



Workday Financial Management for Education and Government

Workday Financial Management is a comprehensive suite of unified accounting and finance applications that helps you manage your financial processes easily and efficiently. With unique features including robust security, a fully auditable business process framework, and multi-dimensional reporting, Workday can provide your organization with unprecedented controls and insight into the performance of your institution or agency.

Foundation for Efficiency and Cost Savings

Workday Financial Management helps universities and agencies align the workforce and improve efficiencies across their diverse and often siloed organizations. Workday is an agile, cost-effective, cloud-based suite of applications that provide:

- **Reduced costs.** Workday requires no on-premise equipment or software, which dramatically reduces total cost of ownership (TCO) and upfront implementation time and costs. The cloud model also provides greater predictability in terms of future costs, as no additional fees are required to upgrade functionality. Workday also frees up valuable resources to work on more strategic initiatives that help advance a university or government's mission.
- **Actionable intelligence.** Workday's unified suite of applications include built-in actionable analytics, so there is no need for separate reporting tools to analyze information. With all of your administrative information in one system, Workday allows you to build reports and gain insight in real-time straight from the application. Armed with this visibility, employees and executives can make better, faster decisions.
- **Improved agility.** Workday's suite of applications include a flexible business process framework and organizational structure that allow universities and governments to change easily as their needs dictate. Customers can deploy processes quickly by leveraging a catalog of pre-defined business processes, and then reconfigure these processes as needs evolve. This level of flexibility ensures that universities and governments can adapt to their rapidly changing environments.
- **Modern cloud foundation.** Many education and government organizations today are limited by old technology platforms that were designed decades ago and no longer meet the needs of modern organizations. Workday provides an optimized experience for all mobile devices through its native support for iPhone® and iPad® and a touch-optimized interface for mobile web on all other devices as well as a best-in-class integration platform.

Key Features and Benefits

Core Finance

- Optimize your financial processes and simplify your chart of accounts
- Establish and enforce proper internal controls, establish security access policies, and ensure separation of duties
- Record and access a complete audit history of every financial transaction
- Create new reporting dimensions at any time with Worktags
- More accurately forecast cash in-flows and out-flows

Fund Accounting

- Demonstrate accountability and stewardship of funds with real-time, comprehensive reports
- Evaluate organizational and managerial performance on specific funds or groups of funds
- Determine the financial condition of the institution or agency to aid in planning efforts
- Forecast cash flow to aid in organizational scheduling efforts

Assets

- Create appropriate accounting for all asset lifecycle events
- Automatically set up depreciation schedules upon asset acquisition. Post depreciation expense and manage accumulated depreciation.
- Track and manage any business asset by how it is used, including high-value, zero-cost items

- **The right functionality for education and government.** Designed with education and government strategic partners, Workday provides industry-specific functionality and has been purpose-built to manage the unique requirements of education and government organizations.

Workday Core Finance

Workday Core Finance helps you manage financial processes easily and efficiently from a unified suite of applications.

Accounting and Finance

Workday Accounting and Financial Reporting provide the core accounting functions of General Ledger, Accounts Payable, and Asset Management, along with a state-of-the-art approach to help organizations address all of their global accounting and reporting needs now and in the future.

- Gain visibility into organizational performance with real-time, comprehensive, consolidated financial reports
- Optimize your financial processes and simplify your chart of accounts
- Get full insight into transaction history through fully transparent business processes and a comprehensive audit trail
- Easily adapt and accommodate new requirements as they arise without additional customizations or technology investment

Fund Accounting

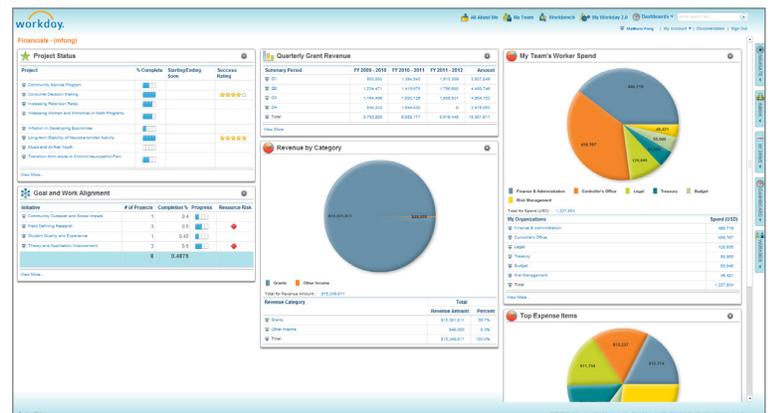
Fund Accounting is at the heart of Workday Financial Management. Segregating resources into categories or funds to identify both the source of funds and the use of funds is inherent across the product—from the General Ledger to Accounts Payable.

- Demonstrate accountability and stewardship of funds with real-time comprehensive reports
- Evaluate organizational and managerial performance on specific funds or groups of funds
- Determine the financial condition of the institution or agency to aid in planning efforts
- Forecast cash flow to assist with organizational scheduling efforts

Management Reporting and Analysis

Workday provides real-time management reporting and analysis without the use of bolt-on data warehouses and business intelligence systems.

- Equip managers with the financial information they need to make better decisions for their teams and projects
- Generate management reports from the same transactional data used for financial statements to get the most accurate and up-to-date analysis
- Analyze data across multiple dimensions or add new dimensions at any time
- Ensure data is fully secured so managers and employees only access the information they are allowed to see



Budgetary Control and Commitment Accounting

Workday Financial Management checks funds at all levels of the procurement cycle as well as payroll. Displaying available funds improves visibility and reduces errors for a marked decrease in budget overruns.

- Provides a mechanism for cost control by prohibiting users from completing transactions if there is no available budget
- Allows for multiple budgets, multiple dimensions, and multiple hierarchies or levels for greater flexibility
- Includes multiple levels of severity, flexible control periods, and cumulative budgets from prior periods
- Actionable reports such as Budgetary Balance and Budget Check Exceptions highlight potential issues for Management

Cash Management

Workday Cash Management can streamline your inbound and outbound payment and receipt processes while giving you greater control, visibility, and forecasting into the lifeblood of your university or agency.

- Track and manage your organization's accounts
- Import and automatically reconcile bank statements
- Settle all transactions across Procurement, Expenses, Finance, Grants, and Payroll from a single settlement engine
- Process all types of electronic transactions easily
- Gain real-time visibility into cash balances
- More accurately forecast cash flow into the future

Billing

Workday Billing automates billing and collection cycles and provides support for complex invoicing and payment terms to help your organization increase the accuracy of customer invoices and accelerate cash flow.

- Streamline and automate the creation of invoices based on customer contract billing terms and schedules
- Accelerate cash collection cycles and reduce errors caused by manual processes
- Automate complex billing processes for different types of products or services
- Configure billing schedules and tie milestones to schedule and/or individual billing installments

CRM Integration

Workday provides the opportunity to integrate with any external CRM system and leverage configurable, automated processes for contract management, billing schedules, and revenue recognition. A packaged integration with salesforce.com CRM provides visibility, automation, and accuracy through a bi-directional interface.

- Automatically correspond opportunities created in salesforce.com to new opportunities and customers in Workday
- Improve interdepartmental communication and productivity thanks to transparency between applications

- Reduce the administrative workload by eliminating duplicate or manual processes

Workday also supports the ability to integrate with other third-party CRM solutions through the Workday Integration Cloud.

Assets

Workday Assets combines the traditionally separate domains of fixed assets and inventory with the ability to manage high-value, low-cost items. By separating the accounting and tracking processes and decisions, it allows all business assets to be accounted for according to accounting rules and tracked according to business use.

Asset Accounting

Workday Performance Management offers accurate, real-time insight into the performance, skills, and development needs of your employees. With Workday Performance Management, you can:

- Create appropriate accounting for all asset lifecycle events, including acquisition, transfer, and disposal
- Automatically set up depreciation schedules upon asset acquisition
- Post depreciation expense and manage accumulated depreciation

Asset Tracking

- Track and manage any business asset by how it is used
- Invoke inventory management activities and controls with the same level of physical tracking traditionally available only in Fixed Asset systems
- Track zero-cost items that have no individual trackable cost, but require physical tracking
- Assign custody and responsibility by creating a reportable link between issued business assets and the receiving worker
- Reclaim business assets when an employee leaves the company

About Workday Financial Management

Real Cloud Delivery Model

Workday provides organizations with enterprise-ready applications through a real, multi-tenant cloud delivery model, eliminating the need to buy, install, and maintain databases, middleware, and more. IT departments can then shift their focus to more strategic IT initiatives, rather than spend the majority of their time “keeping the lights on” supporting core systems.

From a cost perspective, the real cloud delivery model allows you to leverage the best technology infrastructure for less than what it would cost to purchase it entirely on your own. Faster implementations, included functional updates, and predictable cost structures also contribute to the financial advantages offered by real cloud applications.

Global at the Core

Unlike many of the legacy systems, Workday is built with the expectation that your organization functions globally. There is no need for multiple data centers or localized implementations with Workday. Workday inherently supports multi-entity, multi-currency, multi-language, and multi-book requirements. An adaptable global core supports everything your business needs to manage your company efficiently as a whole, while still adhering to local requirements.

Multi-Dimensional Reporting with Worktags

Worktags are an innovative way to establish relationships between certain events or records to facilitate deep reporting and analytics relevant to your business. In other words, thanks to Worktags, you will never be restricted by the limitations of a rigid code block again. Worktags can be applied to any transaction, and then used to analyze results or reports into more detail. New Worktags can be added to the applications when new requirements arise.

Built-in Actionable Analytics

Provide immediate insight through embedded analytics and reports right from users' homepages. Reports can be created and distributed without the need for an additional bolt-on data warehouse or BI system. All reports are actionable, meaning that an activity or transaction can be initiated immediately from within a report. And, thanks to the cloud delivery model, information is accessible 24/7 and in real time, meaning you can always keep pace with the dynamics of your business.

Business Process Framework

Workday's Business Process Framework manages every transaction that occurs through the applications. All transactions are recorded, so there is a complete audit history of what, who, when, and why that event occurred. You can establish rules for specific tasks or organizations to ensure that proper controls, approvals, and requirements are satisfied before an event is approved and completed.

Business Processes can also be specialized for specific regions, teams, or companies, and conditional steps can be added to handle approvals for special cases. Change can easily be applied without coding to ensure that your organization is complying with regulations, including new ones that may arise in the future.

Intuitive User Experience and Mobile Accessibility

Using common constructs like buttons, icons, and links, even the most novice user can get around with minimal training. Workday is accessible on any device that has a browser and an Internet connection. Workday also provides native iPhone and iPad apps that take advantage of the features provided by the Apple platform.

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