



**Finance
Strategic
Transformation**

Fiscal Administrators

Pre-Read Materials

January 27, 2021



**UNIVERSITY
of
VIRGINIA**



Fiscal Administrators | 1/27/21 Agenda

Topic	Comments Heard	Today's Agenda Item / Objective	Target Time																		
Project Overview	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Welcome/Agenda Overview Project Timeline – Where Are We? 	5 min																		
Config & Prototype	<ul style="list-style-type: none"> How were the Customer Confirmation Sessions received? What can I expect next? 	<ul style="list-style-type: none"> Customer Confirmation Sessions Overview & Key Team Takeaways Customer Confirmation Sessions – Survey Feedback & Insights Deepening Engagement Config & Prototype next steps 	20 min																		
Foundation Data Model	<ul style="list-style-type: none"> When will we see specific examples? 	<ul style="list-style-type: none"> Foundation Data Model Timeline 	10 min																		
<p>Pre-Read Materials included:</p> <p>RAPID Decisions</p>	<ul style="list-style-type: none"> What decisions have been made? When will I have input into decisions? 	<ul style="list-style-type: none"> Decisions this Month: <table border="1" data-bbox="1633 875 2280 1096"> <tr> <td>WDFIN 615</td> <td>1</td> <td>Requisition User Access – restricted or extended to all?</td> </tr> <tr> <td>WDFIN 600</td> <td>1</td> <td>Data Warehouse - Trend reporting pre/post WD go live</td> </tr> <tr> <td>WDFIN 623</td> <td>1</td> <td>Per Diem Policy</td> </tr> <tr> <td>WDFIN 607</td> <td>1</td> <td>Workflow Control and Approval Requirements</td> </tr> <tr> <td>WDFIN 629</td> <td>1</td> <td>Receiving in Workday (formerly Invoice Matching Redesign)</td> </tr> <tr> <td>WDFIN 603</td> <td>2</td> <td>Discontinue use of WebWire</td> </tr> </table> 	WDFIN 615	1	Requisition User Access – restricted or extended to all?	WDFIN 600	1	Data Warehouse - Trend reporting pre/post WD go live	WDFIN 623	1	Per Diem Policy	WDFIN 607	1	Workflow Control and Approval Requirements	WDFIN 629	1	Receiving in Workday (formerly Invoice Matching Redesign)	WDFIN 603	2	Discontinue use of WebWire	50 min
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WDFIN 603	2	Discontinue use of WebWire																			
Other Business and Wrap Up	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Questions/Comments 	5 min																		

RAPID Decisions



RAPID Decisions | Description

RAPID Roles	Names of Individuals or Entities
Recommend	FST Program Leadership
Agree (Veto)	Tier 1: Co-Chairs / Functional Owner(s) (depending on the type of decision) Tier 2: Workstream Lead(s)
Perform	FST Project Team
Input	FST Steering Committee FST Advisory Group UVA Fiscal Administrators
Decide	Tier 1: Exec Committee/Leadership Council Tier 2: Functional Owner(s)



RAPID Decisions | Decisions this Month

Tier	#	Decision Name	Description
1	WDFIN 615	Requisition User Access	Decision to be made on whether user access to create a requisition stays restricted or is extended to all users. Will require additional discussion with schools and departments. CP1 will be based on open access to create requisition.
1	WDFIN 600	Data Warehouse - Trend reporting pre/post WD go live	Data Warehouse remediation scope for FST implementation and conversion process is not defined. Consistent messaging is not sent out on plan for conversion of historical data outside of Workday.
1	WDFIN 623	Per Diem Policy	Will UVA require all Workday Expenses users to leverage Per Diem for travel? Has implications for integrating per diem rates.
1	WDFIN 607	Workflow Control and Approval Requirements	As UVA considers transformation away from Recon@, it will need to start shifting towards front-end controls that are sufficient for OSP's audit purposes. To that end, a baseline of workflow review and approval requirements is needed for design teams to refer to.
1	WDFIN 629	Receiving in Workday	Will UVA revise and redesign their matching policy for invoices before payment? Flags a discussion point on whether things will change.
2	WDFIN 603	Discontinue use of WebWire	UVA currently uses WebWire to drive wire payment request and workflow processing - Workday has the capability to mask bank accounts of suppliers and facilitate this workflow process. This question is impacted by the introduction of PaymentWorks.

Requisition User Access

Currently, user access to initiate a requisition is restricted by security role. In WD FIN, there is a decision pending to determine if user access will continue to be restricted, based on security role, in WD FIN or if any user can begin a requisition.

1 PURPOSE

Discussion

2 OUR ASK

- What are the benefits/drawbacks of allowing all users to initiate a requisition?
- What additional review steps do you feel would be required if any user could initiate a requisition?

3 NEXT STEPS

- The Spend Team, in coordination with the Approvals Workflow Team will review implications of each option as it relates to configuration.

Requisition User Access

Currently, user access to initiate a requisition is restricted by security role. In WD FIN, there is a decision pending to determine if user access will continue to be restricted, based on security role, in WD FIN or if any user can begin a requisition.

Excerpts from Advisory Group Feedback 1/13/21

- Concern about training staff on requirements
 - Possibly need a cheat sheet?
- Will make it easier for short-term support for someone out of office; waiting for access can take days now
- Will faculty, students, etc. discover they have this access and insist on entering requisitions themselves? Or is there already a shortage of people willing to PO shop?
- Potentially initially restrict access, then de-restrict as time goes on

Excerpts from Steering Committee Feedback 1/20/21

- Generally, against it because it may increase need for correction and take more time
- Is there a middle ground for this? (Super Shopper?)
- How the entire transaction flow will happen and ensuring the coding is correct
- Approval structure – what can you change vs. what has to be sent back should be considered

Data Warehouse – Trend Reporting

With the move to the new WD FIN system, the University will be implementing a new COA. With this move, all units will be required to map active GL strings to the new chart to allow for the conversion of June 30, 2021 year end balances. A request has been made to determine feasibility of converting 3-5 years of data into the new FDM format for analysis purposes.

1 PURPOSE

Discussion

2 OUR ASK

- What are the current use cases for access to 3-5 years of data in the converted FDM?
- If the decision is made to not convert 3-5 years of data, what will be the result?
- If the decision is made to convert 3-5 years of data, do you have the resources to complete that exercise?

3 NEXT STEPS

- The Reporting/Data Warehouse, FDM and Conversion Teams will continue to solicit feedback and identify potential solutions to meet need without burdening both the project team and end users in the schools/units.

Data Warehouse – Trend Reporting

With the move to the new WDFIN system, the University will be implementing a new COA. With this move, all units will be required to map active GL strings to the new chart to allow for the conversion of June 30, 2021 year end balances. A request has been made to determine feasibility of converting 3-5 years of data into the new FDM format for analysis purposes.

Excerpts from Advisory Group Feedback 1/13/21

- Historical data will be kept in UBI
- Is trending a one-off request, or something that is done occasionally?
- Level of granularity must be determined – increased granularity = increased effort
- 1 year in Workday with access to lowest level of prior year data could be workable
- Typically, when chairs/directors/associate deans ask for years of data, it's not for GL data. PTAE level details won't be accessible.
- Historical data will still be captured in the multi-year plan
- Could be helpful to increase Workday adoption
- Consider compliance with Virginia Public Records Act
- Some units do their own converting outside of this potential activity
- Some fields are missing from the Data Warehouse

Excerpts from Steering Committee Feedback 1/20/21

- Against converting the data – it will never be accurate and too much work for the schools
- As long as there is access to bottom line trending analysis – should be good enough
- It takes away the incentive to clean up PTAO's now in preparation for the new FDM
- Most helpful to just convert the immediate prior year data based on previous experience
- Operational value of older information has limited usefulness
- Flexibility in the Worktag structure is important for being able to do trend analysis
- May encourage folks to look backwards instead of looking forward

Per Diem Policy

Currently, the University allows individuals to request reimbursement for meals/travel expenses based on a per diem rate or actuals. A request has been made to analyze the benefits and risks of adjusting University policy to require all individuals to submit request for reimbursement based on a per diem rate policy.

1 PURPOSE

Status Update and Discussion

2 OUR ASK

- As an individual, what are the benefits/drawbacks of moving to a per diem only policy?
- As a business officer/principal investigator, what are the benefits/drawbacks of moving to a per diem only policy?

3 NEXT STEPS

- The Spend Team will continue to investigate the feasibility of moving to a single per diem policy.

Per Diem Policy

Currently, the University allows individuals to request reimbursement for meals/travel expenses based on a per diem rate or actuals. A request has been made to analyze the benefits and risks of adjusting University policy to require all individuals to submit request for reimbursement based on a per diem rate policy.

Excerpts from Advisory Group Feedback 1/13/21

- We will need a way to deduct costs / reduce the total reimbursement.
- Reducing reimbursements is a slippery slope...has equity implications.
- Yes, need a way to reduce reimbursements...for example, some people only get \$40 for budgetary reasons
- What's the business need to reduce (reimbursements)?
- We often have the situation that a traveler is trying to save money and they consider the per diem amount too high. They will choose to go with actuals, because they actually spent a lot less than the per diem.
- We cap actuals at \$75 regardless of location...I really prefer per diems, but I really dislike the 75% of travel days.
- I am not a fan of local rules.....should be University wide.
- I agree with (name redacted) on the 75% travel day policy issue.

Excerpts from Steering Committee Feedback 1/20/21

- Need to have the ability to use actuals if needed
- Internal audit implications? Is it a costly risk?
- What about those who spend far less than per diem? If this locks folks out from taking full advantage of professional development opportunities

Workflow Control

As the project continues to review solutions to sunset Recon@, there is a need to assemble a team focused on ensuring workflows are sufficient to meet requirements for grants reporting, internal controls and external state audit requirements.

1 PURPOSE

Status Update

2 OUR ASK

- N/A

3 NEXT STEPS

- The Workflow Controls Team will be reviewing current process and investigate potential solutions within and outside of WDFIN to ensure we are meeting controls requirements while enhancing end user experience.

Workflow Control

As the project continues to review solutions to sunset Recon@, there is a need to assemble a team focused on ensuring workflows are sufficient to meet requirements for grants reporting, internal controls and external state audit requirements.

**Note – Status update only;
Feedback not collected from
Advisory Group or Steering
Committee at this time**

Receiving in Workday

Currently, the University requires units to maintain copies of receiving documents for audit purposes. A request has been made to allow end users to upload these documents to WD and attach to the paid invoice documentation. This will ensure that documents are safely stored and available and eliminates the need for hard documents to be held on file in individual offices. There are implications with uploading receiving documents that may affect approvals workflow.

1 PURPOSE

Status Update and Discussion

2 OUR ASK

- What benefits/risks to you see in requiring the receiving documents to be uploaded to WD?
- What benefits/risks do you see as a business officer in maintaining current policy and hold hard copies of receiving documents at the unit office?

3 NEXT STEPS

- In conjunction with the Workflow Controls Team, the Spend Team will analyze approval flows and how requiring end users to upload these documents could potentially affect workflow and end user experience.

Discontinue User of WebWire

Currently, Treasury uses the WebWire tool to process multiple wires for various types of transactions related to the transferring of cash funds. Solution recommendations have been established for several transaction types, but there is still additional work to be done to address transactions related to Global LLC, as well as intercompany transfers between the Academic Division, College at Wise, Medical Center and UPG.

1 PURPOSE

Status Update

2 OUR ASK

- N/A

3 NEXT STEPS

- The Banking & Settlements Team will continue to investigate remaining transactions with the Financial Accounting and FDM teams.

Receiving in Workday

Currently, the University requires units to maintain copies of receiving documents for audit purposes. A request has been made to allow end users to upload these documents to WD and attach to the paid invoice documentation. This will ensure that documents are safely stored and available and eliminates the need for hard documents to be held on file in individual offices. There are implications with uploading receiving documents that may affect approvals workflow.

Excerpts from Advisory Group Feedback 1/13/21

- Needs to involve conversation around workflow controls
- Requires a trustworthy system (i.e. Workday)
- Receiving documents not required, just confirmation of receipt – this should be required on all purchases >\$1
 - Burden should be on the purchaser, not the reconciler
 - Chasing receipts a bad use of time

Excerpts from Steering Committee Feedback 1/20/21

- It needs to meet audit requirements
- Need to move away from relying on paper
- Digital storage is favorable from a records retention policy perspective

Discontinue User of WebWire

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