



Cost Center Manager Training



BENTLEY
UNIVERSITY

Workday Finance @ Bentley

Agenda

- Cost Center Manager Role in Workday
- Financial Data Model (FDM)
- Budget Checking
- Approving Financial Transactions in Workday
 - General Routing & Approvals – Financial Transactions
 - Spend Authorizations
 - Travel & Expense Reports
 - PCard Transactions
 - Purchase Requisitions
 - Supplier Invoices
- Budget Reports
- Budget to Actuals Monitoring
- Budget Amendments

Cost Center Manager Role in Workday

Responsibilities:

- Fiscally responsible for the **transactions charged** to their applicable cost center(s) and status of overall department **budget**
- Need to verify the **appropriate coding** of revenue and expense transactions as detailed in the Financial Data Model (FDM)
- Follow the written financial policies and procedures of Bentley University and **exercise fiscal responsibility** when spending University or external funds
- Ensure expenditures are **necessary and reasonable**, include full documentation and ensure requests for reimbursement are valid and within University Policy
- Create **budget amendments** (transfers) to properly manage cost center budget and align budgets to actual spending trends
- Serve as a **liaison** between Financial Operations and department

Financial Data Model (FDM)

- The **Financial Data Model (FDM)** is the framework to support accounting, budgeting and financial reporting in Workday.
- With Banner, Bentley used a simple chart of accounts which only required users to know three to four codes (Fund, Org and Account).
- To allow for more robust reporting, Workday uses a more complex account code structure with **Worktags**. It's important to be familiar with the structure prior to training and especially go-live
- **Financial Data Model (FDM)** Video:
https://videos.bentley.edu/media/Workday+FDM/1_nvqyha3y

Budget Check

Before any financial transaction for purchase orders, supplier invoice payments and travel reimbursements may be requested, Workday will check to see if there are sufficient budget funds in your cost center's **ledger account**

- Budget check is an **automated process** confirming the availability of funds prior to procuring goods and/or services
- Budget check will either **pass** or **fail** at the ledger account which is derived by the spend category you select. This means the spend category you choose will default automatically to a ledger account
- The **Cost Center Manager** can do budget amendments when they want to transfer the budget from one ledger account to another. They should work with their respective Vice President if there is not sufficient budget in their cost center or if there are requests for additional funding

Budget Check - Transactions

- The **budget check** process resides with the **initiator** (the person who first starts the transaction)
 - If there is sufficient budget, the process will be seamless (no news is good news!)
 - If there is **insufficient** budget, the initiator will have to take an **extra step** to continue with the request in the business process. This provides the opportunity to understand why the transaction is over budget and should alert Cost Center Managers to create a budget amendment to fund the transaction

Operating Expenses

- The budget check for Operating Expenses is a **warn** only
- This includes: Spend Authorizations, Expense Reimbursements, Supplier Invoices, Purchasing Requisitions



Alert

1. Page Alert

- Budget Check Status of Warn (No Budget) or Warn (Insufficient Budget) or Error (Spend Authorization)

Capital Projects

- The budget check for projects is a **hard stop**; you will need to work with the Budget Office to increase your project budget, or create a budget amendment to pay an expense in excess of the current project budget

Budget Check Status

Fail (Insufficient Budget)

Approving Financial Transactions in Workday

- Cost Center Managers will be required to **approve transactions** in accordance with Bentley University's Policies and Procedures
- These transactions all follow the basic navigation in your Workday **inbox**

To Approve an Inbox Item

1. Login to **Workday**
2. Click the **cloud icon** in the upper right to access your inbox
3. Your **inbox** will display a list of items requiring your attention on the left
4. Click to view one of the items requiring approval
5. Ensure the transaction is valid, appropriately documented and contains the correct **Worktags**
6. Add comments if necessary, and click **Approve**. If not, click **Send Back** and explain what needs to be corrected



Approve

Send Back

General Routing and Approvals - Financial Transactions

Question	Answer
Who has to approve my transaction?	Routing and approvals are determined by the type, dollar amount, and Worktags on a transaction. Once the process is submitted, click <i>Details and Process</i> and the Process tab to see where it will be routed and where it is in the business process
Which transactions are not routed for approval?	Punchouts through W.B. Mason do not get routed for approvals unless the total requisition is greater than \$5,000.
If a requisition, supplier invoice or reimbursement is split between cost centers with different Cost Center Managers (CCMs), do both CCMs need to approve the transaction?	Yes. Both CCMs will get the transaction in their inbox and the transaction will be approved (and move to the next step in the business process) after both CCMs approve it
Can a CCM change information, such as Worktags, on a transaction initiated by someone else?	A CCM will not be able to edit information and <u>must</u> use the send back button to the initiator if information is incorrect. The send back should be used to correct Worktags on Travel & Expense Reports, Spend Authorizations, PCard transactions and Purchase Requisitions. The only place a CCM will be able to edit information in the review process is on a Non-Purchase Order Supplier Invoice. If a CCM uses the deny button the transaction will be removed from Workday

General Routing and Approvals - Financial Transactions

Question	Answer
If an employee creates an expense report, does it get routed to their Supervisory Manager or Cost Center Manager?	An expense report (reimbursement) will be routed to the Cost Center Manager for approval. The Spend Authorization (travel approval) however will route to the Supervisory Manager and also to the Cost Center Manager
Can I edit a transaction I created or approved?	You can change, edit, or cancel a transaction as long as it is still in progress, meaning there are remaining steps in the business process .
How will I be notified about transactions I need to review and approve?	You should check your Workday inbox and review items (newest items appear first on the viewing pane). You will also receive a Workday Daily Digest email to your Bentley.edu account notifying you of any new activity awaiting your attention.

General Routing and Approvals - Financial Transactions

Additional Approvals after First Cost Center Manager Approval

- Cost Center Managers (Level 1) will have **approval authority** and delegated responsibility on transactions with a dollar threshold of **\$25,000** or less.
- If a transaction is greater than **\$25,000** the following approvals are required:



Approving Financial Transactions in Workday Spend Authorizations



Review Spend Authorization: Andrew Coole on 11/13/2017 for 1,400.00 USD Actions

Click here to sort

Hotel & Lodging	750.00
Airfare	650.00

Spend Authorization Line

Expense Item

Quantity

Per Unit Amount

Total Amount

Memo

★ Hotel & Lodging

★ 3

★ 250.00

★ 750.00

Hilton Conference Rate for 3 Nights

*Cost Center

Gift

Grant

*Additional Worktags

2020 Financial Operations

(empty)

(empty)

Division: Division of Admin & Finance
Fund: 1100 Operating Fund - E&G
Program: 600 Institutional Support

Review each item of the Spend Authorization for completeness and make sure it is **reasonable**

Review each of the **Worktags** to make sure charged correctly such as Cost Center, Gift or Grant.
*Note: *Additional Worktags default by employee*

Approve

Send Back

Add Approvers

More

Take Action



Approving Financial Transactions in Workday Travel and Expense Reports

Review Expense Report: Andrew Coole on 12/01/2017 for \$1,400.00 Actions

9 minute(s) ago - Due 10/21/2017; Effective 12/01/2017

For Expense Report: EX00051

Overall Process Expense Report: Andrew Coole on 12/01/2017 for \$1,400.00

Overall Status In Progress

Review Inbox for Expense Reports which are **In Progress** and needing your approval

Check each line of the Expense Report for **completeness** and **documentation**

Review each of the **Worktags** to make sure charged correctly such as Cost Center, Gift or Grant.

Note: *Additional Worktags default by employee

Click here to sort		Expense Report Line	
12/01/2017	750.00	Date	* 12/01/2017
Hotel & Lodging		Expense Item	* Hotel & Lodging
12/01/2017	650.00	Quantity	* 1
Airfare		Per Unit Amount	* 750.00
		Total Amount	* 750.00
		Memo	(empty)
		Personal	<input type="checkbox"/>
		*Cost Center	2020 Financial Operations
		Gift	(empty)
		Grant	(empty)
		*Additional Worktags	Division: Division of Admin & Finance Fund: 1100 Operating Fund - E&G Program: 600 Institutional Support

Approving Financial Transactions in Workday Travel and Expense Reports

Attachments

Receipts

Expense Report Line 12/01/2017: Hotel & Lodging - 750.00 USD



test receipt.docx
Uploaded by Andrew Coole

Expense Report Line 12/01/2017: Airfare - 650.00 USD



test receipt.docx
Uploaded by Andrew Coole

•Check receipts for each **Expense Report Line**

•Receipts can be scanned as one PDF Document at the **Header Level** of the Expense Report. If so, make sure each expense report line over \$40 has a receipt

•Ensure receipts for reimbursement are within **university policy** and represent an appropriate bona fide business purpose

Approve

Send Back

Add Approvers

More



•Take Action

Approving Financial Transactions in Workday

PCard Transactions

Approve Procurement Card Transaction Verification Procurement Card Transaction Verification: Elizabeth Humphries on 10/19/2017 [Actions](#)

Memo	*Cost Center	Gift	Grant	Organizations & Activities	*Additional Worktags
Who: Elizabeth Humphries What: NASPA Conference fee ...more	Who: Elizabeth Humphries What: NASPA Conference fee Where: Boston, MA When: 10/1 Why: Professional Development				Division: Division of Student Affairs Fund: 1100 Operating Fund - E&G Program: 800 Auxiliary

- PCard transactions which have been **verified** by an employee (PCard holder) will require approval in your inbox

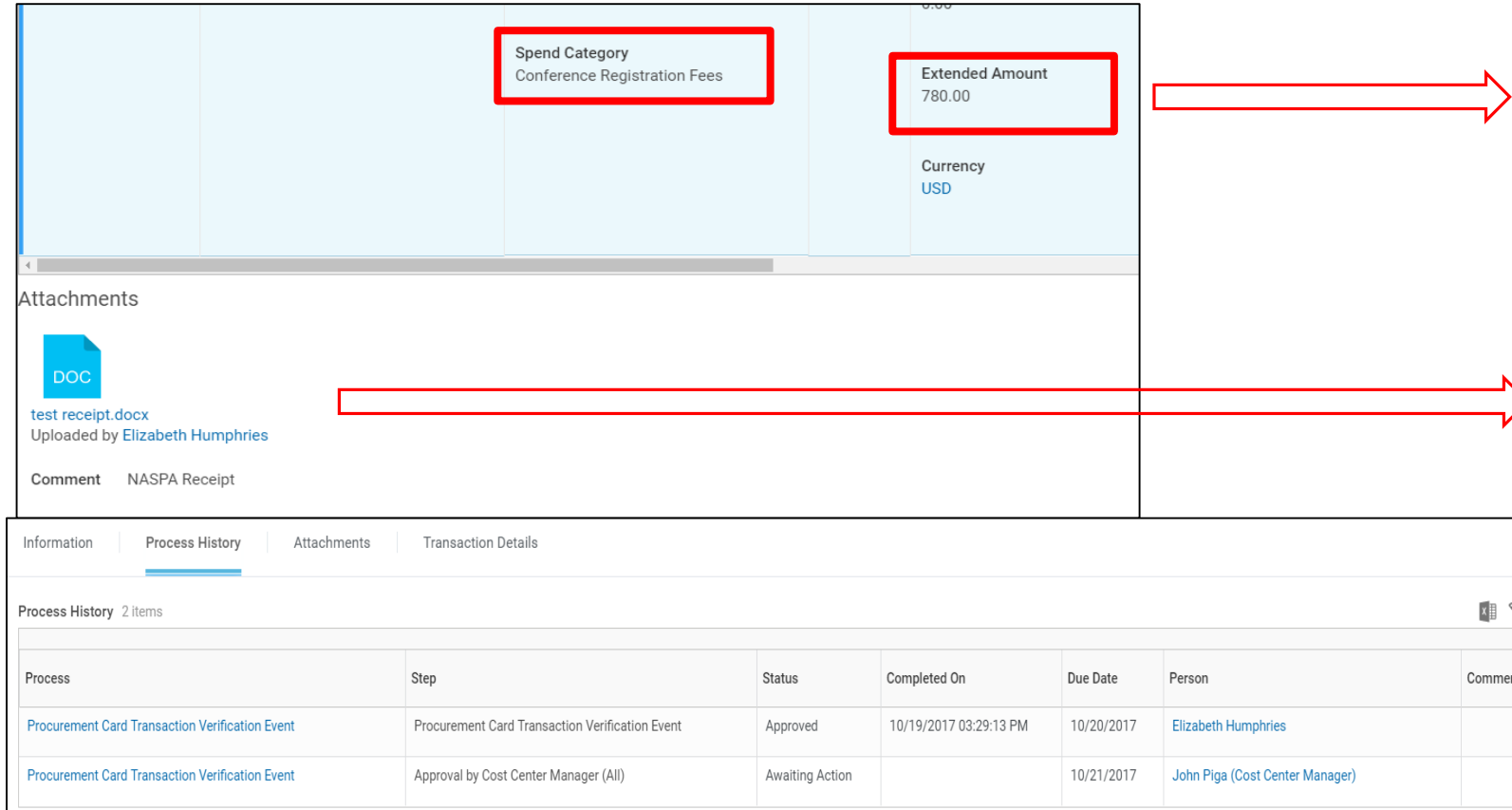
Review each of the **Worktags** to make sure charged correctly such as Cost Center, Gift or Grant.

Note: *Additional Worktags default by employee

- Under the Memo field click **...more** to view full text box and make sure transaction is documented appropriately and within university policy

Approving Financial Transactions in Workday

PCard Transactions



Spend Category
Conference Registration Fees

Extended Amount
780.00

Currency
USD

Attachments

test receipt.docx
Uploaded by Elizabeth Humphries

Comment NASPA Receipt

Information | **Process History** | Attachments | Transaction Details

Process History 2 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Approved	10/19/2017 03:29:13 PM	10/20/2017	Elizabeth Humphries	
Procurement Card Transaction Verification Event	Approval by Cost Center Manager (All)	Awaiting Action		10/21/2017	John Piga (Cost Center Manager)	

Approve Send Back Add Approvers More ▾

•Make sure the **Spend Category** and extended amount is correct

•View PDF of PCard receipt and make sure matches extended amount and represents an appropriate bona fide business purpose

•Check **Process History** tab to view remaining steps in the BP

Take Action

Approving Financial Transactions in Workday Purchase Requisitions

Review Requisition: RQ-100060, Requester: Andrew Coole, Date: 10/23/2017, Amount: \$200,000.00 Actions

Details to Review


> Shipping Address

> Information

∨ Goods

•Under **Details to Review** check to make sure information is correct

1 item

Line	Image	Item	Fulfillment Source	Supplier	Amount
Q		<p>Item</p> <p>Description KPMG External Audit Services FY2018</p> <p>Spend Category Accounting & Auditing Services</p>	Purchase Order	KPMG LLP	<p>Requested 200,000.00</p> <p>Ordered 0.00</p>

•Review the Item, Description, **Spend Category**, Supplier and Amount on the Purchase Requisition

Approving Financial Transactions in Workday Purchase Requisitions

*Cost Center	Gift	Grant	Project	*Additional Worktags
2020 Financial Operations				Division: Division of Admin & Finance Fund: 1100 Operating Fund - E&G Program: 600 Institutional Support



- Review Cost Center and each of the additional **Worktags** to make sure charged correctly

▼ Attachments



Test KPMG Quote.docx
Uploaded by Andrew Coole

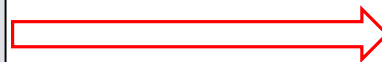
External ☐

Comment (empty)



- View any **attachments** if documents are attached (for example a Vendor Quote)

Approve	Send Back	Add Approvers	More ▼
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- Take Action

Approving Financial Transactions in Workday Supplier Invoices

Review Supplier Invoice

43 second(s) ago - Due 10/16/2017; Effective 10/15/2017

Supplier Invoice 🔍 Invoice Number SI-100015 Payment Status Unpaid Budget Check Status Pass on 10/15/2017

Review Information from AP in the Header

- Invoice Information
- Terms and Taxes
- Invoice Reference Information

Invoice Lines | Tax | Currency Rate | Prepaid Details | Attachments

Scroll Down to Review Invoice Lines
In the Invoice Lines Block, Scroll Left to Right

- Review Item Description
- Review Additional Worktags

Invoice Lines | Tax | Currency Rate | Prepaid Details | Attachments

Select the Attachments Tab

- View Supplier Invoice as PDF

After reviewing all items on the Supplier invoice...

Approve Send Back Add Approvers More ▼

...Take Action

Live Demonstration

Budget Reports

Reporting Changes:



- Budget Reports previously accessed in E-Print and Cognos will **no longer** be available for actuals as Workday will be the official system of record for financial reporting at Bentley
- Budgets can be viewed by cost center(s) at the summary level and be fully drillable to **ledger account** and **transaction detail**
- Transaction detail is **drillable** to source documentation (supplier invoice, purchase requisition/purchase order, PCard expense, etc.)
- Transaction detail can be viewed by:
 - **Spend category**
 - **Journal Source**
 - **Fiscal Period (Monthly)**
- Budget Reports can be viewed by searching:



Q BENFIN

Search Results 2 items

Tasks and Reports

BENFIN - R02 - Operating Budget vs Actuals by Organization

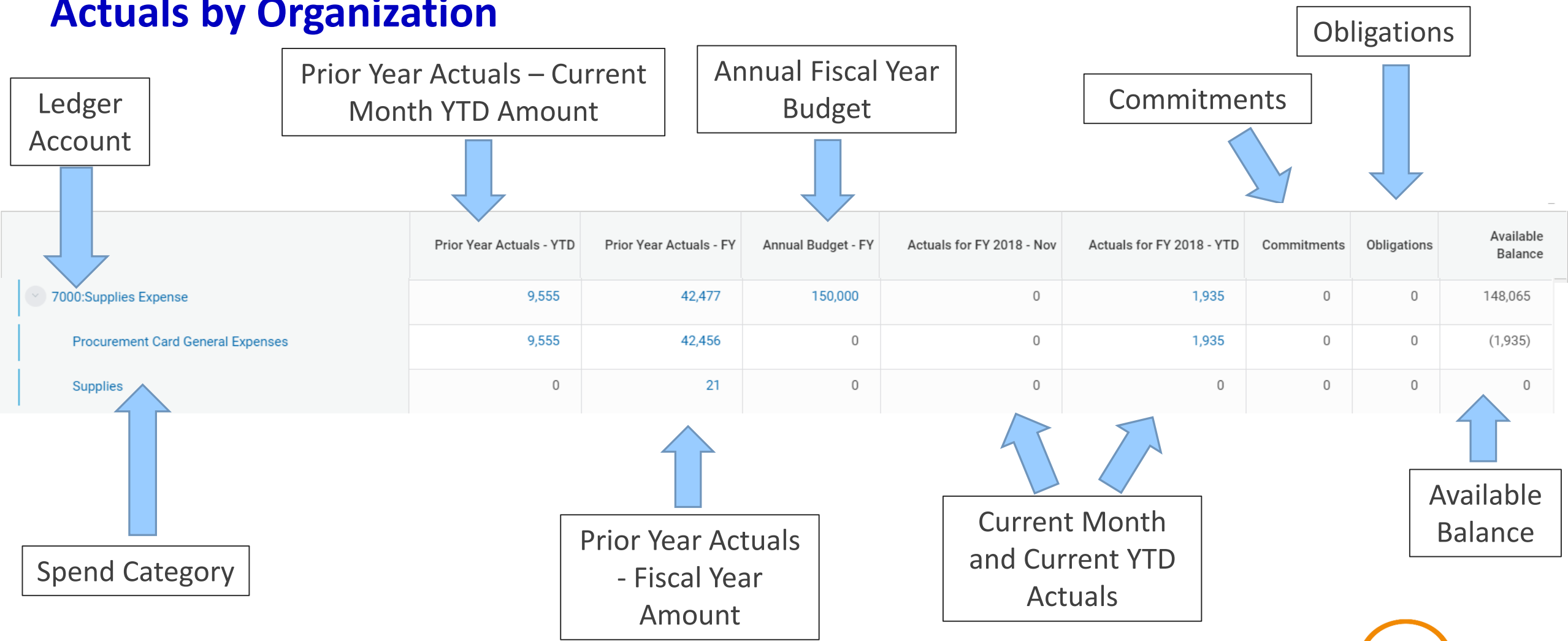


Budget to Actual Monitoring

Use of reports to monitor spend

- The **Operating Budget vs. Actuals by Organization** Report will show budget data, actuals, commitments, obligations and available budget balance
 - **Commitments** are created when the purchase requisition or spend authorization transaction completes
 - **Obligations** are created when supplier invoices or purchase orders are submitted or issued
 - **Available Balance** is a calculation of budget less commitments less obligations
- The reports will be updated in **real time**, thus allowing for a more timely and accurate way to track your cost center's expenses
- Cost Center managers are responsible for ensuring actual spend does not exceed budget and for making any necessary budget **amendments** to appropriately fund expenses
- Budgets will be set at the ledger account level, while actuals will be charged to both an account and **spend category**

Budget to Actual Monitoring – Report: Operating Budget vs. Actuals by Organization



Live Demonstration

Budget Amendments

- The **Cost Center Manager** can do budget amendments when they want to transfer the budget from one ledger account or capital project to another
- In order to prevent a **failed budget check**, budget amendments allow managers to decrease the budget for one account or capital project and correspondingly increase another.
- **Budget Amendments** will allow for more accurate tracking of actual expenditures, as it will properly align budget figures and cost center spend.
- The ability to create amendments will help Cost Center Managers in developing their semi-annual **forecasts** and providing the Budget Office with educated projections for year end spend.

Budget Amendment - Example



Scenario: Cost Center 2020 needs to transfer \$5,000 to cover upcoming expenses in Account 7200: Meeting and Event Catering.

Steps:

- 1. Using the Workday Budget report the Cost Center Manager identifies unused funds in Account 7030: Purchased Services
- 2. The Cost Center Manager then initiates a budget amendment by typing in “create budget amendment” in the search function
- 3. Next, populate the prompts with the appropriate information for an Operating Budget Structure change
- 4. The Cost Center Manager then populates the budget amendment lines with the transfer of funds. Within the budget amendment screen the Cost Center Manager can see the current budget(*) for the ledger accounts as well as well as what the amended budgets will be after the transfer (**)

Create Budget Amendment

Plan Structure *

X Operating Budget Structure

Company *

X Bentley University

Plan Name *

X FY2018 Operating Budget

Ledger Account/Summary	*Fund	*Additional Worktags	Current Plan Amount	Current Spend	Remaining Plan	Percentage Change	Amount Change	Total Plan	Proposed Remaining Plan
X 7200:Meeting and Event Catering	X 1100 Operating Fund - E&G	X Cost Center: 2020 Financial Operations	\$1,200.00	\$0.00	\$1,200.00	416.666667	5,000.00	6,200.00	\$6,200.00
7030:Purchased Services	1100 Operating Fund - E&G	Cost Center: 2020 Financial Operations	\$44,000.00	\$38,826.35	\$5,173.65	-11.363636	-5,000.00	39,000.00	\$173.65

Live Demonstration