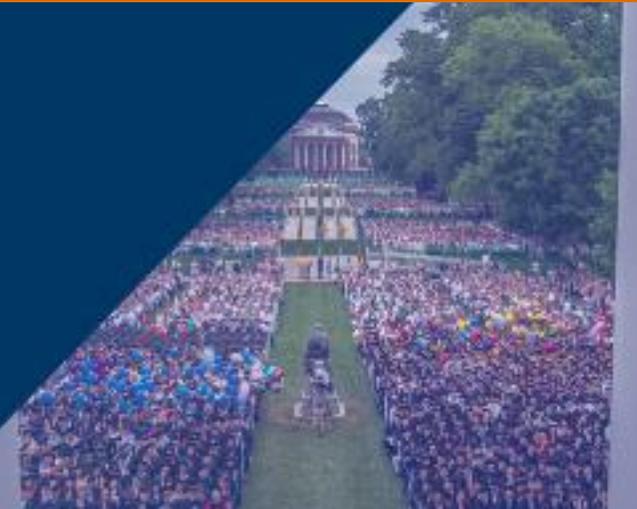




Account Certification



UNIVERSITY
of
VIRGINIA



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



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



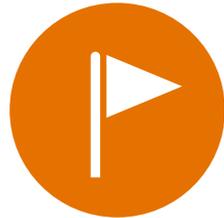
Internal Controls

Account Certification | What is Account Certification?

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



Review



Identify Variances



Remediate Variances

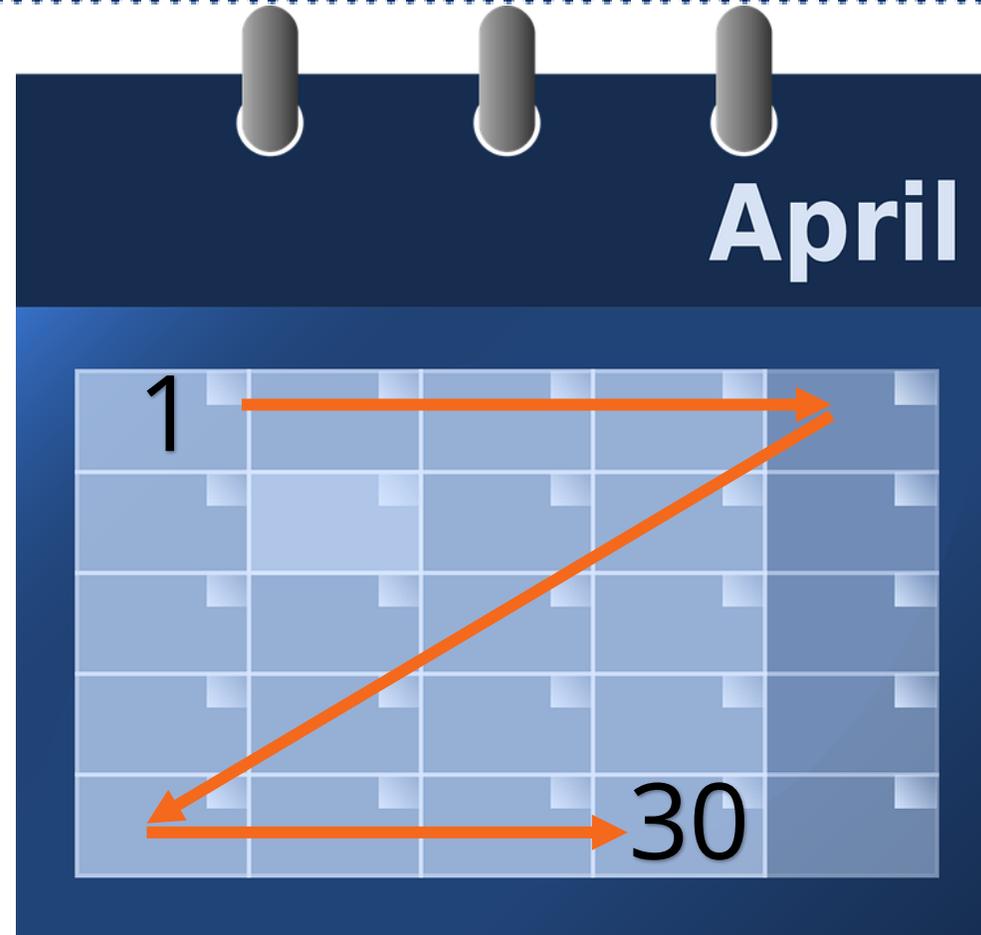


Approve

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:

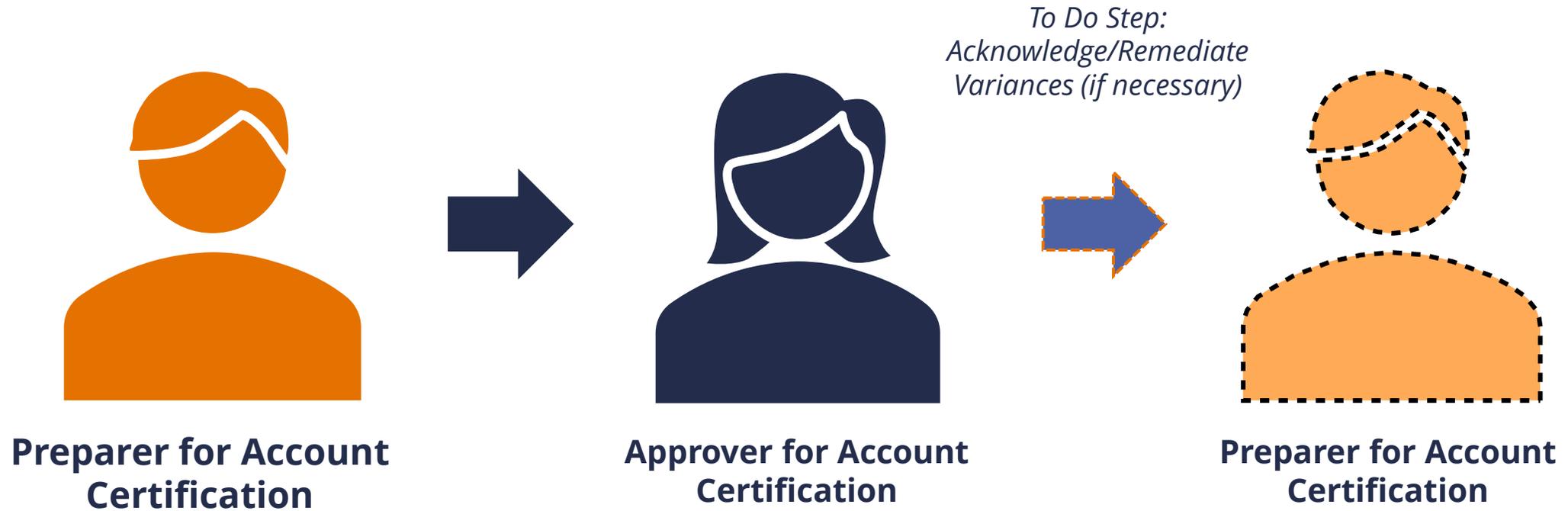
Preparer
<ul style="list-style-type: none">• Account Certification is created.• Reminder within 5 days of the due date.

Approver
<ul style="list-style-type: none">• Account Certification is ready for Approval.• Reminder within 5 days of the due date.

Senior Finance Approver
<ul style="list-style-type: none">• Account Certification is 30 days past due.

VP/Dean
<ul style="list-style-type: none">• Account Certification is 60 days past due.

Account Certification | Account Certification Roles & Workflow



Important to Note:

Preparer and Approver roles are required, and the same individual cannot be assigned as both.

Account Certification | Role Assignments

FDM Worktag Combination	Sample Account Cert Naming	Preparer	Approver
Grant not in GRH005 Federal Financial Aid (FFA) <i>Including Cost Share</i>	GR000048	Grant Financial Analyst	Grant Account Certifier
Grant in GRH005 Federal Financial Aid (FFA) <i>ex: Federal Work Study</i>	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

Accounting Certification | Gift Worktag

How do I know if a Gift is Allocated or Non-allocated? Use **FDM Reference - Gift report**

FDM Reference - Gift  

FDM Reporting: 4/7/2022

412 items

Reference ID	Gift	Gift Hierarchy Level 1	Gift Hierarchy Level 2	Gift Hierarchy Level 3	Gift Hierarchy Level 4	Allocated Gifts - Alternate Hierarchy	Gift Type	Unit Gift Manager(s)
GF000047	GF000047 IE-DA-Olsson Center Fund	GFH10507 DA-Olsson	GFH20045 DA-Centers of Excellence	GFH30007 DA- All Gifts	GFH40001 All Gifts	GFHA0001 Allocated Gifts - Alternate Hierarchy	Internal Transfer From Existing Endowment Income	Kirby Armentrout
GF000056	GF000056 TE-DA-Stewart Scholarship	GFH10533 DA-Stewart Scholarship	GFH20042 DA-Scholarships	GFH30007 DA- All Gifts	GFH40001 All Gifts	GFHA0001 Allocated Gifts - Alternate Hierarchy	True Endowment	Kirby Armentrout
GF000471	GF000471 TE-FM-Bragg Cemetery	GFH10600 FM-Cemetery Maintenance	GFH20058 FM-Gifts	GFH30013 FM- All Gifts	GFH40001 All Gifts		True Endowment	Jason Andrew Davis

Allocated

Non-Allocated

Account Certification | Key Process Changes



**Same Process for
Revenue &
Expenditures**



No Examiner Role



Delegation



**Drill Into
Transactions**



**Won't See Planned
Expenses**

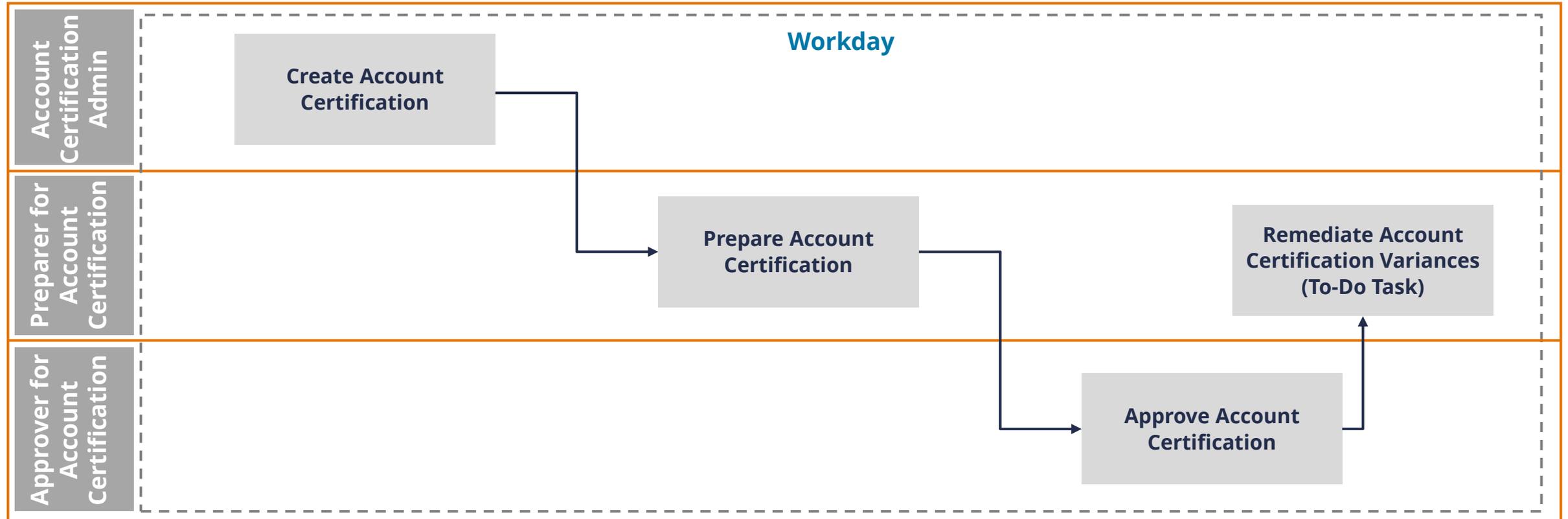


**Available After
Month End Close**



Account Certification | High-Level Process Overview

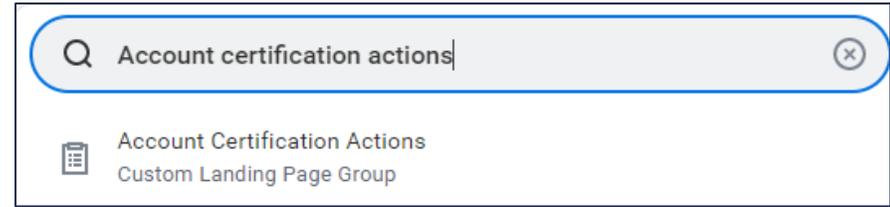
Below is a high-level overview of the Account Certification process:



Account Certification | Account Certification Actions

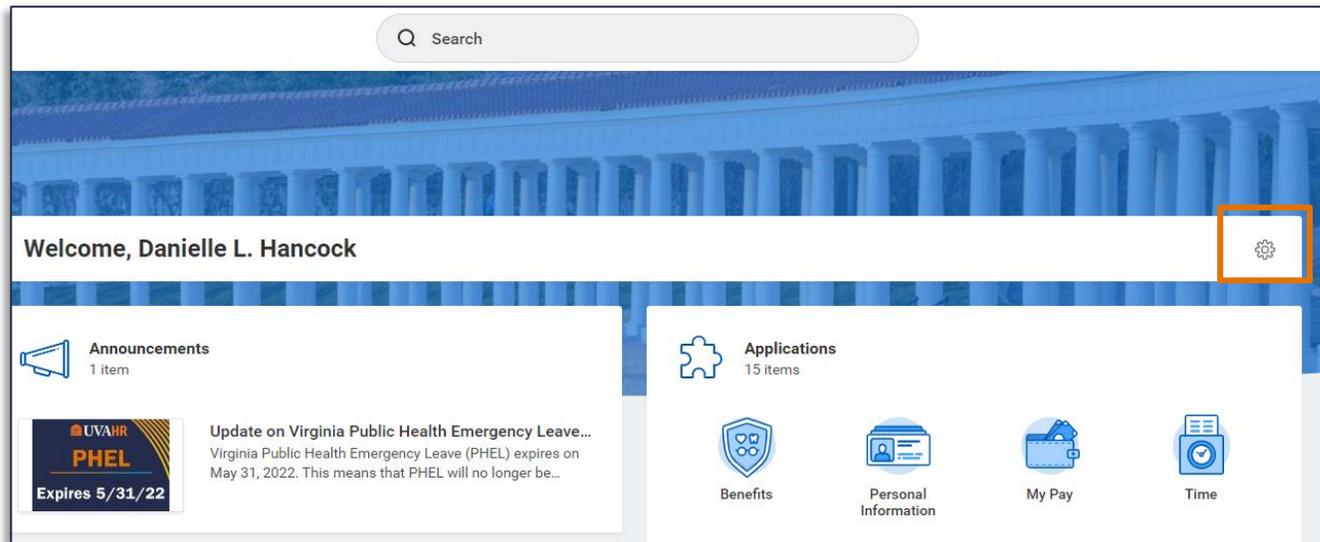


Access the Account Certification Actions –
From the global search on Workday homepage.

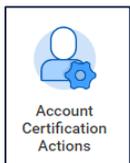
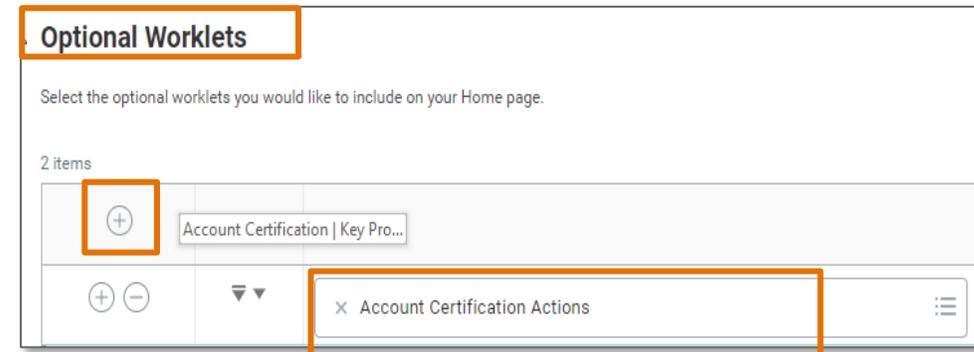


Access the Account Certification Actions Worklet

1. Select **Gear** icon on your Workday homepage.



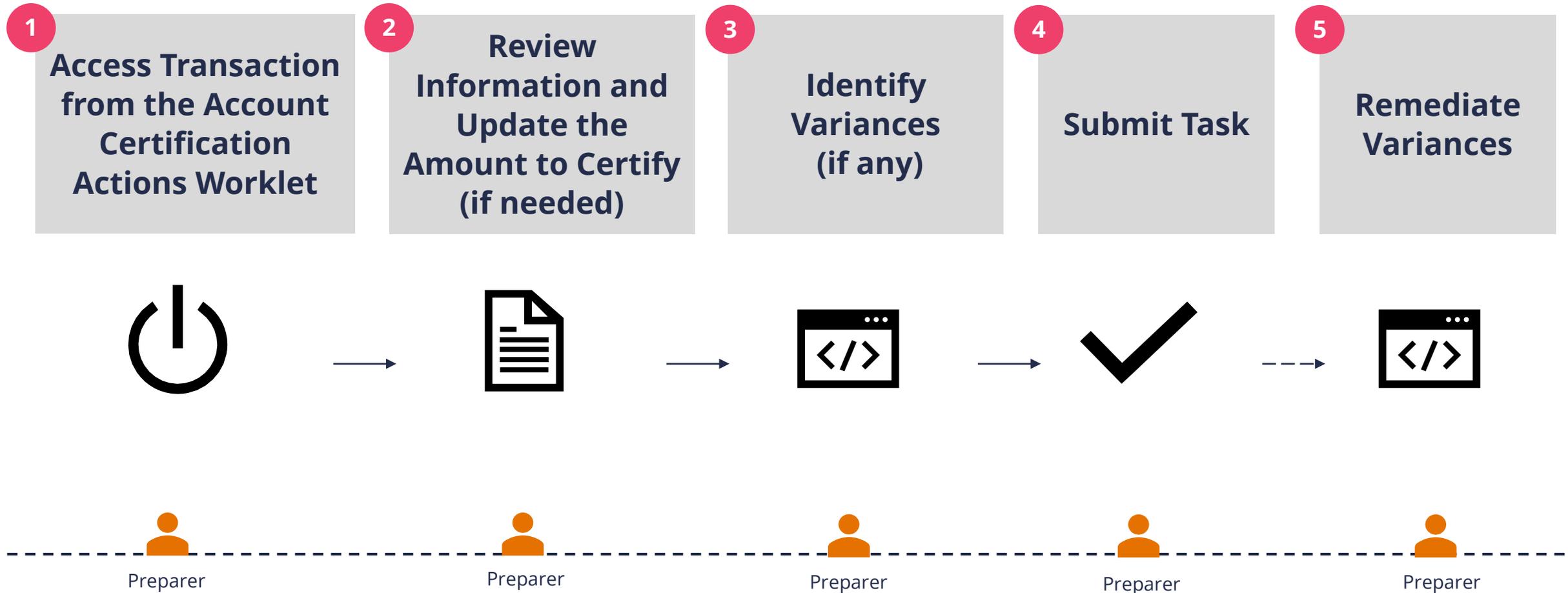
2. Select + (add) under **Optional Worklets** to add a worklet. Then type **Account Certification Actions** in the newly created field and select **OK**.



Once added, the **Account Certification Actions** worklet will now display under **Applications** on the Workday homepage.

Prepare Account Certification | Process Overview

Below is the high-level process for Preparing an Account Certification in Workday.



Account Certification | Open Account Certification

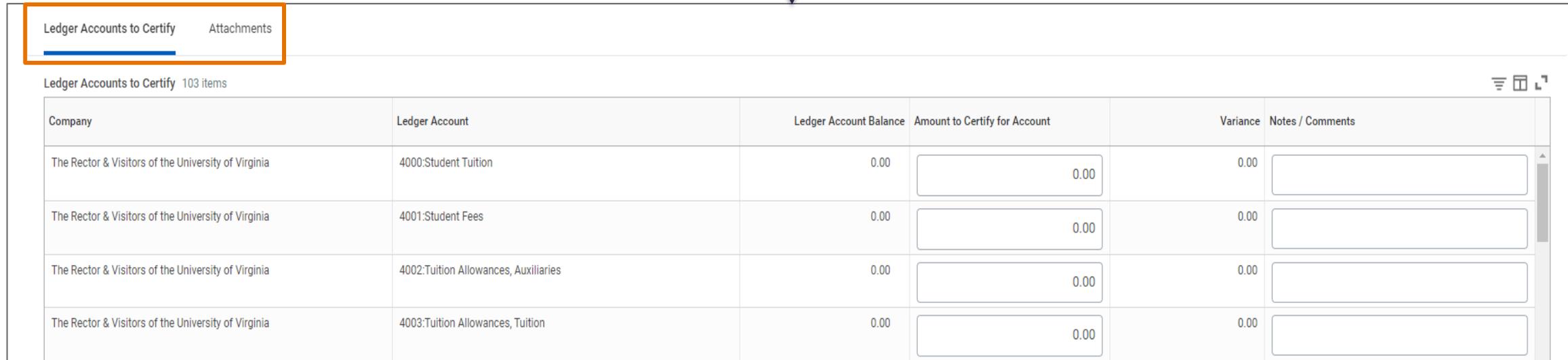
- **Open Account Certification** – On the Account Certifications Actions screen, open the Account Certification you need to review and certify. Right click on the magnifying glass and select **See in New Tab**.

Account Certifications Awaiting Me ⚙️

Business Process Transaction	Business Process Transaction	Account Certification Role	Status	Date and Time Assigned	Due Date	Excluded from Inbox
	Account Certification Event: 253- Rector & Visitors of the University of Virginia-FY2021-2022- (UVa Fiscal Year)-DN000059 / 0091	Preparer for Account Certification	Awaiting Action	05/11/2022 08:05:44.693 AM	05/25/2022	Yes
	Account Certification Event: 252- Rector & Visitors of the	Preparer for Account Certification	Awaiting Action	05/11/2022 08:05:44.693 AM	05/25/2022	Yes

Account Certification | Review Account Certification

 **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.

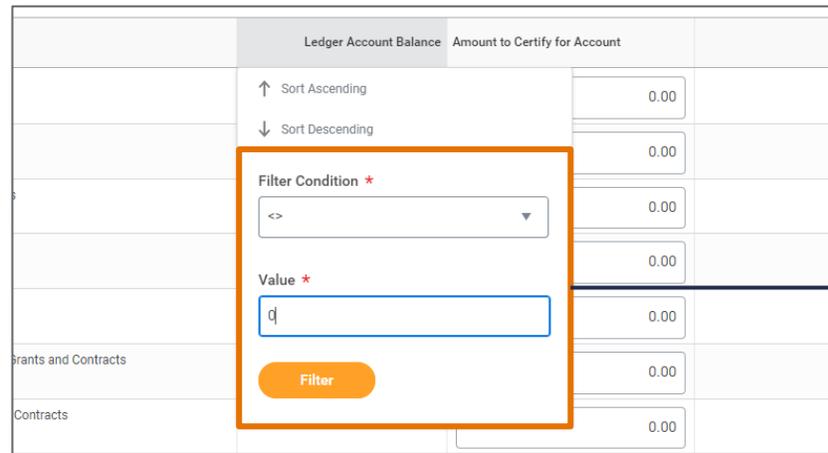


A screenshot of the 'Ledger Accounts to Certify' tab. The tab is titled 'Ledger Accounts to Certify 103 items'. Below the title, there is a table with the following columns: Company, Ledger Account, Ledger Account Balance, Amount to Certify for Account, Variance, and Notes / Comments. The table contains four rows of data, each with a corresponding input field for the 'Amount to Certify for Account' column.

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account	Variance	Notes / Comments
The Rector & Visitors of the University of Virginia	4000:Student Tuition	0.00	<input type="text" value="0.00"/>	0.00	<input type="text"/>
The Rector & Visitors of the University of Virginia	4001:Student Fees	0.00	<input type="text" value="0.00"/>	0.00	<input type="text"/>
The Rector & Visitors of the University of Virginia	4002:Tuition Allowances, Auxiliaries	0.00	<input type="text" value="0.00"/>	0.00	<input type="text"/>
The Rector & Visitors of the University of Virginia	4003:Tuition Allowances, Tuition	0.00	<input type="text" value="0.00"/>	0.00	<input type="text"/>

Account Certification | Filter Ledger Accounts

▼ **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.



A screenshot of the main ledger accounts table. The table has columns for 'Company', 'Ledger Account', 'Ledger Account Balance', 'Amount to Certify for Account', 'Variance', and 'Notes / Comments'. The table is titled 'Ledger Accounts to Certify 1 of 103 items'. The first row is highlighted with an orange border and contains the following data:

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account	Variance	Notes / Comments
The Rector & Visitors of the University of Virginia	6006:Support Services	32,593.17	32,593.17	0.00	

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.

Journal Entry	Journal Source	Transaction	Accounting Date	Budget Date	Book Code	Ledger Account	Debit Amount	Credit Amount	Reporting Currency	Memo	Line Memo	Worktags
	Supplier Invoice		02/01/2022	01/25/2022		6014:Residential Supplies	15,000.00		USD			Business Unit: BU02 AS-Arts and Sciences Cost Center: CCD050 AS-Denis's Office (DEAN) Designated: DND00317 AS-Education and General Function: FN001 Instruction General Academic Fund: FD001 Unrestricted Operating Fund (State 03000)

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account
The University of Virginia's College at Wise	6014:Residential Supplies	15,000.00	15,000.00



Operational Journal	Current Status	Posted	Journal Sequence Number
Operational Journal Information			
Operational Transaction	Supplier Invoice: SH-0000000066		
Originated by	ISU_INT_Jaggaer_User		
Company	The University of Virginia's College at Wise		
Ledger	Actuals		
Period	Feb - FY2021-2022		

Account Certification | Reconciling Labor Charges

 **Pull the necessary reports**– Payroll charges gets 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:

Report	Purpose
Payroll Journal Line Details	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 & position, pay period, worktags, spend category, and hours worked.
Worker Costing Allocation information - Payroll	You can run this report using Account Certification worktags (ex. Designated & 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.
Calculated Time Block Information	This report provides information about hours worked by hourly employees. You need to have the UVA Time Support Role to run this report.

Account Certification | Reconciling ISP Charges



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.

Journal Entry	Journal Source	Transaction	Accounting Date	Budget Date	Book Code	Ledger Account	Debit Amount	Credit Amount	Reporting Currency	Memo	Line Memo	Worktags
Q	Internal Service Delivery	Q	03/29/2022	03/29/2022		8001:Recoveries, Transfer Pmts		30.00	USD	Header Memo: Copper tubing	Header Memo: Copper tubing	Business Unit: BU02 AS-Arts and Sciences Cost Center: CC0091 AS-Physics (PHYS) Designated: DN000059 AS-Local Operations Function: FN018 Ancillary Support Fund: FD002 Unrestricted Local Fund + More (2)

1 Click on the **More** button

Journal Entry	Journal Source	Transaction	Accounting Date	Budget Date	Book Code	Ledger Account	Debit Amount	Credit Amount	Reporting Currency	Memo	Line Memo	Worktags
Q	Internal Service Delivery	Q	03/29/2022	03/29/2022		8001:Recoveries, Transfer Pmts		30.00	USD	Header Memo: Copper tubing	Header Memo: Copper tubing	Business Unit: BU02 AS-Arts and Sciences Cost Center: CC0091 AS-Physics (PHYS) Designated: DN000059 AS-Local Operations Function: FN018 Ancillary Support Fund: FD002 Unrestricted Local Fund Internal Service Provider: Arts & Sciences Physics - Inventory Stockroom Revenue Category: Recoveries RCG (RC0110) Less (2)

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**.

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account	Variance	Notes / Comments
The Rector & Visitors of the University of Virginia	6022:Lease & Rent Payments	2,500.00	1,850.00	650.00	SI-0000000029 Invoice amount is incorrect.

- **Notes/Comments** – You must enter a comment for each line when there is a Variance, otherwise this is optional.

Account Certification | Example

Example: The Preparer updates the Amount to Certify for Account field to indicate an incorrect USD 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.

The screenshot displays two main sections of a financial system interface. The top section shows a transaction view for 'Internal Service Delivery' with a debit amount of 32,593.17. The bottom section shows a 'Ledger Accounts to Certify' table with a row for '6006:Support Services' where the 'Amount to Certify for Account' is updated to 25,000.00, resulting in a variance of 7,593.17. Three callouts provide step-by-step instructions on how to drill into the ledger account balance and update the certification amount.

Journal Entry	Journal Source	Transaction	Accounting Date	Budget Date	Book Code	Ledger Account	Debit Amount	Credit Amount	Reporting Currency	Memo	Line Memo	Worktags
	Internal Service Delivery		02/28/2022	02/28/2022		6006:Support Services	32,593.17		USD	GMSA-F M/1814 31-3196 150-001-	UPG Test Data 3; GM SA-FM/18 1431-3196 150-001-	Activity: AC02431 MD-INMD CV Research Fellowship Business Unit: BU01 MD-Medicine Cost Center: CC1083 MD-INMD CV Medicine Employee: Brendon C Coll Fund: FD015 Restricted Local Fund More (4)

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account	Variance	Notes / Comments
The Rector & Visitors of the University of Virginia	6006:Support Services	32,593.17	25,000.00	7,593.17	

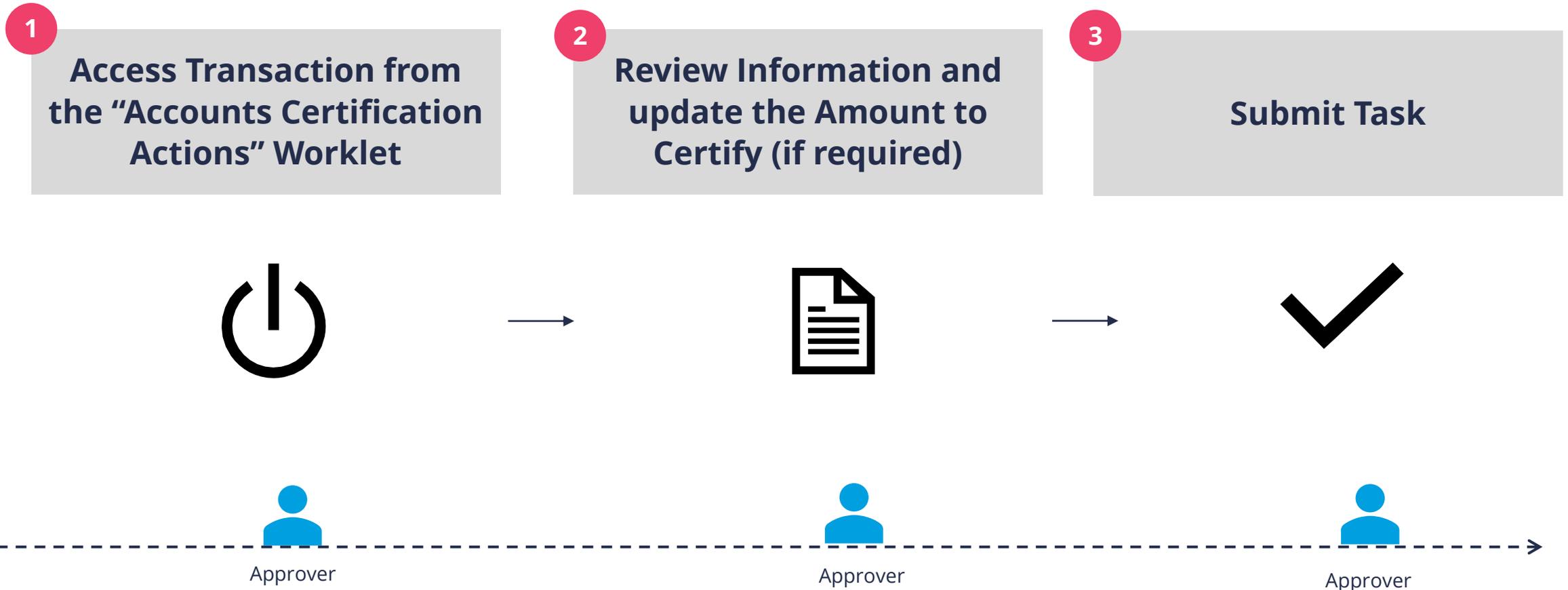
1 As a **Preparer** you can drill into the **Ledger Account Balance** by clicking on the **Ledger Account Balance Amount** which appears as a blue clickable link.

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**.

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

Review, Edit and Approve Account Certification | Process Overview

Below is the high-level process flow for reviewing, editing and approving an Account Certification in Workday.



Review, Edit and Approve Account Certification | Key Considerations



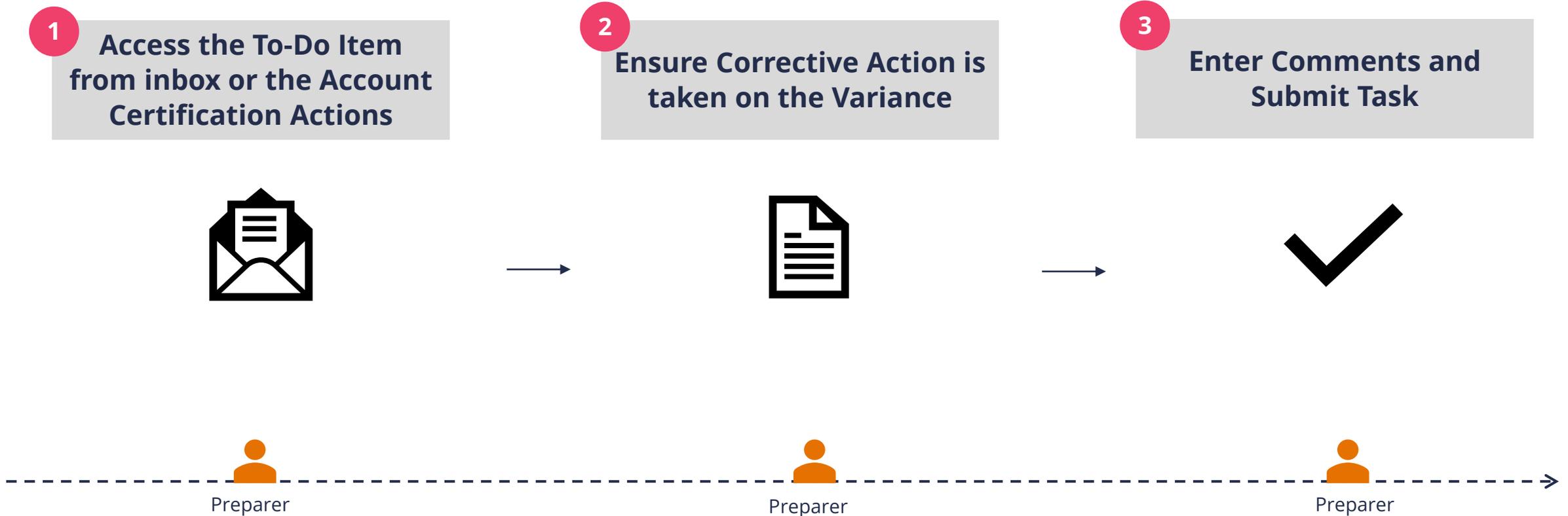
Amount to Certify for Account – The **Amount to Certify for Account** field auto-populated with same amount as the **Ledger Account Balance**. The Preparer reviewed and any differences you see were entered by the Preparer. Both Preparers and Approvers can update the **Amount to Certify for Account**.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



Variations – 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.



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.

Workday Homepage **OR** **Workday Actions Tab**



The To Do items can also be found in the Account Certification Actions area.

Account Certification Actions

Account Certification Reports

Account Certifications Awaiting Me						
Business Process Transaction	Business Process Transaction	Account Certification Role	Status	Date and Time Assigned	Due Date	Excluded from Inbox
Q	Account Certification Event: 139- The Rector & Visitors of the University of Virginia-FY2021-2022- Dec (UVA Fiscal Year)-DN000254 / CC0662	Preparer for Account Certification	Awaiting Action	04/11/2022 09:32:15.338 PM	04/25/2022	Yes
Q	Account Certification Event: 138- The Rector & Visitors of the University of Virginia-FY2021-2022- Mar (UVA Fiscal Year)-DN000254 / CC0662	Preparer for Account Certification	Awaiting Action	03/30/2022 02:16:45.186 PM	03/25/2022	Yes

Account Certification To Dos						
Business Process Transaction	Business Process Transaction	Account Certification Role	Status	Date and Time Assigned	Due Date	Excluded from Inbox
Q	Account Certification Event: 140- The Rector & Visitors of the University of Virginia-FY2021-2022- Jan (UVA Fiscal Year)-DN000254 / CC0662	Preparer for Account Certification	Awaiting Action	04/11/2022 09:34:45.148 PM	05/11/2022	
Q	Account Certification Event: 58- Academic Consolidated-FY2021-2022-Dec (UVA Fiscal Year)- DN000254 / CC0662	Preparer for Account Certification	Awaiting Action	01/18/2022 07:56:23.406 PM	02/17/2022	

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)

Delegation | Best Practices



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**

> Business Processes allowed for Delegation

New Delegation 1 item

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Begin Date ?	End Date ?	*Delegate ?	Start On My Behalf ?	Do Inbox Tasks On My Behalf ?
06/01/2022 📅	05/31/2023 📅	Delegate * x Danielle L. Hancock ...		<input type="radio"/> For all Business Processes <input checked="" type="radio"/> For Business Process x Account Certification Event ... <input type="radio"/> None of the above
		Use Default Alternate <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Retain Access to Delegated Tasks in Inbox
		Alternate Delegate * Patricia A Marbury		Delegation Rule

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.

Account Certification Reports | Reports

Below is a list of key reports related to account certification that you can run in Workday.

Report	Purpose
General Ledger Details	For those that want to work ahead, this report will help. You can enter the worktags for a reconciliation (ex. Designated & 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.
Internal Service Provider Information	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.

*The reporting team is working on a report to provide supplemental line level detail for summarized SIS charges that come through.

Course Wrap-up | Course Summary

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