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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Content Covered</th>
<th>Aligned Roles</th>
<th>Course Materials</th>
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</table>
| 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                   |
### 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

#### Aligned Roles
- Expense Data Entry Specialist
- Expense Support Specialist
- Employee as Self

#### Course Materials
- Course Slides
- Self-Paced Training

### Gift Creation
- Create and submit a new Gift request
- Look up information available for Gifts

#### Aligned Roles
- Unit Gift Manager

#### Course Materials
- 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

#### Aligned Roles
- Grants Manager

#### Course Materials
- 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

#### Aligned Roles
- Internal Service Delivery Data Entry Specialist

#### Course Materials
- 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               |