



Happy Holidays!

The Workday Finance project team wishes you a very happy holiday season as we close out calendar year 2016 and look forward to 2017! The team has enjoyed working with you over the past year, and is looking forward to final testing and planning for deployment over the next six months!



FRS Account Crosswalk Validation Exercise

On December 1, we sent a message to CCMs (Cost Center Managers) with information about the FRS (Financial Records System) Crosswalk Validation Exercise that is running from December 1 through January 6. This exercise is a critical quality assurance step to map FRS accounts to the new Workday FDM (Financial Data Model). The review includes FRS accounts as of November 28. It's an opportunity to ensure accounts are correctly mapped to Cost Centers; to identify any necessary changes to Cost Centers, and, to validate the accuracy of responsible persons identified for various accounts. The macro-enabled workbook allows CCMs (or anyone with the link to the file in Box) to create a workbook with multiple spreadsheets specific to their department. From there, it's a matter of reviewing the contents and noting any changes that are required. The exercise **must be completed by January 6** in order to allow the team time to incorporate changes in the next tenant build.

While there will be an opportunity to "catch up" any new FRS accounts created after November 28, the FRS Account Crosswalk exercise is the best and most comprehensive opportunity to make sure data is correct when the system goes live in June 2017. Future reviews will focus on new accounts and will occur over a shorter period of time.

Getting a solid and accurate foundation for each of the University's areas is critical for the success of future reviews. **Please be sure to assign appropriate resources to get the review completed by the deadline.**

Office Hours are available to help with completing the workbook. Registration for Office Hours can be done via ULearn (ulearn.miami.edu) by searching for keywords "FRS Crosswalk."



Coming Up!

After the first of the new year, you can expect to see several things happening:

- Information about UAT will be provided.
- Workday Finance Forums will be held.
- Planning for deployment will occur.
- Development of training curricula and materials will be prepared.
- Training schedules and logistics will be developed.
- Knowledge Transfer (training for central offices) will be developed.
- Security role assignments will be gathered.

Spring will be busy as the countdown to June begins!



Changes to Workday HCM

The following changes were made to Workday HCM in the past month:

- A new Kronos Clock was established for the Lennar facility.
- Temporary positions were put in place for employees who change jobs. With this change, an employee who moves to a new job will not be able to request retroactive time off that pre-dates the change.
- General rules are now able to see that an employee has multiple jobs.
- A new category of employees was created – Staff Physician Group – with associated time off and benefits parameters.
- Parking and mobility options are now presented as part of the onboarding process, which requires new employees to acknowledge receipt of the information.
- As previously mentioned by HR, the pending FLSA changes have been placed on hold.

There are a number of items under development for December that are of interest to Financial stakeholders:

- A new hire process for students is under development. This enhancement would streamline the process for adding jobs for students and eliminating the need to designate one as primary.
- A new performance appraisal process is under development with the first phase being implemented in FY2017.
- Florida is raising its minimum wage to \$8.10/hour effective January 1. Configuration is underway to comply with this change, which only impacts student employees.



Karen Sheridan

Nate Murphy

Meet the Team

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet Karen Sheridan and Nate Murphy.

Karen Sheridan is a Subject Matter Expert on the Procure-to-Pay (P2P) team, with over 25 years of experience as a Material Management Director for Hospitals. In her role, she plans, develops, and executes the configuration of the P2P business processes and integrations. Karen earned her undergraduate degree at Oakland University and her MBA at Barry University. When she is not working, Karen enjoys traveling, hiking, reading, and watching the sunrise. In her travels, she cites Stonehenge as her most favorite adventure. Her favorite movie is Indiana Jones, and her favorite book series is Conversations with God by Neale Donald Walsch.

Nate Murphy is an Integration Developer. In his role, he designs, develops, tests, and supports integrations that move data between the Workday Finance system and other UM systems. He previously worked on integrations for CaneLink and Workday HCM. Nate earned his Bachelor's degree at Princeton University. When he is not working, Nate enjoys spending time with his wife and two children, and supporting their children's many activities: baseball, basketball, swimming, tennis, and gymnastics! Whenever he gets a chance though, he makes time to play a round of golf. His favorite book is Moneyball by Michael Lewis.



Systems Integration Testing (SIT)

The first phase of SIT (Systems Integration Testing) has been completed. In the second phase, the team will continue to work with integrations that weren't available for the first phase and continue testing within Workday.

In January, the team will begin building the UAT (User Acceptance Testing) tenant. In this tenant, the changes identified in the FRS Account Crosswalk Validation exercise will be incorporated so that users will see data as they would expect to see it in June 2017. During UAT, users will have an opportunity to view data, run reports, execute business processes, and participate in testing. The FUN (Finance User Network) members, in particular, will be part of this process for procurement, purchasing cards, and expense reimbursements.



SciQuest – Supplier Onboarding

In the future, Suppliers will enroll through SciQuest using a process called "onboarding." The graphic above depicts the process, which starts with departments identifying a need for a new Supplier and ends with an approval by the Supply Chain department. Invitations will be sent directly from SciQuest to the Supplier. Suppliers will then provide required information in SciQuest, including insurance certificates and tax forms. The submitted information will then be reviewed by various UM central offices, and, once approved, an integration will bring Supplier information into Workday. At that point, the Supplier can be used in purchase requisitions. This new process is an improvement over the existing vendorization process in that it is workflow-based, electronic, and less prone to omission of critical information (thus speeding up the process).



The Workday Finance Crystal Ball – On Demand Reports

Beginning in June 2017, information for various financial business processes will be available directly within Workday. Workday's availability is broader than traditional reporting in the following ways:

- Financial and HCM (Human Capital Management) data resides in the same system – thus transactions and business processes that touch both are already linked.
- Reports are run by clicking on a link and providing certain information (e.g. fiscal year, Company, etc.). Once results are presented, you can drill, perform related actions, or export to Excel. These "on demand" reports would typically be operational in nature and be something you'd run on a fairly regular basis.
- Dashboards provide "reports" in real time and you can select reports to include in your own dashboard.

More information on reporting and how to obtain information of a historical or longitudinal nature will be provided in the coming weeks.

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.

Connect



To subscribe to this message, please contact us at: workday@miami.edu using the subject line "Subscribe to Workday Finance Update."