Finance
Strategic
Transformation

Fiscal Administrators Meeting

September 7, 2022

University of Virginia

Fiscal Administrators | 9/7/22 Agenda

Topic	Today's Agenda Item / Objective	Target Time
Welcome	• Welcome/Agenda Overview • Project Overview • Engagement Activity	10 min

Organizational Adoption Activities	• Financial Accounting – Two Month Close in Workday
	• Budget and Adaptive 3.0 Launch
	• Fund Balance Realignment
	• FDM Requests
	• Stakeholder Adoption
	  ◦ Learning Update
	  ◦ Workday Release 2 (R2) & Stakeholder Preparation
	  ◦ September Office Hours
	  ◦ Topic-Based Focus Groups
		40 min

Works in Progress/Enhancements	• Where to find Known Issues / Deferred Items
	  ◦ Spend
	  ◦ Reporting
	  ◦ Security & Requests
		15 min

Adoption Reflection	• Reflect on Adoption Successes/Challenges	15 min
Other Business and Wrap-Up	• Final Q&A	10 min

FST Journey & What’s Next

Project Overview | FST Journey & What's Next

Assessment & Planning
August 2018 – March 2019

Readiness
April 2019 – December 2019

Implementation
January 2020 – June 2022

Hypercare
July 2022 – September 2022

Stabilization
October 2022 – December 2022

The focus of the coming months will be **Stabilization**, a phase of the project characterized by an emphasis on **Knowledge Transfer**, **ongoing support**, **continuous improvement** of learning resources, ironing out of **known issues**, and **preparation for future state**. The **future state support organization** assumes **full operational support effective 12/30**.

Engagement Activity | Poll Instructions

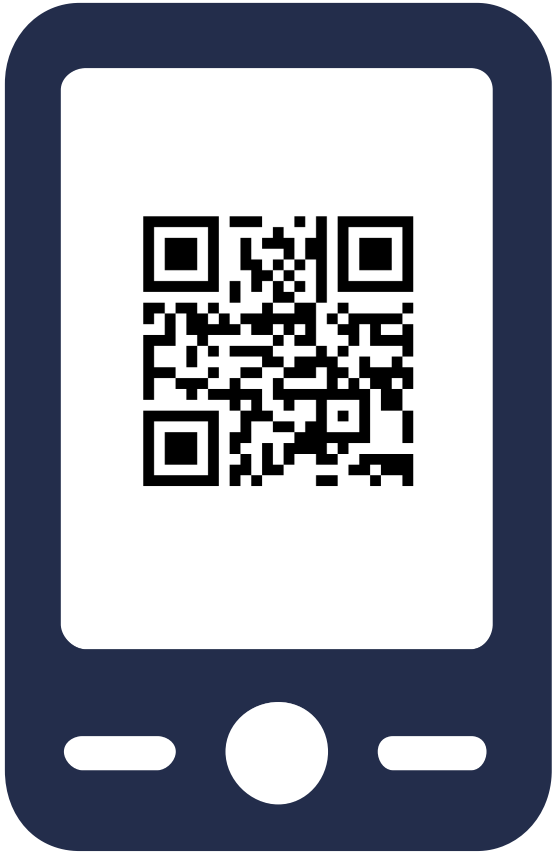
We will be using the Mentimeter app to capture some of your responses today

Scan the QR code with your smart phone camera to respond

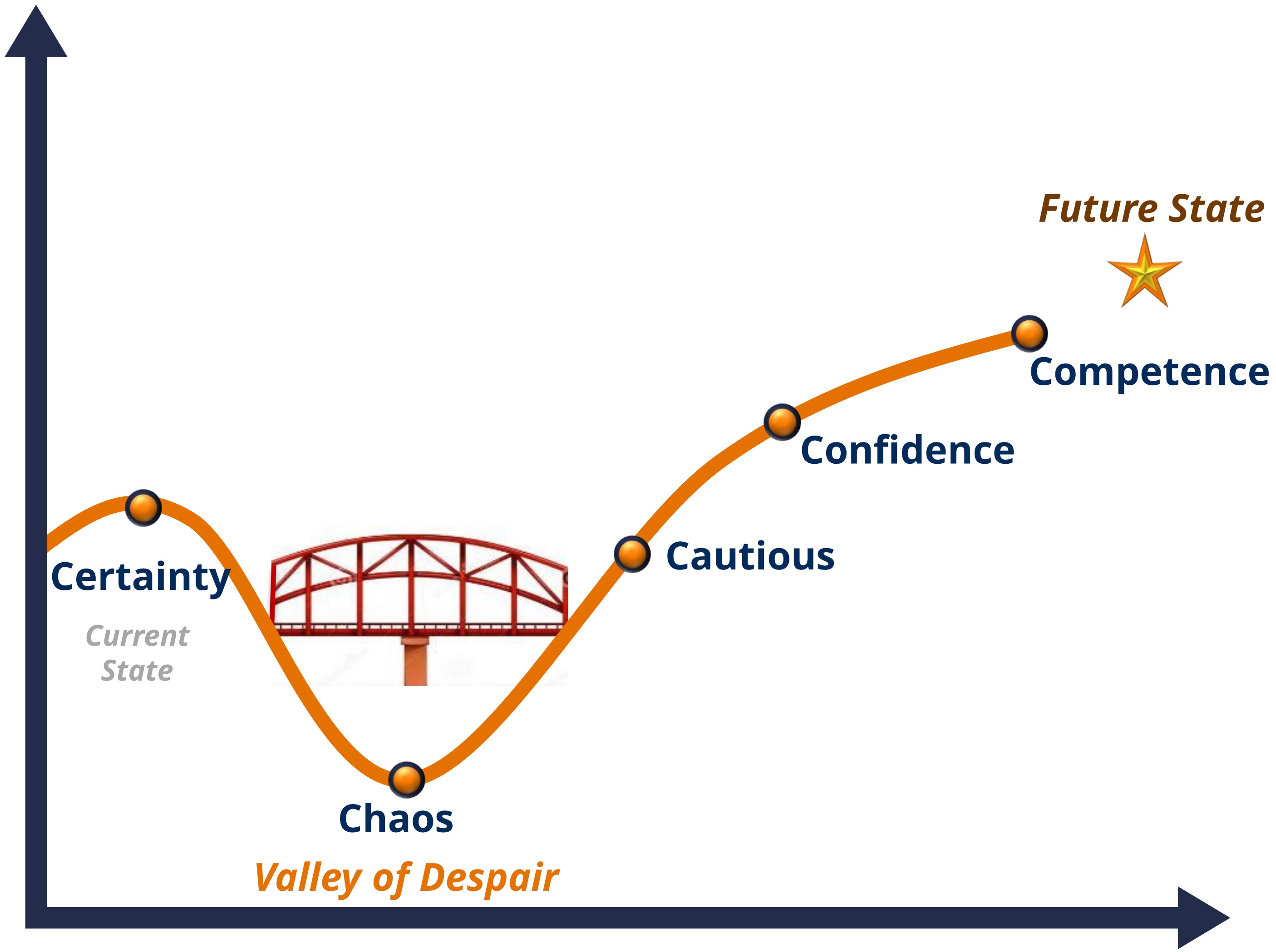
OR

Go to www.menti.com and enter the code 1451 2026

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



Engagement Activity | Adoption & The Change Journey



Organizational Adoption Activities

Financial Accounting – Month End Close

Organizational Adoption Activities | Financial Accounting – Two Months Close in Workday

July 2022 and **August 2022** were successfully closed in Workday Financials!

- Workday period close generally occurs on the last day of the month
- Workday offers the ability to close certain **activity groups** at different times, allowing greater flexibility
- **Period close business process** sends system notifications to responsible person to complete a task and allows for monitoring of completed steps through the **Period Close Work Area**
- No need to update tables and perform other lengthy update processes like in Oracle

Keep in Mind...

The biggest change from Oracle is that **Accounting Journals and Accounting Adjustments** must be posted **before** the period can be closed. **The deadline to approve pending Accounting Journals and Adjustments is 4pm on the last business day of the month;** otherwise, they will be canceled centrally and can be resubmitted in the next accounting period.

Budget & Adaptive

Organizational Adoption Activities | Budget and Adaptive 3.0

Adaptive 3.0 launched **July 28, 2022!**

ADAPTIVE 3.0 TRAINING

- Introduction to Budgeting at UVA (self-paced course available in Workday Learning) is **required for all users who will be utilizing Adaptive 3.0** and is available to all employees.
- While the training is available to all, access to Adaptive is dependent upon approval from your School or Unit.
- Existing Adaptive 2.0 users lost access on July 28th if they did not complete the Adaptive 3.0 training. Be aware that gaining access is not instantaneous; it does take time for the system administration team to set up individual access.

FIRST LOAD TO WORKDAY

- Workday loads occur nightly.
- Schools and Units should continue to update the Working Budget in Adaptive.
- You do NOT need access to Adaptive in order to see the Budget in Workday.
- All budget reports that include fund balances will reflect the current state of your fund balance realignment exercise.

Organizational Adoption Activities | Budget and Adaptive 3.0

Budget Officers will coordinate updates in Adaptive that include:

Transfers

Add the "Transfer To/From Cost Center"; ensure that **all transfers in/out** are **budgeted** if known

Faculty and Wages Spend Categories

Update your budget to reflect the **new, more granular codes**

Function Worktag

Might need to update Function (for a variety of reasons)

- Function is **REQUIRED** on **Compensation, Non-Compensation,** and **IN/OUT for Transfers**
- Function is **optional** on **Revenue**

1:Many Relationships

If a 1:Many relationship in the current state does not allow you to map to FDM prior to Freeze, you will need to make the update

Budget Changes After Original Submission

Units should **maintain a list of known changes since the submission of the original budget** (for example: hires, departures, new commitments, budget requests granted, items missed in original submission, etc.). After stabilization, Adaptive will remain open with snapshots taken throughout the year. An original snapshot was loaded July 28th

Position and Employee Worktags

Review initial conversion of Employee to Position **and update your budget as necessary** to reflect the correct Workday Position by Employee

Fund Balance Realignment

Organizational Adoption Activities | Fund Balance Realignment

The Fund Balance Realignment team is in the process of completing the **final Fund Balance Realignment** throughout the month of September.

Fund Balances in Workday

- As of **September 7**, the team is processing Round 2 submissions. Round 1 submissions are currently viewable in the **June period only** and the same will be true for Round 2 until a roll forward is performed

Final Fund Balance Realignment

- Next fund balance realignment submission is due **September 22**
- Review the Fund Balance Realignment Quick Reference Guide

Moving Balances in the Future

- After the final fund balance realignment, units **can continue to move balances**, but they will be reflected in the period when the transfer is made (e.g., December 2022; FY2023)

FDM Requests

Organizational Adoption Activities | FDM Requests

Interim FDM Worktag Request Process

- **Excel worksheet** will be used to capture requests to Add, Edit or Inactivate Worktags
- **Cost Center, Project, Program & Activity** will be processed via the interim template
- All **other Worktags** will be addressed **ad hoc**
- Contemplate and record **role assignments** and **associated hierarchies**
- Designate an **FDM "Owner"** from each school/unit to manage the request process from their respective area to ensure the request aligns with the school/unit's structure
- **Central review** by Financial Operations and OFPA to ensure the request aligns with the Worktag's definition and is not duplicative

Future FDM Worktag Request Process

- Aiming for an **automated tool** to aid in the request, review and processing of Worktag values in the future
- Will evaluate other Worktags, such as **Designated**
- Need to fully contemplate change migration, particularly around **cost center and associated pay cycles**; will work toward a regular cadence as we move forward

Stakeholder Adoption

Organizational Adoption Activities | Stakeholder Adoption

Training Data

10,214
Overall Course Completions
+254 since 8/25

3,205
Unique Users Have Completed Training
+112 since 8/25

359
Unique Users Have Not Completed Required Training
-238 since 8/25

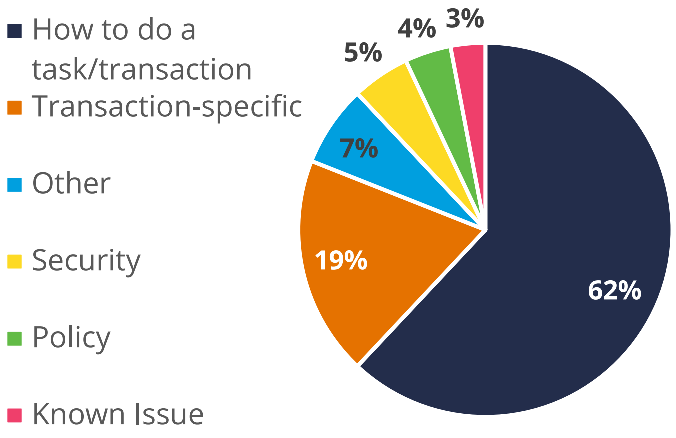
411
Required Courses Need to be Completed
-314 since 8/25

Office Hours Data

2,280
Office Hours Attendance

129
Office Hours Sessions
7/11-8/31

Question Trends



Additional Insights

- **Voluntary** Course completions:
  - ~800 **Expense Reports** course completions
  - ~350 **Account Certification** course completions
  - ~200 **Workday Reporting** course completions
- **Quick Reference Guides** continually updated based on feedback
- Stakeholders continue to share **positive feedback relating to learning materials**

Thank you for making yourself available for questions throughout the whole hour and for sticking around until the end! Love that you linked the QRGs in the chat!

Organizational Adoption Activities | Stakeholder Adoption

What is Workday R2 Release?

- In a continual effort to improve its look and functionality, Workday releases new features and enhancements every year. This year's second release (R2 2022 Release) focuses on improving user experience such as offering new enhancements and increased customization to your Workday homepage, search, and inbox. These changes will be effective as of **September 10, 2022**

What's The Impact?

- **New elements** added to the **home page's updated user interface**
- New functionality that may be implemented either immediately (required), or over the next several months (optional)

What Does This Mean For My Unit?

- Please encourage stakeholders to **engage with communications and learning resources** to understand what's changing & to prepare for future system updates

Opportunities to Prepare for R2 Release September 10th

Learning Materials

- The Workday Release Changes at a Glance quick guide provides an overview of the new Workday Release, FAQs, and additional resources to learn more
- The **What's New Workday R2 Release Self-Paced Course** contains demos and in-depth details relating to the new system changes.
- **20+ QRGs will be updated** to ensure guidance remains relevant post-R2 Release (available on the Training webpage)

Communications

- An **email communication** outlining key information relating to the Workday R2 Release has been prepared to go out to all users holding a Workday FIN role
- An announcement will be posted on the **Training Webpage**
- A **blog post** outlining key changes will be included in the UVAFinance Blog
- A reminder about the R2 Release has been included in this week's **Change Leader Digest**

Office Hours

- Four **Office Hours sessions focusing on the R2 Release** will be hosted this week and next. These will include **live demonstrations** and **Q&A sessions**

Organizational Adoption Activities | Stakeholder Adoption

Topic-based drop-in Office Hours will continue throughout the month of September. New sessions include **Tuition and Fee Proposal Tool** and **Workday R2 Release** sessions.

September Drop-In Office Hours

September Drop-in Virtual Office Hours				
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
All sessions will use this same zoom link	https://virginia.zoom.us/j/95908592649?pwd=N3ZMQjhleVBrRnE5K1FJSFBaUEkwQT09			
			1	2
5	6 • Workday R2 Release (11:00-12:00)	7 • Payroll (1:00-2:00) • Account Certification (3:30-4:30)	8 • Tuition and Fee Proposal Tool (9:30-10:30) • Workday R2 Release (11:00-12:00) • Expense & Procurement (1:00-2:00) • Grants Management (3:30-4:30)	9 • Reports and Dashboards (11:00-12:00)
12 • Account Certification (11:00-12:00) • Expense & Procurement (2:00-3:00)	13 • Workday R2 Release (11:00-12:00)	14	15 • Tuition and Fee Proposal Tool (9:30-10:30) • Workday R2 Release (11:00-12:00) • Grants Management (3:00-4:00)	16 • Payroll (9:00-10:00) • Reports and Dashboards (11:00-12:00)
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26 • Account Certification (11:00-12:00) • Expense & Procurement (1:00-2:00)	27	28 • Payroll (1:00-2:00) • Grants Management (3:30-4:30)	29	30 • Tuition and Fee Proposal Tool (9:30-10:30) • Reports and Dashboards (11:00-12:00)

Organizational Adoption Activities | Stakeholder Adoption

Topic-based **Focus Groups** will be one data source used to develop an Adoption Assessment, a report that aims to measure user adoption of Workday Financials and provides next steps and recommendations for continuous improvement.

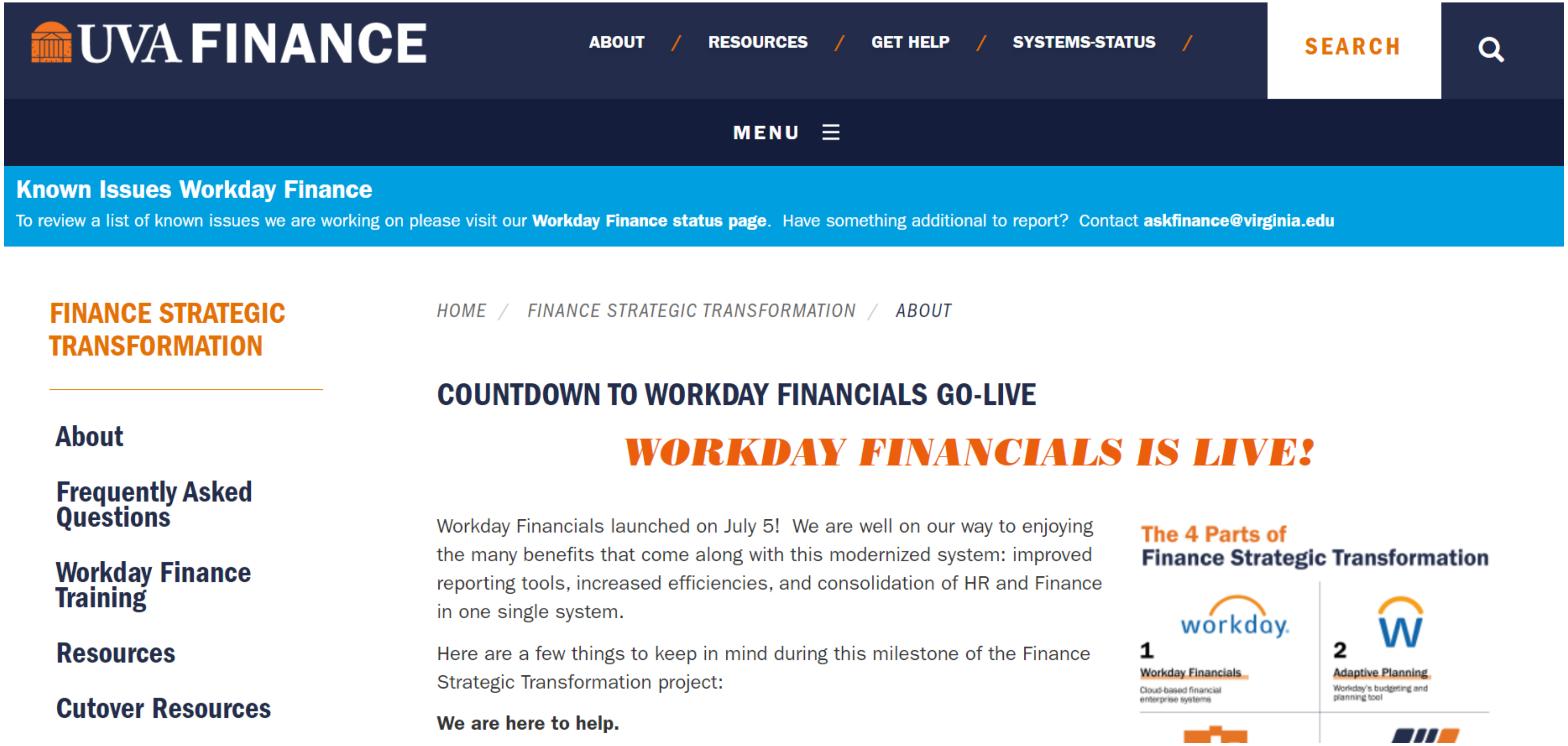
Focus Groups at a Glance

- 6 Topic-Based Focus Groups: **Accounting Focus Group** (3 sessions); **Adaptive Focus Group** (2 sessions); **Grants Focus Group** (3 sessions); **Payroll Focus Group** (3 sessions); **Procurement Focus Group** (4 sessions); **Workday Core Focus Group** (4 sessions)
- **10-15 participants per session**, representing a range of Schools and Units across grounds, were **randomly selected** from a list of users holding security role(s) relevant to each Focus Group session
- Distributed invitations to users holding relevant security role(s) 8/31-9/1; socialized Focus Groups with Change Leaders in 9/1 Change Leader Digest; will continue to monitor registrations and send additional invitations if needed
- Discussion questions include **topic-agnostic questions** and **security-specific questions**; Mentimeter polling and open discussion will be used to elicit participant feedback

Works in Progress/Enhancements

Works in Progress/Enhancements | How to Track

Visit https://uvafinance.virginia.edu/finance-strategic-transformation/about for timely FST updates including **known issues** and information related to **items in progress** (deferred until after launch).



Works in Progress/Enhancements | Spend

Below are several Spend-related Work in Progress areas. To learn what the team is doing to address these areas and to read about what Schools and Units can do to help, please visit https://uvafinance.virginia.edu/action-plan-address-spend-issues.

Match Exceptions in Workday	• 1000+ price/quantity exceptions between Workday PO and the supplier invoice. Each exception requires review and manual intervention to facilitate payment.
Invoices on Hold in Workday	• Change Orders need research and completion.
Invoices in Draft Status in Workday	• Invoices require rekeying/reloading.
Invoices Against Finally Closed Purchase Orders	• There are currently 730 invoices matched against purchase orders that do not exist in Workday. At least 20% of these have been matched to finally closed purchase orders.
Spend Category / Expense Item Usage	• Feedback indicates that the usage currently assigned to spend categories is not working for many schools/units and is hindering operations.
PO Close Form	• Now that the permission to close purchase orders is centrally managed, there are a high number of cases and inquiries routing to askfinance@virginia.edu.

Works in Progress/Enhancements | Reporting

Review the Finance Reporting and Analytics Release Notes webpage for detailed information about commonly used reports and reporting-related Known Issues: https://uvafinance.virginia.edu/finance-reporting-and-analytics-release-notes.

HOME / FINANCE REPORTING AND ANALYTICS RELEASE NOTES

Finance Reporting and Analytics Release Notes

This update includes significant new reports and modifications that have been released from July 26th through August 12th and known issues that we are investigating or working on.

- Transition from Commonly Used UBI reports
- Workday Reporting and Known Issues
- UBI Reports and Known Issues

Hot Off the Press

- Budget vs Actuals (UBI) - *Budget now available 9/2*
- Journal Lines (UBI) - *added Budget Date 8/24*
- Grant Balance Available (WD) - *new 9/2*
- Details for Account Certification (WD) – *new 8/12*
- Cost Center Role Assignments – Security (WD) - *new 8/26*
- Supplier Invoice Summary for Subrecipients (WD) – *updated 9/1*

Reports in Progress

- Workday Fund Balance (UBI) - *target release (9/30)*
- Delegations (UBI) - *target release 9/30*
- Spend Detail Report (WD) - *Improved visibility to Merchants for Expense Reports & Line Description from Supplier Invoices – target release 9/9*

Resources

[Workday Reporting One-Pager]()
[Workday Reporting Course Slides]()
[Workday Reporting Self-Paced Course]()
[UBI to Workday Reports Crosswalk]()

Works in Progress/Enhancements | Security & Requests

Finance security role additions and removals may now be requested **within the Workday Financials system**. If current role assignments need to be updated, please follow this process. Note that this is the same request process used for HR roles.

Initiate

Initiation by the **individual** or on **behalf of an employee;** to start the request, navigate to the **system access request application** in the Workday Learning Dashboard

Workday System Access Request Quick Reference Guide

Review

Security Team reviews to **ensure completeness**

Review

Manager reviews and **approves**

Review

Simultaneously sent to

- School's/Unit's **Senior Department Finance Approver for Security**
- **Data Steward** for role subject area, if applicable (follow up and/or supplemental contact, if applicable)

Validate

Training Team, if required, **validates completion** of necessary **course(s).**

*Reminder: Training must be completed **before** users will receive security access. The training team cannot remove the training requirement until role removal is requested.*

Provision

Security Team **provisions** approved roles/removes role access

Works in Progress/Enhancements | Security & Requests

Review the following questions and answers relating to security access in Workday Financials.

What is the turnaround time for security roles to be added/removed and what could be delaying my request?

Turnaround for complete requests (role and cost center/grant/gift/project numbers included) is **3 business days**. If you are missing any required details, then there will be delays. You can check whether your request has been approved or not by looking at the **Disposition column in the My FIN Security Requests report.**

What is the maximum number of security roles I can request per submission?

The new maximum number of roles per request is **20 roles**.

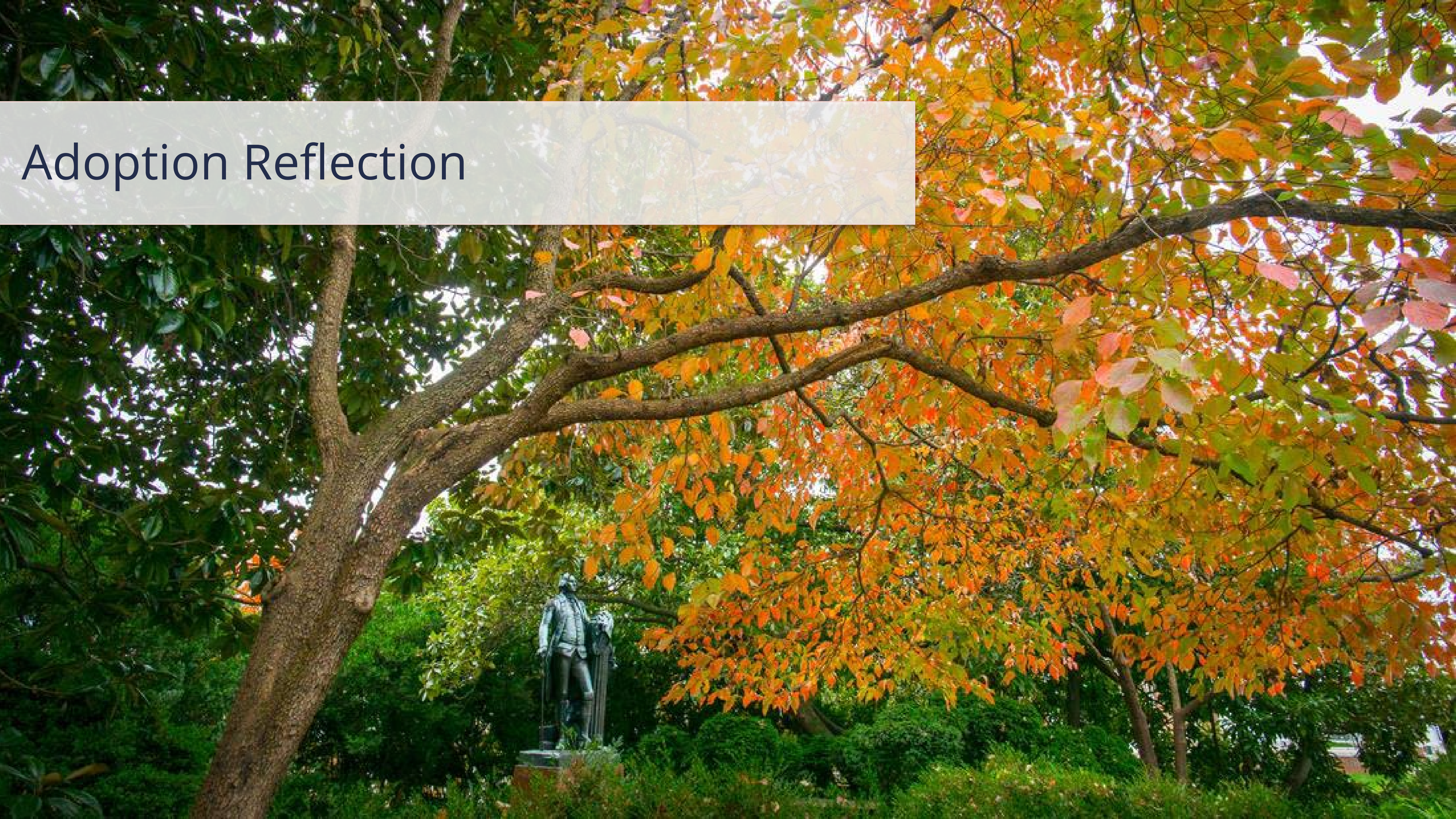
What actions should I take if I want a training requirement removed for a role I do not need?

If you wish to have a training requirement removed, you must **request the removal of the relevant security role** using Request Based Access in Workday.

When completing a request for a security role addition or removal, which fields are required to complete?

Please complete all fields in this section including **Role, Security Group Type, Organization Type, and Organization**. These details are vital; failure to do so will result in your request being sent back to you. If you are not familiar with the security roles and definitions, please refer to the role definitions. The Workday Security team will review any roles you've selected and/or assign the necessary roles based on your responses.

Adoption Reflection



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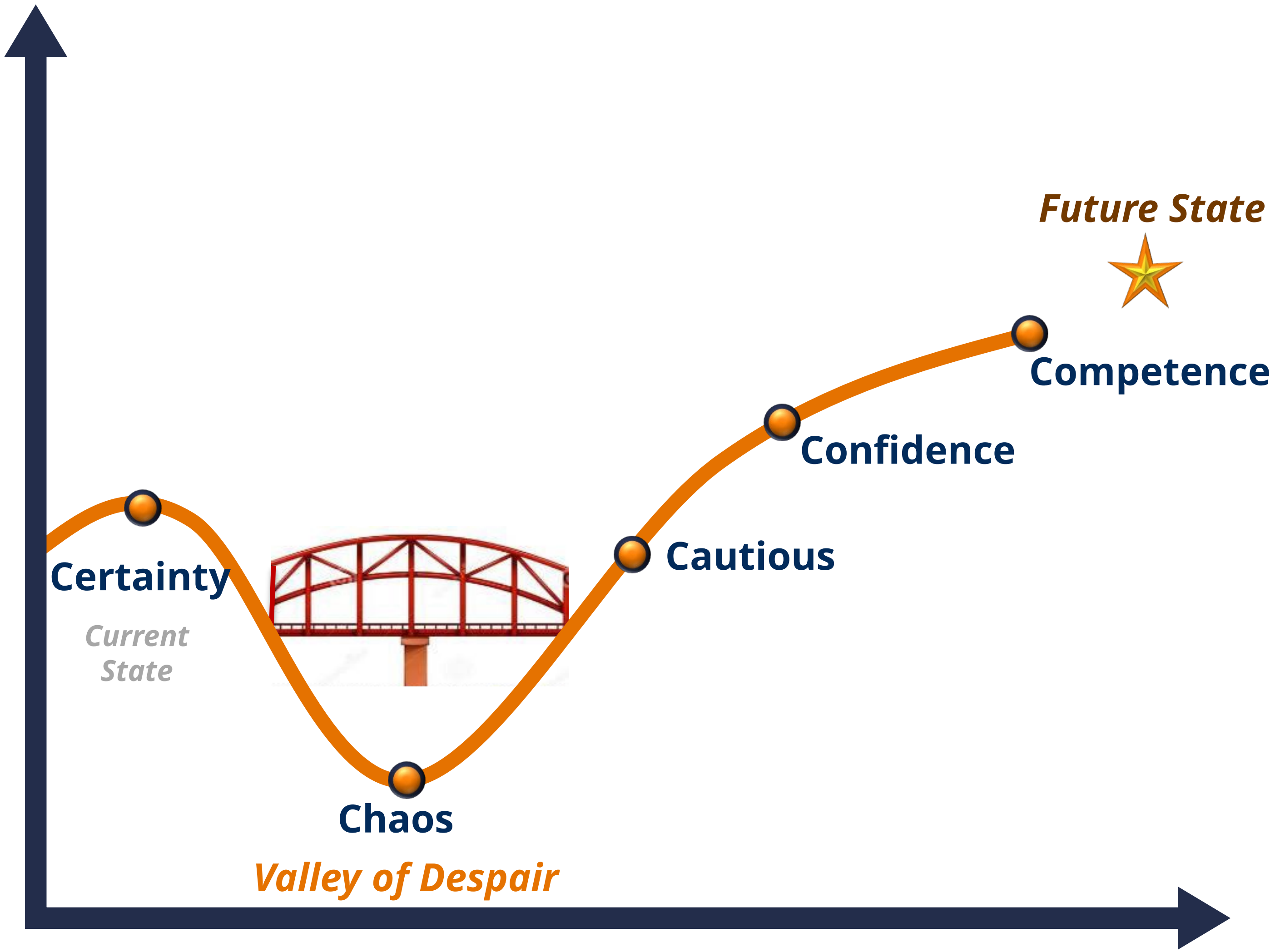
Adoption Reflection | Adoption & The Change Journey

Successfully navigating to the future state requires an ongoing partnership from all of us!



Thank You for Attending!