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AUDITCON

A HIGHER EDUCATION SUMMIT

ACUA
ASSOCIATION OF COLLEGE & UNIVERSITY AUDITORS



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A Higher Education Summit

September 24-28, 2023 Loews Miami Beach Hotel • Miami Beach, FL



Best Practices for Auditing inside Workday's ERP: avoid 'reinventing' the wheel

Suggested Seating arrangements: **READ THIS as you walk in the room...**

- walk forward and left : if already Live on **HCM** or **Payroll**
- walk forward and right : if already Live on **Financials** or **Grants**
- sit back left : if **preparing for Go Live** of any module
- sit back right: simply curious about Workday (not implementing, don't have Workday)

WHY ?? you are trying to find your 'phone a friend' !!



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Best Practices for Auditing inside Workday's ERP: avoid 'reinventing' the wheel

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Learning Topics

1. Resources: own-your-own Learning
2. Group brainstorming: 'phone a friend'
3. Tips for success: Auditor roles in Workday
4. Favorite Reports: control design, operating effectiveness, security
5. Lessons Learned: post 'Go Live' hiccups



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Poll: know the audience: Y/N Live on Workday

1. Live on any module: more than 3 years
2. Live on any module: 0 to 3 years
3. Currently preparing to 'Go Live' on first module
4. Institution is considering purchase of Workday
5. No plans to use Workday : just curious



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Poll: know the audience: which WD modules

1. Finance
2. HCM
3. Payroll
4. Grants
5. Student



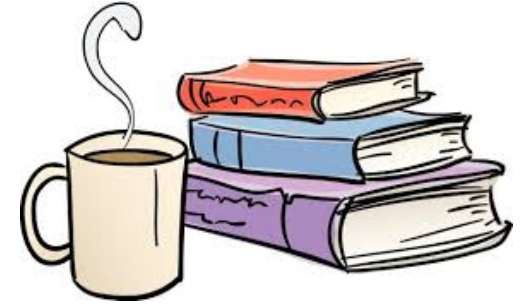
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Resources: own-your-own learning



- Training
 - Free: product overview videos <https://community.workday.com/node/62197>
 - Paid “Training Credits” in Learning Center https://community.workday.com/training-catalog?search_api_fulltext=free
 - Learn Independent vs. Virtual Live
 - Auditor Basics vs. Business Process Fundamentals
 - Advanced: Report Writer and/or Security Fundamentals
- Sample tenant: AMU Alma Mater University <https://community.workday.com/node/571311>
- Social: LinkedIn influencers, Facebook groups, Reddit
- ACUA Connect posts



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Resources: personalized discussions

- Join monthly ‘second week’ Higher Ed Internal Auditor discussions
 - current: Thur at noon EST
 - next: Oct 12
 - Email for reoccurring calendar invite
 - Subject : MONTHLY WORKDAY CALLS
 - alison.bogart@ucf.edu
- 25 schools participating, but 250+ institutions contracted





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Group brainstorming: find your 'phone a friend'

- User Community – free if signed WD contract – click REQUEST ACCOUNT
 - Documentation = How To, suggest search CONCEPT
 - Brainstorms, Questions
- Join User Groups : weekly email digests
 - a. Auditing in Workday <https://collaborate.workday.com/t5/Auditing-Workday-Applications/gh-p/162>
 - b. Higher Education <https://collaborate.workday.com/t5/Workday-Global-Higher-Education/gh-p/35>
 - c. Others: Functional product (Grants), topical (I-9), regional user groups (FL RUG)
- Attend WD sponsored Networking calls (link below) and in person (Rising)
<https://collaborate.workday.com/t5/Community-User-Group/Community-Networking-Events/ta-p/1326274>



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Tips for success: Auditor roles in Workday

- Request access:
 - * Systems Auditor *
 - Sandbox tenant PLUS Proxy
 - Finance Auditor, HR Auditor, Payroll Auditor, Absence Auditor
- Syntax struggles: names over numbers
- Less is more: 3 letters, hit enter (skip predictive text)
- Select everything displayed: CTRL-A , SpaceBar
- Export via TOP Excel button, first in Excel click Wrap Text
- Right click Lego, see tab in duplicate





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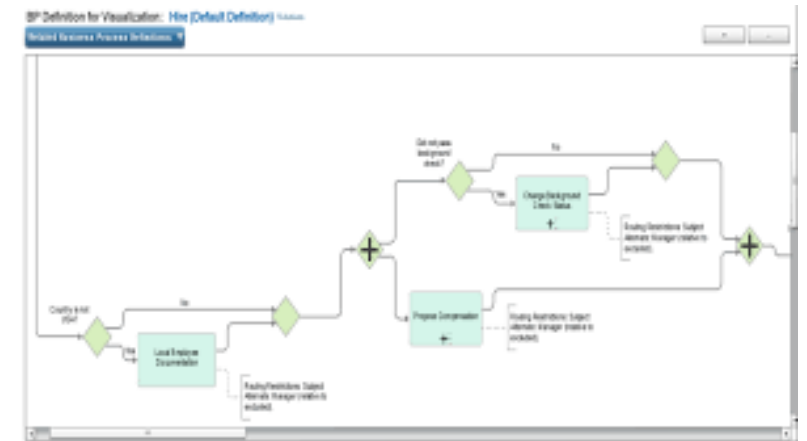
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Favorite Reports: control design

- Configure Search : drag to top, must hit SAVE
- Top Left MENU : Apps , Shortcuts
- Under Profile Pic : Favorites
- Type in search : ? to see syntax shortcuts
- Bp: ... bp: requisition , bp: invoice , bp: terminate , bp : expense
- 750 bp standard definitions





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Favorite Reports: operating effectiveness

- Process tab on any transaction
- Site Map (under Profile pic) – security based, reports / tasks by area
- Workday Delivered vs. All Custom Reports
- Magic words : Find , Extract , Supplier , Req , Worker , Expense
- Lego Brick related actions: Related Report Fields and Values
- View Audit Trail (breadcrumbs)



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Favorite Reports: security

- Role vs. User, Constrained vs. Unconstrained
- Key Search term : SECURA
- Seg of Duties, ideally via Auditor Dashboard
- View All Security Timestamps
- View Security History for User
- Delegations





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Lessons Learned: post Go Live thoughts

- Change Management
 - Ticket system: get access, approval reqs defined, templates
 - Trainings
 - go to the people : proactive handhold to address avoidance of self service
 - accessibility: record for rewatch, put hyperlink to SOPs in help text
- Delegation
 - Limit options on BP Policy
 - Approval step to avoid accidental “select all”
 - Suggest retain access in inbox
- Time Entry – mass submit vs. mass approve





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Lessons Learned: post Go Live thoughts

- Integrations :
 - Not scheduled by individual user
 - Who monitors warnings
 - VCF files for card transactions – best level 3 merchant data
- Grants :
 - User Acceptance Testing : must be tested in tandem with accounting
 - Avoiding incorrect accounting
 - Default and allowed worktags
 - Payroll accounting adjustments instead of manual journals
 - Avoid understated Revenue & A/R
 - Run award cost processing
 - Unmapped object class



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Stay Connected and Keep Learning

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Email to get added to monthly video sharing session about Workday

2nd Thurs of each month alison.bogart@ucf.edu

