**November 2017** 







#### Three months after the Workday Finance implementation, the Workday project team

continues to work hard on improving the Workday system and be responsive to users' needs. Since go-live, the Workday team has received requests to provide better visibility into reporting.

Please read the "Reporting" section for more information on available reports. A special thank you to Cost Center Managers (CCMs), the Finance Business Process Initiators

Finance User Network (FUN) who have continued to assist post go-live. The Workday Finance project team is working closely with central offices and departments to identify additional training and any configuration changes, if necessary. Role-based training will continue to be available through 2018. Please visit the Workday Finance Training Catalog to review the list of available

(FBPIs), Senior Business Officers (SBOs), and the

training classes. - Theresa Ashman



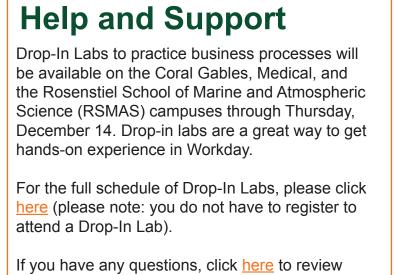
#### Accountant Cost Center Sponsored Program Manager

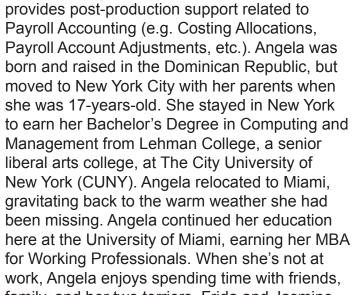
· Expense Data Entry Specialist ISP Analyst ISP Manager

- Procurement Data Entry Specialist
- Receiver



### efforts by streamlining the hiring process, and improving the efficiency and transparency of recruitment tasks.





Team. He assists in instructional design, classroom trainings, Help Desk tickets, and Change Management strategy and support. Tim is originally from Cleveland, Ohio, but he now commutes weekly from Dallas, Texas. Staying true to his Ohio pride, Tim attended Ohio State University, earning his Bachelor's Degree in Sociology, with minors in Organization, and Performance Psychology. Outside of the office, Tim enjoys doing anything athletic or competitive, even if it's just a competition to up his own bingewatching record for his favorite shows. He also follows all sports, but especially Cleveland and Ohio State teams. If Tim's not watching sports or his favorite shows, he also enjoys watching movies. He tries to watch all the Best Pictures nominees each year. Tim's favorite book is The Devil in the White City by Erik Larson, and he enjoys any music he can sing along to.



## Workday and Reports, the Business Intelligence

(BI) portal, based on requests to provide better visibility into salary information in both systems. The FIN-PAY-Salary Detail (Workday) and the Salary Detail (BI) reports can be used to verify

compensation detail by providing information

Salary Detail reports are now available in both

at the employee level by Cost Center, Driver Worktag, Pay Component, and Spend Category. These reports can be run by those holding the following Workday roles: Budget Approver Cost Center Manager Cost Center Sponsored Program Manager

- Finance Reviewer Grant Manager
- Grant Reviewer Senior Business Manager
- VP Budget Approver
- Principal Investigator
- The FIN-PAY-Salary Detail report can be accessed through Workday and allows you to

this report, please review this tip sheet.

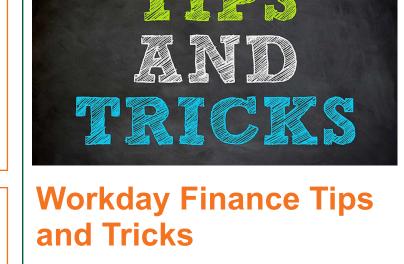
view the breakdown of gross pay per employee over one or more pay periods. This report contains payroll accounting details per employee.

role, please review this tip sheet.

The Salary Detail report can be accessed through Reports and contains the same data as its Workday counterpart. To learn more, please review this tip sheet. To learn how to run additional reports in Workday and about Finance reports available by security

To learn more and to view instructions for running

For information on running reports in BI, click here to review the Reports: Business Intelligence (BI) tip sheet, or please contact: datawarehouse@ miami.edu.



#### been assigned to you in UMarketplace, and/or complete the cart in Workday, please review this tip sheet. Business Intelligence (BI) Reports: October

To learn how to assign a cart to someone else in UMarketplace, retrieve a cart that has

Assign Cart in UMarketplace

2017 Release

run the Journal Transaction History and Journal Posted Details reports, click here.

To learn about new fields and reports available in the October 2017 release, including how to

 Create Change Order To learn how to process changes to a Purchase Order (PO) that has already been issued for goods or services, please review this tip sheet. Create Journal for Payroll Accounting

Adjustments (PAAs) Prior to September 1 To learn how to create a manual journal as a Payroll Accounting Adjustment (PAA) to correct payroll completed prior to September 1, 2017,

please review this tip sheet.

 Create Receipt To learn how to create Receipts for record goods and services received, please review this tip sheet. Create Expense Report To learn how to create an Expense Report, for yourself or on behalf of other workers, to request reimbursement for expenses, reconcile Travel

Card transactions, itemize or split cost for

items, and find related reports, please review this

To learn how to create a Spend Authorization,

for yourself and on behalf of other workers, to request a cash advance for University-related travel expenses and find related reports, please view this tip sheet.

Create Spend Authorization

tip sheet.

 Delegation To learn how to delegate your inbox, assign other employees to start tasks on your behalf, delegate a task, stop delegation, and act on someone's behalf (instructions for delegates), please review this tip sheet.

To learn how to view the breakdown of gross pay

To learn how to tie compensation from Workday's

Audit-P&L by Organization) report to individual

Transaction Audit (FIN-ACC-Transaction

per employee over one or more pay periods for a pay group by Worktags in Workday, please

employees who have any portion of their salary paid by a specific Cost Center. To learn more, please review this tip sheet.

please review this tip sheet.

Reimbursements

Principal Investigator (PI) Navigation

To learn how to access and complete tasks

Delegate Task, please review this tip sheet.

including Approve/Send Back/Deny Task, or

FIN-PAY-Salary Details Report

review this tip sheet.

Salary Detail Report

 Find Journal Lines for Sales Tax Reporting To learn how to report on sales tax liability collected at the department, please review this tip sheet. Finance Reports in Workday To learn how to run reports in Workday and about Finance reports available by security role,

visitor to the University of Miami and is not likely to be reimbursed again, complete the Non-Employee and Student Expense Reimbursement Form (please note: this form is not meant for processing taxable payments (e.g. honoraria). To learn how to access and complete

the form, and follow up on requests that have

been submitted, please review this tip sheet.

**Tip:** If reimbursing the same student or non-

Request business process. To learn more how

employee more than once, use the Check

To reimburse an individual who is a one-time

to request a check, including creating a payee in Workday and setting up a payment, click here. Verify Procurement Card (PCard) **Transactions** To learn how to reconcile purchasing card

(PCard) transactions (for yourself or on behalf

Spend Categories or Driver Worktags, and find

related reports, please review this tip sheet.

To review tip sheets related to University of

Request Form - Initiator & Reviewer Roles

This form is used to request a change in an

Workday Finance: UMH Specific

of other employees), split costs between multiple

Miami Hospital (UMH), click here. Download: Workday Finance Security Role

employee's security role access for Initiator & Reviewer Roles (e.g. Department Accountant, Finance Reviewer) in Workday. Please complete the form and scan and email to <a href="mailto:help@miami.edu">help@miami.edu</a> using your UM email account. Download: Workday Finance Security Role Request Form - Approver Roles

Manager) in Workday. Please complete the form and scan and email to <a href="mailto:help@miami.edu">help@miami.edu</a> using your UM email account.

To learn more tips and tricks, please click <u>here</u>.

This form is used to request a change in an employee's security role access for Approver Roles (e.g. Cost Center Manager, Program

# sheets, reports, and training options, are now available for the following Workday roles:

### Deposit Specialist

To learn more information specific to other Workday roles, click here.



module in Workday to enhance faculty recruitment

For further assistance, please contact the UMIT Service Desk at: (305)284-6565 or <a href="mailto:help@miami.edu">help@miami.edu</a>. Please provide as much detail as possible to ensure your incident is triaged effectively.

frequently asked questions (FAQs) about Workday

Finance.



Tim Collins

Angela Marte

family, and her two terriers, Frida and Jasmine. She also enjoys running, biking, and embarking on new adventures with her husband, Will. When it comes to music, Angela prefers alternative rock and Caribbean rhythms, such as Merengue and Salsa. Tim Collins is a Deloitte Human Capital Consultant with the ERP Change Management

# Important Links

**Finance Advisory Board Finance Advisory Councils Training Resources** 

Log in to Workday

- **Workday Finance Frequently Asked Questions Communications**

For technical issues, please contact the UMIT Service Desk: (305) 284-6565 or help@miami.edu Connect

