workday.
FINANCE
UPDATE

Transform your workday

November 2016

December, already?

Calendar year 2016 is nearly at an end. As we round into 2017, the project team will be focused on activities that lead to deployment in June. We'll continue to use this newsletter to share updates on what to expect as that date gets closer.

At this stage, design is largely complete. We are heavy into testing now – which is consistent with our overall project plan.

Over the past few weeks, the project team worked on the following:

- Worked closely with other systems to ensure they have what they need to migrate to the new FDM (Financial Data Model) and to help them prepare test files with the new formats.
- Layered in additional data converted from FRS that includes account mapping, endowments, and grants. At this point, our test tenants include all data for further testing.
- Worked hard on developing the required reports identified by the FAC (Finance Advisory Council) on Reporting. These reports will be used in helping CCMs (Cost Center Managers) and others in validating data.
- Prepared for sharing converted data with CCMs. This exercise is well underway and will conclude December 18.
- Layered in security roles and limited role assignments for testing of business processes and visibility.
- Conducted UAT (User Acceptance Testing) for SciQuest

It's very exciting to see this coming together and we're very appreciative of our dedicated group of stakeholders who have provided input and gotten involved!


Vivian Naiman Rakesh Duggal

Meet the Team!

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet Vivian Naiman and Rakesh Duggal.

Vivian Naiman is a Workday Finance functional team member focusing on Financial Accounting and Customer Accounts. In her role, she performs tasks such as configuring Customer Accounts for external customers. She also works with the Integrations team to provide Workday requirements for associated business processes for systems, including CaneLink and Epic. Vivian earned her undergraduate degree at Florida International University and her MBA at University of Miami. When she is not working, Vivian enjoys working out, boating, and spending quality time with her family – especially watching her husband coach her son in football, who aspires to be a Miami Hurricane some day!

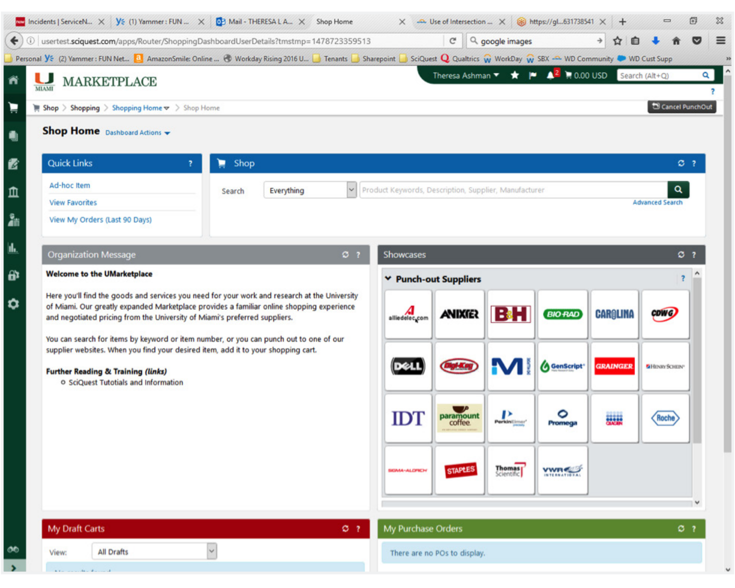
Rakesh Duggal is our Deloitte project manager for the ERP implementation. He oversees all facets of Workday's implementation and provides the ERP functional and technical teams with finance subject matter knowledge, ensures integration across work streams, manages issues, risks and required decisions, and coordinates with stakeholders to provide project status updates. He earned his undergraduate degree from University of Maryland and his MBA from New York University Stern School of Business. When he is not working, Rakesh enjoys spending time with friends and family, drinking good wine, and checking out new restaurants in his hometown of New York City.

Systems Integration Testing (SIT)

The SIT (Systems Integration Testing) tenant was built this month and is being used to test various integrations to Workday. Several systems will integrate with Workday to provide data, including the examples listed below:

- **EPIC** – provides accounting entries for professional billing, refunds to patients and payers, and bank transactions to support reconciliation.
- **CaneLink** – provides accounting entries, student refunds payable by check, and bank transactions.
- **McKesson** – provides approved supplier invoices for payment.
- **Raiser's Edge** – provides accounting entries for gifts and initiates business process to create endowments.
- **TMA** – provides accounting entries for plant maintenance charges.

Preparing test files for load into Workday was only a piece of this testing process. Affected systems have also made core changes to accept and provide data in the format of the new FDM.



SciQuest User Acceptance Testing

As mentioned in previous Updates, the implementation of Workday Finance will include a simultaneous implementation of SciQuest. SciQuest will be seamlessly integrated with Workday to provide enhanced catalog searching and shopping cart functionality. In addition, SciQuest will be the mechanism suppliers will use to enroll (i.e. onboard) and maintain their information. Since UM users will access SciQuest through Workday, separate security access is not required.

The week of November 7, the team held UAT for the catalog functions of SciQuest. 68 members of the FUN (Finance User Network) volunteered to be testers! A special thanks to all the FUN members who were part of this important milestone!

Above is a screenshot of the SciQuest "homepage," which will be accessed through Workday.

One very nice feature of SciQuest is the ability to assign a shopping cart to someone else. One use case is for an employee to browse the catalogs to find specific scientific supplies they might need. Once they've found the items and added them to the cart, they can assign the cart to someone in their business office for assignment of costing and completion of the rest of the required steps.

Coming Up!

This coming budget season, FRS accounts will continue to be used in Tidemark. We will convert the data from Tidemark into the new Workday FDM before it is loaded into Workday. Starting in spring 2018, the new FDM values will be used for the budget. More information on what to expect during the lead up to implementation will be provided in future issues of the Update.

The Workday Finance Crystal Ball

Last month we talked about expense reimbursements. This month's term is Expenses, which will take the place of eBERFs. Workday will be used for employee and non-employee reimbursements for travel and other business expenses.

A standard report in Workday, Expenses by Cost Center, will be very useful for those with finance roles. It presents a graphical depiction of the cumulative dollar amount of reimbursement for a particular timeframe. By clicking on the graph or on the dollar amount in the table, a pop-up window will show details of reimbursements by employee.

[Click here to see a screenshot from our development tenant showing what this would look like.]

Changes to Workday HCM

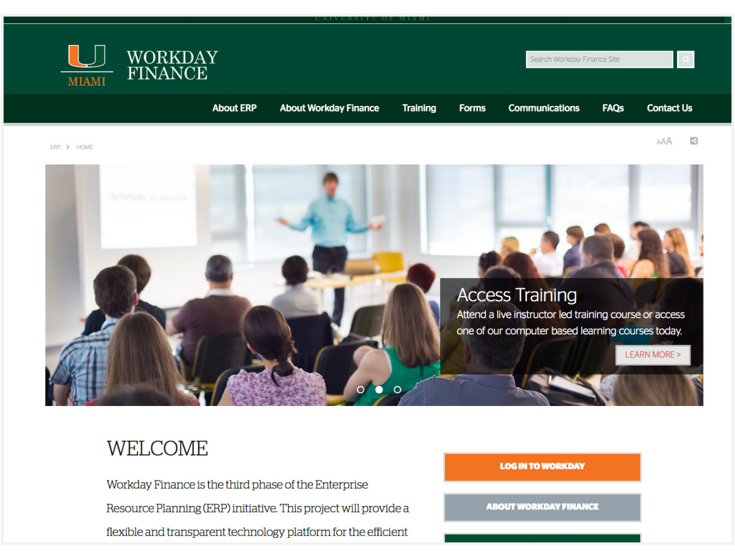
The following changes were made to Workday HCM (Human Capital Management) in the past month:

- Configuration was completed requiring input of the certification number and expiration date for all certifications in the Manage Certification business process.
- The Immigration Specialist Role was created.
- Compensation and Costing Allocation for FWS (Federal Work Study) was created. The Student Job Profile drives correct costing allocations. The new configuration streamlines the business process for Federal Work Study to Student Assistant job profile changes.
- Previous configuration allowed an employee to update their Legal and Preferred Name during onboarding. The configuration has been updated to remove this capability.

New Websites!

UM is in the process of migrating its numerous websites to a new format. The websites for Workday Finance and Enterprise Resource Planning were migrated recently.

Check them out!:



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Important Links

- Log in to Workday
- Finance Advisory Board
- Finance Advisory Councils
- Training Resources
- Communications

If you have questions related to Workday, please contact the UMIT Service Desk at: (305) 284-6565 or itsupportcenter@miami.edu.

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