
## Happy Holidays!

As we reflect on this past year, I would like to thank you for your courage for change. It was an eventful 2017 with the implementation of Workday Finance and Reports, University of Miami's new dynamic Business Intelligence (BI) portal. Projects that could not have been possible without your support and efforts to uphold our common purpose to transform lives through teaching, research, and service.

A special thank you to Cost Center Managers (CCMs), the Finance Business Process Initiators (FBPIs), Senior Business Officers (SBOs), and the 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 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 training classes.

- Theresa Ashman

## 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, click here.

## Changes to Workday HCM

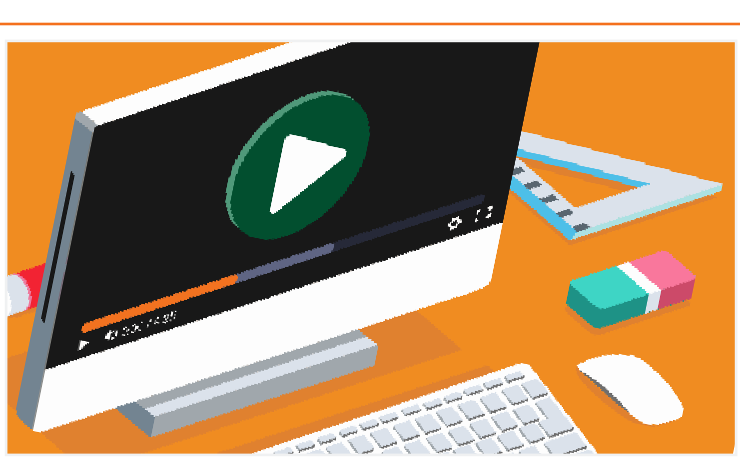
**Faculty eRecruiting:** In December, the Enterprise Resource Planning (ERP) group will be configuring and implementing the eRecruitment module in Workday to enhance faculty recruitment efforts by streamlining the hiring process, and improving the efficiency and transparency of recruitment tasks.

## Help and Support

The Workday Finance Security Role Matrix is now 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.



## Principal Investigator (PI) Training

This one-hour training provides an overview of Award and Grant information in Workday. To launch this Computer-Based Learning (CBL) module, visit ULearn and search for the keywords: "Workday for PIs."

## Workday Finance Grants 102 Training

This one-hour training covers valuable information about Award vs Grants in Workday, billing and invoicing, budget, subawards, reports, and using Grants in HCM/Payroll transactions.

To launch this Computer-Based Learning (CBL) module, visit ULearn and search for the keywords: "Grants 102."

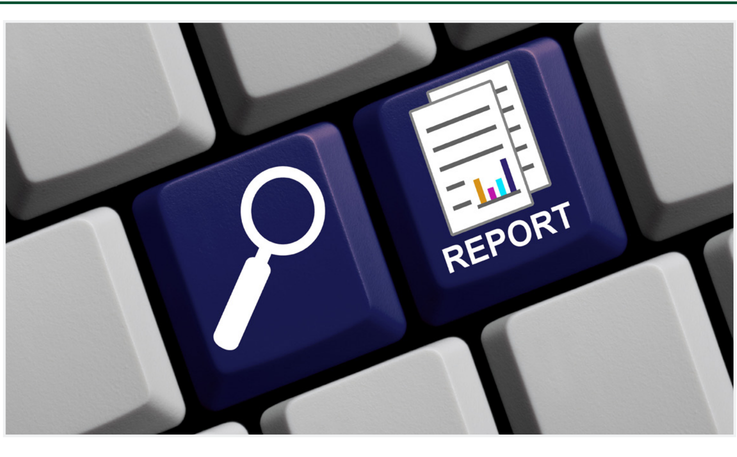
Ivette Reinoso-Hernandez | Daniel Ponce

## Meet the Team

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet Ivette Reinoso-Hernandez and Daniel Ponce.

Ivette is an ERP Trainer and has worked for the University for nine years. Within that time, she has worked on the implementation of Workday HR and Finance. Ivette is genuinely passionate about excelling within the IT industry; she's always interested to learn the latest technology in the workplace to streamline business processes. Ivette was born in La Havana, Cuba, but moved to Hialeah with her parents when she was seven years old. Ivette earned her Bachelor's degree in business administration from UM and most recently earned her Master's degree in technology management from Florida Institute of Technology. Away from the office, Ivette enjoys spending quality time with family and friends and trying new local eateries. She's always up for a good adventure to break up the monotony of everyday life. Ivette enjoys any music with a rhythm she can dance to; a good salsa or rumba is always great. Ivette also has a few unique bullets within her unfolding biography: she was an award-winning pianist in her teenage years and is currently both a Notary Public and a licensed Florida Property and Casualty Agent.

Daniel Ponce is an ERP Technical Analyst. He maintains the training tenant, loads security roles, and provides technical support to the ERP Finance sub-teams, as needed. Daniel has a Cuban background, but is a Miami native. He ventured up to north Florida for college, earning his Bachelor's degree in philosophy from Florida State University. Away from the office, Daniel enjoys playing tennis and rooting for the Marlins; he's occasionally played in local tennis tournaments and is a Marlins season-ticket holder. Daniel's favorite styles of music are rock and jazz. If anyone is looking to explore the jazz world, he recommends starting with Charles Mingus, an American double bassist, pianist, and composer of the 1950s. Daniel himself knows how to play the bass and was in a bar band during college. While Daniel is not particularly into movies, he does enjoy a good fantasy, wsci-fi, or comic-based TV show. Uniquely enough, Daniel is also a certified scuba diver despite his fear of sharks! Whether it was innate or a consequence of Jaws, he does not know, but he decided to overcome his fear by embracing the deep blue sea first-hand.




## New Reports Now Available

The Workday project team continues to enhance Workday and develop reports that meet operational needs. Building out the reporting capabilities in Workday to enhance the system is one of the primary areas of the team's focus right now. The team is pleased to announce that, effective immediately, the **Summary Balances by Worktag Dashboard** and **Balances by Worktag** reports are now available in Workday.

The **Summary Balances by Worktag Dashboard** provides a summarized financial view of their Program, Project, and Gift Worktags, including budget, actual expenses, commitments, obligations, and ending balance. This report was created in requests for a report in Workday that would closely resemble the DMAS account summary.

This dashboard can be accessed by those with the following Workday roles:

- Accounting Manager
- Budget/Controller Financial Analyst
- Cost Center Accounting Manager
- Cost Center Financial Analyst
- Cost Center Manager
- Accountant
- Gift Manager
- Gift Reviewer
- Program Manager
- Program Reviewer
- Project Manager
- Project Reviewer
- Senior Business Manager

To set up the Summary Balances by Worktag Dashboard, please review this tip sheet (please note: reports that comprise the Dashboard may also be run individually outside of the Dashboard view).

The **FIN-ACC-Balances by Worktag (GAAP)** and **FIN-ACC-Balances by Worktag (Management)** reports can be used to show budget, actuals, commitments, obligations, and balances for driver worktags (Gift, Project, Program, or Lawson Legacy Value) by Ledger Account, as well as Spend, and Revenue Category. This report was created in requests for a report within Workday that would not require "drilling down" into Revenue or Spend Categories.

Please note equivalent reports for Awards and Grants are currently in development and will be available once testing is complete.

These reports will also be available in Reports, the University of Miami's dynamic Business Intelligence (BI) portal in 2018. To access Reports, click here, or please contact: datawarehouse@miami.edu.

Training on running these reports in Workday will be available in 2018. In the meantime, if you would like to learn how to run additional reports in Workday, and about Finance reports available by security role, please review this tip sheet.


## Workday Finance Tips and Tricks

To find the following tip sheets, click here to access Workday Finance Tip Sheets and Tutorials. Please search the name of the tip sheet in the specified category.

- **Assign Cart in UMarketplace**
  Learn how to assign a cart to someone else in UMarketplace, retrieve a cart that has been assigned to you in UMarketplace, and/or complete the cart in Workday. To review this tip sheet, click here or search under "Procurement."

- **Business Intelligence (BI) Reports: October 2017 Release**
  Learn about new fields and reports available in the October 2017 release of Reports, including how to run the Journal Transaction History and Journal Posted Details reports. To review this tip sheet, click here or search under "Reporting."

- **Create Change Order**
  Learn how to process changes to a Purchase Order (PO) that has already been issued for goods or services. To review this tip sheet, click here or search under "Procurement."

- **Create Receipt**
  Learn how to create Receipts for record goods and services received. To review this tip sheet, click here or search under "Expenses."

- **Create Expense Report**
  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. To review this tip sheet, click here or search under "Expenses."

- **Create Spend Authorization**
  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. To review this tip sheet, click here or search under "Expenses."

- **Delegation**
  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). To review this tip sheet, click here or search under "Basics."

- **FIN-PAY-Salary Details Report**
  Learn how to view the breakdown of gross pay per employee over one or more pay periods for a pay group by Worktags in Workday. To review this tip sheet, click here or search under "Reports."

- **Salary Detail Report**
  Learn how to tie compensation from Workday's Transaction Audit (FIN-ACC-Transaction Audit-P&L by Organization) report to individual employees who have any portion of their salary paid by a specific Cost Center. To review this tip sheet, click here or search under "Reports."

- **Finance Reports in Workday**
  Learn how to run reports in Workday, and about Finance reports available by security role. To review this tip sheet, click here or search under "Reports."

- **Principal Investigator (PI) Navigation**
  Learn how to access and complete tasks including Approve/Send Back/Deny Task, or Delegate Task. To review this tip sheet, click here or search under "Basics."

- **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 more 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 review this tip sheet, click here or search under "Basics."

- **Workday Finance: UMH Specific**
  To review 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.

## Important Links

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