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End User Training Workday Cost Center Manager I

Instructor

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Agenda

- Welcome and introductions
- Learning Objectives
- Cost Center Manager Role
- Financial Data Model (FDM)
- Worktags
- Approving Financial Transactions
- Expense Reports
- Questions

Welcome and Introductions

- Training prerequisites: Workday Employee Basics
- Attendees: Cost center managers and support staff (budget and procurement processing)

Housekeeping and Classroom etiquette
- Training length: 1 hour
- Mute your connection
- Refrain from e-mail and web surfing

Welcome and Introductions

- ## Zoom meeting:
  - Video not required
  - Everyone muted by default during training
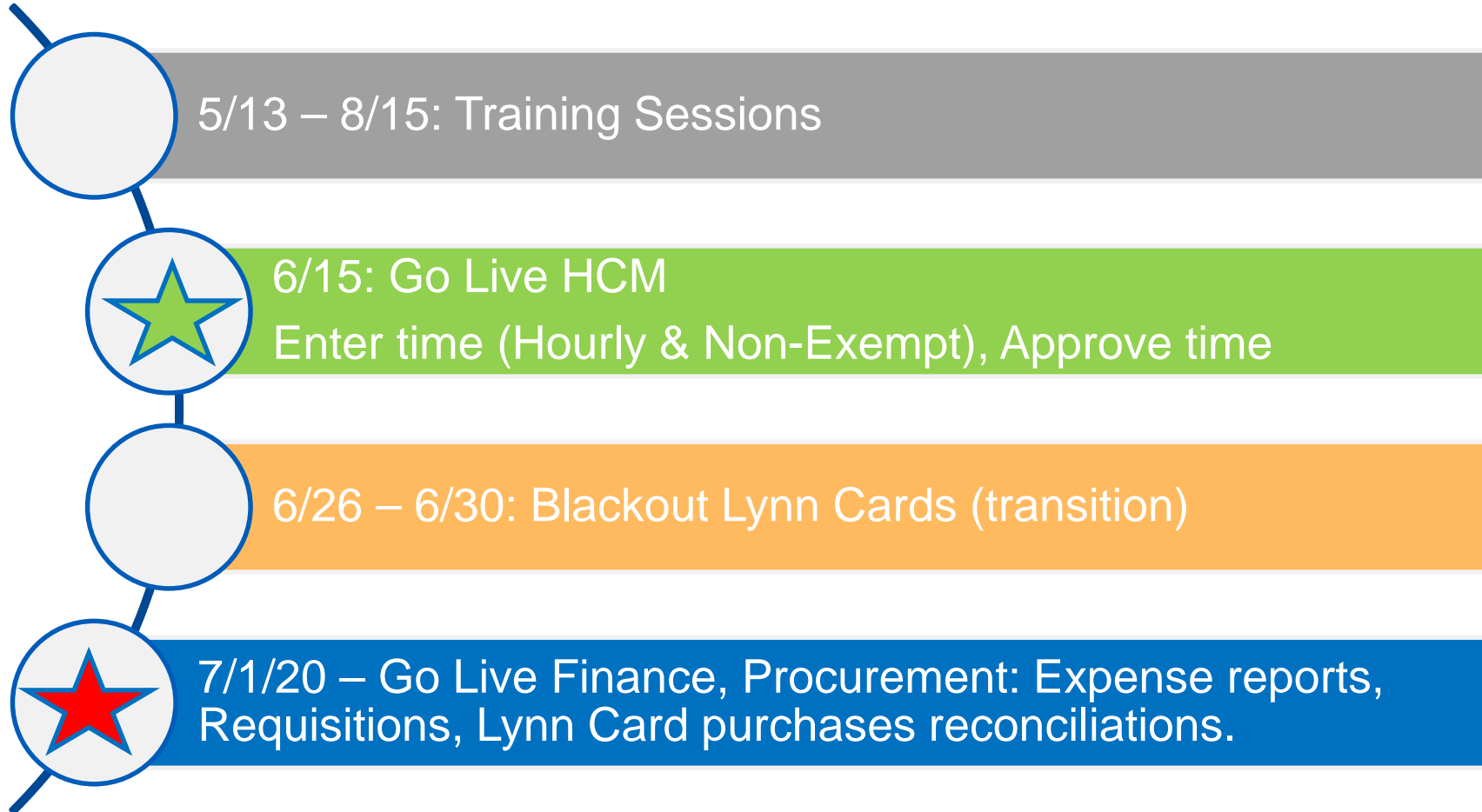 - Use chat to ask questions during the training
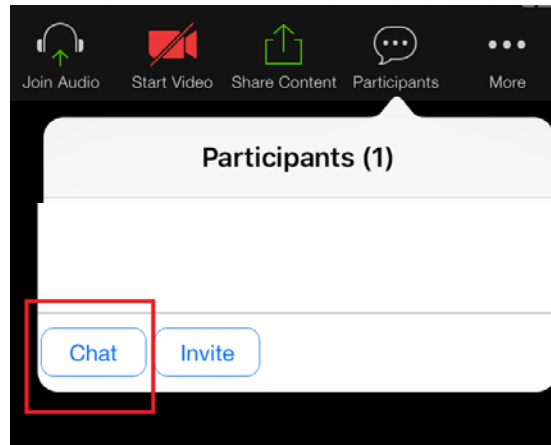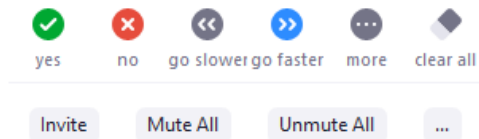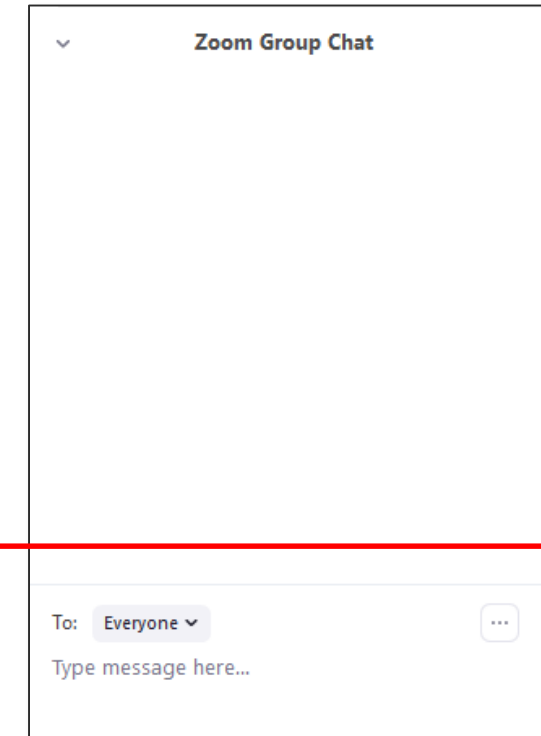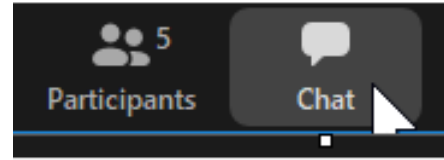
Learning Objectives

Upon completion of this training, employees should be able to:

1. Understand Workday's Financial Data Model (FDM)

2. Understand the role of Cost Center Managers

3. Identify proper use of routing and approvals for financial transactions

4. Identify proper use of Cost Centers, Spend Categories, Projects, and Programs Worktags.

Important Dates

5/13 – 8/15: Training Sessions

6/15: Go Live HCM
Enter time (Hourly & Non-Exempt), Approve time

6/26 – 6/30: Blackout Lynn Cards (transition)

7/1/20 – Go Live Finance, Procurement: Expense reports, Requisitions, Lynn Card purchases reconciliations.

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What is Workday replacing?

Systems Replaced

System	Modules / Tasks
Jenzabar	• Accounts Payable Module • Purchasing Module • Finance Module • Fixed Assets Module
Perceptive Content	• Expense Approvals
PaymentNet®	• Lynn expense and procurement card reporting
SQL Server Reporting Services	• Variance reports on SQL Reports

Manual Processes Replaced:

Paper Forms	• Travel Expense Form • Expense Request
Phone, email, mail	• Initiate or approve any process in Workday

GL Master Account Codes

The search/sort and scroll will be applied only on retrieved page(s). User can enter a new criterion in the header to fetch additional records.

Account Code	Description	Account Type
1-684		
1-684-019	Payroll Taxes	E
1-684-020	Supplies - Office	E
1-684-024	Visa charges - unallocated	E
1-684-029	Conferences	E
1-684-030	Consultants	E
1-684-035	Subscriptions\Dues\Memberships	E
1-684-040	Miscellaneous	E
1-684-045	Travel	E
1-684-134	Training	E
1-684-259	Food Expense	E

OK   Cancel

Jenzabar GL chart of accounts
Fund Dep Object
X-XXX-XXX

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Cost Center Manager Role in Workday

- Fiscally responsible for the transactions charged to their applicable cost center(s) and financial status of overall department.

- Verify appropriate coding of revenue and expense transactions as detailed in the Financial Data Model (FDM).

- Follow procurement policies and procedures and exercise fiscal responsibility when spending institutional funds.

- Ensure expenditures are necessary and reasonable, include full documentation and ensure requests for reimbursement are valid and within Lynn's policy.

- Utilize all Workday tools and monitor your reports regularly.

- Notify Business and Finance of budget re-alignments and amendments needed.

Foundation Data Model (FDM)
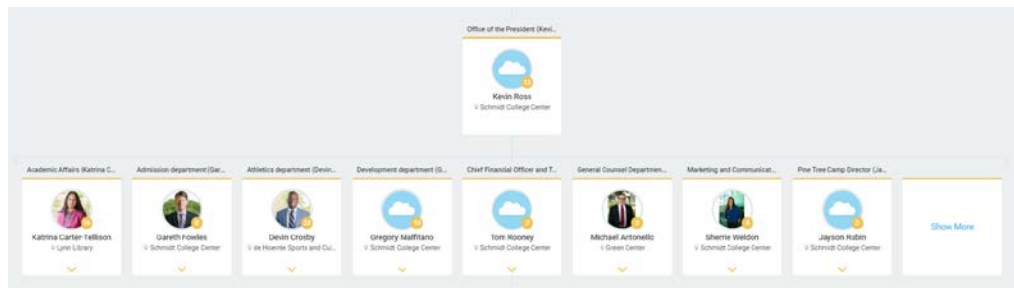
Traditional GL Accounts - Jenzabar

X-XXX-XXX

Fund – Department - Object

Foundation Data Model (FDM)

- The Foundation Data Model (FDM) is a multi-dimensional data structure that serves as the backbone for financial transaction processing and reporting within Workday. It is more than just a GL chart of accounts.

- To allow for more robust reporting, Workday uses a multidimensional account code structure with Worktags. It's important to be familiar with the structure after go-live!
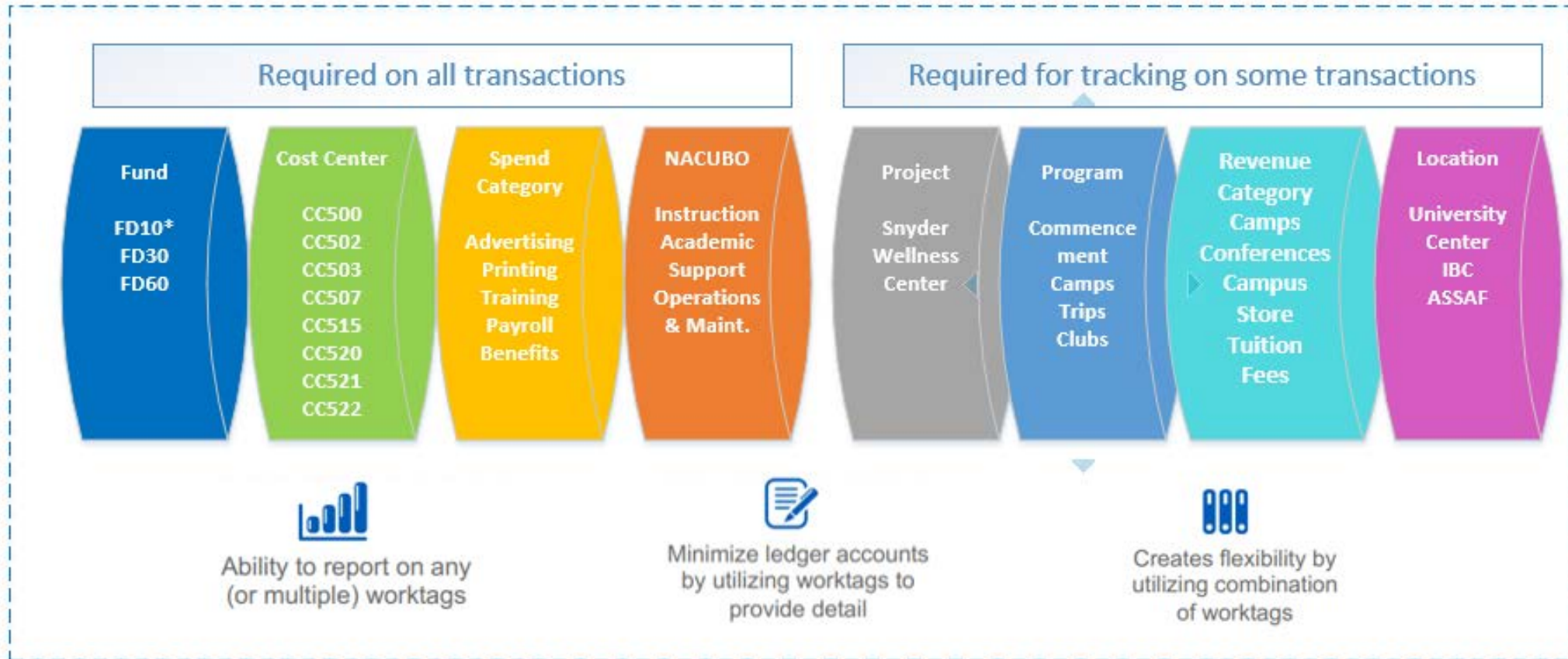
Supervisory Organization = People   Cost Center Organization = Financials
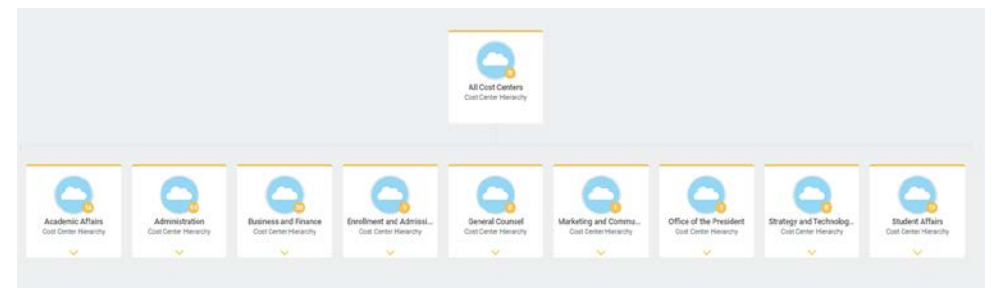
Foundation Data Model (FDM)

Worktags

- Worktags are attributes/labels assigned to each transaction in Workday to indicate its purpose.

- Worktags are combined to accurately categorize transactions and facilitate reporting.

- Types: Driver Worktags and Related Worktags

Driver Worktags

They define the primary business purpose to which the transaction is related and indicate the primary funding source for the transaction. For example, when office supplies are purchased, a cost center and spend category are used. If further classification of a transaction is needed, optional worktags can be used.

Driver Worktags include program, project, grant, gift, and cost center. You will select these worktags when you process a transaction.

	Cost Center	Gift	Project	Program	Spend Category	Revenue Category
Definition	**Cost Center** A Worktag that identifies a department or unit where costs are charged. The cost center worktag will begin with CC, followed by the three-digit department codes. Worker defaults for self-service transactions.	**Gift** is a worktag used to track spendable and gift revenue and expenses.	**Project** is a worktag used to track specific initiatives with a defined start and end date.	**Program** is a worktag used to track revenues and expenses for a specific, ongoing initiative. Program defines the activity or purpose and funding source. A Program may be used with multiple Cost Centers.	**Spend Category:** A Worktag that defines the type of expense.	**Revenue Category:** A Worktag that defines types of revenue.
Examples	CC684 = Information Systems	Endowed Aviation Scholarship Celebration of the Arts Class Gift	Snyder Center for Health and Wellness	Commencement Founder's Day Multicultural Programming	Alumni Events Athletics Equipment Consultants Furniture	Aircraft Rental iPad Institute Sales Bookstore

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Related Worktags

Once a Driver Worktags is selected, Workday will populate Related Worktags depending on the Driver Worktags you chose. You do not need to do anything with the related worktags, just make sure you do not delete them from the transactions by mistake.

Related Worktags include include fund and NACUBO Code.

	Fund	NACUBO
Definition	**Fund:** A Worktag that identifies a fund type, such as Operating, Restricted, Unrestricted, etc.	**NACUBO worktag** is a custom supervisory organization that represents the functional expense as designated by NACUBO. This field is a relational worktag to the cost center, which means that when a cost center is entered in a transaction, the program will automatically populate as there is a one to one relationship between those two worktags.
Examples	FD10 Without Donor Restriction	NACUBO10 Instruction NACUBO40 Operation and Maintenance of Plant

Cost Center	✕ CC684 Information Systems
Program	
Project	
Gift	
Grant	
Additional Worktags	✕ Fund: FD10 Without Donor Restriction ✕ NACUBO: NACUBO35 Institutional Support

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Approving Financial Transactions
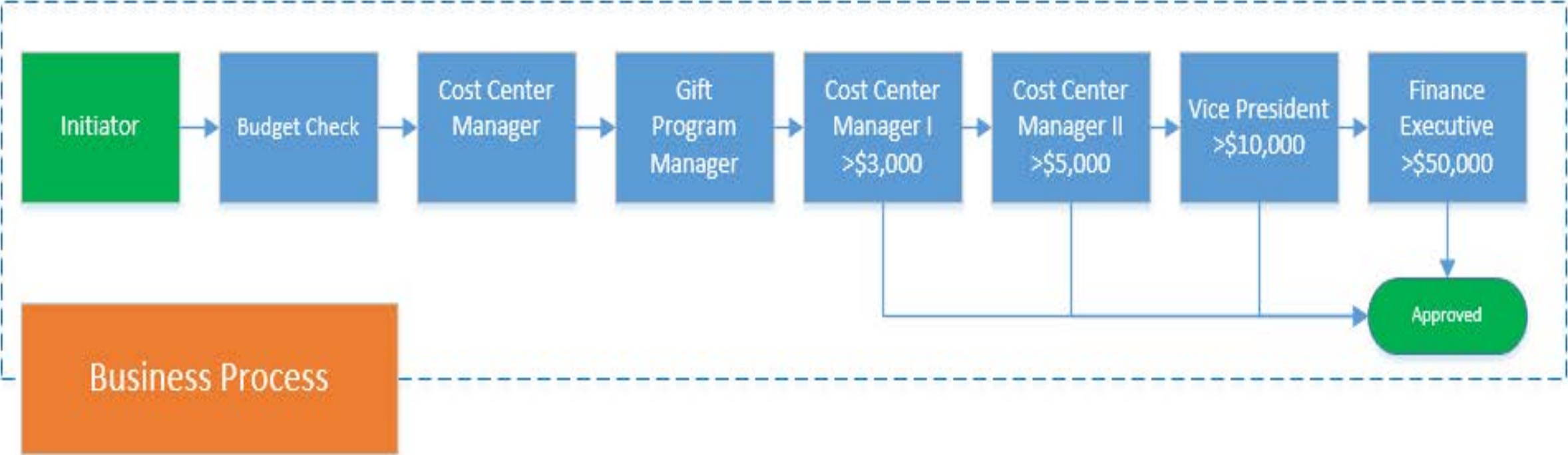## Expenses and Lynn Credit Card Transactions

Approve Transactions

Every financial request at Lynn University (expense reports, requisitions, invoices) follows a similar approval business process.

- Initiator* create the request (expense report, requisitions, spend authorizations, supplier invoice request, etc.).
- System checks for budget automatically. If there is no budget available, the system will display a warning. In the future a budget amendment will be required required before processing the request.
- The request moves to the cost center manager. They must approve all transactions.
- If the request involves a gift, program, or project, the transaction goes to the gift/program/project manager for approval.
- According to the department and transaction amounts, the request will be routed to different cost center managers**:
  - Cost Center Manager I: Anything over $3000
  - Cost Center Manager II: Anything over $5000
  - Cost Center Manager Vice President: Anything over $10000
  - Finance Department: Anything over $50000

* If a Cost Center manager or VP initiates the request, the system assumes their approval.

**Please note that some departments may have only one Cost Center manager, they will approve every request then anything over $3000 will be routed to their VP.

Cost Center Approval

Approve Transactions

Process	What	Who	Your Role	How
Spend Authorizations (Cash Advances)	Request for future expense spend -- for example travel or conferences.	Any employee	Review and approve the spend authorization (cash advances) request and ensure budget funds are available.	• Inbox notification in Workday. • Access your Inbox to take action.
Expense Reports	Reimbursement for travel and business expenses from personal costs or use for Lynn Visa card expenses.	Any employee Any employee who has been assigned an Lynn Travel card.	Review and approve the expense reports and ensure budget funds are available.	• Inbox notification in Workday. • Access your Inbox to take action.
Lynn P-Card Transactions	Credit card purchases on Lynn P-Cards	Any employee who has been assigned an Lynn PCard.	Review and approve the Lynn PCard transactions as submitted by the employee.	• Inbox notification in Workday. • Access your Inbox to take action.

* Expense reports must follow spend authorizations.

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Initiator vs Delegations

- Expense Reports and Spend Authorizations (Lynn brown T-EXP card and reimbursements for travel and hospitality expenses, tuition reimbursements or books):
  - Initiator for your own expense reports (available to all employees)
  - Delegation to initiate expense reports on behalf of others
  - Delegations to approve expense reports and spend authorizations on behalf of others

- Procurement Card Verification (Lynn black P-Card for purchasing goods and services):
  - Initiator for your own P-Card verifications (available to specific employees)
  - Delegation to initiate P-Card verifications on behalf of others
  - Delegations to approve P-Card verifications on behalf of others.

- Requisitions, Purchase orders, Supplier invoices:
  - Initiator to create requisitions, supplier requests and invoices for the department no delegation required, is a role in Workday we will give to procurement support staff like you.
  - Delegation to approve requisitions, supplier requests and invoices on behalf of others.

Initiator vs Delegations

What	Who initiates/Approves	Delegation	Special Rights
Expense reports (request)	Own	No	Available all employees
Expense reports (request)	Other staff on your behalf	Yes	No
Expense reports (approvals)	Own	No	No
Expense reports (approvals)	Other staff on your behalf	Yes	No

Demo

Approve Transactions

Cost Center Managers will be required to approve transactions in accordance with Lynn Policies and Procedures. These transactions all follow the basic navigation in your Workday inbox.

- Log into Workday
- Click Inbox
- Click item to view details on transaction to approve
- Make sure transaction is valid, supporting documentation is attached and worktags are correct.
- Approve, send back, add approvers or deny.
- Add comments when necessary.

Job Aids

- Cost Center Managers
  - [Manage Cost Centers](#)
  - [Foundation Data Model](#)
  - [Approvals in Workday](#)

- All Employees and Lynn Credit Card holders
  - [Create Expense Reports and Spend Authorizations](#)
  - [Verify Procurement Card Transactions](#)

Next

Follow up email:

       Quick survey

       Link to documentation site

       Link to test tenant (available only for test and training)
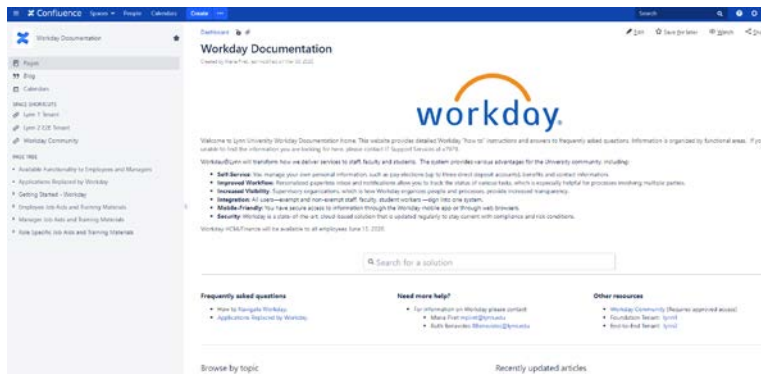
       Link to production tenant

       Copy PowerPoint

Please visit our Workday new website for more info
lynn.edu/workday

Next

- Documentation:
  kb.lynn.edu

- Training Sessions
  - **Employee (basics)**
  - **Time and Absences**
  - **Manager (basics)**
  - **Expense Reports**
  - Cost Center Managers
  - Procurement (Requisitions, Invoices)
  - Hiring Managers

Thank you for attending Workday Expense Reports

Email your questions to: workday@lynn.edu