## AGENDA

<table>
<thead>
<tr>
<th>#</th>
<th>TOPIC</th>
<th>OBJECTIVE</th>
<th>LEAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Workday</td>
<td>• Budget Dates</td>
<td>Jesse R / Zack K</td>
</tr>
<tr>
<td>2</td>
<td>Receiving</td>
<td>• Goods Line Receipts Refresh</td>
<td>David</td>
</tr>
<tr>
<td>3</td>
<td>Workday Coordination Services (WCS)</td>
<td>• Intake and Prioritization Process</td>
<td>Dina O</td>
</tr>
<tr>
<td>4</td>
<td>Quick Updates</td>
<td>• New! Fiscal Year End Close (FYEC) highlighted content</td>
<td>Pramilla</td>
</tr>
</tbody>
</table>
Budget Dates in Workday
Important Dates in Workday

> **Accounting Date:**
  – The date the expense was recorded to the financial system/posted to the general ledger

> **Budget Date:**
  – The date the expense was incurred
Why does this matter?

> Budget Dates in the Grants space are very important because:
  - They determine if the expense is allowable on the award (must fall within the award’s period of performance)
  - They determine the F&A rate calculated (they use the rate based upon the budget date. This only really matters when there is a change in F&A rate)
What’s been happening?

> Cost Reimbursable award lines require the budget date to be correct or else they will not bill. As a result, folks have been diligent about changing those budget dates to make the expense allowable. Setting a correct budget date at the start will prevent the need for changes later.

> Fixed Amount award lines do not have this process and so we have seen many expenses charging to awards with budget dates 90+ days after the award’s end date.
### Operational Journal Information

- **Summarized By**: Operational Summary Journal: UW1961 University of Washington - 11/01/2023
- **Operational Transaction**: Payroll Accounting Adjustment 01/31/2023 (Regular) - Complete
- **Originated by**: [Redacted]
- **Company**: UW1961 University of Washington
- **Ledger**: Actuals
- **Period**: Nov - FY2024
- **Accounting Date**: 11/01/2023

### Operational Journal Details

- **Balanced**: Yes
- **Total Debits**: 14,288.80
- **Total Credits**: 14,288.00
- **Currency**: USD

### Journal Lines

<table>
<thead>
<tr>
<th>Journal Lines</th>
<th>Retained Earnings</th>
<th>Accounting History</th>
<th>Facilities and Administration</th>
<th>Award Revenue Recognition</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Memo</th>
<th>Grant</th>
<th>Gift</th>
<th>Program</th>
<th>Cost Center</th>
<th>Resource</th>
<th>Additional Worksite</th>
<th>Interim Worksite Affiliate</th>
<th>Budget Date</th>
<th>Hours</th>
<th>Line Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/31/2023</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>85.0072</td>
</tr>
</tbody>
</table>

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**UNIVERSITY of WASHINGTON**
Expense Report Example

Create Expense Report

Creation Options

* Create New Expense Report

Copy Previous Expense Report

Memo

Company

Expense Report Date

This will become accounting date once Expense Report posts
Expense Report Example Part 2

Create Expense Report

<table>
<thead>
<tr>
<th>Pay To</th>
<th>Status</th>
<th>Personal</th>
<th>Cash Advance Applied</th>
<th>Reimbursement</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee: Rice, Jesse</td>
<td>Draft</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

**Expense Line**

- **Expense Date:** 03/11/2024

This will become **budget date** once Expense Report posts.
Where do I set my Budget Date?

> It depends on the type of transaction you are putting into Workday.
> We have a detailed sheet that we will walk through and distribute
Receiving – Refresher
# Goods Line Receipts

<table>
<thead>
<tr>
<th>Catalog Supplier</th>
<th>Goods Receipt Required*</th>
<th>Current Overall Status</th>
<th>*Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDW Government, Inc.</td>
<td>No</td>
<td>Fully implemented</td>
<td></td>
</tr>
<tr>
<td>Fisher Scientific</td>
<td>No</td>
<td>Fully implemented</td>
<td></td>
</tr>
<tr>
<td>Grainger</td>
<td>No</td>
<td>Fully implemented</td>
<td></td>
</tr>
<tr>
<td>Henry Schein</td>
<td>No</td>
<td>Fully implemented</td>
<td></td>
</tr>
<tr>
<td>Medline</td>
<td>No</td>
<td>Fully implemented</td>
<td></td>
</tr>
<tr>
<td>ODP Business Solutions, LLC</td>
<td>No</td>
<td>Fully implemented</td>
<td></td>
</tr>
<tr>
<td>VWR International Inc</td>
<td>No</td>
<td>Fully implemented</td>
<td></td>
</tr>
<tr>
<td>Dell</td>
<td>Yes</td>
<td></td>
<td>Supplier is capable of delivering ASNs, and working toward implementing a technical solution in the coming weeks.</td>
</tr>
<tr>
<td>Staples Guy Brown</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QIAGEN Inc</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roche Diagnostics</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NETA SCIENTIFIC INC</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New England Biolabs, Inc</td>
<td>Yes</td>
<td></td>
<td>Supplier not capable of delivering ASNs</td>
</tr>
<tr>
<td>Sigma Aldrich Inc</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workspace Development (formerly OpenSquare)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALL Non-Catalog Suppliers</td>
<td>Yes</td>
<td>Suppliers not capable of delivering ASNs</td>
<td></td>
</tr>
</tbody>
</table>

Although 7 suppliers are “fully operable” in regards to ASNs relieving the need to create receipts, Units still need to regularly review the UW AP Work Queues and / or the Workday related reports such as R1131 or R1166 for exception cases. Not doing so will lead to payment on invoices for your orders to be delayed.

As we continue to stabilize, the system sometimes does not operate as designed due to technical errors, processing workarounds, and other load errors on both the supplier and UW side. So please remember to continue to review for invoices in match exception (Receipts and other exceptions):

**AP Work Queues:**
https://finance.uw.edu/ps/netid/invoice-backlog-summary-page

**Workday Reports:**
- R1131
- R1166

- ASN = Advanced Shipment Notification (aka EDI856)
- ASNs electronically enable auto-receipt in Workday for Catalog Suppliers goods lines only
- Not all Catalog suppliers are capable of delivering ASNs
- Those that are not capable, or are but not fully implemented yet, still require receipt creation by the Units
- Routine review of the Unit AP Work Queues by the Units is necessary to identify and execute receipts
Receiving Support Materials

> Job Aid: How to Receive in Workday (UWA) Updated as of 4/5.
  - https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032902

> Unit AP Work Queues
  - Unit AP Work Queues | Procurement Services (uw.edu)
Workday Coordination Services (WCS)
Agenda

- WCS Overview
- WCS Scope
- WCS Process and Approach
Purpose and Goals of WCS

WCS will provide **intake**, **prioritization**, and **coordination** services for **all Workday modules** through facilitation and collaboration with business partners and technical teams.
Coordination Roles

Dina O’Reilly
Director

Workstream PMs

Jessica Green
Rachael Gardner
Ashley Forsythe
Juan Mascarello
Jim Srnec
Gary Birnberg

Coordination

Business Owners
Tier II teams & other SMEs
Application teams
Integrations
Security
Reporting
Communications
Other technical teams

Across workstreams:

Roles in multiple Sustainment organizations to enable:

Content Management
Outreach and Engagement
Training
Scoping: Process context

WCS is one piece of the overall work process

High level planning
Strategic goals and programs | ESG and HRFAB

Business analysis
Leading up to Workday configurations changes
For example, Tiger Teams; FinOps

Workday configuration
Change requests and potential projects
Prioritization, design, implementation
Business Owners, WCS, and multiple teams

Project portfolio
Project resourcing and execution
HRFAB and, for example, UW-IT PRB

Maintenance & Operations
Tier 3 technical teams; data changes by central business units

Support

Changes in other systems (without Workday impact)
Top priority improvements

Recommend focusing on Intake and Prioritization initially

Intake

Get better information about each request, for better prioritization and estimation
- One intake path
- Improve intake form/process
- Communication
- Clear roles

Prioritize

Better define Business Owner and functional team responsibilities and activities
- Scope and obtain business decisions
- Process to set cross-functional priorities
- Escalation path

Determine Resources

Design / Test / Implement
Intake & Prioritization Approach

Intake
- Gather examples
- Draft process
- Engage stakeholders
- Roll out
- Gather feedback

Prioritization
- Engage Business
- Define Criteria
- Roles Responsibilities
- Roll out
- Gather feedback
Quick Updates
Fiscal Year End Close Planning

> Fiscal Year End Close (FYEC) highlighted content in each Procurement Office Hours
> The YEC calendar will be backed into with Procurement activity specific calendar
APPENDIX