Introduction | Welcome to FST Fridays!

What are FST Fridays?
• **FST Fridays** are role-based day-in-the-life previews of high-level and specific Workday topics. They are hosted for 90 minutes every Friday from April 1 – April 29

![FST FRIDAYS TOPICS](chart)

- Foundational Data Model
- Procurement Shopper
- Employee As Self

How does this differ from training?
• **FST Fridays** are information sessions that build **foundational understanding** of a topic. They serve as a **precursor to training**, led by the Organizational Change Management team, that involve an introduction to relevant Workday topics and processes
• **Training offers an in-depth look** at relevant roles, processes, and policies, and helps end-users prepare for doing transactional and operational work in Workday.
FST Overview | Finance Strategic Transformation Journey

TRAINING & SUPPORT

APR
FST Fridays

MAY
Training begins

JUL+
Training continues; Office Hours; Solution Center*

*Solution center launched in March to prepare for July Go Live.
Workday & FST Overview
FST Strategic Vision

The FST at UVA will create a strong foundation of financial systems, processes, and human expertise dedicated to advancing the University's academic mission through its strategic plan.

Itself a critical component of the 2030 Plan, FST will deliver exceptional services and systems to help faculty, staff and students do their best work.

At every turn, we will seek to answer the key question: How can FST make UVA a better university?

- More preeminent in research and teaching
- More deeply engaged in service
- More accessible and affordable

FST Goals

- Promote a culture that values strategic thinking, transparency, entrepreneurship and continuous improvement
- Broadly strengthen our financial acumen and promote a proactive, forward-looking, multi-year approach to financial planning and management
- Align decision-making authority with responsibilities across schools, departments and central units
- Provide meaningful and easy to navigate dashboards and reporting tools to meet the needs of leaders, faculty and staff
- Improve our data architecture to make it easier to extract information and generate the reports needed for planning, decision-making and supporting day-to-day operations
- Establish a governance model for defining data, designing and maintaining the Chart of Accounts to maintain its integrity, and for maintaining alignment of the platform with business needs
- Provide a fully integrated, real-time Workday platform that supports efficient and effective business operations supported by common processes to the greatest extent

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FST Overview | The Four Parts of FST

1. **Workday Financials**
   - Cloud-based financial enterprise system

2. **Adaptive Planning**
   - Workday’s budgeting and planning tool

3. **Enhanced Reporting & Analytics**
   - Improved insight and informed decision-making

4. **Continuous Improvement**
   - Tools, techniques, and mindset for improving business processes
Employee as Self Overview
Employee as Self Overview

Employee as Self is a role every employee is assigned to in Workday to perform personal and job-related activities. As an employee, you can perform numerous transactions (both HCM & FIN) in Workday. For today, we will be focusing on three activities you can accomplish: Create Expense Reports, View Expense Reports, and Create & Assign a Cart.
Expense Report Overview & Application
Expense Report Overview | What is an Expense Report?

An Expense Report is used to request reimbursement for out-of-pocket charges and reconcile credit card transactions for charges made to a UVA Travel & Expense (T&E) credit card. These reports are created by Employees for themselves (or via their Delegate) or by Expense Data Entry Specialists for workers.

There are three main features of Expense Reports: Upload Receipts, Generate Reports, and Manage On-the-Go.

- **Upload Receipts**: All receipts and supporting documentation can be uploaded and attached to expense reports.

- **Generate Reports**: Multiple expense reports are allowed for a single trip.

- **Manage On-the-Go**: Expense reports can be managed on the go using the Workday mobile app on a smart device (i.e., iPad, iPhone, and Android).
## Expense Report Overview | Key Terms

<table>
<thead>
<tr>
<th>Workday Term</th>
<th>Definition</th>
<th>Legacy Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memo</td>
<td>The field (on the Header page) used to provide the title to the expense report.</td>
<td>Report Name</td>
</tr>
<tr>
<td>Expense Item</td>
<td>Expense items define the transactions workers use in expense reports.</td>
<td>Expense Type</td>
</tr>
<tr>
<td>Expense Group</td>
<td>A group used to help workers search for and select expense items. Can be helpful for reporting.</td>
<td>Main Expense Tiles</td>
</tr>
<tr>
<td>Spend Category</td>
<td>Grouping to search and report on purchases. It is tied to the expense item and drives accounting behavior.</td>
<td>Expenditure Type</td>
</tr>
<tr>
<td>Cost Center</td>
<td>The area that owns a subset of revenues and/or expenses to support management decision making or accountability.</td>
<td>Organization</td>
</tr>
<tr>
<td>Purchase Justification</td>
<td>The required reasoning for an event or a missing document.</td>
<td>Justification</td>
</tr>
</tbody>
</table>
Expense Report Overview | High-Level Process Overview

The following represents a high-level look into the steps and roles involved for expense reports.

Steps

1. Incur Expense (Travel / Non-travel Expense)
2. Create and Submit Expense Report
3. Approve Expense Report
4. Receive Reimbursement

Role

- Employee as Self
- Expense Data Entry Specialist
- Expense Support Specialist
- Other Approval Roles

Workday Roles

- Employee as Self
- Expense Data Entry Specialist
- Expense Support Specialist
- Other Approval Roles
Employee as Self are all employees who can create and submit expense reports for themselves in Workday.

Workday Roles
- Employee as Self
- Expense Data Entry Specialist
- Expense Support Specialist
- Other Approval Roles
Expense Data Entry Specialist role (mainly Expense Ambassadors) is given to employees who can create, edit, and submit an expense report on behalf of an employee. Once the Expense Data Entry Specialist submits the report, it will route to the employee for review and approval.
Expense Report Overview | Delegate

- Employees can assign a Delegate to submit expense reports on their behalf via the My Delegations.
- Delegate can create, edit, and submit an expense report on behalf of an employee.
- Once the Delegate submits the report, it will route to the employee for review and approval.

**Steps**

1. Workday
   - Create and Submit Expense Report on Behalf of Employee

2. Workday
   - Review and Approve Expense Report

**Role**

- Delegate
- Employee as Self

**Workday Roles**

- Employee as Self
- Expense Data Entry Specialist or Delegate
- Expense Support Specialist
- Other Approval Roles
Expense Report Overview | Expense Support Specialist Role

When submitting an expense report, the report will always route to the Expense Support Specialist for approval. Additional approvers will also be triggered based on certain criteria.*

2. Workday: Create and Submit Expense Report
   - Employee as Self
   - Or Expense Data Entry Specialist

3. Workday: Approve Expense Report
   - Expense Support Specialist
   - And *Other Approval Roles

*Expense Support Specialist: In certain cases, the expense report may route to the Senior Department Finance Approver or Expense Partner for review and approval.

Additional Approvers: The expense report will route to a specific approver based on the entered fields in the expense line.

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**Workday Roles**

- Employee as Self
- Expense Data Entry Specialist
- Expense Support Specialist
- Other Approval Roles
Initiator will **start** the Create Expense Report / Create Expense Report for Worker task.*

*For UVA Travel & Expense (T&E) credit card transactions, you will receive a notification in Workday and can start the expense report from that page.

Initiator will **enter** expense details & add expense lines as needed. Worktags will **populate** based on your HR profile.*

*Besides the required fields, ensure at least one of the four worktags are entered: Gift, Grant, Designated or Project prior to submission. Leverage the expense item group in the Expense field to narrow down results.

Initiator will **submit** the expense report and will be routed to the approvers based on the information in your report.*

*If you receive an error message, please ensure to **review and reconcile** in order to officially submit your expense report. For example, receipts are **required** for most expense items.
We will demonstrate how to perform the *Create Expense Report* process as an employee in Workday.
**Expense Report Application | View, Edit, Change and Cancel Expense**

**View, Edit, Change and Cancel** are other actions you can perform on an expense report once it is created. The action you can perform will be based on the status of the expense report.

The table below describes the different expense report statuses and the subsequent actions allowed on them:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Actions allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid</td>
<td>Report which has been paid</td>
<td>View</td>
</tr>
<tr>
<td>Draft</td>
<td>Report yet to be submitted</td>
<td>View, Edit, and Cancel</td>
</tr>
<tr>
<td>In Progress</td>
<td>Report pending some action in the business process</td>
<td>View, Change, and Cancel</td>
</tr>
<tr>
<td>Approved</td>
<td>Report received all the required approvals</td>
<td>View, Change, and Cancel</td>
</tr>
<tr>
<td>Cancelled</td>
<td>Report which has been cancelled</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*The training will provide more in-depth information on how to Edit, Change, and Cancel expense reports.*
Expense reports can be viewed from the following routes: **Search, Worklets, Notifications, and Shortcuts**.

- In the **search**, typing in “My Expense Reports” will pull up your reports to view
- The expenses **worklet** may be available under the Applications section on the right-hand side of your dashboard *
- Under **notifications** on the top-right hand side of your dashboard, you may see an alert notification for unexpensed T&E card transactions
- Under **shortcuts** on the top right-hand side of your dashboard, you can add expense report tasks and reports for easy access

*The expenses worklet may need to be set up individually to have it appear on your dashboard.*
Expense Report Application | View Expense Reports Demo

We will demonstrate how to View Expense Reports as an employee in Workday

• Through the search functionality & worklet
Create and Assign a Cart Overview & Application
The **Create and Assign Cart** sets up the requisition process and is available to all employees in Workday. The following represents a **high-level look** into the **steps** and **roles** involved.

**Steps**
1. Connect to UVA Marketplace
2. Create & Assign a Cart
3. Check out Cart
4. Create Purchase Requisition
5. Routes to Required Approvals

**Roles**
- Employee as Self
- Procurement Shopper
- Approval Roles
**Employee as Self** are the Requesters who **assign carts** to Procurement Shoppers and do not have purchasing authority i.e., Window Shoppers. **Procurement Shoppers** are employees who **have** purchasing authority and are assigned to carts. Procurement Shoppers submit **purchase requisitions** which are formal requests used to **procure goods** and **services**.*

*Procurement Shoppers can **create carts** and submit purchase requisitions for employees. For the purpose of this session, we will be focusing on how the employee can create & assign a cart.*
You can access the UVA marketplace through Workday. To do this:

1. Search the **Connect to Supplier Website** task in Workday.
2. Required details will self-populate and select **OK**.
3. Select **Connect** to navigate to the UVA Marketplace.
Create and Assign a Cart Application | Key Considerations

• **Workday Roles** – There are different types of Workday roles that play a part in the requisition process.
  - **Employee as Self** are all employees who can assign carts to Procurement Shoppers and **do not** have purchasing authority i.e., Window Shoppers.
  - **Procurement Shoppers** are employees who **have** purchasing authority and are **assigned to carts**. They submit **purchase requisitions** which are formal requests used to **procure goods** and **supplies**. Procurement Shoppers can also **create a cart** for an employee.

• **UVA Marketplace – Workday** gives you access and navigation to the **UVA Marketplace**. To start, search Connect to Supplier Website. This will connect you to the UVA Marketplace website.
Create and Assign Cart Application | Create and Assign a Cart Demo

We will demonstrate how to perform the Create & Assign Cart process as an employee in Workday.
Question & Answer
What questions do you have?
MARK YOUR CALENDAR!

FST Fridays will continue throughout the month of April and are open to all Workday end users.

No invitations will be sent; instead, links to join each session are posted on the UVAFinance website.

APRIL

Upcoming FST Friday Session

• A Day in the Life: Procurement Shopper
  Friday, April 29th 9:00 – 10:30 AM
We have a variety of resources to best serve your appetite!

- WFST Radio
- Five Things to Know about FST
- FST Update Summary in the blog digest
- One Pagers
- Blog articles on work areas
- Website tracking on work areas
- The online community
Training is coming in May! Keep an eye out for details on how to sign up and attend instructor-led or complete web-based courses. Prior to attending, all must complete the web-based course **Introduction to Workday Financials.**

**Important to Note:**
Understanding your role(s) is imperative for attending training. Training is **role-based** and **required** to have that role post go-live!*

*Role access will be given in production (after go-live) with a 30-day, one-time grace period to complete the training. If the role-based training is not completed by the deadline, your security role will be removed until the completion of required training.*
WE WANT TO HEAR FROM YOU!

Please complete this brief survey to share your feedback about the FST Friday session(s) you have attended and about UVAFST in general as we approach go-live. Your feedback on this survey will help us understand how we can best support you as we prepare for upcoming changes leading up to Workday go-live.
Thank you!