Introduction | Course Objectives

After completing this course, you will be able to:

• Explain the Account Certification process
• Prepare and/or Approve an Account Certification
• Remediate variances upon identification
• Describe the reporting capabilities available for Preparers & Approvers of Account Certification
Account Certification | Why Do We Reconcile?

We reconcile our accounts monthly:

To maintain the integrity of the University’s accounting records and to protect the interests of the University

Critical for:

Accurate Reporting

Internal Controls
Account Certification | What is Account Certification?

Through this process, preparers and/or approvers are responsible for the following activities:

- Review
- Identify Variances
- Remediate Variances
- Approve
Account Certification | Timeliness

Must be completed:

**30 Calendar days after the end of the month**

*Remember:*

Approved does not mean that all the problems have been resolved. It means the reports have been reviewed, variances have been identified and documented, and there is a plan to correct the variances.
Account Certification | Notifications

Notification will be sent in Workday for Account Certifications. They will come into your Notifications, the bell icon, on your Workday home page.

Notifications sent to:

**Preparer**
- Account Certification is created.
- Reminder within 5 days of the due date.

**Approver**
- Account Certification is ready for Approval.
- Reminder within 5 days of the due date.

**Senior Finance Approver**
- Account Certification is 30 days past due.

**VP/Dean**
- Account Certification is 60 days past due.
Account Certification | Account Certification Roles & Workflow

Preparer for Account Certification

Approver for Account Certification

Preparer for Account Certification

To Do Step: Acknowledge/Remediate Variances (if necessary)

Important to Note:
Preparer and Approver roles are required, and the same individual cannot be assigned as both.
### Account Certification | Role Assignments

<table>
<thead>
<tr>
<th>FDM Worktag Combination</th>
<th>Sample Account Cert Naming</th>
<th>Preparer</th>
<th>Approver</th>
</tr>
</thead>
</table>
| Grant not in GRH005 Federal Financial Aid (FFA)  
*Including Cost Share* | GR000048 | Grant Financial Analyst | Grant Account Certifier |
| Grant in GRH005 Federal Financial Aid (FFA)  
*ex: Federal Work Study* | GR000081 / CC0195 | Cost Center Fiscal Specialist | Cost Center Manager |
| Project | PJ12345 | Project Budget Specialist | Project Budget Manager |
| Designated + Cost Center | DN000050 / CC0195 | Cost Center Fiscal Specialist | Cost Center Manager |
| Gift (Allocated) + Cost Center | GF123456 / CC0195 | Cost Center Fiscal Specialist | Cost Center Manager |
| Gift (Non-Allocated) + Cost Center | GF987654 / CC0195 | Cost Center Fiscal Specialist | Unit Gift Manager |
How do I know if a Gift is Allocated or Non-allocated? Use **FDM Reference - Gift report**

<table>
<thead>
<tr>
<th>Reference ID</th>
<th>Gift</th>
<th>Gift Hierarchy Level 1</th>
<th>Gift Hierarchy Level 2</th>
<th>Gift Hierarchy Level 3</th>
<th>Gift Hierarchy Level 4</th>
<th>Allocated Gifts - Alternate Hierarchy</th>
<th>Gift Type</th>
<th>Unit Gift Manager(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GF000047</td>
<td>1E-DA-Elston Center Fund</td>
<td>GFH10507 DA-Elston</td>
<td>GFH20045 DA-Centers of Excellence</td>
<td>GFH30007 DA-All Gifts</td>
<td>GFH40001 All Gifts</td>
<td>GFHA0001 Allocated Gifts - Alternate Hierarchy</td>
<td>Internal Transfer From Existing Endowment Income</td>
<td>Kirby Armenbreit</td>
</tr>
<tr>
<td>GF000056</td>
<td>TE-DA-Stewart Scholarship</td>
<td>GFH10533 DA-Stewart Scholarship</td>
<td>GFH20042 DA-Scholarships</td>
<td>GFH30007 DA-All Gifts</td>
<td>GFH40001 All Gifts</td>
<td>GFHA0001 Allocated Gifts - Alternate Hierarchy</td>
<td>True Endowment</td>
<td>Kirby Armenbreit</td>
</tr>
<tr>
<td>GF000471</td>
<td>TE-FM-Bragg Cemetery</td>
<td>GFH10600 FM-Cemetery Maintenance</td>
<td>GFH20058 FM-Gifts</td>
<td>GFH30013 FM-All Gifts</td>
<td>GFH40001 All Gifts</td>
<td>True Endowment</td>
<td>Jason Andrew Davis</td>
<td></td>
</tr>
</tbody>
</table>
Account Certification | Key Process Changes

- Same Process for Revenue & Expenditures
- No Examiner Role
- Delegation
- Drill Into Transactions
- Won’t See Planned Expenses
- Available After Month End Close
Below is a high-level overview of the Account Certification process:

1. **Account Certification Admin**
   - Create Account Certification

2. **Preparer for Account Certification**
   - Prepare Account Certification

3. **Approver for Account Certification**
   - Approve Account Certification
   - Remediate Account Certification Variances (To-Do Task)
Access the Account Certification Actions Worklet

1. Select Gear icon on your Workday homepage.

2. Select + (add) under Optional Worklets to add a worklet. Then type Account Certification Actions in the newly created field and select OK.

Once added, the Account Certification Actions worklet will now display under Applications on the Workday homepage.
Below is the high-level process for Preparing an Account Certification in Workday.

1. Access Transaction from the Account Certification Actions Worklet
2. Review Information and Update the Amount to Certify (if needed)
3. Identify Variances (if any)
4. Submit Task
5. Remediate Variances

Preparer
Preparer
Preparer
Preparer
Preparer
Open Account Certification – On the Account Certifications Actions screen, open the Account Certification you need to review and certify. Right click on the magnifying glass and select See in New Tab.
Review the Account Certification – On the View Event Screen, under the My Actions Tab select the Review button. Then, navigate to the Ledger Accounts to Certify tab to review the details. You can add documentation related to the Account Certification in the Attachments tab.
Filter Ledger Accounts – Under the Ledger Accounts to Certify tab, every account certification will display each ledger account including ledger accounts with no activity. Filter the Ledger Account Balance column by selecting not equal to (<> ) and entering 0.0 to exclude any transaction that is valued at zero.
Account Certification | View Transaction Details

View Transaction Details (if needed) – Under the **Ledger Accounts to Certify** tab, you will see the **Ledger Account Balance** column, which shows the ledger balance for each transaction based on the worktags used. You can view the transaction details for each transaction by clicking on the blue account balance.

1. Drill back to the source transaction by right clicking on the **related actions menu (…)** next to the magnifying glass and select **See in New Tab**.

2. In the new tab, you can select the **Operational Transaction** to view its details.
Account Certification | Reconciling Labor Charges

Pull the necessary reports—Payroll charges get summarized before it posts to the ledger, which means you will not see individual employee level attributes in the Account Certifications.

The following reports will show you the information necessary to fully reconcile the labor charges on the Account Certifications:

<table>
<thead>
<tr>
<th>Report</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Journal Line Details</td>
<td>This report shows the breakdown of the summarized payroll accounting lines, so you can reconcile labor. Some of the information you can find in this report includes, employee name &amp; position, pay period, worktags, spend category, and hours worked.</td>
</tr>
<tr>
<td>Worker Costing Allocation information - Payroll</td>
<td>You can run this report using Account Certification worktags (ex. Designated &amp; Cost Center) to see the percentage of salary charged to that worktag combination. If you only select the worker, it will show the worker’s entire costing allocation. This report replaces the LD Schedule module in UBI.</td>
</tr>
<tr>
<td>Calculated Time Block Information</td>
<td>This report provides information about hours worked by hourly employees. You need to have the UVA Time Support Role to run this report.</td>
</tr>
</tbody>
</table>
**Find ISP information** - Internal Service Providers (ISP) are listed as a Worktag on the transaction. Open the blue link for the ISP to find information about the ISP including employees assigned roles.

1. Click on the **More** button

2. Find the **Internal Service Provider** Worktag, Right Click and See in New Tab
Account Certification | Complete Required Fields

**Complete the required fields –**

- **Amount to Certify for Account** – The **Amount to Certify for Account** field will auto-populate with same amount as the **Ledger Account Balance**. You only need to update this field if there is an issue with a transaction in that ledger account line. You can drill in to see the transaction details for each ledger account line by selecting the balance in the **Ledger Account Balance** column. **Please Note:** Both Preparers and Approvers can update the **Amount to Certify for Account**. If you change the **Amount to Certify for Account**, a variance will be generated.

- **Notes/Comments** – You must enter a comment for each line when there is a Variance, otherwise this is optional.
**Example:** The Preparer updates the Amount to Certify for Account field to indicate an incorrect ISD amount. The Preparer drilled into the Ledger Account Balance and determined that the amount for the Internal Service Delivery was incorrect. The “Amount to Certify” field was updated with the correct amount and a variance was automatically populated.

1. As a Preparer you can drill into the Ledger Account Balance by clicking on the Ledger Account Balance Amount which appears as a blue clickable link.

2. When you click on the Ledger Account Balance Amount link, this transaction view of the Ledger Account will display.

3. When you update the Amount to Certify for Account the Variance will automatically get updated since this amount is different from the Ledger Account Balance.
Below is the high-level process flow for reviewing, editing and approving an Account Certification in Workday.

1. Access Transaction from the “Accounts Certification Actions” Worklet
2. Review Information and update the Amount to Certify (if required)
3. Submit Task

Approver → Approver → Approver
Review, Edit and Approve Account Certification | Key Considerations

Amount to Certify for Account – The Amount to Certify for Account field auto-populated with same amount as the Ledger Account Balance. The Preparer reviewed and any differences you see were entered by the Preparer. Both Preparers and Approvers can update the Amount to Certify for Account. You only need to change this field if there is an issue with a transaction in that ledger account line.

Variances – Variance details are updated automatically with the difference between Ledger Account Balance and the Amount to Certify for Account. Approvers can see variances and comments entered by the Preparer. If there is a variance at the end of the account certification process, a To-Do step will be sent to the Preparer’s Workday inbox to acknowledge and remediate the variance. You must enter Notes/Comments for each variance that you identify.
Remediate Variances | Process Overview

Below is the high-level process flow for remediating the variances identified in Account Certification in Workday.

1. **Access the To-Do Item from inbox or the Account Certification Actions**

2. **Ensure Corrective Action is taken on the Variance**

3. **Enter Comments and Submit Task**

---

Preparer

Preparer

Preparer
Remediate Variances | Best Practices

To Start – To access the To Do item, locate your Workday inbox. This can be found on your Workday Home page or appear as an icon in the Workday Actions Tab on the top right-hand corner of your screen.

The To Do items can also be found in the Account Certification Actions area.
Remediate Variances | Best Practices

Take Corrective Action – Review the variances identified on the Account Certification and take corrective action as necessary. The corrective action will differ based on the transaction. For Purchase Orders and Expense Reports, complete an Accounting Adjustment when possible. For all other transactions, complete an Accounting Journal. **Please Note:** You must have the security permissions of the Accountant role to complete these transactions. If you do not have the security permissions of the Accountant Role, you will need to have someone else complete the adjustment transaction and provide you with the Transaction ID number.

Enter Comments – After remediating the transaction, enter your comments related to the corrective action in the To Do inbox item. Include the Transaction ID number to reference the Accounting Adjustment or the Accounting Journal that was created.
Delegation | Best Practices

Delegation Key Points:

- All or Nothing
- Requires Approval
- No longer than 1 year
- Both employees can have access (dependent on selections)
Fill out the delegation request form - In the global search on the Workday homepage, enter My Delegations. Select the Manage Delegations button.

Enter the Required fields:

- **Begin Date & End Date**
- **Delegate** – Enter the name of the employee
- **Do Inbox Tasks On My Behalf** – Select For Business Process > Account Certification Event

Make sure to select the Retain Access to Delegated Tasks in Inbox checkbox if you want both you and the delegate to have access to your Account Certifications.
Below is a list of key reports related to account certification that you can run in Workday.

<table>
<thead>
<tr>
<th>Report</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Ledger Details</strong></td>
<td>For those that want to work ahead, this report will help. You can enter the worktags for a reconciliation (ex. Designated &amp; Cost Center) and select the current period. You will find the detail lines that will appear on the Account Certification once it has been created.</td>
</tr>
<tr>
<td><strong>Internal Service Provider Information</strong></td>
<td>If you have charges from an Internal Service Provider (ISP), this report will help you find information about the Internal Service Provider including the ISD Data Entry Specialist tied to the ISP that you could contact if you have questions.</td>
</tr>
</tbody>
</table>

*The reporting team is working on a report to provide supplemental line level detail for summarized SIS charges that come through.*
Now that you have completed this course, you will be able to:

- Describe the assignment of roles as a preparer or an approver of Account Certification
- Explain the Account Certification process
- Prepare an Account Certification
- Remediate variances upon identification
- Approve an Account Certification
- Describe the reporting capabilities available for Preparers & Approvers of Account Certification
Thank you!

askfinance@virginia.edu