Fiscal Administrators Meeting

April 6, 2022

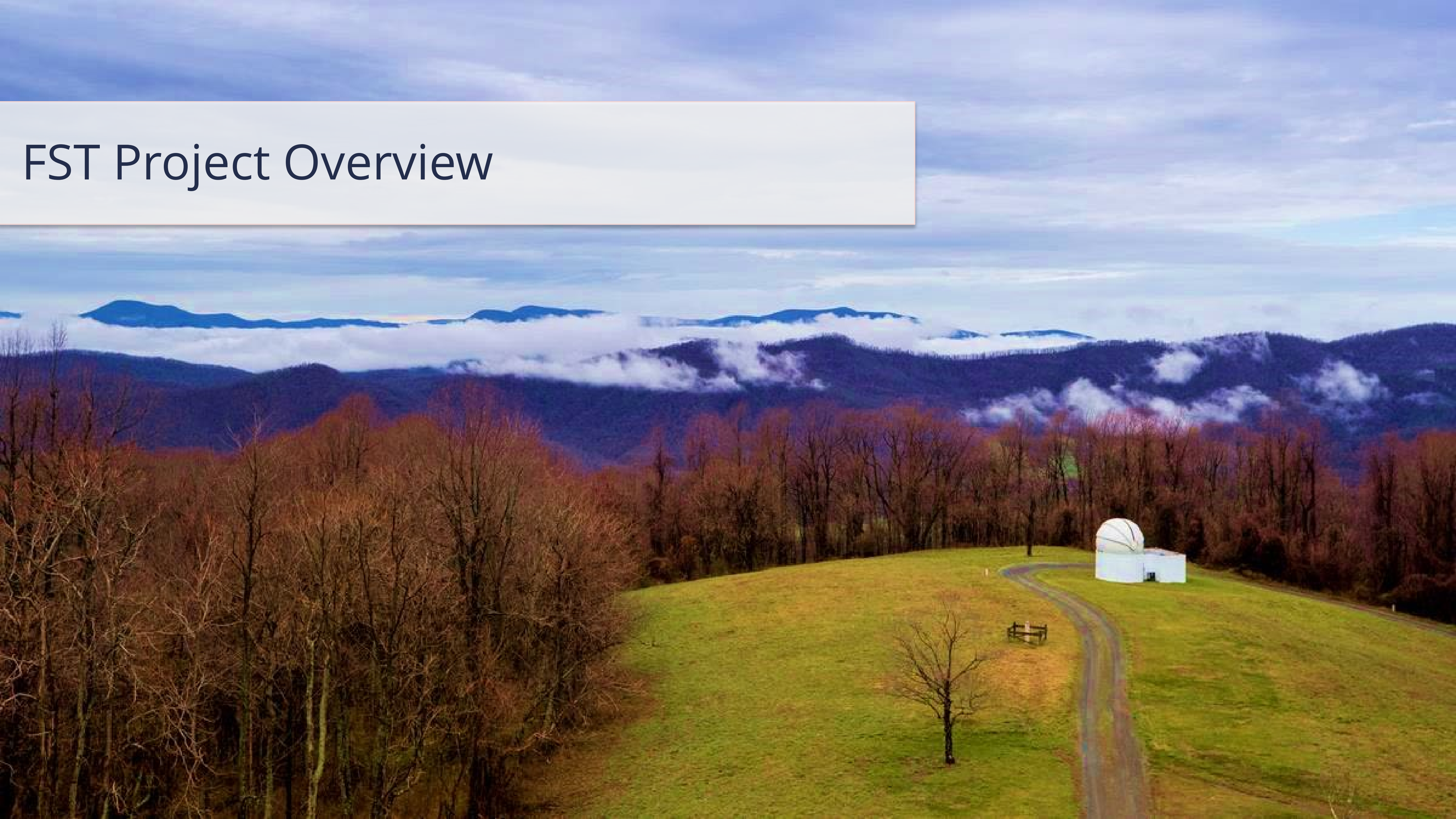
Finance Strategic Transformation

University of Virginia

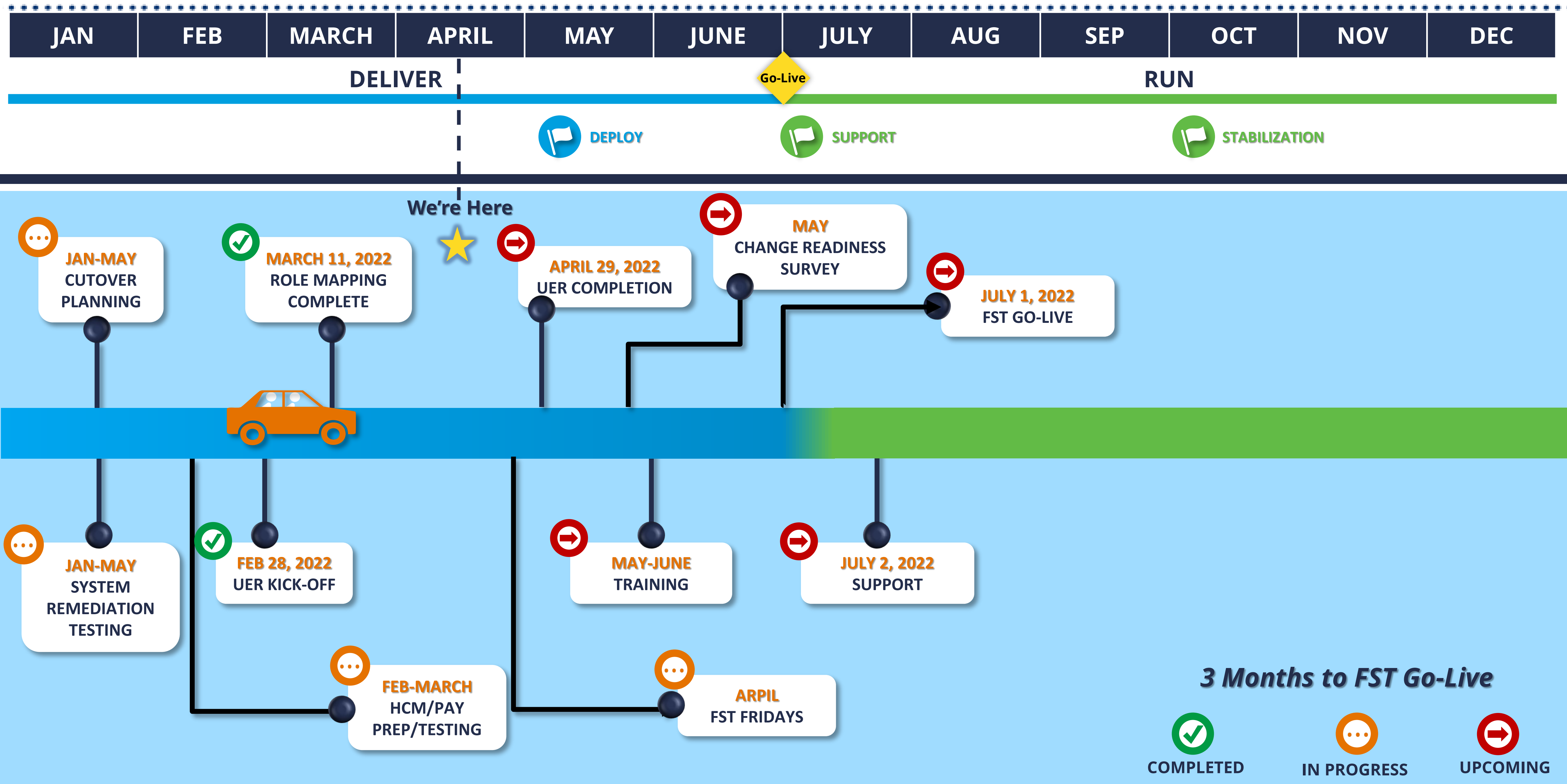
Fiscal Administrators | Today's Agenda

Topic	Today's Agenda Item / Objective	Target Time
Welcome	Agenda Overview Project Timeline – Where are We?	5 min
Finance Announcement	Equipment Trust Fund Spending Deadline	5 min
Engagement Activity	Project Pulse Check	10 min
User Experience Review	UER Session Update and Participant Experience	10 min
Security Role Assignments	Security Role Assignment Updates Role Assignment Conversations – "Day in the Life" Resources	10 min
Engagement, Training & Support	First FST Friday Recap and Upcoming Sessions Training Update Finance Solution Center	25 min
Budgets	Fund Balance Ownership	10 min
Reporting & Analytics	Reporting Dashboard UBI Progress	10 min
Other Business and Wrap Up	Questions/Comments	5 min

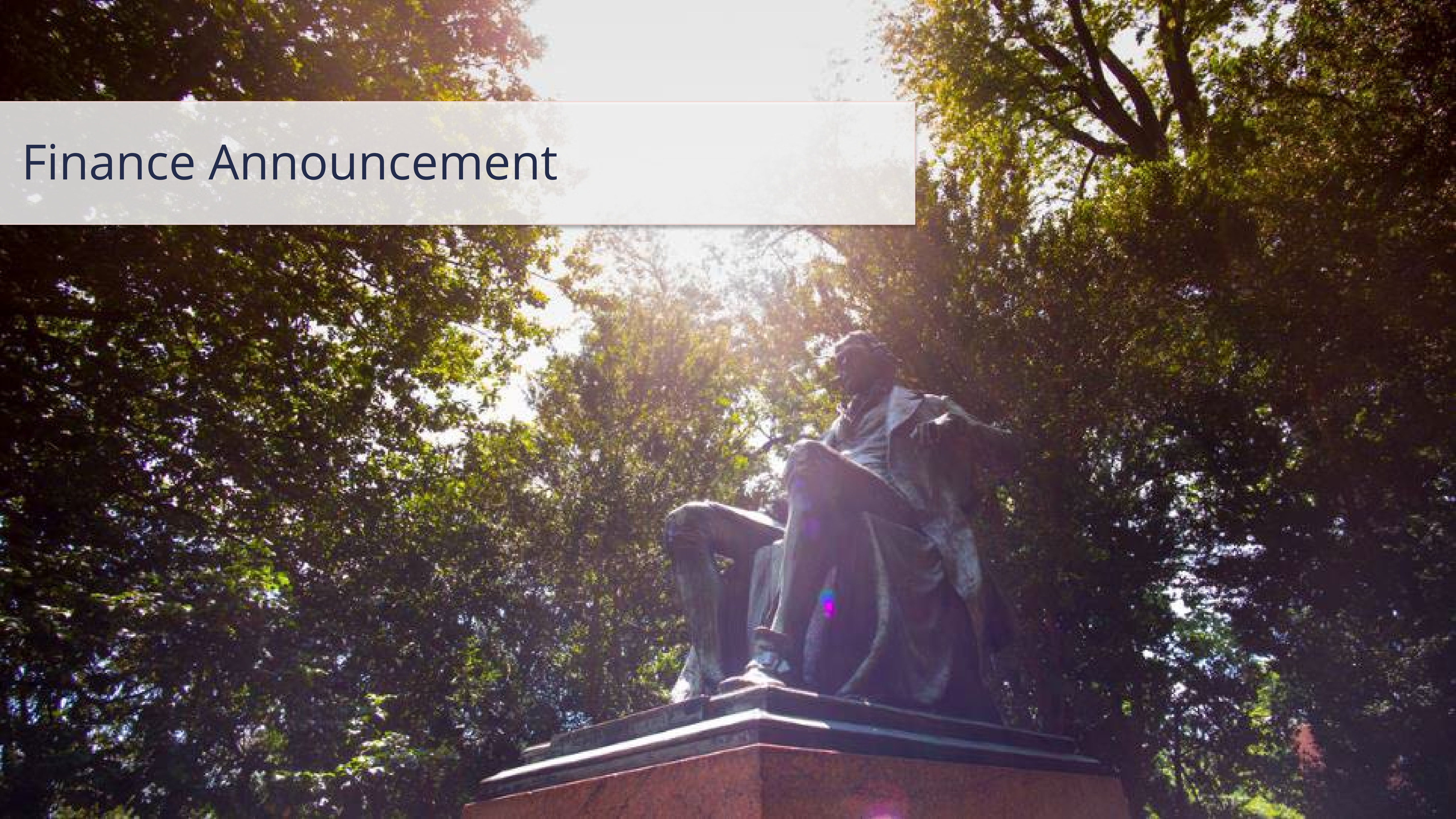
FST Project Overview



FST Project Overview | What Should I Expect & When?



Finance Announcement



Finance Announcement | Equipment Trust Fund

EFT DEADLINE

The deadline to get Equipment Trust Fund (ETF) commitments and spending is May 16. Usually, we can offer some flexibility on the due date, but this year, due to the Workday Financials implementation, the **May 16 deadline is set in stone**.

WHAT'S NEEDED?

If you still have ETF purchases in process, here's what to keep in mind:

1. For any new orders, be sure to secure a firm delivery/installation date that is before May 16.
2. If an order you've already placed on ETF hasn't arrived or won't be delivered before May 16, contact your ETF coordinator for further action.

RESOURCES AVAILABLE:

If you have questions or concerns, reach out to your area ETF coordinator, or contact Joyce Gredler at askfinance@virginia.edu.

Engagement Activity

Engagement Activity | Poll Instructions

We will be using the Mentimeter app to capture some of your responses today

Scan the QR code with your smart phone camera to respond

OR

Go to www.menti.com and enter the code **2183 5016**

Note: When putting in the code above, remember to put the space in between.

Engagement Activity | Project Pulse Check

1. Which item or area is top-of-mind when you think about FST go-live?
2. What area would you like to see the FST team focus on when planning communications?
3. What is one action the FST team has taken since the last Fiscal Administrators meeting that has helped you gain a better understanding of priorities to focus on leading up to go-live?

User Experience Review

User Experience Review | Feedback 3/1 – 4/1

Session Data

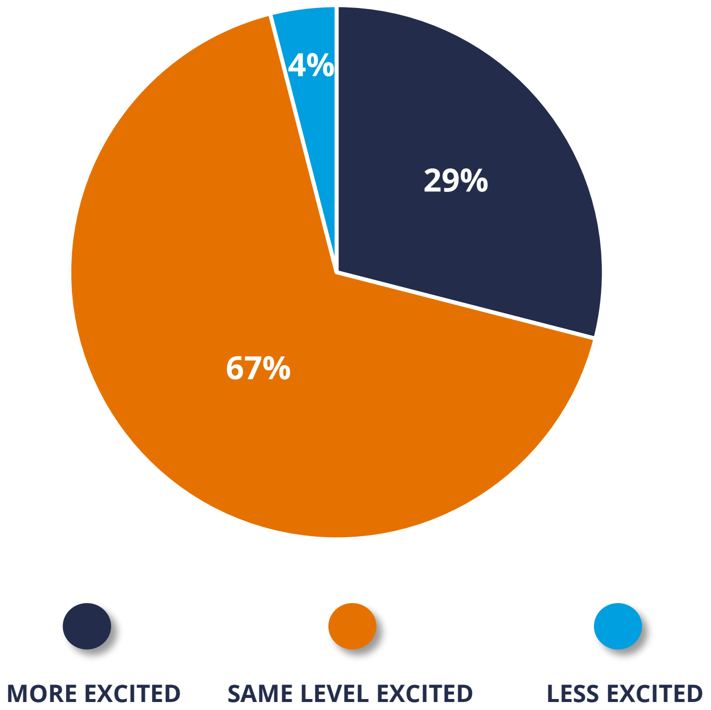
9 Functional Areas Engaged

44 Review Sessions Held

37 Processes Reviewed

405 End Users engaged in review sessions

Excitement Levels After UER



Recent Participant Feedback

The new federal work study functionality is going to be an incredible improvement over the current state system!

It would be helpful to have access to the scenarios ahead of time to help us better prepare for the session.

Because the QRG lacked screenshots, it was challenging to match up the processes covered in the demo with those outlined in the guide.

The instructor did a great job demonstrating the detailed business processes to keep them clear, concise, and understandable while avoiding confusion for the end users. Great job!

Having the ability to create catalog items will be a big help in streamlining what I do.

I thought this session was well done. I found the QRG to be helpful in providing guidance to complete the process.

User Experience Review | Participant Experiences

Whitney Richards
Department of Astrology

Maurice Walker
Diversity Office

Thank you, Whitney and Maurice, for sharing your experience as participants in the User Experience Review sessions!
Link: https://www.youtube.com/watch?v=l0Y7b3JXOt8

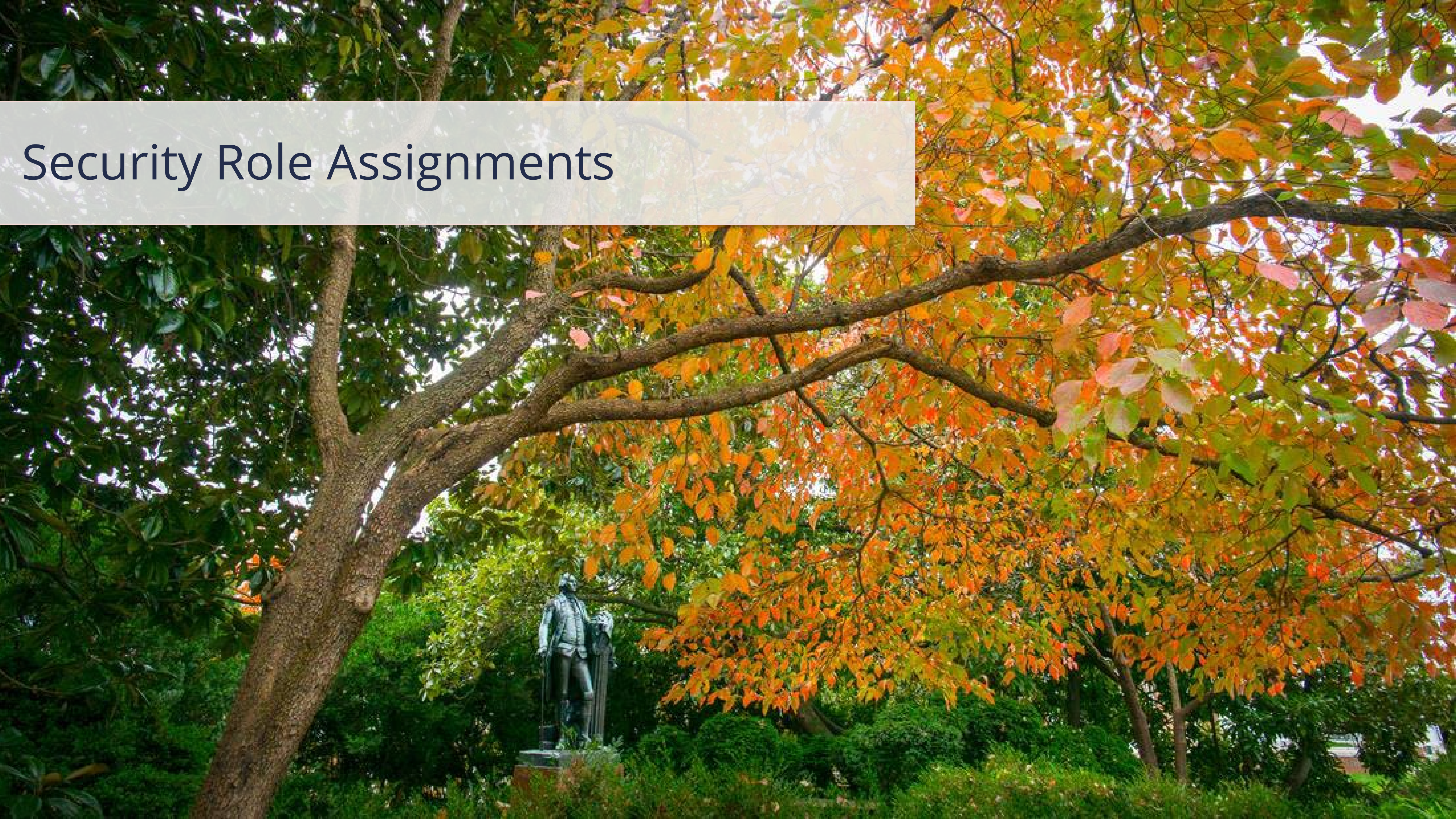
User Experience Review | Workday Words

Participants loved the materials that had a list of Workday Words cross walk with Oracle legacy terms for each session. We've now created a pdf of Workday Words / Legacy Terms from all sessions that you may use as a downloadable resource if desired. Definitions for all business terms can be found on our website.

Workday Words | Terminology Check

Workday Word	Definition	Legacy Term
Expense Item	Expense items define the transactions workers use in expense reports.	Expense Type
Spend Category	A more granular view of expenses incurred at the University; end-user entry point on operational transactions	Expenditure Type
Expense Group	Expense item groups help workers search for and select expense items. You can also use groups for reporting.	
Cost Center	Area that owns a subset of revenues and/or expenses to support management decision making or accountability; reports funds available and area where cross-funding is identified / delivered; manages multiple sources of funds.	Organization
FDM/Worktags	Foundation Data Model and Worktags are the basis for accounting and financial reporting in Workday.	Chart of Accounts/PTAEO
Purchase Justification/Missing Receipt Justification	Required reasoning for an event or a missing document	Justification
Passenger	Refers to a dependent, domestic partner, other family members, guest or any other individual accompanying an employee or authorized person who is conducting business on behalf of the University.	Companion

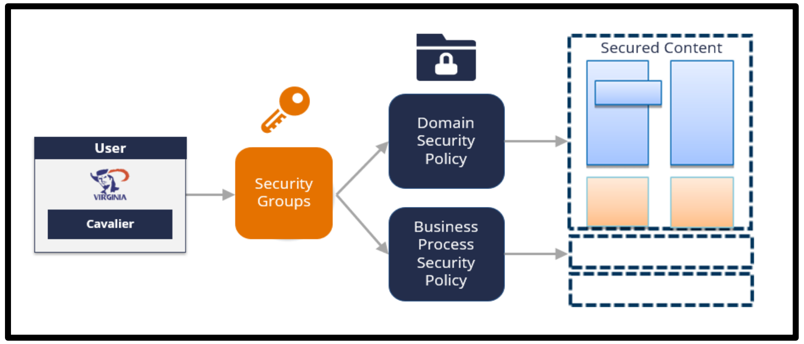
Security Role Assignments



Security Role Assignments | Process Update

What are Security and Security Roles in Workday?

Workday's security framework enables what a user can **see** and **do** within Workday. Security roles determine which **secured content**, **workers or transactions**, and **specific items or values** the user can access. All employees receive the *employee as self* security role, which allows them to initiate self-service transactions.



How Far We've Come

Dec. 2021

FST team began sharing business process summaries and security role descriptions with school/unit leadership.

Jan. – Feb. 2022

Weekly sprint meetings and targeted office hours offered for a deeper dive discussion on the various processes and roles.

School/unit leaders provided a template to assign security roles.

March 14, 2022

100% submitted assignments.

March 2022

FST team reviewed submissions.

April 2022

School/unit leaders share role assignments.

May 2022

Role-based training begins.

University of Virginia

Finance Strategic Transformation

Sample Security Role Summary

Accountant

I am an Accountant. I perform accounting functions for assigned organizations, including creating journals, allocations, receipt accruals, depreciation, and intercompany settlements.

In today's current state (Oracle), my role is "Accountant."

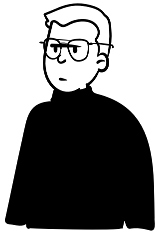
I Need to Attend these Training Courses:

1. Introduction to Workday Financials - prerequisite
2. Financial Accounting

Tasks an Accountant Completes in Workday:

- I can **create**
  - Accounting Journal (Manual and Bulk). *I can manually enter Journals for month end adjustments, depreciation, translation adjustments, and accrued liability for purchase items that have been received but not paid for. I can also perform bulk upload of Journals.*
  - Accounting Adjustment. *I can create an Accounting Adjustment to reclassify costs on the settled financial transactions.*
- I can **unpost-reverse**
  - Accounting Journal. *I can unpost-reverse (correct) a Journal Entry.*
- I can **edit**
  - Journal Entry. *I can edit a Journal Entry that has not been posted.*
- I can **run reports** relevant to accounting, including (but not limited to)
  - Find Journals. *I can run the Find Journals report to search for journals by user, journal status, fiscal periods, and other criteria.*
  - Find Journal Line. *I can run the Find Journal Lines report to search for Journal Lines by user, journal status, fiscal periods, and other criteria.*
  - General Ledger Balances
  - General Ledger Details
  - Trial Balance

"My staff members come to me for help when they need an accounting adjustment created."



Engagement, Training & Support

Engagement, Training & Support | Opportunities

ENGAGEMENT, TRAINING & SUPPORT

Go Live!

APR
Engagement - FST Fridays

MAY
Training begins

JUL+
Training continues;
Support: Office Hours; Solution Center*

*Solution center launched in March to prepare for July Go Live.

Engagement

Engagement | FST Fridays

FST Fridays are **role-based day-in-the-life previews** of high-level and specific Workday topics where participants can get a sneak peek into the system before training begins.

Past Session

April 1, 9 am - 10:30 am: Foundation Data Model ✓

*Couldn't attend? View the recording by selecting the link below, then navigating to the **Join us for FST Fridays in April!** section of the webpage.*
https://uvafinance.virginia.edu/finance-strategic-transformation/about

Upcoming Sessions

April 8, 9 am - 10:30 am: Employee as Self

- Overview and demonstration of how to **create and view an expense report** and **create and assign a cart**
- https://virginia.zoom.us/j/96732814476?pwd=NktORkY3MC9QNDNMOUtXbVlDVFMvUT09 Passcode: 154311

April 15, 9:00 - 10:30 am: Procurement

- Overview and demonstration of how to **create a requisition** and **create a supplier invoice request**
- https://virginia.zoom.us/j/98959074510?pwd=NWtsa2Q5K1FGOFhFbGx0OHVpbVlKdz09 Passcode: 988620

April 22, 8:30 - 10:00 am: Foundation Data Model

- Overview of **Workday's Foundation Data Model**, including **worktags** and **crosswalk**
- Demonstration of **worktags** when creating an expense report and journal
- https://virginia.zoom.us/j/93237635234?pwd=U3cyZkdwaGVaMzRhcUcvc21yK0poQT09 Passcode: 560180

April 22, 10:30 - Noon: Employee as Self

- Overview and demonstration of how to **create and view an expense report** and **create and assign a cart**
- https://virginia.zoom.us/j/99622264623?pwd=SE9mZDR2SDVpT2ZvQjBZR3AzOHhDZz09 Passcode: 608371

April 29, 9:00 - 10:30 am: Procurement

- Overview and demonstration of how to **create a requisition** and **create a supplier invoice request**
- https://virginia.zoom.us/j/91221338556?pwd=V2d1ajkrTFNZSzNZRk9uMS9NOWRsdz09 Passcode: 037940

Engagement | Updates from First FST Friday: FDM

On April 1, 2022 we held out **first FST Friday session**, which focused on Workday's **Foundation Data Model**.

FST Friday: FDM At a Glance

- More than **260 participants** from across different departments and units
- Overview of **Foundation Data Model**
- Explanation of **worktags** and **crosswalk**
- Live demonstrations in Workday of
    - How worktags are used when creating an **expense report**
    - How worktags are used when creating a **journal**
    - Accessing an **FDM Reference Report** to find specific worktags in Workday

What are Participants Saying about FST Fridays?

✓ I appreciate the overview and look forward to learning more!

✓ Thank you for today's session and all the work you are doing to provide resources and communications about this big change.

✓ I plan to attend all the FST Fridays if I can!

✓ This session got me excited for the role-specific training sessions and time in the training tenant.

Training

Training | Instructor-Led and Web-Based Training

Instructor-Led Training and **Web-Based Training** will be offered. Training will be **role-based** and **required.***

Note: Every ILT course will also have an accompanying Web-Based Training course.

INSTRUCTOR-LED TRAINING (ILT)

- Ad Hoc Bank Transactions
- Banking and Settlement
- Customer Accounts
- Expense – Expense Data Entry Specialist
- Financial Accounting
- Gifts
- Grants Management
- Internal Service Delivery (ISD)
- Payroll Accounting – Accounting Adjustments
- Payroll Accounting – Costing Allocation
- Payroll Accounting – HCM Subtasks

WEB-BASED TRAINING (WBT) ONLY

- Introduction to Workday Financials**
- Expense – Employee as Self
- Requisition – Employee as Self
- Account Certification
- Customer Contracts & Billing Installments
- Requisition & Supplier Invoice

Note:
See Appendix for list of security roles and required training
**Role access will be given in production (at go-live) with a 30-day, one-time grace period to complete the training*
**Prerequisite course

Training | What's Next?

- Training will start in May!
- We are currently working on the training **calendar** and plan to post it to the website by **April 15, 2022.** The cadence of courses will be reflected in the calendar.
- Instructor-Led courses (offered virtually) will include **hands-on activities**, and opportunities for **Q&A**.
- Web-Based courses include process overviews and demos for participants to review **at their own pace and repeat as needed.** Will be able to ask questions and get answers using AskFinance.
- Participants will enroll for courses in Workday.
- We will offer multiple sessions for the courses with the **highest volume of role assignments.** These include:

Financial Accounting
Grants Management
Payroll Accounting – Accounting Adjustments
Payroll Accounting – Costing Allocation
Payroll Accounting – HCM Subtasks

Support

Support | Finance Solution Center

The Finance Solution Center will be UVA Finance's centralized, first human point of contact for most support requests.

Agents in the Solution Center are responsible for:

- Gathering customer information
- Analyzing the problem to identify the cause
- Solving the problem if there is a documented solution/answer
- Escalating cases to the appropriate specialist if it cannot be resolved

Users may seek support by emailing askfinance@virginia.edu.

Soft launch was March 14, 2022.

As of 3/31, logged 350+ cases!

Finance Solution Center Impact

- ✓ Dedicated full-time team to support your questions
- ✓ Single point of entry for all UVAFinance inquiries (Workday and others)
- ✓ Live person response when calling
- ✓ Monitored queues to ensure prompt response and resolution

Budgets

Budgets | Fund Balance Ownership (Fund Ownership Visibility)

Pros:

- **Expendable fund balance reporting enabled –** Units would have the ability to accurately report on funds available without needing to wait for year-end settlement and carryforward calculations. In combination with the FDM, anyone could run a trial balance on any combination of FDM worktags at any time.
- **Clear ownership of funds –** Consistent transfer of funds would make it clear “who owns the fund balance” and the "owner" of the fund will be able to see where the funds have been transferred and how much has been spent.
- **Elimination of significant amounts of tracking outside of systems of record –** Units could eliminate and/or streamline current tracking mechanisms (i.e., manual Excel spreadsheets).
- **Reduction in risks of errors –** Through the elimination of the manual calculation of balances and the addition of robust real-time variance analysis capabilities.
- **Increased staff capacity** – This would allow more staff time to be devoted to analytical work rather than manual, tracking work.

Cons:

- **Significant Training –** This would change the meaning of “budget” for many users, as it would no longer confer spending authority or indicate funds available but would instead represent the unit's plan for the year. Units would need training in how to view expendable fund balances via reporting to determine availability of funds. The amount of change management and training would depend on the extent to which the unit currently operates exclusively or nearly exclusively with spending authority.
- **Change in the types of transactions/work** – Moving away from spending authority requires actual movement of funds to MBUs. This would mean units would budget the funds, as a plan, and would need to ensure the funds actually move as well, thereby increasing transactions in the system but reduction manual work done in shadow/supplemental systems. This would be mitigated with change management and system adaptations (e.g. mass uploads).

Budgets | Fund Balance Ownership (Fund Ownership Visibility)

Below is a high-level timeline of Fund Balance Ownership activities:

APRIL 6, 2022
Fiscal Administrators

APRIL 14, 2022
Budget Process Redesign Group reconvenes as a focus group

EARLY MAY
Draft materials ready for stakeholder review/feedback

MAY 4, 2022
Fiscal Administrators

LATE MAY
Feedback incorporated and materials published

JUNE 1, 2022
Fiscal Administrators

JULY 1, 2022
Go Live

Materials are also reviewed at weekly All-Pods meetings (Mondays), Steering Committee/Advisory Group meetings, and FDM governance meetings.

Budgets | Fund Balance Ownership (Fund Ownership Visibility)

In the Works

- FAQ document
- Detailed transaction processing document, to include unit-level guidance eventually
- Revised finance policies, especially FIN-033 Monitoring Cash Balances and Resolving Deficits
- Detailed timeline
- Specific reporting guidance (budget to actuals variance reporting and fund balance reporting)

Questions? We'll add them to our FAQ and ensure they are incorporated in the resources above. Reach out to askfinance@virginia.edu with subject line "Fund Balance Ownership question."

Reporting & Analytics

Reporting & Analytics | Persona Working Group

We will establish an organizing mechanism for R&A based on Personas and while we are immediately focused on the Finance launch, we recognize that our users have a broader range of needs including HCM and Student data.

"What type of experience/portfolio do we aspire to deliver in July 2022 to enterprise reporting and analytics (R&A) end users at the University of Virginia?"

WORKING GROUP MEMBERS

Sponsor: Bill Ashby

HCM People Analytics: Johann Reinicke, Xavier Wiltbank, Alex Jeter

ITS: Teresa Wimmer

FST/Finance: Ashley Bagby, Derrick Carter, Linda Leshowitz, Brad Kurtz, Del Kolberg

Schools/Units: Alicia Rudie, James Cathro, Sarah May, Scott Willis

PERSONAS

Fiscal Administrator: Bob

Business Officer / Chief Administrator: Jane

Department or Unit Director: Tim

Grants / Research Administrators: Susan

Reporting & Analytics | Persona: Bob – Operational Support

Who they are?

- Fiscal Administrator
- Business Manager
- Budget Analyst
- Financial Services Specialist
- Expense Entry Specialist
- Payroll Costing Coordinator

With whom do they interact?

- Department Chairs
- Program Directors
- Coaches
- Faculty
- Dean's Office
- Registrar's Office
- HR
- Students

Knowledge and Skills

- Operational Knowledge - Go-to resource on how things get done in department/unit
- Chart of Accounts (PTAO, FDM)
- Connection between operations, processes, and data
- Use of reporting tools to answer questions

Regular Tasks

Needs

- Access to transactional processes (T&E, Travel, Requisitions and PO vouchers, Payroll Distribution, Cost Transfers, Wage Assignment)
- Account Certification/Reconciliations
- Cash Deposits
- Delegations on behalf of others
- Student hiring
- Onboarding new employees
- Grants administration
- Space Management
- FM Work order requests

Frustrations

- Complex processes (Payroll Dist, Access to PO details, Cost Transfers)
- Delegations
- Approval processes
- Reconciliations

Data and Information

Needs

- Consistent, standardized reports – Details, Summaries, Variances, Trends
- Tracking and projecting fund balances
- Managing commitments
- Tracking cross-unit spending
- Budget variance reporting
- Error-catching – Exceptions, journal entries, cost transfers, Payroll Distribution
- Compensation (Salary, Wage, Funding Sources, PAP)

Frustrations

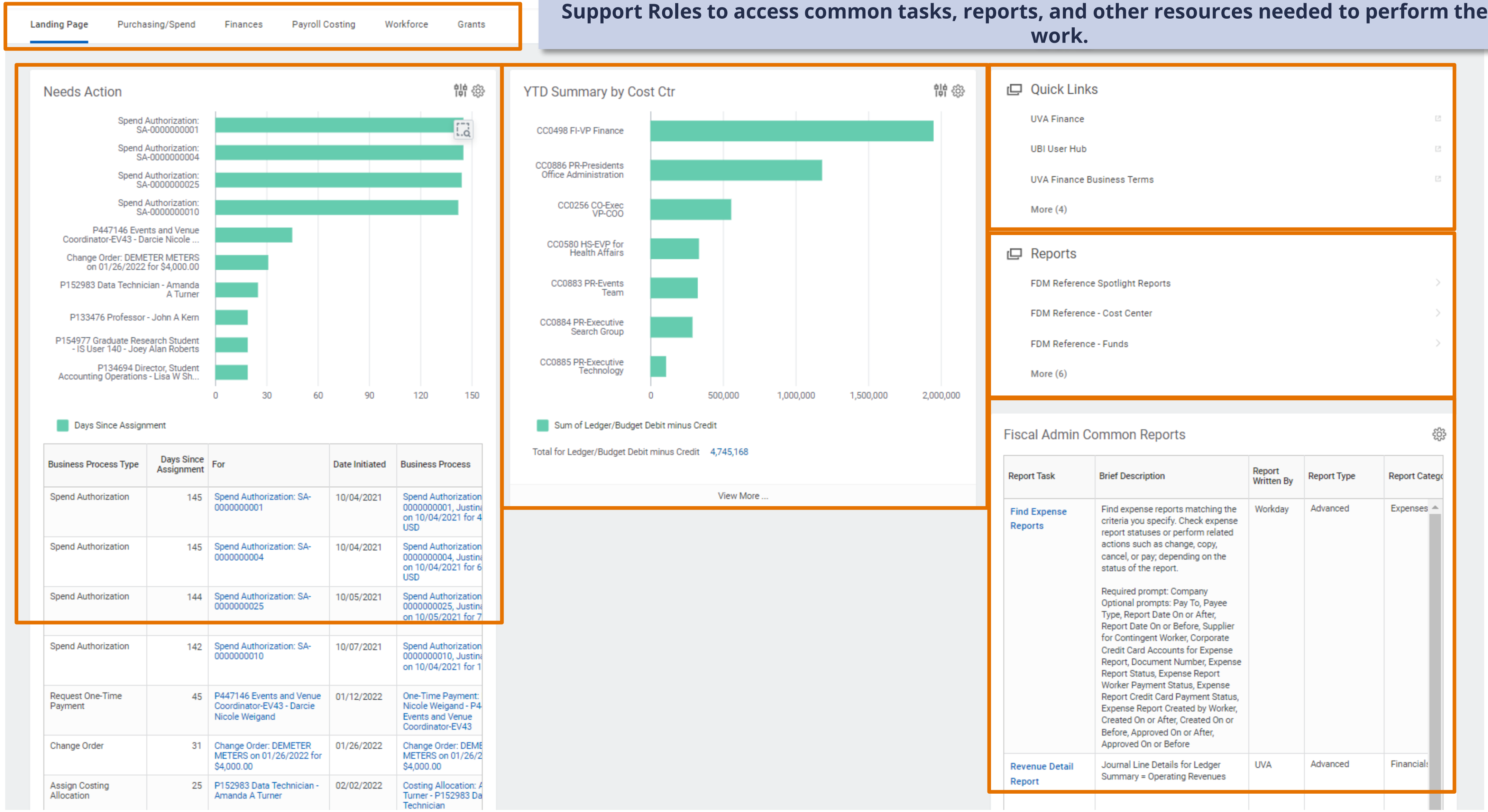
- Access to compensation information
- Tracking fund balances - Split ledger (GL/GA)
- Tracking spending commitments
- Have access to data, but not necessarily actionable information
- Distribution of financial reports to faculty

Modes of Operation

- Often wear many hats
- Work with detailed transactional data and information on a daily basis
- Manage the distribution of resources for their department or unit – need insight into Budget variance, Fund Balances, Commitments & Obligations
- Often an individual performer, not a manager of others
- Generally focused on operational vs. strategic decisions

Reporting & Analytics | Dashboard – Landing Page

This dashboard is intended to provide a one-stop shop for users in Fiscal Administrator or Operational Support Roles to access common tasks, reports, and other resources needed to perform their daily work.

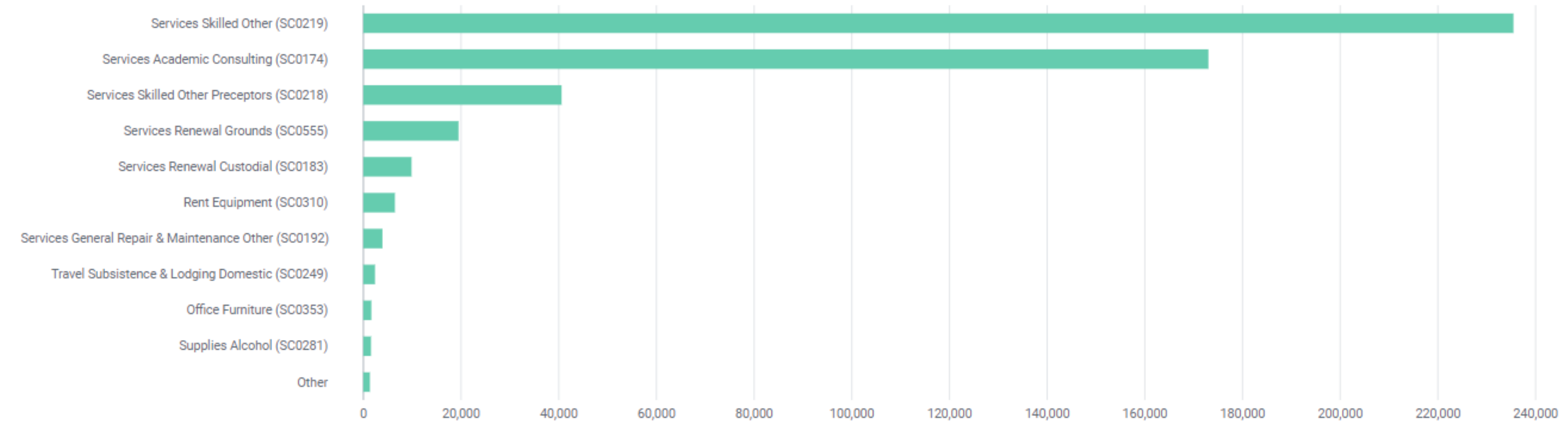


Reporting & Analytics | Dashboard – Purchasing/Spend

This Dashboard is intended to provide a one-stop shop for users in Fiscal Administrator or Operational Support Roles to access common tasks, reports, and other resources needed to perform their daily work.

Landing Page | **Purchasing/Spend** | Finances | Payroll Costing | Workforce | Grants

OTPS Spend Summary



Sum of Ledger/Budget Debit minus Credit

Total for Ledger/Budget Debit minus Credit 495,882

View More ...

Tasks

- Create Expense Report
- Create Expense Report for Worker
- Create Requisition
- More (3)

Reports

- Find Suppliers Contact Info

Quick Links

- UVA Finance
- UBI User Hub
- PaymentWorks Resources
- More (3)

Common Purchasing Reports

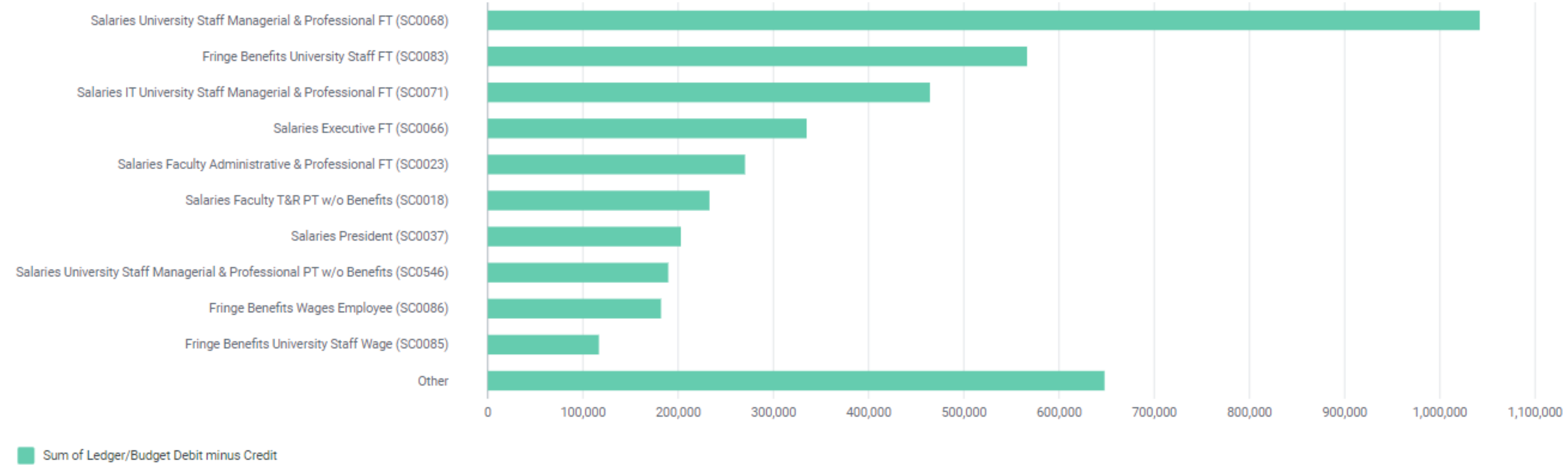
Report Task	Description	Report Written By	Report Type	Report Category	Active Report Tags
1099 Transactions for Corporations		UVA	Advanced	Supplier Accounts	Function: Purchasing Owner: Supplier Accounts UVAFST
Audit Report for Department Purchases	Analyzes purchase orders for potential split transactions	UVA	Matrix	Procurement	Custom Report Function: Purchasing Owner: Procurement UVAFST
Catalog vs. Non-Catalog Purchase order Spend	This report allows users to analyze historic spend resulting from POs, and to understand purchasing trends by catalog and non catalog status	UVA	Matrix	Procurement	Function: Purchasing

Reporting & Analytics | Dashboard – Payroll Costing

This Dashboard is intended to provide a one-stop shop for users in Fiscal Administrator or Operational Support Roles to access common tasks, reports, and other resources needed to perform their daily work.

Landing Page | Purchasing/Spend | Finances | **Payroll Costing** | Workforce | Grants

YTD Personnel Expense



Total for Ledger/Budget Debit minus Credit 4,249,286

View More ...

Tasks

- Assign Costing Allocation
- Manage Period Activity Pay Assignments
- Add Job

Reports

- FDM Reference Spotlight Reports
- Labor Distribution Assignments (ACD)
- Institutional Base Salary Details

Quick Links

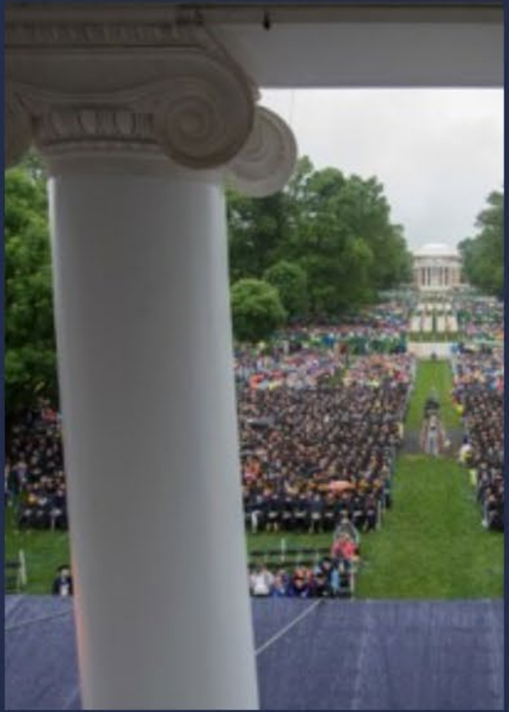
- UBI User Hub
- UVA Holiday Calendars
- Fringe Rates

Common Payroll Reports

Report Task	Brief Description	Report Written By	Report Type	Report Category	Active Report Tags
Award Amendment extension date extends payroll commitments Report	This advanced report lists all worker costing allocations. The report uses the Worker Costing Override data source.	UVA	Advanced	Payroll Worker Data	Custom Report Function: Payroll Owner: Payroll UVAFST
Compensation for Workers on Leave		UVA	Advanced	Worker Data	Custom Report Function: Payroll Owner: Payroll UVAFST
Federal Work Study Payroll Balances		UVA	Advanced	Worker	A Work in Progress Custom Report Function: Payroll Owner: Payroll

Other Business and Wrap Up

Appendix




COMMEMORATING 150 YEARS
THE
HONOR SYSTEM
INITIATED BY STUDENTS AND FACULTY
TO FORM A COMMUNITY OF TRUST
AND INTEGRITY
1842 - 1992

Training | Instructor-Led and Web-Based Training

Course Name	Course Format	Security Role/Audience
Introduction to Workday Financials*	WBT	All Employees
Account Certification	WBT	Preparer for Account Certification, Approver for Account Certification, Grant Account Certifier
Ad Hoc Bank Transactions	ILT, WBT	Cost Center Deposit Specialist
Banking and Settlement	ILT, WBT	Petty Custodian
Customer Accounts	ILT, WBT	Customer Billing Specialist, Customer Contract Specialist
Customer Contracts & Billing Installments	WBT	Customer Contract Specialist
Expenses – Employee as Self	WBT	All Employees
Expenses – Expense Data Entry Specialist	ILT, WBT	Expense Data Entry Specialist
Financial Accounting	ILT, WBT	Accountant
Gifts	ILT, WBT	Unit Gift Manager
Grants Management	ILT, WBT	Grant Manager
Internal Service Delivery (ISD)	ILT, WBT	Internal Service Delivery Data Entry Specialist
Payroll Accounting – Costing Allocation	ILT, WBT	Payroll Costing Managers, Payroll Costing Specialist
Payroll Accounting – Accounting Adjustments	ILT, WBT	Payroll Accounting Adjustment Specialist
Payroll Accounting – HCM Subtasks	ILT, WBT	Payroll Costing Manager
Requisition – Employee as Self	WBT	All Employees
Requisition & Supplier Invoice	WBT	Procurement Shopper

******Prerequisite course*