UR Financials
User Group Meeting

August 2015
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 Lisa (She will then pose the questions on your behalf)

3) Select Lisa in the drop down menu in the chat window (do not select “everyone”)

Lisa Koch
Agenda

• UR Financials Announcements
• Enhanced Reporting Workshop Update
• Accounts Payable Business Process Update
• Future Training Approach
• Upcoming Events
UR Financials Announcements

• August 17th – new Workday user interface has been implemented
• September 12th - Workday 25 release in production. Watch @Rochester and website email newsletters for details
• September - Non-Company Level (NCL) Training and Reporting Workshops reappearing. See training slides for additional details
UR Financials Home Page – August 17th

- UR Financials (Workday) will have an updated interface and landing page as announced in previous User Group meetings.
- No longer will users see the “My Workday 2.0” page after log in, but will land on a Home page with a new look and feel.
UR Financials Home Page – Sept. 12th

- **New navigation** using a built in back button will return users to previous screen without losing criteria/data/information. This will also replace the "Change" icon found on report criteria pages.

- **Finance announcements** may be created and displayed above selected worklet report listings. These will be color coded based on message content and timing.

- **Grants Management Reports worklet**, **Common Financial Reports worklet** and **Capital Project Reports worklet** will all be located within the **Financial Reports** worklet icon.
  - Within a worklet, a list of reports with definitions will still display as well as a new task List of common UR Financials links.

- Other updates change the way that prompt fields and transactions are entered. Additional details to be communicated in upcoming weeks.

UR Financials User Group – August 2015
Enhanced Reporting Workshops

What has been done:

• All workshops are complete. Feedback has been positive
• Significant number of enhancements to reports have been implemented in production as well as additional reports developed for ease of use
• Enhanced features for printable reports
• Updates have been announced in the weekly UR Financials Newsletter sent to all users

Next Steps:

• Additional Quick Reference Cards
• Updated training materials
• Delta training sessions
Accounts Payable

• During Jan.-Mar. 2015, significant backlog of invoices in AP

• Reduced backlog to desired level using temporary help

• Formulation of a Procure to Pay business process redesign project approved August 14th
  – Reduce process inefficiencies
  – Increase use of electronic invoicing and payments
  – Improve customer service / self-service options
Accounts Payable Today

- All RFPs and invoices are being processed/entered within one week from receipt
- Date stamp all RFPs/invoices received in the mail
- Cross-trained staff on multiple different activities so that individuals are better able to address questions/concerns vs. always having to speak to the expert
- Contacts:
  - AccountsPayable@finance.rochester.edu
  - 275-3483 (prompts were updated last month)
  - Escalate to Phillis Alexander 275-6461
  - Issues can further be escalated to Marta Herman 275-7880
  - Issues can further be escalated to Jim Dobbertin 275-3476
Stamping/Writing Accounting Codes

- Everyone should be using new Workday accounting codes on all SOLO orders (orders placed on the internet) including FedEx: SC#####OP#######

- Everyone should be using new Workday accounting codes on ALL forms sent to AP: CMxxx, SCxxxxx, OPxxxxxx
  - Do not write accounting codes on all invoices sent to AP
  - If the account # you are writing/stamping is on a PO invoice and is the same that appears on the PO, then you are creating more work for AP by putting the account # on the invoice (and could introduce typos on our part as well)
    - In these cases, please just sign/initial that you have seen it and it is ok for us to process
    - **Please** only write/stamp a Company, FAO, and Spend Category on a PO invoice if it differs from the distribution on the PO
    - If ordering a new stamp, **please include Company**
## Electronic Workday Invoices

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Billing Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airgas</td>
<td>Monthly</td>
</tr>
<tr>
<td>Brewer and Newell</td>
<td>Monthly</td>
</tr>
<tr>
<td>RR Donnelly</td>
<td>Monthly</td>
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<tr>
<td>Sigma Aldrich</td>
<td>Monthly</td>
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<tr>
<td>Uniform Village</td>
<td>Monthly</td>
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<tr>
<td>D&amp;H</td>
<td>Semi-Monthly</td>
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<tr>
<td>Fisher Scientific</td>
<td>Semi-Monthly</td>
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<tr>
<td>Life Sciences Technologies (FKA Invitrogen)</td>
<td>Semi-Monthly</td>
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<tr>
<td>Kraeckeler</td>
<td>Semi-Monthly</td>
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<tr>
<td>Laboratory Product Sales</td>
<td>Semi-Monthly</td>
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<tr>
<td>Mountain Glacier</td>
<td>Semi-Monthly</td>
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<tr>
<td>Staples</td>
<td>Semi-Monthly</td>
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<tr>
<td>VWR</td>
<td>Semi-Monthly</td>
</tr>
<tr>
<td>FedEx</td>
<td>Weekly/On Demand</td>
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<tr>
<td>Pcard</td>
<td>Monthly</td>
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<tr>
<td>Medline Industries</td>
<td>Weekly</td>
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<tr>
<td>FDSI</td>
<td>Weekly</td>
</tr>
</tbody>
</table>
Invoice/RFP Defects: Did you know?

• RFPs: 10% of the invoice #s/dates provided by departments on RFPs are wrong and require AP’s time to fix for correct entry

• Blanket order invoices: 56% of all BO invoices have to be sent to department from AP
  • This can be reduced to 30% if we can get critical mass looking up their invoices from Workday

• U 3-way match invoices: Every week 300+ new invoices have discrepancies
  • The answers roughly are split 40/50/10: Purchasing-pricing/Department receipts/ AP
RFP F4 Fields Explained

Note: There is No Line Memo field on the F4 form

Invoice Date

Check Amount

Note: that ONLY Spend Categories can be used, NOT RC or Ledger Accounts!

Payment Handling Code: Enclosure Mail Back Pickup

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RFP Check Mail Back Reasons

• No special approval is needed when the mail back is for one of these reasons:
  – Patient-related insurance refunds
  – Payment must accompany notarized/official documentation
  – Human Resources gratuity payments
  – Payee has a foreign address
  – Prize/Award/Honorarium-type payments, only if handed to the recipient

• Requests for other mail back reasons must be accompanied by Divisional Finance approval. They should either be the Approver on the form or sign next to the mail back indicator box

• Ensure that the reason for check mail back is designated and that Divisional Finance approval is on the RFP form prior to submitting
Why don’t we want to mail your checks to you?

- Mailing checks directly to the payee is the best internal control for checks
- Adds significant complexity and effort to the AP process:
  - Code invoices and address envelopes
  - Enter those codes correctly in Workday
  - Print the checks so they can be easier to sort through
  - Match up your check with the envelop to go back to you
  - Mail them separately from other checks
  - Delay due to intramural mail
- Movement to electronic payments reduces time to vendor payment and will not allow us to send back a check
- The “Find Supplier Invoice Lines (NCL) URF0992 ” report in Workday allows you to see when the check was created, and cashed!
Spend Category Guidance

• Use the **Spend and Revenue Category Definitions** chart on the UR Financials site to investigate which Spend Category to use

• You cannot designate your own last digit
Supplier Invoice Documentation

• **Self-service**
  
  – Document Link field is only on Supplier Invoices (not Journals or Ad Hoc Bank Transactions)
    • “Supplier Invoice Viewing Permission Form” security required to use these links
    • [http://www.rochester.edu/adminfinance/urfinancials/forms/security-forms/](http://www.rochester.edu/adminfinance/urfinancials/forms/security-forms/)
    • Document will only open in **Internet Explorer**
  
  – Attachment in Workday require no special access
Documentation

- Not all Supplier Invoices will have Document Links
  - Supplier OnLine Ordering invoices are received electronically
  - Some PMM invoices are received electronically
    - Departments are responsible for retaining their supporting docs
- If not SOLO or an electronic PMM invoice, there are some PMM invoices that must be requested from AP
  - URF Invoice Number will be < 4965500 (no link at all)
  - URF Invoice Number <5020859 “URL provided in not valid”
- Majority of Supplier Invoices will have Document Links
  - If not, check to see if there is an attachment tab, if there is one look there for your supporting docs
  - If no Attachment, next review departmental records
  - Otherwise departments should contact Supplier or ask AP for help (AccountsPayable@finance.rochester.edu)
Accounts Payable Training

- The Accounts Payable team is developing training to help reduce defects
- Willing to discuss with your department ways to get payments made on time
- Volunteers? See Marta or Jim

**Remember:** Short training videos on select Forms is located the Finance Forms page. Also included, Introduction to Forms
Future Training Approach

- Redesigning how, what, when, and where we train:
  - **HOW:** Use of *your* userid and security access
  - **WHAT:** Specific training sessions based on FAO type
    - Operating Program session
    - Project session
    - Principal Investigator session
  - **WHEN:** 1-2 hours in duration
  - **WHERE:** Various training locations
- **Objective** – get users up to speed as quickly as possible
Additional User Job Aids

- Quick Reference Cards for frequently used reports
- Prompt field definitions so you know what selections you need to make
- Development of a comprehensive UR Financials User Manual
Introduction of the UR Financials “Genius Bar”

• Similar to Apple’s “Genius Bar” concept at their stores
• Informal, 10-15 minute one-on-one session with a UR Financials support person
• Immediately following the monthly financial close
• Registration is required
• Users will be served based on when they registered

Note: Refreshments will NOT be served !!!
**Upcoming Events**

- **Next User Group session September 16th**
- **Suggested topics:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>September</td>
<td>• Workday Upgrade review</td>
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<td></td>
<td>• Answer questions</td>
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<td></td>
<td>• Demonstrations</td>
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<tr>
<td>October</td>
<td>• Business process improvement projects</td>
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<tr>
<td>November</td>
<td></td>
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<td>December</td>
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Questions