



Sierra-Cedar

Grossmont-Cuyamaca Community College District

Discovery Homework

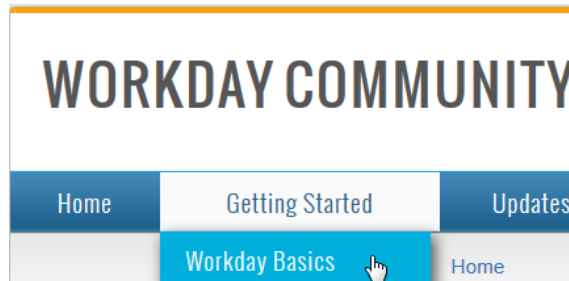
October 6, 2014

General Information

- Start Playing in the AMU Tenant
 - Jjones = HCM
 - Mfong = Financials
 - Dcarnes = Payroll
- Data Cleanse in Current Systems
 - Close out old purchase orders / requisitions
 - Write-Off / Send to Collections old Customer Invoices
- Take the Workday Training

Workday Community Videos

- After logging into Workday Community, Goto
 - Getting Started
 - Workday Basics



Watch the videos in these pages:

- [Workday Community Overview](#)
- [Navigation](#)
- [Staffing Models Overview](#)
- [Business Process Overview](#)
- [Organizations and Security](#)
- [Configurable Security Overview](#)
- [Report Writer Overview](#)
- [Workday Web Services Overview](#)
- [Workday Integration Overview](#)

Financial Reports and Information

- Gather all reports. Organize by:
 - Regulatory
 - Executive
 - Operational
 - These should be Grouped by Functional Area
- Start figuring out how to get beginning balances for conversion
- Provide State Accounting Manual

Ledger Account Numbers

- Start thinking what ledger accounts you must have
 - Start with the required ledger accounts roll-ups for Regulatory Reports
 - If not needed for Regulatory, think if another Worktag can satisfy the requirement for reporting

P0 Creation Data Collection Workbook

- A workbook is being provided to collect some information in order to create P0. The objective of this exercise is to provide sample data so we can provide some demo's with data elements you are already familiar with.
- For items like Company, this is for any Company that has a Federal Tax ID number
- For items like Cost Centers, just provide a sampling that can be associated to Employees or charged to in a Supplier Invoice

Ledger Accounts

- For P0 Creation, Provide Account Numbers to setup the Account Posting Rules. Expectations:
 - These account numbers might change
 - Only trying to populate default accounts so transactions don't suspend in P0 when functional areas start testing

- For P0 Creation, Provide:
 - Company(s) – Provide all companies
 - Company Name
 - Funds
 - Fund Types (ex. Restricted, Unrestricted, Plant, Agency)
 - 1 – 2 Fund examples for each type
 - Cost Centers
 - 20 – 75 Cost Centers
 - Programs
 - 20 – 75 Programs (Full list is OK if using NACUBO)
 - Validate Fiscal Year is July 1 – June 30

Banking

- For P0 creation – All Bank Accounts should be listed
- Saved to a SFTP site or other secured connection
 - Bank Account Name
 - Financial Institution
 - Usage (Accounts Payable, Student Refunds, etc.)
 - Currency Accepted
 - Types of Payments allowed (Cash, Check, EFT, etc.)
 - Bank Routing Number
 - Bank Account Number

Suppliers & Customers

- For PO Creation:
- Saved to a SFTP site or other secured connection
 - Provide 1 – 10 Suppliers with all the identifying information you have:
 - Addresses, Phone Numbers, Contact Names, etc.
 - Provide 1 – 10 Customers with all the identifying information you have:
 - Addresses, Phone Numbers, Contact Names, etc.