IN THE KNOW

UBCO Finance Operation's Newsletter

General finance operational information
and the latest updates for
Workday HR & Finance

Please Share/Distribute

Single-source procurement renamed as Direct Award

As a publicly funded institution, UBC is subject to internal policies and trade agreement obligations to ensure the procurement of goods and services is fair, equitable, transparent and competitive, for large purchases above $75,000.

However, there are circumstances that allow for a Direct Award. In addition to the Workday name change Procurement has updated the form and guidelines for consideration when requesting a Direct Award on the [Finance webpage.](#)

Please contact either Rebecca Way or Ryan Chernoff for more information.

Amazon Business is coming to UBCO!

UBCO Procurement is leading a project for a single Amazon Account for the Okanagan campus. The benefits for this will include free Business Prime, more and larger discounts, free shipping, greater analytics into our spend, streamlined shipping, and better and more reporting options.

Users will be able to put worktags against purchases and run reports to see what was spend against a particular worktag. Receipts will never be lost and able to be downloaded for your expense claims.

We will have the ability to put purchases on a Purchase Order and pay on invoice. Phase 1 of the project for a small pilot group has been running successfully since April, Phase 2 is currently underway to complete the AVPFO portfolio.

The Academic and remaining portfolios will be initiated in Phase 3 to be completed in Q4. Please contact Rebecca Way or Stacey Broderick for more information.

Digital Payments Program: Cost recovery and credit card fees

Starting November 1, 2023, a cost recovery fee will be implemented for TouchNet, UBC's new digital payment solution. Financial institutions charge credit card fees anytime a purchase is made and Global Payments, our commerce platform, charges these fees for processing payments made using TouchNet.

This flow-through cost is traditionally allocated back to UBC merchants as part of the cost of doing business. UBC merchants using TouchNet will see this fee charged against their Ledger Account 6390, with the Spend Category as Administrative Overhead.

For more information on the DPP recovery fee, please visit Finance's [website.](#)

BCNET

UBC is a founding member of a post-secondary cooperative purchasing group called BCNet. Originally focused on the procurement of IT goods and services, it now covers some academic and operational purchase considerations including administrative and facilities services.

By using a BCNet pre-existing agreement there is no need for a public procurement process. As part of the cooperative purchasing process we can leverage deals that are brokered to the Provincial wide groups and volumes potentially leveraging greater discounts than we would have alone.

We can also suggest potential goods and services. If you would like more information please contact Rebecca Way.

UBCO Payroll Update

UBCO Payroll has been restructured to better align with the UBC Vancouver Payroll team and to enhance our service to the Okanagan campus.

Effective November 1st, Brydie Chamberlain has moved into a newly created Payroll Lead role, reporting directly to Fiona Stirling, Associate Director, Finance Operations. Scott Jolley, Manager, Finance Services and Research Finance will continue to lead our Accounts Payable and Research Finance teams.

In her new role, Brydie is responsible for the management and delivery of all functions and activities of the UBCO Payroll team, and will work closely with HR and Okanagan departments to identify trends and resolve issues in Payroll processing for the Okanagan campus. Brydie will also work closely with the Vancouver team on business model reviews and business process re-engineering and participate in improvement initiatives and strategic payroll projects that impact both campuses.

Brydie will oversee two Payroll Support Specialists who provide day to day payroll support for the Okanagan campus. Each Payroll Support Specialist will be responsible for an alphabetical portfolio and will provide cross-portfolio support during leaves or busy times.

Wendy Pennings. PCP, joined UBCO Finance Operations as one of the Payroll Support Specialists on October 31st and is located in OM1 (welcome Wendy!). Finance is currently recruiting for a second Payroll Support Specialist to join our team.

Reminders for Expense Coding in Workday

Coding to Meals vs. Hospitality and Entertainment vs Catering:

Travel Related Spend Categories:
- These categories should only be used when you travel
- Meals incurred while travelling should be coded as follows:
    - Out of pocket cost of meal, with supporting receipt: ***Meals | Actual OR use Meals per diem*** if wanting to claim per diem rates
    - Cost of meal charged to UBC credit card: ***Meals | Actual***
    - Always include the employee name(s) in the Attendee field that incurred the meal

- Meals incurred locally, for events or meetings should be coded to ***Hospitality and Entertainment***.
    - *A list of attendees should be attached or included as supporting documentation or identified in the memo field*
    - *A description of the event, meeting should be included in the memo/comment field*
    - *The MOST senior employee in attendance should pay for the meal if the meal is not being paid for individually.*

- Food and drinks for on campus meetings/events should be coded to either ***Hospitality and Entertainment or Catering***. We recommend using ***Catering***, however if H&E is used, the expense will not be sent back to recode.
    - *A list of attendees should be attached or included as supporting documentation or identified in the memo field*

Workday Finance - Initiate Roles

Workday Security Role	Description	Type	Enabled For
Student Expense Report Initiator	This role will initiate expenses reports in the Workday Expenses module for student expense reimbursements.	Role-Based Security Group (Constrained)	Company Company Hierarchy
Cost Center Accountant	Decentralized responsibility for creating accounting journals and accounting adjustments.	Role-Based Security Group (Constrained)	Company Company Hierarchy Cost Center Cost Center Hierarchy
Cost Center Accountant Clerk	Used in Okanagan – ability to "request" in Workday new Worktags, changes to existing Worktags and process Accounting Adjustments	Role Based Security Group (Constrained)	Cost Center
EIB Accountant	A cost centre accountant that is responsible for initiating EIB (excel) accounting journals in Workday.	Role-Based Security Group (Constrained)	Company Company Hierarchy
Cost Center Financial Analyst	Perform financial reporting functions for assigned cost centers. Examples include manager financial reporting and metrics, and spend analytics. No approval authority.	Role-Based Security Group (Constrained)	Cost Center Cost Center Hierarchy
Cost Center Financial Payroll Analyst	Perform financial reporting functions for assigned cost centers with view to payroll data. Examples include manager financial reporting and metrics, and spend analytics. No approval authority.	Role-Based Security Group (Constrained)	Cost Center Cost Center Hierarchy
Cost Center Receiver	Receives goods and services in Workday on behalf of other requestors in their unit/department without requiring delegations to be set-up. This role would typically be required if there is a central receiving location or store that is receiving goods and services on behalf of their unit/department.	Role-Based Security Group (Constrained)	Cost Center Cost Center Hierarchy
Internal Service Delivery Data Entry Specialist	Person who can create Internal Service Delivery transactions.	Role-Based Security Group (Unconstrained)	Cost Center Cost Center Hierarchy
Internal Service Delivery EIB Specialist	A person who can create multiple Internal Service Delivery transactions using excel based EIB (Enterprise Interface Builder) in Workday. ISD EIB Specialists are a subset of the ISD Data Entry specialists group.	Role-Based Security Group (Unconstrained)	Cost Center Cost Center Hierarchy

Workday Finance - Approver Roles

Workday Security Role	Description	Type	Enabled For
Program Manager	Primary manager for assigned programs. Access to program spend analytics. Approval authority for financial business processes.	Role-Based Security Group (Constrained)	Program Program Hierarchy
Cost Center Manager	Primary manager for assigned cost centers. Access to cost center spend analytics. Approval authority for financial business processes.	Role-Based Security Group (Constrained)	Cost Center Cost Center Hierarchy
Gift Manager	Primary manager for assigned gifts. Access to gift spend analytics. Approval authority for financial business processes.	Role-Based Security Group (Constrained)	Gift Gift Hierarchy
Project Manager	Primary manager for assigned projects. Access to project spend analytics. Approval authority for expense, requisition, and timesheet business processes.	Role-Based Security Group (Constrained)	Project Project Hierarchy
Finance Director	Approval authority for accounting journals greater than $15K. Access to cost center spend analytics.	Role-Based Security Group (Constrained)	Cost Center Cost Center Hierarchy
Internal Service Provider (ISP) Manager	Person assigned to the Internal Service Provider. Approves Internal Service Delivery transactions.	Role-Based Security Group (Constrained)	Cost Center Cost Center Hierarchy
Gift Initiative Manager	Primary manager for assigned initiatives related to a gift. Access to initiatives spend analytics. Approval authority for financial business processes.	Role-Based Security Group (Constrained)	Cost Center Cost Center Hierarchy
Finance HCM Partner	This role is an additional level of approval for HR specific business processes i.e., create position, job requisition, offer and new hire in addition to the budget manager approvals. The intent of this role that it would be the Dean's office level or higher to provide additional approvals for the activities outlined previously.	Role-Based Security Group (Constrained)	Cost Center Cost Center Hierarchy

Join Workday Community

Workday Community is a platform for collaboration, networking and learning with fellow Workday users. It also provides documentation and access to the questions fellow Workday users are asking.

This is also where you can find "Brainstorms". Brainstorms allows customers to submit product enhancements or new features. It allows customers to vote for one another's submissions, which allows Workday to gauge the need for the brainstorm ideas. The highest voted "Brainstorms" generally are what Workday prioritizes for its upcoming new releases.

Anyone can create a Workday Community account. I encourage you to do this, and then navigate what is available on this site.

To create your own Workday Community account, please click here and sign-up, following all prompts.

Previous Engagements & Resources

Topic: **Indigenous Finance Guidelines**
Presentation Slides
Recording

Topic: **Understanding Your Payroll**
Presentation Slides
Recording

Resources:
Previous Newsletter
Finance & Integrated Services Launches Procurement Programs within Strategic Sourcing
Digital Payments Program: Cost Recovery and Credit Card Fees
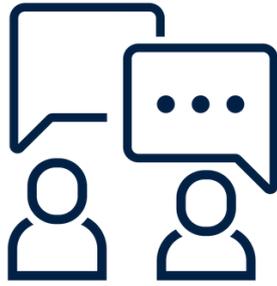View my Professional Development Fund

Upcoming Workday Wednesday Sessions:
Topic: Spend Authorizations / Cash Advances
Date/Time: November 22, 2023 | 10:00 am
Registration Link

Remember to register for these sessions to receive the Zoom link and add it to your calendar!

Contact the Integrated Service Centre

To speak directly to a service representative, or if the inquiry is urgent,
the ISC can be reached at **(250) 807-8163.**
Submit a Workday support request here
Hours of operation: Monday – Friday | 8:00am – 5:00pm