



Account Certification

Workday Process



UNIVERSITY
of VIRGINIA



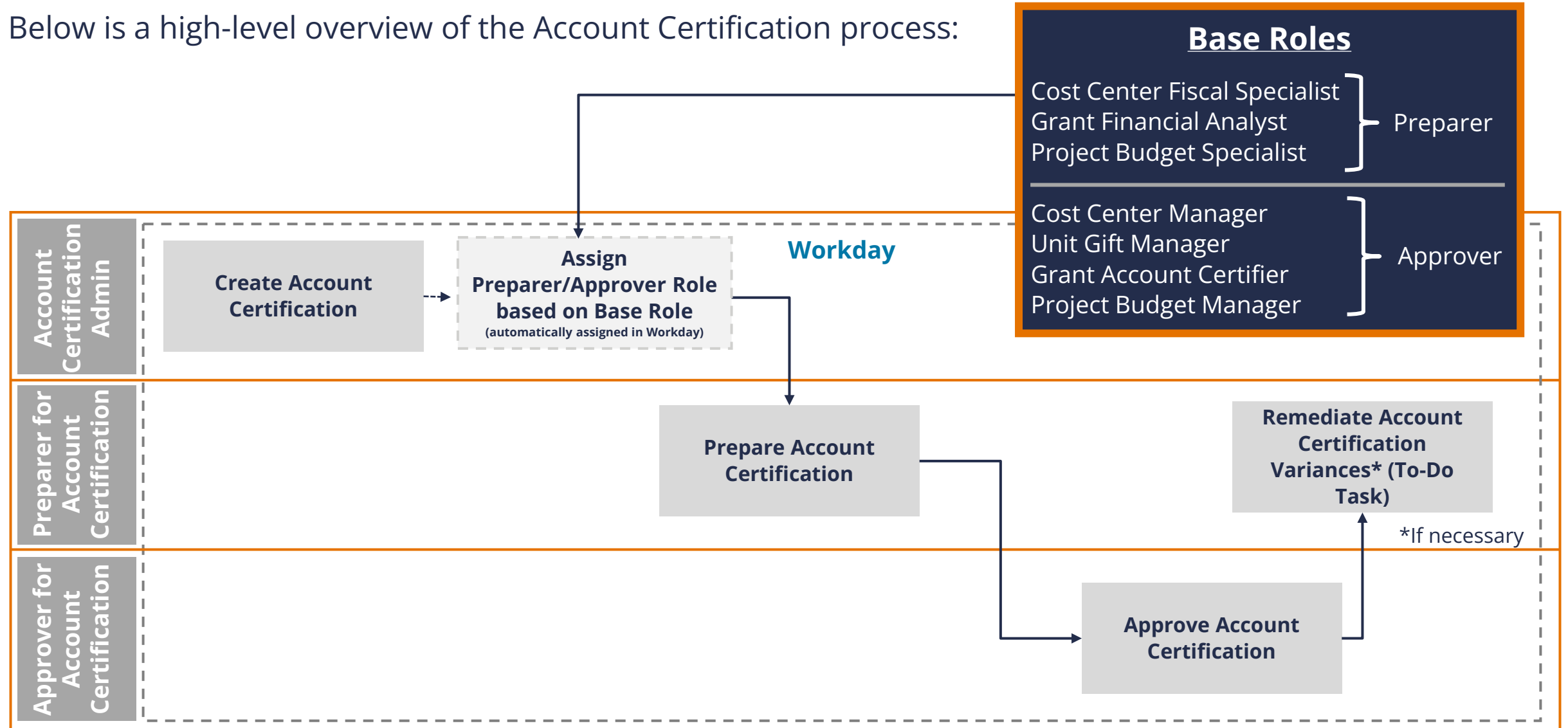
Welcome to the Workday Account Certification Workday Process lesson.

This is the second of two lessons in the Account Certification course. This lesson will focus on how to complete the Account Certification in workday. The first lesson focused on the policies and procedures related to Account Certification

Read through all the slides. On some slides, you will notice a blue tab in the top right corner of the slide. This tab will include a link to additional information. Make sure to right click on the words in the tab and select Open in New Tab, so that you do not lose your place in the slide deck. As an example on this slide, the blue tab includes a link to the UVAFinance Website homepage.

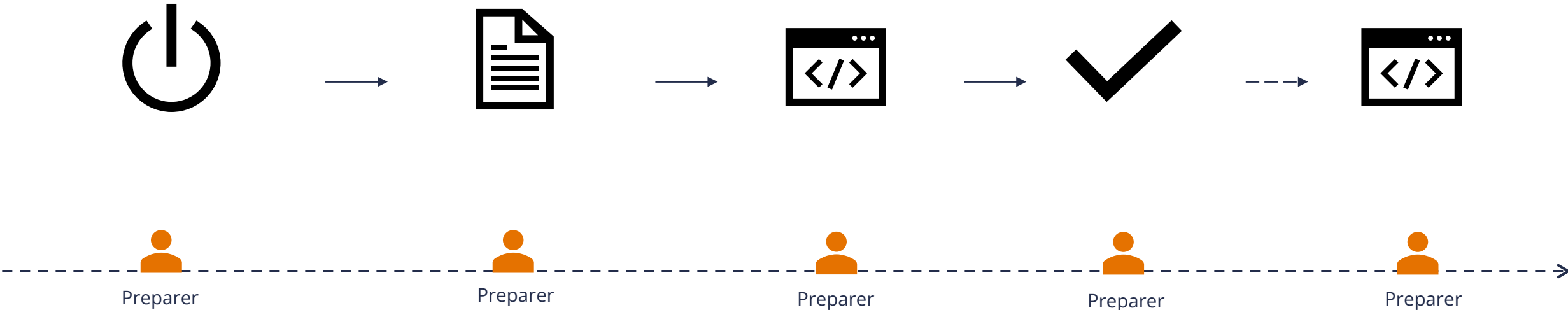
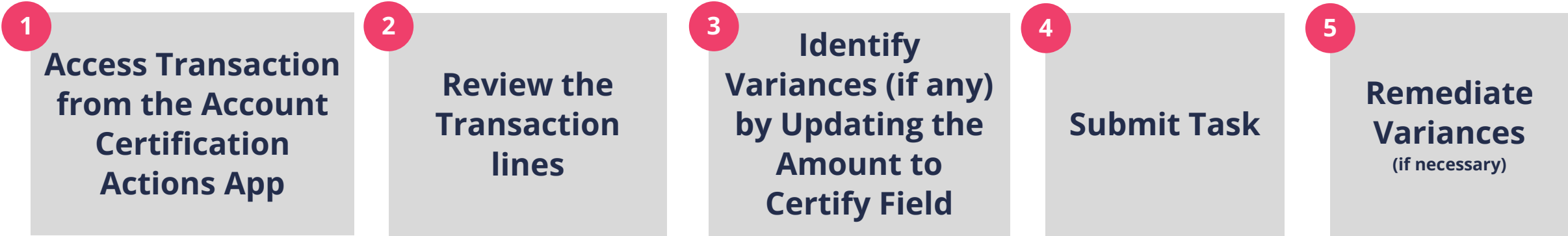
Account Certification | High-Level Process Overview

Below is a high-level overview of the Account Certification process:



Prepare Account Certification | Process Overview

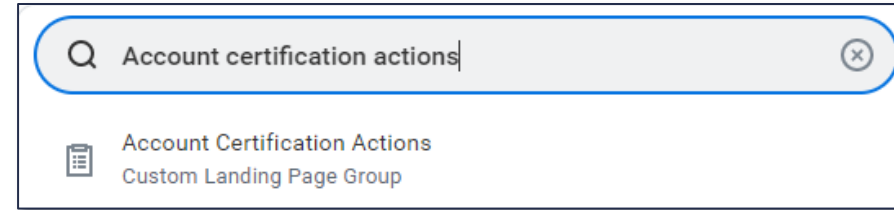
Below is the high-level process for Preparing an Account Certification in Workday.



Account Certification | Accessing Account Certification Actions

Access the Account Certification Actions –

From the global search on Workday homepage.



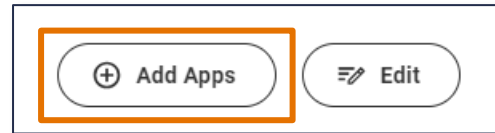
OR

Access the Account Certification Actions App from Menu

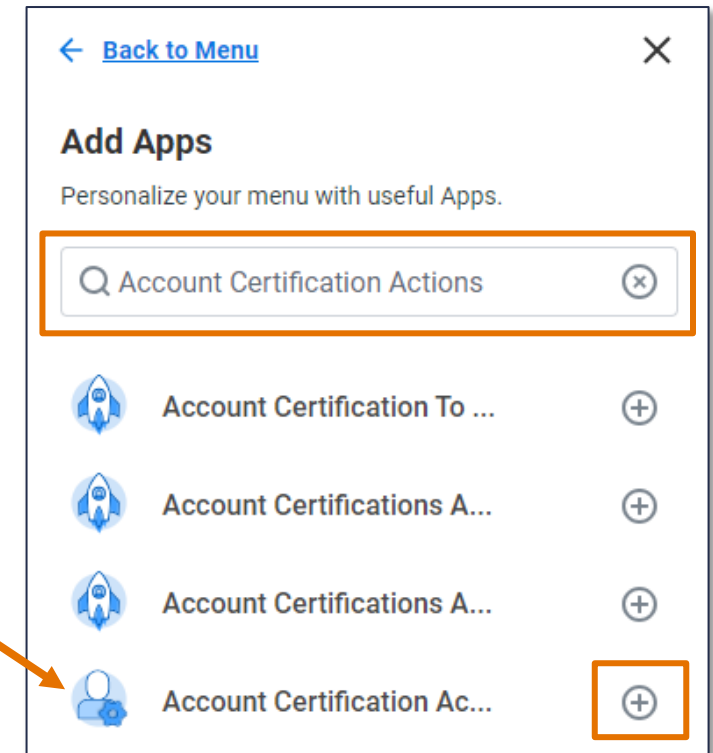
1. Select **Menu** on top left of the Workday homepage.



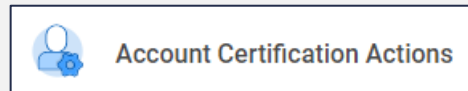
2. Select **Add Apps** at the bottom of the menu. Make sure you are in the **Apps** tab.



3. Type Account Certification Actions in the Find Apps search bar. Then select Account Certification Action app. It is the only one with the person and gear icon.



Once added, the **Account Certification Actions** app will now display in the Workday **Menu**.



NOTE: You must have your **High Security VPN** connected to see Account Certifications

Account Certification | Prioritize Account Certifications



Prioritize Account Certification – On the Account Certifications Actions screen you will find the **Account Certifications Awaiting Me – Detailed** report. By selecting **View More** you can prioritize your list of Account Certifications to work on.

1. Select **View More** at the bottom of the **Account Certifications Awaiting Me – Detailed** Report.

Account Certifications Awaiting Me - Detailed						
Business Process Transaction	Business Process Transaction	Name	Company/Company Hierarchy	Worktags	Cost Center for All Account Certification Types	Sponsored
Q	Account Certification Event: 125504-The Rector & Visitors of the University of Virginia-FY202 2-2023-May (UVA Fiscal Year)-DN001638 / CC1265	DN001638 / CC1265	The Rector & Visitors of the University of Virginia	CC1265 MD-OMCP Ctr for Membrane & Cell Ph; DN001638 MD-MPHY-SIF-Cryo-EM	CC1265 MD-OMCP Ctr for Membrane & Cell Ph	Non-
Q	Account Certification Event: 159705-The Rector & Visitors of the University of Virginia-FY202 2-2023-Jun (UVA Fiscal Year)-DN001638 / CC1261	DN001638 / CC1261	The Rector & Visitors of the University of Virginia	CC1261 MD-MPHY Mole Phys & Biophysics; DN001638 MD-MPHY-SIF-Cryo-EM	CC1261 MD-MPHY Mole Phys & Biophysics	Non-
Q	Account Certification Event: 138970-The Rector & Visitors of the University of Virginia-FY202 2-2023-Jun (UVA Fiscal Year)-DN001939 / CC1265	DN001939 / CC1265	The Rector & Visitors of the University of Virginia	CC1265 MD-OMCP Ctr for Membrane & Cell Ph; DN001939 MD-Revenue (Generating Activity) (State)	CC1265 MD-OMCP Ctr for Membrane & Cell Ph	Non-
Q	Account Certification Event: 153584-The Rector & Visitors of the University of Virginia-FY202 3-2024-Jul (UVA Fiscal Year)-DN000006 / CC1261	DN000006 / CC1261	The Rector & Visitors of the University of Virginia	CC1261 MD-MPHY Mole Phys & Biophysics; DN000006 EN-F&A Indirect Cost Recovery	CC1261 MD-MPHY Mole Phys & Biophysics	Non-
Q	Account Certification Event: 151726-The Rector & Visitors of the University of Virginia-FY202 3-2024-Jul (UVA Fiscal Year)-DN000010 / CC1261	DN000010 / CC1261	The Rector & Visitors of the University of Virginia	CC1261 MD-MPHY Mole Phys & Biophysics; DN000010 RS-F&A Indirect Cost Recovery	CC1261 MD-MPHY Mole Phys & Biophysics	Non-
Q	Account Certification Event: 152449-The Rector & Visitors of the University of Virginia-FY202 3-2024-Jul (UVA Fiscal Year)-DN001638 / CC1261	DN001638 / CC1261	The Rector & Visitors of the University of Virginia	CC1261 MD-MPHY Mole Phys & Biophysics; DN001638 MD-MPHY-SIF-Cryo-EM	CC1261 MD-MPHY Mole Phys & Biophysics	Non-
Q	Account Certification Event: 159920-The Rector & Visitors of the University of Virginia-FY202 3-2024-Jul (UVA Fiscal Year)-DN001939 / CC1261	DN001939 / CC1261	The Rector & Visitors of the University of Virginia	CC1261 MD-MPHY Mole Phys & Biophysics; DN001939 MD-Revenue	CC1261 MD-MPHY Mole Phys & Biophysics	Non-

View More ...

2. Select one or more of the fields and enter a response. If you make no selections and select **OK**, you will see your full list of Account Certifications

Account Certifications Awaiting Me - Detailed

Do Not Include Items Delegated to Me ☒

Include Items Delegated to Me ☐

Account Certification Name

Fiscal Period

Cost Center for All Account Certification Types

Preparer or Approver?

Sponsored or Non-Sponsored?

Grant Principal Investigator

Filter Name

Manage Filters

8 Saved Filters

3. Select **Reset** icon in the blue bar to select different Account Certifications.


Account Certifications Awaiting Me - Detailed			
Do Not Include Items Delegated to Me		Yes	Include Items Delegated to Me
27 items			
Business Process Transaction	Business Process Transaction	Name	Company/Company Hierarchy
Q	Account Certification Event: 153920-The Rector & Visitors of the University of Virginia-FY 2023-2024-Jul (UVA Fiscal Year)-DN001638 / CC1261	DN001939 / CC1261	The Rector & Visitors of the University of Virginia

Any selection made on this screen will stay selected after you refresh your browser.

Account Certification | Open Account Certification

- **Open Account Certification** – On the Account Certifications Actions screen, open the Account Certification you need to review and certify. Right click on the magnifying glass and select **See in New Tab**.

Account Certifications Awaiting Me

Business Process Transaction	Business Process Transaction	Account Certification Role	Status	Date and Time Assigned	Due Date	Excluded from Inbox
	Account Certification Event: 253- Rector & Visitors of the University of Virginia-FY2021-2022- (UVa Fiscal Year)-DN000059 / 0091	Preparer for Account Certification	Awaiting Action	05/11/2022 08:05:44.693 AM	05/25/2022	Yes
	Account Certification Event: 252- Rector & Visitors of the	Preparer for Account Certification	Awaiting Action	05/11/2022 08:05:44.693 AM	05/25/2022	Yes

1

Right Click

2


See in New Tab

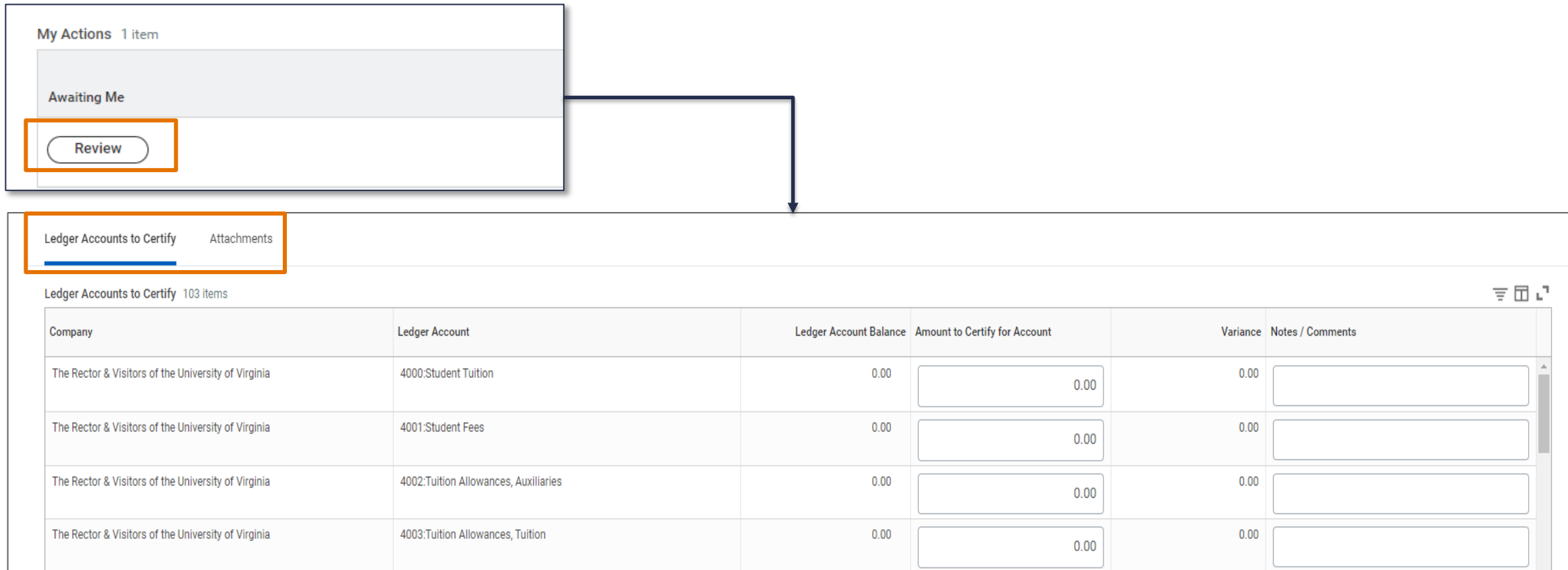
Copy URL

Copy Text

When you are done and have submitted that Account Certification, you can close that tab and navigate back to the tab with the full list of Account Certifications to find the next one you want to review. You will need to refresh your browser to remove the Account Certification that was completed.

Account Certification | Review Account Certification

 **Review the Account Certification** – On the View Event Screen, under the My Actions Tab select the Review button. Then, navigate to the **Ledger Accounts to Certify** tab to review the details. You can add documentation related to the Account Certification in the **Attachments** tab.



The screenshot illustrates the process of reviewing account certification. It shows a 'My Actions' tab with a 'Review' button highlighted. An arrow points from this button to the 'Ledger Accounts to Certify' tab, which displays a table of ledger accounts for review.

My Actions 1 item

Awaiting Me

Review

Ledger Accounts to Certify Attachments

Ledger Accounts to Certify 103 items

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account	Variance	Notes / Comments
The Rector & Visitors of the University of Virginia	4000:Student Tuition	0.00	0.00	0.00	
The Rector & Visitors of the University of Virginia	4001:Student Fees	0.00	0.00	0.00	
The Rector & Visitors of the University of Virginia	4002:Tuition Allowances, Auxiliaries	0.00	0.00	0.00	
The Rector & Visitors of the University of Virginia	4003:Tuition Allowances, Tuition	0.00	0.00	0.00	

Account Certification | Filter Ledger Accounts



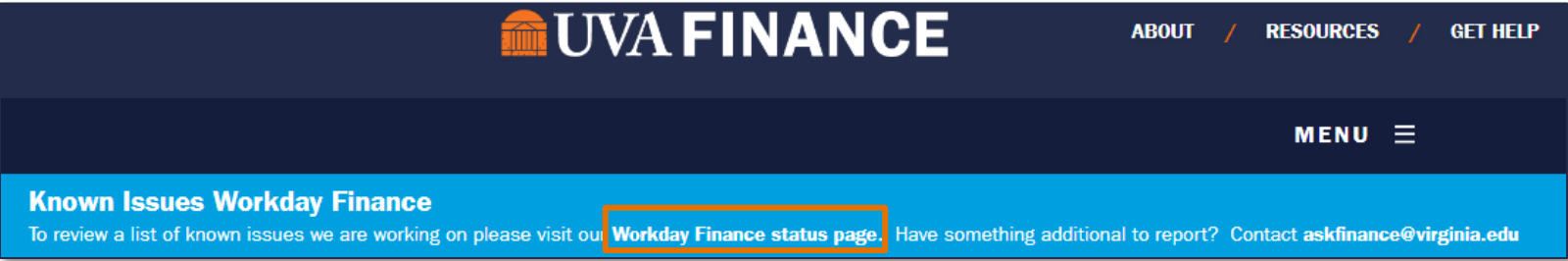
Filter Ledger Accounts – Under the **Ledger Accounts to Certify** tab, every account certification will display each ledger account including ledger accounts with no activity. Filter the **Ledger Account Balance** column by selecting not equal to (<>) and entering 0 to **exclude** any transaction that is valued at zero.

↑ Sort Ascending
↓ Sort Descending
Filter Condition *
<>
Value *
0
Filter

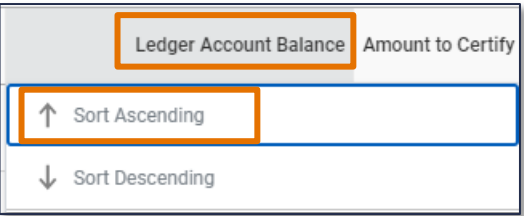
Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account	Variance	Notes / Comments
The Rector & Visitors of the University of Virginia	6006:Support Services	32,593.17	32,593.17	0.00	

Account Certification | Filter Ledger Accounts

▼ **Filter Ledger Accounts** – In Workday, filtering using “not equal to” zero is not consistently working. To ensure you see all Ledger Accounts with activity, we suggest using the Sort functionality.

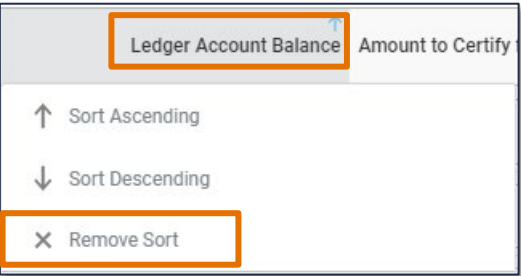


1. Click in the **Ledger Account Balance** column header. Then select **Sort Ascending**.

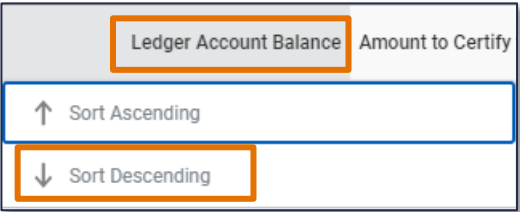


Ledger Account Balance	Amount to Certify for Account
(4,160.87)	-4,160.87
0.00	0.00

2. Click in the **Ledger Account Balance** column header. Then select **Remove Sort**.



3. Click in the **Ledger Account Balance** column header. Then select **Sort Descending**.



Ledger Account Balance	Amount to Certify for Account
2,100.00	2,100.00
70.00	70.00

Account Certification | View Transaction Details



View Transaction Details (if needed) – Under the **Ledger Accounts to Certify** tab, you will see the **Ledger Account Balance** column, which shows the ledger balance for each transaction based on the worktags used. You can view the transaction details for each transaction by clicking on the blue account balance.

1. Drill back to the source transaction by right clicking on the **related actions menu (...)** next to the magnifying glass and select **See in New Tab**.

2. In the new tab, you can select the **Operational Transaction** to view its details.

Journal Entry	Journal Source	Transaction	Accounting Date	Budget Date	Book Code	Ledger Account	Debit Amount	Credit Amount	Reporting Currency	Memo	Line Memo	Worktags
...	Supplier Invoice	...	02/01/2022	01/25/2022		6014:Residential Supplies	15,000.00		USD			Business Unit: BU02 AS-Arts and Sciences Cost Center: CC0050 AS-Dean's Office (DEAN) Designated: DN000317 AS-Education and General Function: FN001 Instruction General Academic Fund: FD001 Unrestricted Operating Fund (State 03000)

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account
The University of Virginia's College at Wise	6014:Residential Supplies	15,000.00	15,000.00



View Operational Journal	
Operational Journal	Current Status Posted Journal Sequence Number
Operational Journal Information	
Operational Transaction	Supplier Invoice: SI-0000000066
Originated by	ISU_INT_Jaggaer_User
Company	The University of Virginia's College at Wise
Ledger	Actuals
Period	Feb - FY2021-2022



Use Details for Account Certification Report to help review – If you have many lines of transactions to review, the Account Certification view is not the easiest view. Instead, use the **Details for Account Certification** Report. This report includes more details and makes it easier to review the transactions and make corrections for certain transactions. In the global search bar enter **Details for Account Certification**. Enter the worktags for the Account Certification. If you export this report and add notes, make sure to attach the spreadsheet to the Account Certification.

Ledger Account	Business Unit	Cost Center	Designated	Gift	Grant	Project	Fund	Function	Program
6010:Administrative Supplies	BU02 AS-Arts and Sciences	CC0036 AS-Astronomy (ASTR)	DN000317 AS-Education and General				FD001 Unrestricted Operating Fund (State 03000)	FN001 Instruction General Academic	PG01115 AS-Of

Scroll to the Right



Journal Source	Operational Transaction	Journal	Vendor/Payee	Supplier's Invoice Number	Purchase Orders	Transaction Info	Customer	Created by
Supplier Invoice	Supplier Invoice: SI-0000257106	Operational Journal: The Rector & Visitors of the University of Virginia - 10/04/2023	The Supply Room	51180260	PO-0133805	Deflecto Earth Source Hard Floor Chair Mat - Co...		ISU_INT_Jaggae

Account Certification | Reconciling Labor Charges

 **Pull the necessary reports**– Payroll charges gets summarized before it posts to the ledger, which means you will not see individual employee level attributes in the Account Certifications.

The following reports will show you the information necessary to fully reconcile the labor charges on the Account Certifications:

Report	Purpose
Payroll Journal Line Details	This report shows the breakdown of the summarized payroll accounting lines, so you can reconcile labor. Some of the information you can find in this report includes, employee name & position, pay period, worktags, spend category, and hours worked.
Worker Costing Allocation information	You can run this report using Account Certification worktags (ex. Designated & Cost Center) to see the percentage of salary charged to that worktag combination. If you only select the worker, it will show the worker's entire costing allocation. This report replaces the LD Schedule module in UBI.
Calculated Time Block Information	This report provides information about hours worked by hourly employees. You need to have the UVA Time Support Role to run this report. If you don't have this role & need this information, you will need to find the person with this role in your area to provide you this information.

Account Certification | Reconciling ISP Charges



Find ISP information– Internal Service Providers (ISP) are listed as a Worktag on the transaction. Open the blue link for the ISP to find information about the ISP including employees assigned roles.

Journal Entry	Journal Source	Transaction	Accounting Date	Budget Date	Book Code	Ledger Account	Debit Amount	Credit Amount	Reporting Currency	Memo	Line Memo	Worktags
Q	Internal Service Delivery	Q	03/29/2022	03/29/2022		8001:Recoveries, Transfer Pmts		30.00	USD	Header Memo: Copper tubing	Header Memo: Copper tubing	Business Unit: BU02 AS-Arts and Sciences Cost Center: CC0091 AS-Physics (PHYS) Designated: DN000059 AS-Local Operations Function: FN018 Ancillary Support Fund: FD002 Unrestricted Local Fund

1

Click on the **More** button

More (2)

Journal Entry	Journal Source	Transaction	Accounting Date	Budget Date	Book Code	Ledger Account	Debit Amount	Credit Amount	Reporting Currency	Memo	Line Memo	Worktags
Q	Internal Service Delivery	Q	03/29/2022	03/29/2022		8001:Recoveries, Transfer Pmts		30.00	USD	Header Memo: Copper tubing	Header Memo: Copper tubing	Business Unit: BU02 AS-Arts and Sciences Cost Center: CC0091 AS-Physics (PHYS) Designated: DN000059 AS-Local Operations Function: FN018 Ancillary Support Fund: FD002 Unrestricted Local Fund

2

Find the **Internal Service Provider** Worktag. **Right Click** and **See in New Tab**

Internal Service Provider: Arts & Sciences Physics - Inventory Stockroom

Account Certification | Reconciling ISP Charges



Find ISP information Details for Account Certification report–Internal Service Delivery operational transactions will have the Internal Service Provide (ISP) listed in the Related Actions. If you click on the blue link, you will find information about the ISP including a description that could include information about how to contact the ISP or scroll down and you will see employees assigned a role on the ISP.

Details for Account Certification

> Details

3 of 206 items

Journal Source	Operational Transaction	Journal	Vendor/Payee	Supplier's Invoice Number	Purchase Orders	Transaction
Internal Service Delivery	Internal Service Delivery: ISP-00491239	Operational Journal: The Rector	IT Information			ITS Sep2
Internal Service Delivery	Internal Service Delivery: 00474050					

Actions

Accounting >

Audits >

Budget Date >

Favorite >

Integration IDs >

Internal Service Delivery

Internal Service Delivery: ISP-00491239

CompanyThe Rector & Visitors of the University of Virginia

Internal Service ProviderIT-Information Technology Services

Account Certification | Complete Required Fields



Complete the required fields –

- Amount to Certify for Account** – The **Amount to Certify for Account** field will auto-populate with same amount as the **Ledger Account Balance**. You only need to update this field if there is an issue with a transaction in that ledger account line. You can drill in to see the transaction details for each ledger account line by selecting the balance in the **Ledger Account Balance** column. **Please Note:** Both Preparers and Approvers can update the **Amount to Certify for Account**. If you **change** the Amount to Certify for Account, a **variance** will be **generated**.

Ledger Accounts to CertifyAttachments

Ledger Accounts to Certify 1 of 103 items

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account	Variance	Notes / Comments
The Rector & Visitors of the University of Virginia	6022:Lease & Rent Payments	2,500.00	<div>1,850.00</div>	650.00	<div>NormalBUB<div>SI-0000000029 Invoice amount is incorrect.</div></div>

- Notes/Comments** – You must enter a comment in each Ledger Account line when there is a Variance, otherwise this is optional. Do not enter your comments in the comment box at the bottom of the page.

enter your comment

Account Certification | Example

Example: The Preparer updates the Amount to Certify for Account field to indicate an incorrect USD amount. The **Preparer** drilled into the **Ledger Account Balance** and determined that the **amount** for the **Internal Service Delivery** was **incorrect**. The “**Amount to Certify**” field was updated with the correct amount and a variance was automatically populated.

Criteria View by:

Select a Field...

 and then by:

Select a Field...

Refresh

1 item

Journal Entry	Journal Source	Transaction	Accounting Date	Budget Date	Book Code	Ledger Account	Debit Amount	Credit Amount	Reporting Currency	Memo	Line Memo	Worktags
Q	Internal Service Delivery	Q	02/28/2022	02/28/2022		6006:Support Services	32,593.17		USD	GMSA-FM/1814 31-3196 150-001-	UPG Test Data 3; GM SA-FM/18 1431-3196 150-001-	Activity: AC02431 MD-INMD CV Research Fellowship Business Unit: BU01 MD-Medicine Cost Center: CC1083 MD-INMD CV Medicine Employee: Brendon C Coll Fund: FD015 Restricted Local Fund <div>More (4)</div>

Ledger Accounts to Certify 1 of 103 items

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account	Variance	Notes / Comments
The Rector & Visitors of the University of Virginia	6006:Support Services	32,593.17	25,000.00	7,593.17	<div>Format</div>

1

As a **Preparer** you can drill into the **Ledger Account Balance** by clicking on the **Ledger Account Balance Amount** which appears as a blue clickable link.

3

When you update the **Amount to Certify for Account** the **Variance** will automatically get updated since this amount is different from the **Ledger Account Balance**.

2

When you click on the **Ledger Account Balance Amount** link, this transaction view of the **Ledger Account** will display.

Account Certification | Process History

- **Review Remaining Process History** – The Process History shows where the Account Certification is in the process and who has acted on the task. The next people and steps in the process can be found by viewing the Remaining Process History.

1. Select **Process** tab

after submitting the Account Certification

The screenshot shows the 'View Event' page for 'Account Certification Event: 38421-The Rector & Visitors of the University of Amsterdam'. The page includes a 'MENU' button and a 'Home' link. The event details are as follows:

For	Account Certification: 38421-The Rector & Visitors of the University of Amsterdam
Overall Process	Account Certification Event: 38421-The Rector & Visitors of the University of Amsterdam
Overall Status	In Progress
Due Date	11/30/2022
Calendars In Use	Consecutive Days (No Calendars Selected)

At the bottom, there are two tabs: 'Details' and 'Process'. The 'Process' tab is highlighted with an orange box. Below the tabs, there is a search bar with the text 'Account Certification' and a magnifying glass icon, and a status indicator 'Status In Progress'.

OR

after opening the Account Certification

The screenshot shows the 'View Event' page for 'Account Certification Event: 34818-The Rector & Visitors of the University of Amsterdam'. The page includes a 'MENU' button and a 'Home' link. The event details are as follows:

For	Account Certification: 34818-The Rector & Visitors of the University of Amsterdam
Overall Process	Account Certification Event: 34818-The Rector & Visitors of the University of Amsterdam
Overall Status	In Progress
Due Date	11/30/2022
Calendars In Use	Consecutive Days (No Calendars Selected)

At the bottom, there are two tabs: 'Details' and 'Process'. The 'Process' tab is highlighted with an orange box. Below the tabs, there is a search bar with the text 'Account Certification' and a magnifying glass icon, and a status indicator 'Status In Progress'.

2. Select **Remaining Process** button.

The screenshot shows a button labeled 'Remaining Process' with a question mark icon. The button is highlighted with an orange box. Above the button, there is a heading 'Remaining Process' and a subheading 'Click on the button below to review remaining process details.'

Account Certification | Process History



Automatic Approval Step for Preparer – After the Preparer reviews the details and submits the task, the Process History shows the Review Account Certification step submitted. Then next step in the process history is Approval by Preparer for Account Certification. Expect to see this.

Due Date 11/30/2022

Calendars In Use Consecutive Days (No Calendars Selected)

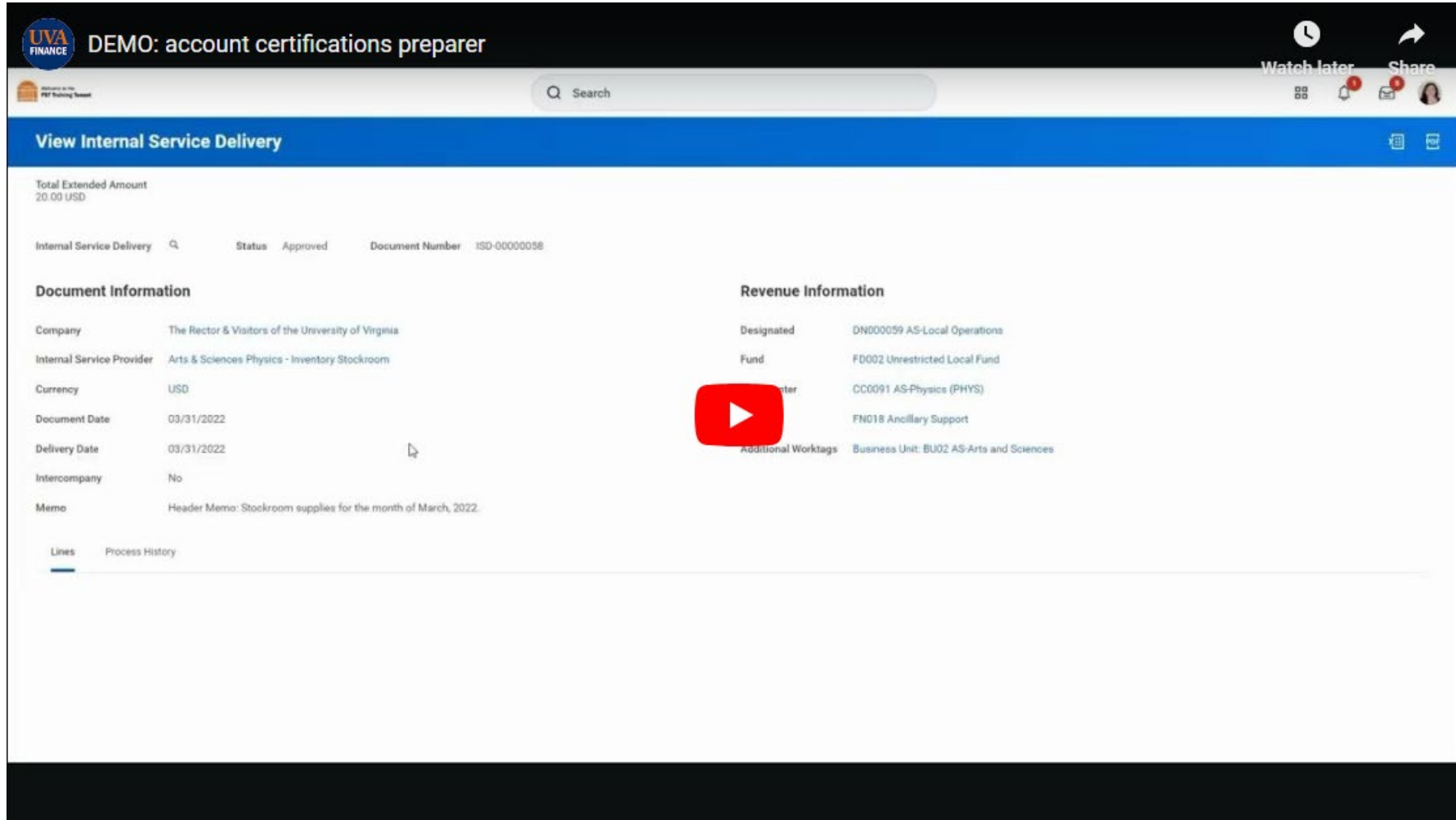
Details ? Process ?

Process History 4 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All P
Account Certification Event	Account Certification Event	Step Completed	11/01/2022 05:25:42 AM	11/30/2022		
Account Certification Event	Review Account Certification	Submitted	10/31/2023 04:24:57 PM	11/25/2022	(Preparer for Account Certification)	
Account Certification Event	Approval by Preparer for Account Certification	Automatic Approval	10/31/2023 04:24:58 PM		(Preparer for Account Certification)	
Account Certification Event	Review Account Certification	Awaiting Action		10/30/2023	(Approver for Account Certification)	

Account Certification | Account Certification Preparer Demo

Click on the image below to see how to prepare an account certification in Workday. All Video demonstrations can be found on the [UVA Finance website's training page](#) at any time.



The screenshot shows the 'View Internal Service Delivery' page in the UVA Finance Workday system. The page header includes the UVA Finance logo, the title 'DEMO: account certifications preparer', and a search bar. The main content area is divided into two columns: 'Document Information' and 'Revenue Information'. A red YouTube play button icon is overlaid on the 'Revenue Information' section.

Document Information

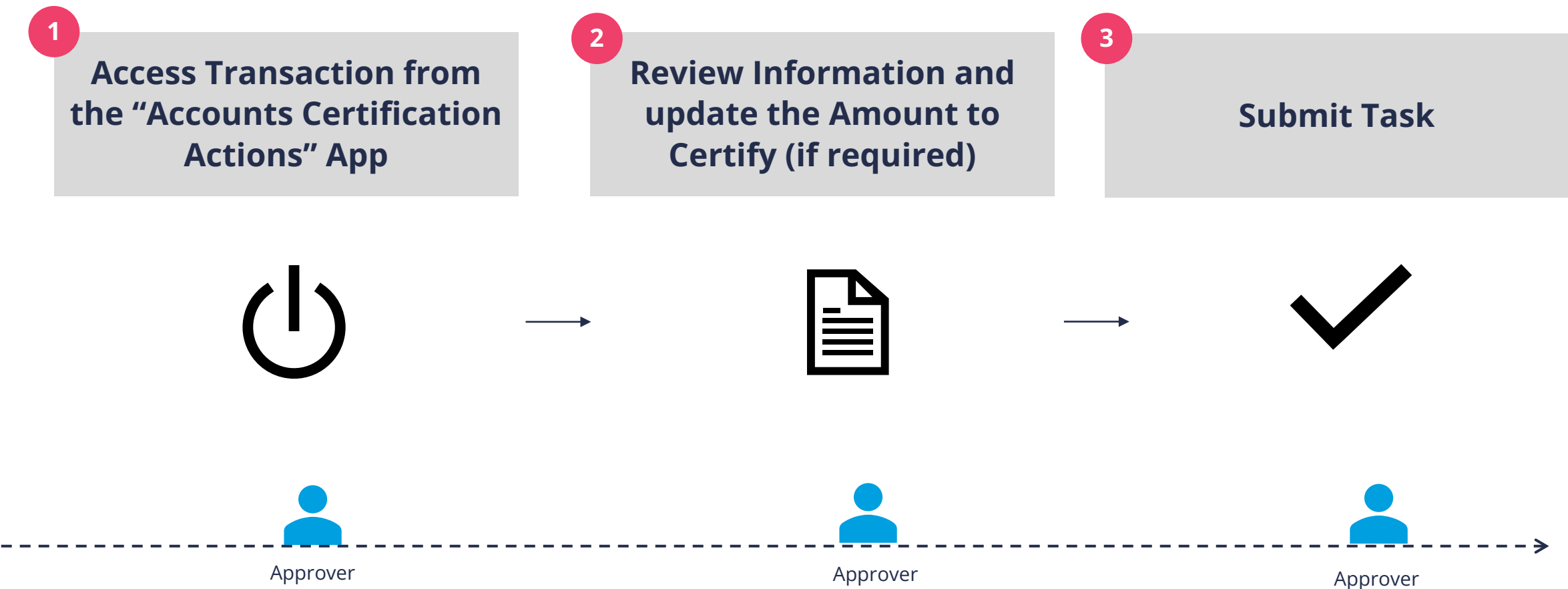
Company	The Rector & Visitors of the University of Virginia
Internal Service Provider	Arts & Sciences Physics - Inventory Stockroom
Currency	USD
Document Date	03/31/2022
Delivery Date	03/31/2022
Intercompany	No
Memo	Header Memo: Stockroom supplies for the month of March, 2022.

Revenue Information

Designated	DN000059 AS-Local Operations
Fund	FD002 Unrestricted Local Fund
Center	CC0091 AS-Physics (PHYS)
Additional Worktags	FN018 Ancillary Support Business Unit: BU02 AS-Arts and Sciences

Review, Edit and Approve Account Certification | Process Overview

Below is the high-level process flow for reviewing, editing and approving an Account Certification in Workday.



Review, Edit and Approve Account Certification | Key Considerations



Amount to Certify for Account – The **Amount to Certify for Account** field auto-populated with same amount as the **Ledger Account Balance**. The Preparer reviewed and any differences you see were entered by the Preparer. Both Preparers and Approvers can update the **Amount to Certify for Account**. You only need to change this field if there is an issue with a transaction in that ledger account line.



Variances – Variance details are updated automatically with the difference between **Ledger Account Balance** and the **Amount to Certify for Account**. Approvers can see variances and comments entered by the Preparer. If there is a variance at the end of the account certification process, a **To-Do** step will be sent to the **Preparer's** Workday inbox to acknowledge and remediate the variance. You must enter **Notes/Comments** for each variance that you identify.

Account Certification | Account Certification Approver Demo

Click on the image below to see how to approve an account certification in Workday. All Video demonstrations can be found on the [UVA Finance website's training page](#) at any time.

UVA FINANCE DEMO: account certifications approver

Search

Watch later Share

Need Help?

View Event Account Certification Event: 242-The Rector & Visitors of the University of Virginia-FY2021-2022-Mar (UVa Fiscal Year)-PJ01898

For Account Certification: 242-The Rector & Visitors of the University of Virginia-FY2021-2022-Mar (UVa Fiscal Year)-PJ01898

Overall Process Account Certification Event: 242-The Rector & Visitors of the University of Virginia-FY2021-2022-Mar (UVa Fiscal Year)-PJ01898

Overall Status Successfully Completed

Due Date 05/30/2022

Calendars In Use Consecutive Days (No Calendars Selected)

Details Process

Account Certification Status Certified

Company Information

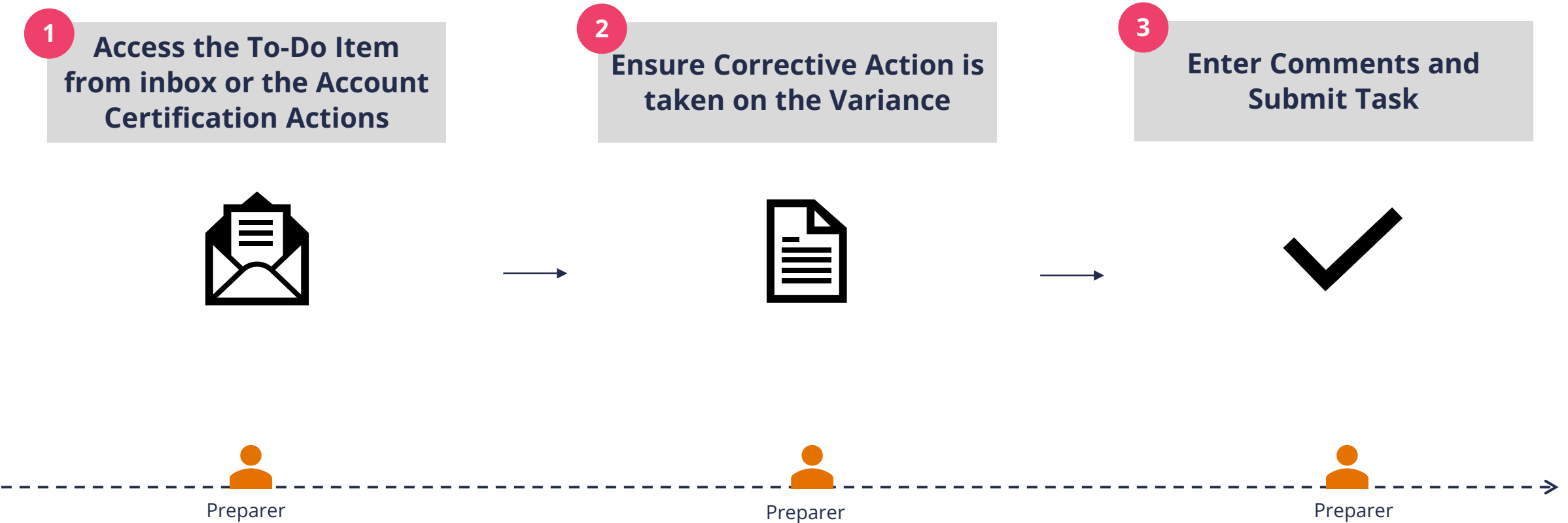
Company/Company Hierarchy	The Rector & Visitors of the University of Virginia
Account Set	Standard
Ledger	Actuals
Book	Common Reporting Book
Worktags	PJ01898 MD-MICR CANC Start Up 951619194 Zong Hui (hz9a)

Account Certification Details

Certification Name	PJ01898
Policy Purpose and Procedure	FIN-023: Reconciling Unit Accounting Records
Ledger Account/Summary	Standard: SRECHP
Fiscal Period	FY2021-2022-Mar (UVa Fiscal Year)
Balance or Activity	Activity
Priority	Low
Currency	USD
Total Ledger Account Balance	396.00
Total Amount to Certify	0.00
Variance	396.00

Remediate Variances | Process Overview

Below is the high-level process flow for remediating the variances identified in Account Certification in Workday.



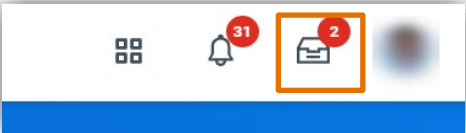
Remediate Variances | Best Practices



To Start – Access the **To-Do** item

- Located your Workday inbox. This can be found in the Workday Actions Tab on the top right-hand corner of your screen.
- The To-Do items can also be found in the Account Certification Actions Dashboard.

Workday Actions Tab



Account Certifications Awaiting Me - Detailed

Business Process Transaction	Business Process Transaction	Name	Company/Company Hierarchy	Worktags	Cost Center for All Account Certification Types	Sponsored or Non-Sponsored?	Fiscal Period
Q							ISC
Q							ISC
Q							ISC
Q							ISC
Q							ISC

QRG/Website Quick Links

[Prepare or Approve Account Certification QRG](#)

[Attaching Documentation on the Supplier Invoices Q...](#)

[Account Certification Website](#)

[More \(2\)](#)

Workday Reports

[Details for Account Certification](#)

[Payroll Journal Line Details](#)

[Payroll Journal Summary Report](#)

[More \(4\)](#)

Account Certification To Dos (Variance...

Business Process Transaction	Business Process Transaction	Account Certification
Q	Account Certification Event: 155934-The Rector & Visitors of the University of Virginia-FY202	Preparer for Account Certification

Remediate Variances | Best Practices



Take Corrective Action – Review the variances identified on the Account Certification and take corrective action as necessary. The corrective action will differ based on the transaction. For **Purchase Orders** and **Expense Reports**, complete an **Accounting Adjustment** when possible. For Payroll related transactions, complete a **Payroll Accounting Adjustment**. For transactions that occurred in SIS, complete the **correction** in **SIS**. For all other transactions, complete an **Accounting Journal**. ***Please Note:** You must have the correct security roles to complete these transactions. If you do not have the security roles, you will need to have someone else complete the adjustment transaction and provide you with the **Transaction ID number**.*



Enter Comments – After remediating the transaction, enter your comments related to the corrective action in the To Do inbox item. If creating an **Accounting Journal** to correct the transaction, make sure to include the **Transaction ID number** or journal number.

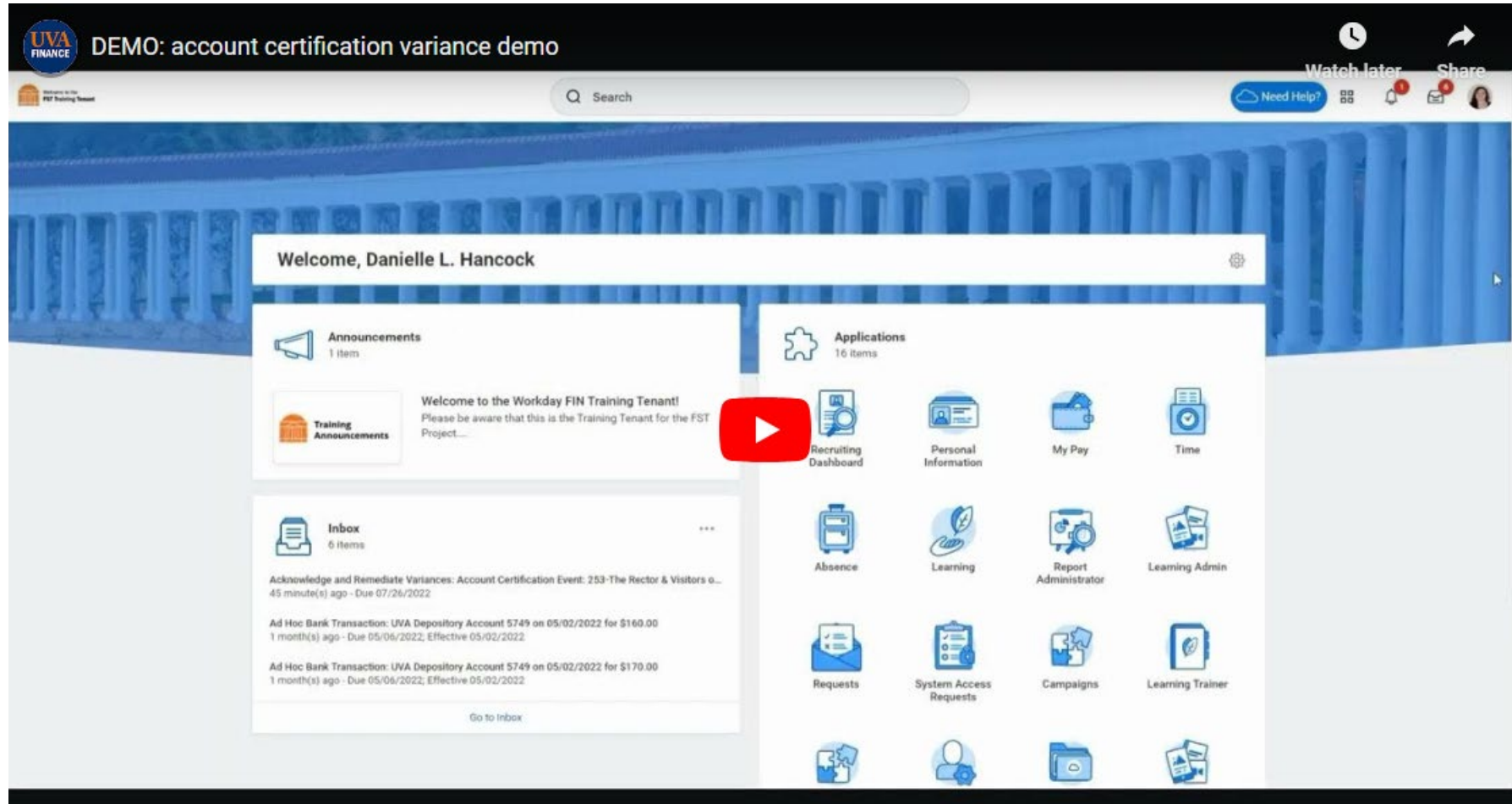


Resources–

- [Primary Accounting Functions](#)
- [Workday Corrections Decision Tree](#)
- [Accounting Cheat Sheet](#)

Remediate Variances | Account Certification Variance Demo

Click on the image below to see how to remediate variances in an account certification in Workday. All Video demonstrations can be found on the [UVA Finance website's training page](#) at any time.



Account Certification Reports | Workday Reports

Below is a list of key reports related to account certification that you can run in Workday.

Report	Purpose
Details for Account Certification	A custom UVA Workday report bringing together user requested elements to support the Account Certification process.
Status of Account Certification	This report allows you to view the status of account certifications (in-progress, approved, etc.) by company and fiscal period. This is a good report to use to pull up an Account Certification that is no longer in our Awaiting Me table.
Internal Service Provider Information	If you have charges from an Internal Service Provider (ISP), this report will help you find information about the Internal Service Provider including the ISD Data Entry Specialist tied to the ISP that you could contact if you have questions.
Find Funding Source Reclassification Lines	This report provides the funding source reclassification lines by company. This information can be used to find operational transactions that come through a Project.

Account Certification Reports | UBI Reports

Below is a list of key modules related to account certification that you can review in UBI.

Report	Purpose
Workday Account Certification Dashboard	This app can be used to monitor the status of Account Certifications and identify Preparers, Approvers, and Sr. Department Finance Approvers.
SIS-WD Reconciliation - Finance Version	This app provides the SIS details that are not available in Workday Account Certification.
Workday Security Roles	This app assists with identifying the various worker security roles that an individual has in Workday. If you need to know whether or not someone has the role needed for Account Certification this app can help.