

## Questions About Workday Financials: Spend Items

Requisitions, Ad Hoc Requests, and Receipts	
Question	Answer
What will happen to open Purchase Orders (POs) that cross FY13 and FY14?	Purchasing will recreate POs that have a balance of \$5,000 or more with payment activity since December 31, 2012 in Workday. For POs that do not get brought over, the remaining balance can be paid through the <i>Create Supplier Invoice</i> business process.
Can I make changes to a requisition?	You can edit a requisition that is in process (not completed). Search for it using <i>My Requisitions</i> , or find it in the <i>Process Status</i> section of your Inbox. Click the related action icon next to the requisition # and select <i>Edit</i> . A screencast on editing requisitions is forthcoming.
How do I change an order?	The process to submit change orders will remain the same. An updated <i>Change Order Form</i> will be available on the Purchasing website.
If I create a receipt, do I still send an invoice to Accounts Payable (AP)?	Sending the invoice to AP is a separate process from the receipt process. The receipt verifies you have received goods or services. Send AP all invoices from purchases that were initiated with a PO; AP will pay the invoice and scan it into Workday.
Do I need to keep the packing slip?	Packing slips are not required as part of the payment documentation.
Do the memo fields print on the purchase order?	Only the <b>Memo</b> field at the top of the screen prints on the PO.
Where do I enter item information in the <i>Create Requisition</i> process (i.e., the catalog number of a chair)?	In the <b>Item Description</b> field. This information will print on the purchase order.
How can I learn about charging a PO to multiple cost centers or grants?	There are screencasts on splitting the costing of a PO available on the Workday project website, and it is also covered in <i>The Fundamentals of Workday Financials</i> training manual.
Do I need a PO for purchases under \$3,000?	POs are required for purchases under \$3,000 <b>only</b> if they are for items that require additional approvals (e.g., hazardous materials) or are for goods or services that will require more than one payment.
When do I need to create a receipt in Workday?	Create a receipt in Workday only if a PO is in excess of \$3,000.

## Supplier Invoices

Question	Answer
How do I do the equivalent of a "Check Request" in Workday?	A Financial Coordinator starts by using the <i>Create Supplier Invoice</i> business process, which is then routed for the needed approvals. Once the invoice is approved, the supplier will be paid.
How do I process travel reimbursements for non-Brown people, such as guest speakers?	If the individual is being paid an honorarium (or a stipend or a fee) in addition to being reimbursed for travel expenses, add a line for travel expenses to the <i>Create Supplier Invoice</i> business process. If the individual is ONLY being reimbursed for travel (no payment for services), complete the <i>Visitor Travel Expense Report</i> , attach receipts, and send the report to Accounts Payable, Box J. This form will be available on the Controllers Office website in early July.
How do I do non-standard transactions, such as supplier invoice for pick-up, hearings, plan reviews, permitting fees?	Use the <i>Create Supplier Invoice</i> business process to request payment for hearings, permitting fees, etc. At go-live, checks will not be held for pick-up; however, within two weeks of go-live you will be able to indicate on <i>Create Supplier Invoice</i> you want the check held for pick-up.
What information on the supplier invoice will be sent (check stub) with the payment?	The supplier reference number (the supplier's invoice number).
What if suppliers don't have a supplier reference number?	Create one using the convention Year, Month, Date - i.e., 20130617
Where do I enter freight charges?	The total dollar amount including freight is entered on the <u>Supplier Invoice</u> line. <b>Do not</b> use the freight field at the top of the screen.
What is the date I use as the invoice date?	The date on the actual invoice
What are the terms for payment to a guest speaker?	Terms and tax information are set up by the guest speaker when he or she completes the <i>Supplier Registration Form</i> .
What do I use as an invoice for a guest speaker?	The <i>Guest Speaker Payment Form</i>
What about the Professional Services Agreement (PSA)?	Scan/Attach the PSA to your transaction.
How do I find a supplier invoice I initiated?	Search for it using <i>Find Supplier Invoice</i> , or find it in the <i>Process Status</i> section of your Inbox

## Expense Reports and Reimbursements

Question	Answer
Who initiates an expense report for reimbursement?	Financial Coordinators can initiate an expense reimbursement on behalf of any Brown employee or student. Brown faculty and staff can also initiate their own expense reports. Decisions on who initiates expense reports should be made at the department level.
Is there an option to print an expense report?	You can print an expense report, although there is rarely a need to do so. The report is retained in Workday after it is paid, so you can always view it. Click the printer icon in the upper right of the expense report, or use the related action icon on the left next to the transaction number. Workday will then create a PDF file to download and print.
Can I run a report of all of my own or my cost center's expense reports?	An employee can view his or her own expense reports from the <i>Expenses</i> Worklet on the All About Me screen. If you are a Cost Center Manager, you can run the <i>Expenses for My Organizations</i> report to view expenses charged to your organizations and expense reports submitted on behalf of all employees in your organizations. If you are a Financial Coordinator, you can run the <i>My Initiated Expense Reports</i> to see all the expense reports you have created.
When attaching receipts, can I see what has been attached to make sure it is the correct receipt?	Unfortunately, you cannot see the receipt that is attached before submitting the reimbursement request; however, you can view the receipts after you've submitted the expense report. If a receipt is incorrect, you can edit the expense report, change the receipt, and resubmit it.
How will an employee receive his or her reimbursement?	If an employee receives his or her pay via direct deposit, reimbursements will be initiated with direct deposit as the default. If an employee prefers to receive a check, change the <b>Reimbursement Pay Type</b> field on the expense report to <b>Check</b> .  If an employee receives his or her pay via check, the reimbursement will also come by check and will be mailed to an employee's home address as listed in Workday

## Expense Reports and Reimbursements (cont'd.)

Question	Answer
Where will student expense reimbursements go?	If a student is set up for direct deposit, the student will be reimbursed via direct deposit. If the student does not have direct deposit set up, the reimbursement check will be sent to the student's address on file in Banner.
Do I need to attach a separate file for each receipt?	No. Receipts do not have to be scanned individually. Small receipts can be attached to a piece of paper, scanned, and attached to the reimbursement request. You can also create one PDF for all receipts needed for an expense report and attach just one file to the report.
Are the requirements for receipts changing?	No. Receipts are still required for airfare, hotel, car rental, and each individual travel expense item exceeding \$75. Receipts are also required for all business meals.
Where do I enter the dates of the trip?	You should enter a detailed business purpose and dates of the trip in the <b>Memo</b> field on the right hand side of the expense report, just below the <b>Reimbursement Payment Type</b> field.
What do I do if I don't have a required receipt?	Complete a <i>Missing Receipt Affidavit</i> form, scan it (if you didn't create an electronic affidavit), and attach it to the expense report.
Will I still need to fill out the hospitality form?	Yes. The <i>Authorization and Documentation for Business Meals and Hospitality Expenses</i> form has been redesigned for Workday and will be posted on the Controller's Office and Workday websites. The form must be completed, scanned, and attached to the hospitality reimbursement request.
Do I need to check <b>Billable</b> for seed grants?	No. Check <b>Billable</b> for external grants and contracts only.
How do I split mileage costs between cost centers or grants?	Currently, Workday does not permit itemization of mileage.
How do I request a travel advance?	The details of this process will be provided at go-live and a screencast and job aid will be available.

## Questions About Workday Financials: Approvals, Financial Data Model, Reporting, and Related Information

Routing and Approval	
Question	Answer
Who has to approve my transaction?	Routing and approvals are determined by the type, dollar amount, and worktags on a transaction. Once the process is submitted, Financial Coordinators click <i>Details and Process</i> and the <b>Process</b> tab to see where it will be routed and where it is in the business process.
How are expense reports or requisitions that charge a grant approved?	Financial transactions charged to grants will be sent first to the Grant Manager. The next steps in the business process, including routing to the Office of Sponsored Projects (OSP), are determined by the dollar amount, the grant, and what is being purchased.
Which transactions are not routed for approval?	Punchouts through OfficeMax and Fisher do not get routed for approvals.
If a requisition or a reimbursement is split between cost centers with different Cost Center Managers (CCMs), do both CCMs need to approve the transaction?	No, just one. Both CCMs will get the transaction in their Workfeed, but the transaction will be approved (and move to the next step in the business process) after one Cost Center Manager (CCM) approves it.
Can a CCM change information, such as worktags, on a transaction initiated by a Financial Coordinator?	With expense reports and requisitions, a CCM can edit as part of the review/approval step, which includes correcting worktags. The CCM can also use <i>Send Back</i> to return the transaction to the initiator and request changes. If a CCM needs to correct worktags on a supplier invoice, however, they <u>must</u> <i>Send Back</i> to the initiator to correct the worktag.
If an employee creates an expense report, does it get routed to a Financial Coordinator for approval?	No, an expense report submitted by an employee routes to the CCM or Grant Manager (if a grant is being charged).
If a Financial Coordinator creates an expense report on behalf of an employee, does the employee have to approve the report? Can the employee see the report?	When a Financial Coordinator creates an expense report, an employee does not approve the report. The employee will be notified and may view the report at any time from the <i>Expenses Worklet</i> on the <i>All About Me</i> screen.
Can I edit a transaction I created or approved?	You can change, edit, or cancel a transaction as long as it is still in progress, meaning there are remaining steps in the business process.
Can I get email notifications about transactions I need to review and approve?	Please view the screencast on connecting Gmail to Workday on the Workday Project website.

## Financial Data Model, Worktags, and BAT Keys

Question	Answer
What are worktags and why are they important?	Worktags are the building blocks of the new Financial Data Model (or chart of accounts). They are labels tagged to transactions that organize data based on common characteristics. Different worktags identify the responsible entities, the funding source, the purpose, etc. A combination of worktags will replace old Financial Record System (FRS) accounts/subcodes and will provide greater transparency, standard coding, and flexibility for management reporting.
What worktags are required on transactions?	For expenditures and payroll costing: cost center, business unit, fund, and expense purpose are required. You may add other worktags as necessary. For revenue: cost center, business unit, and fund are required.
What is a <i>driver</i> worktag?	A <i>driver</i> worktag brings in other related worktags when it is selected in Workday Financials. The <i>drivers</i> are: cost center, grant, gift/endowment, spendable gift (includes agency funds), and project.
Which worktags will default in if I select a <i>driver</i> worktag on a financial transaction?	When you select the worktag on the left, the related worktags shown on the right will default in on <b>financial transactions</b> initiated in Workday: <b>Cost Center (CC):</b> business unit (BU), fund (FD), expense purpose code <b>Grant (GR):</b> CC, BU, FD, expense purpose code <b>Project (PJ):</b> CC, BU, FD, expense purpose code <b>Endowments (EN):</b> CC, BU, FD, expense purpose code <b>Spendable Gifts (GFT):</b> CC, BU, FD and expense purpose code <b>Agency (AG):</b> CC, BU, FD and expense purpose code
Do related worktags default on a Human Capital Management(HCM) transaction, such as costing allocation?	At the current time, worktags will not default in HCM. When entering a costing allocation, you will have to select each worktag individually.
Will the program worktags be customizable (can I enter any text I want)? Will we be adding more/different program worktags?	Programs are not customizable; you must pick from a fixed list of more than 140 program worktags. After go-live (but no sooner than six months after), we will assess the Financial Data Model and consider what adjustments, if any, may be possible. However, departments should not expect major changes or expansion in the available worktags.
Why are endowments referred to as <i>Gift/Endowment</i> , and what is a spendable gift?	Workday's built-in worktag for an endowment is called gift. By using the built-in functionality, we will be able to track principal, market value and payout. We use <i>Gift/Endowment</i> so it is clear we mean endowment. A spendable gift is a restricted current-use gift (a 6-ledger account in FRS).

## Financial Data Model, Worktags, and BAT Keys (cont'd.)

Question	Answer
Can I change the value of a worktag after it has defaulted?	<p>You can change the:</p> <ul style="list-style-type: none"> <li>• Fund (the system will include some validations to help ensure that funds are used properly);</li> <li>• Expense purpose code (but only do so if you are instructed to by your divisional financial staff);</li> <li>• Cost center, if necessary, for grants, projects, gifts/endowments and spendable gifts (although this should only be done in a limited number of special cases). Changing the cost center may have an impact on other worktags, so you will have to be careful about the order in which you select worktags.</li> </ul> <p><b><u>You will NOT be able to change the business unit.</u></b></p>
Will the Assignee worktag include all workers or just a subset? Will Assignee include clinical faculty, adjunct faculty, etc.?	It is a subset of workers. It includes all faculty in three job profiles: regular faculty: tenured; regular faculty: tenure-track; and faculty academic administration. New faculty in those job profiles will be added automatically. Other faculty and high-level staff will be added on a case-by-case basis if they have startup, incentive funds, or awards for which the Assignee worktag is needed.
What is expense purpose code? I've never had to use that before.	Expense purpose identifies broad categories of expense common to higher education and is needed for many types of external reporting.
What is a BAT Key?	BAT stands for Brown Account Tagger. For systems that are not currently configured to use worktags (Banner, for example), we need a way to get transactions from those systems coded with worktags before we send the transactions to Workday. A BAT Key is a short cut those systems can use. As part of the integration with Workday, we then translate the BAT Key into worktags and submit the transactions to Workday.
Why do I need to know about BAT Keys?	You will need to provide BAT Keys (instead of FRS account numbers) to internal service providers like Graphics or Dining Services. The web-based BAT system includes a look-up tool to find BAT Keys and their translation. Screenscasts and job aids on the BAT system will be available shortly.
How can I find out which worktags to use when I only know an FRS account number?	Use the BAT look-up system to see how to convert an FRS account to Workday worktags. Screenscasts and job aids on the BAT system will be available shortly.

## Data and Reporting

Question	Answer
What data will be loaded into Workday?	<p>The following data will be loaded into Workday by mid to late August:</p> <ul style="list-style-type: none"> <li>• FY13 beginning balances</li> <li>• FY13 actuals - summarized, no transaction detail</li> <li>• Life-to-date expenses on grants and projects</li> <li>• FY14 base budgets and staffing plans (later in the fall for staffing)</li> <li>• Grant budgets</li> </ul> <p>Historical financial data from FRS through FY13 will be available in the current data warehouse and should be used for reporting on FY13.</p>
Will there be reports similar to Web Ledgers?	Yes. CCMs, Financial Analysts, and Grant Managers/Financial Analysts will be able to run reports that look similar to FRS Web Ledgers. In the reports, they will be able to drill down to see more details. Training, screencasts, and job aids on reporting will be available later in July.
Will there be reports showing budgets vs. actuals?	Yes, CCMs and Grant Managers will be able to run several manager reports showing budgets vs. actuals.
Can I dump all my data and transactions into another system for reporting?	Workday is Brown's system of record for employee and financial information. You will be able to export Workday reports to Excel to download some data. You should not plan, however, to download all of your transaction level data and load it into another system. Within Workday, we will focus on the use of consistent fields and formats so we can easily do comparisons across the University. When data is exported to other systems, we cannot protect its accuracy.
Does Workday encumber my purchases and other expenses? How do I see the encumbrances?	POs and supplier invoices will be encumbered (called <i>obligations</i> in Workday). We have not turned on encumbrances for salaries and benefits; it may come at a later date. Several reports for CCMs and Grant Managers include a column for obligations.
Can I use the Memo field on transactions for my own purposes and can I then report/search on it?	On some transactions (expense reports, requisitions and supplier invoices), the Memo field must be used to provide specific information. If use of a Memo field is not required, you may enter whatever you like. The Memo field is not always included in reports, however, and you will not be able to filter it when running a report.

## Journal Entries and Internal Purchase Requisitions

Question	Answer
How do I do IIs (interdepartmental invoices) in Workday?	Interdepartmental invoices will be <i>journal entries</i> in Workday. Specific staff in departments will be given a dedicated role to create and submit journal entries. Those will be the only people in a department who can do journal entries. Training for these staff will take place over the summer.
If another department submits a journal entry that charges my cost center, will it route to me as the CCM to approve the journal entry?	No. Journal entries will include charges and transfers against multiple cost centers and funding sources and will <u>not</u> route to CCMs or Grant Managers. These transactions will route directly to the Controller's Office for approval. Only cost transfers to or from a grant (a specific type of journal entry) will route to OSP first and then to the Controller's Office.
Can I do a journal entry to correct the worktags on an expense report or a supplier invoice?	Once a transaction has been completed (no remaining steps in the business process), the only way to correct worktags is through a journal entry. Please note that the journal entry will not actually change the original transaction; it will simply be a debit from one set of worktags and a credit to a different set of worktags.
What is the process for internal requisitions, such as Graphic Services and the Bookstore?	<i>Internal Purchase Requisition</i> (IPR) forms have been re-designed and will be available for downloading and printing from the Workday and Controller's web sites.
What worktags do I need to provide on the IPR?	Because our internal service providers are not yet equipped to use Workday worktags, you will need to enter BAT Keys on the new IPR. When the service provider submits the charge to Workday, the BAT Keys will then be translated into worktags and the transaction will be charged against the cost center, grant, etc. that you identified. You can look up the appropriate BAT Keys for your department, grant, gift, etc. by using the BAT look-up tool.

## Default Org Assignments and Costing Allocations

Question	Answer
What are default organizational assignments and what are they used for?	Every employee needs to have five worktags as their default organizational assignments: Company, Cost Center, Business Unit, Fund and Expense Purpose. These will be used by Payroll if there is no costing allocation in place. These worktags will also default on expense reports for the worker. No other worktags (such as grant or program) are allowed as default org assignments. If any part of a person's pay is funded from a grant, project, gift/endowment, or spendable gift, you will have to add a costing allocation.
How do I change default organizational assignments?	<i>Change Organization Assignment</i> business process sets up the default worktags on a position. Company, Cost Center, Business Unit, Expense Purpose, Fund and Campus Box can be entered in this business process. Please remember that for HCM transactions, you will need to enter each worktag individually because no worktags will default in when you enter the cost center.
How do I find out what worktags to enter as a default organizational assignment if I don't know what business unit or expense purpose goes with the cost center?	You can enter the CC##### in the search box in Workday and then click the <i>object</i> for the cost center. The worktags will be listed there. You can also use the BAT Key look-up tool to find the related worktags. Enter the CC##### as a <i>driver</i> worktag and search <i>Organizational BAT Keys</i> .
How do I input a costing allocation so that a worker's pay can be charged to a grant or project?	Use <i>Assign Costing Allocation</i> to enter costing information that will override the defaults. You will need to enter each worktag separately; no worktags will default in. Screenscasts and job aids on updating costing allocations will be available soon on the Workday website.
Can I use a location worktag on a costing allocation?	Not at this time.
Can I add a Program or Assignee worktag to a costing allocation so I can charge wages to a faculty member's start-up or endowed chair research fund?	Yes. Remember custom validations do not apply to HCM transactions. You will need to ensure you have the right combination of worktags assigned. You can use the BAT Key look-up tool to determine which Program and Assignee worktags are available for your cost centers.
Why does a student without a job have default org assignments? Should I change them so that an expense reimbursement for the student is charged correctly?	The default org assignments were added during the Financials implementation. If the student does not work for you, you cannot change the default. You should add the correct worktags to the expense report.

## Support After Go-Live and More Information

Question	Answer
What can I do now to prepare for Go-Live?	Review your materials and watch screencasts. Cost Center Managers and Financial Coordinators can meet to review the use of worktags. Communicate with faculty and staff in your department about the new business processes and changes in policies.
Will there be support when Workday Financials goes live?	Yes. There will be the Workday Help Line (863-WORK) and Open Labs where you can bring your work and complete it with the assistance of a Subject Matter Expert.
How are the Open Labs structured?	You will need to sign-in and sign a confidentiality agreement. We may assign computer lab space based on roles. Subject Matter Experts and system experts will be in the Lab to answer questions. You can bring your work or come in with just a question and receive help.
Will there be review sessions for those who want additional help with Workday Financials?	There will be refresher sessions announced at a later date.
Where do we get new forms and where will they be online?	New forms will be available on the Controller's Office and Purchasing websites in early July.
How can I get more information on specific tasks in Workday Financials?	The Workday Project website has been redesigned with separate pages for Cost Center Managers and Financial Coordinators. Each page has screencasts and job aids for specific tasks in Workday.  You can also review the <i>Workday Payments: Quick Reference Guide</i> and the <i>Workday Invoices and Receipts Quick Reference Guide</i> .