

UNIVERSITY
OF MIAMI



Workday Finance for Student Organization Advisors

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Session Objectives

- Provide advisors with an overview of the terminology used within the Workday environment.
- Provide information on the structure of student organization Cost Centers and Programs.
- Review available reporting tools.
- Review how Student Reimbursements, eChecks, Purchasing Cards, Travel Cards, and Purchase Requisitions are handled in Workday environment.
- Review approval flows in the Workday environment.
- Describe the available security roles and their functions in the new Workday environment.
- Provide information on additional resources that advisors can seek out.

This session is NOT...

- An in-depth training on how to complete specific Workday processes.
- An overview of how to request SAFAC funds.

Your Role as an Advisor

- Review a proposed budget with the organization and guide them to only submit items necessary for the organization's functions for the current semester/year.
 - Sign the budget AFTER the SAFAC liaison signs it
- Create Purchase requisitions/check requests for large expenses paid to outside vendors.
- Check the balance of the organization's accounts in Workday and know the general financial status of the organization.
- Guide the organization to stay on budget when planning events.
- Understand SAFAC guidelines/precedents & help guide the organization to stay within those restraints.

Types of Funding

- **Early Budget (allowed 1 per year)**
 - Deadline is spring of prior year
 - Acts as a “bonus” budget for organization’s who plan ahead
 - Only for expenses taking place during the fall semester
- **Regular Budget (allowed 2 per year)**
 - Organizations can request a maximum of 2 regular budgets per fiscal year
 - For expenses taking place in either the fall or spring semester
- **Travel Budget (allowed 10 per year)**
 - Organizations can request a maximum of 10 regular travel budgets per fiscal year
 - For travel taking place in either the fall or spring semester

Upcoming Workshops...

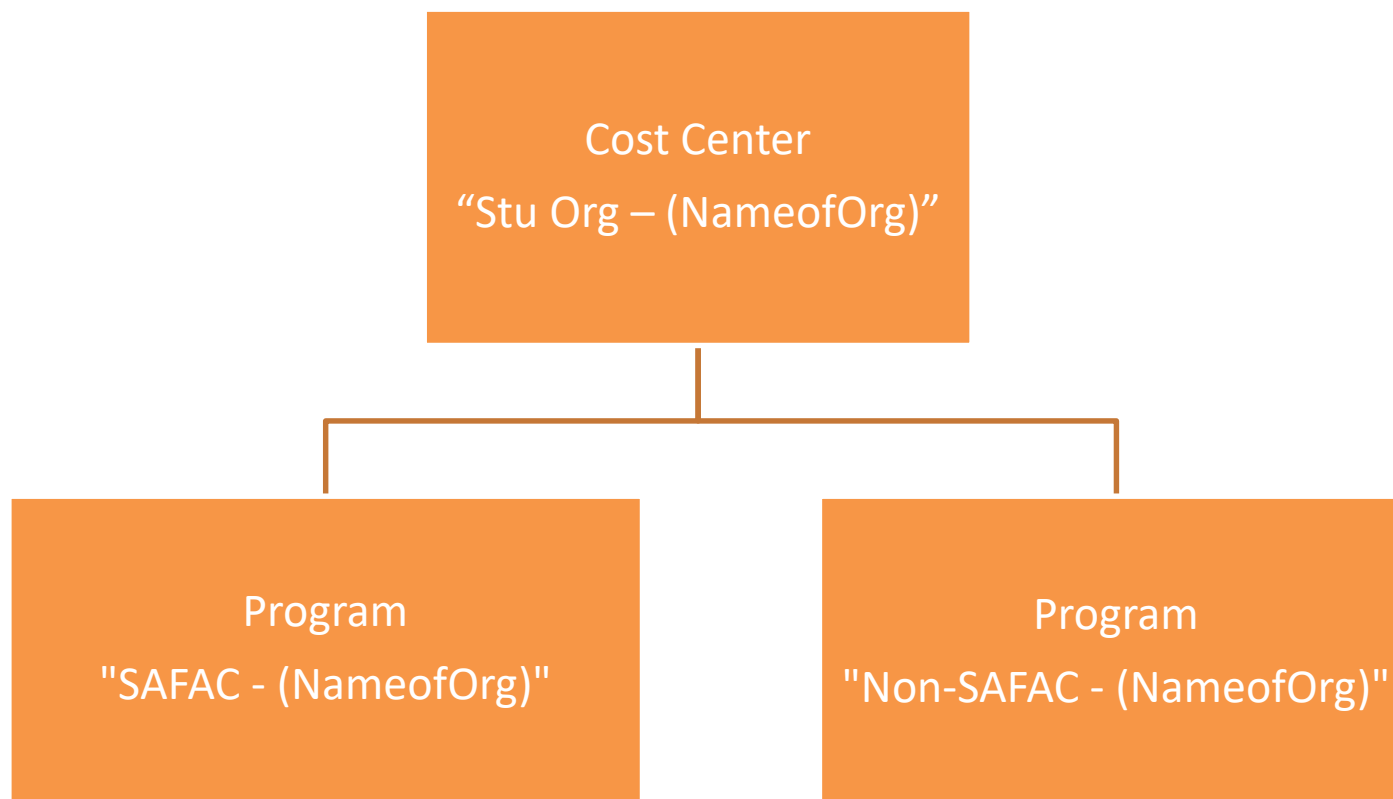
Student Organization
ADVISOR WORKSHOPS
PURCHASING & SUPPLY MEET & GREET

| | |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| MONDAY OCT. 28 12 - 1 PM SHALALA STUDENT CENTER IRON ARROW | PURCHASING SUPPLY CHAIN ACCOUNTS PAYABLES |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|

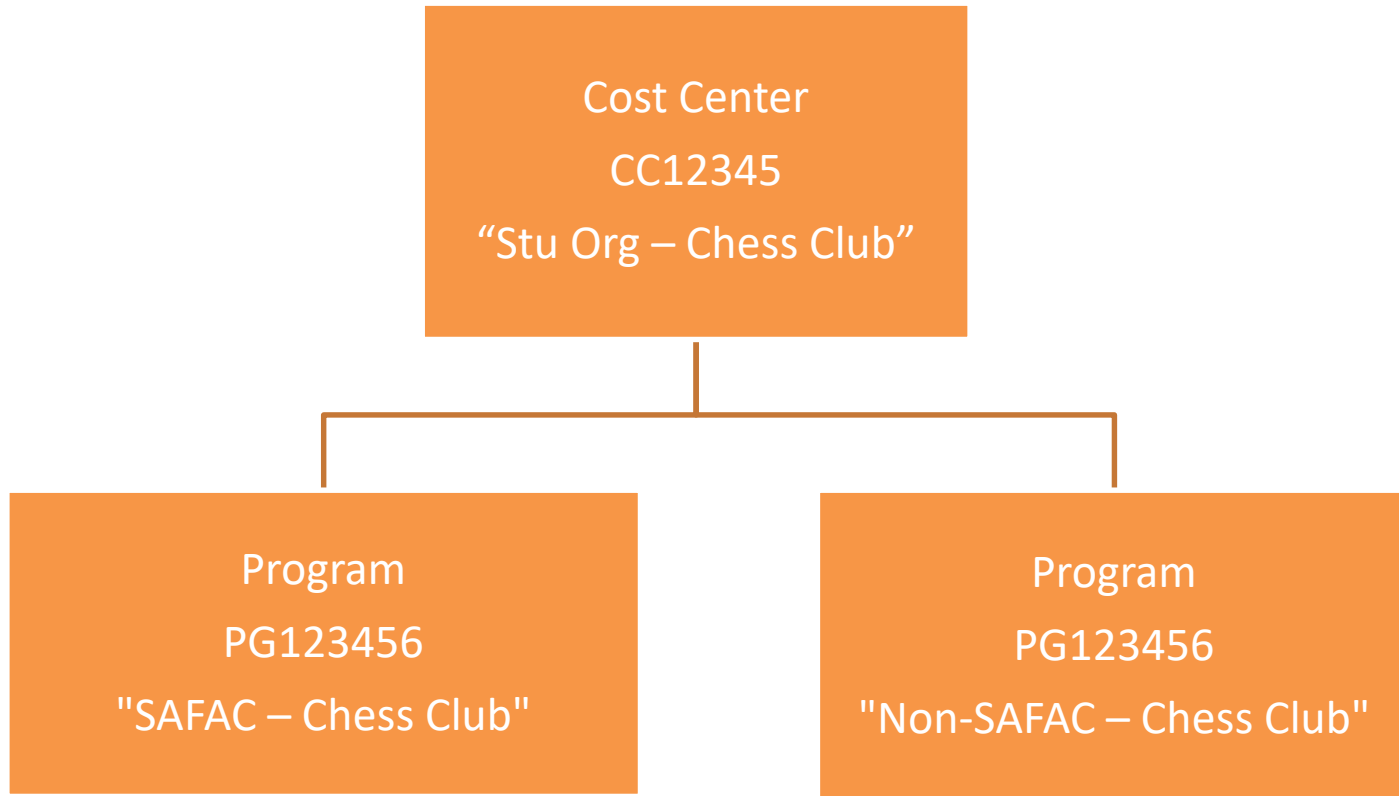
RSVP ON [ENGAGE.MIAMI.EDU](https://engage.miami.edu)

 **DEPARTMENT of**
STUDENT ACTIVITIES &
STUDENT ORGANIZATIONS

Student Organization Financial Model



Student Organization Financial Model



Program ID = “Driver Worktag”

What funds go into each of my programs?

SAFAC

- Funds allocated by SAFAC ONLY

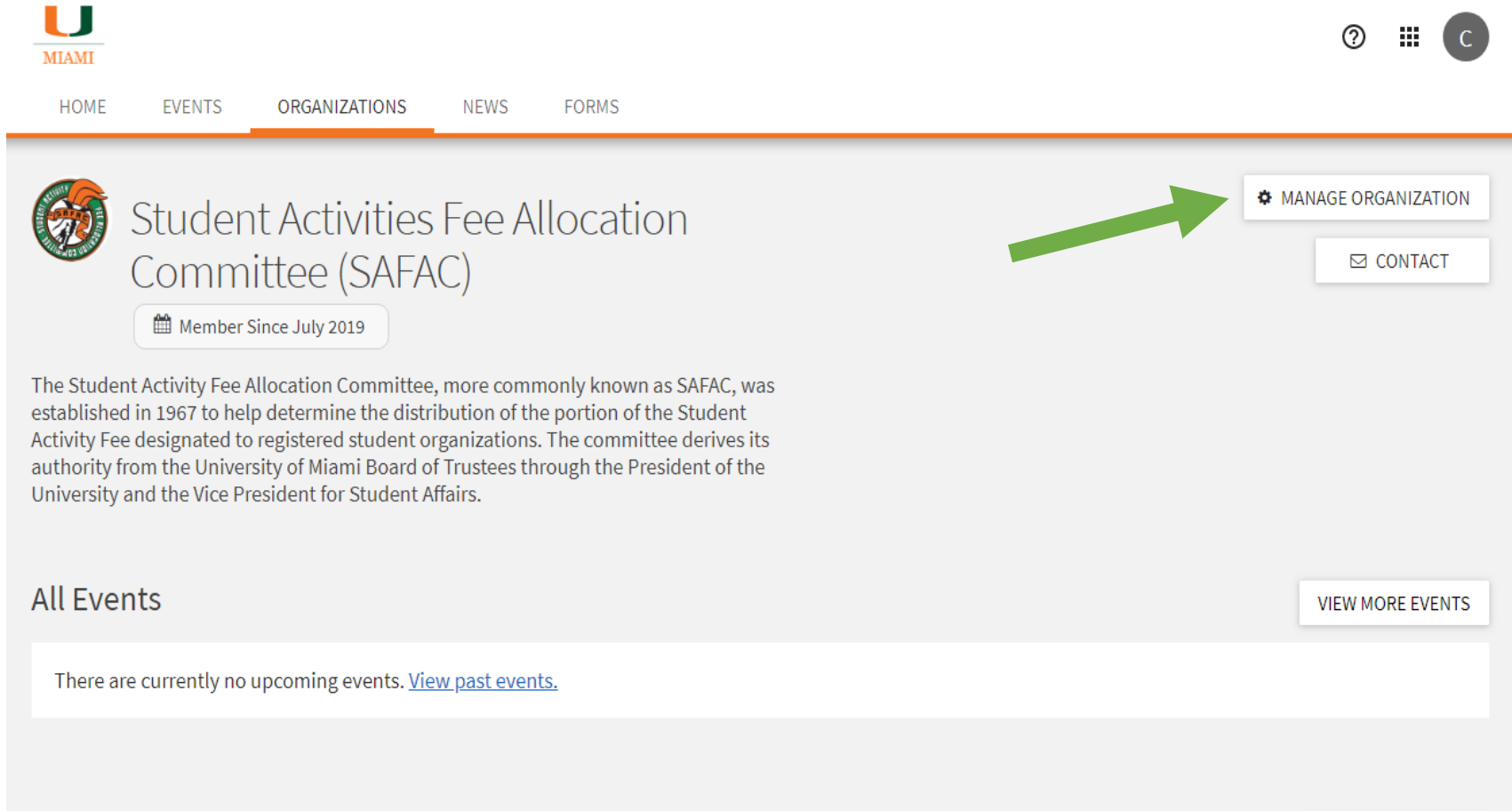
Unused Funds
Returned to SAFAC

Non-SAFAC

- Member Dues
- Money from Fundraisers (Bake Sales, etc.)
- Donations/Gifts
- Sponsorship Funds

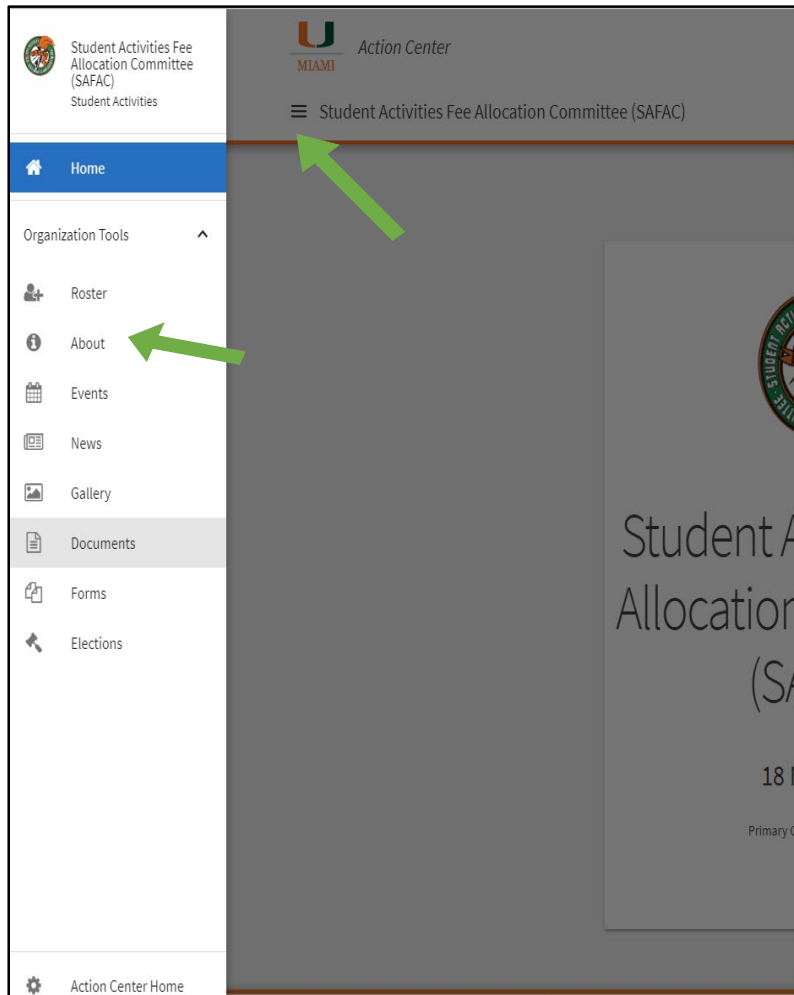
Unused Funds Remain
with Organization

How do I find my new Program IDs?



The screenshot displays the Workday Finance interface for Student Organization Advisors. At the top, the University of Miami logo is on the left, and navigation icons (help, grid, user) are on the right. The main navigation bar includes links for HOME, EVENTS, ORGANIZATIONS (which is highlighted with an orange underline), NEWS, and FORMS. The main content area features the 'Student Activities Fee Allocation Committee (SAFAC)' header, a 'Member Since July 2019' badge, and a descriptive paragraph about the committee's history and authority. On the right side of the main content area, there are two buttons: 'MANAGE ORGANIZATION' (with a gear icon) and 'CONTACT' (with an envelope icon). A large green arrow points from the left towards the 'MANAGE ORGANIZATION' button. Below the main content area, there is a section titled 'All Events' with a 'VIEW MORE EVENTS' button. At the bottom of this section, a message states: 'There are currently no upcoming events. [View past events.](#)'

Click on the hamburger menu → About



Additional Information


* SAFAC Program ID
PG000000

* Non-SAFAC Program ID
PG000000

UPDATE

Sample Transaction Audit Report

“FIN-ACC-Balance Forward/ Balance Available by Worktag”



fin acc

FIN-ACC-Balance Forward/Balance Available by Worktag

Instructions Please enter Gift, Program, or Project

This report is filtered by Unrestricted Designated Fund (Fund 20), Department Reserve Funds (Fund 21), Agency Funds (Fund 35), Ter Zero's.

Always select the month of May for the Fiscal Year Budget

****Book is currently defaulted to Management Reporting, please use the Book prompt to select GAAP if needed****

Organization

*

Period

*

Time Period

*

Fiscal Budget Year

*

X FY2019 - May

Management Budget & Book

☒

GAAP Budget & Book

☐

Filter Name

Manage Filters


0 Saved Filters

Save

OK

Cancel





fin acc

FIN-ACC-Balance Forward/Balance Available by Worktag

Instructions Please enter Gift, Program, or Project

This report is filtered by Unrestricted Designated Fund (Fund 20), Department Reserve Funds (Fund 21), Agency Funds (Fund 35), Ter Zero's.

Always select the month of May for the Fiscal Year Budget

****Book is currently defaulted to Management Reporting, please use the Book prompt to select GAAP if needed****

Organization

*

Program ID (account number)

Period

*

X FY2020 - Jul

Time Period

*

X Current Period YTD

Fiscal Budget Year

*

X FY2020 - May

Management Budget & Book

☒

GAAP Budget & Book

☐

Filter Name

Manage Filters

0 Saved Filters

Save

OK

Cancel

Sample Transaction Audit Report

“FIN-ACC-Balance Forward/ Balance Available by Worktag”

Sample SAFAC Account

▼ items

| Ledger Account | Revenue & Spend Category | | | | | | |
|--------------------------------------|--------------------------|-----------------------------------------|--------|------------|------------|-------------|----------|
| | | | Budget | Actuals | Commitment | Obligations | Balance |
| 8136:Unrestricted Operating Transfer | (Blank) | SC09101 - To / From Intrafund Transfers | 0.00 | (5,847.69) | 0.00 | 0.00 | 5,847.69 |
| Grand Total | | | 0.00 | (5,847.69) | 0.00 | 0.00 | 5,847.69 |
| | | | | | | | |
| | | Balance Forward - Prior Fiscal Year End | | 0.00 | | | |
| | | +Revenues | | 0.00 | | | |
| | | +Expenses | | (5,847.69) | | | |
| | | +Commitments | | 0.00 | | | |
| | | +Obligations | | 0.00 | | | |
| | | Balance Available - For Selected Period | | (5,847.69) | | | |

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Sample Transaction Audit Report

“FIN-ACC-Balance Forward/ Balance Available by Worktag”

Sample Non-SAFAC Account

12 items

| Ledger Account | Revenue & Spend Category | | | | | | |
|-------------------------------|--------------------------|-----------------------------------------------------|--------|-------------|------------|-------------|-------------|
| | | | Budget | Actuals | Commitment | Obligations | Balance |
| 8285:Dues and Memberships | (Blank) | SC08803 - Dues & Memberships - Other | 0.00 | (7,858.00) | 0.00 | 0.00 | 7,858.00 |
| 8320:Miscellaneous Expense | (Blank) | SC08748 - Miscellaneous Expenses | 0.00 | 2,426.20 | 0.00 | 0.00 | (2,426.20) |
| 8610:Travel and Entertainment | (Blank) | SC08624 - Entertainment - Food, Beverage, Reception | 0.00 | 3,347.25 | 0.00 | 10,041.75 | (13,389.00) |
| 8800:Conferences and Meetings | (Blank) | SC08800 - Hotel Conferences & Seminars | 0.00 | (408.00) | 0.00 | 0.00 | 408.00 |
| Grand Total | | | 0.00 | (2,492.55) | 0.00 | 10,041.75 | (7,549.20) |
| | | | | | | | |
| | | Balance Forward - Prior Fiscal Year End | | (32,573.52) | | | |
| | | +Revenues | | 0.00 | | | |
| | | +Expenses | | (2,492.55) | | | |
| | | +Commitments | | 0.00 | | | |
| | | +Obligations | | 10,041.75 | | | |
| | | Balance Available - For Selected Period | | (25,024.32) | | | |



Paying for Expenses

- All expenses must be approved by SAFAC on a budget request BEFORE any money is spent (found on organization's Engage portal under documents section).
- Expenses can be paid using the following methods:
 - Employee Expenses
 - Student and Non-Employee Reimbursements
 - Used if a student has incurred the expense and needs repayment for the expense (expense must have been approved by SAFAC in advance of the purchase)
 - Internal Service Delivery
 - Used if funds are being transferred from one UM department/account to another
 - Check Requests
 - Purchase Requisitions
 - Purchase Card (P-Card)
 - Travel Card (T-Card)

Student and Non-Employee Reimbursements

- www.miami.edu/expenseform
- Check Step-By-Step Reimbursement Form.
- Used for SAFAC and Non-SAFAC Purchases.
- SAFAC GUIDELINES are enforced.
- Overspending SAFAC budgets result in differences being paid through Non-SAFAC accounts!
- Proper documentation is needed.
- Documentation Policy Sheet.
- Please READ Comments before Approving!

Student reimbursement caveat...

- Taxable payments must be initiated in Workday as check requests or through payroll.
- Reimbursements to students who attend, speak, or present at a conference or meeting, or visit a field site or off-campus laboratory, will be considered financial aid **UNLESS** the travel...
 - Directly supports a faculty project, research, or scholarship program;
 - Directly relates to the student's employment status at the University; or
 - **Is connected to activities of a University of Miami-recognized student club or organization**

If the reimbursement does NOT meet these qualifications, it must be processed through the Office of Student Financial Assistance and Employment (OSFAE).

Check Requests

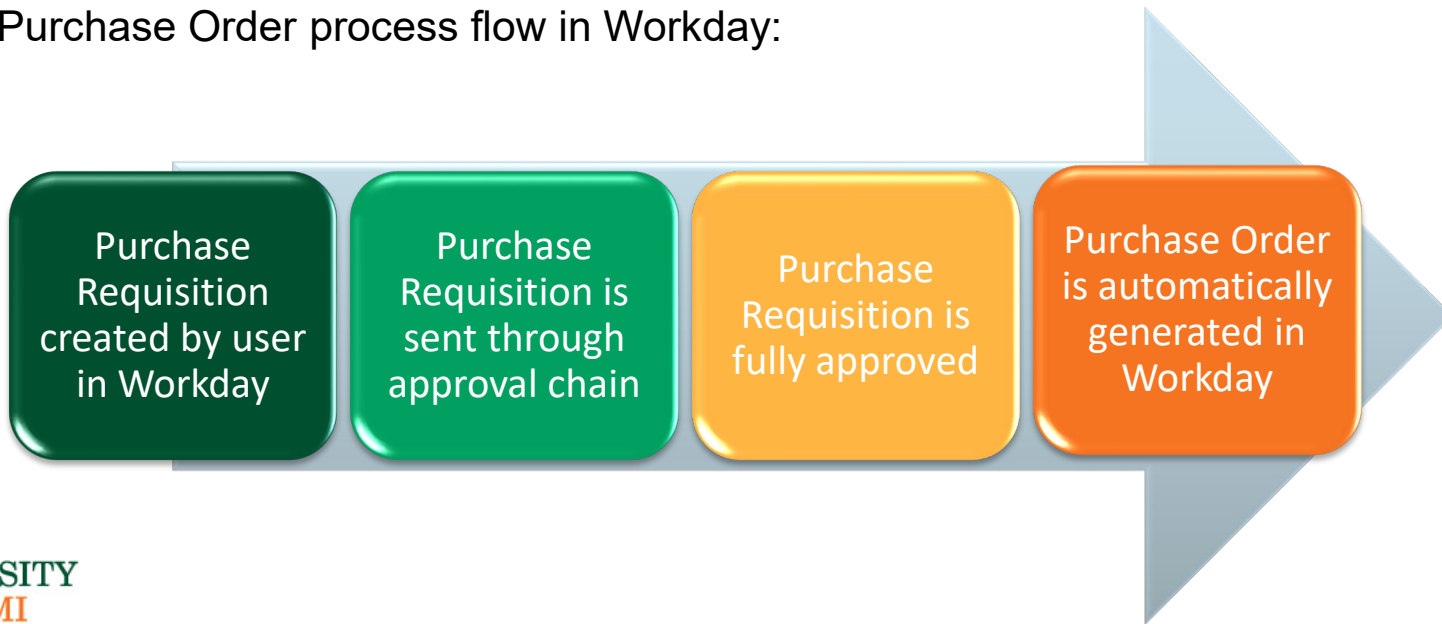
- Check requests are for a specific person or business
 - One-time payment
- Contracting [Policies](#)
- Check request can be mailed directly to the payee or can be held for pick-up in the Ashe Building
- In order to complete a Check request, you will need:
 - A W-9 from the person or business
 - A quote or invoice
 - Proof that the event is occurring or proof that the expense is needed (event flyer, email chain, etc.)

Purchase Requisitions

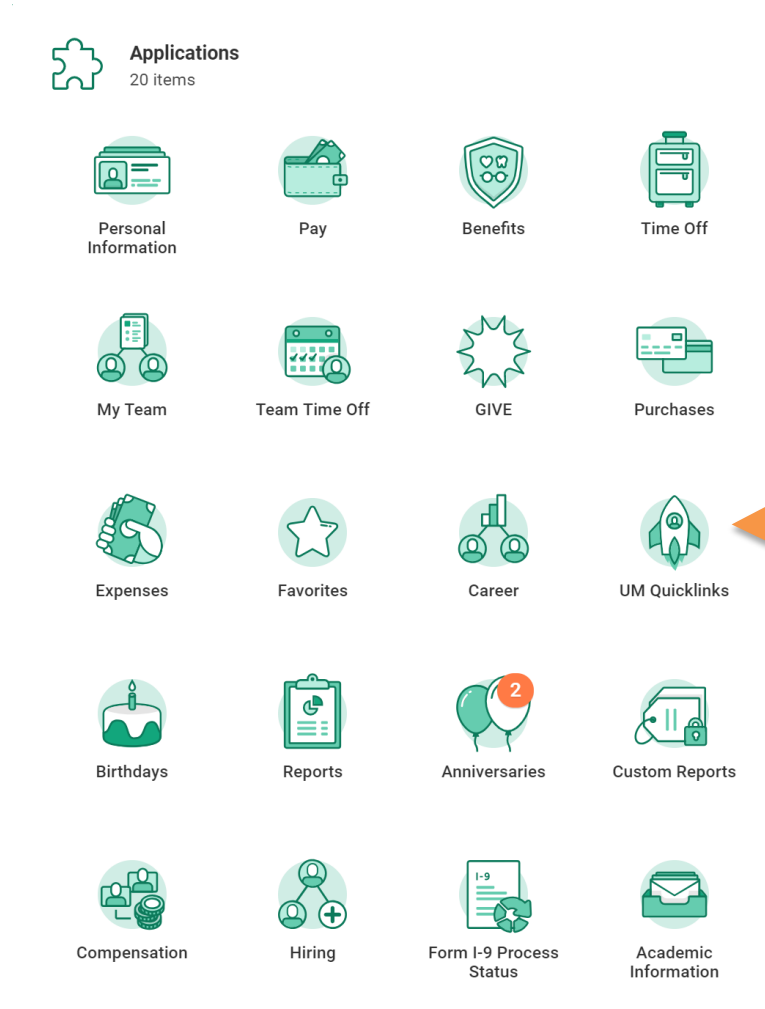
Training available in ULearn:
Workday: Procurement




- A purchase order is a “promise to pay” the vendor
- A purchase order can only be submitted if the vendor is an approved UM vendor
- Purchase Order process flow in Workday:



Purchase Requisition: How to Pay Vendor



Purchase Requisition: How to Pay Vendor Cont.

| Quicklink Item | |
|---------------------------------------------------------|------------------------------------------------------------------------------------|
| 01. Non-Employee and Student Expense Reimbursement Form |  |
| 02. Invoice Submission Form - Accounts Payable | |
| 03. New Supplier Request | |
| 04. Workday Finance Tip Sheets | |
| 05. Workday HR Tip Sheets | |
| 06. MyUM Home Page | |
| 07. ERP Website - Workday | |
| 08. University of Miami | |



Purchase Requisition: How to Pay Vendor Cont.

AP Department Invoice



This form can be used to send invoices to the Accounts Payable and Disbursements Office (AP) for processing. Please note, AP requires at least five (5) business days to process invoices once received. Uploading invoices via this form replaces sending email invoices to umiamiap@miami.edu.
(*) Required fields.

Invoice/Purchase Order Information

For invoice numbers, do not use characters #, *, &, +, <>, (), -. Only the dash (-) or forward slash (/) is permitted; and use only 1 space between them.

PO # *

Please enter full PO# (e.g., "PO-0000000123")

Invoice # *

Invoice Amount *

Invoice Date *

Vendor #

Vendor Name

Department Information

Department

Phone Number *

Please Attach Invoice or Document*

Upload attachment*

Attach Upload attachment

*Please submit only invoices - NO QUOTES, ESTIMATES, STATEMENTS, etc.

*Attach one invoice per upload.

Submit

*If you have technical questions, please contact the UMIT Service Desk at help@miami.edu or (305) 284-6565. If you have questions about the form, please email the Accounts Payable and Disbursements Office at: umiamiap@miami.edu.



Accounts Payable Contacts

www.miami.edu/purchasing

<https://controller.miami.edu/accounts-payable/contact/index.html>

| | | | |
|-----------------|------------------|-------------------------|-------------------------------------------------------------------------|
| Denies, Maria | (305) 284 - 3595 | Acct Rep. Vendors A, T | <u>mdd133@miami.edu</u> |
| Alvarez, Milja | (305) 284 - 8787 | Acct Rep. Vendors B, L | <u>m.alvarez20@miami.edu</u> |
| Linero, Samuel | (305) 284 - 8787 | Acct Rep. Vendors C, M | <u>SDL89@miami.edu</u> |
| Palomo, Julia | (305) 284 - 3595 | Acct Rep. Vendors D - F | <u>jxp1609@miami.edu</u> |
| Ruiz, Norma | (305) 284 - 5074 | Acct Rep. Vendors G - K | <u>nxr531@miami.edu</u> |
| Ellis, Isoline | (305) 284 - 3589 | Acct Rep. Vendors N - P | <u>iellis@miami.edu</u> |
| Davis, Shaquory | (305) 284 - 3589 | Acct Rep. Vendors Q - S | <u>sxd970@miami.edu</u> |
| Arota, Sky | (305) 284 - 3589 | Acct Rep. Vendors U - Z | <u>ssa121@miami.edu</u> |

Purchasing Cards

- MasterCard (U.S. Bank)
- Single card for phone, travel*, and regular purchases
***Not the same as the Travel Card!**
- Reconciliation in Workday with workflow and approval
- Documentation attached in Workday (hard copies not sent)

Training available in ULearn:
Purchasing Card Education (U.S. Bank)

More information

- [Purchasing Card use and restrictions](#) do not change
- [Documentation](#) required to support charges does not change
- Contact Corporate Cards Office for more information: (305) 284-2417 or pcard.ap@miami.edu
- www.miami.edu/corporatecards

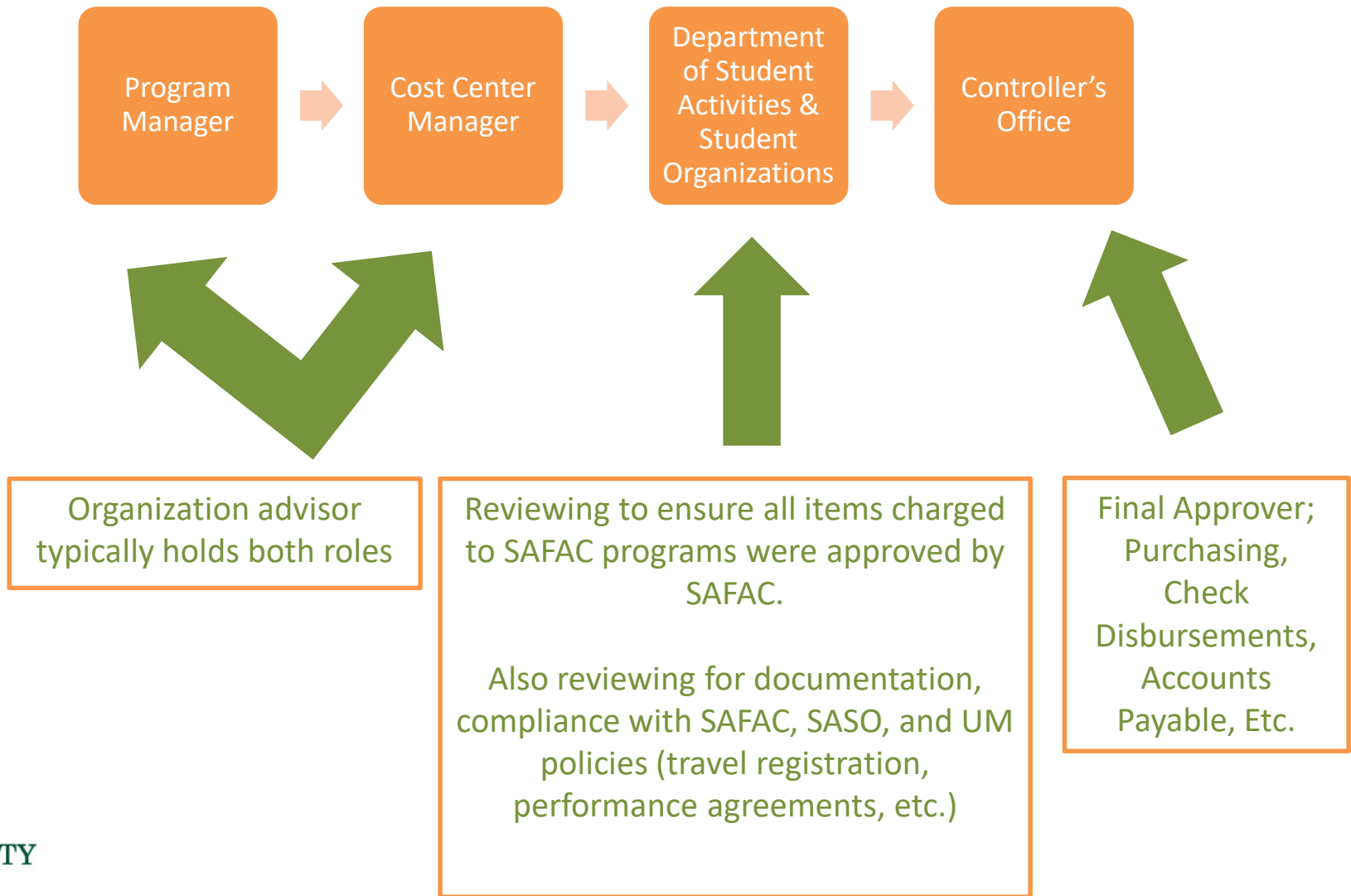
Travel Cards

- US Bank Travel Card
- Travel card transactions will be loaded into Workday and reconciled using an Expense Report
- Reconciliation in Workday with workflow and approval

More information

- [Travel Card use and restrictions](#) do not change
- [Documentation](#) required to support charges does not change
- Contact Corporate Cards Office for more information: (305) 284-2417 or pcard.ap@miami.edu
- www.miami.edu/corporatecards

Approval Flow



Workday Finance Security Request Forms

WORKDAY FINANCE SECURITY ROLE REQUEST FORM INITIATOR & REVIEWER ROLES



Use this form to request a change in an employee's security role access in Workday. Please complete the form and scan and email to help@miami.edu using your UM email account.

Checklist Review for Security Role Requests:

Roles are assigned to a position by the Cost Center Manager (CCM) only.

| ROLE ASSIGNEE: (UM FACULTY OR STAFF) | | Cost Center Manager (CCM) | |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------|
| Name: | | Name: | Kelly Hui |
| Phone: | | Phone: | 8-1598 |
| Position: | | Position: | Financial Analyst |
| Employee ID: | | Employee ID: | 50394192 |
| E-mail: | | E-mail: | k.hui@miami.edu |
| Signature: | | Signature: | |
| ACCESS REQUEST | | | |
| Request Type: <input type="checkbox"/> Add <input type="checkbox"/> Remove | | Effective Date: | |
| INITIATOR & REVIEWER ROLES: Please select the role to be assigned to the user | | | |
| Role | Description | Indicate [List all that apply] | |
| <input type="checkbox"/> Department Accountant | This role initiates accounting journals for assigned Cost Center(s) or a Cost Center Hierarchy. This role assumes the person assigned understands fundamental accounting concepts (i.e. debits, credits) and the Workday Financial Data Model (FDM). | <u>Cost Center(s)</u> | |
| <input type="checkbox"/> Department Deposit Specialist | This role initiates recording "after the fact" cash deposits or withdrawals (formerly cash journals) that appear on the Daily Bank Report sent by the Office of Treasury. | <u>Cost Center(s)</u> | |
| <input type="checkbox"/> Department Expense Data Entry Specialist | This role initiates expense reports (formerly eBERFs) and spend authorizations (formerly travel advances) on behalf of other employees. This role initiates check requests (formerly eChecks) to non-employees to reimburse for expenses related to University activities, including travel to campus. | <u>Cost Center(s)</u> | |

| Role | Description | Indicate [List all that apply] |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <input type="checkbox"/> Cost Center Manager | This role initiates and approves certain Workday HR business processes for workers in their Cost Center(s) or Cost Center Hierarchy, including assigning costing allocations, changing organization assignments, creating payroll accounting adjustments, processing period activity pay and requesting one-time payments. This role will also receive notification of compensation and other information for workers in their Cost Center(s). | <u>Cost Center(s)</u> |
| <input type="checkbox"/> Cost Center Sponsored Program Manager | This role approves several Workday Finance business processes for assigned Cost Centers including grant-related purchase requisitions, expense reports, spend authorizations, PCard transaction submissions, supplier contracts, Internal Service Delivery (formerly IDR), some Sponsor Invoices, and accounting journals. | <u>Cost Center(s)</u> |
| <input type="checkbox"/> Gift Manager | This role is the primary manager for assigned gifts. This role has access to view gift spend analytics, and approves gift-related financial business processes. | <u>Gift(s)</u> |

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| | | |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <input type="checkbox"/> Program Manager | This role approves business process related to his/her assigned Program and has access to reports and other information about the Program in Workday | <u>Program(s)</u> |
| <input type="checkbox"/> Senior Business Manager | This role approves certain Workday HR business processes (including editing position restrictions, creating positions, and compensation-related processes) as well as certain Workday Finance business processes including purchase requisitions greater than or equal to \$25,000, spend authorizations equal to or greater than \$2,500, and non-grant related expense reports greater than or equal to \$10,000. | <u>Cost Center(s)</u> |



What should approvers consider when reviewing a transaction?

- Did the initiator attach the correct documentation that supports the business purpose and substantiates the transaction?
- Is the transaction amount accurate?
- Is the transaction allowable and chargeable under the rules associated with the program, project, grant or gift that it was charged to?
- Did the initiator use the correct driver worktag (e.g. program)?
- Is there enough money in the account to support the transaction?
- Did the initiator use the Comments or Memo fields to explain the transaction?

What Trainings Should I Complete?

| Training | Type of Training | Description |
|-----------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Workday FDM 101 | Online | We recommend that all advisors complete this online webinar, which provides an overview of the Workday financial data model. It will help you understand much of the new terminology that is being used, <i>and is a prerequisite for all of the other in-person trainings.</i> |
| Workday for Approvers | Online | Complete this session if you currently approve transactions in Workday, but do not initiate processes yourself. |
| Expenses | In Person | Attend this training if you personally enter expense reports in Workday. |
| Procurement | In Person | Attend this training if you personally enter purchase requisitions into Workday. |
| Check Requests | In Person | Attend this training if you personally enter eCheck requests into Workday. |
| Accounting Journals | In Person | Attend this training if you personally have a Journal Batch ID, and process journals. |
| Purchasing Card Education (U.S. Bank): | Online | Complete this session if you currently have a purchasing card. This session is required in order for you to be able to pick up your new card. |

Summary of Available Workday Finance Roles

| Role | Description |
|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department Procurement Data Entry Specialist | This role initiates PCard transaction reconciliations and purchase requisitions on behalf of other employees. This role initiates a check request (formerly eCheck) to pay suppliers. |
| Program Manager | This role approves business process related to his/her assigned Program and has access to reports and other information about the Program in Workday. |
| Program Reviewer | This role replaces the “Responsible Person” in FRS and is able to view financial information about assigned Program(s). This is not an approver role and will not see compensation details unless coupled with the Finance Reviewer (FR) role. |
| Cost Center Manager | This role initiates and approves certain WorkdayHR business processes for workers in their Cost Center(s) or Cost Center Hierarchy, including assigning costing allocations, changing organization assignments, creating payroll accounting adjustments, processing period activity pay and requesting one-time payments. This role will also receive notification of compensation and other information for workers in their Cost Center(s). |

Workday Resources

- Tip Sheets and Tutorials:
 - <http://workday-finance.it.miami.edu/training/workday-finance/tip-sheets-and-tutorials/index.html>
- Training Catalog:
 - <http://workday-finance.it.miami.edu/training/workday-finance/training-catalog/index.html>
- Training Role Matrix:
 - <http://workday-finance.it.miami.edu/training/workday-finance/Training%20Role%20Matrix/index.html>