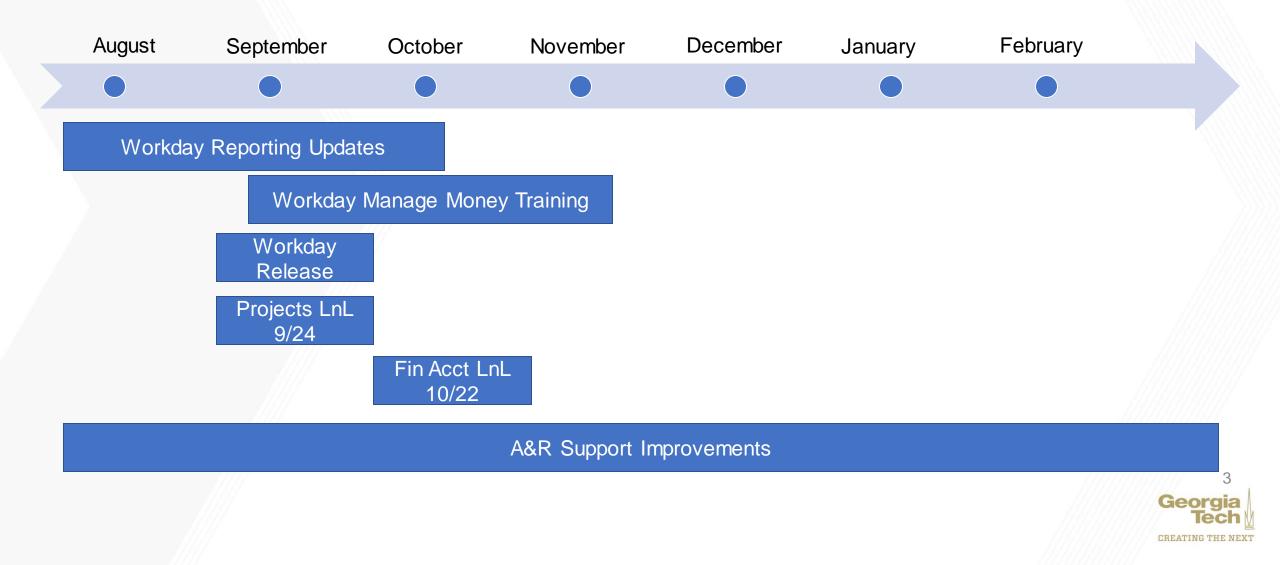# Workday 2020R2 Release

9/9/2020

Safe Harbor

The information delivered within this presentation was published on 9/9/2020.

This information, while accurate at the time, is subject to change.

Program Updates

August   September   October   November   December   January   February

Workday Reporting Updates

Workday Manage Money Training

Workday Release

Projects LnL 9/24

Fin Acct LnL 10/22

A&R Support Improvements

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Workday 2020R2 Release

- Workday Community Release Center
  - https://community.workday.com/dashboards/release-prep-center
  - Informational videos
  - Release notes
- What's New Documentation released 7/31
- Features in Preview 8/8
- Production Release 9/12
- Two types of release items
  - Automatically Available – Can't opt out, may still require some configuration
  - Setup Required – Optional functionality, requires additional configuration

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Campus Impacts

- My Shortcuts
  - Ease of navigation

- Changes to expense reports
  - Improved user experience

- Line memos on accounting adjustments
  - More complete data

- 2020R2 consists of many optional and behind-the-scene features scheduled for future implementation
  - Low campus impact overall
  - New report fields available

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2020R2 User Experience

- All automatically available
- My Shortcuts
  - New configurable icon in banner to access tasks, reports, worklets
  - Pre-configured with 3 most frequently used tasks and reports
- Search & prompt updates
  - Recent searches
  - Icons to distinguish results
- Custom colors in tenant branding
- Miscellaneous accessibility & navigation updates
- Frequently used related actions
  - Only for workers
  - Promotes 5 most frequently related actions

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2020R2 Expenses

- Expense Report User Interface & Performance
  - Automatically Available
  - Add more granular statuses to expense reports
    - Visible in multiple places
  - UI updates to make experience consistent between desktop and Android/iOS
  - Performance improvements when creating/editing expense reports
  - Other UI improvements

- Ability to send back specific expense lines and allow the rest to continue for approval
  - Planned uptake for November
  - Adds mobile support

2020R2 Procurement

- Additional support for zero amount POs
  - Planned uptake in October
  - Issue $0 purchase orders
  - Fix to accounting issues

- Mass Close PO Lines
  - Planned uptake in November
  - Increased control & support for mass close PO
  - Additional report fields

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2020R2 Supplier Accounts

- Configurable attributes on supplier invoices
  - Planned uptake in October
  - Free text field

- Supplier invoice work area
  - Planned uptake in October
  - Additional features to facilitate supplier invoice processing
  - Automated work queue

- Supplier Portal updates
  - Supplier Portal functionality under review – See appendix
  - Adds ability to request and communicate with prospective suppliers

2020R2 Financial Accounting

- Accounting Adjustment Updates
  - Automatically available
  - Line memos on accounting adjustments
  - Requires valid date

2020R2 Reporting

- Report Performance
  - Optimizing T/F report fields
  - Memory usage enhancements

- Discovery Boards
  - Implementation TBD
  - Workday-based querying tools for specific areas (expenses, procurement, etc)
  - Now available to all Workday customers
  - Additional chart options
  - More granular security
  - Support for Drive

- Worksheets External References
  - Improved performance and usability when referencing external information in Worksheets

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Demo

- My Shortcuts
  - New configurable icon in banner to access tasks, reports, worklets
  - Pre-configured with 3 most frequently used tasks and reports
- Expense Report User Interface & Performance
- Add memo field on accounting adjustments

Updates to Training and Knowledge

- Each release the job aids and web-based trainings are assessed for updates
- This release includes mostly screenshot updates as little is changing to our processes
- Updates will be made during the week of 9/14

Projects Lunch & Learn

- What: Projects is a Workday functional area used to track costs, report on progress, and budget on activities such as capital projects or internal departmental projects. This session will dive into:
    - An explanation of the 4 types of projects
    - How projects are implemented at the Institute today
    - Ideas on future applications for projects
- When: 9/24 at 12:00pm
- [Register today](#)

Questions

Workday Supplier Portal

Portal for suppliers to look up & submit invoices

- Under review for setup and test.

- Invoice submission

- Invoice payment lookup.

- Requires that invoices are entered against a PO
  - Reduce Invoices without PO
  - Invoice against PO lines

Appendix

- Projects Updates:
  - Configure project tasks using project hierarchy
    - Planned uptake for December
    - Limit tasks to certain hierarchies
    - Create task templates to hierarchies
    - Use templates when creating projects
  - Project budget overhaul
    - Planned uptake for December
    - Establish parent-child relationships for budgets
    - Consolidate and report on linked budgets
    - Budget templates for hierarchies
  - Limited use of projects

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Appendix

- Customer Accounts Updates:
  - Copy Customer Invoice Adjustments
    - Reuse common customer invoice adjustments
  - E-Invoice Connector
    - XML, PDF invoices, and other updates
  - Print and Schedule Dunning Letters
    - Automate statement notifications
  - Revenue Recognition updates
    - Improved security configuration
    - Additional tasks & reports
  - Schedule Interest & Late Fees
    - Automate the application and processing of late fees and interest
  - Why not: Very limited use of customer accounts

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- No Plans to Uptake:
- Additional Expense Report Functionality
  - Enhancements to Negative Reimbursable Lines
  - Expense Outstanding Balance report in expenses worklet
  - Additional travel credit card holder functionality
  - Capabilities for reporting tax charges on expense reports
  - Send back lines for mobile
  - Why not: Generally applicable to corporate credit cards which we don't use
- Commodity Codes (NIGP, UNSPSC, or custom)
  - Configure commodity code hierarchies
  - Can map NIGP codes to spend categories
  - Use NIGP code to track and report on POs
  - Why not: Set up has more complexity than just setting up codes, conflicts with current set up

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- Endowment Accounting updates
  - Enhancements to accounting from gains and losses in endowments
  - Why not: Not currently using endowment accounting

- Account Certification Enhancements
  - Policy & Purpose for account certs
  - Tasks and reports for work area
  - Why not: Account certification functionality under review for later implementation

- Audit Tag
  - Audit reporting tool
  - Track changes of highly sensitive items
  - Why not: No use case identified