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, Mgmt 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
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

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

* SIS and other systems will be ingested and curated post November 2020 release
Workday (On-board) Reporting Statistics

- 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

FINANCE RESOURCES FOR WORKDAY

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
- Workday Reports Catalogue
- Chartfield Lookup Tool
- Hyperion 2.0
- Digitization Framework

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

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

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

REVIEWS THE 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).

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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

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPS Activity Summary</td>
<td>List of AAPS employees’ appointment activities each month. Shows activities such as reappointments and extensions.</td>
<td>Migration Ready</td>
<td>Advanced</td>
<td>3350x279385447f093935258a7300c272 / Nathan Miller</td>
<td>Absence Partner, Academic Administrator, Academic Chair/Manager, Academic Dean, Academic Executive</td>
<td>2020-10-08 08:16:50.056 AM</td>
<td></td>
</tr>
<tr>
<td>AAPS Monthly Employee Data</td>
<td>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.</td>
<td>Migration Ready</td>
<td>Advanced</td>
<td>3350x279385447f093935258a7300c272 / Nathan Miller</td>
<td>Absence Partner, Academic Executive, Accounts Payable Manager, Accounts Payable Manager (Unconstrained), Benefits Administrator</td>
<td>2020-10-08 09:40:17.323 AM</td>
<td></td>
</tr>
</tbody>
</table>
## Central vs Distributed Reports

<table>
<thead>
<tr>
<th>Central Reports</th>
<th>Distributed Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>Designed for users with restricted access to data based on an organization. E.g.: by Cost Centre Hierarchy, Supervisory Organization</td>
</tr>
<tr>
<td><strong>Examples</strong></td>
<td><strong>Examples</strong></td>
</tr>
<tr>
<td>- Trial Balance</td>
<td>- Trial Balance - Distributed</td>
</tr>
<tr>
<td>- Ledger Summary</td>
<td>- Ledger Summary - Distributed</td>
</tr>
<tr>
<td>- Over/Under</td>
<td>- Over/Under - Distributed</td>
</tr>
<tr>
<td>- Work permit expiry – Central</td>
<td>- Work permit expiry – Departmental</td>
</tr>
</tbody>
</table>
## LIST OF FINANCE COMMON REPORTS (1 – 5)

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

<table>
<thead>
<tr>
<th>S/N</th>
<th>Legacy Term</th>
<th>Workday</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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)

<table>
<thead>
<tr>
<th>S/N</th>
<th>Legacy Term</th>
<th>Workday</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Over / Under Report</td>
<td>Over/Under Report by Organization Worktags OR</td>
<td>• Review balance available by Cost Centre Hierarchy / Cost Centre / Worktags (equivalent to FMS PGs) for revenue, expenses, transfers, commitments, and obligations</td>
</tr>
<tr>
<td></td>
<td>(FMS)</td>
<td>Organization Worktags OR by Cost Center Hierarchies</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>FMS Cash Receipt</td>
<td>Find Cash Sale Details – Distributed</td>
<td>• Allow users who have access to local organizational Worktag access to view all the details of cheque/cash deposit.</td>
</tr>
<tr>
<td></td>
<td>Search</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Trial Balance</td>
<td>Trial Balance – Distributed</td>
<td>• 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.</td>
</tr>
<tr>
<td>9</td>
<td>N/A</td>
<td>FDM Cost Centers</td>
<td>• View a list of Cost Centers, related fund/function, manager, hierarchies, and active status</td>
</tr>
<tr>
<td>10</td>
<td>N/A</td>
<td>Currency Rates as of Date</td>
<td>• 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</td>
</tr>
<tr>
<td>S/N</td>
<td>Legacy Term</td>
<td>Workday</td>
<td>Description</td>
</tr>
<tr>
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<td>-------------</td>
</tr>
<tr>
<td>11</td>
<td>N/A</td>
<td>Find Expense Report Lines for Organization</td>
<td>• 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</td>
</tr>
<tr>
<td>12</td>
<td>N/A</td>
<td>Grants Expired and Expiring in 90 days</td>
<td>• 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</td>
</tr>
<tr>
<td>13</td>
<td>N/A</td>
<td>Portfolio of Grants</td>
<td>• 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</td>
</tr>
<tr>
<td>14</td>
<td>N/A</td>
<td>Find Purchase Order Line and Line Splits for Organization</td>
<td>• 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</td>
</tr>
</tbody>
</table>

LIST OF FINANCE COMMON REPORTS (11 – 14)
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.

<table>
<thead>
<tr>
<th>G/L balances</th>
<th>Date when converted balances will be in Workday</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2019</td>
<td></td>
</tr>
<tr>
<td>March 2020</td>
<td></td>
</tr>
<tr>
<td>April – July 2020</td>
<td>Go-Live*</td>
</tr>
<tr>
<td>August – September 2020</td>
<td>Now available*</td>
</tr>
<tr>
<td>October 2020</td>
<td>Mid-December 2020</td>
</tr>
</tbody>
</table>

* 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
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

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

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
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