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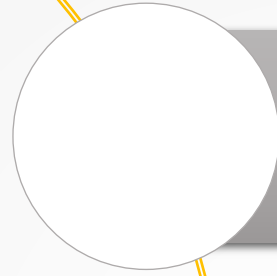
Knight Vision XChange: Finance and Grants

A Conversation with the Knight Vision Program Teams

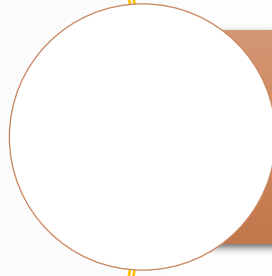
May 9, 2022



Agenda



Welcome



Q&A



How to Stay Involved

Reminders



During the Q&A session, we invite you all to be on camera and unmute your mic when you're ready to ask a question.



If you missed any previous XChanges, the recordings can be watched here:
<https://knightvision.it.ucf.edu/recorded-virtual-events/>



All upcoming events are posted to the UCF Events calendar and announced at <https://knightvision.it.ucf.edu>

Finance and Grants Team

KNIGHT VISION FINANCE TEAM	Finance Leads
Finance WORKSTREAM lead	Tera Alcala
FDM/Accounting Lead	Mike Stein
Budget Lead	Sean Simmons
Banking/Settlement and Customer Accounts Lead	Jessica Scheck
Procurement Lead	Nellie Nido
Expenses (Travel), Supplier Accounts and Endowments Lead	Meghan McCollum
Projects (capital and other), Assets	Bert Francis
Projects (capital and other), Assets	LaShanda Brown Neal
Adaptive Planning Phase II project Lead	Taneisha Ralph
Adaptive Planning Phase II project Lead	Stacy Vu
KNIGHT VISION GRANTS TEAM	Grants Leads
Grants WORKSTREAM lead	Michelle Greco
Grants Post Award and Contract Management Lead	Lynn Svenson
Grants Accounting and Billing Lead	Libby Sanders

Adaptive Phase II Project

Goals

- Rebuild Adaptive structure to mimic Workday model (FDM Workbook)
- Create budget models that will allow Academic/Administrative units and our DSO community to effectively budget and forecast throughout the year
- Streamline the data integration between Workday and Adaptive
- Create reports that will meet the needs of stakeholders

Core Team

- **Executive Sponsor:** Misty Shepherd
- **Administrator/Planning Co-Leads:** Taneisha Ralph; Stacy Vu
- **Project Manager:** Terri Garrett
- **Accenture Team:** Nicole Ascitutto; Sheryl Bishop; Robyn Wilson
- **Subject Matter Experts (SMEs)**
 - ❖ Stakeholders from Academic/Administrative units and DSOs will be participating and hands-on to validate and test throughout this project
 - ❖ More details will be shared with budget community in a separate forum

Project Timeline

Phase 1

April 2022 – August 2022

- Structure Build
- Data Management (Financial Data Integration from Workday to Adaptive)

Phase 2

May 2022 – September 2022

- Models (Personnel, Revenue, Expense, Units/DSOs, Depreciation Forecast)
- Personnel Data Integration from Workday to Adaptive

Phase 3

September 2022 – December 2022

- University Budget Model and Allocations
- Data Management (Publish Plan data from Adaptive to Workday)
- Reporting and Analytics

Phase 4

January 2023 – February 2023

- Carryforward Model
- Capital Projects and Grants Model

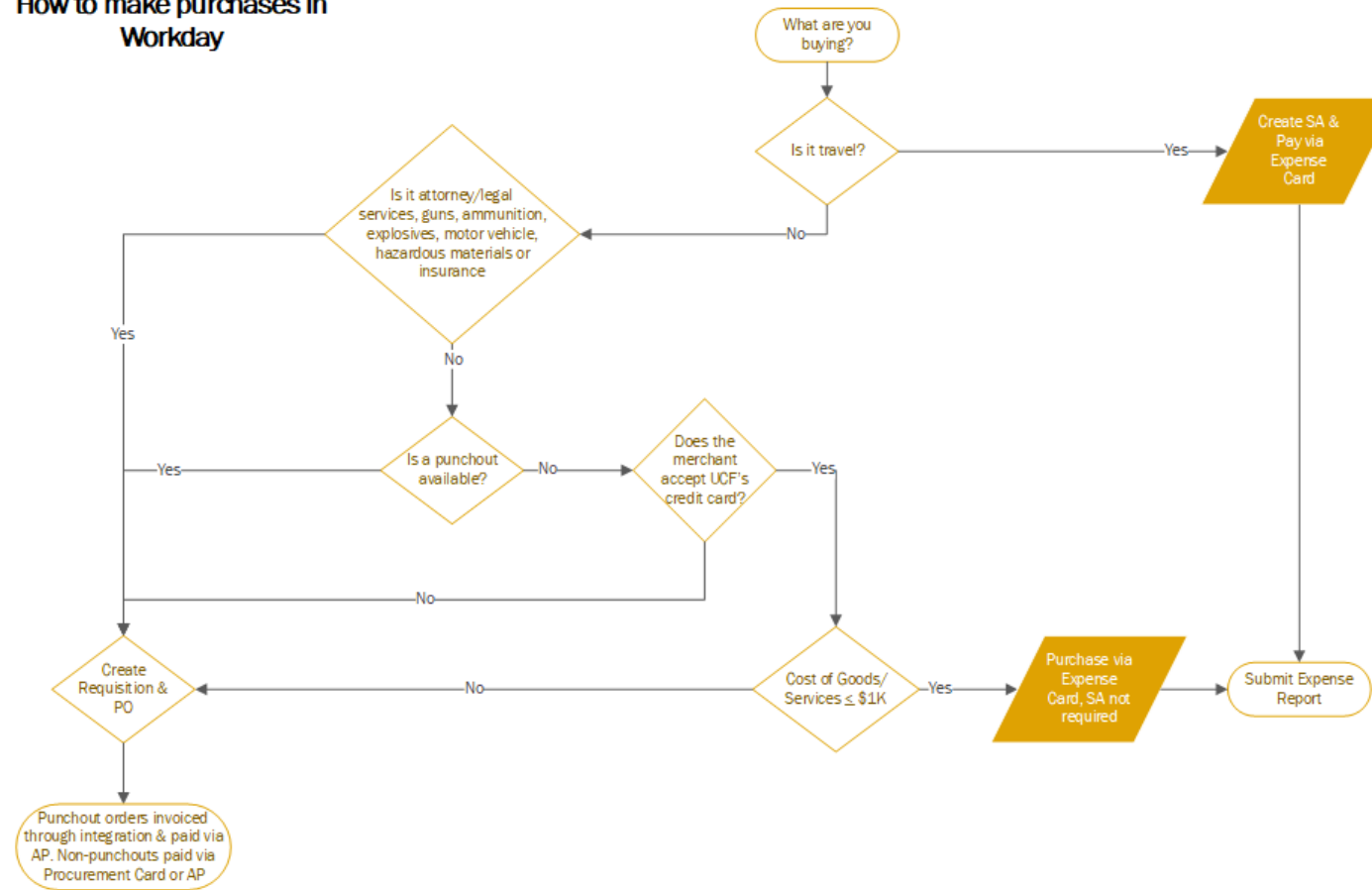
Phase 5

March 2023 – June 2023

- Finetune Models
- Continued Product Support by Accenture Team

How to Make Purchases in Workday

How to make purchases in Workday



SA: Spend Authorization
PO: Purchase Order
AP: Accounts Payable
Expense Card: Credit card used only for expense items (non-PO). Distribution similar to PCards prior to Workday.
Procurement Card: Credit card used only for purchases that relate to a P.O. Distribution will be limited to a small number of centralized users.

Note: Expense card transactions will be reviewed and approved by the Travel/Procurement Coordinator at the College/Division Business Center, supervisor & cost center manager, and Travel/Procurement Specialist at kNEXT, at a minimum. Each expense card has single purchase and monthly limits assigned to it.

Expense Card Purchase Limit Exceptions

- Home improvement supply store purchases (e.g., Home Depot, Lowes)
- Grocery store/wholesale club purchases, when allowed by Expense Card profile
- Restaurant/catering purchases, when allowed by Expense Card profile (e.g., for training, student events, candidate lunches)
- Organizational memberships
- Safety/loss of intellectual property emergency purchases under \$5,000
- Postage and shipping

Training Release Plan – Finance and Grants

- May 16 – Workday Finance Basics
 - All About FDM, Accounting/Reporting Basics, General Procurement
- May 23 – Workday Finance, Expenses & Procurement
 - All of Finance, Expenses & Procurement
- June 6 – Workday Grants; Workday Endowments



TYPES OF TRAINING AVAILABLE

- Release of on-demand materials (job aids and demos) through Workday Training Catalog.
- Targeted and open support labs or instructor-led training sessions. For targeted, direct calendar invites will be sent.
- Available webcourses. See Workday Training Catalog for webcourses course codes.

Q&A

How to Get Involved?



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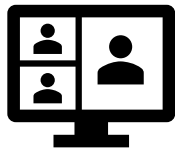
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