Workday Finance for Student Organization Advisors

Kelly Hui, Financial Analyst, SASO
Christine Baez, Sr. Financial Assistant, SASO

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.

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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.

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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

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Upcoming Workshops…

Student Organization Financial Model

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Student Organization Financial Model

Program ID = "Driver Worktag"

What funds go into each of my programs?
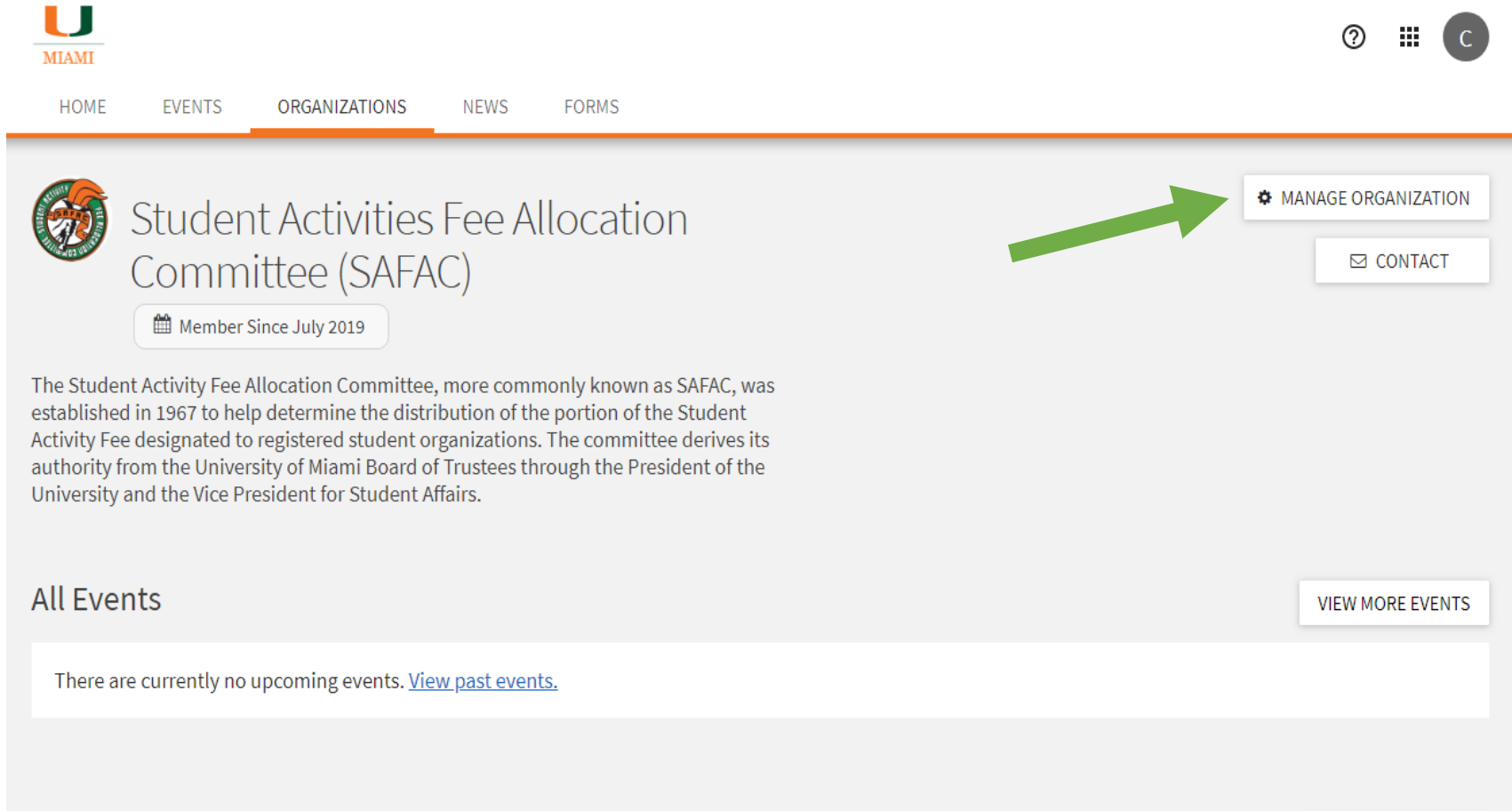
SAFAC	Non-SAFAC
- Funds allocated by SAFAC ONLY	- Member Dues - Money from Fundraisers (Bake Sales, etc.) - Donations/Gifts - Sponsorship Funds

Unused Funds Returned to SAFAC

Unused Funds Remain with Organization

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How do I find my new Program IDs?

Click on the hamburger menu → About

Sample Transaction Audit Report
"FIN-ACC-Balance Forward/ Balance Available by Worktag"

Sample Transaction Audit Report
"FIN-ACC-Balance Forward/ Balance Available by Worktag"

Sample SAFAC Account

9 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)			

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)			

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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)

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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!

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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).

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http://finaid.miami.edu/resources/submitting-award-information-to-fa/index.html
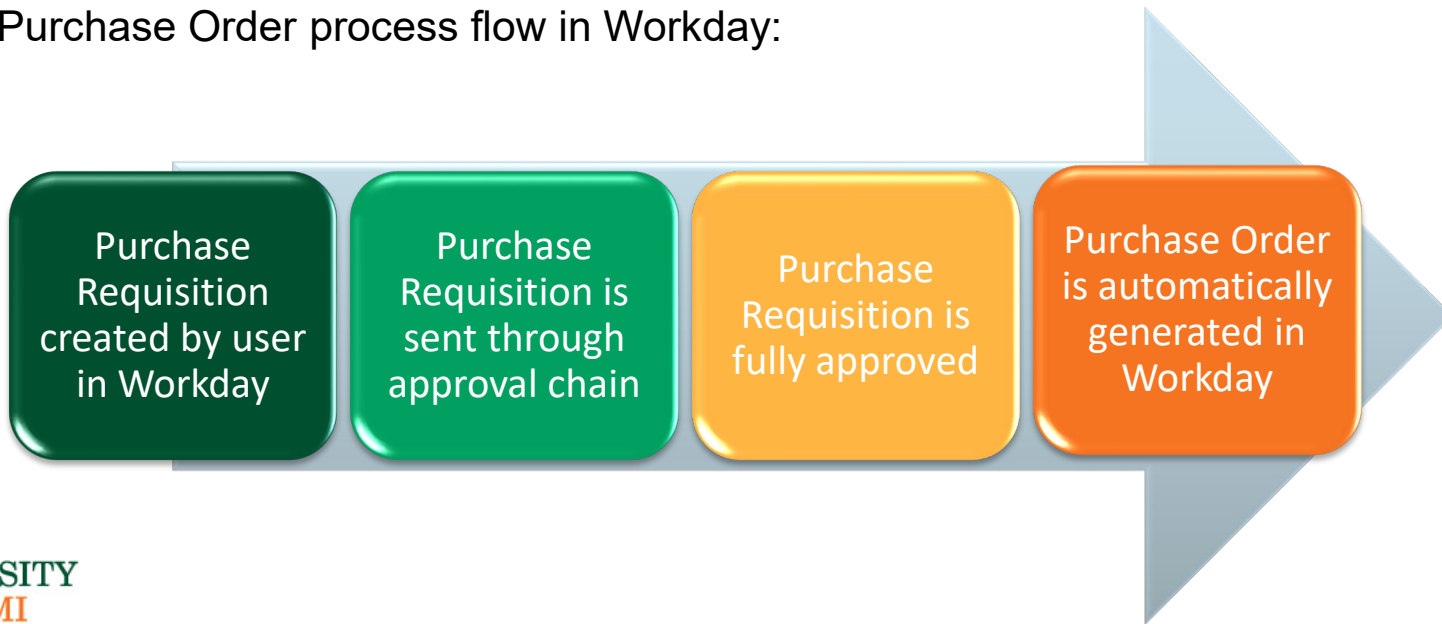
Check Requests

- 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.)

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Training available in ULearn:
Workday: Check Requests (Formerly eChecks)
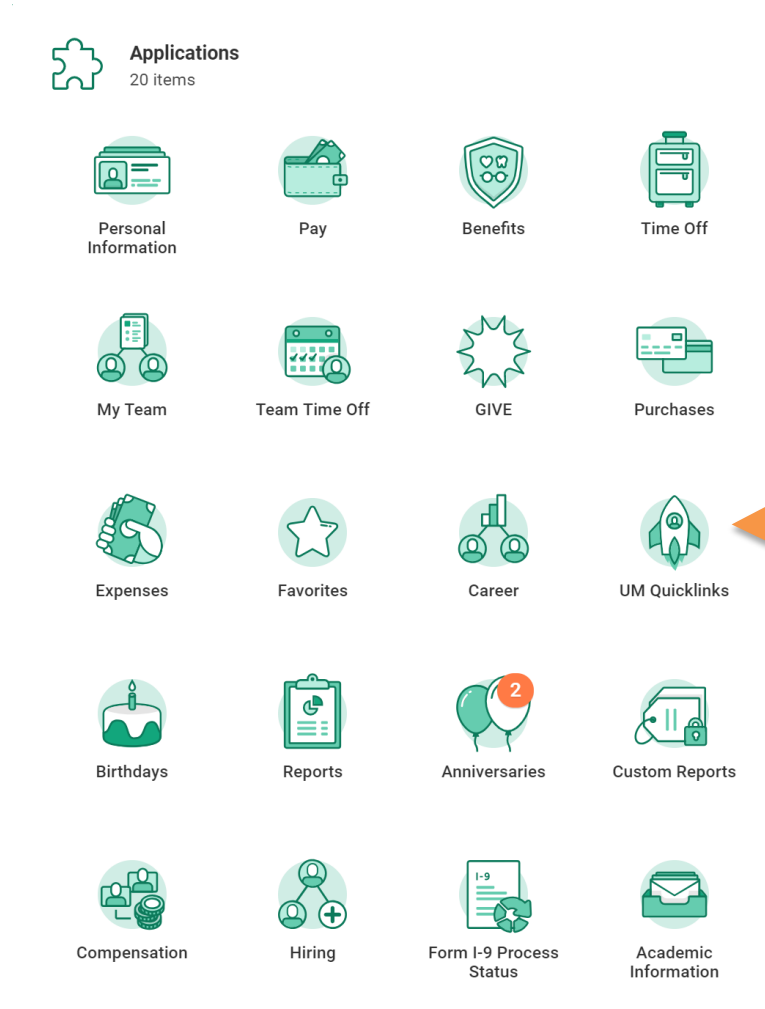
Purchase Requisitions

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 created by user in Workday	Purchase Requisition is sent through approval chain	Purchase Requisition is fully approved	Purchase Order is automatically generated in Workday

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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

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Purchase Requisition: How to Pay Vendor Cont.

AP Department Invoice

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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.

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

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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

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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

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Approval Flow

| Program Manager | → | Cost Center Manager | → | Department of Student Activities & Student Organizations | → | Controller's Office |

Organization advisor typically holds both roles

Reviewing to ensure all items charged to SAFAC programs were approved by SAFAC.

Also reviewing for documentation, compliance with SAFAC, SASO, and UM policies (travel registration, performance agreements, etc.)

Final Approver; Purchasing, Check Disbursements, Accounts Payable, Etc.

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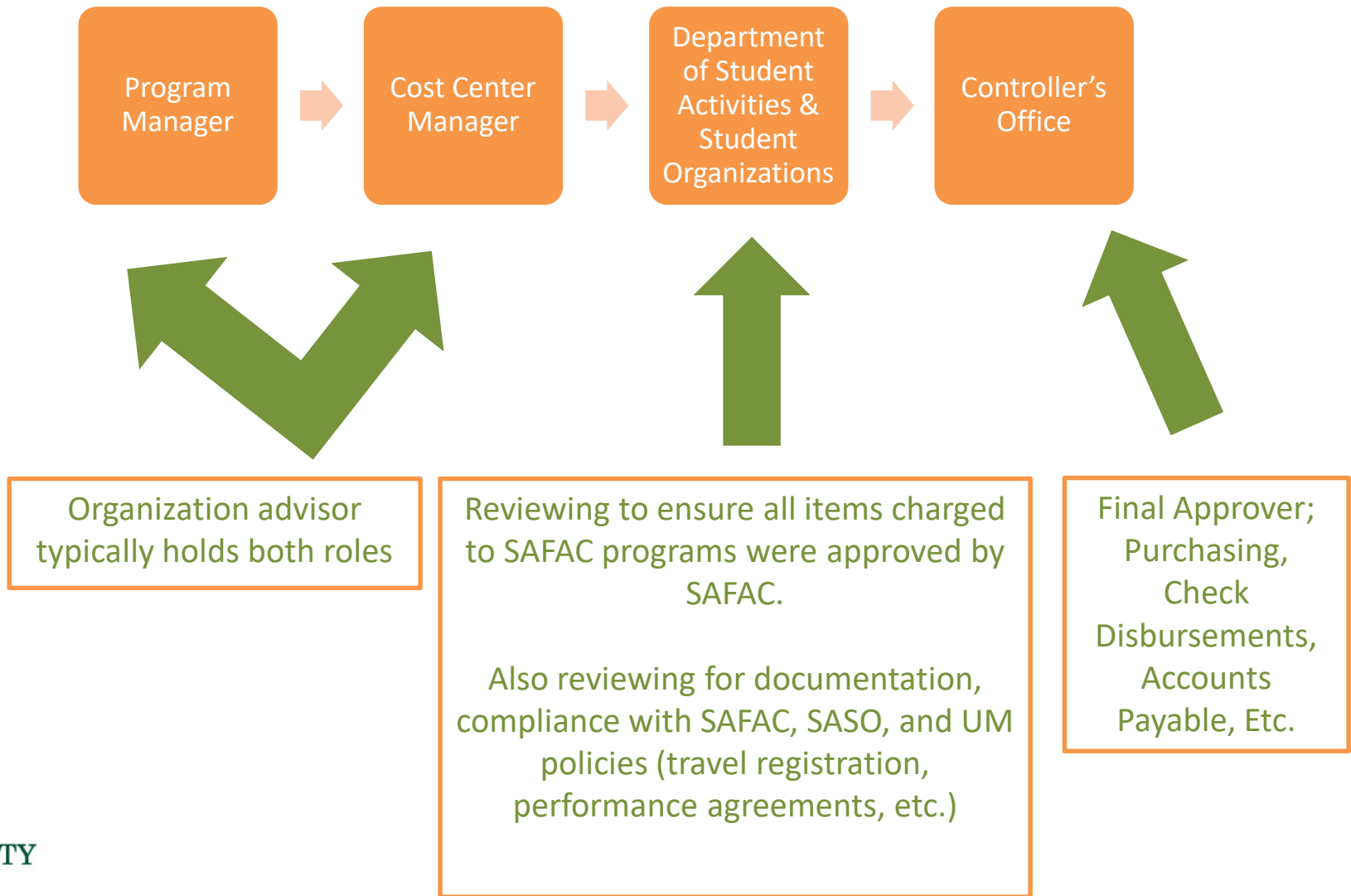
Workday Finance Security Request Forms

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?

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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, *and is a prerequisite for all of the other in-person trainings.*
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.

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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).

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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

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