Fiscal Update
and Q&A

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Robert Concitis, Central Unit Financial Management
12/07/2020
Today’s Agenda

• Workday update
• Overview of finance changes in Workday
• NelNet
• Operations Fiscal Newsletter
• Q&A
1. Communicate
2. Educate

#1. Tell the Truth
- The change is going to take time
- Right for the institution not necessarily right for the individual
- We’ll be here to help

#2. Set Expectation
- Year 1 - Hate it
- Year 2 - Tolerate it
- Year 3 - Like it

Have patience

#3. The valley is normal

Source: https://www.youtube.com/watch?v=PV54-3qcWy0
Workday finance go-live is 1/7/2021

BRACE YOURSELF

WORKDAY IS COMING

HR and Payroll go-live is 1/3/2021
Workday Training

- Assigned training has been focused on “core” users in HR and Finance (special security/access roles)
  - No required “live” training scheduled for most educators or staff
- Required Training: Institutional Data Policy 2020-2021. If you do not take this you cannot log into Workday
- Recommended training for educators and staff
  - [https://enterprise-project.osu.edu/about-training](https://enterprise-project.osu.edu/about-training)
  - Workday Basics, Request Time Off Demo, Buying Experience, Spend Authorizations & Expense Reports
- May be assigned training based on current access roles
  - Watch your BuckeyeLearn transcript
Workday Training

- Watch for emails from Jason Hedrick (change coordinator)
- Also check the Enterprise Project website for updates
- The Lab Tenant is available now
  - Practice environment
- Administrative Resource Center (ARC)
  - Job aids for specific Workday tasks
Workday Changes – New Terminology

- **Workday Glossary, ARC Glossary**
- Lots of changes to the way we refer to business practices
  - Chartfield ➔ FDM / Worktags
  - eRequest PO request ➔ Requisition
  - Travel Request ➔ Spend Authorization
  - eStores ➔ Buckeye Buy
  - Reimbursement/Payment Request ➔ Expense Report
Workday changes - FDM

• Chartfield goes away, becomes **FDM** (Foundational Data Model)
Workday Changes- FDM

• **Financial Translator Tool**
  – How current PeopleSoft values (org/fund/account, etc) translate to Workday Worktags.

• Be patient with yourself and others, this will be the most difficult part of the transition (imho)
  – Good news, we’ll all be learning together!
Workday Changes - Approvals

• The university has structured Workday approvals to be obtained from the Cost Center (formerly Org) manager, and the Unit Leader
  – CFAES has determined that the unit Fiscal Officer will act as CCM.
  – Area Leaders and Assistant Director will approve as Unit Leader
  – Counties: Determining best practices for when/how we will obtain local approvals from fiscal steward, as it will not be “in the system”
Workday Changes – Travel

• All travel requests (spend authorizations) and reimbursements (expense reports) will be part of Workday
  – There will still be blanket spend auths for monthly mileage
  – More emphasis on personal time in conjunction with business on pre-approvals
  – Reimbursements must be submitted within 60 days instead of 90 (will be processed as taxable income after 60 days from original expense, per IRS)
Workday Changes – Purchasing

• More emphasis on contracted suppliers
  – New Marketplace (Buckeye Buy) will replace current eStores platform

• All POs will be reviewed by central purchasing
  – May be more difficult to get a PO through if it conflicts with a University contract

• Competitive bids will be more common (college-wide vendor spend)

• Vendor Self-Service (supplier request)
  – Portal for vendors/suppliers to maintain their own profiles and request addition to vendor list
Workday Changes - Pcard

- Increased responsibility on card manager
  - Card manager has the authority to deny usage of the card. Card managers need to be comfortable with this authority.
  - Card managers will be responsible for creating expense reports for all PCard transactions (except those related to travel)
- Cycle limit will increase to $20k, transaction limit to remain at $5k
- Will not require replacement cards (Univ only)
- “training” link was emailed last week
Workday Changes – Pcard & OSP

• We will still **not** be able to use our department cards for OSP grant purchases (different from what we were told initially)

• OSP will be moving from AMEX to PNC Visa cards in January
  – Will require replacement of existing cards
  – These cards can be used for any OSP grant
  – They will require the manager to enter expense reports as well, not just forward receipts with the statement like they do now
  – All OSP transactions will route to the OSP Service Center for review/approval (our FAES SC won’t see them)
Workday Changes - Reporting

- All transactions hit the GL as soon as they are approved – “Live Data”
- Unsure of the format of standard monthly reports (still training)
- Unsure if there will be new guidance on monthly reconciliation?
- Unsure who can have access and how it will be granted
Workday – Key Deadlines

- [https://enterprise-project.osu.edu/workday/calendar](https://enterprise-project.osu.edu/workday/calendar)

### Requisitions, Direct Purchase Orders, eSTORES and PREP

<table>
<thead>
<tr>
<th>Date</th>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/14/20</td>
<td>End Users</td>
<td>Last day for eRequests to be entered (for all the above).</td>
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### Accounts Payable

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<th>Date</th>
<th>Role</th>
<th>Description</th>
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<tbody>
<tr>
<td>12/16/20</td>
<td>End Users</td>
<td>Last day to submit manual invoices to AP.</td>
</tr>
<tr>
<td>12/30/20</td>
<td>End Users</td>
<td>Last day to approve manual invoices (vouchers).</td>
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### Travel

<table>
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<th>Role</th>
<th>Description</th>
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<tbody>
<tr>
<td>12/07/20</td>
<td>End Users</td>
<td>Last day for eTravel requests and payments to be entered.</td>
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<tr>
<td>12/11/20</td>
<td>Approvers</td>
<td>Last day for eTravel requests to be approved.</td>
</tr>
<tr>
<td>12/18/20</td>
<td>Service Center</td>
<td>Last day for approve (compliance) eTravel requests.</td>
</tr>
<tr>
<td>12/29/20</td>
<td>End Users</td>
<td>Last day for eTravel reimbursement certification.</td>
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### PCARD

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<th>Role</th>
<th>Description</th>
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<tr>
<td>12/28/20</td>
<td>End Users</td>
<td>Last day for PCard eRequests entered.</td>
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What is NelNet?

• NelNet is an online payment (credit card) processor
  – Functions similarly to PayPal, Apple Pay, Google Pay, etc
• Provides two basic processing options to OSU
  – Commerce Manager (payment gateway website)
    • This is what we have set up for all county offices
  – E-Store (marketplace site with cart checkout)
    • Can be requested if good use-case is presented
• Currently available for each county office, other units soon
• Great replacement for CVENT
Extension Operations Newsletter

• Monthly update sent to All Extension list serve
• Articles on Ops site: https://extops.cfaes.ohio-state.edu/news
• Have an idea for an article?
  – Share with your Ops Fiscal rep; Patty, Sarah or Vickie