



## CHANGE MANAGEMENT FORM

### IMPLEMENTING PROJECT NUMBER CHANGES IN CADENCE FOR WORKDAY

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## 1. USER STORY

As a Financial Analyst, I want to work with Workday and the IT Team to identify and plan changes to GL Account numbers in CADENCE.

## 2. SOLUTION OVERVIEW

IT Team will work with Workday and Blackbaud to research, create scripts, and implement applicable changes to ensure that CADENCE is able to review Workday account information to replace CUBS data.

## 3. FUNCTIONAL SPECIFICATION

Version	Ticket/Project ID	Business Analyst	Stakeholders
1.0		Mary Frances Csernak	IT Team, CUF Finance, Gift and Records Management

## 4. CURRENT STATE

A journal line description corresponds to the deposit date of the revenue record in CADENCE.

Today, there can be multiple output lines in each file due to the number of revenue records we have that could have different deposit dates. This is column D in the current file output.

Today, there are only two accounts: one for revenue and one for donations.

A journal entry is crediting the general ledger for the donation received and debiting the ledger for cash.

There are two journal entries per file: one to load gifts and one to load fees.

A journal entry is a debit and credit that must balance.

Today we receive 1 file that is exported from CADENCE and saved in an interface folder daily after balancing by the Gift Management Team.

On each non-endowed donation that is not for scholarship, there is a 5% fee journalized as an expense to the gift (project) and revenue to the Foundation's operating designation.

## 5. ASSUMPTIONS

Clemson University's go-live for Workday is FY27.

The IT Team estimates that there will be 1 'down' day in CADENCE to implement the changes in Production.

All changes will first be tested in a non-production CADENCE environment.

The IT Team is working with Blackbaud, specifically Clint Grossnickle, to research, identify changes, and create scripts needed.

Clint Grossnickle will recommend a source for the IT Team Lead Programmer, James Huff, to be able to consult through the testing and implementation process.

Workday does not have a document storage solution that would house the donor reports.

Files will all have the same format which will be:

GIFT_REFERENCE_ID	AMOUNT	DEVELOPMENT_FEE	EXTERNAL_REFERENCE_ID	MEMO	DONOR_ID	COMPANY_REFERENCE_ID	DEBIT_ACCOUNT	CREDIT_ACCOUNT	FD
2300300	1500	0	12/12/2023	On-line University	CLEMU		1234	4107	
5500028	-1500	-75	12/12/2023	On-line Foundation	CUFDN		2018	4107	FD011

Workday will need to process the files multiple times but will be able to easily decide which files need to be processed in which method.

Clint Grossnickle confirmed that the Project Number can be adjusted because CUBS and Workday account numbers are both 7 characters.

IT Team will make 3 files to be listed in Section 7.2 Functional Requirements.

Workday will provide SFTP folders for each of the three files. Workday to provide location for each.

Data will be transferred daily to these folders and remove the previous days' file from each folder.

Workday will provide a temporary SFTP for a one-time transfer of Form 100 and Gift Agreements from PaperSave to Workday.

IT Team will provide a one-time export of documents from PaperSave to Workday. Gift Management will be responsible for manually adding documentation for funds to WorkDay and PaperSave.

There will be three accounts: one for revenue, one for donations, one for Workday.

The existing CUBS number designation attribute will be repurposed to hold the Workday Gift ID.

The Revenue category is only important as it pertains to the company CUF because CUF holds the stock asset (AHBT).

The Company for the manual journal will determine the debit account code.

Company	Revenue Category	Debit Account
CUF	Cash	####1
CUF	Stock	####2
CU	Cash	####3
CU	Stock	####4

## 6. SCOPE OF WORK

IT Team will backfill an existing designation attribute called ‘reinvestment fee exempt’ with a Y/N value. Funds that are not exempt are charged a fee. This attribute will be maintained by Finance going forward.

IT Team will create 3 separate files utilizing the format listed in the Assumptions above. Endowment, non-endowment, and all adjustments to non-endowments.

IT Team will not create a file for endowment adjustments. These adjustments will be handled manually by a CUF Financial Analyst.

Blackbaud will create a script for the CRM Account Structure that includes:

Adjusting the Account Code and Account alias of all designations in the GL Mapping area.

Adjust the Segment mapping of all project numbers.

IT Team will review Blackbaud’s script and utilize/make changes as necessary.

IT Team will make a tech spec to document CRM Account Structure updates.

IT Team will create a historic CUBS attribute on each designation to hold the existing CUBS Number.

IT Team will create a temporary Workday Gift ID attribute to hold the Workday Gift ID account number.

IT Team will create a new attribute called Workday Fund ID to code all designations with the applicable value for Workday.

The existing CUBS number designation attribute will be repurposed to hold the Workday Gift ID.

IT Team will adjust the Attribute on each designation to replace the CUBS number with the new Workday number.

The IT Team will make updates in CRM to account for new output fields to be received in Workday files.

IT Team will need to update the Purpose and Designation creation form so that it can process the Workday Gift ID account numbers instead of existing CUBS account number.

## 7. REQUIREMENTS

### 7.1. User Requirements

Transfer of data to Workday from CADENCE.	Need the IT Team and Workday to create a way to transfer data from CADENCE to Workday on a daily basis.
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Need a new way to tag designations	Designations in CADENCE need to have a flag for their corresponding Workday number.
Need a way to review/upkeep designations who need the 'Reinvestment Fee Exempt' attribute added.	Need a way to review new designations and add the existing attribute with a value of either Y or N.
Need to keep historic CUBS number	Need a way to flag CUBS numbers on a record for historic purposes.
Create a way to tag designation types for Workday	Need to identify information specific to each designation to provide to Workday in our files.
Need updated CRM Account Structure	For adjusting the Account Code and Account alias of all designations in the GL Mapping area and adjusting the Segment mapping of all project numbers.  Also need to ensure that new data fields from Workday can be received into CRM.
Load all Gift Agreements and Form 100s into Workday	Need a way to bulk load all gift agreements and form 100s from PaperSave into Workday.
Define new terms in the Business Glossary	Workday Gift ID  Workday Fund
Provide file for new FANs	Provide IT Team a file of FAN (financial account numbers)
Provide file for new 'Fund' attribute	Provide IT Team a file of Fund attribute designations.

## 7.2. Functional Requirements

Backfill 'Reinvestment Fee Exempt' attribute onto designations	IT Team to backfill designations with a Yes/No or Blank designation attribute that will indicate whether or not a fund is 'reinvestment fee exempt' or not.
Create a way to review new designations	Create functionality that will allow users (finance) to review new designations and mark them with the designation attribute 'reinvestment fee exempt' and a value of either yes or no.

File Formats	CUF IT, Finance and Workday to finalize file formats
Review reinvestment fee	CUF IT Team to review customizations related to reinvestment fees.
Review Existing Customizations and Queries	CUF IT Team to review any existing customizations, queries, data lists, reports, etc. that use the CUBs attribute. Identify and compile a list to be reviewed at go-live.
Create an attribute for designation information to provide to Workday	IT Team to create a new attribute called Workday fund with table values of:  FD018 FD012 FD015 FD028 FD031 FD034 FD010 FD011 FD005 FD021 FD008 FD009
Create a new Historic CUBS attribute	Create a new designation attribute that will hold the historic CUBS number.
Create a temporary designation attribute	Create a temporary attribute for Workday Gift ID. These will be copied over to the existing CUBS Number attribute.
Adjust CUBS Number designation Attribute	Adjust the Attribute on each designation to replace the CUBS number with the new Workday number.
Create 3 new files	IT Team will create 3 new files for  -All Gifts to Endowments  -All Adjustments for gifts to Endowments  -All gifts to non-endowments  -All adjustments for gifts to non-endowments  These files will include the following header columns:  <b>Project:</b> Workday Number (which will replace the CUBS number in the post to GL process)  <b>Amount on IAD:</b> Revenue Amount  <b>Amount on DEV:</b> Development Fee Amount

	<p><b>Journal Line Description:</b> Deposit Date of Revenue record, means there could be multiple rows for a given GF##### in the File?</p> <p><b>Reference (Transaction Memo):</b> Will be the Revenue Category, currently preferred as full spelled out</p> <p><b>Company:</b> This will be University, Foundation, etc. (will be stored in a newly created translation table)</p> <p><b>Debit Account:</b> This will be the account to deposit to, based on 'Company', University, Foundation, etc. along with the Revenue Category, Cash, Stock, Credit etc. (will be stored in a newly created translation table)</p> <p><b>Credit Account:</b> This is based on O or R, with one account code each and should not need to change going forward. Since there is no chance of change this can be hard coded into the program.</p> <p><b>Include Workday Fund</b> attribute and value in the output of files for Workday.</p>
<p>Update CRM Account Structure (Blackbaud's tasks)</p>	<p>Blackbaud will create two scripts to:</p> <ul style="list-style-type: none"> <li>• FIRST: Adjust the Account Code and Account Alias of all designations in the GL Mapping area using scripts</li> <li>• SECOND: Adjust the Segment mapping of all project numbers, they will be unlinked by the previous scripts so they will need to be added back by a script.</li> </ul> <p>IT Team will implement these scripts in a non-production environment.</p>
<p>CUF Finance to provide Debit Account codes mapping</p>	<p><b>Credit Options Ledger Account</b></p> <p>R-Fund 4113</p> <p>Non R-Fund 4107</p> <p>GF04463 2024</p> <p>GF04461 2024</p> <p>GF04462 2024</p>

	GF04464 2024
Implement changes that will account for the new file(s) output fields (in a non-production environment)	<p>The IT Team will implement custom changes in a non-production environment.</p> <ul style="list-style-type: none"> <li>• The debit account mapping will be a table in CADENCE that will set up, most likely in the Velocity area, so that it can be imported to start with and then maintained. The Finance team, and anyone else Jenna feels would need to adjust this, would be the only people outside of CADENCE admins that would have access. This is something that would rarely if ever be adjusted but building in the ability to start with will allow for unforeseen changes in the future.</li> <li>• Pre-req to hard code: 2 Credit Account numbers will need to be provided: one for 'Revenue' transactions and another for all Non-'Revenue' transactions</li> <li>• Create a table and edit form for Account Group translation that will be upkept in the CRM interface</li> <li>• Fields will be Account Group, Letter code, Description, Revenue Category and Debit Account Columns.</li> </ul> <p>List all Account Group and Revenue Category combinations even though most are the same.</p>
Create new post to GL process	<p>IT Team to work with Finance, Gift and Records Management, and Workday Teams to create a new post to GL process based on these assumptions:</p> <ul style="list-style-type: none"> <li>• Files will not need to be updated.</li> <li>• Workday to use a queue process and/or transfer the files.</li> </ul>

Bulk import Gift Agreements and Form 100 to Workday	<p>IT Team to work with PaperSave to load Gift Agreements and Form 100 from PaperSave into Workday.</p> <ul style="list-style-type: none"> <li>• Naming conventions:  Gift Agreement - Workday ID  Form 100 - Workday ID</li> <li>• Source should be PaperSave.</li> </ul>
Update Purpose and Designation Creation Form	<ul style="list-style-type: none"> <li>• Update the existing form to process new Workday Gift ID instead of CUBS ID.</li> </ul>
Create a tech spec	<p>IT Team to create a new tech spec to outline Workday processes:</p> <ul style="list-style-type: none"> <li>-Files (query, export names)</li> <li>-Daily transfer and deletion to SFTP Folders</li> <li>-SFTP Locations</li> <li>-Add any password information for SFTP to 1Password.</li> </ul>

**7.3. Compliance Issues/Concerns**

Are there any compliance issues or concerns that need to be reviewed?

N/A	N/A
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**7.4. Service Level Requirements**

IT Team will reach out to the vendor if the system/data becomes unavailable.

CUF Finance will provide troubleshooting and training to users.

**7.5. Test Scripts**

This project will require UAT in both non-Production and Production environments.

All changes will be made and tested in a non-production environment prior the go-live at FYE Rollover in July 2026.

Test Scripts will be provided to user(s) during User Acceptance Testing.

- [UAT 1](#)
- [UAT 2](#)

## 8. PROJECT PLAN

DELIVERABLE	DESIGNEE	DATE	STATUS
Current & Future State Collection	SPONSOR	4/1/2025	Complete
Confirmation of States & Requirements	IT TEAM	4/7/2025	Complete
Programmer Review (Tech Specs)	IT TEAM	6/10/2025	Complete
IT Team Develops Test Solution	IT TEAM	8/5/2025	Complete
UAT 1 – Dual Entry	SPONSOR	10/17/2025	Complete
UAT 2 - Gift Import	SPONSOR	10/31/2025	Scheduled/On Time
Changes/troubleshoot from UAT	IT TEAM	11/3/2025	Not Scheduled
Implement in Production	IT TEAM	7/10/2026	Not Scheduled
Verify in Production	SPONSOR	7/13/26	Not Scheduled
Communication Training	SPONSOR	7/15/2026	Not Scheduled
Monitor & Control	SPONSOR	1/11/2027	Not Scheduled

## 9. MONITOR AND CONTROL

The Monitor and Control process will occur 6 months after the completion of the project.

There will be a 2-hour max to any updates that are requested at the time of the Monitor and Control process.

Any requests made that are over 2-hours of work will be redirected to the Data Steward Group Project Form for review, prioritization and will be considered a new version of the project.

Questions for the sponsor during the Monitor and Control process will be include, but are not limited to the following:

Are there any bugs? Can the user view the page/data/is it running as expected?

Is all the user documentation in place? Are documents in the library and terms defined and approved in the Glossary?

Are users using the feature/report/list/etc.

Do we need to considered expanding role access?

Is it worth keeping?

## 10.APPROVAL

**Lead Programmer Name:** James Huff

**Lead Programmer Signature:** *James Huff*

**Date Signed:** 10/28/25

**Sponsor Name:** Jenna Smith

**Sponsor Title:** Fiscal Analyst

**Sponsor Signature:** *Jenna Smith*

**Date Signed:** 10/28/25









# Change Management Form - IMPLEMENTING PROJECT NUMBER CHANGES IN CADENCE FOR WORKDAY

Final Audit Report

2025-10-28

Created:	2025-10-28
By:	Mary Csernak (mcserna@clemsn.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFgh0iyCGeeNMg8pGCN6SusJH-BG3nR7X

## "Change Management Form - IMPLEMENTING PROJECT NUMBER CHANGES IN CADENCE FOR WORKDAY" History

-  Document created by Mary Csernak (mcserna@clemsn.edu)  
2025-10-28 - 4:29:20 PM GMT- IP address: 130.127.255.220
-  Document emailed to James Huff (huff3@clemsn.edu) for signature  
2025-10-28 - 4:31:58 PM GMT
-  Email viewed by James Huff (huff3@clemsn.edu)  
2025-10-28 - 4:37:06 PM GMT- IP address: 104.47.55.254
-  Document e-signed by James Huff (huff3@clemsn.edu)  
Signature Date: 2025-10-28 - 4:38:15 PM GMT - Time Source: server- IP address: 130.127.255.220
-  Document emailed to Jenna Smith (jks5@clemsn.edu) for signature  
2025-10-28 - 4:38:19 PM GMT
-  Email viewed by Jenna Smith (jks5@clemsn.edu)  
2025-10-28 - 4:39:01 PM GMT- IP address: 146.75.232.0
-  Document e-signed by Jenna Smith (jks5@clemsn.edu)  
Signature Date: 2025-10-28 - 10:41:22 PM GMT - Time Source: server- IP address: 130.127.255.220
-  Agreement completed.  
2025-10-28 - 10:41:22 PM GMT