Question	Answer
If something is delegated, would the delegator be able to review transaction after the fact?	The delgator will receive a notification within Workday when the action was taken on their behalf.
Will this training be recorded?	Yes, we will record the next session and make it available on the training website.
Can i see what I will be authorized to approve in WD now	You will be able to see it within the system by searching "my roles"
Is there going to be any hands on training with you all?	The training developed for go-live is generally online. We are working on updating our traditional training courses for after go-live. Meanwhile, we have these live Readiness Sessions for Purchasing, Managers, and Grant Managers coming over the next several weeks.
How do we request to remove cost center managers? What about adding Financial Analyst. There is not one assigned to our cost center	After go-live there will be manager-approved Pegasus ticket process to request changes to security roles.
How do you edit or cancel a delegation?	The delegator will have the ability to go into the system and edit or cancel a delegation.
can I see what i am delegated to approve now?	Delegation is a manual process done by a delegator for a temporary period. No one has delegation by default in Workday.
In what scenario would we want multiple people assigned as cost center manager given all will be notified?	This will vary by department.
Where is link posted to test environment?	The test environment is only available to Workday Super Users at this time.
I have at least 2 employees who were assigned as cost center managers that we did not submit and don';t want to have that access. Cani I check who was assigned that role prior to go live?	After go-live there will be manager-approved Pegasus ticket process to request changes to security roles.
How many delegations can an individual cover at one time? Is there a limit ?	While not all business processes are available for delegation, there is not limit to the number of delegations that are delegated to an individual.
Where do we look it up?Sorry, where to find our roles in Workday	There's a Show My Roles report you can run from the search bar.

I am completely new to this, I have just now gotten use to using the general ledger.. Is there a way to keep all of your cost centers tabbed to your WD instead of needing to search each one manually?	Yes. On most of these Workday reports, you can save a filter (which could include a set of cost centers if you set it up that way). When you pull up the prompt of that report again, you would be able to click on that saved filter without typing them all in again.
if multiple cost center roles assigned , then does all cost ctr mgrs receive al notifications? Trying to minimize notifications?	All CC Mgrs will receive the same notification at the same time. Whichever approves first will be noted as the approver, and others would see that it's now approved.
Will cost center reports be able to be grouped by PI vs running each cost center separately?	Principal investigator is a reportable field in workday, but I would have to defer to the research team on specifics of their reporting. If you have been enrolled in a grant manager class, I'm certain they will cover grant reporting there
When/Where do we find out who are assigned the roles in our departments? This would help with understanding processes. in the trainings.	This information will be available in the production system once we go live.
Do we get copies of this presentation?	Yes, and we are also recording the next session to post on the website.
When is the next session ?	March 16th at 1:00 pm
How many cost center managers are assigned per cost center?	It varies depending on how the cost centers are organized today. They're using a combination of Privilege Management and departmental discussions to make a determination.
how does delegation work with expense reports for faculty? are faculty expected to create their own repots? right now our AAs are doing that on their behalf? And all of our Faculty report to our Chair. What are options to make this a permanent delegation to AAs similar to current process?	Faculty can delegate expense reports but as Diana is showing now, the faculty member will not be able to review the delegated task before it is submitted for approval.

Is there a way to view itemized expenses for a current period?	The "Department Transaction Detail" report allows you to view individual transactions hitting your GL. You can drill in and see detailed information about a transaction, such as an invoice. It can be run for a specific period.
Can you provide the link to the translator in the Q&A from the slide earlier in the presentation?	At go-live there will be an account translator available, similar to the Center Number translator https://finweb.app.vumc.org/apps/dofappworkdayconversiontool...
does the reporting tool allow queries that cross fiscal lines so that you could capture charges/revenue from start of a gratn/worktag?	Yes. Most of the reports shown in this class are operational reports, but the research and grants team has been working on a suite of reports for grants and awards that will show project to date
Is there a comprehensive list available of the new ledger accounts and spend categories?	At go-live there will be an account translator available, similar to the Center Number translator https://finweb.app.vumc.org/apps/dofappworkdayconversiontool...
How will we know who are receivers are for invoices if not in our Dept? Thanks	The Receiver role is being assigned to anyone with the eProcurement Creator privilege currently. For clinical areas, Receivers will be in central receiving.
30 days or 3 days (shown on slide)? [this question refers to the notification coming to the CCM if an invoice is received and there is no receipt in the system.]	3 is accurate
Will the 'Assignee' field be auto-populated at go live with the current PI of the award/grant?	On grants, there is a specific field on the award record for a principal investigator. It won't be associated with the assignee field that we are using more in administrative and clinical areas. At Go Live, we will have all of the principal investigators on the award record
Will the approvals flow from the Manager to the Cost Center manager?	For workflows that include the Manager and the Cost Center Manager, the Manager generally approves first. If the Manager and the Cost Center manager are the same person, one approval will count for both roles.