Account Certification FAQ Overview

This FAQ contains frequently asked questions for Account Certification in Workday. Use the table of contents below and select control + click to go directly to that question and answer. You can also refer to the Resources page for Account Certification FAQ.

Table of Contents

Account Certification Frequently Asked Questions

➢ How do I prepare or approve Account Certifications?

There are numerous training related resources available to you on how to perform key tasks in Workday in the form of self-paced courses, quick reference guides (QRG), and additional training materials. Visit the Workday Finance Training page for additional information on these training resources. For step-by-step guidance, refer to the Prepare or Approve Account Certification QRG in the Account Certification section.

➢ **Why did I (the Preparer) get an Automatic Approval notification after I submitted an Account Certification?**

We had to embed an approval step as part of the Preparer workflow so that we could ensure separation of duties should someone inadvertently be identified as both the Preparer and the Approver. In Workday world, a "Review" step (which is what allows for the Preparer to note variances, etc.) is not considered a formal approval so we had to insert that automated step to ensure systematic controls. You do not have to take action. The Account Certification is now sitting with the Approver. The visual below helps clarify this.

Ledger Accounts to Certify	Process History				

4 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)
Account Certification Event	Account Certification Event	Step Completed	08/01/2022 12:28:45 PM	08/30/2022	Joshua Monroe Breeden
Account Certification Event	Review Account Certification	Submitted	08/02/2022 11:03:17 AM	08/25/2022	▓▓ ▓▓ (Preparer for Account Certification)
Account Certification Event	Approval by Preparer for Account Certification	Automatic Approval	08/02/2022 11:03:19 AM		▓▓ ▓▓ (Preparer for Account Certification)
Account Certification Event	Review Account Certification	Awaiting Action		08/30/2022	▓▓ ▓▓ (Approver for Account Certification)

➢ **If there are two people assigned an Account Certification role, will we both be assigned the Account Certifications?**

Yes, when multiple people are assigned to a Role on any worktag (e.g., Grant, Cost Center, Gift, Project, etc.) that is affiliated with Account Certification, they all are assigned the corresponding Preparer/Approver role for the worktag. Any person assigned the Account Certification can take action (submit). Once action is taken, the Account Certification will be removed from all Preparers/Approvers Account Certifications Awaiting Me table.

➢ **What does the Account Certification Process look like?**

Please see the visual below that illustrates the Account Certification process.

UVAFinance · Finance Strategic Transformation
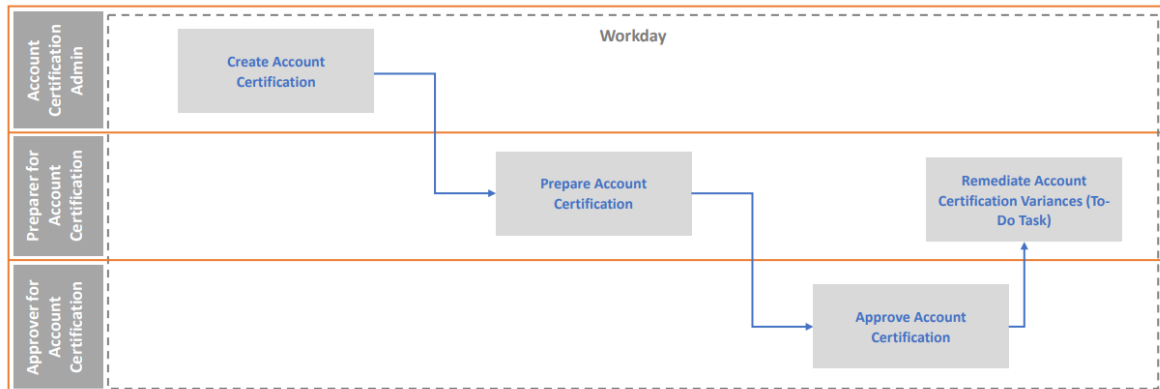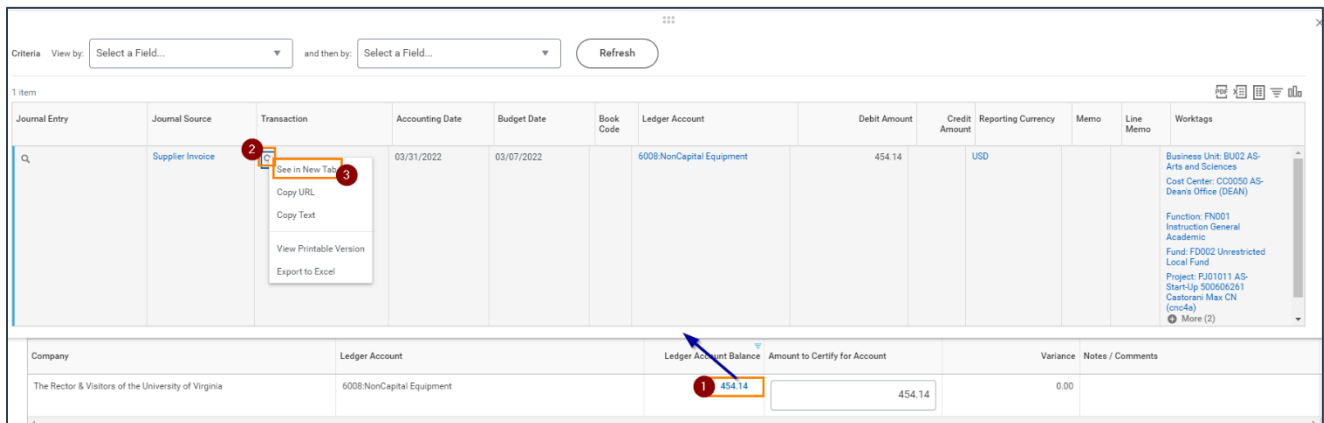
➢ **How do I delegate Account Certification?**

You can delegate Account Certification from the Workday home page. Search My Delegations in Workday and click Manage Delegations. Select Account Certification Event in the For Business Process Field and ensure to also select the Retain Access to Delegated Tasks in Inbox if you want both yourself and your delegate to have access to submit the Account Certification. For more information, refer to the Delegate Workday Transactions QRG and the Delegation Overview & Best Practices for step-by-step guidance on how to delegate transactions.

If you delegate your Account Certification to someone else, you are delegating all your Account Certifications. You cannot select which Account Certifications to delegate. **Please Note:** The delegation request requires approval. If the request is for 21 days or less, it will route to your Manager; if it is more than 21 days it will route to your Manager and the Senior Department Finance Approver for approval.

➢ **How do I drill into transactions for Account Certification?**

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 in the Transactions column and select See in New Tab.

2. In the new tab, you can select the Operational Transaction to view its details.

View Operational Journal

Operational Journal 🔍	Current Status Posted	Journal Sequence Number

⌄ **Operational Journal Information**

Operational Transaction	Supplier Invoice: SI-0000000066
Originated by	ISU_INT_Jaggaer_User
Company	The University of Virginia's College at Wise
Ledger	Actuals
Period	Feb - FY2021-2022

➢ **What are variances in Account Certification?**

Amount to Certify for Account - The **Amount to Certify for Account** field auto populated with the 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 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.

➢ **How do I find my Account Certifications in Workday?**

You can find your Account Certification from the Workday search bar or from your Account Certification Actions Worklet.

1. Type **Account Certification Actions** in the global search and select the task on the Workday homepage.

   OR

You can find your **Account Certification Actions worklet** on your homepage under applications. If you need to add it, review the following steps below:

1. Select the **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.
3. Click **OK**.

> ➤ **Where do I find my planned expenses?**

You **will not see** planned expenses in your Account Certification. You will only see transactions that have been posted to the worktag combination you are reconciling. To monitor planned expenses (obligations/commitments), you will need to review additional reports. You can pull the General Ledger Details report. In the Ledger field, select Obligations and/or Commitments.
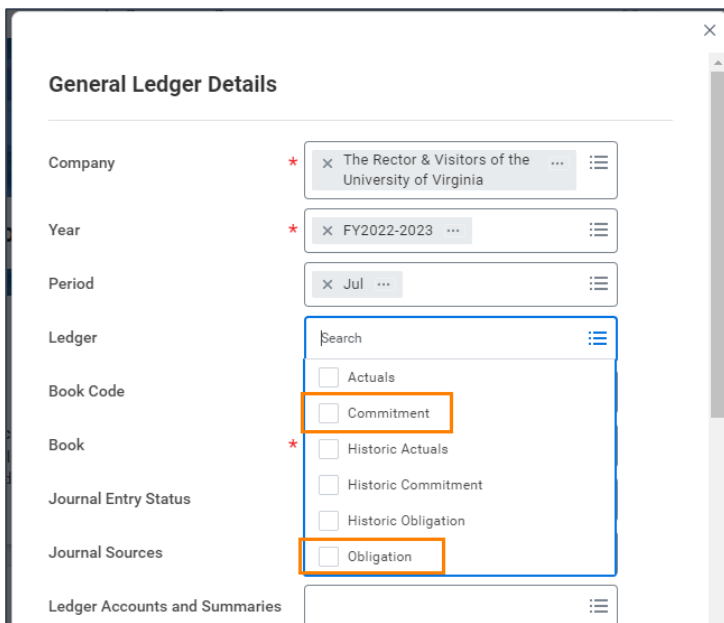
Commitments: Accounting related to funds for future known or expected spending. The commitments ledger is used to track journal entries for requisitions and payroll for unfilled positions.

Obligations: Accounting related to funds that represent obligations to pay. The obligations ledger is used for purchase orders and payroll for filled positions.

> ➤ **How will I be notified in Workday for Account Certifications?**

A **notification** will be sent in Workday for Account Certifications. They will appear in your notifications (the bell icon) on your Workday home page.

Notifications can be sent to the Preparer, Approver, Senior Finance Approver, and VP/Dean. Please see the visual below for more details.

Preparer	Approver	Senior Finance Approver	VP/Dean
• Account Certification is created. • Reminder within 5 days of the due date.	• Account Certification is ready for Approval. • Reminder within 5 days of the due date.	• Account Certification is 30 days past due.	• Account Certification is 60 days past due.

➢ **Is there an Examiner role?**

The role of examiner is no longer part of the account certification process. In the past, the examiner was formally part of the reconciliation process. If you still need another set of eyes on the reconciliation, those people that were examiners before can pull reports in Workday like the General Ledger Details report to view all the transactions that occurred in the period being reconciled.

➢ **Can I work on my Account Certification early?**

The Account Certification Business Process will not be kicked off until after the month-end close, which means you will not be able to begin working on your Account Certifications early. You can pull the General Ledger Details report for your Account Certification worktag combinations to see the transactions that have been posted at any time.

➢ **I have a lot of activity on my Account Certifications. How can I review the certification with so many lines?**

We have heard that those with a lot of activity are struggling keeping track while reviewing your Account Certifications. We are currently working with the reporting team to see if there is something that we can create that would help with those that are reconciling a large number of lines. Until we come up with the best process, it might help to use the General Ledger Details report.

1. Type General Ledger Details in the global search and select the report on the Workday homepage.
2. On the General Ledger Details prompt, filter by the Worktag/Worktag combination that is on your Account Certification.

3. Once you run the report, you can either filter by each individual Ledger Account that had activity (finding that information on the Account Certification) or download it as an excel spreadsheet without the Ledger Account filtered and then pivot on the Ledger Account.

4. If you download it as an excel spreadsheet, leave yourself two empty columns. As you can enter the total amount certifying for each line and the amount of variance (if any) by line. You could also add a 3rd column to put an X on lines that you have completed. Once you have gone through all the lines in that Account Certification, you can total the amount certifying in each Ledger Account and enter it into the Account Certification form. Then, you can total the amount of variance in each Ledger Account as a check.