

INTEGRATED RENEWAL PROGRAM

Workday Wednesday: Finance Foundational Data Model
(FDM)

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THE INTEGRATED RENEWAL PROGRAM

Procurement Modernization – Service Delivery Model

- A new service delivery model is underway to prepare for Workday and redefine how people buy and pay for goods and services

Integrated Renewal Program – Workday

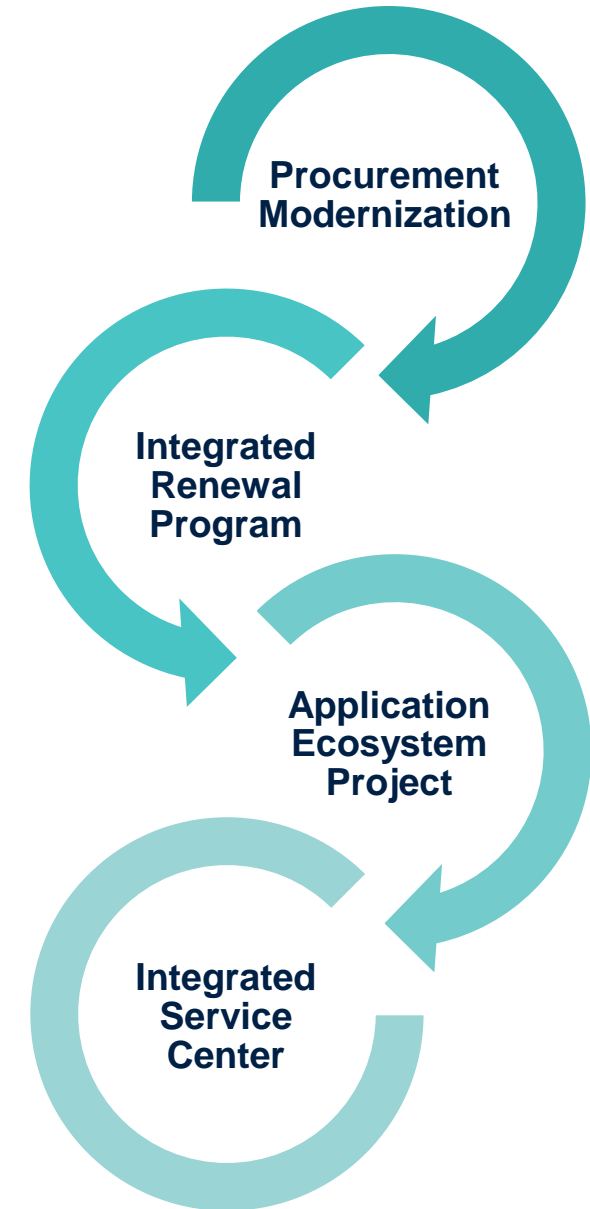
- An integrated system for UBC's core Human Resources, Finance and Student administrative systems
- Online transactions and single source of data to inform decision-making and planning

Application Ecosystem Project – Applications surrounding Workday

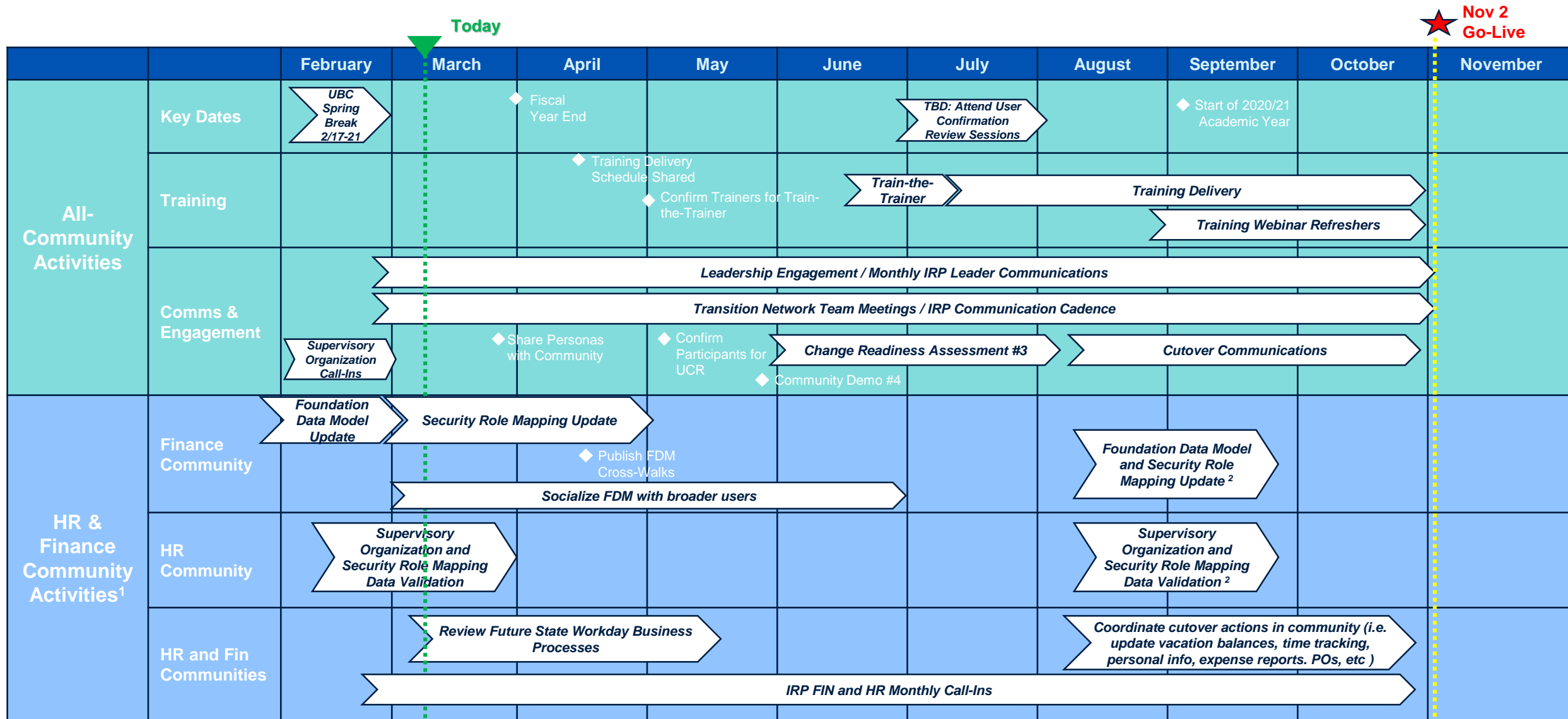
- Applications surrounding Workday are dispositioned appropriately to maintain business continuity
- Applications have been identified to be either retrofitted, integrated or sunset.

Integrated Service Center

- The ISC will provide ongoing integrated services to the UBC community to ensure a cohesive, collaborative, and enriched experience for students, staff and faculty.
- Key functions:
 - To provide support to the UBC community when using Workday
 - To deliver improvements to Workday over the long term



HIGH-LEVEL IRP TIMELINE



¹ HR and Finance staff also receive all-community communications and engagement and participate in all-community activities

² Date subject to change

FINANCE AND HR SCOPE AREAS



FINANCE

- Budget Development (core to Workday) *
- Capital and Asset Accounting
- Endowment Accounting (UBC Methodology)
- Forecasting (Workday Planning) *
- Institutional Accounting
- Procure to Pay
- Research/Post Award Grants Administration
- Revenue Accounting
- Treasury and Cash Management
- Travel and Expense



HUMAN RESOURCES

- Benefits
- Compensation
- Core HR Management (incl. Onboarding/Off-boarding)
- Payroll
- Talent Acquisition
- Workforce Management – Time & Attendance

* Approx. 18 months after Go live





WHAT'S CHANGING – FINANCE

WHAT'S CHANGING – FINANCE OVERVIEW



Real-time, accessible data

- Accounting, procurement, projects, reporting, and analytics in one system
- Quick access to complete and accurate picture of your unit, on any device
- More time to focus on strategic initiatives



Paper & Manual Processing → Online & Workday

- Online [Accounting & Finance](#) with in-memory analytics
- Online [Audit & Internal Controls](#) with transaction records and complete audit trails
- Online [Reporting & Analytics](#) integrating Finance and HCM
- Online [Revenue Management](#) improving cash flow (gradual rollout of accounts receivable)
- Online [Travel & Expense](#) management, capturing receipts on any device
- Online [Procurement](#) with a consumer-like experience
- Online [Grants Management](#) tracking budget vs. actual



WHAT'S CHANGING – WORKDAY EXPENSES



Capture receipts and submit expense reports on any device



Replaces Requisition for Payment (Qreq), Travel Requisition (Treq), and OPT



Reduce administrative work by using employee data in Workday Human Capital



Incorporates UBC policies / guidelines, such as per diems



Automate expense management processes while ensuring control



Includes UBC Visa Card and P Card reconciliations



WHAT'S CHANGING – WORKDAY PROCUREMENT



Create and submit requisitions for goods and services with a consumer-like experience



Understand spending trends and their impact on the Faculty



Manage the RFQ process for goods and services, and compare supplier bids



Automated 3-way matching of Purchase Order, Goods & Services Receipt, and Invoice releases invoice for payment



Enable suppliers to self-register and maintain their own data, like address and banking instructions



WHAT'S CHANGING – WORKDAY GRANTS MANAGEMENT



Handles complex grants requirements while gaining visibility and control into grant activity and available funds



Grants Dashboard with mobile capability



Integrated with the research pre-aware system, RISE



Ability to view multi-year budget information



Ability to view clear authorized to spend dates

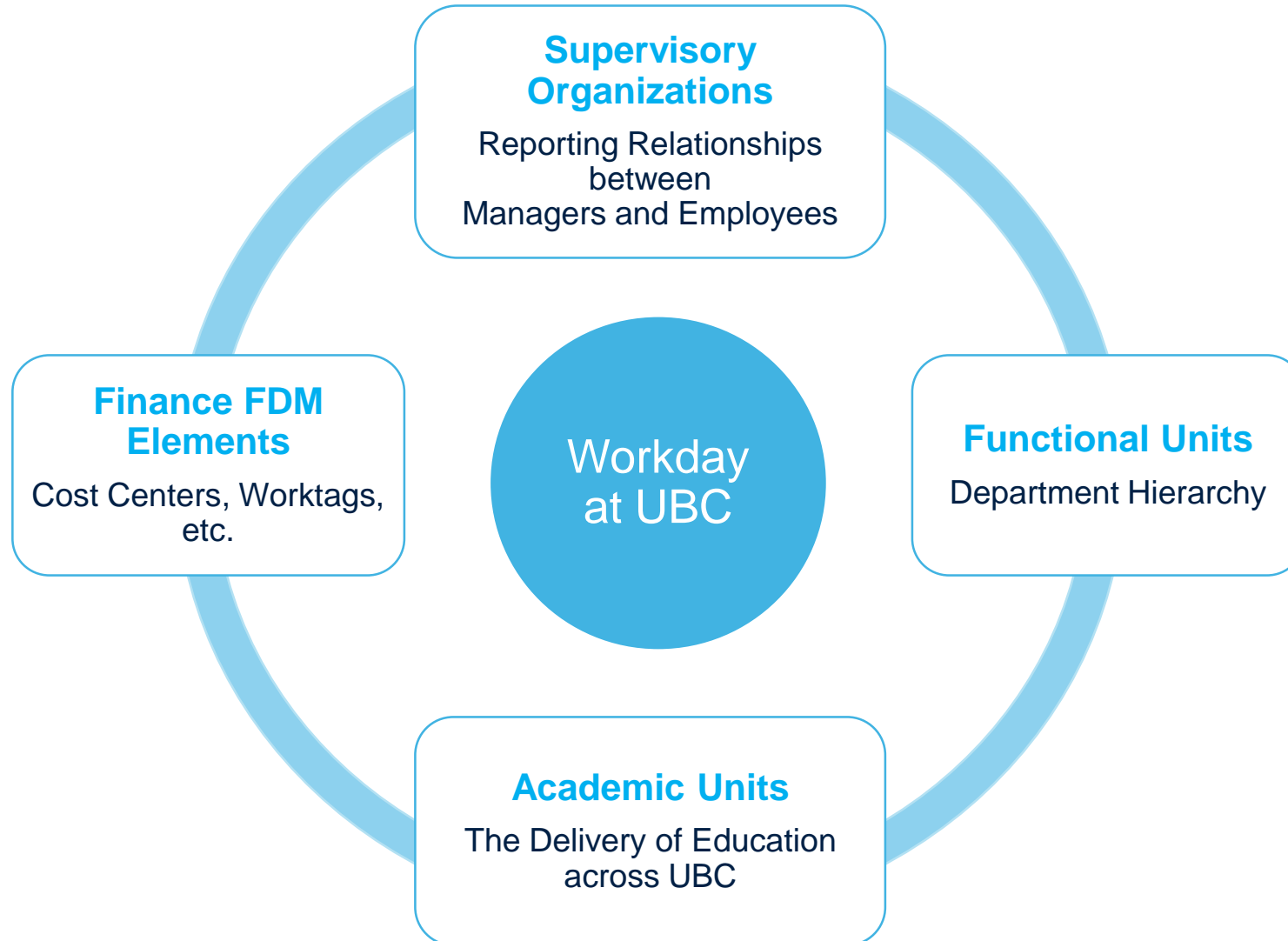


Researchers can delegate duties in Workday, allowing an audit trail to satisfy funding agency requirements



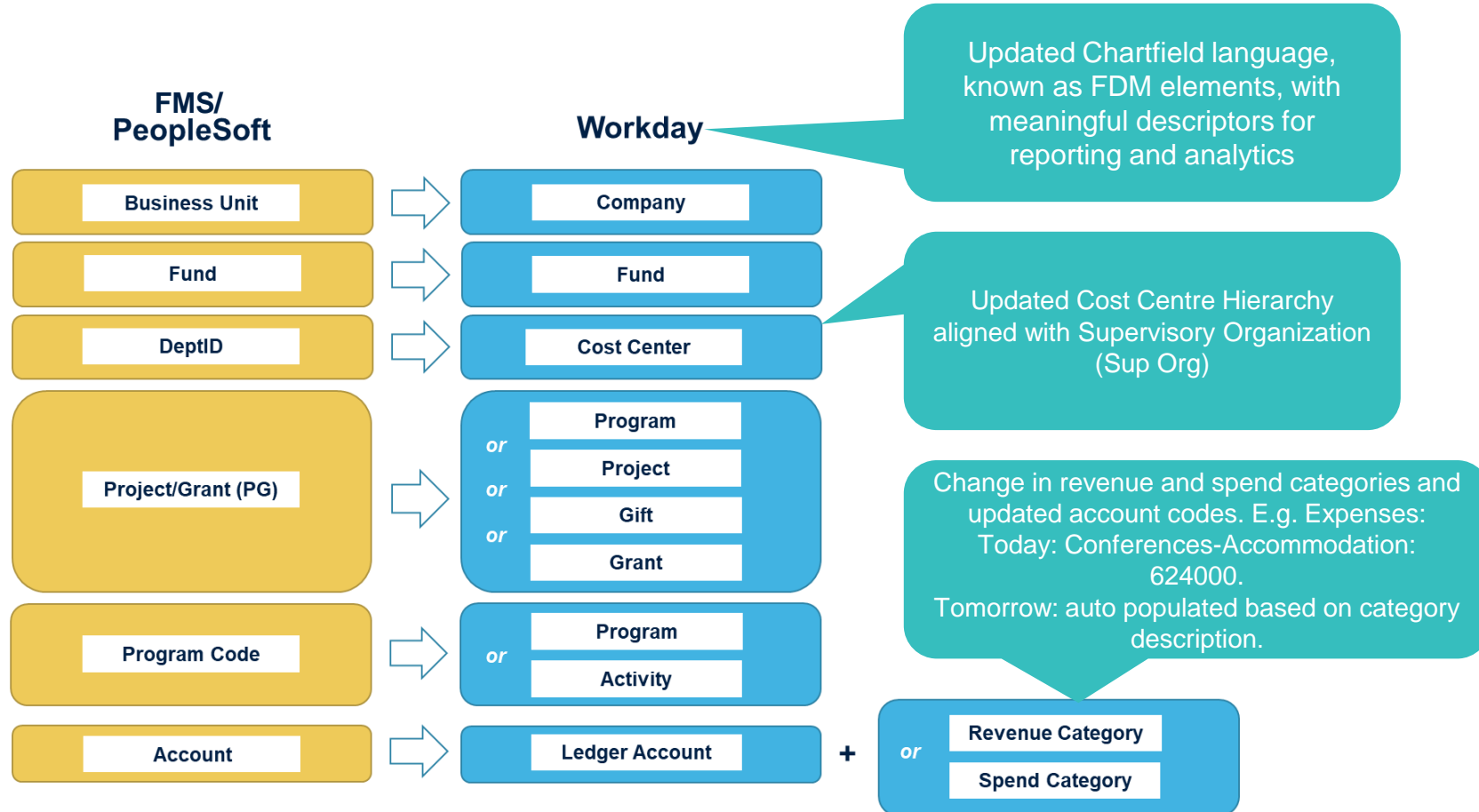


CORE ELEMENTS OF WORKDAY



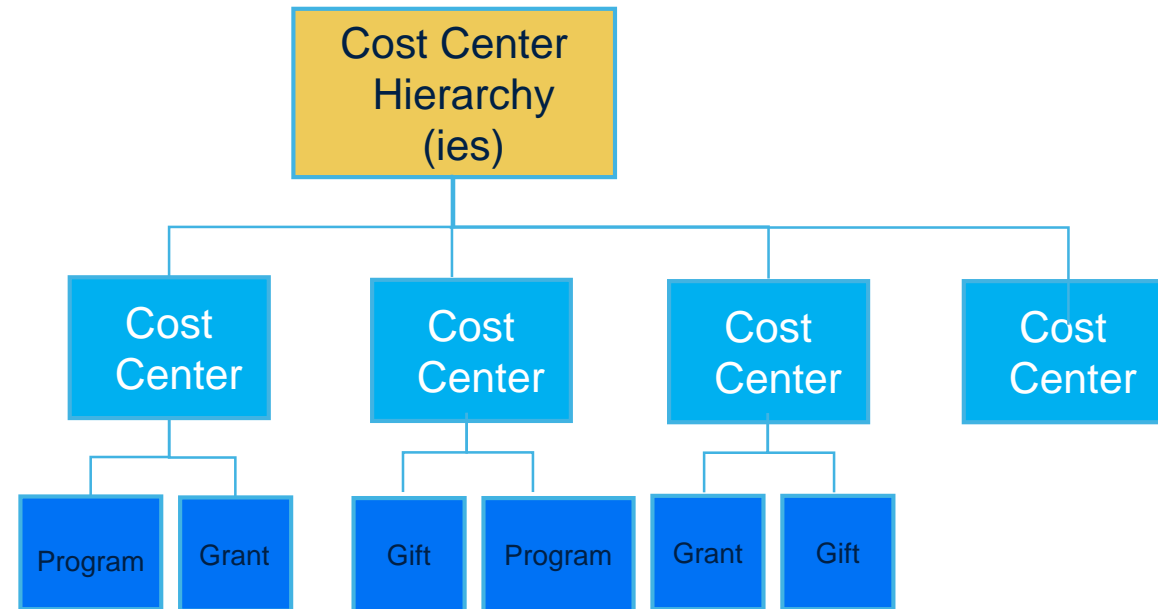
FINANCE FOUNDATIONAL DATA MODEL ELEMENTS

In Workday, we will be using Foundational Data Model elements similar to existing Chartfields to tag (or allocate) items for accounting and financial reporting purposes.



FINANCIAL STRUCTURE – COST CENTER HIERARCHY

- A hierarchy arranges a group of worktags in an “org chart” fashion
- Cost Center is the **minimum lowest level** which means there **does not need** to be a Program, Gift or Grant attached to it.
- All revenues and expenses are charged to a Cost Center
- This allows for robust reporting and each of these levels
- Existing FMS DeptIDs and Program/Grants have been identified in Workday as a Cost Center, program, gift or grant



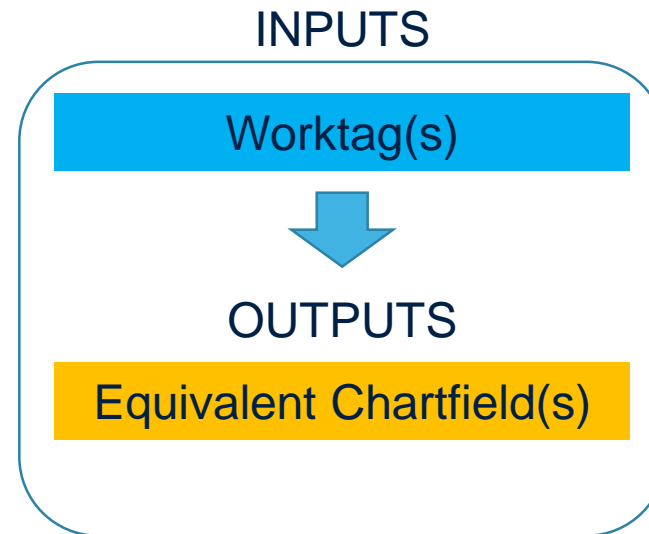
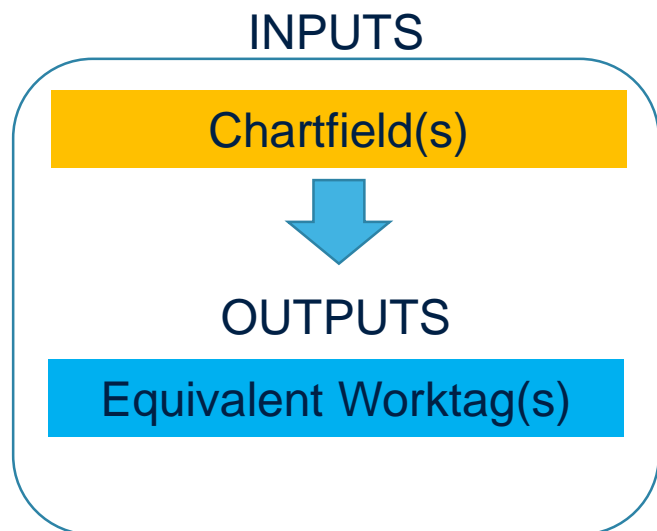
RELATED WORKTAGS ACT LIKE SPEEDCHARTS

When you enter the Gift, Grant, Project or Program name the related worktags are **automatically populated**

| Primary/Driver Worktag | Related Worktag | | |
|------------------------|-----------------|------|-------------------------|
| | Cost Center | Fund | Spend/ Revenue category |
| Gift | X | X | X |
| Grant | X | X | X |
| Project | X | X | X |
| Program | X | X | X |
| Cost Center | | X | X |

CROSS-WALK TOOL

- Will be created to assist users:
 - Finding equivalent PeopleSoft Chartfields for given Worktags.
 - Finding equivalent Worktags for given PeopleSoft Chartfields.
- Will likely be web-based, accessed through CWL.
- Note: Grants in Workday will include the existing Speedchart in the name; new Grants created in Workday will not have an equivalent speedchart in the name



FINANCE FDM CORE CONCEPTS (WORKTAGS)

| | Company | Fund |
|-------------------|--|---|
| Definition | <ul style="list-style-type: none"> Used in Workday Finance Identifies the legal entity; institution; i.e. UBC Has a single tax ID UBCV and UBCO are one company called UBC | <ul style="list-style-type: none"> Identifies the funding source |
| Examples | <ul style="list-style-type: none"> UBC | <ul style="list-style-type: none"> General Purpose Ancillary Research Specific Purpose Capital Endowment funds Agency |
| Naming Convention | <ul style="list-style-type: none"> N/A | <ul style="list-style-type: none"> “FD000” General Purpose Operating “FD002” General Purpose Fee for Service “FD104” Ancillary Food Services “FD200” Sponsored Research |



FINANCE FDM CORE CONCEPTS (WORKTAGS)

| | Cost Center | Grant | Gift |
|-------------------|--|--|---|
| Definition | <ul style="list-style-type: none"> • Lowest level of financial oversight. • Department or unit to which costs are charged and is typically used to house people and their associated payroll cost, and operating expenses. • Every cost center is part of a cost center hierarchy that rolls up to higher levels of oversight. • Budgets are often created and managed at cost center level. | <ul style="list-style-type: none"> • Tracks sponsored activity funded by a third party at its most detailed level. • Can be for research OR non-research activity. | <ul style="list-style-type: none"> • Can be an endowment or a donation (in money or in kind) or awards. • A donor is an individual, sometimes an institution, who makes a contribution to the gift. • Cost centers with a combination of donations and GPO funds will usually be identified as a Program rather than a Gift |
| Examples | <ul style="list-style-type: none"> • Provost and VP Academic –Faculties-UBCO School of Engineering Faculty Services • VP research and Innovation- UBCO Research Institutes Institute of Community Engaged Research • AVP Finance and Operations Information Technology Engagement Services | <ul style="list-style-type: none"> • Aspire Learning & Teaching Fund; • Research Grants | <ul style="list-style-type: none"> • School of Engineering Human Heart Simulator • Library Services Parents’ Innovation Fund • Irving K Barber School of Arts and Sciences Chemistry Chemistry fundraising • Graduate Student Leadership Award |
| Naming Convention | <p>“CC00xxx UBCO Provost and VP Academic –Faculties- UBCO School of Engineering Faculty Services”</p> | <p>“GRxxxxx” [Grant name] “GR011738” NSERC RGPIN – 2019....</p> | <p>GF000XXXX [Gift name] (e.g. GF0002268 Human Heart Simulator)</p> |

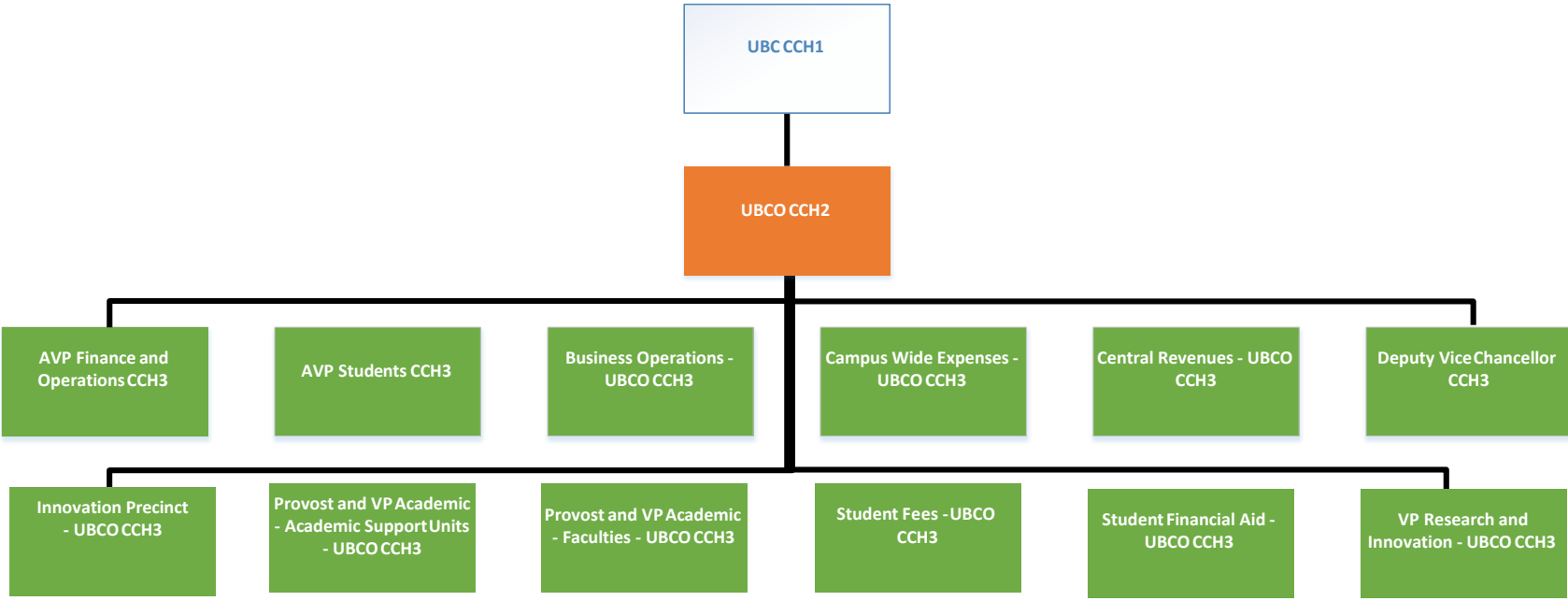


FINANCE FDM CORE CONCEPTS (WORKTAGS)

| | Program | Project | Hierarchy (CCH) |
|-------------------|--|---|--|
| Definition | <ul style="list-style-type: none"> Tracks revenues and expenses for specific on-going activities that occur across cost centers or within a cost center. | <ul style="list-style-type: none"> Tracks revenue and expenditures associated with a specific project for work activities that occur across cost centers or within a cost center. Projects have a distinct beginning and ending date. | <ul style="list-style-type: none"> A Hierarchy arranges a group of worktags in an “Org Chart” fashion. You cannot post a transaction to a hierarchy, but you can report from it. |
| Examples | <ul style="list-style-type: none"> Routine Capital Faculty Recruitment Operations and Administration Volleyball Fundraising | <ul style="list-style-type: none"> UBC Okanagan Arts and Science Centre UBC Okanagan Skeena Residence | <pre> graph LR UBC["UBC CCH1"] --> UBCV["UBCV CCH2"] UBC --> UBCO["UBCO CCH2"] UBCV --> VPFinOps["VPFin&Ops CCH3"] UBCV --> Provost["Provost CCH3"] UBCO --> VPFinOps UBCO --> Provost VPFinOps --- Dots1["..."] Provost --- Dots2["..."] </pre> |
| Naming Convention | PMxxxxx [Program name] <ul style="list-style-type: none"> PM00025 UBCO Athletics and Recreations Volleyball Fundraising PM003754 UBCO Faculty of creative and Critical Studies Events Support Fund | PJxxxxx [Project name] (e.g. PJC00928 UBCO Skeena Residence) | Hierarchy 1 Hierarchy 2 Hierarchy 3 |



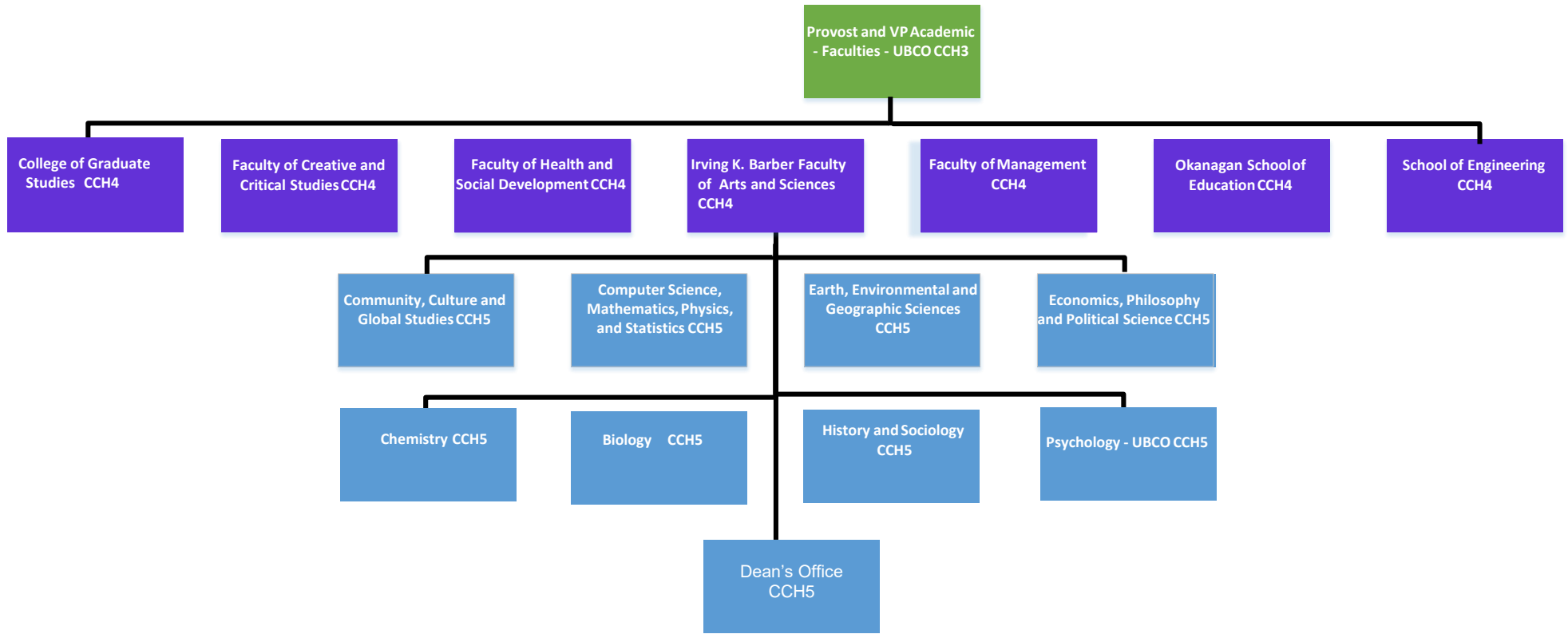
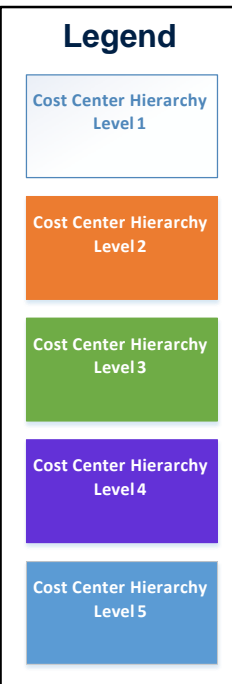
UBCO COST CENTER HIERARCHY LEVELS 1 - 3



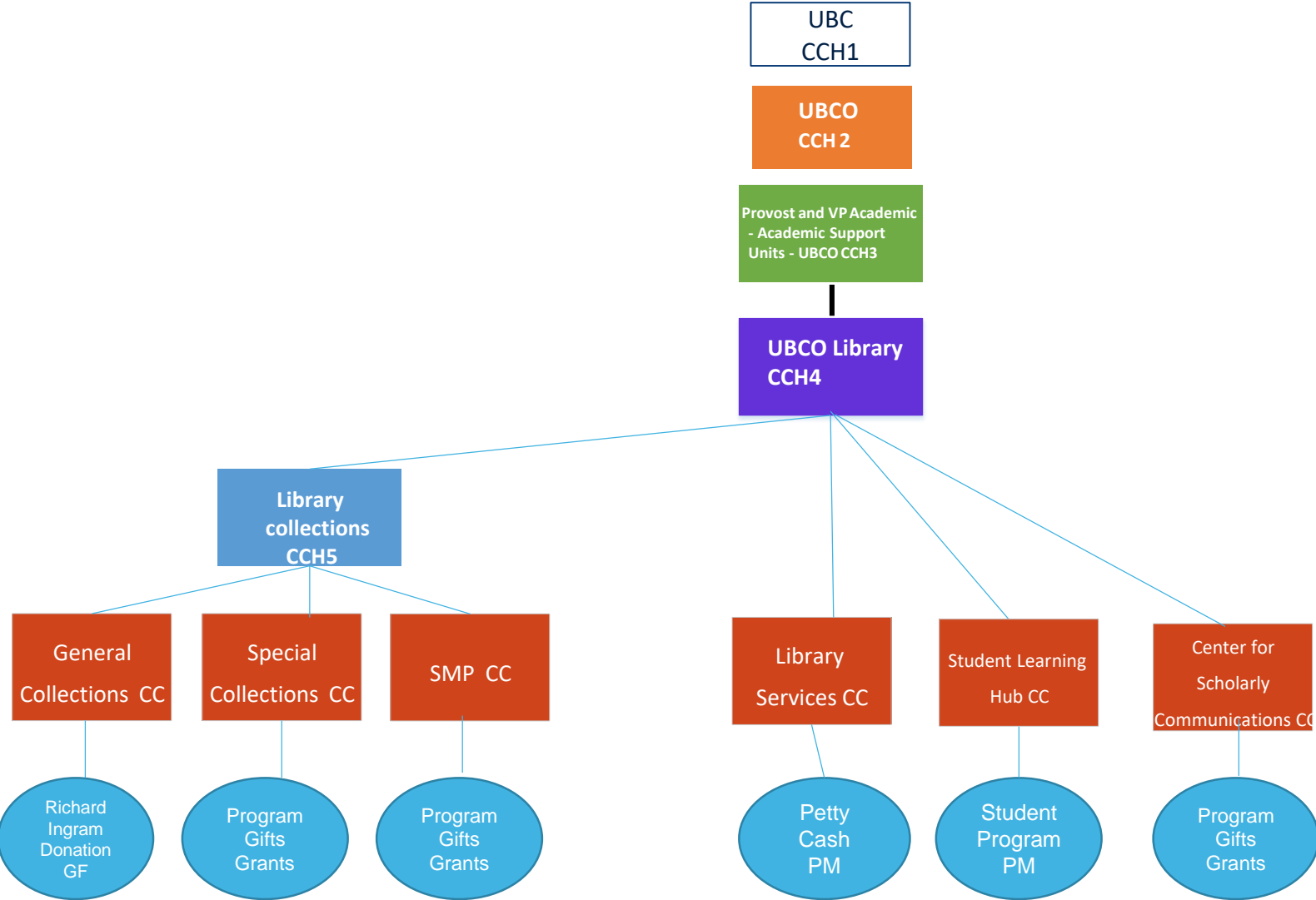
Legend

- Cost Center Hierarchy Level 1
- Cost Center Hierarchy Level 2
- Cost Center Hierarchy Level 3
- Cost Center Hierarchy Level 4
- Cost Center Hierarchy Level 5

UBCO FACULTY COST CENTER HIERARCHY LEVEL 3-5



UBCO COST CENTER HIERARCHY – EX. LIBRARY

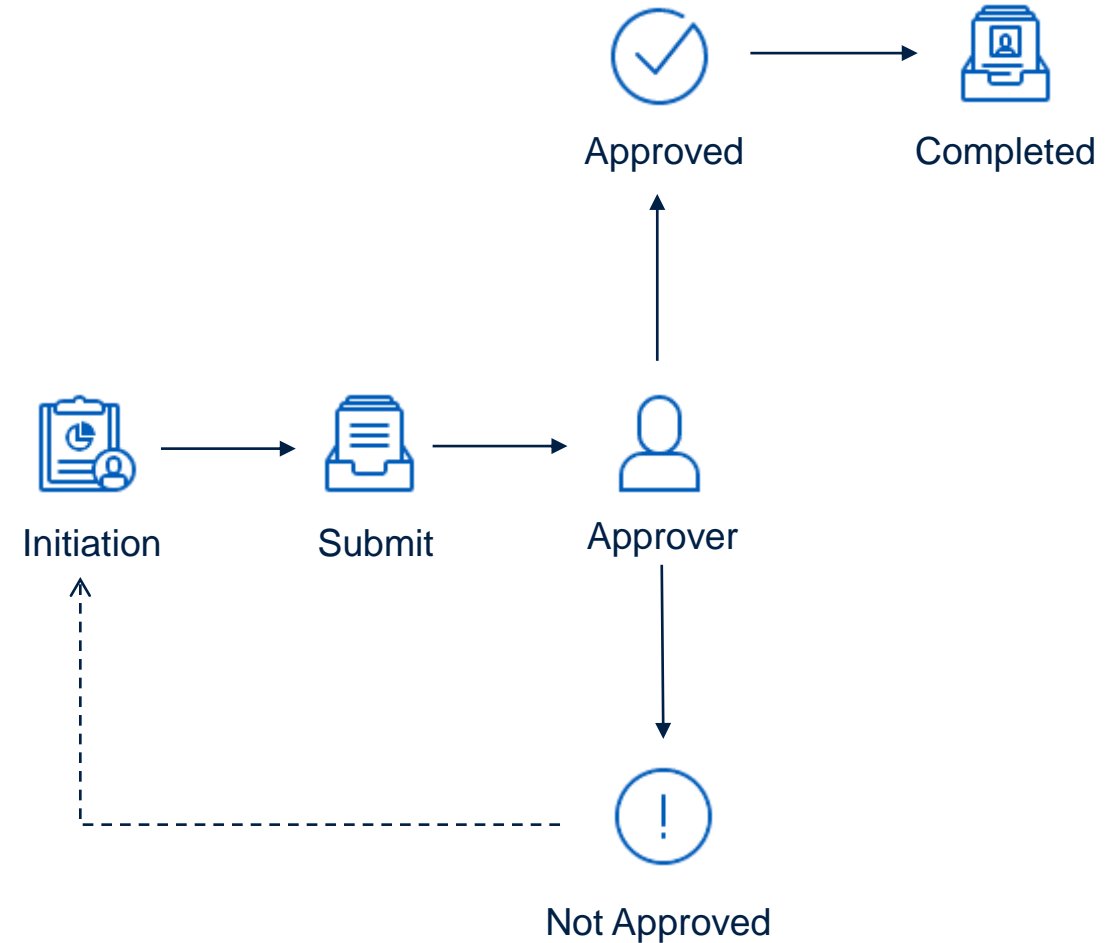


Legend

- Cost Center Hierarchy Level 1 (White box)
- Cost Center Hierarchy Level 2 (Orange box)
- Cost Center Hierarchy Level 3 (Green box)
- Cost Center Hierarchy Level 4 (Purple box)
- Cost Center Hierarchy Level 5 (Blue box)
- Cost Center (Orange box)
- Program/ Gift/ Grant (Blue oval)

WHAT ARE BUSINESS PROCESSES IN WORKDAY?

- Processes that follow a defined workflow, with automated handoffs facilitating actions and approvals required to complete tasks



SECURITY ROLES AND STEPS WITHIN THE BUSINESS PROCESS

Security Roles are the basis of business processes. They are a set of permissions which govern what individuals and groups can see and do in Workday. Workday routes individual steps of the business process to the appropriate security roles. Those who hold the specific security roles, will have the ability to:



Initiate: Start a business process



Review: Approve, Send Back or Edit information entered



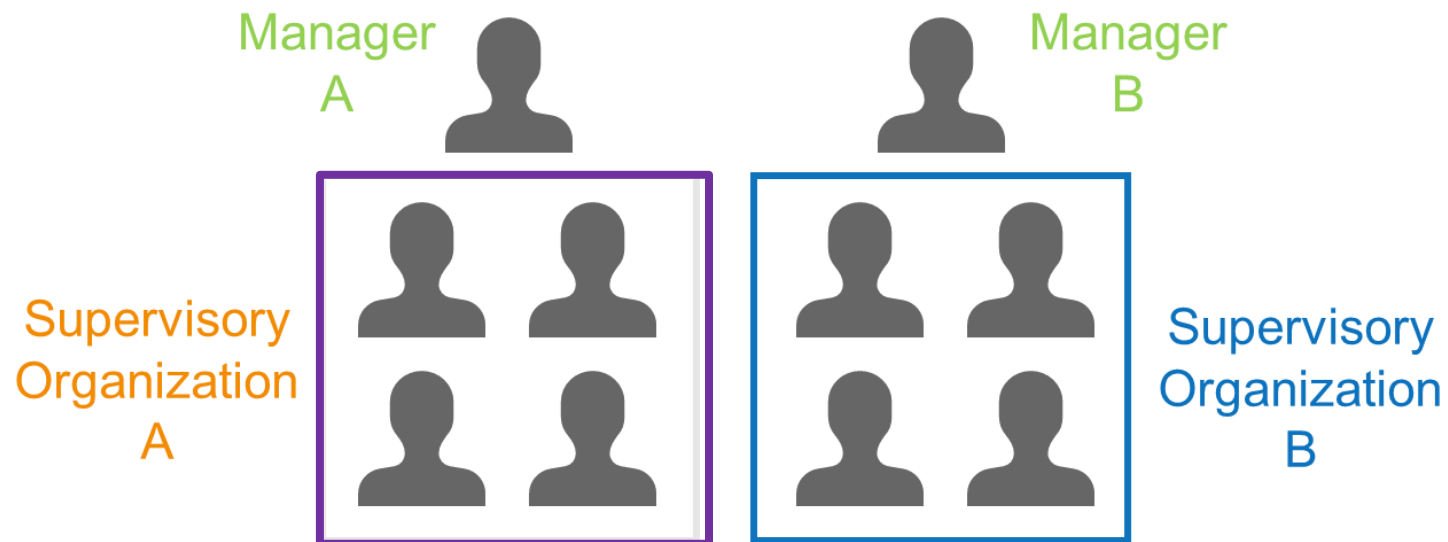
Approve: Approve or Send back a business process





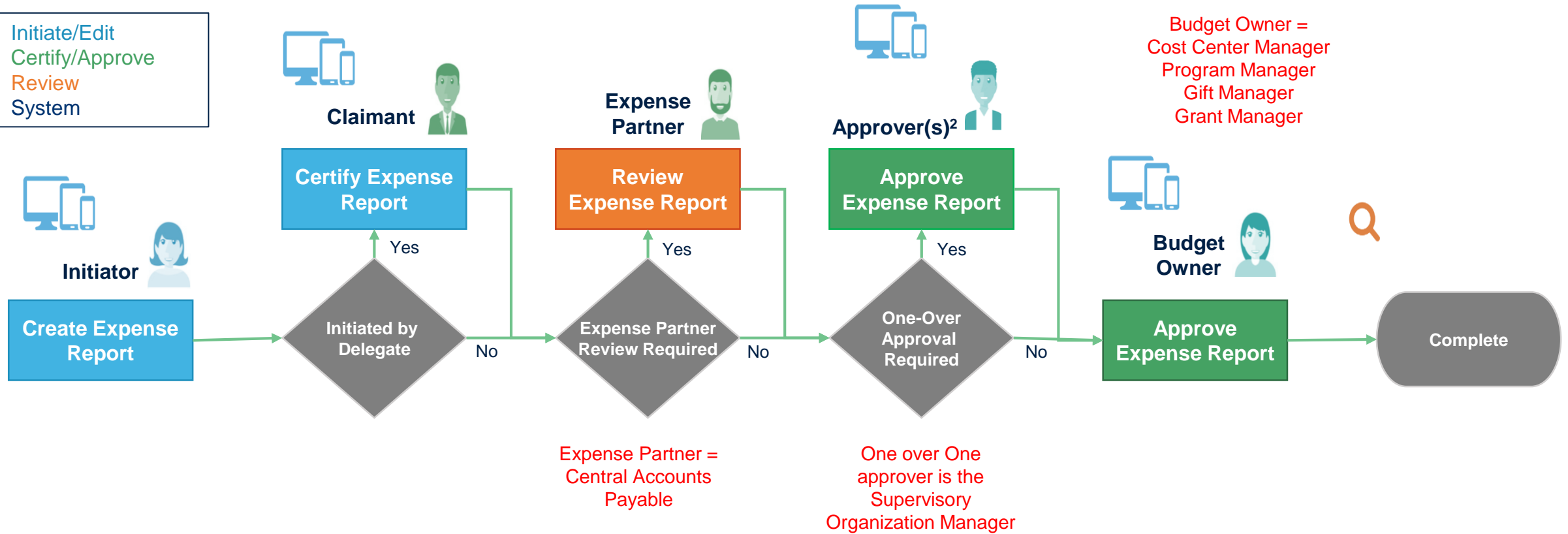
SUPERVISORY ORGANIZATIONS

- Supervisory Organizations are the **foundation** of Workday HCM
- A Supervisory Organization is a logical grouping of employees who report to the same **manager**
- Each manager is associated with a Supervisory Organization that contains the workers and the positions they manage.



BUSINESS PROCESS EXAMPLE – EXPENSE REPORTING

Initiate/Edit
Certify/Approve
Review
System



TYPES OF “ACCOUNTING ENTRIES” IN WORKDAY

(JOURNAL VOUCHERS IN FMS)

1. Accounting Adjustment:

- For transactions that have been posted and paid
- Used for corrections to worktags for supplier invoices, expenses, payroll

2. Accounting Journal:

- Used for:
 - Interfund transfers
 - Manual financial reporting adjustments
 - Corrections to transactions that involve splits

e.g. transaction was charged to Program A but needs to be charged 50% to Program A and 50% to Program B

3. Internal Sales Delivery:

- Used to record the sale of a good or service from one UBC Department to another



CONTACT

The Integrated Renewal Program would love to hear from you! If you have any questions or comments please get in touch.

WEBSITE



irp.ubc.ca

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