User Group Meeting

May 2015

UR Financials Project
Agenda

• Project Accomplishments
• Divisional Financial Reporting Workshops
• Weekly Newsletter
• Financial Close Notifications
• May/June Functionality Enhancements
• Upcoming Events
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 Cindy Fronterre (She will then pose the questions on your behalf)

3) Select Cindy in the drop down menu in the chat window (do not select “everyone”)
Phase I – What is Complete

- Deployed new core financial system for the university
- Deployed new Chart of Accounts
- Migrated to new reporting platform
- Trained ~ 1,000 users
- Completed our first Workday upgrade
- Three financial closes completed successfully
Phase I – Project Proof Points

• Efficient bank reconciliation process
• Finalize grant conversions
• Financial statement compilation of SMH stand alone and University consolidated
• Performance improvements for journal entry interface processing
• Additional ease-of-use reporting features (i.e. page breaks, scheduling reports, etc.)
Phase I – Operational Excellence

- Refine reports to increase user satisfaction and efficiencies
- Transition grant operations to a described steady state
- Institutionalize end user training
- Prioritize process improvement opportunities based on new financial systems platform (i.e. electronic invoicing, electronic payment)
Financial Reporting Workshops

• To solicit feedback from 1-2 Non-Company Level (NCL) users per division on changes that will facilitate more efficient report creation

• Prioritize changes

• Interactively demonstrate changes wherever possible (identify changes as UR dependent versus Workday dependent)

• Finalize report changes and determine implementation tasks (i.e. communications) and schedule
# Financial Reporting Workshops

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*UR Financials User Group – May 2015*
Support – Upcoming Events in May

• **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. Signup via UR Financials website.

  – **May 21st** from 2:30PM – 4:30PM
  – **May 26th** from 9AM – 11 AM

UR Financials User Group – May 2015
Newsletter

- Announcements
- Reports – New, Updated, Defunct
- Tips and Tricks
- Sent every Friday
- Includes Financial Close Notification
- Useful?
Financial Close Notifications

• Pre-announce expected date when monthly reports will be available to the general user population

• Karen Lombard-Bryce sends out a confirmation email the morning of reports being available for use

• Published in end of month weekly newsletter
Workday Releases

- **Weekly:**
  - Fix bugs, and provide minor enhancements
  - UR runs automated test scripts weekly
- **Major:**
  - Two times per year (April/September)
  - Workday provides major functionality and user enhancements
    - Workday 25 in Production – September 12th
  - “Regression” testing required to ensure nothing breaks
May / June Enhancements

- Workday delivered upgrades to implement only mandatory changes
- Off cycle functionality releases managed by UR Operational team. Current proposal:
  - Grant Award Cost Processing (ACP) timing – TBD:
    - Currently, F&A are calculated for supplier invoices when the invoice is paid, not when the expense post occurs
    - Starting xx, 2015, F&A will be calculated when the expense posting occurs
  - Grant security – we are anticipating implementing enhanced security for grants. Required to produce enhanced grant reporting
  - Supplier Multiple address capabilities – start implementing in June
  - User interface change required prior to October 2015
Current Workday User Interface
New Workday User Interface
Upcoming Events

- Next User Group session June 17th
- Suggested topics?

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<tr>
<th>Date</th>
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<tr>
<td>May</td>
<td>Kick off User Group Reporting</td>
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<td>June</td>
<td>How can we be more efficient? Form Quality Journal entry requests</td>
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<td>Year-end close announcement</td>
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<td>July</td>
<td>Grants Management and PI reporting</td>
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<td>August</td>
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<td>Workday upgrade announcement</td>
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<td>September</td>
<td>Workday Upgrade impacts</td>
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<td>October</td>
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Upcoming Events

- **UR Financials Reporting class** - For Non-Company Level report users.
- Requires pre-requisite of eLearning class and pass certification. Signup via UR Financials website.

  - **May 27**th Advanced class from 8:30AM-12:00PM
    Medical Center: room 2-8513 TLL (Teaching Learning Lab)

  - **June 11**th Basic class from 1:30PM-5:00PM
    Medical Center: room 2-8513 TLL (Teaching Learning Lab)

  - **June 23**rd Basic class from 8:30AM-12:00PM
    College Town (44 Celebration Drive, 3rd floor): room 3-102 Training Room