
<td>Yes (Life-to-date with WD23)</td>
</tr>
<tr>
<td>Subtotaling by SubCodes?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Subtotaling by Categories?</td>
<td>Yes</td>
<td>No (Yes with WD23)</td>
</tr>
<tr>
<td>Detailed Transactions?</td>
<td>No, second report</td>
<td>No, second report (Yes with WD23)</td>
</tr>
</tbody>
</table>

**Summary**

WD22 Version is very close to today’s Cognos version, but we didn’t show it for the following reasons:

- Prompting is challenging (will be resolved with WD23)
- Formatting, Subtotaling, and Printing are not exact matches (will be resolved with WD23)
- See Appendix B for side by side screenshots.
Challenges are lessening with each WD release, especially with Workday 23 in August 2014.
   • But, incorporating new functionality will take some time. The goal is to update key reports with the updated functionality at Go-Live.

Reporting team met with numerous departments across the University to review reporting needs.
   • Cataloged and reviewed 500+ Cognos / FRS reports
   • Reviewed Data Warehouse usage statistics. (80%+ Monthly Ledger / Transactions)
   • Conducted four Company Level SIG Meetings (these will start again in the summer)
   • Forming Non-Company Level SIG meetings for department analysts (in the summer).

Workday Prototyping
   • Continue to leverage Workday reporting capabilities to build like for like reports.
   • Built nearly 100 production ready reports.
Q & A
Wrap Up: Demo Days

• Please complete survey that will be sent out on Friday morning
• Demo Days next month will be June 18\textsuperscript{th}, 19\textsuperscript{th} & 20\textsuperscript{th}
• Topics for upcoming Demo Days
  – General Updates
  – Training
  – Data Conversion and Validation
  – Cut-Over Plans
• Reminder: Accounts Payable SIG meeting held on Thursday, May 22\textsuperscript{nd} from 1-2 PM @ AAC
  – Open to All
APPENDIX A

Screenshots of FAO Activity Summary by Months (Non-Company Version)
Appendix A – FAO Activity Summary by Months (Non-Company Version)

Screenshot of prompt page:

1. User selects the organization prompt.
2. User selects their organization.
Appendix A – FAO Activity Summary by Months (Non-Company Version)

User “Saves Filter” before running the report:

3. User saves filter.
4. Runs report.
Results of the report look like the following:
Appendix A – FAO Activity Summary by Months (Non-Company Version)

5. Drill into a transaction and view the Journal Line (the Color Blue is King).

Appendix A – FAO Activity Summary by Months (Non-Company Version)

7. Drill into the Journal.

8. View the Journal.
## Appendix A – FAO Activity Summary by Months (Non-Company Version)

9. Select the View by Supplier option.

### Screenshot

![Screenshot of the UI showing the view by supplier option selected.](image-url)
10. View Supplier Invoice Line by drilling.

<table>
<thead>
<tr>
<th>Drill</th>
<th>Journal</th>
<th>Accounting Date</th>
<th>Budget Date</th>
<th>FAO</th>
<th>Ledger Account</th>
<th>Spend or Revenue Category</th>
<th>Journal Source</th>
<th>Line Memo</th>
<th>Header Memo</th>
<th>Supplier / Customer</th>
<th>Operational Transaction</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Journal:</td>
<td>023 W Simon Graduate School - 05/02/2014</td>
<td>05/02/2014</td>
<td>05/02/2014</td>
<td>OP010223 Simon Program Rec</td>
<td>60000:Supplies</td>
<td>Supplies Office (SC01000)</td>
<td>Supplier Invoice</td>
<td>test</td>
<td>3M</td>
<td>Supplier Invoice: SPI00002056</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Operational Journal:</td>
<td>023 W Simon Graduate School - 02/26/2014</td>
<td>02/26/2014</td>
<td>02/26/2014</td>
<td>OP211749 Simon Ms Mgmt In Nyc</td>
<td>61500:Professional Services</td>
<td>Consultants Accounting (SC48350)</td>
<td>Supplier Invoice</td>
<td>3M</td>
<td>Supplier Invoice: SPI00001771</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix A – FAO Activity Summary by Months (Non-Company Version)

11. View Supplier Invoice by drilling.
APPENDIX B

Screenshots of Monthly Ledger Reports
University of Rochester Data Warehouse
Monthly Ledger

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21XX Supplies

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