



Finance  
Strategic  
Transformation

# Fiscal Administrators Meeting

May 4, 2022



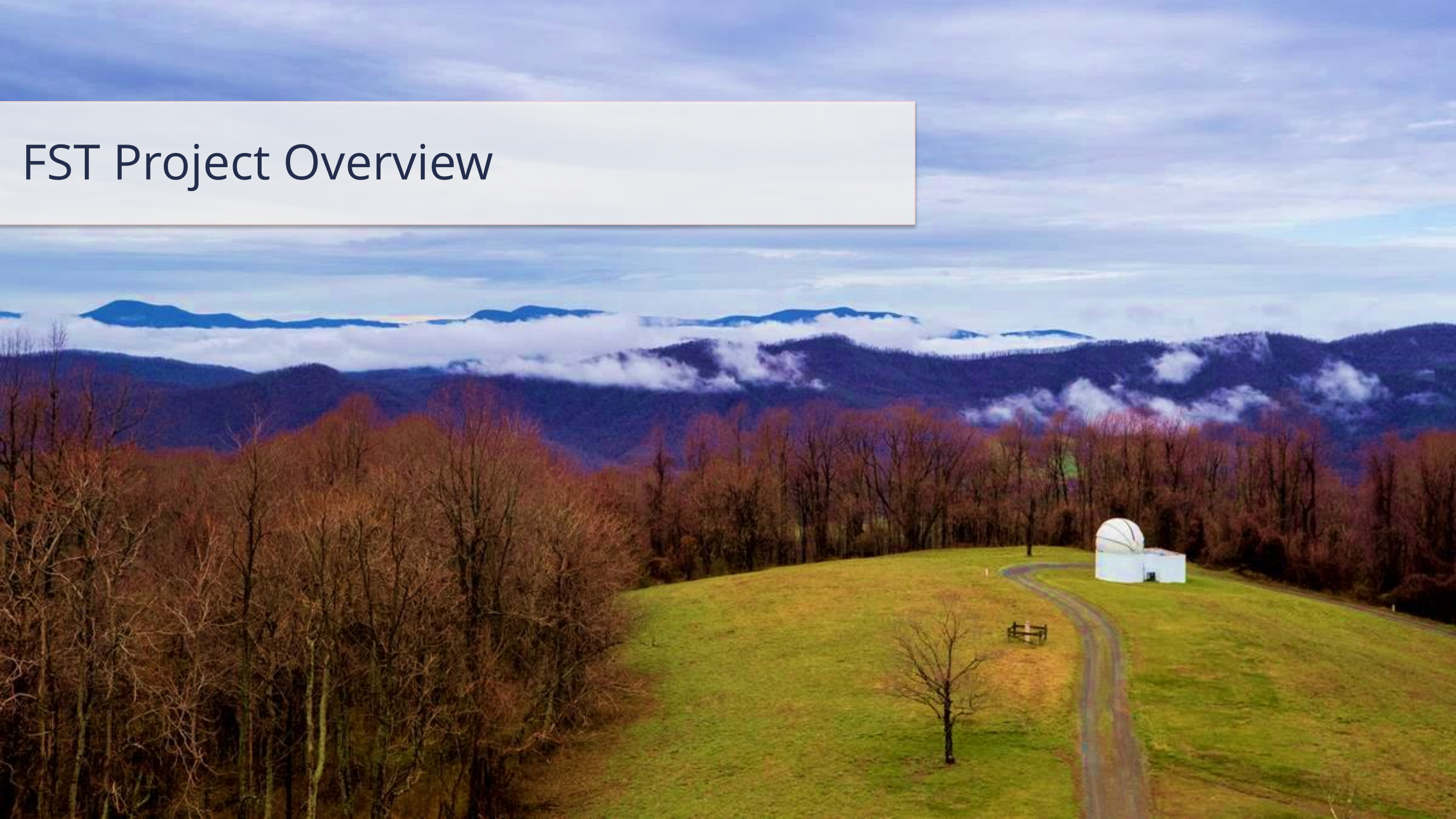
UNIVERSITY  
of VIRGINIA



# Fiscal Administrators | Today's Agenda

Topic	Today's Agenda Item / Objective	Target Time
Welcome	Agenda Overview Project Timeline – Where are We?	5 min
Engagement Activity	Project Pulse Check	10 min
Cutover	Transaction Clean-up Across Functional Areas Spend Cutover Activities	20 min
GL Balance	Upcoming Activities & Limitations	10 min
Engagement, Training & Support	FST Friday Summary • <i>FST Fridays Extended</i> : Reporting Demo for Fiscal Administrators 5/6 Training Launch Finance Solution Center	15 min
Fund Balance Ownership	Illustration of Future State	15 min
Change Readiness Assessment	Survey	10 min

# FST Project Overview



# FST Project Overview | What Should I Expect & When?

JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
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DELIVER

Go-Live

RUN

DEPLOY

SUPPORT

STABILIZATION

★ We're Here

JAN-MAY  
CUTOVER  
PLANNING

MARCH 11, 2022  
ROLE MAPPING  
COMPLETE

APRIL 29, 2022  
UER COMPLETION

MAY  
CHANGE READINESS  
SURVEY

JULY 1, 2022  
FST GO-LIVE



JAN-MAY  
SYSTEM  
REMEDIAION  
TESTING

FEB 28, 2022  
UER KICK-OFF

MAY-JUNE  
TRAINING

JULY 2, 2022  
SUPPORT

FEB-MARCH  
HCM/PAY  
PREP/TESTING

APRIL  
FST FRIDAYS

3 Months to FST Go-Live



COMPLETED

IN PROGRESS

UPCOMING

# Engagement Activity



# Engagement Activity | Poll Instructions

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**We will be using the  
Mentimeter app to capture  
some of your responses today**

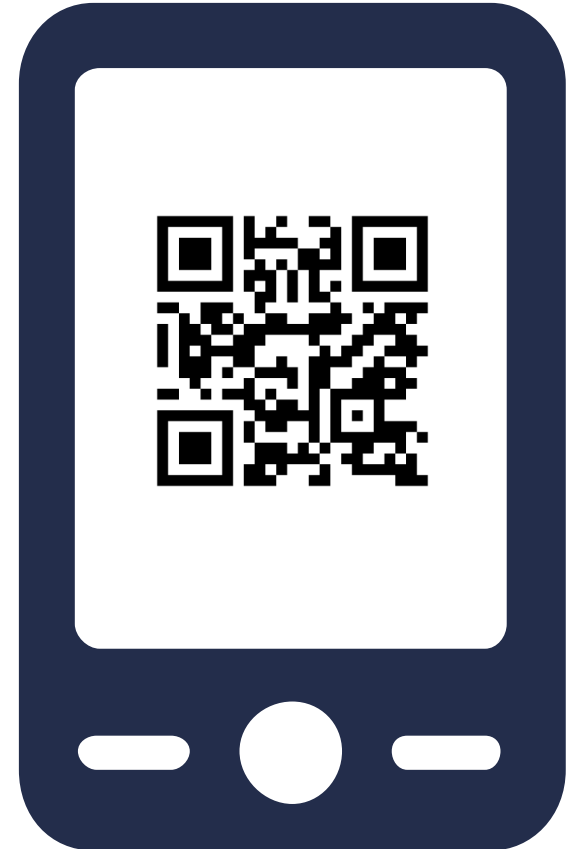
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Scan the QR code with your  
smart phone camera to respond

**OR**

Go to [www.menti.com](http://www.menti.com) and  
enter the code 9440 0766

Note: When putting in the code above, remember to  
put the space in between.



# Engagement Activity | Project Pulse Check

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1. Which item or area is top-of-mind when you think about FST go-live?
2. What is one action the FST team has taken since the last Fiscal Administrators meeting that has helped you feel more prepared for go-live?

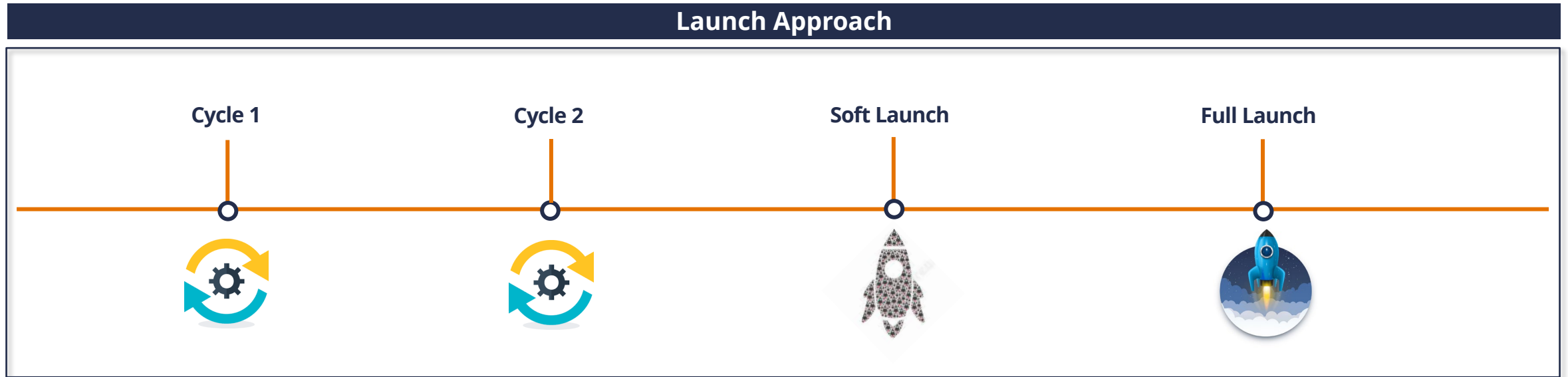




# Cutover



# Cutover | Launch Approach



## Cycle 1 – Pre-Cutover

Configurations, conversions, integrations, reports, etc. that may be migrated or entered in Production prior to cutover

## Cycle 2 – Cutover Period

Configurations, conversions, integrations, reports, etc. that may NOT be migrated or entered in Production prior to cutover

## Soft Launch - What

- Smoke testing / Shake-out testing
- Controlled Production
- Catch-up Transactions

## Soft Launch - Who

- FST Project Teams
- Key process owner areas (treasury, HCM transaction center, procurement/AP, controller, etc.)

## All Community Access

# Cutover | Cutover Period

		<b>TUES</b>	<b>WED</b>	<b>THUR</b>	<b>FRI</b>	<b>SAT</b>
		<b>6/28</b>	<b>6/29</b>	<b>6/30</b>	<b>7/1</b>	<b>7/2</b>
		Last pre-cutover payroll & HCM Integrations	Cutover	Cutover	Cutover	Cutover
<b>SUN</b>	<b>MON</b>	<b>TUES</b>				
<b>7/3</b>	<b>7/4</b>	<b>7/5</b>				
Cutover & Soft Launch	Soft Launch	Go Live				

# Cutover | Spend Timeline & Activities



## Travel & Expense

- June 9:** Deadline to place all intended FY22 T&E Card Transactions
- June 14:** Final T&E Card Transaction load to Chrome River
- June 15:** Chrome River Department Freeze
- June 15:** Hold Bank of America T&E Credit Card files
- June 20:** Chrome River PSDS Freeze



## Paying

- June 10:** Deadline to invite a new supplier or payee to register in PaymentWorks
- June 13:** Deadline for units to send PO-Based Invoices intended for FY22 to Procurement
- June 15:** Deadline for PSDS to approve pending PaymentWorks supplier registrations
- June 17:** Payment Voucher deadline & day that pending invoices must be cleared (via receiving in Oracle), and the last day to submit a Web Wire request
- June 17:** The last day for departments who typically send batch invoice files to AP to submit their last FY22 file
- June 18:** Final FY22 Jaggaer Invoice File
- June 21:** Clear Invoices on Receiving Hold from 6/18 Jaggaer invoice file
- June 23:** Final FY22 AP Payment Runs
- June 24:** Last FY22 SIS Stipend Payments
- June 27:** Last FY22 SIS Student Refunds



## Buying

- June 10:** Deadline to invite a new supplier or payee to register in PaymentWorks
- June 15:** Deadline for PSDS to approve pending PaymentWorks supplier registrations
- June 17:** The last day for departments to submit Buyer Assist requisitions that specifically require signatures on a contract.
- June 24:** Deadline to Submit Requisitions in Oracle
- June 28:** Deadline for PSDS Pending Requisitions/POs- Central finance will clear out these queues

# Cutover | Pre-Cutover Clean-Up

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Several Spend transactions need to be cleaned up to lead to a smoother transition to Workday:

1. **T&E card transactions** need to be **fully reconciled**
2. **Out-of-pocket reimbursements** should be **submitted** and **fully approved**
3. **Invoices on Hold** should be **reviewed** and **handled accordingly**

## What resources are available to help with visibility and clean-up efforts?

- Unreconciled T&E card transactions
- Draft/Pending out-of-pocket reimbursements
- Held Invoices incl. Action to Take
- POs converting to Workday
- Open POs in Oracle
- *Access to reports in production coming week of 5/9!*

# GL Balance



# GL Balance | Upcoming Activities & Limitations

## At go-live:

- Fund balances will be available in Workday at a **Cost Center, Fund, Gift, and Designated level**. Optional worktags will not be on balances.
- Schools/Units will work over the course of the summer **to attach optional worktags** (Project, Program, Activity, Assignee) or correct cost center mapping as needed.
- These entries will be made in prior year and rolled forward so **FY23 transactional reporting will not be impacted by this work**.
- **FY23 Budgets** from Adaptive will not be available in Workday until **mid-August**.

## What this means:

- **Until your unit completes fund balance realignment** – which will take *at least* the first two months of the fiscal year – you will **not have detailed balances or budgets** for answering faculty questions about balances available.
- Fund balance reports in Workday will be changing over the first couple of months while this activity is happening.
- You will be able to run reports in UBI for ending Oracle balances as of **June 30, 2022**.
- The structure of the current “BBA” report will change to reflect **both Fund Balance Available AND Budget Variance**.

# Engagement, Training & Support



# Engagement, Training & Support | Opportunities



\*Solution center launched in March to prepare for July Go Live.



# Engagement

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# Engagement | FST Friday's Participant Feedback

Throughout the month of April, a total of ~1,265 participants attended the six FST Friday sessions focusing on **Foundation Data Model**, **Employee as Self**, and **Procurement**. These **role-based day-in-the-life previews** of high-level and specific Workday topics allowed participants to get a sneak peek into the system before training began.



## Foundation Data Model

April 1 & April 22

- ~405 attendees
- **89%** of survey respondents strongly agreed or agreed with the statement, "I gained a better understanding of the Foundation Data Model based on this information session."
- *"All of these sessions are helpful. Every time I attend one or listen to something I learn more...I plan to attend all of these if I can."*



## Employee as Self

April 8 & April 22

- ~450 attendees
- **97%** of survey respondents strongly agreed or agreed with the statement, "I gained a better understanding of the Employee as Self functions (Creating an Expense Report and Creating and Assigning a cart) based on this information session."
- *"The overview was done in such a manner that it was easy to follow. I really appreciate the team's hard work."*



## Procurement

April 15 & April 29

- ~410 attendees
- **91%** of survey respondents strongly agreed or agreed with the statement, "I gained a better understanding of the Procurement functions based on this information session."
- *"Thank you for setting up these sessions. These sessions give a great insight of what to expect. I'm excited for the new system. I can't wait to start training!"*

# Engagement | What's Next?

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**Q&A document** – We have compiled questions from FST Friday sessions and are creating a Q&A document which includes frequently asked questions broken down by topic, along with detailed answers provided by subject matter experts.



**Reporting Demo for Fiscal Administrators** – On May 6<sup>th</sup>, 9:00 am-10:00 am there will be a Reporting Demo FST Friday session for Fiscal Administrators. In this session, we will demo a dashboard we are creating to help you navigate in Workday and also show you the reports in Workday and UBI that will let you easily extract detailed expenditure data equivalent to today's GA Actuals. No registration necessary.

<https://virginia.zoom.us/j/96413199442?pwd=T1p3WHg4dEZZNGdpRE5pT3VHa0RaQT09>



**Training** – Training registration is open! Individuals who wish to attend an instructor-led session will need to enroll for their training courses in Workday Learning. Review the [instructor-led training schedule](#) and the [Register for Workday Finance Courses in Workday Learning Quick Reference Guide](#) for details.

# Training

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# Training | Training Launch

This week marks the **launch of training** for Workday Financials. The following courses are being deployed this week:

## Instructor-Led Training

1. **Accounting Journals and Accounting Adjustments** (for Accountants)
2. **Payroll Accounting - Costing Allocation** (for Payroll Costing Managers & Payroll Costing Specialists)
3. **Ad Hoc Bank Transactions** (for Cost Center Deposit Specialists)
4. **Expense Reports For Expense Ambassadors** (for Expense Data Entry Specialists)

Instructor-led courses (offered virtually) will include **hands-on activities** and opportunities for **Q&A**. Detailed instructions for how to register for instructor-led training are outlined in the [Register for Workday Finance Courses in Workday Learning Quick Reference Guide](#).

## Self-Paced Training

1. **Expense Reports** (for Employee as Self)
2. **Purchase Requisition - Employee as Self** (for Employee as Self)
3. **Purchase Requisitions, Purchase Orders & Supplier Invoice Requests** (for Procurement Shoppers)

Self-paced courses are available through Workday Learning and include **process overviews and demos** for participants to **review at their own pace** and **repeat as needed**.

The self-paced prerequisite course **Introduction to Workday Financials** can be accessed and completed in **Workday Learning**.

# Training | Virtual Instructor-Led Training: May 2022

As of 5/2/22

SECURITY ROLE	COURSE TITLE	LENGTH	DATE (TIME)
<b>ACCOUNTANT</b>	ACCOUNTING JOURNALS AND ACCOUNTING ADJUSTMENTS	3 HOURS	MAY 2 (9-12) MAY 3 (9-12) MAY 4 (1-4) MAY 5 (9-12) MAY 9 (1-4) MAY 10 (9-12) MAY 16 (9-12) MAY 17 (9-12) MAY 19 (9-12) MAY 23 (9-12) MAY 24 (1-4) MAY 31 (9-12)
<b>COST CENTER DEPOSIT SPECIALIST</b>	AD HOC BANK TRANSACTIONS	1 HOUR	MAY 4 (9-10) MAY 11 (9-10) MAY 25 (9-10)
<b>CUSTOMER BILLING SPECIALIST</b>  & <b>CUSTOMER CONTRACT SPECIALIST</b>	CUSTOMER ACCOUNTS	3 HOURS	MAY 18 (9-12) MAY 26 (1-4)
<b>EXPENSE DATA ENTRY SPECIALIST</b>	EXPENSE REPORTS FOR EXPENSE AMBASSADORS	3 HOURS	MAY 5 (1-4) MAY 11 (9-12) MAY 17 (9-12) MAY 24 (9-12)
<b>UNIT GIFT MANGER</b>	GIFT CREATION	1 HOUR	MAY 12 (1-2) MAY 18 (1-2) MAY 19 (9-10) MAY 23 (1-2) MAY 24 (3-4) MAY 26 (1-2)

SECURITY ROLE	COURSE TITLE	LENGTH	DATE (TIME)
<b>GRANT MANAGER</b>	GRANTS MANAGEMENT	2 HOURS	MAY 12 (1-3) MAY 18 (1-3) MAY 25 (9-11) MAY 26 (9-11)
<b>INTERNAL SERVICE DELIVERY DATA ENTRY SPECIALIST</b>	INTERNAL SERVICE DELIVERY	2 HOURS	MAY 9 (9-11) MAY 16 (1-3) MAY 23 (9-11) MAY 31 (9-11)
<b>PAYROLL COSTING MANAGER</b>  & <b>PAYROLL COSTING SPECIALIST</b>	PAYROLL ACCOUNTING - COSTING ALLOCATION	3 HOURS	MAY 3 (9-12) MAY 5 (9-12) MAY 9 (9-12) MAY 10 (9-12) MAY 11 (9-12) MAY 16 (9-12) MAY 18 (9-12) MAY 19 (1-4) MAY 24 (9-12) MAY 25 (9-12) MAY 31 (9-12)
<b>PAYROLL COSTING MANAGER</b>	PAYROLL ACCOUNTING - HCM SUBTASKS	1 HOUR	MAY 16 (1-2) MAY 17 (1-2) MAY 19 (10-11) MAY 25 (1-2) MAY 26 (11-12) MAY 31 (1-2)
<b>PETTY CUSTODIAN</b>	PETTY CASH ACCOUNT REPLENISHMENT	1 HOUR	MAY 19 (1-2)

View the full instructor-led training schedule here:  
<https://uvafinance.virginia.edu/workday-finance-training>

MAY 2022				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			



Note: No training is scheduled for Fridays.  
 1 or 2 of the Payroll courses will be for SOM only (depending on the number of people they have in these roles)  
 Only one session is required per role.



# Training | Virtual Instructor-Led Training: June 2022

As of 5/2/22

View the full instructor-led training schedule here:  
<https://uvafinance.virginia.edu/workday-finance-training>

JUNE 2022				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

SECURITY ROLE	COURSE TITLE	LENGTH	DATE (TIME)
<b>ACCOUNTANT</b>	ACCOUNTING JOURNALS AND ACCOUNTING ADJUSTMENTS	3 HOURS	JUNE 1 (9-12) JUNE 2 (9-12) JUNE 6 (9-12) JUNE 7 (9-12) JUNE 14 (9-12) JUNE 15 (9-12) JUNE 21 (9-12) JUNE 22 (9-12)
<b>COST CENTER DEPOSIT SPECIALIST</b>	AD HOC BANK TRANSACTIONS	1 HOUR	JUNE 8 (9-10) JUNE 15 (1-2) JUNE 22 (9-10)
<b>CUSTOMER BILLING SPECIALIST</b> & <b>CUSTOMER CONTRACT SPECIALIST</b>	CUSTOMER ACCOUNTS	3 HOURS	JUNE 9 (1-4) JUNE 16 (9-12) JUNE 23 (1-4)
<b>EXPENSE DATA ENTRY SPECIALIST</b>	EXPENSE REPORTS FOR EXPENSE AMBASSADORS	3 HOURS	JUNE 9 (1-4) JUNE 14 (9-12) JUNE 22 (9-12)
<b>UNIT GIFT MANGER</b>	GIFT CREATION	1 HOUR	JUNE 6 (1-2) JUNE 7 (3-4) JUNE 8 (1-2) JUNE 9 (9-10) JUNE 13 (1-2) JUNE 15 (1-2) JUNE 16 (11-12) JUNE 21 (1-2) JUNE 27 (1-2) JUNE 28 (11-12) JUNE 30 (1-2)

SECURITY ROLE	COURSE TITLE	LENGTH	DATE (TIME)
<b>GRANT MANAGER</b>	GRANTS MANAGEMENT	2 HOURS	JUNE 8 (9-11) JUNE 13 (9-11) JUNE 15 (1-3) JUNE 16 (1-3) JUNE 22 (1-3) JUNE 28 (9-11)
<b>INTERNAL SERVICE DELIVERY DATA ENTRY SPECIALIST</b>	INTERNAL SERVICE DELIVERY	2 HOURS	JUNE 6 (9-11) JUNE 13 (9-11) JUNE 23 (9-11)
<b>PAYROLL COSTING MANAGER</b> & <b>PAYROLL COSTING SPECIALIST</b>	PAYROLL ACCOUNTING - COSTING ALLOCATION	3 HOURS	JUNE 2 (9-12) JUNE 6 (9-12) JUNE 9 (9-12) JUNE 13 (9-12) JUNE 21 (9-12) JUNE 22 (9-12) JUNE 23 (9-12) JUNE 27 (9-12) JUNE 29 (9-12) JUNE 30 (9-12)
<b>PAYROLL COSTING MANAGER</b>	PAYROLL ACCOUNTING - HCM SUBTASKS	1 HOUR	JUNE 2 (1-2) JUNE 6 (1-2) JUNE 7 (10-11) JUNE 8 (1-2) JUNE 13 (1-2) JUNE 14 (2-3) JUNE 15 (10-11) JUNE 16 (1-2) JUNE 29 (1-2)
<b>PETTY CUSTODIAN</b>	PETTY CASH ACCOUNT REPLENISHMENT	1 HOUR	JUNE 7 (9-10)

Note: No training is scheduled for Fridays.  
 1 or 2 of the Payroll courses will be for SOM only (depending on the number of people they have in these roles)  
 Only one session is required per role.

# Support

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# Support | Finance Solution Center

The Finance Solution Center will be UVA Finance's **centralized**, first **human point of contact** for most support requests. Users may seek support by emailing [askfinance@virginia.edu](mailto:askfinance@virginia.edu).

## Agents in the Finance Solution Center...

- **Gather** customer information
- **Analyze** the problem to **identify** the cause
- **Solve** the problem if there is a documented solution/answer
- **Escalate** cases to the appropriate specialist if it cannot be resolved



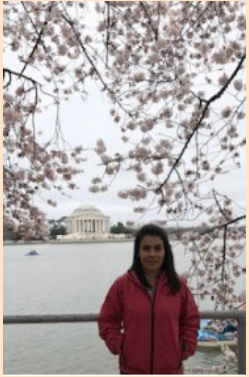
Soft launch was March 14, 2022. As of May 3, 2022, the Finance Solution Center has logged **1,500+ cases**.

## Finance Solution Center Impact

- ✓ Dedicated full-time team to support your questions
- ✓ Single point of entry for all UVA Finance inquiries (Workday and others)
- ✓ Live person response when calling
- ✓ Monitored queues to ensure prompt response and resolution

# Support | Finance Solution Center - Meet the Team

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**Rasha Ahmad**  
User Success Agent

**Teri Bowen**  
User Success Agent

**Carrie Crosby**  
User Success Agent

**Dawn A. Wood**  
User Success Agent

# Fund Balance Ownership



# Fund Balance Ownership | Budget vs. Actuals

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## Budget

Comes from Adaptive daily (starting August 17)

Tells you the plan, and only the plan. The unit is responsible for ensuring funds are available.

The budget (plan) allows you to monitor spend against expectations using budget vs actuals reporting.

May be adjusted for a variety of reasons (e.g., new information, new initiatives, permanent base adjustments, etc.).

## Actuals

Results of transactions made in Workday. Pulled back into Adaptive after each month end.

As a general rule, funding from central will be budgeted and transferred in actuals to the recipient unit.

Units will choose the extent to which they will transfer funding to subunits.

If units have both the funds transferred, along with any revenues received directly, they can utilize fund balance reporting.

# Fund Balance Ownership | In Practice: Undergrad Tuition

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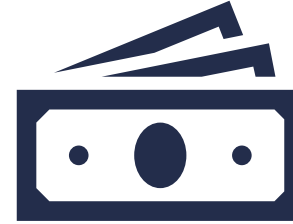


## Budget

OFP&A provides amount to budget by school, based on enrollment and tuition rate projections.

The school budgets tuition to any combination(s) of worktags they wish.

Budgets are not updated during the year; OFP&A and units use budget vs actuals variance reporting to monitor the revenues.



## Actuals

OFP&A transfers the tuition revenue using an allocation revenue category and the FDM worktags budgeted by the school.

The school may choose to move the funds internally after OFP&A allocates funds.

OFP&A performs a year-end true-up and transfers as appropriate to the school during the post year-end adjustment period (aka ADJ1).

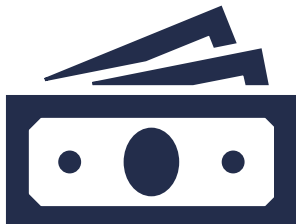


## Budget

The unit has decided to set aside \$1,000 per full-time employee in professional development funding.

The unit budgets these funds using an activity worktag (“Professional Development”) and each employees’ assignee worktag.

The budget shows in Workday and any adjustments to the budget show after the nightly load.



## Actuals

The unit has decided that although the funds are budgeted for each employee, they ultimately are not owned by each employee.

Thus, the unit **does not** transfer funds to the granular worktag level (“Professional Development” activity tag + assignee).

Fiscal staff in the unit **do not** utilize fund balance reporting and instead monitor spend with budget to actuals reporting.

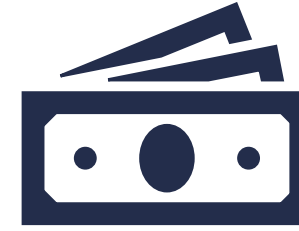


## Budget

A school has agreed to \$100,000 in start-up funding for a new faculty member.

The unit budgets these funds using an activity worktag (“Start-Up Funding”) and the employee’s assignee worktag.\*

The budget shows in Workday and any adjustments to the budget show after the nightly load.



## Actuals

The start-up funds are owned by the faculty member, per the terms of the offer letter, though funds could revert under select circumstances.

Thus, the unit **does** transfer funds to the granular worktag level (“Start-Up Funding” activity tag + assignee).

Fiscal staff in the unit **do** utilize fund balance reporting and budget to actuals reporting to monitor available balance as well as current vs expected spend.

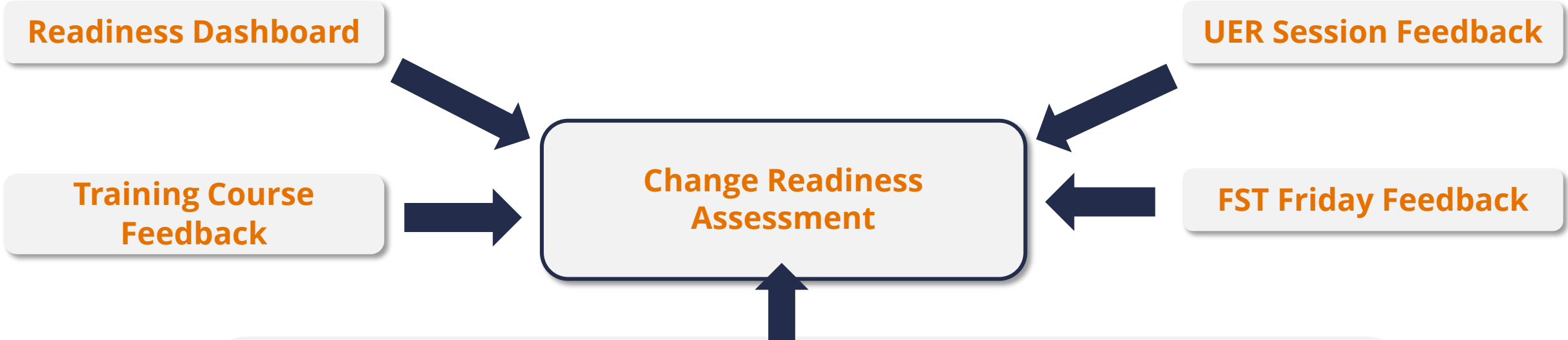
# Change Readiness Assessment





# Change Readiness Assessment | Approach

For the fifth and final Change Readiness Assessment prior to go-live, we will utilize feedback from the **Readiness Dashboard**, **Training courses**, **UER sessions**, **FST Friday sessions**, and a **Change Readiness Assessment survey** (distributed May 3-10). Through these activities we will be able to **gather information** from units and end users about their current readiness and **gain insight** into the status of each unit to **support overall adoption and go-live preparedness**.



**Change Readiness Assessment Survey**  
The **Change Readiness Assessment Survey** gives a broad audience of stakeholders the opportunity to share their levels of **Awareness, Engagement and Communication**, and **Knowledge and Support** based on what they have seen and experienced so far in the Finance Strategic Transformation. Please complete the survey by **May 12, 2022**.

**Thank You for Attending!**

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