



## Workday Finance Stabilization

In this post-launch phase, the Workday Finance project team has now transitioned into a combined Workday support team, which brings together Human Resources and Finance functional experts. This support team is working diligently with Workday to optimize system capabilities and performance, and stabilize the overall system and related processes.

In an effort to stabilize the system and find solutions for Workday issues, five Workday Finance Roundtables have been held with faculty, staff, finance business officers, and central office leadership from the Coral Gables, Medical, and Rosenstiel School of Marine and Atmospheric Science (RSMAS) campuses since March 2018. Department members presented a list of issues to discuss during these meetings, which result in a prioritized action list for the Workday team. As a result, the following items have been resolved or queued for further development:

### Reports

- Added screen prompts and a distribution percentage to the Salary Detail Report.
- Added Match Exception and Ledger to the Enhanced Journal Line Detail Report.
- Created new [Workday Finance Reporting Tip Sheets and Tutorials](#).

### Website

- Added a [Business Process Approval Workflows](#) document under the Workday Finance Resources tab. Review this document to learn who can initiate, approve, and review a number of business processes, e.g. Create Journal, Create Expense Report, and Create Purchase Requisition.

### In Development


- Brainstormed possible changes to the Non Employee Reimbursement form and the Ad Hoc Payment Business Process to streamline the approval flow.


A special thank you to those involved in Workday Finance Roundtables. The Workday team is working closely with central offices and departments to identify additional training and configuration changes, as necessary.




## Don't Stay in The Clouds, Get Workday Support!


There are a variety of immediate Workday support options to get you the support you need!


-  Review [Workday Finance Tip Sheets and Tutorials](#) for assistance in completing a business process or running a report.


-  Get real-time assistance with Workday issues 24 hours a day, 7 days a week. Please contact the UMIT Service Desk at: (305) 284-6565.

-  Submit a question and receive a response by email. Please contact the UMIT Service Desk at: [help@miami.edu](mailto:help@miami.edu).

### Additional Workday Support

-  Get one-on-one assistance in completing a business process or running a report from a Workday expert. For the full schedule, please click [here](#). (Note: you do not have to register to attend a Drop-In Lab.)

-  Register for Workday instructor-led training (ILT) courses. Visit the [Workday Finance Training Catalog](#) to review a list of available ILT training.

-  Register for Workday webinar sessions, and computer-based learning (CBLs). Visit the [Workday Finance Training Catalog](#) to review a list of available webinars this month.

If you are experiencing difficulties completing a business process or running reports due to system performance, please email screenshots and details of the specific business process to [workday@miami.edu](mailto:workday@miami.edu).



## Workday Webinars

### Reporting Webinar Series

These webinars will provide an overview of running reports on detail transactions. To register, please log in to [ULearn](#) and search for the keywords: "Workday Reporting."

For the full schedule of the Workday Reporting Webinar Series, please click [here](#).

### May: Ask the Experts Webinar Materials

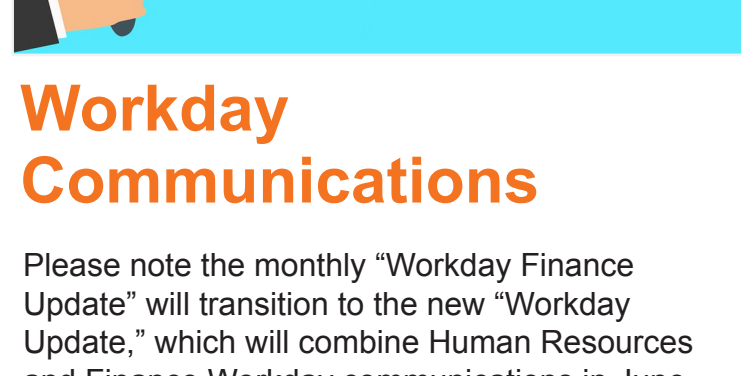
This one-hour webinar provided an overview of invoice submissions, processing requirements, additional approvals required, and payment lookup. The webinar is now available as a Computer-Based Learning (CBL) module. To view the CBL, visit [ULearn](#) and search for the keywords: "Ask the Expert."

### Ask the Experts Webinar - Tuesday, June 12 at 11 a.m.

During this one-hour session, the following will be covered regarding [Reports](#), the University of Miami's dynamic Business Intelligence (BI) portal:

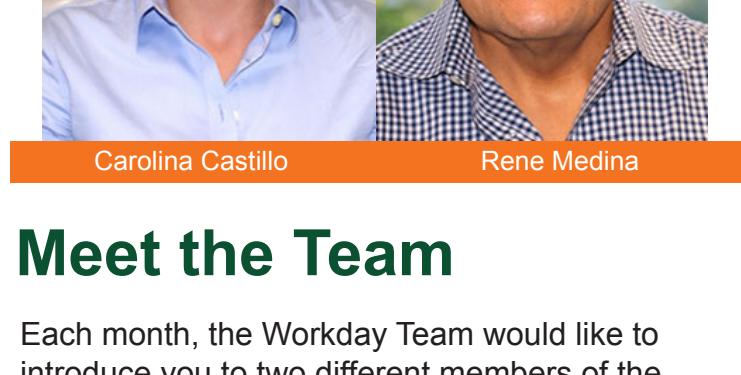
- Accessing Reports
- Security
- Available Reports
- Future Developments

To register, please visit [ULearn](#) and search for the keywords: "Ask the Expert" or by the complete course name: "Workday Finance Ask the Experts Session."



## Workday Communications

Please note the monthly "Workday Finance Update" will transition to the new "Workday Update," which will combine Human Resources and Finance Workday communications in June 2018. For continued updates about Workday Finance, please visit the [Workday Finance Website](#).



## Meet the Team

Each month, the Workday Team would like to introduce you to two day members of the team. This month, meet Carolina Castillo and Rene Medina.

Carolina is a Human Resource (HR) Business Intelligence Manager for the ERP Reporting team. She creates and analyzes university-wide Workday reports with HR-related data, including updating and creating metrics for HR and federal mandated regulatory reporting needs. Carolina grew up in Miami and earned her Bachelor's degree in Industrial Engineering from Florida International University. Aside from spending time with family, which is very important to Carolina, she likes exercising at Orange Theory Fitness and CrossFit. She enjoys listening to all genres of music, from country to hip-hop and everything else in between. She even appreciates horror/scary movies, and thinks, "they're so much fun." Carolina does not have an actual favorite book, but *A Thousand Splendid Suns* by Khaled Hosseini is definitely in her top five.

Rene is an Enterprise Data Warehouse Architect with the UMIT Decision Support Systems Team. He analyzes and designs the integration of data for analytical and operational reporting. Rene grew up in Tegucigalpa, Honduras and earned his Bachelor's degree in Industrial Engineering from the Universidad José Cecilio del Valle (Tegucigalpa), and a Bachelor's degree in Computer Engineering at St. Thomas University. Rene enjoys doing handy things at home, including gardening, drawing, and painting. His favorite types of music are soft jazz, soft rock, and, occasionally, classical guitar. Rene enjoys reading any piece of literature about famous painters and their techniques. He uses laughter to help ease any tensions in life, and says that: "Laughter keeps the spirit up, and is actually healthy for me and (hopefully) those around me."



## 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 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."

- **Find Expense Report Lines for Organization**  
Learn how to view Expense Reports by one or more Cost Centers, Cost Center Hierarchies, or Driver Worktags, including those that have been created on behalf of another employee and saved for later. To view this tip sheet, click [here](#) or search under "Reports."

- **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."

- **POs with Open Encumbrances by Organization**  
Learn how to identify Purchase Orders (POs) that have remaining/open balances by one or more Cost Centers, Cost Center Hierarchies, or Driver Worktags. To view this tip sheet, click [here](#) or search under "Reports."

- **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."

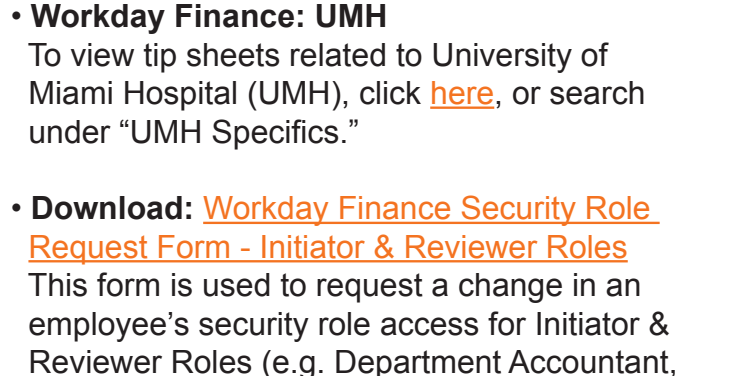
- **Workday Finance Reports Matrix** **Updated**  
Learn how to run reports in Workday and to Finance reports available by security role. To view this tip sheet, click [here](#) or search under "Reporting."

- **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](mailto: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](mailto:help@miami.edu) using your UM email account.

To learn more tips and tricks, please click [here](#).



## 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](mailto:help@miami.edu). Please provide as much detail as possible to ensure your incident is triaged effectively.



## Changes to Workday HCM

**Change Organization Assignment - Future Processes:** Currently, the validation rule to enter the correct Fund, Cost Center, and Primary Position Employee Type is not working for any future-dated transaction. HRIS updated configuration to ensure the correct values are entered for future-dated processes.

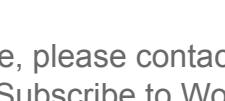
**TALK for Success:** The performance review process, TALK for Success, for Fiscal Year '19 begins June 1, 2018.

## Important Links

- [Log in to Workday](#)
- [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](mailto:help@miami.edu).

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