



Session 5: Budget Management
February 4, 2014
Workday

Name _____

Functionality	Comments
1. Demonstrate how your system can develop the budget utilizing data from HR records for salary & benefits.	
a) Demonstrate a work flow process that would include college department level input and an approval process with controls that allow edit/submittal by College fiscal to District staff. Demonstrate department level budget development. Ability to edit at all level with notification.	
b) Demonstrate the ability to view strategic planning documents that are integrated with a imaging system	
c) With respect to the preparation of a budget for a new fiscal year, demonstrate the following:	
I. Rollover of budget from prior fiscal year.	
II. Load positions from Human Resources.	
III. Rollover of budget from prior fiscal year with the exclusion of particular user-specified line items.	



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IV. Rollover of budget from prior fiscal year with percentage increases/decreases for particular user-specified line items. Demonstrate ability to make changes to individual keycodes – change amount &/%	
V. Update Individual positions that change after the initial load.	
d) Demonstrate the carryover of remaining balances in department accounts from prior year	
e) Demonstrate how your system can run various budget scenarios:	
I. Percentage increase/decrease for particular line items (e.g., supplies)	
II. Trend for particular line items over a user-specified number of years	
f) Demonstrate the import/export from 3 rd party software	
g) Show how we can Add New and Open positions in budget projections.	
h) Demonstrate how to create a new positions in budget projections Model a salary budget tied to the proposed position level and the related salary schedule	



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i)	Demonstrate the automatic calculation of benefits for budget Changes to salary lines Ability to look up salary hourly rate w/o making changes.	
j)	Demonstrate the ability to create multiple “versions” of the budget – e.g. Working Budget 1, Working Budget 2, Tentative Budget, Approved Budget, etc.	
k)	Show us how to auto-notify budget managers of various milestones – e.g. it’s now time to review their budget, 3 days until deadline, etc. routine auto alerts of % of budget used	
l)	Demonstrate how budget managers can run historical reports for use in budget development process Automate moving the budget development model to the another budget model or to update the active current working budget	
m)	Demonstrate how budget managers can enter proposed budget changes (increases and decreases) by line item	
n)	Demonstrate where to enter rationale and notes for budget items and how to attach documents	
o)	Show how your system can mark some codes as view-only – e.g. salary, benefits, etc.	
p)	Show us how to run queries throughout the process – e.g. by College Division/Departments etc.	



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q) Show us how your system can shut down the update access to budget managers, but retain view-only capability.	
r) Demonstrate how College Business Officers can update selected salary and benefit lines	
s) Demonstrate how the Online review/rejection/modification/approval of departmental budgets can be done by higher-level managers I. Auto notify of rejects and changes in status	
t) Demonstrate how to extract summarized budget for Board of Trustees	
u) Demonstrate the Adoption and posting of the final budget to the General Ledger	
v) Demonstrate how we can look up history of all changes to position, account number and who they were made by.	
w) Show us how the Tentative Budget can Load to the New Fiscal year GL nightly	
x) Demonstrate how Budget Managers can build Multi Year Budget projections. e.g. 5 or 10 years out.	
2. Demonstrate the following budget functionality:	
a) Revised Budget with Drill down to view details of transaction history	



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b) Create online budget transfers, within limits, by departmental funds checking and account validation.	
c) Set up budget transfer rules and restrictions *Restricted/unrestricted *Sites *Funds	
d) By pooled accounts.	
e) Budget checking for available funds between fiscal years Possibly regarding grants with year ends different than district fiscal year	
f) Does your system have the ability to report on exceptions/overrides of budget rules on purchasing, AP, and GL records.	
3. Demonstrate how budgets can be monitored on a College and District-wide basis, both online and via reports I. Auto notify when amount exceeds budget	
4. Demonstrate the ability to automatically notify Managers/Administrator of budget overages on a regular basis.	
5. Demonstrate the ability to generate a budget-to-actual report for a user-defined period of time, e.g. ability to generate a report that crosses over fiscal years	
6. Demonstrate budget transfer approval process and describe the process to construct the approval queues. Ability to proxy	



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7. Demonstrate how supporting documentation can be scanned and attached to budget transfers	
8. Demonstrate how to extract budget transfer/amendment data and have it print for Board Reports	
9. Demonstrate the ability to create and submit budget amendments at the College level, approve by College Fiscal and then posted by District personnel	



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Evaluation Form
Name of Evaluator:
Perceived Strengths:
Perceived Weaknesses:
Additional Comments:
Acceptability of Vendor Solution: <input type="checkbox"/> Yes <input type="checkbox"/> No