

## Is there anything I can do to get started with November reconciliations that haven't been created?

As you might have seen, the Project Multi-funding Source engine has been halted, and we did not create November Account Certifications yet.

Project worktags work differently than any of the other driver worktags. When you charge something to a Project, the transaction doesn't stay on the Project. Instead, the Project uses something called the Multi-funding Source or MFS to move the transaction to the funding source where the transaction is to ultimately go and stay. There are two common examples, capital projects and faculty start-up funds. The project makes it easy to tie multiple funding sources to one project. For example, you could use multiple Designateds or a combination of Designates and Gifts to fund one project. Rules are written for how the MFS distributes the charges.

Right now, the MFS allocation engine is not working as expected, so we have stopped running the MFS task. Which means that all Project charges are not being distributed to the correct funding source. Because this is not correct, the Account certifications have not been created. We are awaiting a fix from Workday. Unfortunately, we do not think we will get the fix as quickly as we had hoped.

If you would like to get started while we wait on the fix, we have an option for you. You will still have to Certify when the Account Certifications are created, but if you are a Preparer, you can get a head start on reviewing the transactions.

Here is a quick explanation of what you can do, but you can also find a video [HERE](#) that walks you through this process:

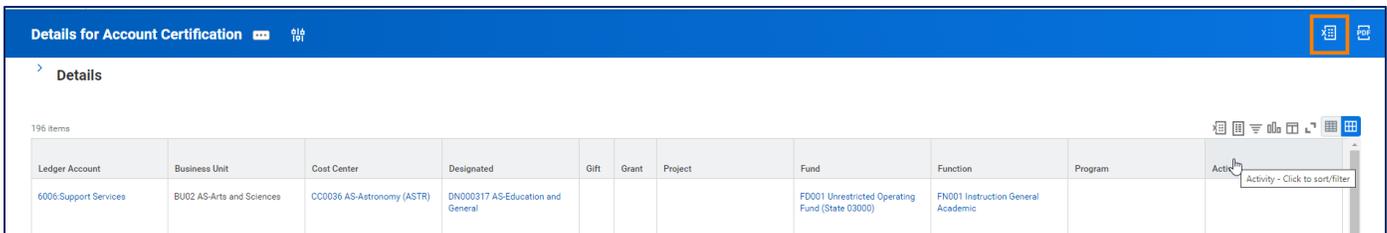
1. Pull the **Details for Account Certification** report by searching the report name in the search bar.

On the Details for Account Certification screen

2. Leave the Period as **FY2022-2023 – Nov.**
3. Enter your Account Certification worktag(s) in the Worktags field. This would be you Designated and Cost Center, Gift and Cost Center, Grant, or Project. Ex. DN
4. Select **OK**.

On the Details for Account Certification Report

5. Select Export to Excel in the blue bar



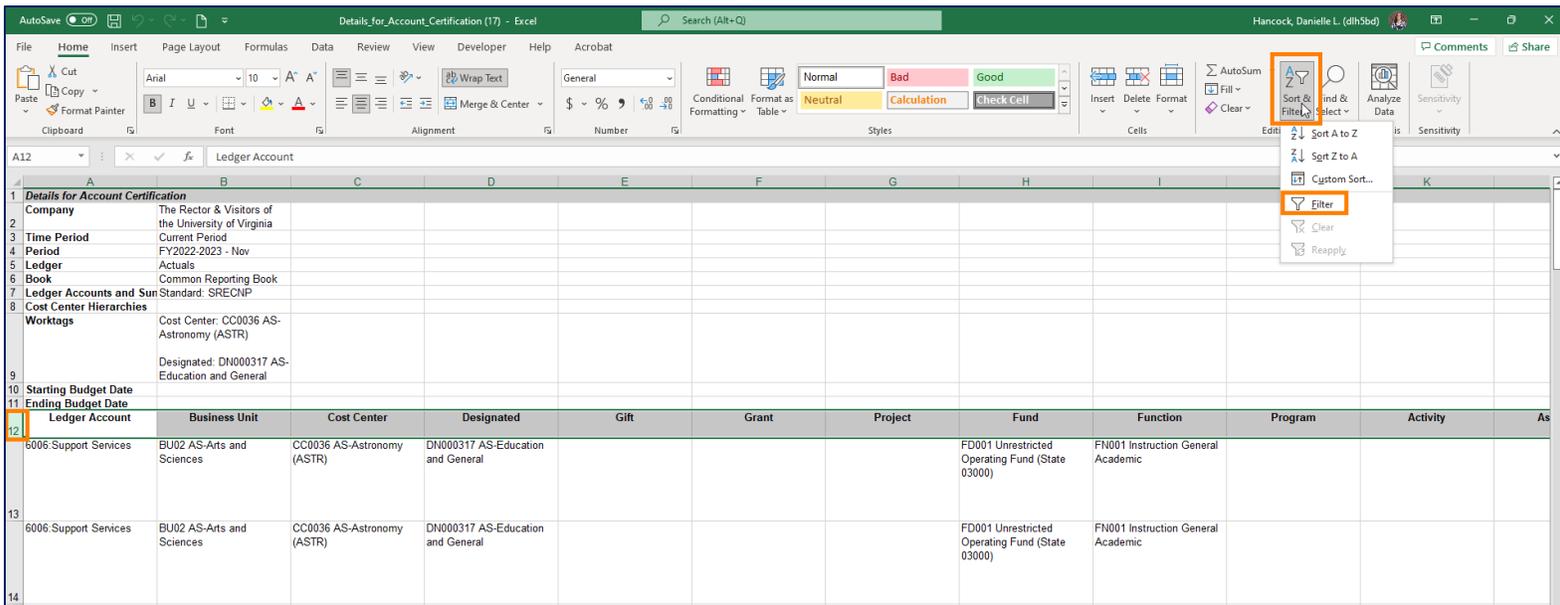
Ledger Account	Business Unit	Cost Center	Designated	Gift	Grant	Project	Fund	Function	Program	Action
6006:Support Services	BU02 AS-Arts and Sciences	CC0036 AS-Astronomy (ASTR)	DN000317 AS-Education and General				FD001 Unrestricted Operating Fund (State 03000)	FN001 Instruction General Academic		Activity - Click to sort/filter

On the Export Document Screen

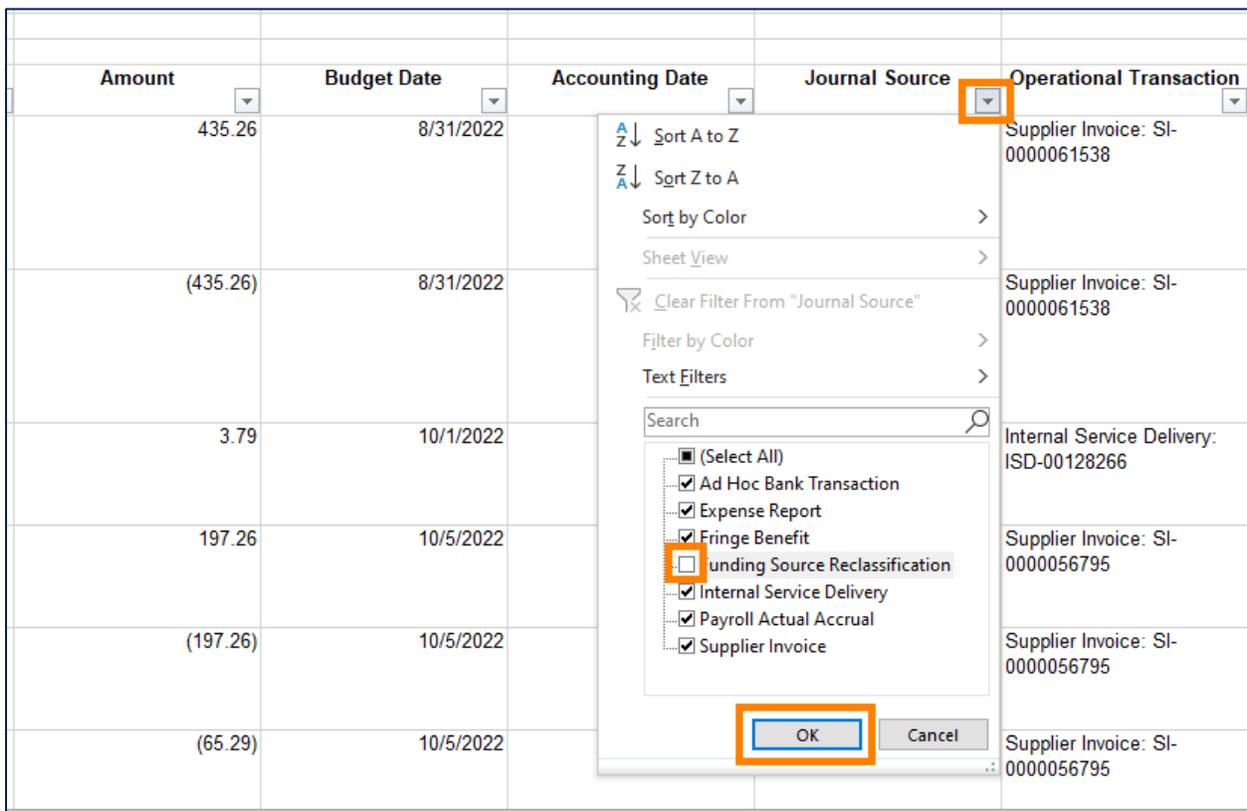
6. Select **Download**

On the Downloaded Document

7. Select **Enable Editing** in the yellow bar at the top, if you have a Protected View
8. Add Filter to the Report Header row by selecting the Header row, selecting **Sort & Filter**, and **Filter**.



9. Find the Journal Source Column.
10. Select the Filter. 
11. Select everything except **Funding Source Reclassification** by removing the checkmark in that box. You may not have Funding Source Reclassification in the list. If that is the case, you can leave all selected.
12. Select **OK**.



This will leave you with the list of transactions that you can begin reconciling. You can review any transaction that doesn't have the Journal Source, Funding Source Reclassification. I suggest adding a column where you can put an X when you have reviewed the transaction. You can also add a column beside Amount to keep track of anything you want to mark as a variance, and you can add a column to write your notes.

If you want to have this report feel more like the Account Certification report, you can filter by each individual ledger account.

Make sure to save the file.

When the MFS issue is fixed, you will have to run this report again to review the items Funding Source Reclassification Journal Source Items that will be updated with the fix. You can find more information about how to reconciling Funding Source Reclassification items [HERE](#). Again – please wait until that the MFS issues have been fixed, and the Account Certifications have been created before looking at the Funding Source Reclassification items.