Change Network
Foundations
Workday @ Yale

February 15 - 16, 2017
Agenda

• Opening
• Intro to Workday
• Chart of Accounts
• Roles
• Reporting
• Q&A
• Wrap up
Workday @ Yale Objectives

- Simplify and standardize processes
- Make it easier to get work done and harder to make mistakes
- Minimize administrative work for faculty, students, and staff
- Lower operating costs and improve effectiveness
- Provide accurate, trusted, and timely reporting
Meeting the evolving needs of higher education.

Workday integrates financial, HR, academic, and research information to offer:

- Frequent releases that optimize the system
- Flexible reporting to meet changing needs
- Mobile access and self-service – anytime, anywhere
Design HR, Academics, and Payroll Go-Live

Prototype 1
Prototype 2
Testing
Go-Live
Support

Change Management: Communications, Engagement and Training

Address Impacts to Other Yale Systems

HR/Payroll/Academic Optimization

Timeline

2015
Jul-Sept
2016
Oct-Dec
2017
Jan-Mar
2018
Apr-Jun
Jul-Sept
Oct-Dec
Jan-Mar
Apr-Jun
Jul-Sept
Oct-Dec

Financials Go-Live

HR, Academics, and Payroll Go-Live

2015
2016
2017
2018
Functions and Features of Workday

Workday@Yale
• Workday is built for staff to be able to help themselves find information and take action on their own
  • Staff may access old expense reports to check status of payments
  • Track procurement processes like POs and Requisitions

• Enter expenses via the mobile app
• Take pictures via receipts
• Receive notifications via the mobile app
• Access your inbox

• Adopting a Software-as-a-Service (SaaS) financial system will put Yale at the forefront of enterprise technology
• Regularly updated—just like your phone’s operating system
• Cloud hosted for greater efficiency and security

• Notifications of Business Processes requiring action will arrive in the Workday Inbox
• Automated email notifications unavailable
Financial Functions Moving to Workday

Grants

- Award Setup
- Subawards
- Effort Certification

Finance and Asset Management

- Payroll Costing
- Journal Entries
- Endowments and Spendable Gifts
- Commitments
- Moveable Asset Inventory
- Cash Sales (RIF)

Purchasing and Expenses

- Purchase Requisitions through SciQuest
- Expenses (EMS)
- Cash Advances
- Check Requests
- Invoice Payments
- Vendor Setup

Expenses Delegation

Workday allows staff who do not complete their own expenses to “delegate” that function to another staff member

Delegations and the Cutover to Workday

• Departments will have the opportunity to review and update delegations during the transition
• Delegations will be pre-loaded into Workday
• The Workday@Yale Team is working to configure a capability for Departments to independently manage delegations

If the expense report includes out-of-pocket expenses or personal expenses on a P-Card, the completed report must be certified in Workday by the faculty or staff member who incurred the expense
Mobile Expenses Capabilities

1. Expenses
   - View, create, or continue working on my expenses.
   - Amount: 27.00 USD

2. New Expense

3. Expense Reports
   - View, create, or continue working on my expense reports.
   - Amount: 0.00 USD

4. Expense Item
   - Date: 02/08/2017
   - Amount: 0.00
   - Currency: USD
   - Memo

5. Done
Chart of Accounts

Workday@Yale
What is the Chart of Accounts (COA)?

<table>
<thead>
<tr>
<th>Today we call it ...</th>
<th>Tomorrow we will call it ...</th>
<th>What is it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Chart of Accounts</td>
<td>Workday Chart of Accounts</td>
<td>General term to describe the full set of data points used for standard accounting and financial reporting. In Workday this includes delivered pieces of the Workday Financial Data Model (FDM) and also some worktags that are configured by Yale.</td>
</tr>
<tr>
<td>Chart of Accounts COA</td>
<td>Chart of Accounts COA</td>
<td></td>
</tr>
</tbody>
</table>
| COA Segments | COA Segments | Each individual piece of the chart of accounts – the buckets.  
- Oracle Project, Org, etc.  
- Workday Program, Cost Center, etc.  
The list of values for each segment are called the “segment values”.
| Charging Instructions PTAEO | Charging Instructions | Accounting string - PTAEO |
| Expenditure Type | Ledger Account | COA segment used for general ledger accounting (revenue, expense, assets, liabilities) |
Workday COA Principles

- Maintain the level of detail needed and that can be considered reliable but not so detailed its accuracy is questionable
- Consistently use COA Segments
- Clearly define all COA Segments
- Allow for less complex transactions to carry less detail but more complex to carry the detail they require
- Eliminate book vs GAAP differences wherever possible and desirable
- Flexible enough to allow for future states not yet imagined
## Workday COA Segments

### Segments to be required on all transactions

<table>
<thead>
<tr>
<th>Segment in Workday</th>
<th>Purpose (as defined by Workday)</th>
<th>Recommended Use at Yale</th>
<th>Yale Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>One for each Tax ID</td>
<td>As intended</td>
<td>Yale, Berkeley Divinity, etc.</td>
</tr>
<tr>
<td>Fund</td>
<td>Financial reporting Balancing – create due to/from</td>
<td>Capture high level source of funds</td>
<td>Similar to Oracle Source Groups Hierarchy – UR/TR/PR</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Capture financial activity – often associated with responsibility for the activity</td>
<td>In place of today’s “O” in PTAEO with department/division hierarchy</td>
<td>Department</td>
</tr>
<tr>
<td>Program</td>
<td>Identify ongoing functional activity</td>
<td>As intended Multiple hierarchies to get needed combinations Many of “P”’s today</td>
<td>Provide external reporting, line of business, federal circular (A-133 / A-21), 990, F&amp;A 4, local needs</td>
</tr>
<tr>
<td>Grant</td>
<td>Track sponsored activity at the lowest level</td>
<td>As intended, replaces part of “A” and part of “P”</td>
<td>Individual grants for each PI on a major award</td>
</tr>
<tr>
<td>Gift</td>
<td>Track donations</td>
<td>As intended, replaces part of “A”</td>
<td>Individual endowment or current use gifts by donor</td>
</tr>
<tr>
<td>Yale Designated (fka “Internal”)</td>
<td>N/A – this will be a custom organization</td>
<td>Funding that is internally allocated or designated (no external restrictions)</td>
<td>Discretionary accounts, startup funds, reserves, general unrestricted, etc.</td>
</tr>
</tbody>
</table>

Some of these may be defaulted based on the individual performing the transaction or other COA segments.
Optional segments are used only as needed – adds only required complexity. Some segments may bring in (auto-populate or default) Related Worktags.

<table>
<thead>
<tr>
<th>Organization in Workday</th>
<th>Purpose (as defined by Workday)</th>
<th>Recommended Use at Yale</th>
<th>Yale Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>Accumulate costs related to an activity with an end date</td>
<td>As intended, replaces part of “P”</td>
<td>Capital projects, exhibitions, productions</td>
</tr>
<tr>
<td></td>
<td><strong>Optional</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Capture where people work, assets are stored or expenses incurred</td>
<td>As intended, replace use of “O” for buildings</td>
<td>Building for employees Room for moveable equipment</td>
</tr>
<tr>
<td>Assignee</td>
<td>N/A – this is not provided by Workday – configured by Yale</td>
<td>Allow tracking by the individual (primarily faculty, Deans, Directors)</td>
<td>Financial activity for which the individual is responsible (combine discretionary, clinical, etc.)</td>
</tr>
</tbody>
</table>
What happens to the Oracle “ET” (Expenditure Type)?

The financial information we get through expenditure type today will still be available in Workday. The way the equivalent of “ET” gets assigned to transactions, posted to the general ledger and made available for reporting will be different.

The general ledger posting is to **Ledger Account**:  
- Replaces today’s expenditure type for the “ledger accounting”  
- Is the level at which Workday carries budgets

On most transactions, instead of picking an expenditure type (ledger account) like they do today, an individual picks a **Spend Category** or **Revenue Category**:
- Describe in more detail the good or service that is being purchased or sold.
- Used for additional reporting and analysis – “slice and dice” the ledger accounts
- Used for transaction routing/approvals/workflow
- System selects the Ledger Account based on the categories selected by user
Multi-Dimensional Crosswalk

- **PROJECT**
  - Cost Center
  - Program
  - Company
  - Project
  - Assignee
- **TASK**
  - Fund
  - Grant
  - Yale Designated
- **AWARD**
  - Fund
  - Gift
  - Grant
  - Yale Designated
  - Project
  - Company
- **EXPENDITURE TYPE**
  - Ledger Account
  - Spend Category
  - Revenue Category
  - Pay Component
  - Debt Line
- **ORGANIZATION**
  - Cost Center
  - Location
  - Program
  - Company
  - Project
The **Workday COA** segment combinations – the charging instructions – work similar to sets of charging instructions (PTAEO) in Oracle.

Difference – combinations are not “locked”/segments are not linked. Anyone can use any value in a segment (such as cost center) with any value in another segment (such as program). Because of this flexibility units will no longer have to request new “linages” when a new type of transaction needs to be processed.

Effort has been made to discuss naming and consistency of use.

Lead administrators have been working on their new COA for well over a year. Consistency review meetings have been held with each planning unit to review the results.
The COA Expressed

This an example of what a "fully loaded" set of charging instructions would look like if all of the segments were expressly provided.

CO01.YD000001.CC0002.PG00003.PJ000004.ELB5.SC005

- A period or dot (".") is used to separate each segment for easier readability
- The "dot" is used for easier readability and is not required when sending the charging instructions through integrations or when entering the charging instructions directly into Workday.

- Use an "x" to indicate the omission of optional or defaulted segments
- EXAMPLE: CO01.YD000001.CC0002.PG00003.x.x.SC005
- Similar to the above, this convention is used for easier readability and is not required when sending the charging instructions through integrations

Chart should label project as required
Chart of Accounts Website contains multiple resources including:

- Workday COA definitions
- Basic configuration of COA segments
- Business Use Case Guide – which COA segment to use in specific business circumstances
- Links to the Workday @ Yale website

Website direct link:  
http://coa.yale.edu/workday-chart-accounts

Navigate from coa.yale.edu and click on menu for “Workday COA (FDM)”
Workday Roles

Workday@Yale
Workday ROLES:
- Are assigned to Positions
- Determine function in a business process (i.e. initiate, approve, etc.)
- Determine what you can see and do in Workday
- Provide access to data within the assigned cost center

POSITIONS:
- A Position is the “seat” that a specific Worker occupies
- A Position does not refer to a job title
- May be assigned one or many Workday roles

Workers are hired into Positions and inherit the Workday role(s) of the Position
Here are some examples of roles in Workday; a specific position may hold more than one role

**Finance**
1. Cost Center Budget Specialist
2. Cost Center Business Asset Tracking Specialist
3. Cost Center Cash Sale Specialist
4. Cost Center Finance and Accounting Specialist
5. Cost Center Payroll Accounting Adjustment Specialist
6. Cost Center Payroll Costing Specialist
7. Cost Center Manager
8. Cost Center Regional Director

**Procurement (P2P)**
1. Requisitioner
2. Cost Center P2P Approver - $1K
3. Cost Center P2P Approver - $10K
4. Cost Center P2P Approver - Unlimited
5. Cost Center P2P Invoice Specialist
6. Cost Center P2P PO Specialist
7. Cost Center AP Specialist

**Reporting**
1. Cost Center Payroll Details
2. Cost Center Financial Analyst

**Grants**
1. Grant Budget Specialist
2. Grant Manager
3. Award Principal Investigator
4. Multiple PI's
5. Principal Investigator
6. Cost Center Effort Certification Reviewer
### Roles Needed for Business Functions

<table>
<thead>
<tr>
<th>When our Department needs to...</th>
<th>Required Workday Role is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit cash or checks (RIF)?</td>
<td>Cost Center Cash Sales Specialist</td>
</tr>
<tr>
<td>Buy something (SciQuest)?</td>
<td>Requisitioner</td>
</tr>
<tr>
<td>Approve all purchases, Invoices, Cash Advances, and ER's that are &lt;$1K?</td>
<td>Cost Center P2P Approver - $1K</td>
</tr>
</tbody>
</table>
Reporting

Workday@Yale
Workday@Yale Financial Reporting

• Transactional and financial reports will be generated and viewed in Workday.
• Workday provides real time ability to drill down from a report to supporting details.
• All key reports from Oracle will be available in Workday, although the names of the reports may change.
The focal point for today’s financial reporting is the Data Warehouse (DWH), augmented by a handful of other financial systems including YBT, HSF and Oracle EBS.

Data warehousing was the prevailing approach to management reporting at the time of the Oracle implementation, and was further built out in the following years.
Current State Reporting: Staff

- The largest volume of staff reporting comes through the DWH Portal and BUG Library.
- The DWH Portal has 39 standard financial reports; 5 of these reports account for 80% of the total usage.
- The BUG Library has 43 reports; 10 of these reports account for 91% of the total usage.
- Reporting from YBT has a similar profile with many standard reports, with key reports getting the most usage.
- Reporting directly from Oracle EBS is mainly contained to centers of expertise and YSS.
- Local supplemental systems are used for reporting (Excel, Access, FileMaker) by about 1/3 of the business community.

<table>
<thead>
<tr>
<th>DWH Portal Report Name</th>
<th>Usage #</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINAH2 Account Holder by PTAO</td>
<td>8,000</td>
<td>40%</td>
</tr>
<tr>
<td>FINAH1 Account Holder by Person</td>
<td>4,318</td>
<td>22%</td>
</tr>
<tr>
<td>FINEM1 Expense Management Reports</td>
<td>1,433</td>
<td>7%</td>
</tr>
<tr>
<td>FINRT1 Review Tool</td>
<td>1,249</td>
<td>6%</td>
</tr>
<tr>
<td>FINFB4 Fund Balance Activity Report</td>
<td>986</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total DWH Portal Top 5 Reports</strong></td>
<td>15,986</td>
<td>80%</td>
</tr>
<tr>
<td><strong>Total DWH Portal Reports 2015</strong></td>
<td>19,946</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUG Library Report Name</th>
<th>Usage #</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUG307a Sortable Detail Transactions</td>
<td>29,349</td>
<td>26%</td>
</tr>
<tr>
<td>BUG300a Transactions by Category</td>
<td>16,682</td>
<td>15%</td>
</tr>
<tr>
<td>BUG308a Transaction Detail by Month</td>
<td>12,178</td>
<td>11%</td>
</tr>
<tr>
<td>BUG214a Sponsored Award Cash Report</td>
<td>9,349</td>
<td>8%</td>
</tr>
<tr>
<td>BUG203a GC Financial Status Report</td>
<td>9,167</td>
<td>8%</td>
</tr>
<tr>
<td>BUG203a GC Financial Status Report – Custom GCFA</td>
<td>7,770</td>
<td>7%</td>
</tr>
<tr>
<td>BUG101a Labor Distribution by Employee</td>
<td>6,833</td>
<td>6%</td>
</tr>
<tr>
<td>BUG403a Calculated Source Balances</td>
<td>6,466</td>
<td>6%</td>
</tr>
<tr>
<td>BUG310a Commitments</td>
<td>2,336</td>
<td>2%</td>
</tr>
<tr>
<td>BUG204a GC Award Report for Monthly Review</td>
<td>1,928</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Total BUG Library Top 10 Report</strong></td>
<td>102,058</td>
<td>91%</td>
</tr>
<tr>
<td><strong>Total BUG Report Runs in 2015</strong></td>
<td>112,544</td>
<td>100%</td>
</tr>
</tbody>
</table>
Current State Reporting: Staff

Report Data
• Report data is not real-time; it’s updated on a nightly basis
• Users log onto Oracle to make changes and then wait overnight for the DWH update before re-running the report

Report Distribution
• Reports can be scheduled (for self or for others), or be run on demand
• Reports are distributed via Yale email either directly from the DWH scheduler, or emailed from one user to another

Report Format & Design
• Standard reports are either “pixel perfect” PDFs, or downloadable Brio/Excel format
• Reports have different fields names, column sequences, layouts, etc.
Workday Financials Reporting
A Better Way to Report
Workday Reporting brings new features and benefits that address many of the gaps in the current state, but also provides additional controls on data access that will feel different.

Real-time information

Customizable report output

All financial data is in Workday, and approved transactions are available for reporting immediately.

Users are able to sort and filter data, remove columns, and even download information to Excel.
More benefits...

Users can drill down from summary to detail without needing to generate a different report to get that detail.

Users can create new transactions directly from a report (such as creating a new transaction, or moving the old one), provided that they have the required role.
Users can schedule reports for themselves...

And more benefits...

Convenient
And some differences...

Reports are delivered **within** Workday on the “W Drive” – not via email

Reports delivered to the “W-Drive are in Excel or PDF and are not Workday “actionable” reports
### Report Development Inventory

<table>
<thead>
<tr>
<th>Sub Teams</th>
<th>Type</th>
<th>Central</th>
<th>Distributed</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banking &amp; Settlement</td>
<td></td>
<td>12</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Business Assets</td>
<td></td>
<td>11</td>
<td>5</td>
<td>16</td>
</tr>
<tr>
<td>DWH - Finance</td>
<td></td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Endowments &amp; Spendable Gifts</td>
<td></td>
<td>15</td>
<td>14</td>
<td>29</td>
</tr>
<tr>
<td>External, Regulatory &amp; Compliance</td>
<td></td>
<td>47</td>
<td></td>
<td>47</td>
</tr>
<tr>
<td>FDM</td>
<td></td>
<td>40</td>
<td>7</td>
<td>47</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td></td>
<td>8</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Financial Management</td>
<td></td>
<td>3</td>
<td>33</td>
<td>36</td>
</tr>
<tr>
<td>ISP</td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Non-Sponsored AR</td>
<td></td>
<td>2</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Procure to Pay</td>
<td></td>
<td>66</td>
<td>30</td>
<td>96</td>
</tr>
<tr>
<td>Sponsored Awards</td>
<td></td>
<td>28</td>
<td>17</td>
<td>45</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td><strong>234</strong></td>
<td><strong>123</strong></td>
<td><strong>357</strong></td>
</tr>
</tbody>
</table>

There are also many Workday standard reports that will be used but are not reflected in the above inventory.
Defining the New Workday Financial Reports

Reports are being designed to answer key questions, and will be clustered together in dashboards by functional topic.

**Intuitive**

**Gift**

**Financial**

- How do I find gift fund balances?
- How do I find the number of units in my endowed gift?
- How do I find the book value and market value of my endowed gift?
- What is the annual revenue received for my gift?
- How do I find transactions charged to my gifts?

**QA**

**Compliance**

- How do I get a list of gift details including restrictions and gift types?
- How do I find donation designations for a gift?
- What is the audited value of a specific gift?
- How do I find information about Professorships?
Future State Reporting: Staff & Faculty

**Staff will generate financial reports directly in Workday**

- Staff are likely to begin by scheduling and printing reports as they do today
- We will provide guidance on which reports to run to answer business questions, and cluster reports together in dashboards and worklets.
- We need to encourage a move toward interactive use of reports, and use of Workday as an analytical tool

**Faculty will get their financial reports from their Business Offices**

- Business offices are not yet ready for faculty self-service
- Improved trust in WD data and reports will help to encourage a move toward self-service
Live demo
Workday Financials Reporting Demo

The following reports will be demonstrated:

1. Detailed Transaction Report – Yale
2. Find Expense Reports – Yale
3. Find Supplier Invoices – Yale
4. EMS View Unapproved Expense Reports - Yale
Questions & Discussion

Workday@Yale
Change Network Activities

• **Local Workday Gurus—Activity Window Start Dates**
  • Begin End-to-End Business Process Training – Week of March 13
  • Participate in User Acceptance Testing Kick Off - Week of March 27
  • Participate as a Subject Matter Expert during End User Training - Week of May 22
  • Discuss the role of LWGs Post Go-Live – Week of June 19
  • Participate in stand up calls – Week of July 5
  • Host Workday Clinics – Week of July 5

• **Change Partners**
  • Meet 1\textsuperscript{st} and 3\textsuperscript{rd} Tuesday beginning March 22
  • Continue to meet through September
Please remember to log on to the Workday@Yale Change Network page frequently to locate the following resources:

- List of Change Network Participants
- Calendar of Activities
- Presentation materials

https://workday.yale.edu/program-groups/change-network