

|  |
| --- |
|  |
| AA2R Oasis Data Conversion to Workday QUICK REFERENCE GUIDE (QRG)  Reference guide on how legacy assets will be converted to Workday |
| |  |  |  | | --- | --- | --- | | Workday Job Aid – Quick Reference Guide |  |  | |

**Purpose**

The purpose of this Quick Reference Guide (QRG) is to explain how Oasis data was converted to Workday.

**Audience**

* Business Asset Accountant
* Business Asset Tracking Specialist
* Unit Asset Coordinator​

**Which Oasis Records are being converted into Workday?**

Oasis assets in statuses:

1. “A” Approved
2. “P” Pending

**Which Oasis data groupings are being converted?**

1. **Oasis “Snapshot” data**:
   * all fields will convert into a WD delivered field or a Custom object field. Exception: UWM Dept ID field was deemed not needed as WD Cost Center will replace this information
2. **Oasis Miscellaneous Data section:**
   * Fields that our AA2R SME deemed required have been converted into a WD delivered field or a Custom object field.

**Which Oasis data groupings are *not* being converted?**

1. Oasis “Expenditure” data
2. Oasis History data
3. Oasis Notes Information

**Note:** Users will have access to a "Read only" Oasis data copy that will be made available after cutover should they need to review Oasis data fields or groupings that were not converted.

**Oasis CONVERSION MAPPING  
Oasis snapshot data**

Graphical user interface, application, table

Description automatically generated

UWM will track location at the building level only. Academy will track location at the room level.

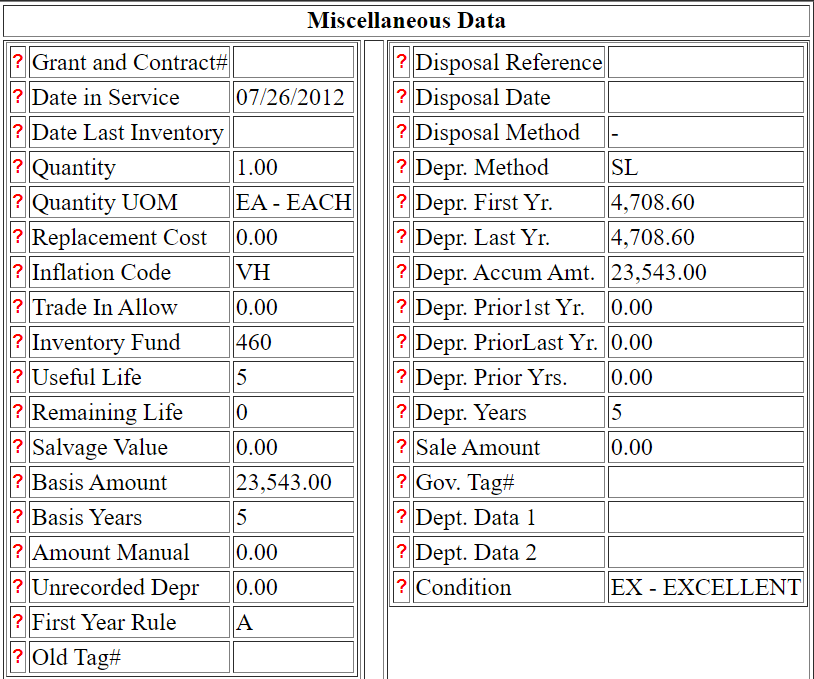
**Current 🡪Future State mapping, SnapShot Data:**

Table

Description automatically generated

Custom fields were created to hold data when the Oasis data was required for conversion (per AA2R SMEs) but either Workday did not offer a delivered field for the data, or the data in the source system could not reliably be converted into the Workday field.

**Oasis Miscellaneous data**



**Current 🡪Future State mapping, Miscellaneous Data, Left-hand side fields:  
Table

Description automatically generated**

**Current 🡪Future State mapping, Miscellaneous Data, Right-hand side fields:**Table

Description automatically generated

Workday Delivered fields show in the **General Information** section of an asset record or one of the **Asset Tabs:**

**Graphical user interface, text, application, email

Description automatically generated**

**Custom field data can be viewed from Reports, or from the asset record:**

1. **View from Reports:** You can view custom field data from The Find Office Unit Asset Coordinator or the Find Assets Central Office reports:   
   e.g., the report columns below are all custom fields:

Graphical user interface, application, Word

Description automatically generated

1. **View from an Asset Record:** From the Asset ID, go to the related actions, select Additional Data, then View All  
   Graphical user interface, application

   Description automatically generated