



Name _____

Functionality	Comments
1. Demonstrate encumbrance transactions that are not created through purchasing or position control (e.g., correcting entries). Encumber travel requests and disencumber as PR or reimbursements are entered. On-line catering requests and encumber	
2. Demonstrate how multiple encumbrance transactions created through purchasing appear as encumbrances on the GL.	
a) Demonstrate how prepaid and deposit entries are posted against a line item purchase order.	
b) Can encumbrances carry over from year to year? Demonstrate.	
3. Demonstrate a cash disbursement transaction (e.g., funds disbursed from a bank account).	
a) How are electronic payments /disbursements displayed in the GL?	
b) What information is available for display?	
4. With a disbursement or journal entry, demonstrate the final liquidation of an encumbrance that has an amount that is a different from the disbursement amount.	
5. Describe the JE process for bank-to-bank transfer transactions. Are there other methods (e.g., wiring funds between bank accounts)? Demonstrate how security & authorization coordinated with the bank – on-line approval process	
6. Demonstrate the posting of journal entries that entail multiple General Ledger accounts and between funds.	



a) Demonstrate how JE numbers are generated for manual and system generated JE's. Demonstrate numeric & alpha characters.	
b) Demonstrate various JE types with unique JE numbers.	
c) Demonstrate the ability to self-balance a JE. Stop user from going to next step if out-of-balance	
d) Correcting JEs for system generated errors (one sided JEs) Provide access to an authorized on-site system level person to process one-sided corrections.	
e) Demonstrate a journal entry to accounts in multiple funds.	
f) Demonstrate how to reverse or completely undo a JE.	
g) Demonstrate the budget checking/overrides for a JE.	
h) Copying prior JEs.	
i) Demonstrate balance forward entries processed at year end.	
7. Demonstrate the validity of a General Ledger account before a journal entry is entered. Demonstrate the account number and title as user is entering the transaction.	
a) During an import process, is there a warning, system block, or ability to correct?	
b) Are there overrides to this functionality?	
c) Demonstrate error check process or alerts when processing electronic import transactions (such as payroll or credit card batch postings).	



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8. Demonstrate the prevention of an unbalanced journal entry from being posted.	
a) Are there override capabilities on a system created issue?	
9. Demonstrate the ability to post either account summaries (e.g., payroll account, student account) or details to the General Ledger.	
10. Demonstrate the creation of rules for the processing of recurring journal entries. Additionally, explain the system controls that are used to ensure that such transactions are balanced.	
a) Does the system allow for direct charging of benefits, triggered by payroll expenses? Demonstrate the ability to either direct charge or allocate costs based on a % of salaries.	
11. Explain how to upload (post) journal transactions from an external system/source (e.g., MS Excel). Demonstrate how a journal entry can be exported via excel.	
b) Demonstrate how endowment or other 3 rd party software can interface with journal entries /batches and post/edit data from software. (e.g. Raisers Edge)	
12. Demonstrate the automatic reversal of journal entries.	
a) Recurring journal entries.	
b) Copying prior JEs, including auto-population of fields.	
c) Posting then later reversing year end accruals	
13. Demonstrate "drill down" functionality from the General Ledger to source information in any subsidiary system (e.g., expense item to invoice).	



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a) What user restrictions are available for access to this information?	
b) Demonstrate view only versus maintenance of specific screens/fields	
14. Demonstrate the ability to search for information by account number, dollar amount, document number, transaction number, vendor number, creator, date, etc.	
a) What other search keys are available? Demonstrate the use of wildcard search (such as PEID ACME* or 1114*) Are searches case sensitive? Searching within a drill down.	
b) Demonstrate the ability to drill on an individual JE # within a JE batch to streamline the search.	
15. Demonstrate an online view of account balances.	
a) What kind of exception report can show balances contra to account classification (ex. Debit balances in revenue accounts.)	
b) Demonstrate warrant reversals regarding prior year.	
c) Web access for users to account activity	
d) How do you designate and manage contra accounts?	
16. Demonstrate the invoice process from point of creation to final receipt of payment.	
a) Demonstrate a workflow for approval before posting.	
b) How can invoicing integrate with other student system (e.g. import invoice data)?	
c) Demonstrate Workflow of AR transactions reporting to bill-to accounts. How would you run a report to show monthly bill-to transactions? Ability to run report using different	



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criteria: cost centers, object codes, primary dates	
d) Demonstrate ability to look-up AR transactions/Invoices using multiple fields; vendor, account, invoice#	
e) Demonstrate running report to identify outstanding invoices due by key, vendor, date.	
f) Demonstrate running end-of the-year receivable report	
g) How can invoicing integrate with other student system (e.g. import invoice date)? We don't currently use this function for student invoicing – is this a function we want to look at?	
17. With respect to the closing of a fiscal year, demonstrate the following:	
a) Activation of the budget for the new fiscal year.	
b) Reconciliation of closing accounts and beginning balances for New Year.	
c) Generation of closing reports for the old fiscal year, both preliminary and final closes.	
d) Processing of closing transactions for the old fiscal year and concurrent processing of transactions posted to the new fiscal year.	
e) Resolution of purchase orders from the old fiscal year. Additionally, demonstrate how encumbrances (e.g., purchase orders) roll forward from one fiscal year to the next.	
f) What capabilities are available for assigning and separating revenues/expenses to specific net asset codes/classifications in a future reporting period? (Ex. Endowments, Perkins – all close to multiple accounts).	
g) How does system handle PO rollover with accrued prior year payments – can accrual and reversal (currently via JE) generate a disencumbrance to PO	
h) Summary of AP & AR – accruals	



i) Demonstrate 2 concurrent fiscal years open at the same time	
18. Demonstrate entering receipt of cash/check.	
19. Demonstrate invoicing and cash receipts for other locations – student cashiering, child development centers, Ornamental Horticulture, Auto Tech, etc.	
20. Demonstrate generating an electronic receipt for cash/check. *Can this include launching a donor acknowledgement letter and posting to donor tracking system. *Break down cash deposit	
21. Demonstrate generating a paper receipt for cash/check.	
22. Describe how payments made via payment gateway are recorded to the correct account codes. Student system to finance system (Currently college cashiering on Colleague is entered via manual batch onto finance system)	
23. Demonstrate how accounts receivables are reconciled each day and cash “drawers” are finalized.	
24. Demonstrate how accounts receivable transactions are recorded in the GL.	
25. Demonstrate how deposits are recorded in the GL.	
26. Demonstrate how deposits are reconciled to bank statements.	
27. Describe how miscellaneous payments (e.g. ticket sales, fundraisers, etc.) are entered.	
28. Demonstrate how checks are imaged and attached to receivables records.	



29. Demonstrate how a single deposit can be credited to multiple GL accounts.	
30. Demonstrate reporting for invoicing (e.g. open invoices and aging).	



Evaluation Form

Name of Evaluator:

Perceived Strengths:

Perceived Weaknesses:

Additional Comments:

Acceptability of Vendor Solution: Yes No