THE SPOTLIGHT

BRIGHTER WORKDAY

ERP IMPLEMENTATION UPDATE

What's Been Happening?

The project team successfully completed Phase 2: Architect and Configure on July 26, 2024 and is moving to the next phase: Testing.

The testing phase is planned to be completed on **September 6, 2024** with over 2,000 scenarios to be reviewed and approved. Our partnered consultants from Workday and PTG will be on-site for a few weeks assisting during the heavy workload.

The project team has access to the STC3 tenant, which is the third data migration to the Workday cloud environment. Information such as employee payroll, benefits, staffing, and more, are ready to be tested. The team uses the information to create reports and assess the accuracy of the business processes.

What's Happening Now?

The team is reviewing a list of applications to be decommissioned after Workday is implemented. Including the following:

- Banner Finance
- Banner Human Resources (HCM)
- TimeClock Plus
- PeopleAdmin

Applications to be Decommissioned

- Banner Finance
- Banner Human Resources

- Time Clock Plus

- PeopleAdmin

Project leads and co leads will assist in developing training materials on how to use Workday's new capabilities in place of the decommissioned applications. Training will begin in October using short videos, in person sessions, posters, and email communications. Multiple methods will be used to ensure that the STC community is informed about, trained on, and ready to use Workday when it is released on **January 1, 2025.**

Meet the Team

In this issue, we will introduce Human Resources Compensation and Payroll Manager, Georgina Marr, and Business Office Accounting Group Manager, Vanessa Balderrama and share what they have learned and are excited about below.

"Attending the required Workday meetings and trainings has provided valuable insight into the capabilities Workday will offer South Texas College. As a paper based organization, this new system will significantly reduce our environmental footprint. When significant changes are introduced, uncertainty and anxiety often arise. However, the user friendly technology of the Workday system will guide us towards a brighter future."

Georgina Marr
Human Resources Compensation and Payroll Manager

Vanessa Balderrama
Business Office Accounting Group Manager

"An ERP implementation project is challenging because it requires meticulous planning and coordination among diverse teams, ensuring that all stakeholders' requirements are met while adhering to strict timelines and budgets. Additionally, unforeseen issues and resistance to change can complicate the process, requiring adaptive problem solving and effective communication to achieve successful outcomes. While facing these challenges, the Payroll Team and I remind ourselves that this will significantly enhance our College in various aspects for students and employees, making it worth the obstacles inherent in any ambitious implementation. Be patient with one another and trust the process."

Process Enhancements

The implementation of Workday will significantly enhance our Accounts Payable process. With streamlined workflows, improved tracking, and automated approvals, the new system will increase efficiency, reduce processing times, and ensure greater accuracy in managing payments.

What processes are changing?

➢ Invoice approvals
  o Approval will be required for 2-way (No Receipt Required) invoices.
  o 3-Way (Receipt Required) invoices will continue to be approved when receiving is posted in Workday.
  o Approvers will be able to see Invoices pending their approval or other items in their Workday inbox or on the Dashboard when they log into Workday.
➢ Supplier invoices will be uploaded to Workday and processed through OCR (Optical Character Recognition) technology.
➢ Employees will no longer need to figure out Account Codes. All purchases will be based on Spend Category names, which simplifies the purchasing process.

How will this benefit the College?

➢ Workday will provide an improved process for tracking supplier payments.
➢ Workday will include OCR technology that will reduce manual invoice data entry.
➢ The system will route invoices for required approvals and eliminate the risk of paper invoices getting lost in the mail or left on someone's desk.
➢ Workday will facilitate obtaining required approvals by allowing electronic approval for invoices.
  o Approvers can review and approve invoices when they log into Workday.

Why is this change significant?

While there will not be major changes in the Accounts Payable process in Workday, the system will streamline the Payment process by allowing electronic Routing and Approval of Supplier Invoices. In addition, the College will benefit from the OCR technology to improve the efficiency of the invoice data entry process.

When will this happen?

The changes to the Accounts Payable process will take effect on the Workday go-live date, which is scheduled for **January 1, 2025.**

Words of the Month

Decommission – the process of taking something out of service: removing (something) from service.

Supplier Invoice Request – The Supplier Invoice Request is a business process that's used to request payment to a non-employee or supplier when a requisition and purchase order are not appropriate (e.g., bond payments).

Spend Category – Provides a sub-classification of the ledger account to provide more granularity for reporting. Spend Categories are a part of the FDM and are used during operational transactions and in Reports.

Create Receipt – The process of recording the receipt of goods and services to facilitate three-way matching of PO, Invoice and Receipt. Required for POs with a specific Spend Category.

Two (2) Way Matching – The process of matching a
1) Purchase Order and
2) the Invoice we obtained

From a vendor/supplier for specific Goods and Services STC receives to ensure that what we received / bought is what was required in the Purchase Order and that we paid the correct price for these Goods and Services.

Three (3) Way Matching – The process of matching a
1) Purchase Order
2) An Invoice and
3) The Receipt we obtained

From a vendor/supplier for specific Goods and Services STC receives to ensure that what we received / bought is what was required in the Purchase Order (PO) and that we paid the correct price for these Goods and Services.

Stay tuned for the next update in August!

Visit the Brighter Workday site for more information about our Workday project. For questions, please email at ERPInquiries@southtexascollege.edu