



Jumpstart Your Workday Journey

Fiscal Staff

To our finance partners, welcome to your Workday Journey! We hope the new system's many streamlined workflows and powerful reporting tools will support the important work you do when UF goes live with Workday in July 2027. As UF's departmental accountants/fiscal staff, you manage, process and oversee financial transactions, budgeting and accounting activities within your colleges and units. You may also contribute to budget proposals, expense-tracking and financial compliance for research grants. You're our front-line financial experts who manage the day-to-day financial operations for your colleagues. Workday will offer many benefits to enhance your performance. Please read about some of the key changes to come and explore the early learning resources shared below. Thank you for your support as UF prepares to modernize our business processes and systems.

Key Changes

Here are some high-level changes you can expect with Workday:

- The Foundation Data Model (future state chart of accounts) will provide greater flexibility and granularity for tracking financial transactions, enabling units to retire many external tracking systems.
- Faculty and staff will have access to a myPortfolio reporting dashboard, which will provide real-time, drill-down access to activity on funding sources that have been assigned to them.
- Budget checking will not be used in Workday. Instead, transactions will route to a gift, grant, or cost center manager for approval. Robust reporting to track available budget and spending balances will be available.
- Workday provides functionality for managing revenue to external sources (outside the UF enterprise). A new Invoice to Cash office will support units by creating and maintaining customer account information, processing invoices and assisting in managing application of payments to invoices.
- MyUF Marketplace will continue to be utilized for catalog shopping. All other procurement activity will happen in Workday.
- Spend authorizations (travel authorization requests), cash advances, and expense reports will all be handled in Workday.





New Ways of Working

Some changes will require new approaches to our current business processes, including:

- Workday will provide a streamlined workflow for financial transactions powered by security roles. Thoughtful application of the security roles will permit flexibility in how units operate while maintaining a standardized approach for the UF enterprise.
- Effective with our Workday go-live, the university will shift to a two-card system, with separate cards for travel and commodities. This enables the university to automate reporting on vendor purchases and will provide a more streamlined experience within the Workday travel module.
- UF will be leveraging receipting functionality within Workday – this means that units will be required to confirm that goods/services have been received prior to the vendor invoice being paid. The process should be fairly seamless and is further enabled through mobile-friendly functionality. Invoices will be automatically paid by the system when matched to a purchase order and a receipt.
- Units will process non-PO invoices by submitting an invoice request in Workday. The core office team will convert the request to an invoice and finalize payment.

Benefits of Workday

Here are some features we think you'll find interesting:

- Workday facilitates automation of Salary Over the Cap handling for both payroll allocations and effort reporting on grants – no more manual calculating!
- Workday provides simple and straightforward functionality to correct or add a worktag to an already posted and paid payment. Additionally, the correction remains tied to the original transaction, providing a clear audit trail. Splitting an already posted and paid payment between multiple funding sources will continue to require a manual journal entry.
- Financial transactions post to the general ledger immediately once they are approved, meaning that they are immediately available in reporting (no more batching overnight). Workday will offer real-time reporting, with the ability to drill down to supporting information, pivot or filter selected information, and download to excel.
- Users involved in a transaction will have ready visibility into the status of the transaction —where it goes to next, who still has to approve it, etc.





How to Prepare

We encourage you to begin laying the groundwork now for the changes to come. Some recommended activities include:

- Visit the [Empowering UF](#) website.
- Explore [Education & Resources](#):
 - Learn [about Organizations](#) in Workday and watch this [overview video](#).
 - Browse [Workday Demos](#).
 - Understand the [Foundation Data Model](#) (FDM) — the backbone of Workday. Watch the [video, explore the current-to-future-state graphic](#), and review information on Worktags and [FAQs](#).
 - **Finance & Research**: Explore Workday's finance and research [workflows](#), [terminology](#) and details on banking and settlement, accounting and budgets, expenses, grants and gifts.
 - **Human Capital Management (HCM) & Payroll**: See what will change in self-service tools for benefits, compensation, recruitment, payroll and more. [Use the click-through graphic](#) to get familiar with Workday terminology.
- Connect with your college or unit representatives in the Empowering UF [Change Agent Network](#) of liaisons working with our Empowering UF Project Team.
- Subscribe to the [Empowering UF Newsletter](#) to stay informed now and throughout the transition.
- Consider taking some education courses to prepare for change and refresh key skills.
 - View the Training & Organizational Development [training calendar](#) and register on the [myTraining](#) portal.
 - **For administrative professionals involved in fiscal and/or payroll management**, please visit the [Pro 3 Series](#) training options, including [Pro3 Competencies](#) and [Fiscal Management Courses](#).
 - UF provides faculty and staff with free access to LinkedIn Learning's more than 16,000 training courses available 24/7. Access the UF LinkedIn Learning login and FAQs [here](#).
- **Document and review your unit-specific standards and processes** and keep them as a point of reference to use when adapting to upcoming changes.





- **Business process review and preparation:** Consider current business processes and fiscal year-end preparations with the perspective of what you will be managing this time next year before Workday goes live.

