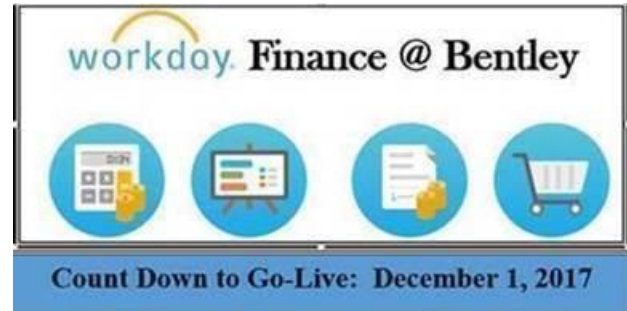


As of December 1st, all financial transactions such as purchase orders, invoices, travel expenses, budget reports, etc., will be processed using the new Workday Finance system. One of the best features of this new system will be the elimination of paper and an automated workflow for submission and approvals of financial transactions!

Training and support for the Bentley community will be critical to the success of this new system. We recognize that not everyone will use Workday Finance in the same way. If you perform financial transactions infrequently, the online support resources may be all you need. If you anticipate more frequent or complex transactions, you may benefit from hands-on computer training. While most of the training sessions below are scheduled for November, it is fine to wait until there is an immediate need to attend training after go-live. The course offerings currently extend into December. Additional courses may be added after the new year.



The following types of training/resources will be available:

1. Videos that you can watch on certain Workday transactions at any time
2. Job Aids – Step-by-Step Instructions for specific tasks
3. In-person training scheduled beginning October 31

In addition, the Finance team will be holding drop-in hours beginning December 4th, where you will receive answers to your specific questions. At the drop-in sessions, you will be able to log into the system and receive personalized assistance in processing your transaction. IT Client Services will be offering drop-in hours to assist in logging in to Workday and using the mobile app. The schedule for the labs and drop-in hours will be communicated closer to go-live.

Keep current through the Workday Finance web site: <http://www.bentley.edu/offices/workday-finance> . If there is a topic not covered in these trainings, please refer to the website to find the appropriate Job Aid or email GA_WorkdayTraining@bentley.edu with questions.

Please see the Training Schedule (on the next page). Classes requiring registration are noted, and you may sign up through the Register Now links below. Please remember to mark your Outlook Calendar as reminders will not be sent.

Course	Description	Dates/Location
Workday 101 Classroom style No need to register	<ul style="list-style-type: none"> Learn new Workday terminology and basic navigation Demonstration of the Travel & Expense and Purchase Card Verification Processes Explain post go-live support 	Tues 10/31 - 10-11:30 Wed 11/1 – 2-3:30 Wed 11/8 – 11-12:30 All sessions will be held in Lindsay 28
Workday 102 Computer Lab Class Required registration Register Now	<ul style="list-style-type: none"> Learn basic navigation while logged into Workday Practice basic transactions such as: Spend Authorization, Travel & Expense Reports and Supplier Invoice Requests Demonstrate Purchase Card Verification 	8 sessions in either Smith 110 or Library Research Instruction Center (RIC) – See Registration Doodle Poll
Workday 102 for Academic Coordinators Computer Lab Class Required registration Register Now	<i>This session is designed specifically for Academic and Program Coordinators</i> <ul style="list-style-type: none"> Learn basic navigation while logged into Workday Practice basic transactions such as: Spend Authorization, Expense Reports and Supplier Invoice Requests Demonstrate Purchase Card Verification 	2 sessions in either Smith 110 or RIC
Procurement Computer Lab Class Required registration Register Now	<i>For people who routinely create purchase requisitions.</i> <ul style="list-style-type: none"> Create Requisition Create Supplier Request Create Requisition for WB Mason (Punch-out) 	3 sessions in either Smith 110 or RIC
Travel and Expense Reports Computer Lab Class Required registration Register Now	<i>For people who routinely create travel expense reports.</i> <ul style="list-style-type: none"> Create spend authorizations Create a travel & expense report Mobile Application Demo 	6 sessions in either Smith 110 or RIC
Cost Center Managers Classroom style No need to register	<i>Managers learn how to approve transactions, and manage cost center expenses.</i> <ul style="list-style-type: none"> Approving Financial Transactions Reporting Budget to Actuals Budget Checking and Amendments 	Fri 11/10 -10:00-11:30 Fri 11/17 – 10:30-12 Thurs 12/14 – 9-10:30 All sessions will be held in Lindsay 28
Capital Projects Computer Lab Class No need to register	<i>For people who create and manage projects for the campus.</i> <ul style="list-style-type: none"> Reporting Project Status & Spend Creating Future Projects in Workday 	1 computer lab session TBD early January