

### Overview

This Quick Reference Guide (QRG) is designed to walk a **Multi-Funding Source Manager (Projects)** through the process of reprocessing project related transactions.



The **Multi-Funding Source Manager (Projects)** role is given on a very limited basis. If you do not have the role and think you should have the role, please talk with someone in your dean's office or your unit's finance office before requesting the role.

All Projects should have Multi-Funding Source (MFS) set-up which includes Funding Sources and Funding Source Rules. MFS is a process that runs, overnight, to reclassify the worktags on a transaction to the worktags assigned during the MFS set-up process. There are multiple tasks to set-up MFS for Projects (See [MFS Project Funding Set Up QRG](#)).

If all tasks are not set up correctly, the following could happen when a project worktag is used on a transaction:

- MFS will not run so all worktags will stay as they are on the original transaction
- MFS will run but hit the Default Funding Source
- MFS will run but hit an incorrect Funding Source if there is more than one Funding Source associated with a Funding Source Rule.
- MFS will return Invalid Funding Source Reclassification lines

When a transaction does not run through MFS and worktags are not reclassified using a Funding Source Reclassification journal, the transaction needs to be adjusted the same way any non-project transaction would be adjusted using an Accounting Adjustment/Payroll Accounting Adjustment when possible and Accounting Journal when that is not possible. See [Correction Decision Tree](#), [Primary Accounting Functions](#), and [Accounting Cheat Sheet](#).

When a transaction does run through MFS but hits the Default Funding Source or an incorrect Funding Source, either the Funding Source or the Funding Source Rule needs to be corrected. There are many reasons why this may happen. Some of the most common reasons:

- Funding Source Start and/or End Dates
- Funding Source is On Hold
- Funding Source Funding Amount does not have enough to cover the transaction amount
- Funding Sources in the Funding Source rule is not in the correct order

Once the issue with the Funding Source and/or Funding Source Rule was found and corrected, the transactions that hit the Default Funding Source or an incorrect Funding Source will need to be reprocessed. By the end of the guide, you will be able to successfully reprocess those transactions.



Reprocessing does create more Funding Source Reclassification Journals.

Make sure to test the reprocess in Sandbox before doing it in production to make sure that Workday reprocesses the transaction(s) as expected to avoid the need to repeat the reprocessing.

### Procedure: Reprocess Funding Source

On the Workday **Home** screen:

1. Type **Reprocess Funding Sources** in the search field.
2. Select the **Reprocess Funding Sources** task from the search results.

On the **Reprocess Funding Sources** screen:

3. Select **Company**. The Company that owns the Funds.



If more than one Company was used in the transaction, the reprocessing may need to be run for both companies to capture all the transactions.

4. Enter **Project/Project Hierarchy**. Enter the Project worktag.
5. Enter one of the following **Accounting Dates**:
  - Accounting Date on or After
  - Accounting Date on or Before



The only journals that will be reprocessed are those that fall within the date range selected in the Account Date fields. This excludes all journals that fall outside of the selected date range from reprocessing.

6. Select **OK**.

On the **View Background Process** screen:

7. Select **Refresh**.
8. Repeat Step 7 until the process is complete.
9. Select **View Reclassification Event**.

On the bottom of the **View Background Process** screen:

10. Review the output.

## Reprocess Funding Source – Quick Reference Guide

Possible outputs:

- **No items Available** – Using the parameters selected (Company, Project, and Accounting Date), there were no previously reclassified transactions to reprocess.

Total Number of Reclassification Lines

0

Total Number of Reclassification Lines Created

0

Total Number of Reclassification Lines Canceled

0

Total Number of Reclassification Lines Reversed

0

View Reclassification Lines

Total Debit Amount of Reclassification Lines

0.00

Total Credit Amount of Reclassification Lines

0.00

Summary by Status 0 items

Status	Debit	Credit	Count
No items available.			

Summary by Journal Source 0 items

Journal Source (of source journal)	Debit	Credit	Count
No items available.			

Summary by Funding Source 0 items

Funding Source	Debit	Credit	Count
No items available.			

Summary by Project 0 items

Project	Debit	Credit	Count
No items available.			

- **Status: Unchanged** – Using the parameters selected (Company, Project, and Accounting Date), there were previously reclassified transactions to reprocess, but they would have gone to the same worktags and therefore were left unchanged.

Total Number of Reclassification Lines1

Total Number of Reclassification Lines Created1

Total Number of Reclassification Lines Canceled0

Total Number of Reclassification Lines Reversed0

View Reclassification Lines

Total Debit Amount of Reclassification Lines279.00

Total Credit Amount of Reclassification Lines0.00

Summary by Status1 item

Status	Debit	Credit	Count
Unchanged	279.00	0.00	1

Summary by Journal Source1 item

Journal Source (of source journal)	Debit	Credit	Count
Expense Report	279.00	0.00	1

Summary by Funding Source1 item

Funding Source	Debit	Credit	Count
EN-ESE Riggs R-DN000013-General Support	279.00	0.00	1

Summary by Project1 item

Project	Debit	Credit	Count
PJ00838 EN-ESE General Startup 520620005 Riggs Robert	279.00	0.00	1

## Reprocess Funding Source – Quick Reference Guide

- **Status: Current** - Using the parameters selected (Company, Project, and Accounting Date), there were previously reclassified transactions to reprocess, and Funding Source Reclassification journals were created to reclassify everything listed.

Total Number of Reclassification Lines24

Total Number of Reclassification Lines Created24

Total Number of Reclassification Lines Canceled0

Total Number of Reclassification Lines Reversed0

View Reclassification Lines

Total Debit Amount of Reclassification Lines2,588.40

Total Credit Amount of Reclassification Lines0.00

Summary by Status1 item

Status	Debit	Credit	Count
Current	2,588.40	0.00	24

Summary by Journal Source2 items

Journal Source (of source journal)	Debit	Credit	Count
Expense Report	2,177.15	0.00	23
Internal Service Delivery	411.25	0.00	1

Summary by Funding Source1 item

Funding Source	Debit	Credit	Count
EN-ECE YI XN0000313-General Support	2,588.40	0.00	24

Summary by Project1 item

Project	Debit	Credit	Count
PJ00025 EN-ECE General Startup 676465997 YI Xu	2,588.40	0.00	24

You have successfully completed this task.