UR Financials Project
Demo Days

November 20, 2013
Agenda

• Demo Disclaimer
• Design Status Update
• Project Update
• Training Strategy
• UR Financials website
• 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 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.
• The configuration of Workday for the University of Rochester is still in process and will continue to evolve.
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.
UR Financials Project Update

• Topics for upcoming Demo Days
  – General Update
  – Testing
  – Reporting
  – Training
  – Data Conversion and Validation
  – Cut-Over Plans
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

**End User Training**
- Spring through Summer 2014

**We are here**
Training Approach

• Courses that require a high number of participants and short duration, will be delivered via eLearning

• All other course will be delivered by certified instructors in a classroom environment

• Many of the courses will require certification

• Extensive job aids, manuals and learning techniques will be utilized
# 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>Classroom 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>
</table>
Course Curriculum Overview

- Workday Fundamentals
- Journal Entry Processing
- Financial Close Processing
- Workday For Grants
- Workday For Accounts Payable
- Workday For Banking and Settlement
- Workday Reporting
- Forms for Workday
Workday Fundamentals

- Participants: All Workday users
- Logging in, using Workday search functionality, navigating the Workday interface, reporting, transaction processing
- Duration: 1 hour in length, Required
- Delivery: eLearning
Journal Entry Processing

- Participants: Central Finance and Divisional Finance Journal Entry Initiators and Approvers
- Initiating journal entries, finding journal entries, submitting journal entries for approval, approving journal entries, running standard reports
- Duration: 4 to 8 hours in length, Required for Role
- Delivery: Instructor-Led Training
Financial Close Processing

- Participants: Central Finance, Divisional Finance
- Allocations, reconciliations, etc.
- Duration: TBD hours in length, Required for Role
- Delivery: Instructor-Led Training
Workday For Grants

- Participants: Central Finance
- Initiate journal entries, approve Grant related journal entries, run financial statements and related financial report including view journal entries
- Duration: 4 to 6 hours in length, Required by Role
- Delivery: Instructor-Led Training
Workday For Accounts Payable

- Participants: Central Finance
- 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
Workday For Banking and Settlement

- Participants: Central Finance, Treasury, Bursars Office, Cashiering locations
- Create ad hoc bank transactions, 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
- Running standard reports (examples from each area), Excel formatting of exported Workday Data, setting filters, sorting data, advanced Excel features, printing reports
- Duration: TBD hours, Highly Recommended
- Delivery: Instructor-Led Training
Forms for Workday

- Participant: Anyone currently using forms
- Using updated forms for Workday financial transactions, i.e. 312 form
- Duration: 1 hour, Highly Recommended
- Delivery: Job aids, Video Snippet Training
# Training Delivery – Post Go Live

<table>
<thead>
<tr>
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<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>UR Financials website</td>
<td>Ongoing</td>
<td>Everyone</td>
</tr>
<tr>
<td>Workday Reporting with Excel</td>
<td>July/August 2014</td>
<td>All Report Users</td>
</tr>
<tr>
<td><em>Workday Release upgrade schedule</em></td>
<td><em>Twice a Year</em></td>
<td><em>Dependent upon functionalities upgraded</em></td>
</tr>
<tr>
<td></td>
<td><em>Training will be continually evaluated and reviewed for user impact.</em></td>
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Post Go-Live Support

• IT Help desk support
• UR Financials Project team support
• “Ask the Experts” call in sessions from go-live until...
Training Webpage

## Training

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.

The following is listing of training solutions which will be rolled out to Workday users during the following timeframe:

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<tr>
<td>Training Webpage on UR</td>
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<tr>
<td>Financials Website</td>
<td></td>
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<tr>
<td>eLearning on Workday</td>
<td>May 2014</td>
<td>Required for All WD users</td>
</tr>
<tr>
<td>Fundamentals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom Instructor-Led</td>
<td>June 2014</td>
<td>All WD users</td>
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<tr>
<td>Training by Role</td>
<td></td>
<td></td>
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<tr>
<td>(includes manuals and job aids)</td>
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CATEGORIES
- Accounts Payable SIG (6)
- Demo Days (15)
- General Ledger SIG (10)
- Grants SIG (6)
- Integrations SIG (5)
- News (39)
- Workday Highlights (8)

RECENT POSTS
- November Demo Days: We're taking the show on the road! November 13, 2013
- Do These Systems Look Familiar? November 13, 2013
- UR Financials User Survey #2 Results November 13, 2013
- UR Financials Overview
Wrap Up

• A survey link will be emailed to provide feedback on this Demo

• Visit UR Financials Project website for information and materials from Demo Days and other meetings

  http://www.rochester.edu/adminfinance/urfinancials/

• Next Demo Days is Wednesday, December 18 - 20

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