Agenda

• Welcome
• Overview
• Workday Roles
• Key Changes from Current to Future State & Demo
  • Commitments in Workday
  • Multi-year Budget
  • Spend Authorizations
  • Commitment Journals
• Q & A
• Next Steps
Change Network Roles

**Change Partners:**
feedback and communications channel between their business unit and the Change Management team.

**Local Workday Gurus:**
community of users who can provide business process support as a part of their current role.
Knowledge Sessions Objectives

• Early opportunity to collectively study a specific Workday topic
• Come to a deeper understanding of the topic through interactive questioning and dialogue
• Exposure to the Workday system via demos, when possible
• Become fluent in the concepts and information covered in the session
• Concepts and information presented today may change as Yale continues to improve the configuration of Workday

Success depends on participation!
If you have a question, please ask.
Online Videos
- Financials Overview
- Chart of Accounts (COA) Overview
- Introduction to Worktags
- Reporting
- Overview of Workday

Core Concepts
- Software as a Service
- Configuration vs. Customization
- Tenant
- Supervisory Organizations
- Roles
- Business Process
- Employee Self Service
- Delegation
- Inbox

Additional resources are available at workday.yale.edu
Why Workday?

- 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
Roles

Workday@Yale
Multi-Year Budget (Commitment) Roles

- Custom Commitments

- Spend Authorization
  Employee as Self

- Multi-year Budget
  Cost Center Budget Specialist

- Commitment Journals
  Cost Center Finance and Accounting Specialist
Commitments

Workday @ Yale
Commitments help us manage accounts by committing or reserving funds for future known or expected spending. This process allows us to accurately report on what funds may still be available for use.
Key Changes

• In Oracle, we use **Custom Commitments** to create commitments for:
  - SubAwards
  - Revenue for Recruitment, Retention or other funding promises
  - Expenses
Key Changes

• In Workday, we will need to use more than one business process when entering commitments...
  
  ➢ SubAwards will now be set up as Supplier Contracts, and will automatically generate a related commitment.
  
  ➢ Recruitment, Retention or other funding promises will now be setup thru the Multi-year Budget process.
  
  ➢ **Spend Authorizations**, with or without an associated Cash Advance, will automatically generate a commitment.
  
  ➢ Expenses and some revenue commitments will now be entered via a **Commitment Journal**.
Multi-year Budget

Workday@Yale
The Multi-year Budget process in Workday will be used to track funding promises, such as set-up funds, that span multiple years...

- The balance of the promise will roll over into the next fiscal year.
- This will allow departments to track these commitments consistently in Workday and will eliminate the need to maintain excel spreadsheets.
- This process can only be used with Yale Designated Funds.
- A Promise is considered a Budget for Expenses and will be entered as a Debit.
- New Reports will be available that will include Multi-year Budget promises.
Key Changes

• The Workday process is the **Budget Amendment Event**....
  
  ➢ The Cost Center Budget Specialist will be able to Create New Promises, Modify them (increase or decrease) as well as Transfer a Promise from one individual to another.
  
  ➢ It will be available for use on July 5\textsuperscript{th}, however in future years it will not become available for use until Fiscal Year close July/Aug.
  
  ➢ As with Oracle Custom Commitments, there is no approval process.
Multi-Year Budgets

DEMO
Spend Authorizations

Workday @ Yale
Spend Authorization - Future State Process Flow

Create Spend Authorization

Reviews / Approves

Employee as Self or Delegate

Cost Center P2P Approver
1K / 10K / Unlimited

Reviews / Approves (over 25K)

Controller

Spend Authorization Created (Cash Advanced)
The Workday Spend Authorizations is used to...
- Request a Cash Advance for travel, or paying study subjects
- Request authorization to commit funds

Spend Authorizations replace today's cash advances.

Staff may request cash advances in the form of...
- Cash Advance Request (checkbox)
- Cash Picked up Treasury
- Check
- Prepaid Gift Card
- Prepaid Reloadable Debit Card

Expense reports are submitted against the Spend Authorization (Creation Options)
Commitment Journals

- Commitment Journals can be used to enter expense commitments, including revenue commitments on gifts or endowments...
  
    - The Cost Center Finance and Accounting Specialist will create a Commitment Journal Entry and enter the commitment using the same screens they use for Manual Journal Entries.
Commitment Journals

• Differences include...

- Will choose the Commitment Ledger rather than Actuals.
- Similar to other Journal Entries you will enter a ledger account. All commitments must use Ledger account 20002 Reserve for Spend Obligation.
- Commitment Journal Entries will not go through an approval process.
- Journal Entries must net to zero using an off-set COA to balance the entry.
- Each commitment must be entered separately. You cannot explode commitments like Custom Commitments.
- The Copy functionality can be used on Commitment Journals.
- Commitments will be visible on reports after they are processed, however the burden will not appear until the following business day.
• Commitment Journal Entries can only be created in the current open month...
  ➢ They can be setup to automatically reverse. For example, a May commitment setup today would have an April date, and I would schedule it to reverse on June 1st (the first day in the following open period).
• After fiscal year end close, all open Commitment Journal Entries will reverse.
DEMO
You will have support!

- Local Workday Guru’s are embedded in your department
- Workday.yale.edu provides access to quick guides, web-based training, and additional supporting documentation
- Yale Shared Services (YSS) will provide tier-one helpdesk support through the Finance Support Center (FSC)
- Heightened support will be provided from July through October
Questions & Discussion

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• Become an ambassador of change
• Grow your network and take some time to meet other Local Workday Gurus
• Topics for next Knowledge Building Session
• User Acceptance Testing April 17 – May 19
  ➢ Testers who are selected will be notified soon
• End User Training begins May 22
  ➢ Local Workday Gurus are encouraged to attend training that is specific to their business area
  ➢ This will help you to continue to become comfortable with the content
• Local Workday Guru Preparation for Go-Live begin June 5 (tentative)
Thank You!

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