

Primary Accounting Functions in Workday

Guidelines for some of the most common transactions occurring in Workday, with the purpose of establishing consistent accounting methodology across UVA. Example viewing will require appropriate Workday Security Roles. If you are having difficulty accessing the examples please refer to Note 2 at the end of this guide for information on checking assigned security roles.

Have further questions? Go to UVAFinance’s [website](#) or email askfinance@virginia.edu.

Other Helpful Resources: [Workday Corrections Decision Tree](#) and [Accounting Cheat Sheet](#)

Purpose	Workday Process	Description/Characteristics	Examples and Additional Resources
Correct or Move OTPS Expenses from Operational Transactions	Accounting Adjustment (QRG)	<p>Use an Accounting Adjustment to move current year expenditures originating from an operational journal from one worktag to another or to adjust/correct worktag errors.</p> <p>Accounting Adjustments must be performed on Expense Reports, T&E Card Transactions, Miscellaneous Payment Requests, and paid Supplier Invoices and Supplier Invoice Adjustments.</p> <p>Moving expenses that generate from an operational transaction should always be completed via Accounting Adjustment if possible instead of an Accounting Journal. The Accounting Adjustment process is preferred because the accounting remains tied to the original transaction.</p>	<p>Example 1: Change the Cost Center associated with a supplier invoice payment</p> <p>Example 2: Add/remove an optional worktag from an expense report</p> <p><i>*Refer to the prior worktags and current worktag columns at the far right of the adjust lines table in the examples to see the changes and additions completed through the Accounting Adjustment.</i></p> <p>Demo: Create Accounting Adjustment</p> <p><i>Note: Most worktags, except for Company, can be corrected on an Accounting Adjustment. In addition to company, spend category on expense reports cannot be updated through the Accounting Adjustment process. Accounting Journals must be entered to correct the company worktags or spend category on expense reports – see below.</i></p>
Correct or Move Payroll Expenses	Payroll Accounting Adjustment (PAA) (QRG) Payroll Accounting Adjustments – Historical (QRG)	<p>Use a Payroll Accounting Adjustment if you want to correct or move payroll for pay period(s) completed in Workday.</p> <p>Payroll Expense corrections from Oracle pay runs should be completed in an Accounting Journal, with Payroll Accounting Adjustments – Historical as the journal source.</p> <p>Most often, when a PAA needs to be created, it is an indication that the current costing allocation needs to be modified as well, to ensure future payroll is charged against the correct worktags. Be aware of this and check the costing allocation to be sure.</p>	<p>Example: Processed PAA</p> <p>Demo: Create Payroll Accounting Adjustment (PAA) Create Historical Payroll Accounting Adjustment</p>

<p>Correct or Move Expenses (When Accounting Adjustment or Payroll Accounting Adjustments are not available)</p>	<p>Create Accounting Journal (QRG)</p> <p>Journal Sources:</p> <ul style="list-style-type: none"> -Manual Journal (Non-Grant Worktags Only) -Grants Cost Transfer (Grant Worktag <90 Days Since Original Accounting Date) -Grants Retro Cost Transfer (Grant Worktag >90 Days Since Original Accounting Date) 	<p>Use an Accounting Journal only in cases where an Accounting Adjustment or Payroll Accounting Adjustment cannot be used to correct an expense, like:</p> <ul style="list-style-type: none"> • splitting an operating transaction line across multiple sets of worktags • Changing worktags on Internal Service Deliveries (ISDs) • correcting/moving expenses that generated from an integration or manual journal • correcting the Spend Category on an expense report • correcting the Company worktag on an operational transaction 	<p>Example 1: Split operating transaction lines across multiple sets of worktags</p> <p>Example 2: Changing worktags on an ISD transaction</p> <p>Demo: Create Accounting Journal</p> <p><i>Note: When completing an accounting adjustment, the ledger accounts from the original transaction should typically not be altered. The only instance in which ledger account may differ from the original transaction is if a spend category needs to be corrected. Please see Note 4 regarding a resource for ensuring proper ledger account usage. If you have further questions regarding proper ledger accounts on these types of transactions, please reach out to AskFinance (askfinance@virginia.edu) for assistance.</i></p>
<p>Assign Payroll Costing to an employee</p>	<p>Payroll Costing Allocation (QRG)</p> <p>Assign Costing Allocation: Federal Work Study (QRG)</p> <p>Assign Costing Allocation for Temp Service Fee (QRG)</p>	<p>Use a Payroll Costing Allocation to designate how current and future payroll will be charged.</p>	<p>Demo: Assign/Maintain Costing Allocation Assign Costing Allocation: Federal Work Study</p> <p>Payroll Costing FAQs</p>
<p>Correct or Move Revenue</p>	<p>Create Accounting Journal (QRG)</p> <p>Journal Source: Manual Journal</p>	<p>Use an Accounting Journal to correct a revenue transaction in the current fiscal year.</p> <p>Move revenue deposited incorrectly from one set of worktags to another.</p> <p>Move revenue deposited to a clearing account from one set of worktags to another.</p>	<p>Example 1: Gift deposits moved off clearing account and onto the correct Worktags and recognize revenue</p> <p>Example 2: Changing Cost Center associated with revenue generated from Ad Hoc Bank Transaction</p> <p>Demo: Create Accounting Journal</p> <p><i>Note: If using only revenue ledger accounts (4XXX) on a transaction, generally these should be the same and have equal debits and credits. Central Finance should be consulted before changing ledger account balances in the aggregate when doing corrections (askfinance@virginia.edu).</i></p>

Fund Balance Transfers	<p>Create Accounting Journal (QRG)</p> <p>Journal Sources: Manual Journal Transfers, Mass Manual Journal Transfers, FY22 Fund Balance Adjustments</p>	<p>Use an Accounting Journal to enter Operating and/or Non-operating transfers to move fund balances between Worktags.</p> <p>Should be used when correcting beginning balances for a fiscal year, hard-funding or budget entries, or mass internal or department to department transfers.</p> <p>Generally, should not be used to correct improper accounting from operational transactions or accounting journals during the current year.</p>	<p>Example 1: Moving provost funds to a school for spending</p> <p>Example 2: Moving prior year balances to another set of Worktags</p> <p>Demo: Create Accounting Journal</p> <p><i>Note: Should only be used for internal transactions, such as sending fund balances to another school or unit. Transactions with external customers, including the UAOs, should be entered with revenue or expense ledger accounts (4XXX-88XX). Fund balance transfers are completed with 89XX ledger accounts.</i></p>
Reverse Accounting Journal	<p>Reverse Accounting Journal (QRG)</p>	<p>Reverse an Accounting Journal to eliminate or correct a journal already posted to the ledger.</p> <p>If correcting a posted journal, will need to Reverse Accounting Journal and create a new (corrected) Accounting Journal.</p>	<p>Demo: Reverse Accounting Journal</p> <p><i>Note: Can only reverse journals posted in the current period. If a journal from a previous period needs to be reversed, please contact askfinance@virginia.edu.</i></p>

NOTES:

1. Revenue from external customers should be recorded with 4XXX Ledger Accounts. Recoveries or other internal movement of funds should be recorded as recoveries (which are limited to specific revenue categories that have 6XXX Ledger Accounts) or transfers (89XX Ledger Accounts).
2. To check your security roles, please view the “[Workday Security Roles](#)” report in UBI. For a listing of all security roles, please see [Finance Security Roles](#).
3. To assist with preparing Accounting Journals and entering valid Ledger Accounts and Revenue/Spend Categories, users should review the “[Ledger Account - Posting Rule Details](#)” report. It will provide a listing of all valid categories for selected Ledger Accounts.
4. For a listing of commonly used financial reports, please follow the [UBI & Workday Finance Reports Inventory Overview](#) report list.