

Grants Guru Session 4

Workday@Yale

April 27, 2017



Agenda

- Overview
- Key Changes
 - Commitment Journals
 - Roles and Spend Authorization
 - Moveable Equipment Inventory
 - Effort Certification
 - Cut-Off Dates
- Q&A
- Reference Tools and Material

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!

Change Network Roles

Before Go-Live
"Focus on Readiness"

After Go-Live
"Support Users"

Change Partners:

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

Supporter

Ambassador of Change

Learn about the Changes

Listener

Serve as a Liaison

Direct Users to Help Resources

Early Adapter

Learn their assigned areas of the system

Test the System

Lead User Training

Coach

Provide User Support

Participate in this Community of Practice

Serve as a Liaison

Local Workday Gurus:

community of users who can provide business process support as a part of their current role.



Prerequisite Foundational Core Concepts

- 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

Workday@Yale Objectives

Simplify and
standardize
processes

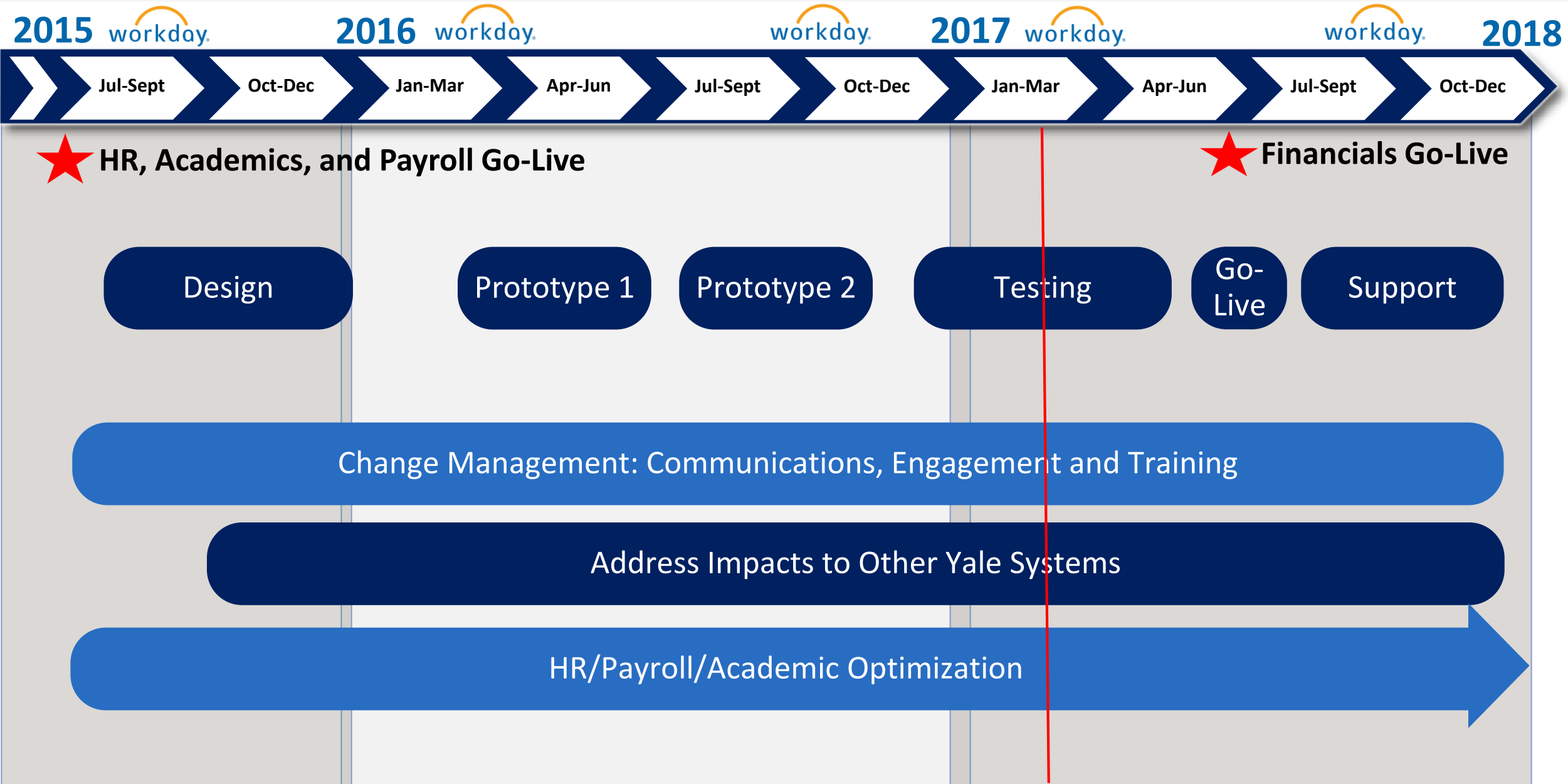
Make it easier
to get work
done
and harder
to make
mistakes

Minimize
administrative
work for
faculty,
students
and staff

Lower
operating
costs and
improve
effectiveness

Provide
accurate,
trusted,
and timely
reporting

Timeline



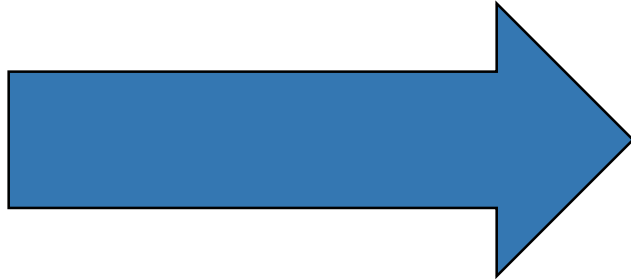
The image shows a grand, ornate interior space, likely a dome or a large hall. The ceiling is a large, white dome with intricate carvings and a series of small, glowing lights arranged in a circular pattern. The walls are also white with decorative arches and columns. In the center, there is a doorway leading to another room, where a person is walking away from the camera. The floor is made of polished stone tiles with a circular pattern in the foreground. A dark blue rectangular area is overlaid on the left side of the image, containing the text 'Roles' and 'Workday@Yale' in white.

Roles

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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

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Key Changes

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

Key Changes

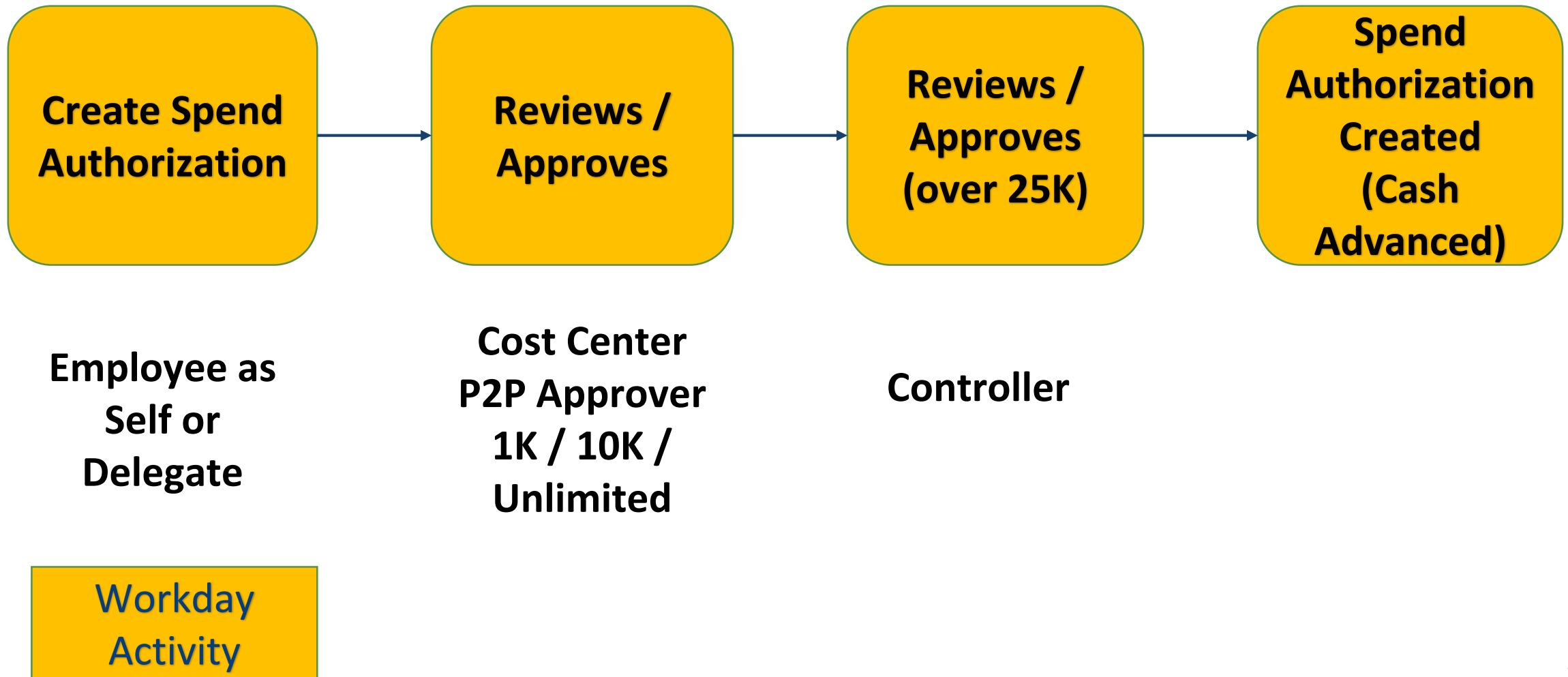
- In Workday, we will need to use more than one business process when entering commitments...
 - SubAwards will now be set up as Supplier Contracts, and will automatically generate a related commitment
 - Recruitment, Retention or other funding promises will now be setup thru the **Multi-year Budget** 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**.



Spend Authorization

Workday@ Yale

Spend Authorization - Future State Process Flow



Spend Authorization – Key Changes

- 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.
- Expense reports are submitted against the Spend Authorization (Creation Options)



Commitment Journals

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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 Journals

- 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.



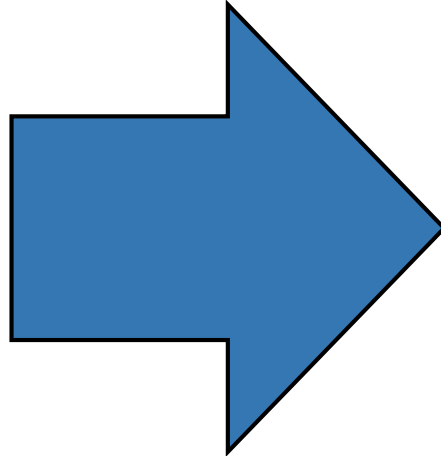


Moveable Equipment Inventory (MEI)

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Current State

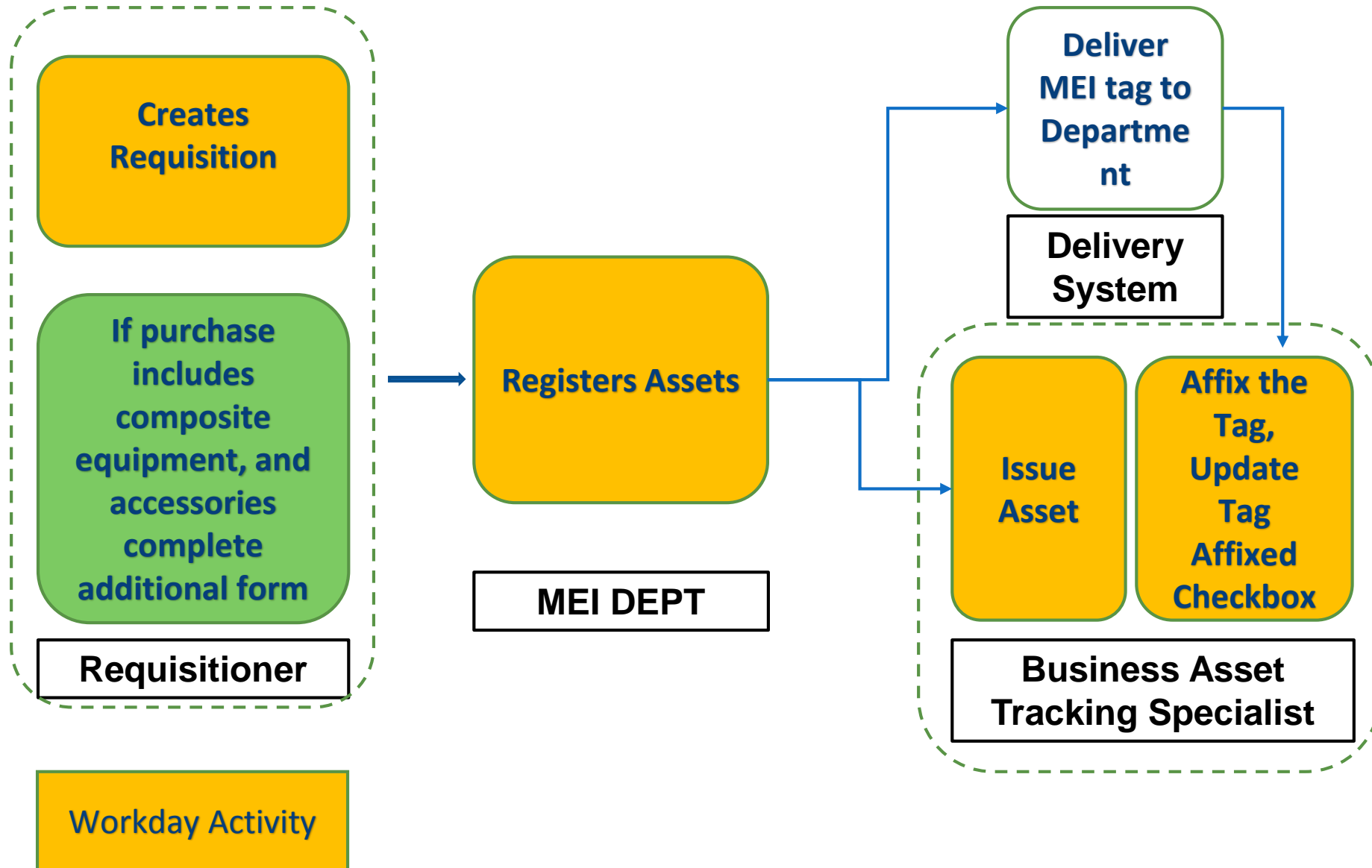
YUGL_MEI
General User



Future State

Cost Center
Business Asset
Tracking Specialist

MEI: Future State Detailed Process Flow



Key Changes

- All management of MEI will be done in Workday.
- Users will be able to view the invoice for the equipment within Workday.
- When selecting a location for the MEI, the office of the Initiators, usually Principle Investigators (PIs), is auto-populated. Users will review and correct, as required.
- Individuals to whom assets are assigned will receive notifications within Workday.
- Assets **must** be assigned to a person versus assigning to a department.
- Ability to upload and attach documentation, including photo's, **being explored**

Key Changes

- Information in Oracle MEI, **Comments** tab will not be converted to Workday. Comments in Workday can be entered in the **Description** field.
- **Policy Change**
 - Depreciation is moving from a monthly estimate to half-year depreciation. The in-service date begins half a year into the FY that the equipment was acquired.
 - Effective June 30, 2017, Fabricated Equipment is no longer considered to be an asset, will no longer be tracked in the MEI system, and will no longer be depreciated. Fabricated Equipment is still exempt from burden.

Key Changes

- Departments will **no longer** be allowed to assign Capital Assets/MEI related **Spend Categories** to lines on a purchase requests under 5K. However, there will be **Spend Categories** for Composite/Accessory Equipment.
 - For any Composite/Accessory Equipment purchases, departments will need to submit a form to MEI outside of Workday and forward to the MEI unit in the Controllers Office.

Capital Assets & Projects

- Capital Assets include the following after they are placed into service...
 - Capital projects (Land, Buildings, qualifying Fabricated Equipment)
 - Fixed Equipment
 - MEI - Equipment whose cost is >5K and has a useful life >1 year
 - Software Licensing >500K

- A Capital Project is used for...
 - MEI if it will be debt financed
 - Qualifying Fabricated Equipment

Movable Equipment (MEI)

- MEI is equipment whose cost is >5K and has a useful life >1 year
- Follow standard Purchasing Process
- Requisition Type = Capital Equipment
- Spend Category = Appropriate MEI Spend Category

The screenshot displays the 'Create Requisition' form with the following fields:

- Company:** X Yale University
- Requester:** X Scanlon, Nancy L
- Currency:** X USD
- Requisition Type:** A dropdown menu with the following options:
 - 03 Purchasing Assistance Required (e.g. sourcing, contract review)
 - 04 Purchasing Assistance Required/Requires Invoice Review
 - 05 Capital Equipment
 - DNU 05 Professional/Consulting Services Agreement
 - DNU 06 Professional/Consulting Services Agreement/Requires Invoice Review

Composite Asset/MEI

Composite Asset / MEI

Accessories / MEI

Composite MEI is when multiple pieces are needed to be put together in order to create a functioning asset

Accessories are defined as parts that are being added to an asset that is valued greater than 5K . Accessories have to be purchased at the same time that you are purchasing the asset with which they will be used.

These parts **must** be purchased at the same time or within the same fiscal month (some limited exceptions may be allowed if multiple vendors involved or if purchases fall at the end/beginning of the month

Purchased accessories may be valued under or over 5K.

For line items less than 5K use spend category [SC417 Equipment – MEI Composite](#).

For line items greater than 5K line, use the appropriate spend category.

You will be required to complete and submit an MEI form outside of Workday to ensure that all parts will make up one piece of functioning equipment and require one tag.

Fabricated Equipment

- Currently Fabricated Equipment is usually...
 - Grant funded for research/development and is dismantled after research completed
 - Built on campus
 - Involves charges for labor and parts totaling >5K
 - Classified as an Asset, MEI and is depreciated
 - Charged to an Operating Project
 - Charged using the Fabricated Equipment Expenditure type Code
 - Not charged F&A costs

Fabricated Equipment

- After July 1, Fabricated Equipment...
 - Grant Funded Fabricated Equipment will no longer be classified as an Asset, MEI or be depreciated. Current Fabricated Equipment will not be transferred into Workday as MEI.
 - If you are fabricating equipment that is not funded by a grant, and after it is completed the equipment will provide a benefit and be a functioning asset of the University, then it must be setup as a capital project. Only in these situations is fabricated equipment considered an asset, MEI and is depreciated.
 - You may still use the Fabricated Equipment Spend Category.
 - F&A Costs will not be assessed.

MEI Management in Workday

- After purchasing your Asset, your department Business Asset Tracking Specialist will be able to:
 - Issue an Asset to a Worker and Location
 - Affix a Tag onto an Asset and update the asset record in Workday
 - Update location or responsible employee
 - Transfer an Asset between Departments
 - Dispose of an Asset
 - Run Asset reports in order to manage all MEI within their Cost Center

Issue Asset Task in Inbox

Inbox

Actions 12 Archive

Viewing: All Sort By: Newest

- Issue Asset (MEI): Asset Registration: BA-0000155 Equipment - Computer (SC025) on 02/13/2017** 6 day(s) ago - Due 03/03/2017
- Issue Asset (MEI): Asset Registration: BA-0000124 Equipment - Laboratory Instruments (SC034) on 12/14/2016 1 month(s) ago - Due 01/17/2017
- Issue Asset (MEI): Asset Registration: BA-0000125 Equipment - Computer (SC025) on 12/15/2016 1 month(s) ago - Due 01/17/2017
- Issue Asset (MEI): Asset Registration: BA-0000129 Equipment - Laboratory Instruments (SC034) on 12/22/2016 2 month(s) ago - Due 12/29/2016
- Issue Asset (MEI): Asset Registration: BA-0000128 Equipment - Computer (SC025) on 12/21/2016 2 month(s) ago - Due 12/29/2016
- Issue Asset (MEI): Asset Registration: BA-0000093 Equipment - Laboratory Instruments (SC034) on 11/30/2016 2 month(s) ago - Due 12/12/2016
- Issue Asset (MEI): Asset Registration: BA-0000094 Equipment - Refrigeration, Air Conditioning, Air Circulation (SC052) on 11/30/2016 2 month(s) ago - Due 12/12/2016
- Issue Asset (MEI): Asset Registration: BA-0000116 Equipment - Laboratory Instruments (SC034) on 11/30/2016

Complete To Do Issue Asset (MEI) 6 day(s) ago - Due 03/03/2017

For BA-0000155

Overall Process Asset Registration

Overall Status Successfully Completed

Due Date 02/15/2017

Instructions Please follow instructions

- Click on the
- Populate the
- After affixing
- Data screen

Reopen this To Do

enter your comment

Business Asset BA-0000155

Actions

- Business Asset
- Additional Data
- Favorite
- Edit
- Dispose
- Issue to a Worker**
- Place in Service
- Transfer

Business Asset Information

Identifier	BA-0000155
Description	Laptop
Source Document Line	Supplier Invoice: SI-10007475
Asset Status	Registered
Spend Category	Equipment - Computer (SC025)
Asset Class	(empty)
Asset Type	(empty)
Location	(empty)
Worktags	Cost Center: CC0501 FASPHY Physics Research Unit Fund: FD01 Unrestricted Operating Program: PG00400 Program TBD [P1Placeholder] Project: PJ000001 General Project Yale Designated: YD000001 Unrestricted Operating
Acquisition Date	02/13/2017
Date Placed in Service	(empty)
Last Issued Date	(empty)

Issue Asset to Worker

Issue Asset to a Worker

Asset Information

Company Yale University

Asset ID BA-0000155

Asset Details 1 item

Item and Category	Requisition	Acquisition Date	Issue Details	Location / Worktags
Spend Category Equipment - Computer (SC025)	Requisition ID Requester PO Number	02/13/2017	Transaction Effective Date * 03 / 02 / 2017 Issue To * X Perinetti, Jeffrey	Location X Science Park Bldg 25 > 100 Grant Gift Yale Designated X YD000001 Unrestricted Operating Cost Center * X CC0046 FBOFIN Controller Office Program * X PG00400 Program TBD [P1Placeholder] Project *



Effort Certification

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Key Changes

- Department role is Cost Center Effort Certification Reviewer...
 - Perform pre-review.
 - Make changes to effort.
- Routing for pre-review is based on charging in Workday as opposed to the covered individuals home organization.

Key Changes

- Updates to effort allocations are initiated within the process...
 - After approval by the Cost Center Effort Certification Reviewer and Certifier(s), a prepopulated Payroll Accounting Adjustment is generated to record the change.
- Effort Certification “to-do’s” will be routed to your Workday Inbox.

Cutover Schedule

Preliminary Cutover Schedule

Effort Reporting Period	Effort Period Dates	System	Effort Period Release	Certification Deadline
Graduate Spring 2017	1/16/2017 - 5/31/2017	Maximus ERS	6/9/2017	8/7/2017
Spring 2017	1/1/2017 - 6/30/2017	Maximus ERS	8/1/2017	9/29/2017
Summer 2017 (June Only)	6/1/2017 - 6/30/2017	Maximus ERS	8/1/2017	9/29/2017
Summer 2017 (July & Aug)	7/1/2017 - 8/31/2017	Workday	9/12/2017	11/10/2017
Fall 2017	7/1/2017 - 12/31/2017	Workday	1/22/2018	3/22/2018
Graduate Fall 2017	9/1/2017 - 1/15/2018	Workday	1/22/2018	3/22/2018

Cutover Preparation

- Proactively review payroll/effort allocations with Principle Investigators (PI's)....
 - Utilize BUG101b - Effort Reporting Brio to review covered individuals Spring 2017 effort.
- July 7, 2017 - All suspense charges that are related to effort on sponsored projects must be cleared by this time.

Cutover Preparation

- July 21, 2017 - Cutoff for LD distribution adjustment transactions in Oracle...
 - Labor adjustments to historical payroll after July 21, 2017 will be processed as manual journal entries in Workday.
 - Manual journal entries made in Workday will not revise effort reports in Maximus ERS.
- Beginning August 1, 2017, certified effort reports in Maximus ERS will be archived and inaccessible for changes.

Effort Certification screen shot

workday
1037

← 16 of 1037

Administrative Review Faculty Fall for [REDACTED] for 09/01/2016 - 12/31/2016 Actions

Effort Certification Status: **In Progress**
 Changed Status: **Unchanged**

Effort Certification for 09/01/2016 - 12/31/2016
 2 month(s) ago - Due 02/07/2017

Total Certified Amount Estimated [REDACTED]
 Total Certified Percentage Estimated 100.0%

I (the PI or Responsible official using a suitable means of verification that the work was performed) certify that the percentages available for my certification in the 'Certified Percentage of Total Estimated' column below reasonably reflects the actual effort devoted to the sponsored project(s) during the period of the Effort Certification Report.

I Certify

Summary
Details
Positions

Summary 5 items

Effort Certification Summary				
	Worktags	Certified Amount Estimated	Certified Percentage of Group Estimated	Certified Percentage of Total Estimated
GR025384 Csc Study 1073185-1-S01593-727888	CC1078 MEDPSY Psychiatry-All FD28 Grants and Contracts - Non-Federal GR025384 Csc Study 1073185-1-S01593-727888 PG00033 Research - Stem Cell PJ000001 General Project [REDACTED]	[REDACTED]	100.0%	5.6%
		Total:	100.0%	5.6%
GR030354 MPSY Primate Pcp 1091558-1-A10608-727026	CC1078 MEDPSY Psychiatry-All FD02 Grants and Contracts - Federal GR030354 MPSY Primate Pcp 1091558-1-A10608-727026 [REDACTED] PG00032 Research PJ000001 General Project	[REDACTED]	100.0%	46.9%
		Total:	100.0%	46.9%
		Total:	100.0%	47.5%

Submit
Change Effort
Add Approvers

Save for Later
Cancel

More ▼



Cut-Off Dates

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Cut-Off Dates – Banking & Settlement

CURRENT STATE PROCESS	FUTURE STATE PROCESS	ORACLE/LEGACY CUT-OFF DATE	WORKDAY START DATE
Petty cash - Treasury window disbursements	Petty cash - Treasury disbursements	6/30/17	7/3/17
Petty cash replenishments for department funds	Petty cash replenishments for department funds	6/19/17	7/5/17
RIF/Cash Receipts	Cash Sales	6/30/17	7/5/17

Cut-Off Dates – Financial Accounting

CURRENT STATE PROCESS	FUTURE STATE PROCESS	ORACLE/LEGACY CUT-OFF DATE	WORKDAY START DATE
Journal Entries - ISPs and charges to departments <i>other than your own</i>	Journals	7/14/17	7/5/17
Journal Entries - Non-Self-Support schools and all YSM departments	Journals	7/21/17	7/5/17
Journal Entries - Self-Support schools incl. YSM central & Provost's Office	Journals	7/28/17	7/5/17

Cut-Off Dates - Payroll

CURRENT STATE PROCESS	FUTURE STATE PROCESS	ORACLE/LEGACY CUT-OFF DATE	WORKDAY START DATE
LD Schedules - for FY18+ LD schedules	Cost Allocations & Position Restrictions	6/23/17	7/5/17
LD Schedules - for June 2017 LD Schedules	Cost Allocations & Position Restrictions	6/27/17	N/A
Labor Distribution Adjustments (LDAs)	Payroll Accounting Adjustments	7/21/17	7/5/17

Cut-Off Dates – Business Assets

CURRENT STATE PROCESS	FUTURE STATE PROCESS	ORACLE/LEGACY CUT-OFF DATE	WORKDAY START DATE
Moveable equipment inventory (MEI): Additions	Assets - MEI	6/27/17	7/5/17
Moveable equipment inventory (MEI): Changes and Disposals	Assets - MEI	6/21/17	TBD

Cut-Off Dates – Non-Sponsored Accounts Receivable (AR)

CURRENT STATE PROCESS	FUTURE STATE PROCESS	ORACLE/LEGACY CUT-OFF DATE	WORKDAY START DATE
YSM BMS invoices, adjustments & write-offs	Customer Invoices	6/30/17	7/5/17
YSM manual billings for clinical trials (non-BMS) – Last feed from Oncore	Customer Invoices	6/30/17	7/5/17
YSM BMS payment posting (in BMS)	Customer Invoice Payments	6/30/17	7/5/17

Cut Off Dates – Procure To Pay

CURRENT STATE PROCESS	FUTURE STATE PROCESS	ORACLE/LEGACY CUT-OFF DATE	WORKDAY START DATE
Vendor setup / changes (workaround available for urgent requests)	Supplier Request	6/10/17	7/5/17
Requisitions requiring Procurement assistance (over \$10K & contracts)	Requisitions	6/6/17	7/5/17
Requisitions not requiring Procurement assistance	Requisitions	6/28/17	7/5/17
Purchase Orders	Purchase Orders	6/28/17	7/5/17
PO Change Orders	Change Orders	6/28/17	7/5/17
Standing Purchase Orders	Purchase Orders	6/2/17	7/5/17
Vendor Invoices: Paper and email invoice submissions to AP	Supplier Invoices	6/26/17	7/5/17
Vendor Invoices: Internal sub-systems invoice feeds	Supplier Invoices	6/27/17	7/5/17
Vendor Invoices: AP Worklist approvals	Supplier Invoices	6/28/17	7/5/17
Check Requests: Paper/manual	Request for Supplier Invoice	6/19/17	7/5/17
Check Requests: PandA & internal sub-system	P and A	6/27/17	7/5/17

Cut-Off Dates – Expenses

CURRENT STATE PROCESS	FUTURE STATE PROCESS	ORACLE/LEGACY CUT-OFF DATE	WORKDAY START DATE
Cash Advances	Spend Authorizations	6/19/17	7/5/17
Cash Advances - Study subject rolling advance replenishment	Spend Authorizations	4/15/17	7/5/17
Expense reports: Out-of-pocket & P-card charges prior to 6/15	Expenses	6/27/17	7/5/17
P-Card Charges after 6/15	Expenses - P-Card Charges	6/15/17	7/5/17

Cut-Off Dates – Financial Management & Reporting

CURRENT STATE PROCESS	FUTURE STATE PROCESS	ORACLE/LEGACY CUT-OFF DATE	WORKDAY START DATE
Labor Commitments	Workday Payroll Commitments	6/27/17	~7/17/17
Custom Commitments	Commitment Journals	7/28/17	7/5/17
DWH1 - Report schedules	Workday Report Schedules	7/28/17	7/17/17
YBT Make It So - for FY18+ Labor Schedules	HELP US FIND A NEW NAME!!!	6/23/17	~10/15/17
Make It So - for June 2017 Labor Schedules	HELP US FIND A NEW NAME!!!	6/26/17	~10/15/17
YBT FY17 (PTAEO COA) budget load to DWH	YBT Budget Load to Workday	7/21/17	N/A
YBT FY18 (converted COA) budget load to Workday	YBT Budget Load to Workday	N/A	7/5/17



Salary Over the Cap

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Salary Over the Cap

- Workday 28 Feature
- On Assign Costing Allocation task
- If the Award and Award Line are flagged as having a salary cap, the system will prompt for entry of the “Override” charging instructions that will be used to charge salary over the documented salary cap
- Only works for salary caps on grants, not applicable for pension cap
- Tested in UAT, still more testing needed
- Yale requested this feature and Workday is developing it for us.

Answer Questions

Payroll

- Mid-period start dates
- Payroll Costing Allocations have this feature to specify specific dates
- Payroll Accounting Adjustments are done by payroll period
 - Would need to change the “Budget Date” used in the PAA to reflect the Start or End date depending on the reason for the PAA
 - End date may give error if entering a PAA on a closed grant
 - PAA validates grant dates based

How You Can Prepare

Begin cleanup activities normally reserved for June - in May

- Clean up outstanding expense reports - process new ones quickly
- Close inactive PO's
- Clean up labor suspense

Clear Deficit Balances

- Clear deficit balances at the award level
- Clear deficit balances greater than \$25,000 or have approved plan to carry forward

How You Can Prepare

Share Information:

- Create charging instruction cheat sheets
- Make sure you and your staff attend training
- Review the Business Process maps and videos (Workday@Yale website)

Check anything that will cross systems:

- Run labor schedules through converter
- 1st weekly payroll will run July 3
- Check “over the cap” labor
- Check charging instructions for all Purchase Orders
- Setup New Vendors for Graduation and Reunion events



Thank You

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