Training Materials | Self-Paced Training Cheat Sheet

Stakeholders can use this Cheat Sheet to **determine which course(s) will best address their Workday Financials questions**. These courses are available as self-paced training and can be searched by title in Workday Learning.

Course	Content Covered	Aligned Roles	Course Materials
Account Certification	• Account Certification process • Prepare and/or Approve an Account Certification • Remediate variances upon identification • Reporting capabilities available for Preparers & Approvers of Account Certification	• Preparers and approvers of account certification	• Course Slides • Self-Paced Training
Accounting journals & Accounting Adjustments	• Perform an Accounting Adjustment • Create an Accounting Journal manually and in bulk • View and edit a journal entry • Reverse a journal entry • Reporting capabilities available for Financial Accounting	• Accountant	• Course Slides • Self-Paced Training
Ad Hoc Bank Transactions	• Submit an Ad Hoc Bank Transaction • Review and approve Ad Hoc Bank Transactions for Expenditure Credits, Department Deposits, and Merchant Accounts • Reporting capabilities available to the Cost Center Deposit Specialist	• Cost Center Specialist	• Course Slides • Self-Paced Training
Approving Transactions as a Cost Center Manager	• Key tasks for approval as a Cost Center Manager • Reviews of requests prior to approval	• Cost Center Manager	• Course Slides • Self-Paced Training
Customer Accounts	• Create a customer, add and edit customer contacts, change customer summary • Customer invoice adjustment vs. credit and rebill an invoice • Understand how to create, print, email, and adjust a Customer Invoice • Create, print and email Customer Documents (including Consolidated Customer Invoice and Customer Statements) • Request creation of a Customer Portal Account • Reporting capabilities available for Customer Accounts	• Customer Billing Specialist • Customer Contract Specialist	• Course Slides • Self-Paced Training

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Expense Reports for Expense Ambassadors	• Create an Expense Report for self/worker • Overall BP and approval routing for Expense Reports • Delegation process for Expense functionality • Create an Expense Report in the Workday mobile app • View, edit, change, and cancel an Expense Report • Create a Spend Authorization for self/worker • Reporting capabilities available for Expense Reports/Spend Authorizations/credit card transactions	• Expense Data Entry Specialist • Expense Support Specialist • Employee as Self	• Course Slides • Self-Paced Training
Gift Creation	• Create and submit a new Gift request • Look up information available for Gifts	• Unit Gift Manager	• Course Slides • Self-Paced Training
Grants Management	• Awards and Grants set-up in Workday (roles and responsibilities) • View Awards and Award Lines with Grant worktag • Review Subaward Grants and Supplier Contracts • Review & approve Subaward Supplier Invoices • Create a Budget Amendment • Find and complete Award Tasks assigned to you • Reporting capabilities available for Grants Management	• Grants Manager	• Course Slides • Self-Paced Training
Internal Service Delivery	• Explain the Internal Service Provider (ISP) setup process • Create an Internal Service Delivery (ISD) • View accounting for an ISD • Change an existing ISD • Request to cancel an existing ISD • Create an Internal Catalog Item • Update/Edit an Existing Catalog Item • Reporting capabilities available for ISD functionality	• Internal Service Delivery Data Entry Specialist	• Course Slides • Self-Paced Training

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Introduction to Budgeting at UVA- Adaptive Users	• Goals of Adaptive Planning and Workday • How Adaptive Planning and Workday interact • Security levels and access • Purpose of each type of Input Sheet • Navigate Input Sheets • Adaptive Planning Reports • Workday/QlikSense Reports for Budgeting	• Adaptive Users	• Course Slides • Self-Paced Training
Introduction to Workday FIN	• Overview of Workday Financial Management • Overview of the key dimensions of the Foundation Data Model (FDM) and its importance • Worktags and the different types • Worktag use in BPs • Pull Worktags	• All users	• Course Slides • Self-Paced Training

Payroll Accounting- Costing Allocation	• Purpose of Costing Allocations and the high-level business process
	• When and how to assign various types of Costing Allocation:
	    • Worker Position
	    • Worker Position Earning
	• The various requirements when allocating costs to Grants:
	    • Salary over the Cap (SOC)
	    • Cost share
	    • Temp workers
	    • Approval routing
	    • Federal Work Study
	• Maintain existing Costing Allocations
	• Request a Costing Allocation for oneself
	• Run reports related to Payroll Costing
		• Payroll Costing Specialist
		• Payroll Costing Manager
			• Course Slides

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Payroll Accounting- HCM Subtasks	• Which business processes use costing allocation and costing override as a subtask
	• Process Inbox Tasks as part of the following HCM Tasks:
	    • Hire, Add Job, Change Job
	    • Period Activity Pay
	    • One-Time Payment
		• Payroll Costing Manager	• Course Slides
			• Self-Paced Training

Payroll Accounting Adjustments	• What a Payroll Accounting Adjustment is and why you would create one • Create a Payroll Accounting Adjustment in Workday • Run reports related to Payroll Accounting Adjustments • Request a Payroll Accounting Adjustment for oneself • Create a Historical Payroll Accounting Adjustment	• Payroll Accounting Adjustment Specialist	• Course Slides • Self-Paced Training
Petty Cash Account Replenishment	• Create a Miscellaneous Payment Request and submit it for approval • Change or cancel the request, if needed • Reporting capabilities for viewing Petty Cash Requests	• Petty Custodian	• Course Slides • Self-Paced Training
Purchase Requisitions - Employee as Self	• Roles of Workday and the UVA Marketplace in creating Requisitions • Process flow of the requisitioning process • Create and Assign a Cart functions • Approve a supplier invoice for which you are listed as the Requester • Run the My Requisitions report and how to use report data	• All users	• Course Slides • Self-Paced Training
Purchase Requisitions, Purchase Orders, and Supplier Invoice Requests	• How Requisition informs a Purchase Order and subsequently informs a Supplier Invoice • Create a Requisition including a template requisition • Change a Purchase Order • Approve a Supplier Invoice • Create, cancel, copy, and edit a Supplier Invoice Request • Reporting capabilities available for Procurement Shopper Requisition functionality	• Procurement Shopper • P2P Requisitioner	• Course Slides • Self-Paced Training
Workday Reporting	• Basics of reports, dashboards and worklets in Workday • Access reports and dashboards in Workday • Functionalities of reports and dashboards	• All users	• Course Slides • Self-Paced Training