



Approving Transactions as a Cost Center Manager

 **UVA FINANCE**



UNIVERSITY
of
VIRGINIA



Introduction | Course Agenda

| Agenda | |
|--------|---------------------------------------|
| 1 | Cost Center Manager Approval Overview |
| 2 | Approving Transactions |

Introduction | Course Objectives

After completing this course, you will be able to:

- Learn the key tasks that may be sent to you for approval as a Cost Center Manager
- Understand the details that need to be reviewed before determining if a request should be approved



Cost Center Manager Approval

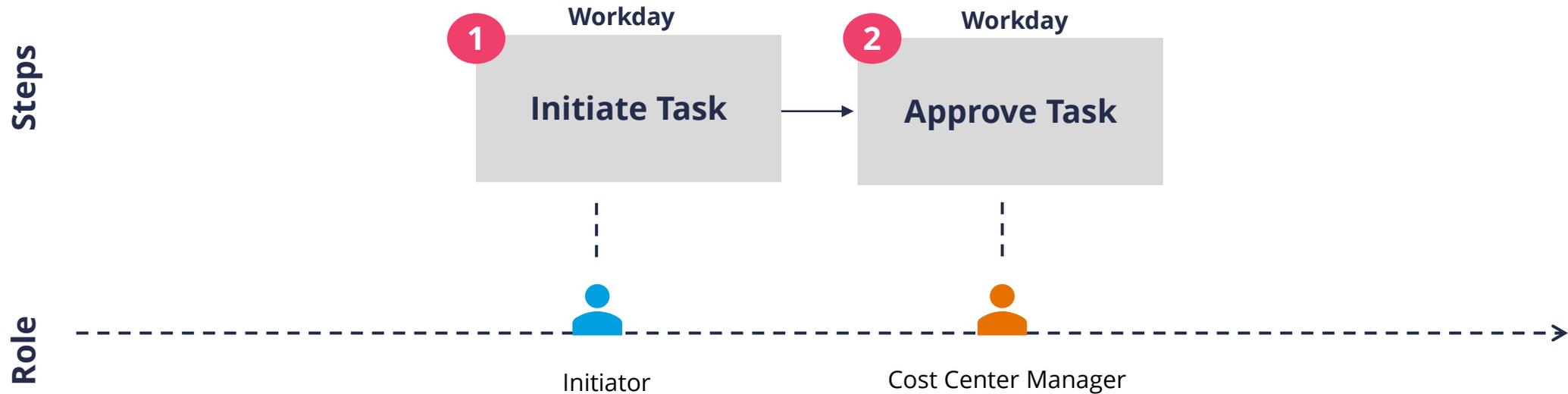


Cost Center Manager Approval | Key Terms

| Workday Term | Definition |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inbox | <p>This includes all tasks, approvals, and To-Dos that await your action as well as store all tasks you have submitted or completed. You must take action to remove these items from your Inbox. The Workday Inbox displays items on two tabs:</p> <ul style="list-style-type: none">• Actions tab - displays a list of action items that are required to be completed• Archive tab - displays details of archived items |
| Cost Center | <p>Cost Centers are used to hold financial transactions, budgets, and workers. Often, these are departments within a legacy system. As a general guideline to defining cost centers, they should:</p> <ul style="list-style-type: none">• Have a manager• Have a financial impact• Have a budget |

Cost Center Manager Approval | Cost Center Manager Role

A **Cost Center (CC) Manager** is the primary manager for assigned cost centers. As a CC Manager, you are required to approve various tasks (transactions) that have been initiated in Workday by other employees. The following represents a **high-level look** into the **steps** and **roles** involved during approval of transactions:



Important to Note: The initiator of the task and the task itself will differ when receiving this approval request. Depending on the task, the process flow may require multiple approvals other than the Cost Center Manager.

Cost Center Manager Approval | Inbox Messages and Notifications

As a **Cost Center Manager**, you will receive **inbox messages** and **notifications** from your Workday Toolbar. Please see below to learn more details and to better understand the difference between the two.



INBOX MESSAGE

- You will receive messages in your Workday inbox when an action is required i.e., tasks you need to approve.
- You can select the **Inbox** icon on the Workday homepage, click on the relevant item, and complete the action.
- Examples of Inbox Messages (i.e., Action Items):
 - Approve Accounting Adjustments and Journals
 - Approve Ad Hoc Bank Transactions
 - Approve Customer Contracts
 - Approve One-Time Payment Requests



NOTIFICATIONS

- You will receive notifications/alerts in your Workday notification section. These inform you from the last 30 days, when certain tasks/processes are completed, or available for your review.
- Notifications do not require any action.

Cost Center Manager Approval | Inbox Navigation

The **Workday Inbox** allows you to **view action items** and **review further details** in order to take the appropriate action (i.e., approve, deny, etc.).

The screenshot shows the Workday Inbox interface. At the top, there is a blue header with the word "Inbox". Below the header, there are two tabs: "Actions" and "Archive". The "Actions" tab is selected and highlighted with an orange border. Below the tabs, there are two dropdown menus: "Viewing: All" and "Sort By: Newest". Below these, there is a list of tasks. The first task is "One-Time Payment" with a star icon and the text "22 day(s) ago - Effective 05/16/2022". This task is highlighted with an orange border. To the right of the task list, there is a "Review" section for the selected task. The "Review" section shows the task title "One-Time Payment: Holly Sco", the date "22 day(s) ago - Effective 05/16/2022", and a list of details: "For", "Overall Process", "Overall Status: In Progress", and "Due Date: 05/20/2022". Below the "Review" section, there is a "Details to Review" section for the "One-Time Payment" task, showing fields for "Employee" and "Position".

- Select the Actions Tab to view your business process tasks, approvals, and to-dos.
- Select the Archive Tab to view historical actions and the status of the business process you acted on.
- Select the task you want to view details and to act on (i.e., approve).
- Details of the task will populate on the right-hand side of the screen for you to review and take the appropriate action.

Cost Center Manager Approval | Cost Center Hierarchy

A **Cost Center Hierarchy** is a grouping of cost centers where transactional data is consolidated **based on level**. It is used in reporting to view the summary data based on the level represented in the cost center hierarchy.

- There are **8 fixed levels** in a Cost Center Hierarchy.
- Cost Center Hierarchy is often used as a filter to gain access to information grouped by a Cost Center that represents different levels.
- It is used to look up data and provide a summary view at different levels of the cost hierarchy.

You can use the **following reports** to look up a Cost Center Hierarchy:

- **View Cost Center Hierarchy** report to view all levels of the cost center hierarchy in a flattened report.
- **Org Chart** report to view an organization chart of the selected organization to see the relationship between this organization and subordinate organizations.
- **FDM Reference – Cost Center** to view a comprehensive list of cost centers. This feature can be used to pull reporting for your business unit.

| | |
|---------|----------------------------------|
| | Top Level |
| Level 7 | President |
| Level 6 | Executive Vice Presidents |
| Level 5 | Additional Grouping Level |
| Level 4 | VP/School Dean [MBU] |
| Level 3 | Division |
| Level 2 | Department |
| Level 1 | Sub-Department |
| | Cost Center [Leaf] |

Approving Transactions



Approving Transactions | Key Terms

| Workday Term | Definition |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Spend Category | This identifies and categorizes the specific type of revenue for a transaction. It provides a sub-classification of the ledger account to enable more granularity in reporting. |
| Funds | Often referred to as color of money, funds are pools of money differentiated by sources and constraints placed on the use of the resources. E.g., state vs local fund, restricted, restricted expendable (earnings on endowment or gifts), unrestricted, etc. Funds will be related to a Gift/Grant/Designated Worktag value. |
| Worktags | Describes the nature of the transaction to support all financial and management reporting across the organization. Examples of Accounting Worktags include but not limited to: Ledger Account, Spend Category, Revenue Category, Purchase Item, and Expense Item. |
| Approve/Submit | An action within a business process that designated approvers select to progress the event to the next step. |

Approving Transactions | Key Terms (Contd.)

| Workday Term | Definition |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deny | When you deny a business process, the business process stops, and all Workday data is restored to its state before the business process started. To restart the business process, you would need to submit the process again, and redo all previously completed steps. |
| Cancel | Canceling a business process stops the workflow in progress and reverses any changes made to data. You can't cancel a completed business process; you must rescind it. |
| Send Back | When you send back a business process, the business process is terminated and sent back to the initiator for the required changes. You may enter appropriate comments to explain your reasons for sending back the request and guide the initiator. |
| Add Approvers | When you add an approver to a business process, you add an additional step of approval by another role based on the business requirements which may not be required generally. |

Approving Transactions | Key Transactions

There are various transactions that you can approve as a Cost Center Manager. Please see below the **key tasks** that a Cost Center Manager can **approve** in Workday:

| Accounting Adjustment |
|------------------------------------|
| Accounting Journal |
| Accounting Journal Un-Post Reverse |
| Ad Hoc Bank Transaction |
| Ad Hoc Payment |

| Billing Schedule |
|-----------------------------|
| Customer Contract Amendment |
| Customer Contract |
| Customer Invoice |
| Internal Service Delivery |

| Miscellaneous Payment Request |
|--------------------------------|
| One-Time Payment (OTP) Request |
| Payroll Accounting Adjustment |
| Period Activity Pay (PAP) |

Approving Transactions | Accounting Adjustment

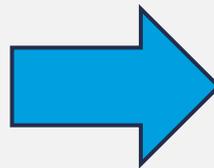
Accounting Adjustment is a process that allows you adjust accounting for paid/partially paid supplier and customer invoices in Workday. A **Cost Center Manager** is required to review and approve an Accounting Adjustment when a **Gift** or a **Designated** worktag is getting impacted and the initiator is **not OSP**.



INITIATOR

Many roles can initiate this task, but the most common role is Accountant.

SUBMIT



CC MANAGER

This task will always route to the CC Manager if there is a Designated or Gift worktag and the initiator is not OSP.

Approving Transactions | Accounting Adjustment

Review the **following details** while approving an Accounting Adjustment:

You can perform the **following actions** for an Accounting Adjustment approval request:

- **Approve**
- **Send Back**
- **Cancel**
- **Save for Later**

Details to Review

- **Transaction Date** – Review the transaction date.
- **Details to Review** – Review the invoice number and the related details to identify the invoice that is being adjusted. For further information, right click on the magnifying glass next to Accounting Adjustment and select **See in New Tab**. You may see an adjustment for an Expense Report, Supplier Invoice, or Supplier Invoice Request.

Tables to Review

- **Adjusted Lines table** – Review the adjusted lines and pay special attention to the Adjusted Line, Change Reason, and Worktags (Original, Current, and Proposed) columns. Review the original, current, and proposed worktags and identify (if any) worktags were changed and which ones. Specifically, you will see **Designated** and/or **Gift** worktags being impacted.

Comments and Attachments

- **Previous Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Accounting Journal

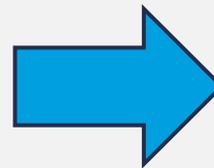
Accounting Journal is a process that allows you to create manual journals for accounting purposes. A Cost Center Manager is required to review and approve an accounting journal entry when a **Gift** or a **Designated** is getting impacted and the initiator is a **Payroll Accounting Adjustment Specialist** or an **Accountant** and **not** an **OSP**.



INITIATOR

Many roles can initiate this task, but the most common role is Accountant.

SUBMIT



CC MANAGER

This task will always route to the CC Manager if there is a Designated or Gift worktag and the initiator is an Accountant or Payroll Accounting Adjustment Specialist (and not OSP).

Approving Transactions | Accounting Journal

Review the **following details** while approving an Accounting Journal:

You can perform the **following actions** for an Accounting Journal approval request:

- **Approve**
- **Send Back**
- **Deny**
- **Cancel**

Details to Review

- **Journal Entry Information** – Review and confirm the journal entry information like the initiator, accounting date, period, ledger, journal source and balancing fund selected in the journal entry.

Tables to Review

- **Journal Entry Lines & Journal Lines tables** – Review the journal entry lines and journal lines details and pay special attention to the Debit Amount, Credit Amount and Worktags columns. Specifically, you will see the Designated and/or Gift worktag being impacted.

| Company | Ledger Account | Debit Amount | Credit Amount | Memo | External Reference ID | Gift | Grant | Designated | Project | *Fund | *Cost Center |
|-----------------------------------------------------|------------------------------|--------------|---------------|------|-----------------------|------|-------|------------------------------|---------|-------------------------------|---------------------------------|
| The Rector & Visitors of the University of Virginia | 6010:Administrative Supplies | | 1,000.00 | | | | | DN000150 DA-Local Operations | | FD002 Unrestricted Local Fund | CC0307 DA-Darden Online Studios |

Comments and Attachments

- **Previous Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Accounting Journal Unpost-Reverse

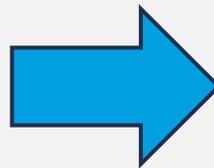
Accounting Journal Unpost-Reverse is a process in Workday that allows you to reverse an accounting journal that has already been posted to the ledger. A **Cost Center Manager** is required to review and approve an accounting journal unpost-reverse entry when a **Gift** or a **Designated** is getting impacted and the initiator is a **Payroll Accounting Adjustment Specialist** or an **Accountant** and **not** an **OSP**.



INITIATOR

Many roles can initiate this task, but the most common role is Accountant.

SUBMIT



CC MANAGER

This task will always route to the CC Manager if there is a Designated or Gift worktag and the initiator is an Accountant or Payroll Accounting Adjustment Specialist (and not OSP).

Approving Transactions | Accounting Journal Unpost-Reverse

Review the **following details** while approving an Accounting Journal Unpost-Reverse:

You can perform the **following actions** for an Accounting Journal Unpost-Reverse approval request:

- **Approve**
- **Deny**
- **Cancel**

Details to Review

- **Journal Entry Information** – Review and confirm the journal entry information like the initiator, accounting date, period, ledger, journal source and balancing fund selected in the journal entry.
- **Journal Entry Details** – Review the memo and total ledger debit and credit amounts.

Tables to Review

- **Journal Entry Lines, Journal Lines, and Retained Earnings tables** – Review each table's details and pay special attention to the Debit Amount, Credit Amount and Worktags columns. Specifically, you will see the **Designated** and/or **Gift** worktag being impacted.

Comments and Attachments

- **Previous Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Ad Hoc Bank Transaction

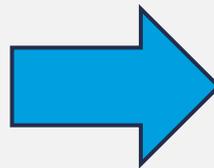
Ad Hoc Bank Transaction (AHBT) allows you to process an ad hoc bank transfer for specific purposes. A Cost Center Manager is required to review and approve an ad hoc bank transaction when a **Gift** or a **Designated** is getting impacted and the purpose of the transaction is one of the following - **Expenditure Credit, Medical Benefit Payment, Payroll Vendor or Retirement Benefit Vendor.**



INITIATOR

- Award Payment Specialist
- Bank Reconciliation Specialist
- Customer Payment Specialist
- Payroll Benefit Vendor Payment Processor

SUBMIT



CC MANAGER

This task will always route to the CC Manager if there is a Designated or Gift worktag and the purpose is Expenditure Credit, Medical Benefit Payment, Payroll Vendor or Retirement Benefit Vendor.

Approving Transactions | Ad Hoc Bank Transaction (AHBT)

Review the **following details** while approving an Ad Hoc Bank Transaction:

You can perform the **following actions** for an AHBT approval request:

- **Approve**
- **Send Back**
- **Deny**
- **Cancel**

Details to Review

- **Ad Hoc Bank Transaction Information** – Review the company, bank account and date of transaction.
- **Ad Hoc Bank Transaction Details** – Review the transaction amount and purpose of the transaction. The purpose should be one of the following - **Expenditure Credit** or **Medical Benefit Payment** or **Payroll Vendor** or **Retirement Benefit Vendor**.

Tables to Review

- **Ad-Hoc Bank Transaction Lines table** – Review the Ad Hoc Bank Transaction lines details and pay special attention to the Spend Category, Ledger Account and Worktags columns that are getting impacted due to the transaction. Specifically, you will see the **Designated** and/or **Gift** worktag being impacted.

| Ad Hoc Bank Transaction Lines 1 item | | | | | | | | | |
|--------------------------------------|----------------------------|--------|-------------------|-----------------|------|-------|------------------------------|---------|-----------------------------------------------|
| Revenue/Spend Category | Ledger Account | Amount | Tax | Memo | Gift | Grant | Designated | Project | *Fund |
| Supplies Educational (SC0290) | 6015:Specific Use Supplies | 674.56 | Tax Applicability | Test exp credit | | | DN000150 DA-Local Operations | | FD018 Restricted Operating Fund (State 03000) |

- **Reconciliation Information table** – Review the reconciliation information details such as Bank Statement, Bank Statement Line, and Reconciliation Status. To view more details, right click on the magnifying glass in the Bank Statement column and select **See in New Tab**.

Comments and Attachments

- **Previous Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Ad Hoc Payment

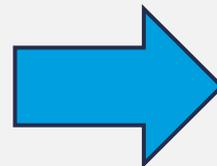
Ad Hoc Payment is a process that allows you to process an ad hoc bank payment to the payees in Workday. A Cost Center Manager is required to review and approve an Ad Hoc Payment when it is **not** an **Endowment Template Transaction**.



INITIATOR

- Payroll Benefit Vendor Payment Processor
- Cash Manager
- Escheatment Specialist

SUBMIT



CC MANAGER

This task will always route to the CC Manager if it is not an Endowment Template transaction.

Approving Transactions | Ad Hoc Payment

Review the **following details** while approving an Ad Hoc Payment:

You can perform the **following actions** for an Ad Hoc Payment approval request:

- **Approve**
- **Send Back**
- **Deny**
- **Cancel**

Details to Review

- **Ad Hoc Payment Information** – Review the company, bank account, payee, payment date and payment type of the ad hoc payment.
- **Payment Details** – Review the total payment amount and other relevant payment details.

Tables to Review

- **Ad-Hoc Payment Lines table** – Review the spend category and worktags that are getting impacted due to the transaction in the **Ad-Hoc Payment Lines** table. Make sure that the total extended amount, unit cost, quantity and all other fields are appropriately filled.

Comments and Attachments

- **Previous Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Billing Schedule

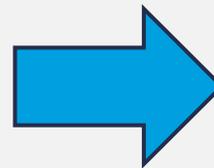
Billing Schedule event allows you to create a billing schedule for your customer contract in Workday. A Cost Center Manager is required to review and approve a billing schedule when it is a **Non-Sponsored Billing Schedule**.



INITIATOR

Many roles can initiate this task, but the most common role is Customer Contract Specialist.

SUBMIT



CC MANAGER

This task will always route to the CC Manager if it is a Non-Sponsored Billing Schedule.

Approving Transactions | Billing Schedule

Review the **following details** while approving a Billing Schedule:

You can perform the **following actions** for a Billing Schedule approval request:

- **Approve**
- **Deny**
- **Cancel**

Details to Review

- **Billing Schedule ID** – Review the Billing Schedule ID to determine the billing schedule being amended.
- **Billing/Invoice Information** – Review the Company, Bill-to-Address, Bill-to-Customer, Bill-to-Contact, Schedule Type and Schedule Description.
- **Invoice Header Defaults** – Review the Payment Terms, Payment Type, Invoice Type and Delivery Type. The Invoice Type should be Non-Sponsored.
- **Generate Installment Information** – Confirm the Billing Method, Billing Frequency, From and To Dates and Invoice Date Options.

Tables to Review

- **Installments table** – Review and confirm the installments details such as Installment, Status, Invoice Date, Total Amount, Line, and Line Item Description. To view more information on the Billing, right click on the magnifying glass and select See in New Tab in the Installment. To view more information on the Contract Line, right click on the line number in the Line column.

| Installment | Status | Invoice Date | Due Date | From Date | To Date | Total Amount | Installment Milestones | Line |
|-------------|-----------|--------------|------------|------------|------------|--------------|------------------------|----------------------------------------------|
| 🔍 | Available | 01/31/2022 | 03/02/2022 | 01/31/2022 | 02/27/2022 | 1,000.00 | 0 | CCN-000006 Other Income (RC0064) (Line 1) |

Comments and Attachments

- **Previous Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Customer Contract Amendment

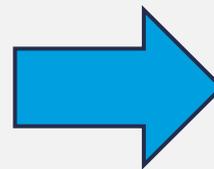
Customer Contract Amendment is a process that allows you to amend a customer contract for specific reasons in Workday. A Cost Center Manager is **always required** to review and approve a Customer Contract Amendment.



INITIATOR

Customer Contract Specialist

SUBMIT



CC MANAGER

This task will always route to the CC Manager for approval.

Approving Transactions | Customer Contract Amendment

Review the **following details** while approving a Customer Contract Amendment:

You can perform the **following actions** for a Customer Contract Amendment approval request:

- **Approve**
- **Send Back**
- **Deny**
- **Cancel**

Details to Review

- **Contract** – Review the contract that is being amended.
- **Contract Information** – Review the company, contract type, sold-to-customer, bill-to-customer and effective date of the contract.
- **Contract Details** – Review the contract details like the name and description.
- **Contract Amounts and Balances** – Verify the contract amounts and balances.
- **Additional Information** – Review and confirm the worktags under the additional information. You can also find this in the Additional Information tab.
- **Amendment Information** – Verify the Contract Amendment Type and Effective Date.

Tables to Review

- **Contract Line Summary table** – Review the contract line summary details such as Line, Revenue Category, Line Type, Line Status, and Line Amount. To view more information on the Line Summary, right click on the magnifying glass and select **See in New Tab**.
- **Goods and Services table** – Review the various tabs (Line Details, Revenue and Billing, Renewal Terms, Notes, and Additional Information) and verify the amendments made to the contract.
- **Amendments table** – Review the amendments details such as Contract, Version Status, Amendment Type, Amendment Effective Date, and Contract Amount.

Comments and Attachments

- **Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Customer Contract

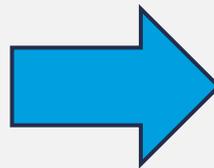
Customer Contract event allows you to create a customer contract in Workday. A Cost Center Manager is **always required** to review and approve a customer contract to complete creation of the contract.



INITIATOR

Customer Contract Specialist

SUBMIT



CC MANAGER

This task will always route to the CC Manager for approval.

Approving Transactions | Customer Contract

Review the **following details** while approving a Customer Contract Amendment:

You can perform the **following actions** for a Customer Contract approval request:

- **Approve**
- **Send Back**
- **Deny**
- **Cancel**

Details to Review

- **Contract Information** – Review the company, contract type, sold-to-customer, bill-to-customer and effective date of the contract.
- **Contract Details** – Review the contract details such as name and description.
- **Contract Amounts and Balances** – Verify the contract amounts and balances.
- **Additional Information** – Review and confirm the worktags under the additional information.

Tables to Review

- **Goods and Services table** – Review the various tabs under the **Goods and Service Lines** table such as Line Details, Revenue and Billing, Renewal Terms, Notes and Additional Section of the contract.

Comments and Attachments

- **Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Customer Invoice

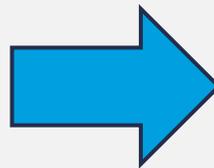
Customer Invoice event allows you to create a customer invoice that enables you to record a sales event and create receivables accounting in Workday. A Cost Center Manager is required to review and approve a customer invoice if the invoice has **Expenditure Credit** as a **Revenue Category**.



INITIATOR

Many roles can initiate this task, but the most common role is Customer Contract Specialist.

SUBMIT



CC MANAGER

This task will always route to the CC Manager for approval if the invoice has an Expenditure Credit as a Revenue Category.

Approving Transactions | Customer Invoice

Review the **following details** while approving a Customer Contract Amendment:

You can perform the **following actions** for a Customer Invoice approval request:

- **Approve**
- **Send Back**
- **Deny**
- **Cancel**

Details to Review

- **Invoice Information** – Review the Company, Invoice Type, Invoice Date, Delivery Type, Sold-to-Customer, Bill-to-Customer and the effective date of the contract.
- **Additional Information** – Review the payment type, payment terms, due date and other information under this section.
- **Amount Information** – Verify the total invoice amount and other amounts under this section.

Tables to Review

- **Invoice Lines table** – Review the invoice lines details and pay special attention to the Line, Revenue Category and Worktags columns. Ensure the revenue category is the property expenditure credit and review the worktags being impacted. To view further details on the invoice line, right click on the magnifying glass and select See in New Tab.

| Line | Company | Sales Item | Revenue Category | Line Item Description | Quantity | Unit of Measure | Quantity 2 | Unit of Measure 2 | Unit Price |
|------|-----------------------------------------------------|------------|-------------------------------------------------|-----------------------|----------|-----------------|------------|-------------------|------------|
| Q | The Rector & Visitors of the University of Virginia | | Expenditure Credit Classified Salaries (RC0132) | test | 1 | 5 Pack | 0 | | 0.00 |

Comments and Attachments

- **Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Internal Service Delivery (ISD)

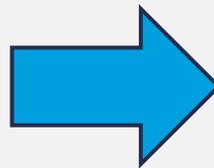
Internal Service Delivery is a Workday transaction that records critical information related to the item(s) that an Internal Service Provider provides to a requester. When approved, it generates revenue/recovery for the ISP and expense for the requester. A Cost Center Manager is required to review and approve an ISD when the ISD amount is **greater than \$250k** and a **Gift** or **Designated** is tagged.



INITIATOR

Many roles can initiate this task, but the most common role is Internal Service Delivery Data Entry Specialist.

SUBMIT



CC MANAGER

This task will always route to the CC Manager for approval if the ISD Amount is greater than \$250k and has a Gift or Designated worktag.

Approving Transactions | Internal Service Delivery (ISD)

Review the **following details** while approving an Internal Service Delivery:

You can perform the **following actions** for an ISD approval request:

- **Approve**
- **Send Back**
- **Deny**
- **Cancel**

Details to Review

- **Document Information** – Review the company, internal service provider, document and delivery dates and memo information for the ISD.
- **Revenue Information** – Review and confirm worktag information under the revenue information section.

Tables to Review

- **Lines table** – Review the fields in the ISD Lines table and confirm the unit cost, quantity, memo and total amount of the transaction.

Comments and Attachments

- **Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Miscellaneous Payment Request

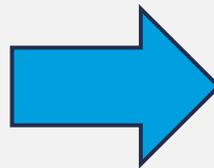
Miscellaneous Payment Request is a process that allows you create a miscellaneous payment for specific reasons in Workday. A Cost Center Manager is required to review and approve a miscellaneous payment request when it is a **Petty Cash Miscellaneous Category**.



INITIATOR

Many roles can initiate this task, but the most common role is Petty Custodian.

SUBMIT



CC MANAGER

This task will always route to the CC Manager for approval if it is a Petty Cash Misc Category.

Approving Transactions | Miscellaneous Payment Request

Review the **following details** while approving a Miscellaneous Payment Request:

You can perform the **following actions** for a Miscellaneous Payment Request approval request:

- **Approve**
- **Send Back**
- **Cancel**

Details to Review

- **Miscellaneous Payment Request** – Review the Miscellaneous Payment Request by right clicking on the magnifying glass next to this field and select **See in New Tab**.
- **Primary Information** – Review the document date, company, payee, payment type, request category and handling code of the request.
- **Payment Details** – Review and confirm the total payment amount and other details under this section.

Tables to Review

- **Lines table** – Review the lines table and confirm the appropriate spend category was selected (i.e., Petty Cash) and review the worktags. You can also view more details on the Request Line by right clicking on the magnifying glass and select **See in New Tab**.

| Request Line | Company | Item | Spend Category | Quantity | Unit Cost | Extended Amount | Memo | Gift | Grant | Designated | Project | *Fund | *Cost Cen |
|--------------|-----------------------------------------------------|------|---------------------|----------|-----------|-----------------|----------------------|------|-------|-----------------------------------|---------|-------------------------------------------------|-------------------|
| | The Rector & Visitors of the University of Virginia | | Petty Cash (SC0562) | 0 | 0.00 | 500.00 | IRB 1234 Hum ...more | | | DN000382 DA-Education and General | | FD001 Unrestricted Operating Fund (State 03000) | CC0346 D Summer S |

Comments and Attachments

- **Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | One-Time Payment (OTP) Request

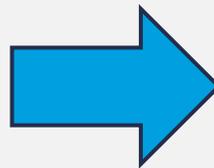
One Time Payment Request is a process that allows you to process a one-time payment to your employees in Workday. A Cost Center Manager is required to review and approve an OTP when a **Cost Center** worktag is selected and **Grant Worktag** is **not used** for multiple OTP.



INITIATOR

Many roles can initiate this task, but the most common role is Manager.

SUBMIT



CC MANAGER

This task will always route to the CC Manager when a Cost Center worktag is selected and a Grant worktag is not used for multiple OTP. Also, the initiator is not in Fast Track User-Based Security Group and OTP is not Education Benefits Centrally Funded, Hoos Well Reimbursement, or Employee Resource Program.

Approving Transactions | One-Time Payment (OTP) Request

Review the **following details** while approving a One-Time Payment:

You can perform the **following actions** for an OTP approval request:

- **Approve**
- **Send Back**
- **Add Approvers**
- **Deny**
- **Cancel**
- **Save for Later**

Details to Review

- **Employee** – Review the employee for whom OTP is being initiated.
- **Position** – Review the position of the worker.
- **Effective Date** – Confirm the effective date of the One Time Payment.

Tables to Review

- **Payment Details table** – Review the payment details table and confirm the following information – plan type, plan, amount, compensation element and the worktags selected. Specifically, you will see the Cost Center worktag being impacted.

| Plan Type | Plan | Amount | Currency | Scheduled Payment Date | Compensation Element | Send to Payroll | Worktags | Additional Information |
|------------------|-----------------|--------|----------|------------------------|----------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| One-Time Payment | Retention Bonus | 600.00 | USD | 01/16/2022 | Retention Bonus | <input checked="" type="checkbox"/> | Business Unit: BU33 DA-Darden Cost Center: CC0312 DA-Deans Office Designated: DN000382 DA-Education and General Function: FN001 Instruction General Academic Fund: FD001 Unrestricted Operating Fund (State 03000) | Staging OTP for Payroll Cost Manager UER Session |

Comments and Attachments

- **Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Payroll Accounting Adjustment (PAA)

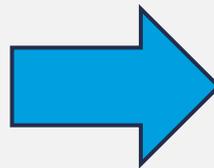
Payroll Accounting Adjustment (PAA) is a process that allows you to correct payroll accounting results for employees in Workday. A Cost Center Manager is required to review and approve a PAA when a **Gift** or a **Designated worktag** is getting impacted and the **initiator** is **not a Grants Compliance Reviewer**.



INITIATOR

Many roles can initiate this task, but the most common role is Payroll Accounting Adjustment Specialist.

SUBMIT



CC MANAGER

This task will always route to the CC Manager if a Gift or Designated worktag is getting Impacted and the initiator is not a Grants Compliance Reviewer.

Approving Transactions | Payroll Accounting Adjustment (PAA)

Review the **following details** while approving a Payroll Accounting Adjustment:

You can perform the **following actions** for a PAA approval request:

- **Approve**
- **Add Approvers**
- **Deny**
- **Send Back**
- **Cancel**
- **Save for Later**

Details to Review

- **Worker** – Review that the PAA is being performed for the correct worker.
- **Pay Group** – Review the pay group of the worker.
- **Company** – Review the company of the worker.
- **Pay Period** – Ensure that the pay period being adjusted for the worker is correct.
- **Payroll Result** – Ensure that the payroll result being adjusted for the worker is correct.
- **Change Reason** – Review that the reason for changing the payroll is appropriate. If the **Change Reason** is **Other**, review the **Comments** section for more details on the transaction.

Tables to Review

- **Current Journal Lines & Proposed table** – Review the current and proposed tables and pay special attention to the Worktags column. Review the original and proposed tables and identify if any worktags were changed and which ones. Specifically, you will see **Designated** and/or **Gift** worktags being impacted.

| Debit Amount | Position | Pay Component | Costing Company | Worktags | Budget Date |
|--------------|-------------------------------------|-----------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 6,311.11 | P136154 Professor - Asher D Biemann | Salary Pay - Academic | | ACD-31890 AS-Religious Studies BU33 DA-Darden CC0320 DA-Financial Aid Administration DN000003 NR-F&A Indirect Cost Recovery FD002 Unrestricted Local Fund More (3) | 09/24/2021 |

Comments and Attachments

- **Previous Comments** – Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** – Open any attachments and review the related documents.

Approving Transactions | Period Activity Pay (PAP)

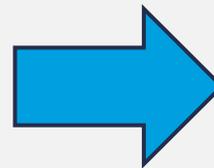
Period Activity Pay is a process that allows you to pay employees for fixed-term activities and payment arrangements in Workday. A Cost Center Manager is required to review and approve a Period Activity Pay if the **Cost Center** worktag is getting impacted.



INITIATOR

Many roles can initiate this task, but the most common role is Manager.

SUBMIT



CC MANAGER

Always route to the CC Manager if a Cost Center Worktag is being impacted and the initiator is not in a Fast Track User-Based Security Group.

Approving Transactions | Period Activity Pay (PAP)

Review the **following details** while approving a Period Activity Pay:

You can perform the **following actions** for a PAP approval request:

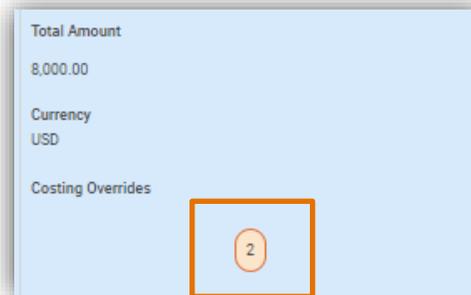
- **Approve**
- **Send Back**
- **Deny**
- **Cancel**
- **Save for Later**

Details to Review

- **Effective Date** - Review and confirm the Effective Date of the PAP transaction.
- **Employee** - Confirm the employee for which the transaction is being performed.
- **Position** - Confirm the position of the employee.
- **Academic Period** - Review the academic period when the PAP transaction is being performed.
- **Rate Matrix** - Review the rate matrix as per the requirements.
- **Reason** - View that the reason for initiating a period activity pay.

Tables to Review

- **Assignments table** - Review the Activity, Activity Dates, Units, Compensation and Payments columns and confirm that the information is valid. To view the impacted worktags, click the highlighted number in the Compensation column as it will pop-up a new window with these details.



Comments and Attachments

- **Previous Comments** - Review the **Comments** section for more details or context related to the transaction. If needed, provide a comment in the comment box.
- **Attachments (if any)** - Open any attachments and review the related documents.

Course Wrap-Up | Course Summary

Now that you have completed this course you will be able to:

- Learn the key tasks that may be sent to you for approval as a Cost Center Manager
- Understand the details that need to be reviewed before determining if a request should be approved

Course Wrap-Up | Course Evaluation

Your feedback is important to us!

Please take a moment to complete a brief survey on today's training session.





Thank you!