

Prepare or Approve Account Certification Overview

This Quick Reference Guide (QRG) is designed to walk an **Account Certification Preparer and Approver** through the steps for account certification in Workday. The purpose of the account certification process is to verify that account owners (preparers and approvers) have reviewed reconciliations for all account balances under their authority and have ensure adjustments have been made where issues have been found. By the end of this QRG, users will be able to successfully review and mark variances while you prepare or approve the ledger accounts in Workday that they want to certify. For **frequently asked questions** regarding Account Certifications, please refer to the [Account Certification FAQ](#) & the [Resources page](#).

Table of Contents

- Procedure: Review and Prepare Account Certification 1
- Procedure: Acknowledge and Remediate Variances 3
- Procedure: Drill into Transactions for Account Certification 4
- Procedure: Review Certification with Numerous Lines 6
- Account Certification Reports 7

Procedure: Review and Prepare Account Certification

On the Workday Home screen:

1. Open the **Account Certification Actions** application.

On the **Account Certifications Actions** screen:

2. Right click on the magnifying glass to the left of the **Business Process Transaction** you need to review and certify.

On the magnifying glass right click menu:

3. Select **See in New Tab**.

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- F (UVA Fiscal Year)-DN000059 /	Preparer for Account Certification	Awaiting Action	05/11/2022 08:05:44.693 AM	05/25/2022	Yes

On the **View Event** screen, Under the **My Actions** tab:

4. Select **Review**.

<p>NOTE</p>	<p>The Details tab provides the current information on the account certification selected.</p> <p>The Process tab provides the information on remaining steps for the current business process.</p>
--------------------	---

On the **Review Account Certifications** screen:

<p>NOTE</p>	<p>You can select the Related Actions (...) next to the policy in the Policy Purpose and Procedure field to learn more and the policy and important information to know about the reconciliation process.</p>
--------------------	--

Under the **Ledger Accounts to Certify** tab:

<p>NOTE</p>	<p>Every account certification will have every ledger account, even those with no activity. To limit the Ledger accounts to certify table to only the accounts that have transactions, you will need to filter using the Ledger Account Balance column.</p>
--------------------	--

5. Click on the Ledger Account Balance header in the table.
6. Select not equal to (<>) from the **Filtering Condition** menu.
7. Enter 0.0 **Value**.
8. Click the **Filter** button.

Ledger Accounts to Certify		Attachments
Ledger Accounts to Certify 103 items		
Company	Ledger Account	Ledger Account Balance Amount to Certify for Account
The Rector & Visitors of the University of Virginia	4000:Student Tuition	0.00
The Rector & Visitors of the University of Virginia	4001:Student Fees	0.00
The Rector & Visitors of the University of Virginia	4002:Tuition Allowances, Auxiliaries	0.00
The Rector & Visitors of the University of Virginia	4003:Tuition Allowances, Tuition	0.00
The Rector & Visitors of the University of Virginia	4100:Federal Grants and Contracts	0.00
The Rector & Visitors of the University of Virginia	4101:State and Local Government Grants and Contracts	0.00
The Rector & Visitors of the University of Virginia	4102:Nongovernmental Grants and Contracts	0.00
		0.00
		0.00

Ledger Account Balance

↑ Sort Ascending

↓ Sort Descending

Filter Condition *


<>

Value *


0.0

Filter

9. Review the information and complete the following required fields-
- **Amount to Certify for Account** – type the amounts to certify for different ledger accounts where applicable.

 NOTE	<p>The Amount to Certify for Account will auto-populate to the same amount as the Ledger Account Balance. You only need to change this if there is an issue with a transaction in that ledger account line. Both Preparers and Approvers can update the Amount to Certify for Account.</p> <p>You can drill in to see the transaction details for each ledger account line by clicking on the blue number in the Ledger Account Balance column.</p>
--	---

- **Notes/Comments** – type the comments for each line where there is a **Variance**.

 NOTE	<p>The Variance details are updated automatically with the difference between Ledger Account Balance and the Amount to Certify for Account.</p> <p>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.</p>
--	--

Under the **Attachments** tab (optional):

10. Select the **Attachments** tab.
11. Drag and drop any supporting documentation to the field or select the **Select Files** to browse your documents. Attaching files is optional.
12. Select **Submit**.

You have successfully completed this task. It will now be routed based on workflow.

Procedure: Acknowledge and Remediate Variances

On the Workday **Home** screen:

1. Click on your inbox
2. Select the inbox item with the **To Do** step.
3. Click on the **To Do** button.
4. Review the variances identified on the **Account Certification** and take corrective action, as necessary.



Complete an **Accounting Adjustment** for Purchase Orders and Expense transactions. For all other transaction adjustments, complete an **Accounting Journal**.

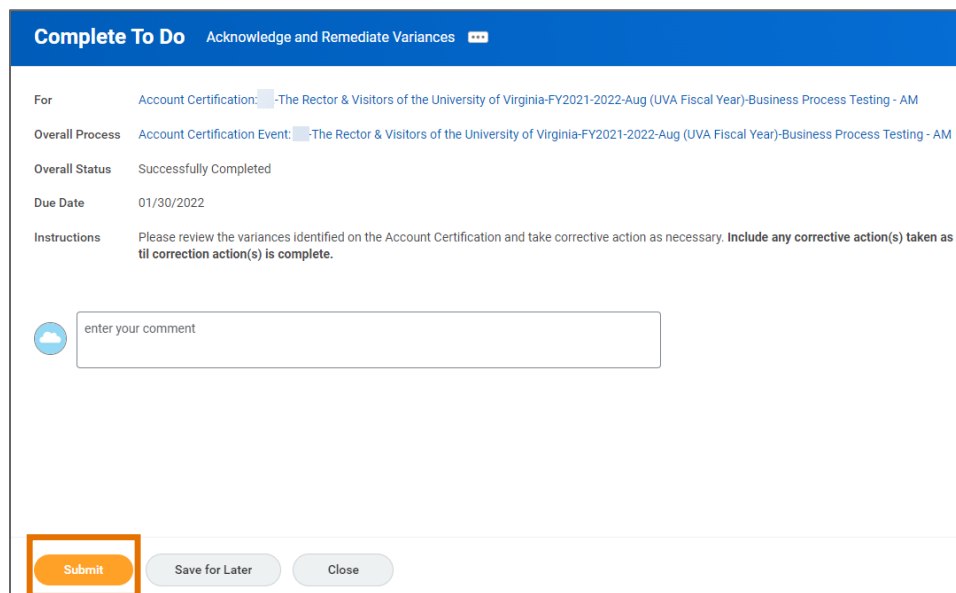
You will have to have the **Accountant** role to complete these transactions. If you do not have the Accountant Role, you will need to have someone else in your office complete the adjustment transaction and provide you the transaction ID number.

5. Type your comments related the corrective action(s) taken in the **Enter your Comment** box. Make sure to include the transaction ID number for the Accounting Adjustment or Accounting Journal.



Do not submit this **To Do** until the corrective action(s) is completed and noted in the comment box.

6. Select **Submit**.



You have successfully completed this task.

Procedure: Drill into Transactions for Account Certification

On the Workday **Home** screen:

1. Open the **Account Certification Actions** application.

On the **Account Certifications Actions** screen:

2. Right click on the magnifying glass to the left of the **Business Process Transaction** you need to review and certify.

On the magnifying glass right click menu:

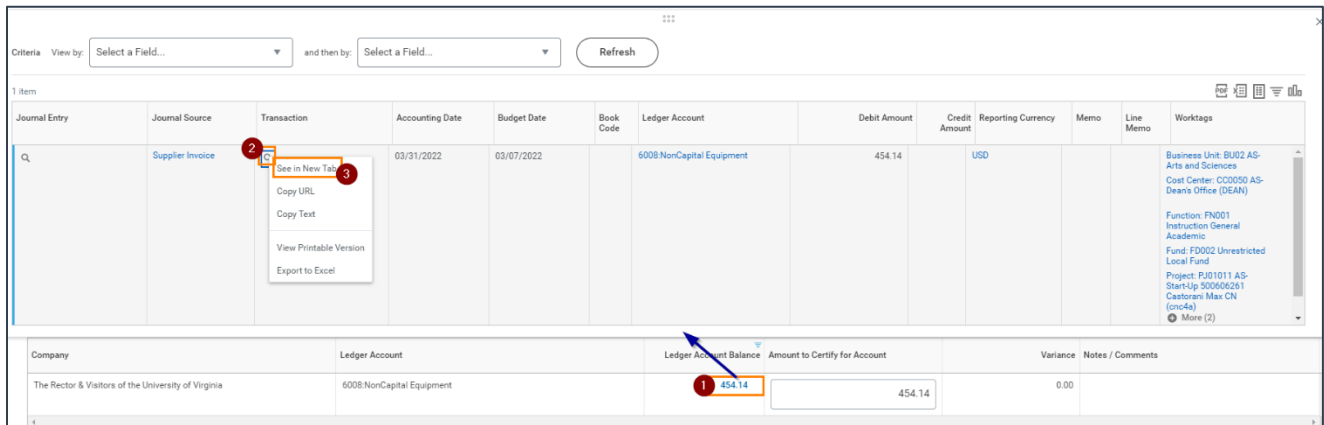
3. Select **See in New Tab**.

On the **View Event** screen, Under the **My Actions** tab:

4. Select **Review**.

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.

5. 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**.



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



You have successfully completed this task.

Procedure: Review Certification with Numerous Lines

On the Workday **Home** screen:

1. Type General Ledger Details in the global search and select the report.

On the **General Ledger Details** prompt:

2. Complete the following required fields:
 - **Company** – Select the company.
 - **Year** – Select the year.
 - **Book** – This should auto-populate. Change this as needed.
 - **Worktags** – Enter the worktag/worktag combination that is on your Account Certification.
3. Click **OK**.

On the **General Ledger Details** screen:

4. Click the column (e.g., Ledger Account) to filter each individual Ledger Account that had activity to find that information on the Account Certification.


Spend Category as Worktag	Spend Category Hierarchies	Revenue Category	Revenue Category Hierarchies	Ledger Account	Included By Ledger Account Summary
Supplies Lab Other (SC0270)	5013410 Laboratory Supplies Direct Information Technology & Research & Development Medical & Lab Supplies OTPS-Supplies			<div style="border: 1px solid orange; padding: 5px;"> ↑ Sort Ascending ↓ Sort Descending Filter Condition * is ▼ Value * <input type="text"/> Filter </div>	
Supplies Lab Other (SC0270)	5013410 Laboratory Supplies Direct Information Technology & Research & Development Medical & Lab Supplies OTPS-Supplies				

5. You can also download the report as an excel spreadsheet without the Ledger Account filtered. To download the report:
 - Click the **Export to Excel** icon in the upper right-hand corner of the screen.



6. Open the downloaded the report as an excel spreadsheet and leave yourself two empty columns. You can enter the total amount certifying for each line and the amount of variance (if any) by line.

You can 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.

 NOTE	<p>Please Note: This is a best practice to use when reviewing multiple lines for account certifications. The FST Project Team is currently working with the reporting team to explore creating a new detailed report that would help with those that are reconciling a large number of lines.</p>
--	--

Account Certification Reports

The table below provides a list of key reports related to Account Certification you can type directly in Workday search. This list will continue to be updated as there are new reports in development. Additionally, there are UBI QlikSense Reports that you can run such as Workday Journal Lines, Workday Budgets vs. Actuals, and Workday Payroll Costing.

Report Name	Description	Output
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.	<ul style="list-style-type: none"> • Company • Worktags • Ledger Account • Ledger Account Summary • Journal Number • Memo • Journal Source • Date • Created By • Transaction Amount
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.	<ul style="list-style-type: none"> • Company/Company Hierarchy • Internal Service Provider • Description • Review Date • Worktags • Data Entry Specialist • Internal Catalogs

<p>Status of Account Certifications</p>	<p>This report allows you to view the status of account certifications (in-progress, approved, etc.) by company and fiscal period.</p>	<ul style="list-style-type: none"> • Account Certification • Status • Company • Name • Ledger Accounts/Summaries • Balance or Activity • Amount to Certify • Worktags • Approver
<p>Payroll Journal Line Details</p>	<p>This report provides all journal line details by company and period.</p>	<ul style="list-style-type: none"> • Worker • Employee & Computing ID • Budget Date • Operational Transaction • Period • Journal Source • Worktags
<p>Payroll Journal Summary Report</p>	<p>This report provides the payroll journal summary by company, ledger, and period.</p>	<ul style="list-style-type: none"> • Alternate Ledger Account • Bank Account • Company • Fund & Funding Source • Journal Source • Ledger • Worktags
<p>Worker Costing Allocation Information - Payroll</p>	<p>This report provides the worker costing allocation information for payroll by worker and company.</p>	<ul style="list-style-type: none"> • Worker • Employee ID • Company • Costing Override • Worker Earning • Costing Allocation Worktags
<p>Find Funding Source Reclassification Lines</p>	<p>This report provides the funding source reclassification lines by company.</p>	<ul style="list-style-type: none"> • Reclassification Transaction • Reclassification Journal • Company • Ledger • Book Code • Period • Journal Source • Reclassification Line • Status