Welcome to the IRP Combo Call in for Reports Available for Managers of People and Funds

We will begin shortly - please note:

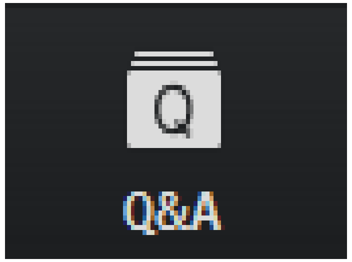
- We have **muted your audio and turned off your camera** to ensure higher quality sound during the session. **Please ensure your audio and camera remain off** throughout the entire presentation.

- If you have a technical issue during the session, please use the **chat** feature.

- We will **answer questions throughout the session** as time allows.

★ **To ask questions…**

- Click on the Q&A icon at the bottom of your screen in Zoom
- Type in your questions and view questions from colleagues
- Upvote your colleagues' questions by pressing the "thumbs up" next to the question



INTEGRATED RENEWAL PROGRAM

Finance Reports

Leisa Belanger – Director, Finance Transformation

Adam DeMello - Associate Director, Mgmnt Reporting & Budgeting

Michael Guimond - Acting Director of Finance, Faculty of Pharmaceutical Sciences

Ray McNichol - Assistant Dean, Finance, Resources and Operations – Faculty of Science

UBC

24 NOVEMBER 2020

LAND ACKNOWLEDGEMENT

We acknowledge that UBC's two main campuses are located on the traditional, ancestral and unceded territories of the xʷməθkʷəy̓əm (Musqueam) and *Syilx* (Okanagan) peoples, and that UBC's activities take place on Indigenous lands throughout British Columbia and beyond.

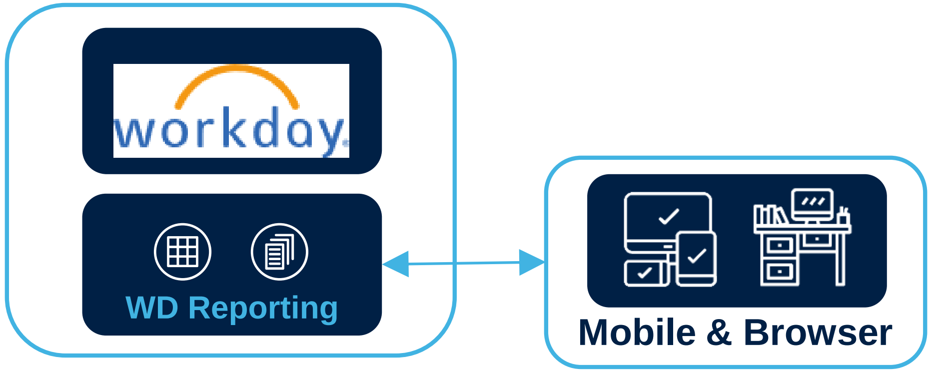
TODAY'S DISCUSSION

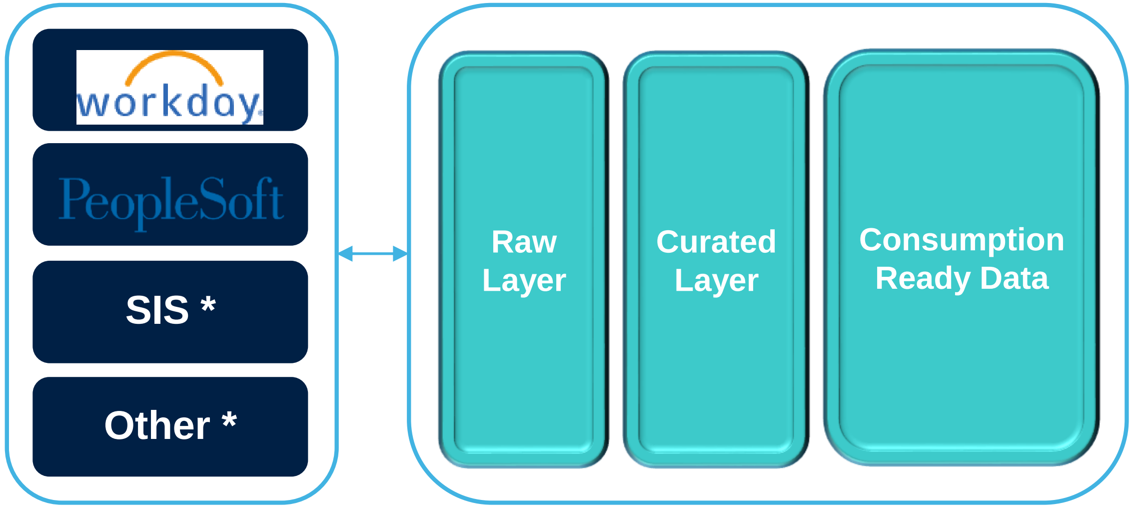
Agenda

1. Reporting Solutions: Workday vs. Off-board
2. UBC Finance Website: Full Workday Reports Catalogue
3. Workday: Custom and Standard Reports List (to find security roles)
4. List of Common Reports in Finance
5. Data conversion status update
6. Finance Report Demos:
   - Ledger Summary - Distributed
   - Over/Under Report by Organization Worktags – Distributed
   - Trial Balance - Distributed

Ask **Questions** of the team

REPORTING SOLUTIONS





** - SIS and other systems will be ingested and curated post November 2020 release*

Workday (On-board) Reports

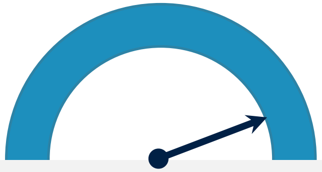
- Reports delivered from within the Workday application
- Operational reports that utilize only "current" Workday data

Off-board Reports

- Reports delivered outside of Workday platform via Oracle Data Warehouse
- Governed and conformed data
- Delivers reports requiring PeopleSoft history, cross domain integrations and complex calculations

Workday (On-board) Reporting Statistics

	FIN
Reports identified	730
Reports removed (rationalization and consolidation)	366
Reports in-scope	321
Reports ready as of Nov 16	284



In-scope reports ready	88%

REPORTS CATALOGUE TOOL ON UBC FINANCE WEBSITE

https://finance.ubc.ca/tools

Home | Finance Resources for Workday | Tools

FINANCE RESOURCES FOR WORKDAY

- Changes to Finance Processes ›
- **Tools** ›
  - PeopleSoft Chartfield to Workday FDM Worktags ›
  - Workday Reports Catalogue ›
  - Chartfield Lookup Tool ›
- Hyperion 2.0 ›
- Digitization Framework ›

TOOLS

Business processes have changed with the launch of Workday, and new tools are available for users to support working with the new system.

Use these tools to review the relationship between PeopleSoft chartfields and Workday worktags, and explore what reports are available in Workday.

PeopleSoft Chartfield to Workday FDM Worktags

The Foundation Data Model (FDM) Translation Tool allows users at UBC to find certain Workday FDM worktags by entering PeopleSoft chartfield(s).

Workday Reports Catalogue

Review what reports in Workday are available, and how they relate to previously existing reports in the PeopleSoft system.

Chartfield Lookup Tool

Search and view Workday finance worktag attributes, such as Worktag ID, name, manager, start/end date, and status.

WORKDAY REPORTS CATALOGUE

Home | Finance Resources for Workday | Tools | Workday Reports Catalogue

FINANCE RESOURCES FOR WORKDAY

- Changes to Finance Processes ›
- **Tools** ˄
  - PeopleSoft Chartfield to Workday FDM Worktags ›
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- Hyperion 2.0 ›
- Digitization Framework ›

WORKDAY REPORTS CATALOGUE

Review the catalogue linked below to find information about Workday reports.

The catalogue is split into three sections:

Report Name-Change Tracker: This resource enables the community to see the names of the legacy reports in FMS and HRMS, and the equivalent report in Workday. There is also additional information such as report purpose, functional area, etc.

Workday Custom and Standard Reports: This resource provides a list of all reports available, regardless of users having access or not. It includes information such as the report name and its purpose.

No Longer Needed (Retired Reports): This resource provides information on reports that have been retired, the functional area, and the rationale.

***Please note you need to be logged in using UBC's VPN to view the catalogue.**

REVIEW THE WORKDAY REPORTS CATALOGUE ›

WORKDAY REPORTS CATALOGUE

Please Note:

Workday reports with 'Distributed' in the name are for broad use. You may not have access to some of the reports listed based on your role. To see what reports you have access to, please run the report "Custom and Standard Reports List" within Workday.

For additional support on how to find and run reports please refer to the reporting job aids:

Finance Reports: https://blogs.ubc.ca/ubcworkdayjobaids/archives/20046
HCM Reports: https://blogs.ubc.ca/ubcworkdayjobaids/archives/6686

Legacy report names are in process of being validated by functional teams (work in progress).

Report Name-Change Tracker

Click here to find the new name of a legacy report or to find new Workday reports.

Workday Custom and Standard Reports

Click here to find a comprehensive list of all Workday reports.

No Longer Needed (Retired) Reports

Click here to find reports that are retired.

See definitions of terms used in the above dashboards here --> **Dashboard Terms**

WORKDAY: CUSTOM AND STANDARD REPORTS LIST

For finding security roles that can run a report

Custom and Standard Reports List (Actions)

This list does not include XpressO reports

444 items

Report	Report Purpose	Report Description	Active Report Tags	Report Type	Report Owner	Roles Allowed to Run Report	Created Moment
AAPS Activity Summary	List of AAPS employees' appointment activities each month. Shows activities such as reappointments and extensions.		Migration Ready	Advanced	3350e279386447f09392525a730dc272 / Nathan Miller	Absence Partner Academic Administrator Academic Chair/Manager Academic Dean Academic Executive More (159)	2020-10-08 08:16:50.056 AM
AAPS Monthly Employee Data	To ensure compliance with the collective agreement, exactly as specified in the sample. This report is given to AAPS. Helps determine which employees have started with UBC, which employees to add to the AAPS contact list, track membership FTE percentage for dues, track seniority. May want to check with AAPS on exact usage. Report Prompts: None Report ID: COM-RPT-21	Report ID: COM-RPT-21	Migration Ready	Advanced	3350e279386447f09392525a730dc272 / Nathan Miller	Absence Partner Academic Executive Accounts Payable Manager Accounts Payable Manager (Unconstrained) Benefits Administrator More (93)	2020-10-08 09:40:17.323 AM

CENTRAL VS DISTRIBUTED REPORTS

	C Central Reports	Distributed Reports
Definition	Designed for central users with access to data across UBC (not restricted by an organization) that is relevant to their role	Designed for users with restricted access to data based on an organization. E.g.: by Cost Centre Hierarchy, Supervisory Organization
Examples	• Trial Balance • Ledger Summary • Over/Under • Work permit expiry – Central	• Trial Balance - Distributed • Ledger Summary - Distributed • Over/Under - Distributed • Work permit expiry – Departmental

LIST OF FINANCE COMMON REPORTS (1 – 5)

Integrated Renewal Program → Resources → Toolkits → Managers → [Common FIN and HR Reports]

S/N	Legacy Term	Workday	Description
1	FMS Payroll Project Grant Summary report	Payroll Summary – Distributed	• List salaries and benefits' expenses for each employee by PG, including deductions from payroll for personal reimbursements • Determine costing for each unit for budgeting
2	FMS Vendors & Vouchers	Find Supplier Invoices by Organization	• View selected supplier invoices by organization • Available only to Cost Centre Managers and Cost Centre Financial Analysts for their assigned Cost Centres
3	FMS Vendor Search	Find Suppliers	• View selected supplier name, supplier ID, status, supplier category, supplier group, address information, tax information. Available to all users "Employee as Self"
4	FMS nQuery – Find Journals	Find Journal Lines Detail – Distributed	• Find one or more journal lines based on criteria indicated in the prompts, such as dates, originated by, journal source, ledger account, organization Worktags • (Example: All journal lines in FY2021 Annual in Cost Centre FINCC001 with Spend Category "Catering")
5	**Ledger Summary (FMS nQuery)**	**Ledger Summary – Distributed**	• **Access a summary of transactions (Actual Revenue and Expenditures) in a given organization by ledger account for each month and fiscal Year-To-Date-Total, as well as Commitments and Obligations**

LIST OF FINANCE COMMON REPORTS (6 – 10)

S/N	Legacy Term	Workday	Description
6	**Over / Under Report (FMS)**	**Over/Under Report by Organization Worktags OR by Cost Center Hierarchies**	• **Review balance available by Cost Centre Hierarchy / Cost Centre / Worktags (equivalent to FMS PGs) for revenue, expenses, transfers, commitments, and obligations**
7	FMS Cash Receipt Search	Find Cash Sale Details – Distributed	• Allow users who have access to local organizational Worktag access to view all the details of cheque/cash deposit.
8	**Trial Balance**	**Trial Balance – Distributed**	• **Ensure entries in General Ledger are balanced. Amounts shown by account for Balance, Activity, YTD Ending Balance, and Variance % between Prior Fiscal YTD Balance and Variance – Current vs Prior Fiscal YTD.**
9	N/A	FDM Cost Centers	• View a list of Cost Centers, related fund/function, manager, hierarchies, and active status
10	N/A	Currency Rates as of Date	• View a list of all currency rates at a specific date and time. Report can be prompted by Effective Timestamp, Source Currencies, Target Currencies and Currency Rate Types

LIST OF FINANCE COMMON REPORTS (11 – 14)

S/N	Legacy Term	Workday	Description
11	N/A	Find Expense Report Lines for Organization	• Find expense report line or itemization for all expense reports for your organization or organization hierarchy. Results don’t include personal expenses and parent lines for itemizations. Only Cost Center Managers and Cost Center Financial Analysts can access this report for their assigned Cost Centers
12	N/A	Grants Expired and Expiring in 90 days	• Highlight grants that have expired or are soon expiring, and assist the PI/Grant Manager to finalize and close those grants in a timely manner
13	N/A	Portfolio of Grants	• Used by PI/Grant Managers to lookup detailed grant info regarding expenses and salaries life to date, as well as future commitments and obligations for effective management and oversight of all their grants
14	N/A	Find Purchase Order Line and Line Splits for Organization	• Find purchase order line or itemization for all purchase orders for your organization or organization hierarchy. Only Cost Center Managers and Cost Center Financial Analysts can access this report for their assigned Cost Centers

DATA CONVERSION STATUS UPDATE

Data in Workday: General Ledger (G/L) **summary** balances **at the worktag level** for March 2019, March 2020 and April through October 2020 per the schedule below.

Data NOT in Workday: **Transaction details prior to November 2020** need to be viewed in FMS. FMS nQuery access will remain unchanged.

G/L balances	Date when converted balances will be in Workday
March 2019	Go-Live*
March 2020	
April – July 2020	
August – September 2020	Now available*
October 2020	Mid-December 2020

* Exceptions: **Project worktag balances** and **endowment spending allocations** will be not be fully converted until mid-December as financial reporting re-classification entries are in progress.

FINANCE REPORTS DEMO

Ledger Summary – Distributed

Michael Guimond - Acting Director of Finance – Faculty of Pharmaceutical Sciences

Over/Under Report by Organization Worktags – Distributed

Ray McNichol - Assistant Dean, Finance, Resources and Operations – Faculty of Science

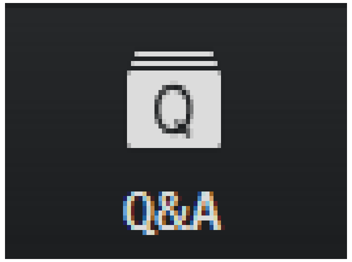
Trial Balance - Distributed

Adam DeMello - Associate Director, Management Reporting & Budgeting

QUESTIONS & ANSWERS

To ask questions….

Click on the Q&A icon at the bottom of your screen in Zoom to open the Q&A box and type in your questions and view questions from colleagues. You can up vote your colleagues questions by pressing the “thumbs up” next to the question. **We will be answering the most upvoted questions in this Q&A session.**



UPCOMING FINANCE EVENTS AND TRAINING

Event / training	Description	Audience	Date	Time
FIN EIB Call-in	• Quick recap of the EIB Processes and resources • Open Q&A • Key Dates & Important Information	EIB Accountant EIB ISD Accountant	Friday, November 27	11:00am - 12pm
Customer Accounts Q&A	Discuss outstanding questions they have with the Customer Accounts Functional SMEs.	Customer Contract Specialists, Customer Billing Specialists, Customer Payment Specialists, and Customer Deposit Specialists within: FoM, Energy Water Services / Building Operations and Treasury	Monday, November 30	1pm - 2pm
Training / Q&A Finance 101	Simple & Complex Expense Reporting	All Faculty and Staff	Monday, December 7	1pm - 2pm
Training / Q&A Finance 301	Supplier Accounts	All Faculty and Staff	Monday, December 14	10:30am - 12pm
Grants Events	Custom reporting, security roles and Q&A for grants	Cost Center Financial Analyst Cost Center Financial Payroll Analyst Grant Financial Analyst	December (TBD)	TBD

Find the full Hypercare Schedule here to see all office Hours, Training & Events

Key Report Links

- Link to the Workday Reports Catalogue
- Link to the Report Generation and Analytics Job Aid
- Link to the List of Commonly Used Finance Reports
- Link to demo for Ledger Summary- Distributed and Over/Under Report by Cost Center Hierarchies – Distributed
- Link to the demo for Find Journal Lines Details– Distributed + report navigation
- Link to the FDM translational tool and Ledger Accounts report

CONTACT

The Integrated Renewal Program would love to hear from you! If you have any questions or comments please get in touch.

WEBSITE	**irp.ubc.ca** **isc.ubc.ca**
CONTACT US VIA SERVICE NOW	**https://ubc.service-now.com/selfservice**