

## **9/6/2017 Workday Finance Update!**

Only three months to go! We hope it isn't news to anyone that we will soon be moving all financial transactions from Banner to Workday Finance. We are all very excited and hope you are too.

### General Update

With just a few months left until the December go-live, the excitement is noticeably higher as we put the finishing touches on the system. During the summer, Bentley staff from across campus came to the library to test the Workday Finance set up. They provided valuable feedback and ideas to improve processing in Workday. The Workday Finance Team is currently working to update the system to reflect many of the changes suggested by the participants. The next version will be delivered in late September. This will be the final test version before we move the finance modules into the Workday production system.

When the next version is delivered, User Acceptance Testing will begin immediately. This will involve the users who helped us previously and others who have been selected to represent their division as Key Users. A special thank you to those who have or will participate in testing. This hands-on testing and feedback are critical to the success of this implementation.

### Training

We are currently developing the content of our training plan. Formal user training will begin in early November. The plan maps out the training for each Workday business process (procurement, travel, etc.) and also groups those processes by Workday roles (cost center manager, administrative support, etc.).

For most basic tasks, training requires little more than a job aid—a set of step-by-step instructions for how to accomplish a particular task that will be available online and accessible while in Workday. Online videos will be developed for some processes. Face-to-face training sessions will be created for advanced functions and processes. While some training will be available prior to go-live, much of the training will wait until December and January. In addition to formal training, we will staff a Workday Finance Support office in Adamian and we'll host learning labs where faculty and staff will be able to get help with their transactions.

There is a lot to learn about Workday Finance prior to formal training and we will use newsletters, community meetings and this website to share as much information as possible.

### Financial Data Model

Today, we'd like to introduce an important new concept. The Financial Data Model, or 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. It's important to be familiar with the structure prior to training and especially go-live.

We encourage you to review the attached summary or watch the short video. The video can be viewed using Firefox or Chrome  
<https://videos.bentley.edu/category/Workday+Public+Videos/77820331>.

Please watch for these occasional Workday Finance messages to provide details on the transition to Workday Finance. There will be many important updates to ensure a smooth transition. We appreciate your personal involvement and interest in making the switch to Workday Finance a big success for the entire Bentley community.

If you have any questions, suggestions or concerns, please send them to  
[GA\\_WorkDayTraining@bentley.edu](mailto:GA_WorkDayTraining@bentley.edu).

Sincerely,

*The Workday Finance Team*