

Business Manager Meeting

December 10, 2020



Announcements

- Introduction of New Employees
 - Bob McNair, Business Manager, Office of VP of Research
 - Christianah Akinduro, Business Manager, School of Education
 - Alexis Krueger, Business Manager, Chaifetz School of Business
 - Natasha Seidl, Director of Workday Financial Systems

- Future Business Manager Meetings
 - Submit topics of interest to budgetoffice@slu.edu
 - March 11, 2021

Workday Reports Demo

- FDM Usage/Tips
- Job Aid Crosswalk: Financial Reports

 Applications
12 items



Job Aid & Video
Library

Job Aid & Video Library

Click on the column heading and filter to locate the appropriate job aid or video.

Job Aid & Video visibility is determined by your security role in Workday. If you feel you should have access to job aids for Business Managers or Managers and do not - please submit a ServiceNow ticket.

For Faculty, Staff and Student Workers

For Business Managers

For Managers

Finance

Finance



Area of Focus	Title (click on title to access Job Aid or video)	Type of Job Aid (PDF, Video, or Webinar)
Crosswalk	Crosswalk: Account and Activity Code	Excel
Crosswalk	Crosswalk: Financial Terminology	PDF
Crosswalk	Crosswalk: Procurement Spend Category	PDF
Crosswalk	Crosswalk: Funds	Excel
Crosswalk	Crosswalk: Financial Reports	PDF

Commonly Used Reports

Crosswalk Financial Reports 

OVERVIEW

This crosswalk provides an overview of Workday Financials reports, intended usage, and their equivalents in the legacy system.

Please note:

- Access to certain reports may vary depending on your security role assignment.
- Not all Workday reports have a legacy-system equivalent.
- "CR - FIN" indicates that this is a custom report. You can search the report name without entering "CR - FIN".

Previous Report Name / Area	Workday Report Name	Report Description & Use
FIN - Report of Transactions - Org (BUSFM003 - Report of Transactions - Org)	CR – FIN – Report of Transactions - Org	Use this standard report to find one or more journal lines. The more criteria you provide, the more targeted the list that is returned.

Commonly used reports:

- CR – FIN – Budget vs Actual by Org (SLUCare)
- CR – FIN – Statement of Account
- CR – FIN – Report of Transactions – Org
- CR – FIN – Fund Balance

Workday Sitemap

The sitemap under your profile is a great place to view what reports and tasks you have access to in Workday.

Available Reports and Tasks

To view a report, click the report name. To start a task, click the task name.

1 item

Reports	Tasks
Account Certification Definitions for Balance Sheet Accounts	Create Journal
Allocation Detail by Cost Center and Ledger Account	Create Manual Equity Picku
Allocation Summary by Cost Center and Ledger Account	Create Policy Purpose and
Allocation Work Area	Create Recurring Journal T
Award Spend Restriction Audit Report	Edit Company Ownership E
Balance Sheet	Edit Manual Equity Pickup
Balance Sheet Certification Progress	Edit Policy Purpose and Pr
Cash to Bank Reconciliation by Reconciliation Status- Composite	Edit Recurring Journal Tem
Cash to Bank Reconciliation by Reconciliation Status in Bank Currency	Mass Cancel Average Daily
Cash to Bank Reconciliation - Composite	Mass Post Reversal Journ
Cash to Bank Reconciliation in Bank Currency	Process Average Daily Bal
Cash to Bank Reconciliation Initial Balances - Composite	Process Funding Sources

Home

My Account

Workbench

Sitemap

Favorites

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My Reports

Documentation

Recovery Assistant

Sign Out

Favorites and Report Worklets

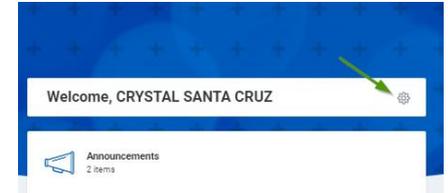
There are 2 helpful worklets that you can add to your Workday dashboard:



Reports



Favorites



The “Reports” worklet will guide you to a list of tasks, including a list of Reports and Tasks that are available to you in Workday.

Tools

- View Available Reports and Tasks
- Schedule a Report
- Process Monitor

Returns a list of reports and tasks that are available to the user

Allows you to schedule a report to run with custom filters and frequency

Allows you to monitor the progress of Reports and Integrations that are running

The “Favorites” worklet allows you to choose what tasks and reports show up to accommodate your specific needs.

Actions

- Create Request
- Create Supplier Invoice Request
- Create Supplier Request

Views

- CR - FIN - Balance Sheet
- CR - FIN - Consolidated Trial Balance
- CR - FIN - Income Statement

Manage/Save Filters on Reports

Most reports have the option to save frequently used prompt parameters. When you enter the parameters that you want for your report, locate the “Filter Name” box and type the name you would like to give your filter, then click the “Save” button.

The screenshot shows a report configuration interface. At the top, there is a blue header with the text "CR - FIN - Budget vs Actuals by Org" and an "Actions" button. Below the header, there are several filter selection boxes, each with a red asterisk and a close button (X):

- Company: Saint Louis University
- Organization: Cost Center Hierarchy: SLU Saint Louis University
- Plan Structure: SLU Virtual University Budget
- Plan Name: FY21 Total Operational Budget
- Period: FY2021 - 03 - September
- Worktags: Fund: 11 Operating Fund

At the bottom of the configuration area, there is a yellow highlighted box containing a "Sample Filter" input field, a "Manage Filters" link, "0 Saved Filters" text, and a "Save" button.

The next time you run the report you can select your saved filter from the list.

This close-up shows the filter management section. It features a "Filter Name" input field at the top. Below it, there is a "Manage Filters" link, a dropdown menu showing "1 Saved Filters", and a "Save" button. A blue callout box points to a saved filter named "Sample Filter" with a close button (X).

Tips and Tricks

Drill Down to Details

1. Report rows that are rolled up to a high level can be expanded to show more detail
2. Any number or field that is blue gives you the ability to drill in for additional information or **click on the arrow** to view by different dimensions
3. Open item in a new tab
 - There are 2 ways to open most links and related actions in a new tab.
 - (CTRL+Click) opens a link in a new tab across all browsers.
 - Right click related actions and select “See in New Tab”

The screenshot shows a financial reporting interface with a table of journal entries and a detailed view of an expense item. A 'View By' dropdown menu is open, showing options like Activity Code, Assignee, Cost Center, Fund, Gift, Grant, Ledger Account, Period, Program, and Project. A 'View Details' link is highlighted in blue. Red callouts 1, 2, and 3 point to the 'Expenses' row, the 'View Details' link, and the 'Journal' header, respectively.

Journal	Fund	Cost Center	Function	Assignee	Ledger	Operational Transaction	Journal Number	External Reference ID	Journal Status
E-000000768 - Saint Louis University - 09/30/2020 - First Class Mail- Sept 21	11 Operating Fund	D010 Controller	15 Institutional Support		512 tme		JE-000000768		Posted
Expenses						1,614,863.93	98,820.29	-94%	0
SLU Parent: Salaries and benefits						1,610,626.04	103,058.18	-94%	0
SLU Parent: Supplies, repairs, utilities, and other						4,237.89	(4,237.89)	0%	0
SLU Parent: Depreciation and amortization						0.00	0.00	0%	0
SLU Parent: Interest expense						0.00	0.00	0%	0

Tips and Tricks

Report Options

- Report Instructions– Many reports have help text at the top of the prompts page to assist you in making the proper selections.

CR - FIN - Statement of Account Actions

Instructions Separate reporting for Fund 31: Grants is in progress
SLUCare must select GAAP Book Code

Repeat By *

Company * X Saint Louis University ...

- Sorting/Filtering – many columns within a report have the ability to sort and filter directly within the report by clicking on the column heading.

Journal	Fiscal Year Name	Source	Fund	Function
Q	FY2021	Transfers	↑ Sort Ascending ↓ Sort Descending	
Q	FY2021	Transfers	Filter Condition * is	

11 Operating Fund
Search

Tips and Tricks

Report Options

- Reports will have some or all of the below options to help customize the report for your individual needs.

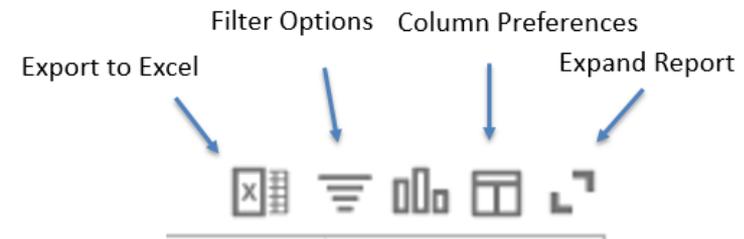
← CR - FIN - Report of Transactions - Org Actions

> Details

Due to the way deductions are processed in WD, you may see activity during the month in accounts 5124 and 5133. These will be cleared prior to closing the month.

18277 of 18277 items

Journal	Fiscal Year Name	Source	Fund	Function	Cost Center
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**Using this Export to Excel button will not provide the parameters used to run the report.*

- It is recommended to use the Export to Excel button at the top of the report screen so you will have all of the details that you selected on the prompt screen.

← CR - FIN - Report of Transactions - Org Actions

▼ Details

Company	Saint Louis University	Adjustment Journal	No
Organization	Cost Center Hierarchy: SLU Saint Louis University	Recurring Journal	No
Fund	11 Operating Fund	Intercompany Journal	No
Year	FY2021	Threshold Met	No
Period	04 - October	Amount Equal To	0

Workday Reports Demo

- Reports are a work in process
- Play around
- Issues? Let us know!
 - Email any finance reporting or functionality issues to: wdfinance@slu.edu
- Questions?

Accounts Payable

- P Card Transactions in Draft Status
- New Report: Find Supplier Payment Status
- Match Exception – Create Receipt

Procurement

- Receiving in Workday
- New Report: Supplier Contract Detail by Organization

Human Resources

- Business Manager Training Rollout
- Workday Inbox Maneuvering/Day One Tasks
- Costing Allocation and Accounting Worktags
- Student Worker Hiring Best Practices
- Review of Compensation Reports and How to Access



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Business Manager Development

2020-2021 Project Plan

Project Objectives

Business Managers play an integral and vital role in SLUs success

- Our Goal: Provide ongoing support through training and opportunities for professional development that
 - Workday Training
 - Technical Training
 - Professional Development
 - Career Growth



Meet the Team

- Lynn Grimshaw-Maitz
Co-lead, Learning & Development
- Jeremy Henson
Co-lead, Learning & Development
- Matt Ankenbrandt
Business Manager (Psychiatry)
- Sara Bauman
OVPR
- Anne Becker
Business Services
- Ellen Borowiak
Business Services
- Mindy Brown
Treasury & Investments
- Matt Campbell
Business Manager (Doisy)
- Mary Duggan
Consultant & Client Services
- Trhonda Edwards
HRIS
- Regina Jones
Medical Center Finance
- Theresa Leisure
Central Processing Center
- Tara Thomason
Medical Center Finance
- Katelyn Zobrist
Financial Planning & Budget

Advisors: Brianne Burcke; Tammy Burton; Jeffrey Hovey; Patrick Maloney; Matt Renaud



Short Term Goals (2020)

❖ Monday, December 14th



❖ HCM- Hire and Onboarding for Business Managers

❖ Finance- University Purchasing Policies



On the horizon (2021)

- For 2021, we are building additional training for Business Managers
 - Lunch & Learns
 - Interactive Webinars
 - Training Videos
 - And more!
- These will address the biggest pain points for business managers identified by our team.



Long Term Goals (2022 and beyond)

- Create thematically-related training campaigns that address specific needs:
 - New Business Manager Orientation
 - Career Path: Admin to Business Manager
 - High Potential/Leadership Development Program
 - Remedial training for at-risk or struggling Business Managers
- Programs assembled from existing trainings developed for 2021
- New trainings added in 2022 to “fill in the blanks”



Questions?



virtual
HIGH FIVE (nailed it.)



Human Resources

- Student Hiring Best Practices
- Overview of Frequently Used Reports for Business Managers





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Student Hiring Best Practices

Student Worker Hiring Best Practices

- How to determine if a student already has a student worker profile
- When to use **Hire Student** vs **Hire Employee** task to trigger the student hire process
- Workday Demonstration



How to Locate Student Worker Profile

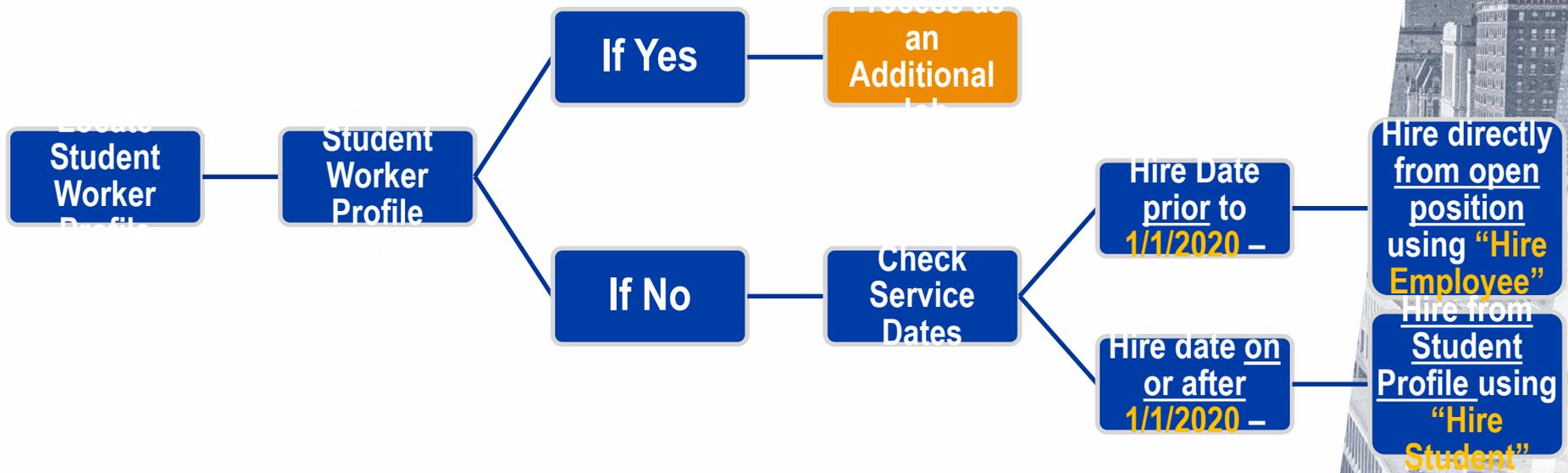
Retrieve
Student ID

Confirm if
there is a
worker profile

Search
Workday by
Student ID



When to use Hire Student vs Hire Employee task





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Workday Demo



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Business Manager Reporting

Highlighted Business Manager Reports

Business Manager Worker Super Report

- Report shows job and compensation details of all active employees within a selected org(s)

CR - HR - Workday FY21 Compensation Excel Workbook

- Report used to assist in completing merit workbook for active employees within selected org(s)

View Open Positions with Reference ID

- Report of open positions both attached and not attached to job requisitions. Position IDs are included

CR - HR - Pending Job Requisitions

- View job requisitions that are currently pending approval. Shows position details of the position attached to pending requisition

- ✓ **Report Request Form:** <https://forms.gle/FhcFHVhFkL3Xwgyu5>
- ✓ **HRIS email address:** HRIS@slu.edu
- ✓ **HRIS Newsletter coming soon**





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Workday Demo

Q&A



#1:

Question:

Is it possible to see all P Card transactions in the division before they are in the approval queue?

Answer:

Currently a report that would pull P Card transactions not expensed filtering by D (Cost Center) is not an option per our CS consultants. The available filters for the data source used for this report do not include Cost Center. As a workaround, the cardholders can pull a report of their transactions not expensed for their card and send to their CC Approvers if they need to see this information in advance of approving the transactions

#2:

Question:

Would it be possible for Cost Center Managers (CCMs) to edit P Card transactions, PO's, SIR, etc. to catch problems before the transactions enter the approval pipeline?

Answer:

The reason why CC approvers only have approval security is because if they have edit access, they will have to click approve at every approval level (vs now where their first approval satisfies all approval levels they are in as a CC approver). This is a WD limitation and therefore inflexible. Our workstream group determined that less clicks as an approver (thereby avoiding a prolonged approval timeline) was more important. The job aid instructions indicate that if approvers notice an error in the worktags, they should send the requisition back to the initiator to correct.

#2 (continued):

Question:

Would it be possible for Cost Center Managers to edit P Card transactions, POs, SIRs, ISDs, etc. to catch problems before the transactions enter the approval pipeline?

Answer:

The MC Finance office has edit access for worktags; however, any updates that they make will not reroute for approval (if the new worktags would have required a different approval workflow).

#3:

Question:

In order to catch any errors before the entire approval process takes place, is it possible to change the order of internal service deliveries (ISDs) to where the submitter's CCM is the first approver before it goes to the receiving department?

Answer:

This is the review/approval sequence that was recommended by the consultants and agreed to by SLU after extensive testing. The Service Provider reviews for accuracy and makes any changes to dollar amount/credit FDM. The document then routes for approvals to both the charge and credit cost centers (as designed by Workday) or to the PI and Grants Approver.

#4:

Question:

How do I easily find specific supplier transactions without scrolling through all transactions under a specific spend category?

Answer:

- Requisition/PO - My Requisitions OR Find Requisition Lines
- Supplier Invoice Request - My Supplier Invoice Request
- Find Supplier Payment Status Report
- Type in the SINV#, INVREQ#, RQ#, or PC# in the Workday Search bar and select “All of Workday” at the bottom left

#5:

Question:

How do I find a specific transaction if I have the INVREQ number?

Answer:

- My Supplier Invoice Request
- Type in the INVREQ# in the Workday Search bar and select “All of Workday” at the bottom left

#6:

Question:

How do I find a supplier invoice request that I have submitted but that has not yet been approved so that I can edit it (e.g., it was realized after submission that the wrong spend category or gift was entered or forgot a comment)?

Answer:

The report **My Supplier Invoice Requests** can be used to edit an “In Progress” request. On the report, click on the related actions button (three dots) of the Supplier Invoice Request (SINVREQ) that is in an “In Progress” status and then click on Edit.

#7:

Question:

How do I find out if a payment has been made, and any helpful details like check number, when suppliers contact about payments?

Answer:

The report **Find Supplier Payments Status** can be used to see the payment status and check number.

#8:

Question:

Is there a regular workflow of payments (such as, if the invoice is approved on a Tuesday, it will be paid on Friday) or does the time of payment involve more than just when the invoice is approved and I receive a "Supplier Invoice Request Event - Successfully Completed" email?

Answer:

When you receive the "Supplier Invoice Request Event - Successfully Completed" message, this means the Supplier Invoice Request has completed all necessary approvals but the transaction still goes on to Accounts Payable for final invoice processing before the payment is issued. Also, the vendor payment terms impact when the payment is cut, meaning the time of payment does involve more than just when the invoice request is approved.

#9:

Question:

Once a P Card transaction is approved, does that automatically show in the system as "spent" or does it only show up once SLU has sent the payment to American Express? This doesn't matter so much now but in June it is nice to know how current the figures are.

Answer:

Once a P Card transaction is fully verified and approved in Workday, the expense is booked in Workday regardless of the timing of the payment to American Express which is accounted for separately and paid in a consolidated monthly payment for the entire University.

#10:

Question:

Is there any way to get back to seeing the P Card receipt that was uploaded during the verification process?

Answer:

The P Card receipt is visible to the Cost Center Approvers when they approve the transaction verification. When reviewing the P Card transaction verification, click on the Attachment tab and the hyper link for the pdf. All P card transactions require an attachment to be attached by the cardholder, meaning there is an attachment/receipt to be viewed on every transaction.

#11:

Question:

Are there any plans to allow users to see the supplier address in the Create Supplier Invoice Request function?

Answer:

The supplier address is visible in the Create Supplier Invoice Request function via the related actions button of the supplier name that you type into the Supplier field. If there are multiple remit to address options associated with the Supplier record than these addresses are visible in the drop down of the Remit To Connection field directly below the Supplier field.

Although most Business Mgr/Finance related roles should have this access we have requested that the address visibility be expanded if possible. This is TBD. The report **CR - FIN Find Suppliers** can be used to view address information.

#12:

Question:

What is the “SLU Virtual University Budget” in the Plan Structure? Should I be using that option in my searches or is “Operational” what I should be using for viewing expenses?

Answer:

This depends if you are a CCM for SLUCare or not.

The “SLU Virtual University Budget” links two plans together (i.e., the Operational + Personnel Budget).

For non-SLUCare CCs, if you select the “Operational” Plan Structure, the budget related to compensation and benefits would not be included, therefore you should select “SLU Virtual University Budget” Plan Structure and then the “FY21 Total Operational Budget” Plan Name.

#12 (continued):

Question:

What is the “SLU Virtual University Budget” in the Plan Structure? Should I be using that option in my searches or is “Operational” what I should be using for viewing expenses?

Answer:

SLUCare CCs need to have their compensation and benefit budgets by month and since position budgets (which are included in the “Personnel Budget” plan structure) cannot be broken out by month, these CCMs use the “SLUCare” Plan Structure (not the “SLU Virtual University Budget” Plan Structure) and the “FY21 SLUCare” Plan Name. The personnel budgets by Spend Category for each CC were added to the SLUCare financial plan rather than the sum of all the position budgets created in the “Personnel Budget” Plan Structure. SLUCare does not complete Position Budget Amendments and they manage their compensation and benefits budgets in total using the Attrition Spend Category.

#13:

Question:

Why aren't P Card vendor names showing up in the CR - FIN - Report of Transactions - Org report? Currently the vendor name is being added to the "line memo" as a workaround.

Answer:

Crystal is working to add the Credit Card Merchant Name to the Report of Transactions.

#14:

Question:

In the CR - FIN - Report of Transactions - Org report, is there a way to filter out certain line items prior to running the report – like personnel costs? This is a choice in other reports but not in the ROT. This would be similar to filtering by account code in Cognos.

Answer:

The parameter 'Ledger Accounts' currently defaults to 'SLU Parent: Income Statement' and 'SLU Parent: Transfers'. The results are all revenue and expenditure transactions. To view only non-salary expenditures transactions, remove 'SLU Parent: Income Statement' and add 'SLU Parent: Supplies, repairs, utilities, and other expenses'. Users also have the option of selecting specific ledger accounts.

SLUCare users who need to see depreciation expense would also need to select 'SLU Parent: Depreciation and amortization' or Ledger Account 5800: Depreciation and Amortization.

#15:

Question:

In the CR - FIN – Statement of Account, can cost center, operating funds be distinguished from 11 programs?

Answer:

Please run the Statement of Account with 'Repeat by' parameter **Program** and 'Worktags' **Fund 11**. The results will display a SOA for each Program and then a SOA 'Blank'. This last report will be any activity that does not have a Program worktag. To view any driver worktags (Gift/Grant/Project/Specialty) that may be included in the 'Blank' report, click on any of the dollar amounts in blue text or click the arrow next to the dollar amount and then View By Grant or Gift or other worktag.

Workday Support

- budgetoffice@slu.edu - Budget or Budget Amendment
- mcfinance@health.slu.edu - SluCare Customer Accounts
- treasuryservices@slu.edu - Non-SluCare Customer Account
- accountspayable@slu.edu - Accounts Payable functions
- cardprograms@slu.edu - AMEX P cards or T & E cards
- univtravel@slu.edu - Trip ID or anything Concur
- sludeposits@slu.edu - Departmental Deposits via Ad Hoc Bank Transaction
- supplieraccounts@slu.edu - Supplier requests or updates
- billikenbuyadmin@slu.edu - Billiken Buy or anything Procurement
- grants@slu.edu - Awards, Award Proposal, Grants
- hr@slu.edu - Human Capital Management (HCM), Talent & Learning
- facilitiesdatamanagement@slu.edu - Workday Location
- accountingservices@slu.edu - FDM, Financial Accounting, Projects, Business Assets, Internal Service Delivery (ISD), or Endowments

Happy Holidays!

