UR Financials Project
Demo Days
February 2015
Agenda

• UR Financials Project Update
• January Close Progress
• Reporting Enhancements
• Training Update
• Workday Releases
• Communications
• Saving Filters – Demonstration
• Beyond Demo Days
• 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 Victoria Graham (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”)

From Ching-Wan Yip to Everyone: it is recording now

Send to: Victoria Graham
Project Update

• Completed first financial close (5 days versus other university average of 150 days)
• Completed formal training events
• Completing grants conversion
• Post Go-Live Support structure in place
• Going from project centric to operations centric phase
January Close Progress

• All significant interfaces were received in and processed
• All significant journal entries were entered
• All allocations and intercompany settlements were run successfully
• Daily Sunrise/Sunset calls held with our project champions representing all of the operating divisions
• Our help desk activities have been very low volume and of the total 191 received since go-live, only 9 remain open and relate mostly to access
• Results available to users on February 10 as scheduled.
Grant Functionality

• Grants functionality is still evolving and requires additional workaround activities for operations (additional Workday fixes required)
• Adoption of new business processes is progressing, but requires additional education and hand-holding
• Grant reporting in process of being finalized
• Sponsored research financials remain on schedule to bill January expenses in February
• Majority of grant activities to be completed in March
Reporting Enhancements

• Reporting package perceived as too complex and requires better alignment to legacy reports and legacy views

• Current Backlog – 35 items outstanding, but also adding to daily with new requests.

• Mitigation Plan
  • Simplified reporting menu
  • Prioritization of report change requests
  • Training – users continue to stumble on several reporting basics, yet incremental training opportunities are being lightly used
  • 4 remaining Workday gaps reprioritized as critical to our environment (i.e. print formatting, bursting)

• Plan for all current issues to be addressed in March
Reporting Worklet

- Adding new reports
- Combining like reports wherever possible
- Adding report descriptions and reference ids (i.e. URF0940)
- In process of developing Quick Reference Cards for most frequently used reports
Reporting Instructions

- Building “job aids” directly into the report prompt screen wherever possible
Other Post Go-Live Observations

• Many questions on transition from FRS functionality to Workday functionality
• Some forms still not using the UR Financials terms which slows down processing of transactions
• Some confusion as to which report to use, and why
• We are working on all these (and more) – please participate in educational events
Support – Upcoming Feb. Events

• **UR FINANCIALS REPORTING WORKSHOPS** - These workshops are designed to further assist learning and answer questions you may have after attending the Company or Non Company Level instructor led training class. Times offered for these workshops are below.
  – February 19, 2015, 1:00 – 3:00 pm, Meliora Training Room 210
  – February 24, 2015, 11:00 am – 1:00 pm, Room 2-8513 TLL (Teaching Learning Lab)
  – February 26, 2015, 11:00 am – 1:00 pm, Room 2-8513 TLL (Teaching Learning Lab)

• **USER CALL-IN** - These sessions are designed to further assist users with any questions, or issues immediately after Go Live on January 5th. Production access is required for these virtual/online support sessions. Times offered for these support sessions are below.
  – February 19, 24, 26
  – Time: 1:00 – 2:00 pm
Support Metrics - Help Desk

Service Request Submitted Jan 5-Feb 12
Total 214

Service Request Status

Closed | In Process | On Hold | Reopened
205 | 2 | 6 | 1

Status of Open Service Request
Total 9

Service Request Description

<table>
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<tr>
<th>Configuration</th>
<th>Eagle Dexam Application</th>
<th>Financial Data Converter</th>
<th>Login assistance</th>
<th>Other</th>
<th>Request for Information</th>
<th>Security</th>
<th>See solution description</th>
<th>Supplier Invoice Form</th>
<th>Training Certification</th>
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Training Update

- Training delivery complete by end of week
- 9% “waste” in Non-Company Level Classes
- Excel classes seeing moderate cancellation rate as well
Training Opportunities – Beyond February

• **UR Financials – NCL Report Classes** – For Non-Company Level report users
  – Requires pre-requisite of eLearning class and pass certification
  – Signup via UR Financials website
  – March 12, 25, April 13, 29, May 13, 27, June 11, 23

• **UR Financials Reporting Workshops** - These 2 hour workshops are designed to further assist learning and answer questions you may have after attending the Company or Non Company Level instructor led training class. Times offered for these workshops are below.
  – March 4, 10, 19, 23, 31
  – Signup via UR Financials website

• **User Call-Ins** - These sessions are designed to further assist users with any questions or issues. Times offered for these support sessions are below.
  – Virtual Only: March 3, 5, 10, 12, 17, 19, 24, 26
  – Time: 1:00 – 2:00 pm
  – Signup via UR Financials website
Workday Releases

• **Major:**
  – Two times per year, Workday provides major functionality and user enhancements
  – Usually in March/April and August/September timeframe
  – 5 week “preview” period in a test environment
  – “Regression” testing required to ensure nothing breaks

• **Weekly:**
  – Fix bugs, and provide minor enhancements
  – UR runs automated test scripts weekly
Workday Releases – UR Approach

- Implement only mandatory changes during Workday releases
- Functionality enhancements to be implemented off-cycle from Workday releases
- Divisional Project Champions to help prioritize functionality needs and enhancements
Workday 24 Preview

- Saturday, February 7\textsuperscript{th} – WD24 available in our Sandbox “Preview” tenant
- Test schedule in process, testers to be identified
- Sunday, March 14\textsuperscript{th} – WD24 in Production tenant
UR Financials – Weekly Newsletter

• Changes to reports, interfaces, and transaction processing to be migrated to production generally each Thursday afternoon
• Friday/Monday, a weekly newsletter will be published on the website listing these changes
• In addition, any new FAOs, Spend Categories, etc. that have been created will be listed
Saving Filters Demonstration

Creating and Managing Filters

Saving a Filter
UR Financials allows a set of report prompt filters to be saved
1. Select all prompt filters as desired
2. Type a filter name in the Untitled Filter box and click Save

Note: Filter name should be descriptive and meaningful

Running a Report Using a Saved Filter
1. Click on the blue drop-down arrow next to Saved Filters and select a saved filter
2. Click OK

Editing a Saved Filter
1. Click Manage Filters

Quick Reference Card available on website
Beyond Demo Days

• Monthly Workday User Group sessions:
  • Two way communication on problem areas
  • Review upcoming enhancements
  • Tips, tricks, and job aids

• Scheduled one session per month, 3rd Wednesday

• One rotating site (Advancement, River Campus, Medical Center) with virtual capabilities