UR Financials Project
General Ledger / Chart of Accounts SIG Meeting
December 17, 2013
Agenda

- Revised FDM Rainbow Chart
  - Expense Purpose Codes become Reporting Hierarchies
  - Worktag Reference ID defined

- Discussion Topics
  - Revised Journal Entry Process
  - New FRS to Workday Crosswalks
  - Testing Cycle Process

- Guiding Principles / Purpose of Review

- Review Balance Sheet Ledger Accounts
The Financial Data Model - PREVIOUS

OLD: Division (derived)   Ledger+Account X-XXXXX   Subcode YYYY

NEW: Company CCC - Worktag XXXXXX - Worktag YYYY

FRS Division = Workday Company. Required on all transactions
FRS Account = Only one of the Workday worktags in green will be entered on a transaction
FRS Subcode = Workday Spend Category for A/P, Revenue Category for A/R
Ledger Account for Journals (may require a Spend or Revenue Category)
FRS Attribute = Workday derived or inherited worktag
The Financial Data Model (FDM)

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

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

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

Inherited on Workday transactions.

Reporting codes in Workday. Established in Hierarchies for FAOs.

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.
Discussion Topics

REVISED JOURNAL ENTRY PROCESS

• Process will not originate at FAO or Cost Center levels due to Workday Security constraints

• Journal entry INITIATION and APPROVAL in Workday will now occur at Company Finance or Central Finance Offices
  • Approval Structure for each Company determined by Finance Advisory Committee members

• FAO / Cost Center roles can request journal entries using a new standardized form
  • Submitted to Company Finance Office for input into Workday OR
  • Submitted to Central Finance Office for input into Workday
  • Approval required on standardized form
Discussion Topics

NEW FRS TO WORKDAY CROSSWALKS

Two Crosswalks posted on UR Financials Project Website -

1. FRS Account to Workday FAO
   - Translates to Workday FAO number, FAO Type, Cost Center, Fund and the Combine/Stand-alone status

2. FRS Subcode to Workday Ledger Account, Revenue Category & Spend Category
   - Unique tabs in file based on GL and SL FRS designation
   - Translates to Workday Ledger Account and Revenue/Spend Category if applicable

Web address: http://www.rochester.edu/adminfinance/urfinancials/
Discussion Topics
NEW FRS TO WORKDAY CROSSWALKS (Cont)

CLARIFICATIONS:

• Subcode Crosswalk for Data Conversion purposes only
  
  1. Convert FY14 Historical FRS balances to Workday Worktags
  
  2. Convert data upon go-live for Integration Systems NOT adopting the new Workday FDM

• At go-live, users should select the most appropriate Ledger Account, Revenue or Spend Category that best describes the transaction – not necessarily the crosswalk value

• Revenue and Spend Categories will be validated to the Ledger Account in most cases to ensure data integrity
Formal Testing Process to begin January 6, 2014

• Performed by sub-set of SIGs
• Testing real life scenarios against FDM configuration to validate design
• Journal entries, budget amendments, allocations to be tested
• Errors will be found –
  1. Adjust Workday configuration
  2. Retest
BALANCE SHEET LEDGER ACCOUNT REVIEW
### Guiding Principles

- Consolidate existing subcode values to a manageable level
- Standardize the list of values to provide for consistent use leading to...
  - Consistency in the data and
  - Consistency in overall reporting
- Establish data governance to protect integrity of the data in Workday
  - Limited access to add / update master data
  - Objective criteria to add / update master data
- No intention to duplicate 3rd party systems (ISIS, OASIS, Fundriver, Flowcast)

### Purpose of SIG Review

- Present the first draft
- Provide explanations as to how we arrived at the first draft
- Encourage feedback and discussion on needs we may not have captured
- Incorporate feedback into updated versions and go through those versions as well
Example of Spreadsheet with Workday Values (yellow & blue) mapped to Legacy FRS Subcodes (green)

<table>
<thead>
<tr>
<th>Top Level - Spend or Revenue Category Hierarchy</th>
<th>Mid Level - Spend or Revenue Category Hierarchy</th>
<th>Lowest Level - Spend or Revenue Category Hierarchy</th>
<th>Legacy FRS Account</th>
<th>Legacy Subcode</th>
<th>Workday Ledger Account Number and Name</th>
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</thead>
<tbody>
<tr>
<td>403B Voluntary Retirement</td>
<td>403B Voluntary Retirement (SC65100)</td>
<td>NEW</td>
<td>20440: Accrued Payroll Taxes</td>
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<td>457B Fidelity Deferred Comp</td>
<td>457B Fidelity Deferred Comp (SC65150)</td>
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Questions?