Finance Strategic Transformation

Fiscal Administrators Meeting

August 3, 2022

University of Virginia

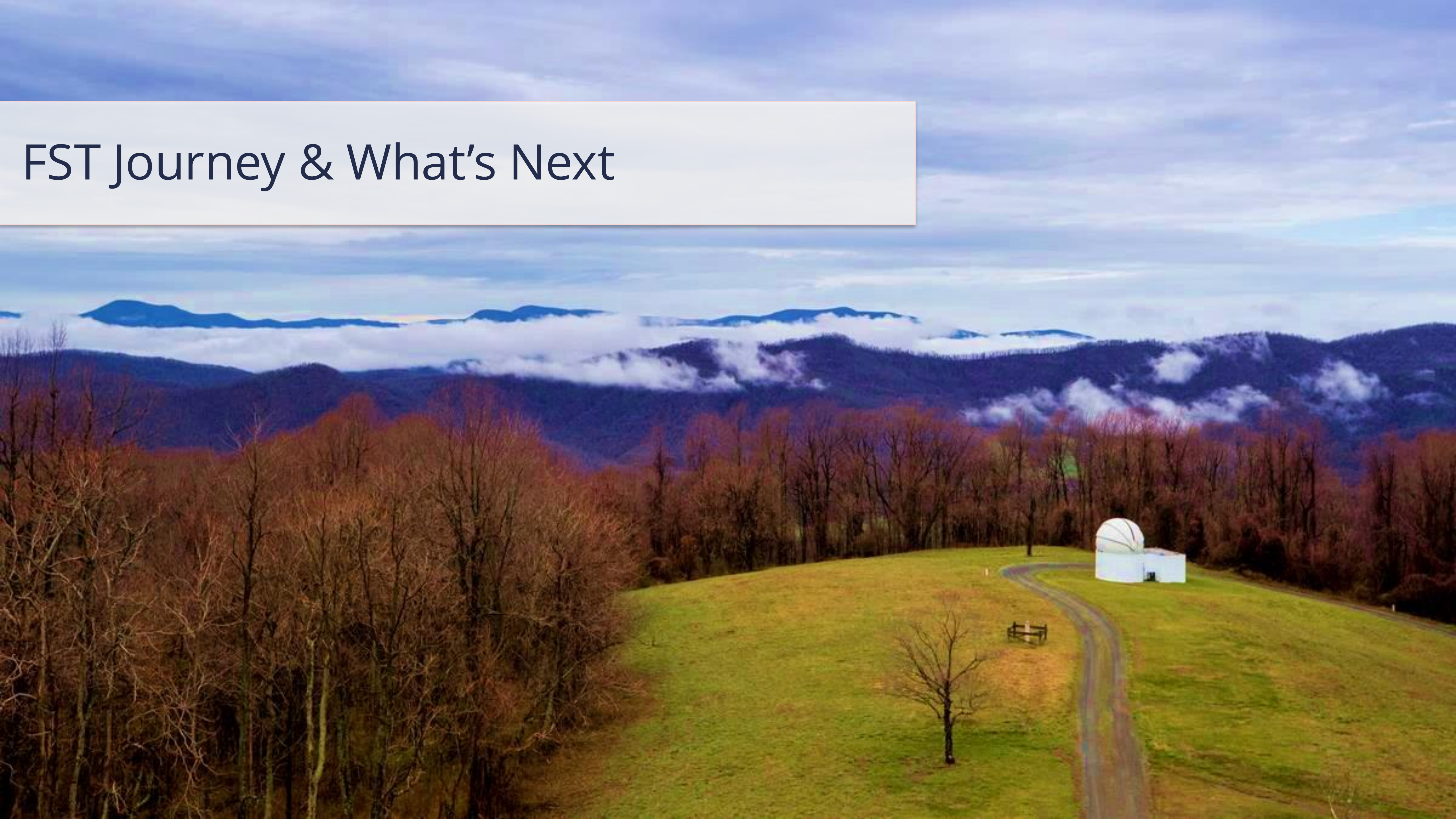
Fiscal Administrators | 8/3/22 Agenda

Topic	Today's Agenda Item / Objective	Target Time
Welcome	• Agenda Overview • FST Journey & What's Next	10 min

Known Issues	• Where to Find Known Issues / Deferred Items
	• Updates on Key Known Issues
	    • Grant Inception to Date Data
	    • Business Process Workflows
	    • Delegation | Expense Data Entry Specialist Role
	    • Allowed Worktags on Designated
		20 min

Functional Area Updates	• Procurement Updates • Budget and Adaptive 3.0 Launch • Fund Balance Realignment • Request Based Access in Workday • Approvals in Workday • Records & Information Management	30 min
Stakeholder Adoption	• Transition from Readiness to Adoption	15 min
Engagement Activity	• From Vision to Go-Live: Moving into the New System	15 min

FST Journey & What's Next



Project Overview | FST Journey & What's Next

Assessment & Planning
August 2018 – March 2019

Readiness
April 2019 – December 2019

Implementation
January 2020 – June 2022

Hypercare
July 2022 – September 2022

Stabilization
October 2022 – December 2022

GOALS

HYPERCARE

- Maintain & Operate System
- Drive Adoption
- Troubleshoot Issues

STABILIZATION

- Transfer Knowledge
- Provide Ongoing Support
- Prepare For Future State

ROLES

FST project team remains fully intact for duration; Future state support team fully integrated

Future-state support organization assumes full operational support effective 12/30

Engagement Activity | Poll Instructions

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

Scan the QR code with your smart phone camera to respond

OR

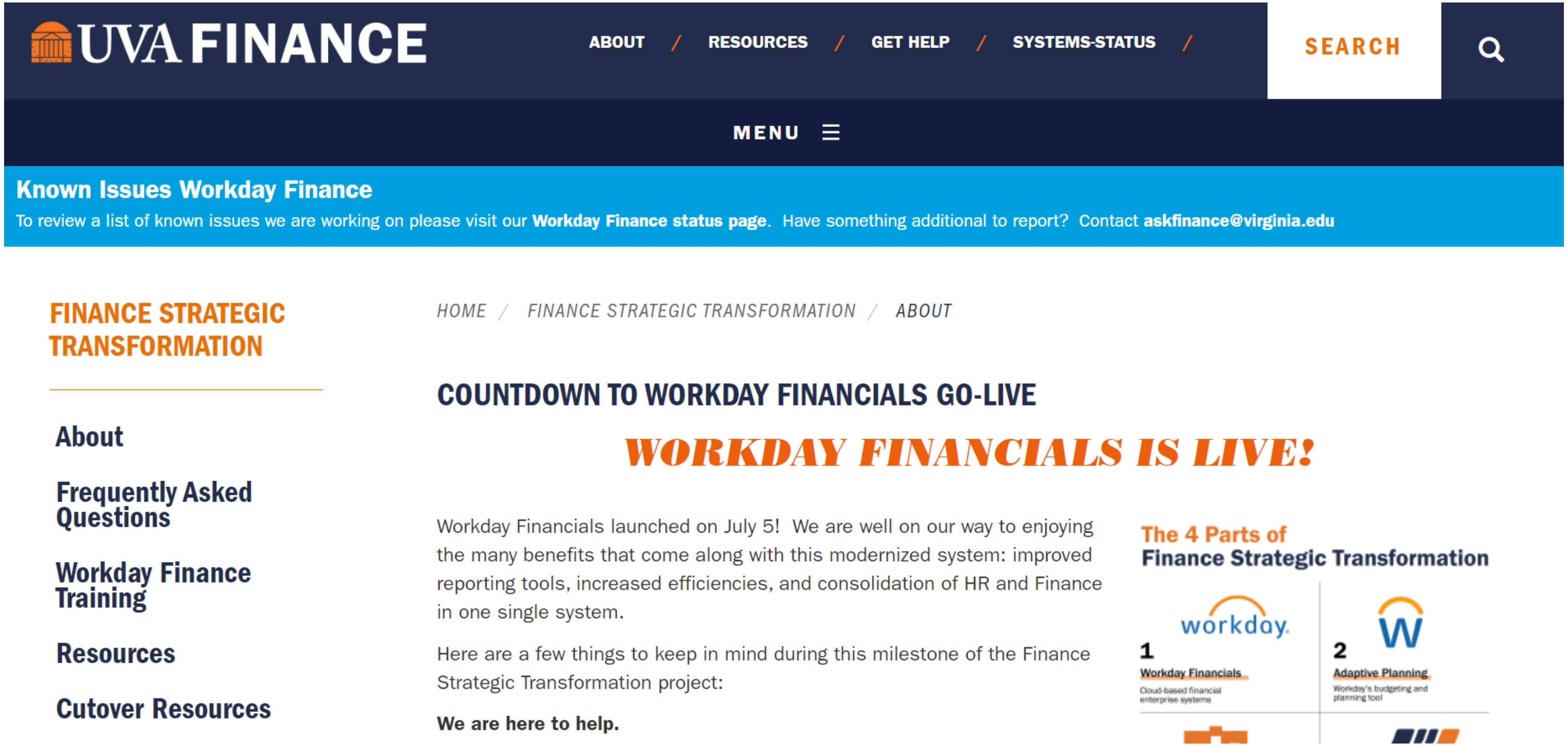
Go to www.menti.com and enter the code 4249 9292

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

Known Issues

Known Issues | How to Track

Visit https://uvafinance.virginia.edu/finance-strategic-transformation/about for timely FST updates including **known issues** and information related to **items in progress** (deferred until after launch).



Contents

Key Updates

- Grant Inception to Date Data
- Business Process Workflows
- Delegation | Expense Data Entry Specialist Role
- Allowed Worktags on Designated

Known Issues | Allowed Worktags on Designated

DN000312 PV-Education and General

Type Designated

Members | Details | Roles | Security Groups | Custom Organization Worker Details

Availability Date	01/01/1900
Type	Designated
Subtype	Designated
Code	DN000312
Visibility	Everyone
Included In	DNH100022 PV-State Funds

Related Worktags

Turn off the new tables view

4 items

Worktag Type	Allowed Worktags	Default Required	Default Worktag	Required on Transaction
Function			FN001 Instruction General Academic	
Fund			FD001 Unrestricted Operating Fund (State 03000)	
Business Unit				
Cost Center				

Known Issues | Allowed Worktags on Designated

Overview | Contributions | Staffing | Process History | Additional Data

Summary | Restrictions | Assigned Roles | Attachments

Alternate Name	BCG Callahan, Carolyn M. and Michael S. Caldwell Bicentennial Scholars Fund
Company	The Rector & Visitors of the University of Virginia
Responsible Organization	CC1906 ED-Adjustments
Currency	USD
Type	True Endowment
Included In	GFH10590 ED-Financial Aid GFHA0001 Allocated Gifts-Alternate Hierarchy
Approval Level	(empty)
Origination	Donor
Date Gift Established	03/01/2018
Administrative Fee Applies	No

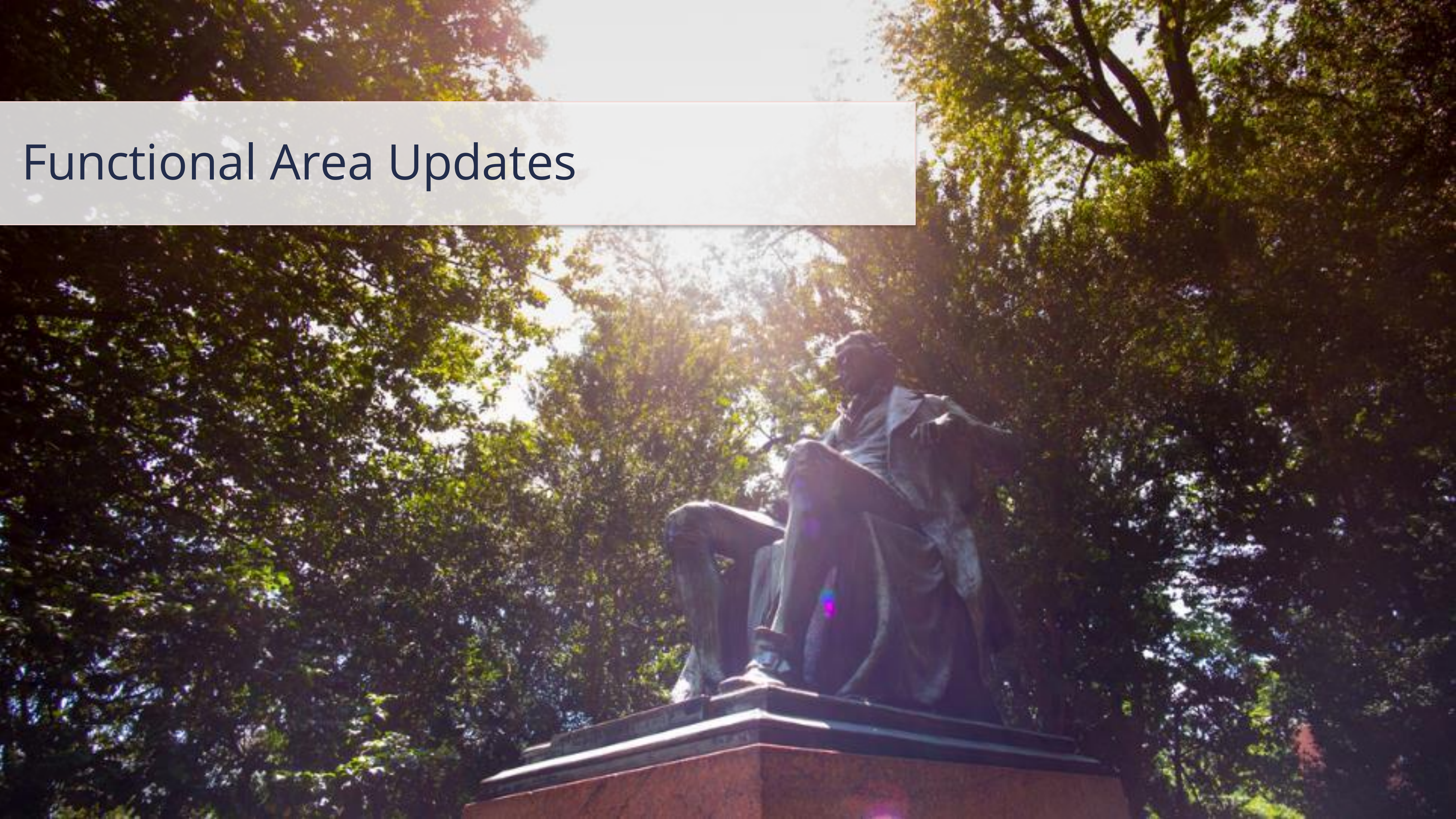
Related Worktags

Turn off the new tables view

3 items

Worktag Type	Allowed Worktags	Default Required	Default Worktag	Required on Transaction
Cost Center			CC1906 ED-Adjustments	
Fund	FD024 Restricted Endowment Income Fund FD028 Restricted Nonexpendable True Endowment Fund FD029 Restricted True Endowment Fund		FD024 Restricted Endowment Income Fund	
Function			FN046 Fellowships	

Functional Area Updates



Functional Area Updates | Procurement

PSDS Leadership Change

PSDS Website and Customer Support Model

Post Conversion Top Focus Areas

- Deliver To - Ship To Addresses - resolved
- PO Conversions
  - Second PO conversion for missing POs in Workday
  - Future remediation for missing POs in Workday
- Receiving
  - Current process
  - Invoice approvals going to central buyers
- Payables
  - Conversion fallouts related to suppliers and invoices
  - Settlement run schedule

Functional Area Updates | Budget and Adaptive 3.0 Launch

Adaptive 3.0 launched **July 28, 2022!**

- Introduction to Budgeting at UVA (self-paced course available in Workday Learning) is **required** for all users who will be utilizing Adaptive 3.0, and is **available** to all employees. Please note that while the training is available to all, access to Adaptive is dependent upon approval from your School or Unit.
- **Existing Adaptive 2.0 users lost access on July 28th if they did not complete the Adaptive 3.0 training.** Be aware that gaining access is not instantaneous. It does take time for the system administration team to set up individual access.
- Adaptive Budget Transformation Office Hours are scheduled throughout July and August. If you are not the Budget Officer for your School or Unit, please check in with that person **before** attending the office hours.
- **7/28/2022-8/16/2022:** Schools and Units will update the initially Converted Budget for the **first load to Workday on 8/17/22**. There is a one day delay in the load of data to Workday, so the data in Adaptive on 8/16/22 will load to Workday on 8/17/22.
- **You do NOT need access to Adaptive in order to see the Budget in Workday (beginning 8/17/22).**
- **Please note that all budget reports that include fund balances will reflect the current state of your fund balance realignment exercise.**

University of Virginia

Finance Strategic Transformation

Functional Area Updates | Budget and Adaptive 3.0 Launch (Cont'd)

Budget Officers will coordinate updates in Adaptive that include:

- **Transfers:** Add the "Transfer To/From Cost Center"; ensure that all transfers in/out are budgeted if known
- **Faculty and Wages Spend Categories:** Update your budget to reflect the new, more granular codes
- **Function Worktag:** Might need to update Function (for a variety of reasons). Function is REQUIRED on Compensation, Non-Compensation, and IN/OUT for Transfers. Function is optional on Revenue.
- **1:Many Relationships:** If a 1:Many relationship in the current state does not allow you to map to FDM prior to Freeze, you will need to make the update
- **Budget Changes After Original Submission:** Units should maintain a list of known changes since the submission of the original budget (for example: hires, departures, new commitments, budget requests granted, items missed in original submission, etc.). After stabilization, Adaptive will remain open with snapshots taken throughout the year. There will be an original snapshot that will load July 28th.
- **Position and Employee Worktags:** Review initial conversion of Employee to Position and update your budget as necessary to reflect the correct Workday Position by Employee.

Functional Area Updates | Fund Balance Realignment

The Fund Balance Realignment team

1 Has received all Round 1 Fund Balance Realignment submissions

2 Has processed or is in the process of posting all the journals

3 Is working on cases coming through Salesforce

Fund Balances in Workday

As of **August 2**, these updates are reflected in Workday

Final Fund Balance Realignment

This process will be repeated in **September** for the final fund balance realignment; review the [Fund Balance Realignment Quick Reference Guide]

Moving Balances in the Future

After the final fund balance realignment, units **can continue to move balances**, but they will be reflected in the period when the transfer is made (e.g., December 2022)

Functional Area Updates | Request Based Access in Workday

As of 7/25/22, finance security role additions and removals may be requested **within the Workday Financials system**. If current role assignments need to be updated, please follow this process. Note that this is the same request process used for HR roles.

Initiate

Initiation by the **individual** or on **behalf of an employee;** to start the request, navigate to the **system access request application** in the Workday Learning Dashboard

[Workday System Access Request Quick Reference Guide]

Review (1)

Security Team reviews to **ensure completeness**

Review (2)

Manager reviews and **approves**

Review (3)

Simultaneously sent to

- School's/Unit's **Senior Department Finance Approver for Security**
- **Data Steward** for role subject area, if applicable (follow up and/or supplemental contact, if applicable)

Validate

Training Team, if required, **validates completion** of necessary **course(s).** *Reminder: Training must be completed before users will receive security access*

Provision

Security Team **provisions** approved roles

Functional Area Updates | Approvals in Workday

It is critical to approve transactions in a timely fashion to ensure they are processed without delay. Review the approval resources below:

Run the **Processes Awaiting My Action report** in Workday to see what is open and how many days it has been since initiation

Review **Quick Reference Guides** below for best practices and step-by-step instructions related to approving transactions:

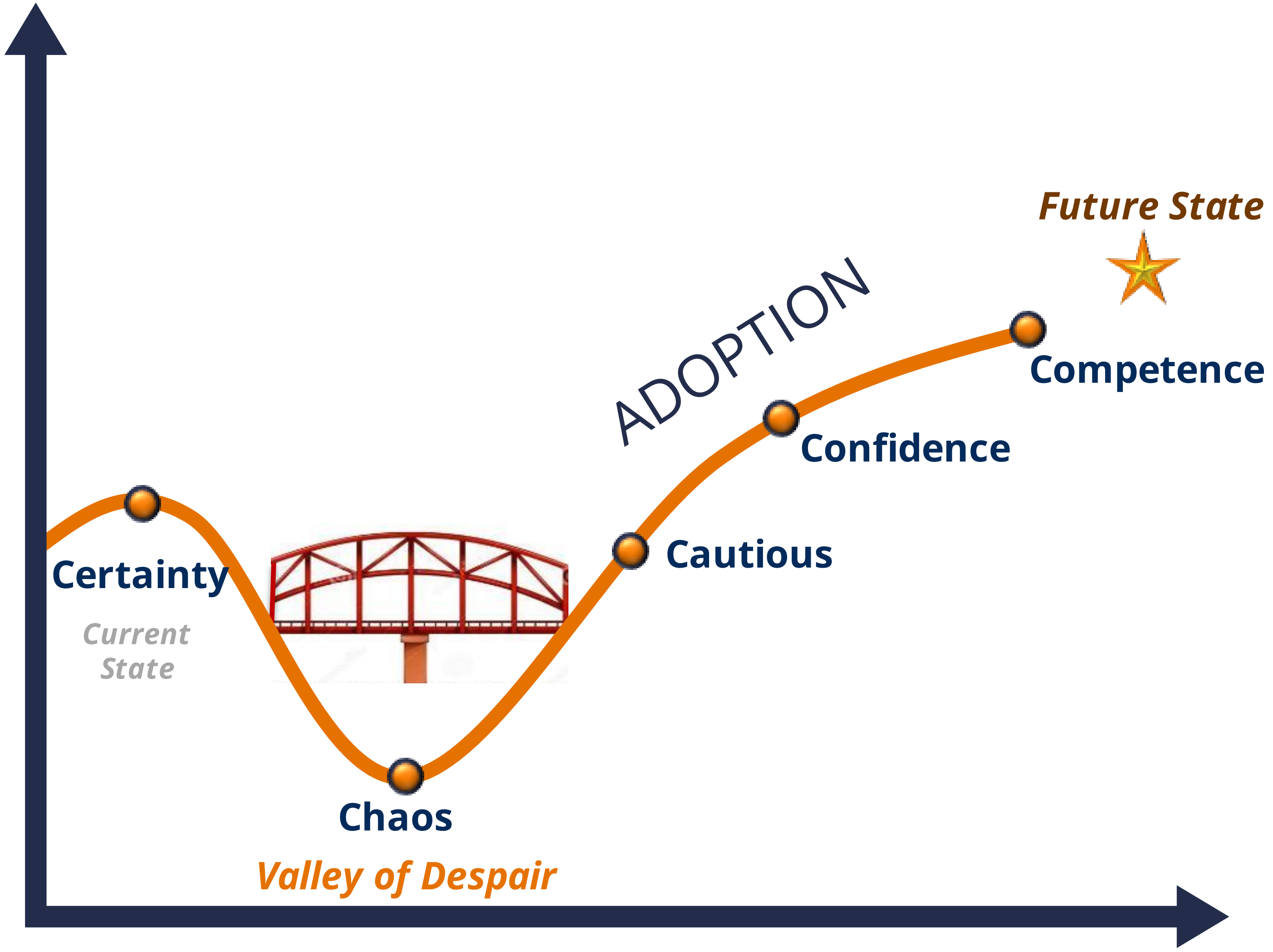
- Approve Workday Transactions
- Approve Workday Transactions – CC Manager
- Expense Report Approval Chart
- Approve Expense Reports
- Supplier Invoice Approval
- Supplier Invoice Request Approval for Non-Employees
- Principal Investigator Reference Guide

Records & Information Management

www.recordsmanagement.virginia.edu

Stakeholder Adoption

Stakeholder Engagement | Adoption & The Change Journey



Stakeholder Engagement | Adoption Activities

Stakeholders **build system knowledge** and **gain confidence** completing their daily tasks in Workday by engaging with learning activities and resources that **promote system adoption**.

Office Hours

- Virtual **Office Hours** – both FST-led and unit-led – foster collaboration amongst users with different levels of comfort in the system, enhance training materials, and empower users to problem solve
- Positive feedback shared from the **1,200+ participants** who attended Office Hours between 7/11 and 7/28
  - *"This has been so helpful. Thank you for taking the time to walk us through these questions – it makes me feel so much more comfortable and confident."*
  - *"This is why I like to come to these – because everyone who attends knows something that someone else in the group doesn't know. It's like a little community office hours!"*

Learning Opportunities

- Positive feedback from **8,800+ instructor-led and self-paced course completions** to date indicate increased awareness, knowledge, and confidence amongst end users
- Learning resources include **70+ Quick Reference Guides** published on the training webpage and 18 self-paced trainings (accessible in Workday Learning to complete at your own pace)
- ***Note:*** *Deadline for users to complete required training has* ***been extended to 8/31***

Faculty & Researcher Engagement

- **Broad and targeted communications** to faculty, researchers, and administrative staff
- Office hours sessions focused on topics particularly relevant to these groups:
  - Account Certification
  - Grants Management
  - Reports & Dashboards
  - Approving in Workday

Live Support

- **Finance Solution Center** metrics indicate that users have a strong understanding of who to contact for help or to report an issue
  - *Approximately 4,900 cases to date since go-live*
  - *Approximately 780 calls to date*
  - *Average survey rating: 4.36/5*
  - *(Criteria: quality of service, responsiveness, resolved accurately)*
- **Question trends** include known issues; how to complete transactions; understanding data and reporting capabilities

Stakeholder Adoption | Adoption Assessment Overview

User adoption is a critical element of a successful Workday Financials deployment. Conducting an **adoption assessment** following the launch of Workday Financials allows us to measure the extent to which we have realized the goals of the Finance Strategic Transformation, address problem areas, and continually improve the system to suit end users' needs.

Qualitative Data

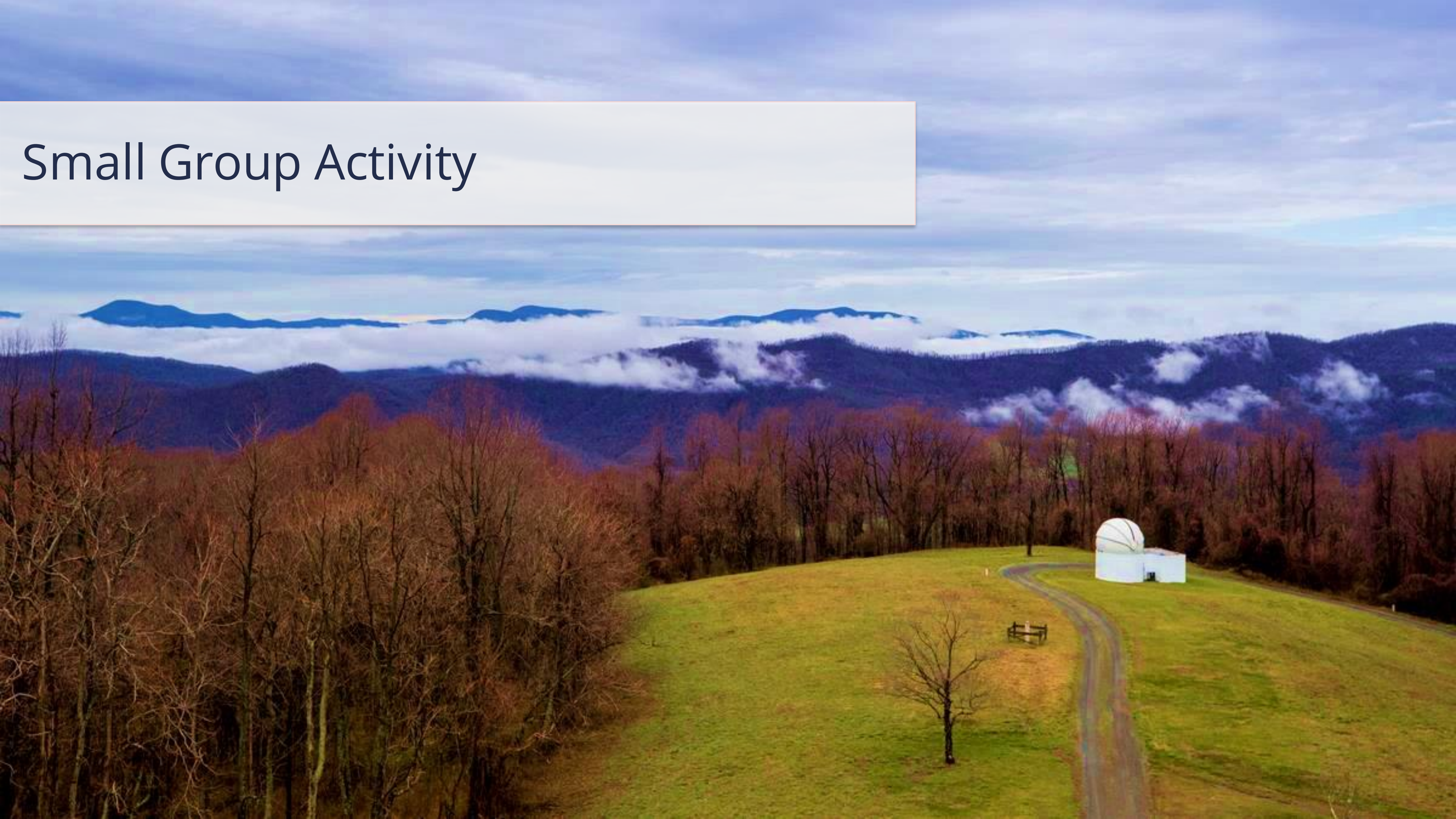
- ***Input from Change Leaders & Unit Leaders***
- ***Focus Groups***

Adoption Assessment

Quantitative Data

- ***Unit Leader Adoption Dashboard***
- ***Drop-In Office Hours***
- ***Salesforce Data***
- ***Workday Reports***
- ***Communications Metrics***

Small Group Activity

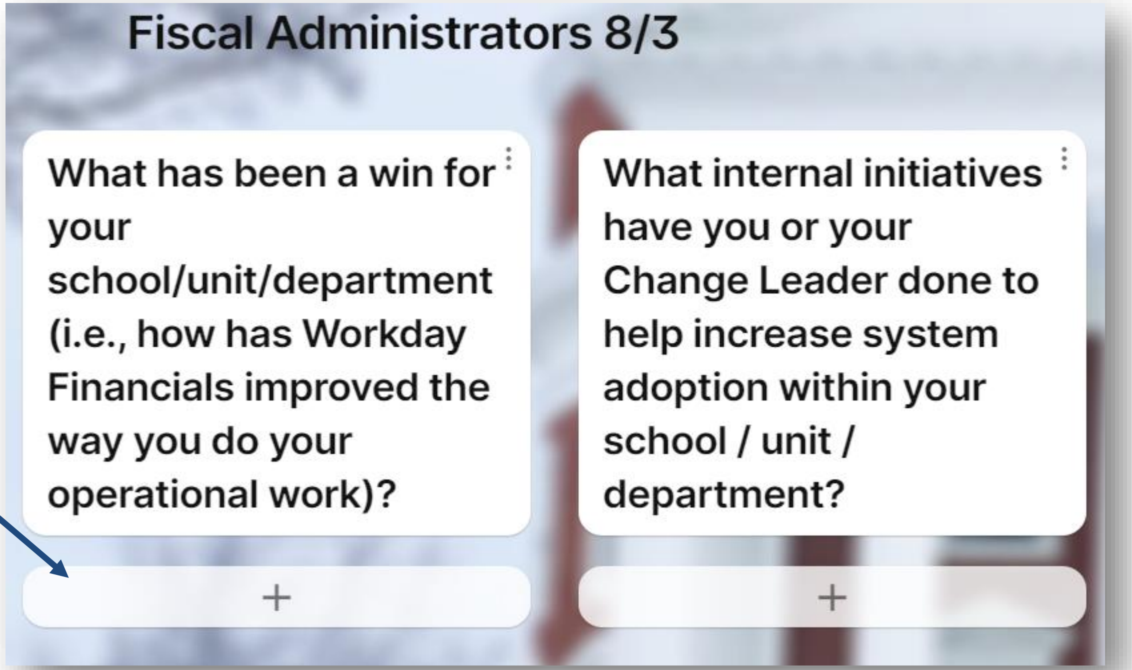


Small Group Activity | From Vision to Go-Live: Moving into the New System

Please discuss the following questions in your Zoom breakout groups and record your group's responses using the Padlet link provided in the chat:

1. What has been a win for your school/unit/department (i.e., how has Workday Financials improved the way you do your operational work)?
2. What internal initiatives have you or your Change Leader done to help increase system adoption within your school/unit/department?

*Click the "**+**" button to add your response. Title your response in the subject line, record your thoughts in the field below, then click "**publish**."*



Thank You for Attending!