Office of the Controller
Change to FRS account create forms and process

As I'm sure you're aware, the University will implement Workday HCM in January 2015. Until such time as the finance module of Workday is fully implemented (planned for June 2016), however, we will still be using the FRS system as the primary financial system in which to record and reflect all financial transactions for the University.

During this interim time, to help ensure that HR/payroll related transactions from the Workday HCM system are correctly mapped and posted in FRS, we will need to confirm, on an ongoing basis, that legacy values (i.e. FRS accounts) reflected in Workday HCM are in sync with those used in FRS. This confirmation is necessary not only for operational processes in Workday HCM, but also to help ensure that proper integrations of posted transactions to FRS occur.

To assist with this process, all new legacy values (FRS accounts) created in the FRS system, along with any changes made to existing legacy values, will be transferred nightly to Workday HCM via an integration. This will assist in maintaining valid legacy values in Workday, as well as, linking them to their corresponding Cost Centers on a timely basis.

In order to assist in capturing the appropriate Cost Center information for each newly created FRS account, effective September 25, 2014, the account create forms for new FRS accounts will include **2 new mandatory fields** to be completed by all who are completing/submitting the forms. The fields will require the Cost Center number and Cost Center name to be included by the requesting area. The Controller's Office has modified the account create forms for the 2 new fields and has uploaded the updated forms to our website at:

http://www.miami.edu/finance/index.php/treasurer/areas/controllers_office/controllers_forms/

Further, to assist departments in completing the new required fields, the ERP/Workday website has been updated to include the list of Cost Center names and corresponding numbers. This will provide the Cost Center managers the ability to access the information at any time and to properly link any new account to the corresponding Cost Centers in Workday.

Please note that your Dean's Office Cost Center or Administrative Operations Cost Center can be used as a default if needed. Also note that for sponsored accounts (ie "6" accounts), the Office of Research Administration will add the Cost Center number when requesting new sponsored accounts (after receiving the award notice).

Please do not hesitate to contact me at dsalzburg@miami.edu or the ERP/Workday team member, Maria Molina at mnmolina@miami.edu if you have any questions or need any additional information.

Thank you, in advance, for your assistance during this transitional stage.