Workday Community Meeting #3

Agenda

- Project Highlights and Key Dates
- Quick Review of FDM
- Travel & Expense Demonstration – Christine Lyalko
- Procurement Highlights – Lynn Roycroft
- Training
- Q&A

workday.

	Current State	Future State
Expenses	Prepare paper expense reports and receipts	Snap a photo and upload receipt either online or via mobile device
	Manually track the status of expense reports	Monitor automated workflow and approval status online
Travel Authorization	Complete manual authorization form and obtain signatures	Approval workflow is automatic and pre-populates expense report
PCard Processing	Manually reconcile statement at the end of each month	Quickly verify your transactions online anytime
Requisitions	Complete paper request form and obtain manual signatures	Enter request online and it is automatically routed for approval
Budget to Actuals	Reports are in multiple systems, updated periodically	View costs and budget information in one system real-time

BENTLEY
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Project Timeline

- 9/18   Final Prototype (P3) was delivered
- 10/3 – 10/22   User Acceptance Testing
- 10/31   Training begins
- 11/10   Finance functions begin migrating to production
  - Expect weekend outages
- 11/22 – 12/1   **Transactions will be limited to prepare for transition**
- 12/4   Workday goes live!!!!
  - It will take several weeks to transition all transactions from Banner

FDM

	Purpose	When Used	Default or Input
Fund	Represents the high-level source of funds for external financial reporting.	Always Required – Typically defaults from other input	Will default, don't change
Cost Center	Identifies financial responsibility and management for business units (departments, centers, etc.)	Always Required	Will default based on your department, you can change.
Division	Indicates the division for the cost center	Always Required	Typically defaults from cost
Spend Category			
Ledger Account	financial reporting. This is the level our budgets will reside.	from Spend Category	the spend category you select
Program	Captures functional expense categories required for audited financial statement reporting	Always Required – Defaults from Cost Center	Will default, don't change
Gift	Indicates the funding source is a gift or a private grant	Required for all Gift Activity	User Must Select
Grant	Indicates the funding source is a federal grant	Required for Grant Activity	User Must Select
Project	Accumulates costs for Capital Projects	Required for Capital Projects	User Must Select

Watch the Video

Travel & Expense Reimbursement

Automated Travel Authorizations that Encumbers the Funds

Expense Reports Submitted and Approved On-line

Utilize Mobile-App to Capture Receipts

Used for Reimbursement for Local Travel and Other Expenses

Let's take a look!

Purchasing Highlights

Procurement Requisitions

7 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status	Memo to Suppliers
RQ-100216	One Time Goods/Service Purchase		10/02/2017	5,000.00	USD	Creative Office Pavilion		In Progress	
RQ-100210	One Time Goods/Service Purchase		09/28/2017	5,170.00	USD	IM Incentives	PO-100145	Successfully Completed	delivery contact - Lynn Roycroft
RQ-100211	Punchout		09/28/2017	185.61	USD	W.B. Mason Company	PO-100132	Successfully Completed	Harrington House

Process History

22 items

Process	Step	Status	Completed On	Due Date	Person
Requisition Event	Requisition Event	Step Completed	09/25/2017 09:51:17 AM	10/02/2017	Lynn Roycroft
Requisition Event	Source Goods and Services Requisition	Step Completed	09/25/2017 10:24:05 AM	09/27/2017	Barbara MacLean (Buyer)

Training and Support

Tools	Description
IN-PERSON TRAINING	Classroom training providing overview instruction and hands-on exercises.
JOB AIDS	Step by step instructions for completing a business process, or to promote understanding key Workday concepts.
OVERVIEW PRESENTATION	Presentation to support classroom delivery and add context for new business process.
FAQS	Frequently asked questions and answers from an end-user perspective to be available on the project website.
ON-DEMAND VIDEOS	Short video recordings made available online for "self-paced" training as well as future onboarding training needs.
WORKDAY LAB	Drop-in workspace where users can practice performing tasks in Workday in the presence of subject matter experts.

Course #1
Workday Finance 101

Understand the new chart of accounts and learn how to complete basic, every day transactions.

- Intro (touchpoints to HCM)
- Workday FDM
- Using Worktags
- Routine Finance Transactions Demonstrations, such as:
  - Spend Authorizations
  - PCard Verification

Classroom

Course #2
Workday Finance 102

Practice everyday transactions.

- Basic Navigation
- View/Create Spend Authorizations
- View/Create Expense Report
- Substantiate Procurement Card

Computer Lab

Course #3
Purchasing

For people who routinely create purchase requisitions.
- Create Requisition
- Create Requisition (Punchout)
- Create Supplier Request
- PCard Validation

Computer Lab

Course #4
Expense Reporting

For people who do more complex expense reports and who want to learn to use the mobile app.
- View/Create Spend Authorization
- View/Create Expense Report
- Itemize Expenses

Computer Lab

Course #5
Cost Center Managers

Managers learn how to approve transactions, and manage cost center expenses.
- Approving Financial Transactions
  - Spend Authorizations
  - Expense Reports
  - PCard Transactions
- Reporting
- Budget to Actuals
- Budget Checking and Amendments

Classroom

Course #6
Capital Projects

For people who create and manage projects for the campus.
- Reporting Project Status & Spend
- Creating Future Projects in Workday

Computer Lab

Tentative Training Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURDSAY	FRIDAY
NOVEMBER	**Training Week 1**	31	1 Finance 101 pm	2 HCM Open Enrollment Reminder	3 Finance 101 am
	Training Week 2 6 Expense Reporting 2-3:30 @ RIC	7 Finance 101 am 10-11:30 @ RIC	8	9 Finance 101 pm Cost Center Mgr pm	10 Requisitions am Expense Reporting am
	Training Week 3 13 Finance 101 pm	14 Expense Reporting am	15 Finance 101 pm	16 Requisitions pm 1-2:30 @ RIC Expense Rept pm 2:30 - 4 @ RIC	17 Finance 101 am 9-10:30 @ RIC Cost Center Mgr am 10:30-12 @ RIC
	20	21	22 Thanksgiving Holiday	23 Thanksgiving Holiday	24 Thanksgiving Holiday
	Training Week 4 27 Finance 101 pm 2-3:30 @ RIC	28 Requisitions am 10-11:30 @ RIC Expense Rept 1-2:30 @ RIC	29	30	**Launch Weekend** ⭐

Tentative Training Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURDSAY	FRIDAY
DECEMBER					1
	4	5	6	7	8
		Finance Lab Opened, Lindsay & Adamian			
	Training Week 5 11 Finance 101 9-10:30 @ RIC tent Capital Projects 10:30 - 12 @ RIC tent	12 Expense Reporting 10:00 - 11:30 @ RIC tent	13 Requisitions am	14 Cost Center Mgr am	15
	Training Week 1 18	19 Finance 101 am 9:00 - 10:30 @ RIC tent	20	21	22

Purchasing

On-line purchase request

"Punch-out" for Office Supplies

Invoices Routed for Approval Through Workday

Requests New Suppliers On-line

Procurement Cards

Transactions will be uploaded daily from JP Morgan	Transactions will be substantiated on-line
Expenses can be reallocated to the proper cost center and account	Eliminate multiple cards