workday. FINANCE UPDATE

Transform your workday

March 2018

Workday Finance Post-Launch Phase

The Workday Sponsors recently announced the results of the Workday Finance Change Management Survey. This assessment was sent to over 1,700 faculty and staff members with Workday Finance roles. It is designed as a pulse check of the University's experience in training, communication, and the overall impact of the new system. For reference, please see the announcement here.

In this post-launch phase, the project team is working diligently with Workday to optimize system capabilities and performance, and stabilize the overall system and related processes. The Workday Sponsors will continue to update the University community about post-launch improvements and activities.

Workday Drop-In Labs are scheduled on the Coral Gables, Medical, and Rosenstiel School of Marine and Atmospheric Science (RSMAS) campuses through the end of April 2018. Drop-In labs are a great way to get hands-on experience in the Workday system. For the full schedule, please click here here (please note: you do not have to register to attend a Drop-In Lab). Read the Drop-In Lab Testimonials section for some great feedback about Drop-In Labs from participants.

Role-based training will continue to be available through 2018. Please visit the Workday Finance Training Catalog to review the list of available training classes.

Drop-In Lab Testimonials

We have received some great feedback about Workday Drop-In Labs from participants! Please read some of the feedback below. We'd love to hear from you! If you have any comments or suggestions, please email the team anytime at workday@miami.edu.

"After attending a Grants Drop-In Lab, I found it much easier to locate my subcontract accounts," said Nadege Jasmin, Senior Manager. **"I learned how to find my roles in Workday and what I had access to. This workshop was very helpful and hands-on. It was personalized and informative."**

"After attending a Workday Finance Drop-In Lab, I was able to learn how to manage delegations in Workday," mentioned Jennifer Stone, Administrative Assistant. **"It was great to be able to demonstrate to one of my researchers, who was about to go on maternity leave, how to assign her delegations to the Department Chair."**

Attend a Drop-In lab to get assistance in completing business processes. Please bring your department's transactions to further assist you. Drop-In Labs are organized specifically by topic and will be available by campus. For the full schedule, click here (please note: you do not have to register to attend a Drop-In Lab).

Workday Reporting Webinar Series

These one-hour webinars will provide an overview of running reports on summary balances vs. detail transactions by Worktag. These webinars are now available as Computer-Based Learning (CBL) modules. To launch a CBL, visit ULearn and search for the keywords: "Workday Reporting."

Workday Reporting Drop-In Labs are now available and scheduled on the Coral Gables, Medical, and Rosenstiel School of Marine and Atmospheric Science (RSMAS) campuses through the end of April 2018. Drop-In labs are a great way to get hands-on experience in the Workday system. For the full schedule, please click here (please note: you do not have to register to attend a Drop-In Lab). Read the Drop-In Lab Testimonials section for some great feedback about Drop-In Labs from participants.

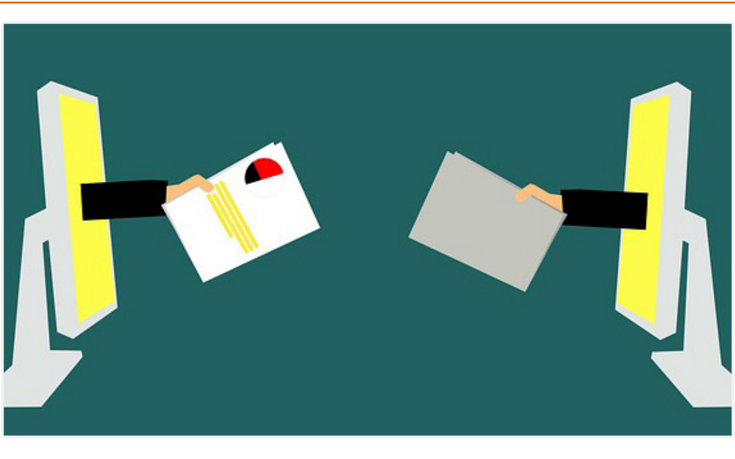
Workday Finance Tips and Tricks

Click here to access Workday Finance Tip Sheets and Tutorials or search the name of the tip sheet in the specified category.

- **Assign Costing Allocation**
  Learn how to initiate this business process, add an allocation, and more. Costing allocations (salary distribution) allocates a worker's salary across one or more Driver Worktags. To view this tip sheet, click here or search under "Payroll Accounting."
- **Create Receipt**
  Learn how to create Receipts to record goods and services received, take appropriate actions in situations of over receiving or under receiving, and find related reports. To view this tip sheet, click here or search under "Procurement."
- **Create Expense Report**
  Learn how to create an Expense Report, for yourself and on behalf of other workers, to request reimbursement for expenses, reconcile Travel Card transactions, itemize or split cost for items, and find related reports. To view this tip sheet, click here or search under "Expenses."
- **Workday Finance Reports Matrix *Updated**
  Learn how to run reports in Workday and about Finance reports available by security role. To view this tip sheet, click here or search under "Reporting."
- **Locate Payment Details for a PO**
  Learn how to verify that invoices have been paid against a Purchase Order (PO) and locate details about the payment, including the check number, check date, and payment amount. To view this tip sheet, click here or search under "Procurement."
- ****New**: Match Exception**
  Learn how to review a Match Exception from your Workday Inbox, and either correct the Match Exception or request a Match Exception Override. To review this tip sheet, click here or search under "Procurement."
- **Reimbursements**
  To reimburse an individual who is a one-time 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-employee more than once, use the Check Request business process. To learn how to request a check, including creating a payee in Workday and setting up a payment, click here.
- **Verify Procurement Card (PCard) Transactions**
  Learn how to reconcile purchasing card (PCard) transactions (for yourself or on behalf of other employees), split costs between multiple Spend Categories or Driver Worktags, and/or find related reports. To view this tip sheet, click here or search under "Basics."
- **Workday Finance: UMH**
  To view tip sheets related to University of Miami Hospital (UMH), click here, or search under "UMH Specifics."
- **Download:** Workday Finance Security Role Request Form - Initiator & Reviewer Roles
  This form is used to request a change in an employee's security role access for Initiator & Reviewer Roles (e.g. Department Accountant, Finance Reviewer) in Workday. Please complete the form, and then scan and email the completed form to: help@miami.edu using your UM email account.
- **Download:** Workday Finance Security Role Request Form - Approver Roles
  This form is used to request a change in an employee's security role access for Approver Roles (e.g. Cost Center Manager, Program Manager) in Workday. Please complete the form, and then scan and email the completed form to: help@miami.edu using your UM email account.

To learn more tips and tricks, please click here.



March: Ask the Experts Webinar Materials

This one-hour webinar covered valuable information about Award Components in Workday, Grant Reports, and Award Role Assignments by the Office of Research Administration (ORA). This webinar is now available as a Computer-Based Learning (CBL) module. To launch this CBL, visit ULearn and search for the keywords: "Ask the Expert."

Workday Match Exception

Beginning April 2, 2018, Cost Center Managers (CCMs) and Cost Center Sponsored Program Managers (CCSPM) will receive a Supplier Account Match Event task in Workday when a Match Exception (variance) exists between a Supplier Invoice and a Purchase Order. This task will require CCMs and CCSPMs to take action when there is a Match Exception and eliminates the need for the Accounts Payable Office to send an override request.

The Supplier Account Match Event task requires CCMs and CCSPMs to take one of the following actions:
1) Initiate a Match Exception Override which allows the invoice to be paid without a change order or Receipt entry.
2) Correct a Match Exception by Creating a Receipt request or a Change Order.

To learn how to review a Match Exception from your Workday Inbox and either correct the Match Exception or request a Match Exception Override, please review this tip sheet. Note: Failure to act upon the Supplier Account Match Event may result in the delay of Supplier payment.

A one-hour webinar will be available on Thursday, April 5 to provide an overview of this new task. To register, please visit ULearn and search for the keywords: "Match Exception" or the complete course name: "Workday Finance: Ask the Experts-Match Exceptions."

If you have questions regarding the Supplier Account Match Event task, please contact the Accounts Payable Office at: 305-284-3570.

Help and Support

The Workday Finance Security Role Matrix is available on the Workday Finance website under Workday Finance Training. Please review this page to learn about role visibility, assignments, and implications.

If you have any questions, click here to review frequently asked questions (FAQs) about Workday Finance.

For additional assistance, please contact the UMIT Service Desk at: (305) 284-6565 or help@miami.edu. Please provide as much detail as possible to ensure your incident is triaged effectively.


Yanatha Desouvre


Sandra Storrod

Meet the Team

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet Yanatha Desouvre and Sandra Storrod.

Yanatha is an ERP Trainer for the Change Management Team. He facilitates training sessions to equip users with practical knowledge of Workday and the Business Intelligence portal. He supports Workday integrations for procurement, expenses, and eRecruiting. Yanatha spent most of his childhood in Brooklyn, New York and his adolescent and college years in Philadelphia, Pennsylvania. He earned a Bachelor's degree in business administration from Drexel University, with a concentration both in marketing and management information systems. He received a Master's degree in business administration in marketing & mass communication and media management. Aside from practicing the guitar with his children, Yanatha loves to write. He is a best-selling author, performance poet, and a TEDx motivational speaker. With his eldest daughter (nine-years-old), he co-authored a children's book titled Big Sister, Little Sister. This book remained number one on Amazon in the sibling category for 36 hours. That book is now available in Spanish, English, French, and Haitian Creole.

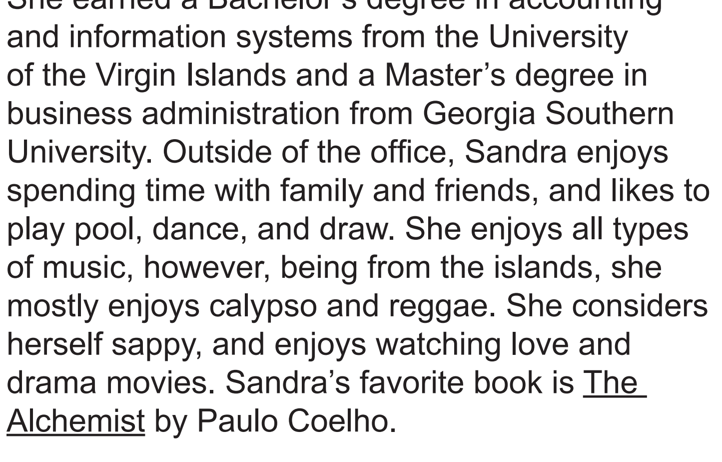
Sandra is a Manager at Deloitte Consulting and currently working on the Workday Optimization project as the Procure-to-Pay lead. She assists the Accounts Payable Office with managing invoice processing to ensure timely payments. Additionally, she works with the team on the financial statement reconciliation process for Accounts Payable and Accounts Receivable. Sandra is originally from the Virgin Islands, but she now commutes weekly from Atlanta, Georgia. She earned a Bachelor's degree in accounting and information systems from the University of the Virgin Islands and a Master's degree in business administration from Georgia Southern University. Outside of the office, Sandra enjoys spending time with family and friends, and likes to play pool, dance, and draw. She enjoys all types of music, however, being from the islands, she mostly enjoys calypso and reggae. She considers herself sappy, and enjoys watching love and drama movies. Sandra's favorite book is The Alchemist by Paulo Coelho.

Changes to Workday HCM

Final TALK Fiscal Year 2018 (FY18): Final TALK Fiscal Year 2018 (FY18): The Final TALK Fiscal Year 2018 (FY18) will complete on Saturday, March 31. Managers received a TALK review in their inbox for their Staff; TALK FY18 Final includes overall ratings.

Get Feedback on a Worker: In conjunction with the initiation of Final TALK FY18, a Manager can request feedback from other employees regarding the performance of Staff members.

Delegation - Alternate Approver: Previously, an assigned delegate had the ability to approve a business process that impacted them. HRIS has modified the business process to include the requirement to assign an alternate to prevent self-approvals.

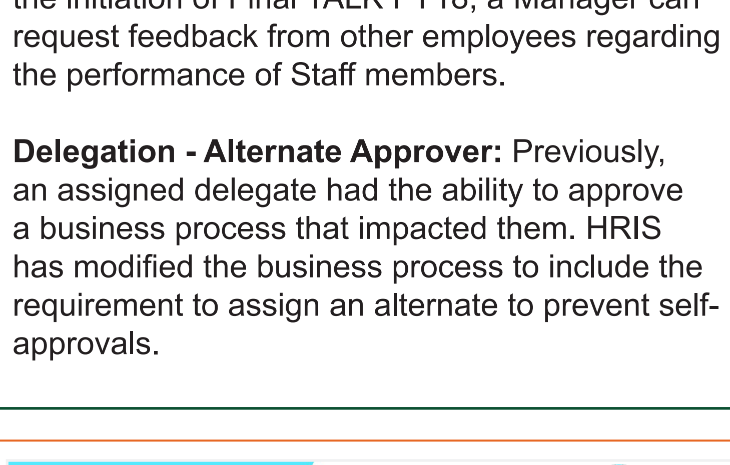


Role-Based Resources

Role-based resources, including relevant tip sheets, reports, and training options are available for the following Workday roles:

- Accountant
- Cost Center Sponsored Program Manager
- Deposit Specialist
- Expense Data Entry Specialist
- ISP Analyst
- ISP Manager
- Procurement Data Entry Specialist
- Receiver

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



Workday Communications

Please note the "Workday Finance Update" will transition to a monthly update in June 2018 combining Human Resource and Finance Workday Communications. For continued updates about Workday Finance, please visit the Workday Finance Website.

Important Links

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

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

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