Business Expense & Travel Reimbursement Project

RARA Update

September 27, 2022

Project Objective

- **Continuing our transition away from paper** to electronic forms and routing
  - Including electronic capture of receipts/supporting documentation
- **Improve visibility/transparency/traceability to transaction details** and status
  - Empower our organization with more robust and timely analytical data
    - Fraud and abuse prevention/detection
    - Budget/planning data-driven decisions
- **Shorten time to reimbursement** with more frequent settlements (payment runs); Elimination of HRMS processing of expense reimbursements
- **Gain operating efficiencies** from a consistent automated business process workflow routing
  - Business Process definitions, thresholds, and other settings will be at the Company level with consideration (but not necessarily differences) for Grants and Capital Projects
- **Phased approach to deployment** allowing for system enhancements throughout implementation

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Details

- **Eliminating paper** F2 Advance Airfare and F3/F34 Expense Reports
  - Workday Spend Authorization only ***required*** for utilizing our Travel Agents (including their online booking tools) – over 350 in the past 2 months
    - Otherwise SPA is optional for travel only, do not use for other expenses
  - Mobile capture of receipts is commonly used on UR EXP

- AP no longer reviewing every EXP, instead functionality gives your EXP a Risk Level

- **Shorten time to reimbursement**
  - In Workday: 5.3 Days from Submit to Paid, 1.4 Days from Approved to Paid!

- **Phases** are managed via conditions
  - SPA routing does not change until you go live on Workday Expenses
  - EXPs submitted for Companies and Cost Centers that are not yet live will trigger a critical/error validation message

Timeline

Pilot

Company	Cost Centers
10 Central Administration	Advancement
021 School of Arts and Sciences	Chemistry, Earth and Environmental Science
022 E Hajim School of Engineering	Laser Lab
023 W Simon Graduate School	All
040 School of Medicine and Dentistry	Neuro Developmental and Behavioral Pediatrics
091 UR Medical Faculty Group	Prosthodontic Clinic, Periodontic Clinic

Phase 1.1 September 26	University IT and Provost's Office

Phase 2 November 2022

Company	Cost Centers
10 Central Administration	SVP/CFO, Finance, Payroll, ORACS, ORPA, Purchasing
021 School of Arts and Sciences	CC11027-000 Biology
022 E Hajim School of Engineering	All
030 Eastman School of Music	All
040 School of Medicine and Dentistry	All
050 Strong Memorial Hospital	All
090 Health Sciences	All
091 UR Medical Faculty Group	All
092 Eastman Institute for Oral Health	All

Phase 3 February/March 2023

Company	Cost Centers
10 Central Administration	Remaining Cost Centers
020 River Campus Colleges	All
021 School of Arts and Sciences	Remaining Cost Centers
024 M Warner Graduate School	All
060 School of Nursing	All
070 Memorial Art Gallery	All
080 University General	All

Stabilization March 2023 – June 2023

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Training Opportunities

- **Training** https://www.rochester.edu/adminfinance/urfinancials/training/expense-management-training/
  - eLearning in MyPath: ***strongly recommended***
  - Instructor Led Training Sessions: *optional*
    - Registration in MyPath
    - eLearning MyPath module is a pre-requisite
    - 3 per week leading up to large roll outs, once monthly after all are live
  - Quick Reference Guides/Videos (2 – 3 Minutes)
  - Documentation posted on the UR Financials website

- **[Workshops](#)**: Workday Expenses support staff (facilitated by Erin Johnson) available to answer questions users have when attempting to complete an Expense transaction or other Workday Expenses questions
  - Twice per week during rollouts
  - Once per week otherwise until attendance declines

- **Travel & Expense User Group Meetings:** Planning similar format to the P2P User Group monthly newsletter and user group meetings

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Questions?