

# WORKDAY FINANCIALS



GO LIVE!

JUNE 22, 2022



# AGENDA

- Introductions
- Workday Financials Overview
- PTAOs → FDM Strings
- Training/Resources Available
- Workday Expense Demos
- Travel Policy Updates
- Trivia (with Prizes!)
- Wrap Up
- Questions

# INTRODUCTIONS

## University Advancement Finance Team

- Mike May
  - Director of Finance
- Sandra Williams
  - Associate Director, Gift Accounting & Finance
- Linda Donohue
  - Financial Analyst



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- Yoshi

# POLL #1

How well prepared do you feel  
for the Workday Financials  
Transition?



# WORKDAY FINANCIALS

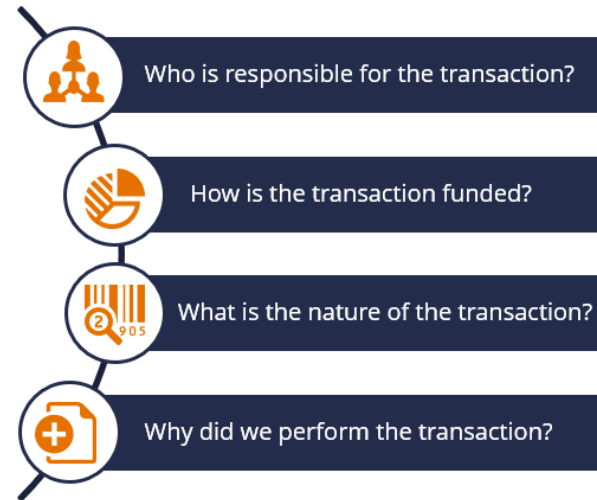
- Workday is replacing Oracle as UVA's financial system of record in July.
- Workday will also replace Chrome River.
- Go Live is scheduled for Tuesday, July 5<sup>th</sup>.
- Chrome River sunset last week.
- Oracle will be shutdown for most users on June 29<sup>th</sup>.

# FOUNDATION DATA MODEL | OVERVIEW

The **Workday Foundation Data Model (FDM)** is the data model used for Financials that establishes the foundation for Workday transaction processing and reporting.



The FDM is designed to answer the following questions:

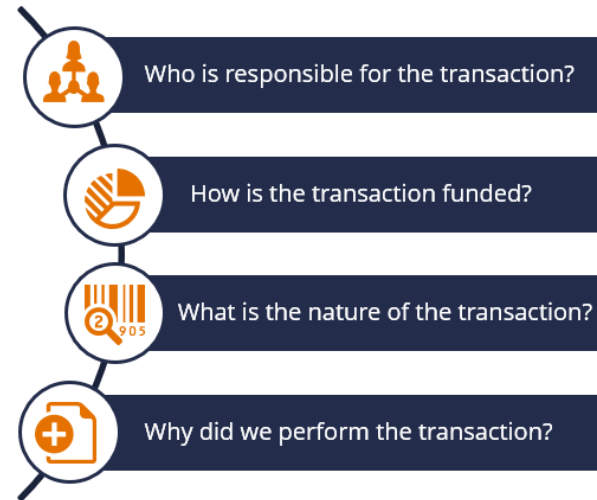


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- There are several optional Worktags (at the University level), so not all department FDM Strings will look the same.
- University Advancement will use four Worktags on every transaction. MOU Partner Worktags may be different.

# Worktags Identified, Purpose and Naming Convention

Worktag	Purpose	Naming Convention
<b>Company</b>	Each division represented in Management Discussion & Analysis (MD&A) schedules of financial reports; considered primary level at which one holds balanced set of books	UVA_XXX (Legacy HCM)
<b>Cost Center</b>	Area that owns a subset of revenues and/or expenses to support management decision making or accountability	CC1234
<b>Fund</b>	High-level source of funds used to support GASB net position categories and state reporting requirements	FD123
<b>Gift</b>	Pledges, outright contributions received from private sources, or activities supported by an external party (i.e., donor)	GF123456
<b>Grant</b>	Meets UVA's policy definition of a sponsored program (e.g., federal, state, local and private)	GR123456
<b>Project</b>	Activity that has a defined start and end date (e.g., capital or IT project), multiple funding sources and hierarchy	PJ12345
<b>Program</b>	Captures broad, programmatic activities or initiatives (no defined start or end date) that are generally consistent over time and may span across multiple organizations, funding sources and projects. Program is controlled at school level; top levels of the Program hierarchy (there are currently six levels defined in the hierarchy) may be reserved for University-level reporting while lower levels are used for VP/School Management (similar to cost center hierarchy).	PG12345
<b>Location</b>	Represents physical locations to track assets and workers	1001 EMMET
<b>Region</b>	Reserved for future use in Medical Center deployment	TBD
<b>Business Unit</b>	Generate statement of net position, SCRECNA at a lower level than Company	BU12
<b>Assignee</b>	Allows tracking by individual; for identifying and reporting on financial activity and balances for which the individual is responsible (e.g., faculty, grad students)	123456789 (WD ID)
<b>Function</b>	Used to categorize activities by mission; supports NACUBO, GASB and state reporting requirements	FN123
<b>Designated</b>	Represents funding other than gifts and grants such as discretionary, startup, state appropriations, ETF, including earned revenue such as tuition and Facilities & Administrative (F&A)	DN123456
<b>Activity</b>	Envisioned as managerial reporting tool only, defined at school level; used to assign further granularity to programs and/or projects	AC12345
<b>Loan</b>	To track internal loans provided by the Internal Bank	LN123
<b>Internal Reference</b>	Track the various units' internal reference numbers on transactions in Workday	TBD

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Project  
Task  
Award  
Expenditure Type  
Org



Program  
Activity  
Designated or Gift  
Expense Item  
Cost Center

### Sample PTAO to Worktags Crosswalk

#### PTAO In Oracle

Project: 122851 DV-Office of Engagement  
Task: 415 Travel-Events  
Award: LG00001 DV-Dev Local Acct  
Org: 11006 DV-Engagement




















#### FDM String in Workday Financials

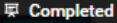
Program: PG00326 DV-Office of Engagement  
Activity: AC01370 DV-Travel - Event  
Designated: DN000101 DV-Local Operations  
Cost Center: CC0388 DV-Engagement


# RESOURCES

## Required Workday Training Modules

 **Applications**  
16 Items

 My Team	 Time and Absence	 Compensation	 Recruiting Dashboard
 Benefits	 Personal Information	 My Pay	 Time
 Absence	 Learning	 Talent	 Performance
 My Team's Performance	 Requests	 System Access Requests	 Learning Admin Reporting

 **Completed**



UVA Finance  
Workday Financials

### Introduction to Workday Financials

This course provides background information on the purpose of the FDM Center at [askfinance@virginia.edu](mailto:askfinance@virginia.edu) if you have any questions about this c

★★★★★ (207) • 45 minutes • 1.71K enrolled

 **In Progress**



UVA Finance  
Workday Financials

### Expense Reports

This self-paced course provides a comprehensive overview for creating, w if you have any questions about this course. The following topics will be c

★★★★★ (36) • 2 lessons • 460 enrolled

 **Course**



UVA Finance  
Workday Financials

### Purchase Requisitions, Purchase Orders, & Supplier Invoice Requests

In this course, Procurement Shoppers will learn about the processes associated with th this self-paced course: Understand how a requisition informs a purchase order and sub

★★★★★ (79) • 2 hours • 837 enrolled



# RESOURCES

- All content is on the Hub Learning Library (search for Workday Financials)

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UNIVERSITY OF VIRGINIA | Advancement Hub

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Looking for help logging in and accessing new tech tools accounts? [Submit Help Desk Ticket](#)

Certification Programs    **Learning Library**    Communities of Practice

Professional Associations & Training

## Workday Financials (Job Aids)

Access resources for navigating Work Financials, including job aids, demonstration videos and recorded training sessions.

[MORE INFO](#)

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[PTAO to Workday Worktags Crosswalk](#)

[Expense Item Descriptions](#)

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- Office Hours with UA Finance Team every afternoon July 5<sup>th</sup> – 15<sup>th</sup> (look for e-mail on July 5<sup>th</sup> with details)

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# RESOURCES

## UA OPERATIONS FINANCE TEAM

- Mike May, Director of Finance
- Sandra Williams, Assoc. Director of Finance
- Linda Donohue, Financial Analyst

## WORKDAY PROJECT TEAM PARTNER

- Danielle Hancock, Training & Development Specialist  
[askfinance@virginia.edu](mailto:askfinance@virginia.edu)

## EXPENSE AMBASSADORS

- Sarah Morgan, Engagement
- Esther Davis, Health System Development
- Andrea Shiflett, Development
- Karen Sowers, Operations

# POLL #2

Do you prefer virtual office hours only or virtual and in-person?



# EXPENSE REPORT DEMOS

- Demo #1
  - Setup a delegate to submit expense reports on your behalf
- Demo #2
  - Expense a lunch with donor & parking charge (Parent's Giving)
- Demo #3
  - Expense a flight for a Campaign event

# POLL #3

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# TRAVEL & EXPENSE POLICY UPDATES

- Changes made to reflect remote/hybrid work environment

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📍 Remote - Florida

Location

📍 2420 OLD IVY RD OFFICE BUILDING



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- For Day/Week of Learning events, travel reimbursement is provided for staff traveling more than 50 miles from their primary work location.
- Other travel to Charlottesville for remote workers must have a bona fide business purpose and supervisor approval to receive travel reimbursement.

# TRIVIA QUESTION #1

Prize:



**STARBUCKS**

**A Coffee Break** ☆ **\$8.40**

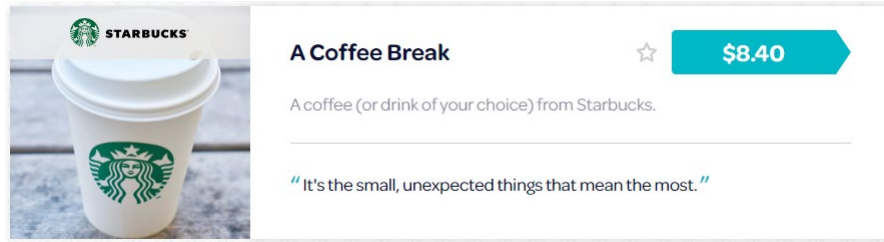
A coffee (or drink of your choice) from Starbucks.

---

*"It's the small, unexpected things that mean the most."*

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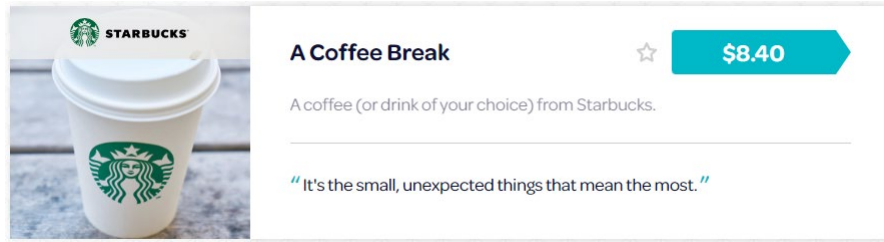


Question #1:

Which Worktag is replacing the “Org” ?

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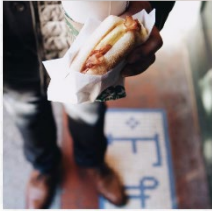

Question #1:

Which Worktag is replacing the “Org” ?

**Answer: Cost Center**

# TRIVIA QUESTION #2

Prize:



**A Power Breakfast** ☆ **\$10.44**

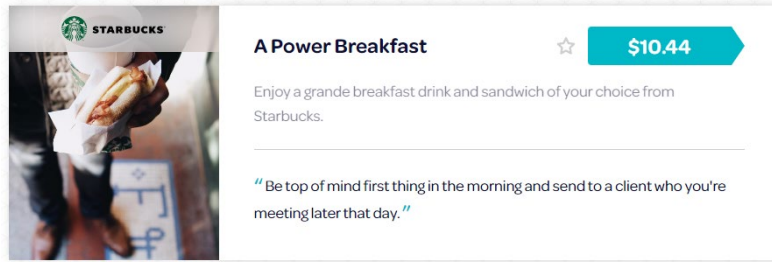
Enjoy a grande breakfast drink and sandwich of your choice from Starbucks.

---

*“Be top of mind first thing in the morning and send to a client who you're meeting later that day.”*

# TRIVIA QUESTION #2

Prize:



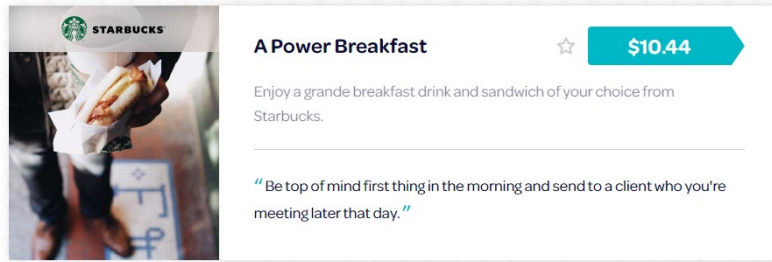
## Question #2:

Which two Worktags replace the Project and Task?



# TRIVIA QUESTION #2

Prize:




Question #2:

Which two Worktags replace the Project and Task?

**Answer: Program and Activity**

# TRIVIA QUESTION #3

Prize:



**Lunch from your Favorite** ☆ **\$18.00**

**Local Spot**

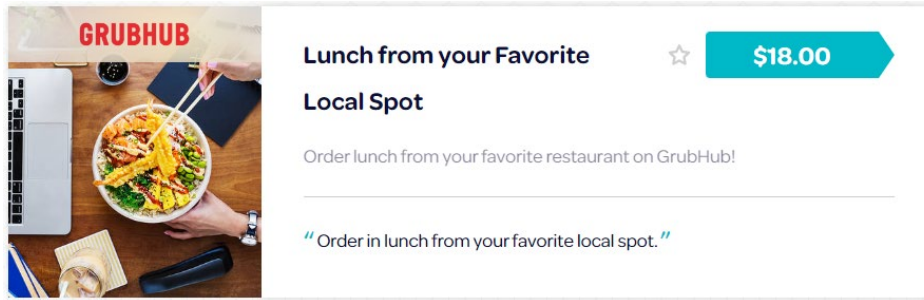
Order lunch from your favorite restaurant on GrubHub!

---

*"Order in lunch from your favorite local spot."*

# TRIVIA QUESTION #3

Prize:



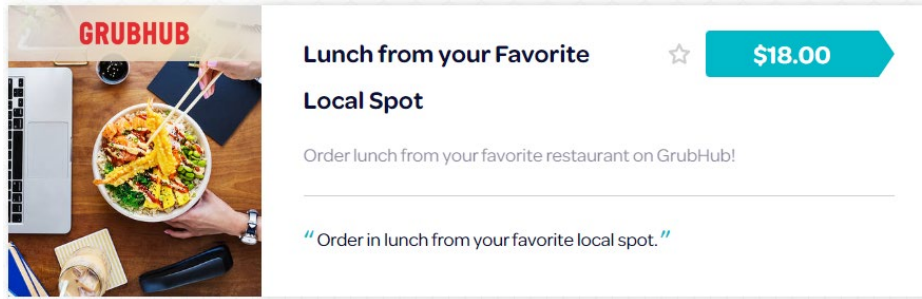
Question #3:

What is the FDM String for this PTAO:

100019-404-LG00001-11045

# TRIVIA QUESTION #3

Prize:



## Question #3:

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100019-404-LG00001-11045

**Answer: PG00320-AC01360-DN000101-CC0382**

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- Thank you for your attention!



QUESTIONS?