



Account Certification

Policy & Procedures



UNIVERSITY
of
VIRGINIA





Account Certification | Training

[Important link](#)

Welcome to the Workday Account Certification Policy & Procedures lesson.

This is the first of two lessons in the Account Certification course. This lesson will focus on the policy and procedures related to Account Certification. The second lesson will focus on how to complete the account certification in Workday.

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 | What is Reconciliation?

According to the Reconciling Unit Accounting Records policy, [FIN-023](#), the timely reconciliation of transactions is an important part of responsible stewardship of University resources and an effective system of internal controls.

What is reconciliation:

A systematic review of accounts against source documents.

Purpose:





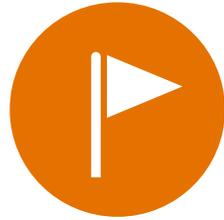
Account Certification | What is Account Certification?

The Workday Account Certification process verifies that the reconciliation was completed. Preparers and/or approvers are responsible for the following activities:



Review

Both Preparers and Approvers for Account Certifications will review the activity in ledger accounts that need to be certified.



Identify Variances

Both Preparers and Approvers for Account Certifications will identify issues as variances.



Remediate Variances

The Preparer for Account Certification will ensure the variances get remediated, if necessary.



Approve

The Approver for Account Certification will approve ledger accounts that they want to certify.



Account Certification | Why Do We Reconcile?

We reconcile our accounts monthly:

To maintain the integrity of the University's accounting records and to protect the interests of the University

Critical for:



Accurate Reporting



Internal Controls

So that:

- The information from the University's financial systems is accurate, complete, and recorded in a timely manner;
- The information can be relied upon for making financial and administrative decisions; and
- Irregularities are quickly detected, reported to the appropriate authorities, and resolved to prevent recurrences.

Account Certification | Required Role Assignments

[Related QRG](#)

These three roles are required to view and complete Account Certifications.



Base Role

Employee requests the Base Role using System Access Request in Workday.

The Base Role is assigned to the Worktag (Project, Grant, or Cost Center/Gift).



Preparer/Approver Role

These roles are automatically assigned based on the Base Role.

These roles are assigned to each monthly Account Certification. Once assigned, it will not change even if Base Role changes.

These roles can be reassigned by Workday Finance Support.



Finance Reporting Viewer Role

Employee requests this role using System Access Request in Workday.

This role is assigned to the employee's position.

Account Certification | Base Role Assignments

Workday assigns The Preparer and Approver for the Account Certification roles by looking at the Base Role for the FDM Worktag Combination on the Account Certification. Take a moment to review the table below.

Base Roles

FDM Worktag Combination	Sample Account Cert Naming	Preparer	Approver
Grant not in GRH005 Federal Financial Aid (FFA) <i>Including Cost Share</i>	GR000048	Grant Financial Analyst	Grant Account Certifier
Grant in GRH005 Federal Financial Aid (FFA) <i>ex: Federal Work Study</i>	GR000081 / CC0195	Cost Center Fiscal Specialist	Cost Center Manager
Project	PJ12345	Project Budget Specialist	Project Budget Manager
Designated + Cost Center	DN000050 / CC0195	Cost Center Fiscal Specialist	Cost Center Manager
Gift (Allocated) + Cost Center	GF123456 / CC0195	Cost Center Fiscal Specialist	Cost Center Manager
Gift (Non-Allocated) + Cost Center	GF987654 / CC0195	Cost Center Fiscal Specialist	Unit Gift Manager

Account Certification | Base Role Assignments

If we look at the row below, for Non-Federal Work study Grants or all Grants that are not in the GRH005 Federal Financial Aid Grant Hierarchy, Workday looks at the roles on the Grant to assign the Account Certification. Anyone listed as the Grant Financial Analyst on a Grant will be assigned as a Preparer and anyone listed as a Grant Account Certifier will be assigned as an Approver.

FDM Worktag Combination	Sample Account Cert Naming	Preparer	Approver
Grant not in GRH005 Federal Financial Aid (FFA) <i>Including Cost Share</i>	GR000048	Grant Financial Analyst	Grant Account Certifier

Remember the Base Role is assigned to the Worktag, so the Base Role would be assigned on each Grant worktag and each Project worktag. For Designated worktags, Federal Financial Aid Grant worktags and Gift worktags the Base role is assigned to the Cost Center expect for Non-allocated gifts. For Non-allocated Gifts, the Unit Gift Manager is listed on the Gift worktag.

Accounting Certification | Gift Worktag

How do I know if a Gift is Allocated or Non-allocated? Use **FDM Reference - Gift report**

If the gift has something listed in the Allocated Gifts - Alternate Hierarchy like the first two lines below, then it is an **Allocated Gift**, and the Account Certification will go to the **Cost Center Manager** for approval. If the Allocated Gift-Alternate Hierarchy column is blank like the gift in the last row, then the gift is **Non-Allocated** and the Account Certification will go to the **Unit Gift Manager** for approval.

FDM Reference - Gift

FDM Reporting: 4/7/2022

412 items

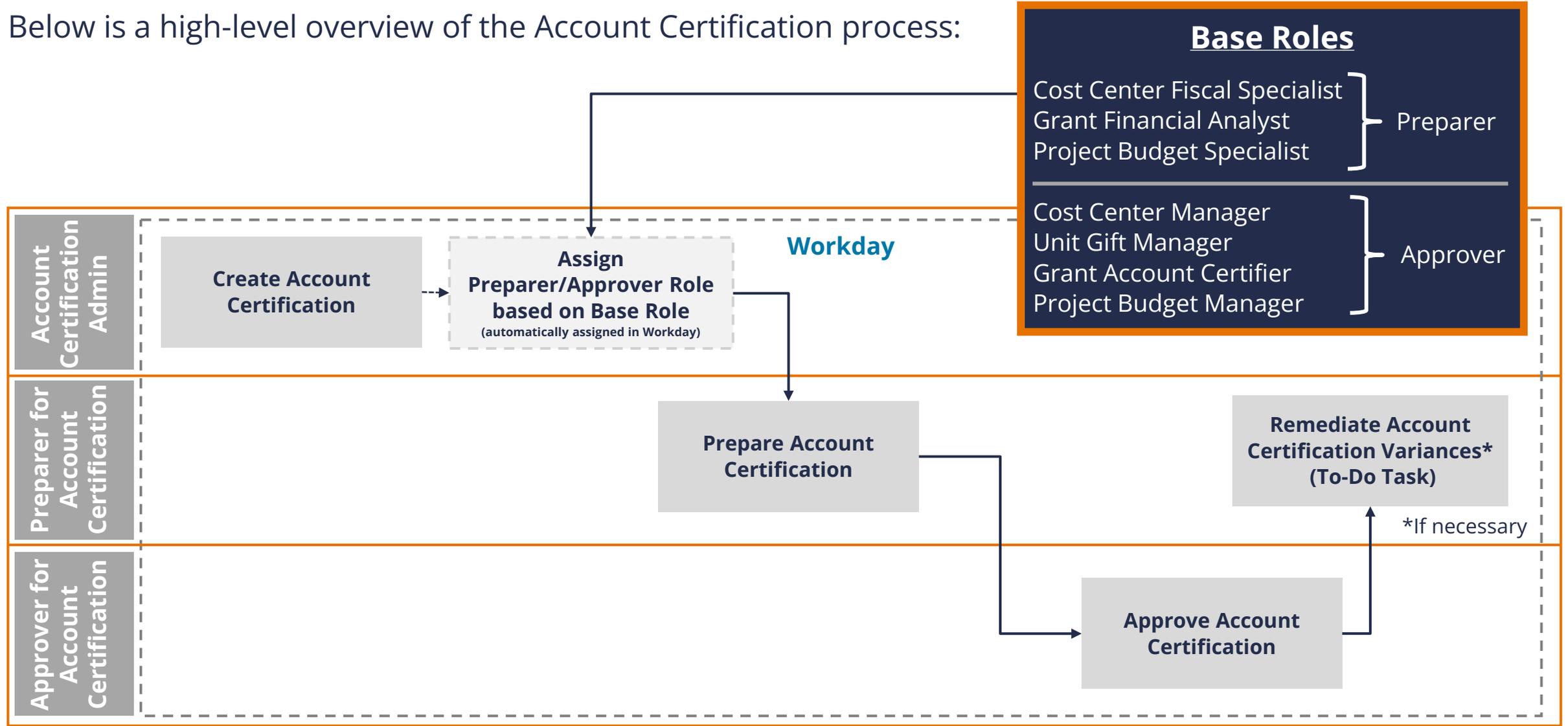
Reference ID	Gift	Gift Hierarchy Level 1	Gift Hierarchy Level 2	Gift Hierarchy Level 3	Gift Hierarchy Level 4	Allocated Gifts - Alternate Hierarchy	Gift Type	Unit Gift Manager(s)
GF000047	GF000047 IE-DA-Olsson Center Fund	GFH10507 DA-Olsson	GFH20045 DA-Centers of Excellence	GFH30007 DA- All Gifts	GFH40001 All Gifts	GFHA0001 Allocated Gifts - Alternate Hierarchy	Internal Transfer From Existing Endowment Income	Kirby Armentrout
GF000056	GF000056 TE-DA-Stewart Scholarship	GFH10533 DA-Stewart Scholarship	GFH20042 DA-Scholarships	GFH30007 DA- All Gifts	GFH40001 All Gifts	GFHA0001 Allocated Gifts - Alternate Hierarchy	True En	
GF000471	GF000471 TE-FM-Bragg Cemetery	GFH10600 FM-Cemetery Maintenance	GFH20058 FM-Gifts	GFH30013 FM- All Gifts	GFH40001 All Gifts		True Endowment	Jason Andrew Davis

Allocated

Non-Allocated

Account Certification | Understanding Role Assignments

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



Account Certification | Understanding Role Assignments

If you aren't sure if you have the role that you need, you can go to the **UBI Workday Security Roles App** to see if you have the role. You can search in many ways. The easiest way to see if you have an Account Certification Base Role, the Finance Reporting Viewer role or a Preparer or Approver for Account Certification role on a previously created Account Certification is to search by your name and then search for the role or roles you are looking for. You can also search by Cost Center to see anyone with that role in a specific Cost Center.

The screenshot displays the 'Workday Security Roles' application interface. At the top, there are navigation options like 'Analyze Sheet' and 'Narrate Storytelling'. Below this is a search bar with 'No selections applied'. The main content area is titled 'Workday Employee/Worker Financial Setup with Security Roles' and is divided into three sections:

- Employee/Worker:** A table with columns for Full Name, Employee ID, Work Email, Is Active, and Job Posting Title. The 'Full Name' column is highlighted with an orange box.
- Employee Cost Center Hierarchy:** A table with columns for Primary Cost Center ID, Primary Cost Center, Primary President Level, Primary Exec VP Level, Primary VP/MBU Level, Primary Division Level, Primary Department Level, and Primary Sub-department Level. The 'Primary Cost Center' column is highlighted with an orange box.
- Workday Security Roles Assigned:** A table with columns for Full Name, Role, Assigned Organizations, Role Name, Effective Date, and Full Name WD Security. The 'Role' column is highlighted with an orange box.

Full Name	Employee ID	Work Email	Is Active	Job Posting Title
A. Steven Pritzker	538729835	asp6a@virginia.edu	YES	Sr Associate Athletics Director for Business Operations/C
A. Vinicios Alves da Silva	921766793	aa7wz@virginia.edu	YES	Research Associate - 12 Month
Akshay Patel	620187067	ap7ip@virginia.edu	YES	Associate Professor of Public Health Sciences

Primary Cost Center ID	Primary Cost Center	Primary President Level	Primary Exec VP Level	Primary VP/MBU Level	Primary Division Level	Primary Department Level	Primary Sub-department Level
CC0195	CC0195 BU-CC-Cavalier Computers	CH70001 President	CH60001 CO-EVP-COO	CH40004 BU-Business Operations	CH30016 BU-University Bookstores	CH20082 BU-Cavalier Computers	CH10086 BU-Cavalier Cor
CC0221	CC0221 BU-BK-Central	CH70001 President	CH60001 CO-EVP-COO	CH40004 BU-Business Operations	CH30016 BU-University	CH20094 BU-University Bookstores	CH10098 BU-University B

Full Name	Role	Assigned Organizations	Role Name	Effective Date	Full Name WD Security
Tracey A Crehan Gerlach	Internal Service Delivery Data Entry Specialist	WTJU	Internal Service Delivery Data Entry Specialist	9/14/2023	Tracey A Crehan Gerlach
Virginia Irene Robinson	Internal Service Delivery Data Entry Specialist	Wise - Student Residence Hall	Internal Service Delivery Data Entry Specialist	7/5/2022	Virginia Irene Robinson
David Brian Amos	Internal Service Delivery Data Entry Specialist	Wise - Printing & Copying Services	Internal Service Delivery Data Entry Specialist	8/8/2023	David Brian Amos
Jenny Lee Salyers	Internal Service Delivery Data Entry Specialist	Wise - Printing & Copying Services	Internal Service Delivery Data Entry Specialist	8/8/2023	Jenny Lee Salyers
Evan Brock Sproles	Internal Service Delivery Data Entry Specialist	Wise - Postal Operations	Internal Service Delivery Data Entry Specialist	7/5/2022	Evan Brock Sproles
Mary Keith	Internal Service Delivery Data Entry Specialist	Wise - Postal Operations	Internal Service Delivery Data Entry Specialist	7/5/2022	Mary Keith

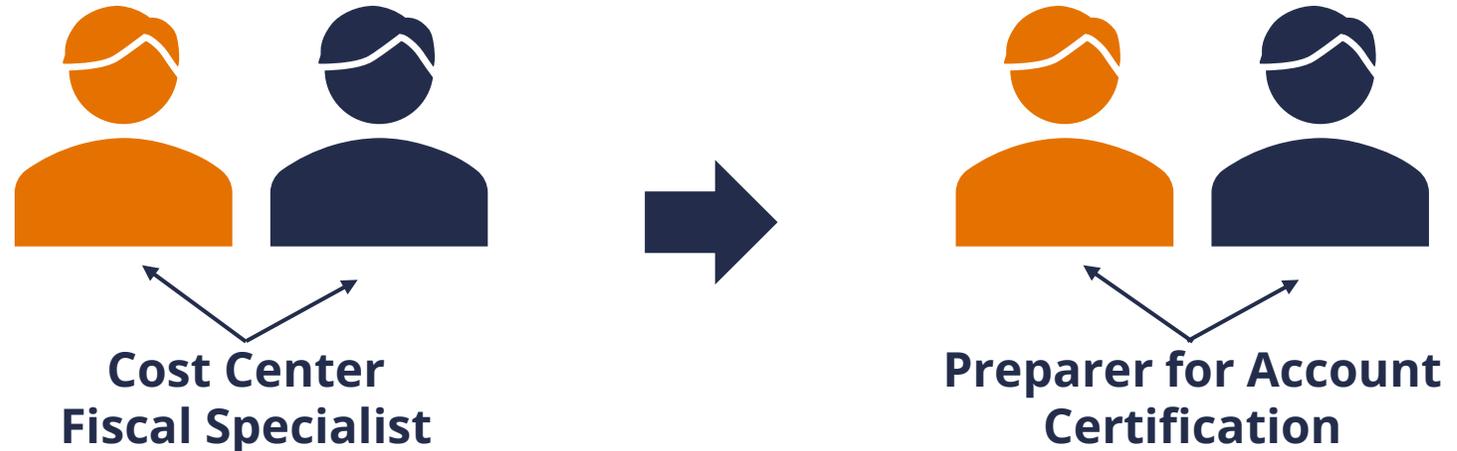
Account Certification | Understanding Role Assignments

Can there be more than one person in a role?

Yes, but

If there are two people with the same base role for a specific worktag combination at the time the Account Certification is created, both of those people will be given the role of Preparer or Approver for Account Certification.

Example: If you have two Cost Center Fiscal Specialists when the Account Certification is created, both employees will be listed as the Preparer.



but

The first person to act on the Account Certification (using the Save for Later button) will be the only one to see it in their Awaiting Me report. In other words, you can have two or more people with the same role, but you cannot share duties for the role or have more than one person work on the same Account Certification Workday process.

How to get access to Account Certifications

Previously Created Account Certifications

If the account certification has already been created, was assigned a preparer and approver, and has not yet been certified, then you will need to request Reassignment.



Request Account Certification Reassignment Quick Reference Guide

Request Account Certification Reassignment Overview

This Quick Reference Guide (QRG) is designed to walk an employee with an [Account Certification role](#) through the steps to request Account Certifications reassignment. Once an Account Certification has been created and assigned to an employee, the only way for another employee to take action on that Account Certification is to request the Account Certification be reassigned. This process is meant for extended absences, change of role (assignment), or when an employee is no longer at the university. By the end of this QRG, you will be able to request Account Certification Reassignment.

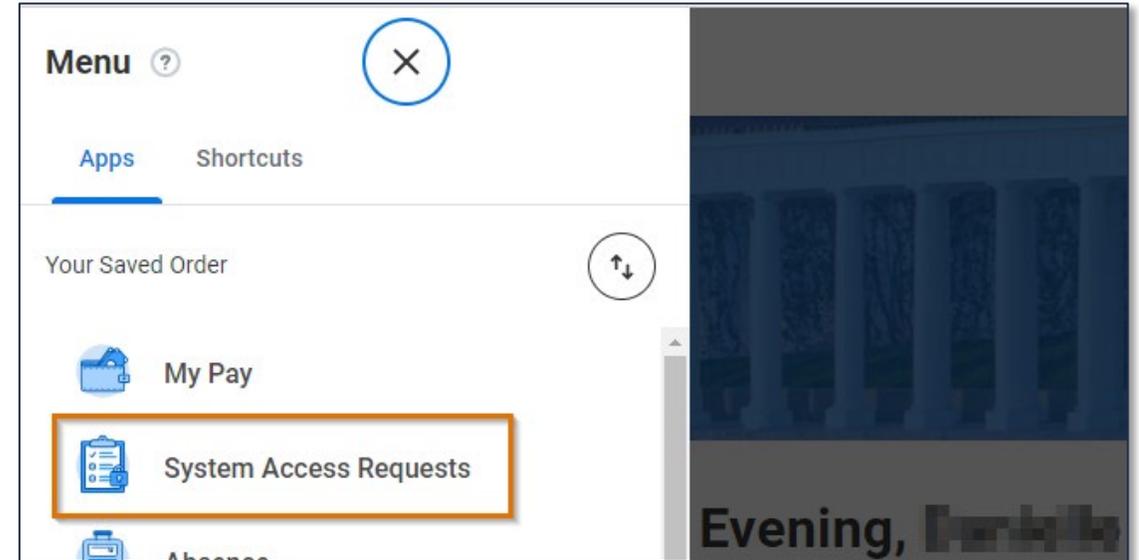


Account Certification Reassignment only impacts **current** (already generated) Account Certifications. To ensure that future Account Certifications route to the appropriate individuals as Preparers/Approvers, complete a [Workday System Access Request](#) to request the appropriate Account Certification role. See list of [Account Certification roles](#) to request for Preparer/Approver.

Request Account Certification Reassignment QRG

Future Account Certifications (not yet created)

If you need access to future account certifications, use the Workday System Access Request to request the Base Role for each worktag.



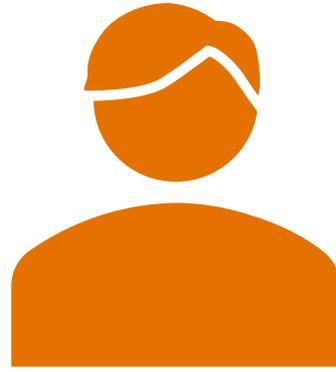
Account Certification | Account Certification Roles & Workflow

CENTRAL FINANCE



Account Certification Admin

SCHOOLS/UNITS



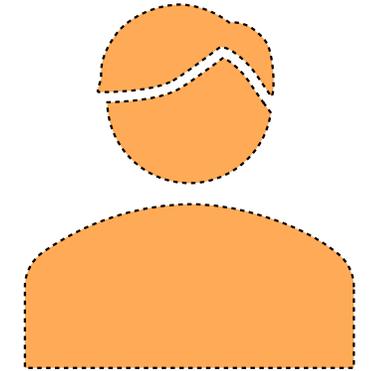
Preparer for Account Certification



Approver for Account Certification



*To Do Step:
Acknowledge/Remediate
Variances (if necessary)*



Preparer for Account Certification

Important to Note:

Preparer and Approver roles are required, and the same individual cannot be assigned as both.

Account Certification | Certifying Grant Revenue

[Related FAQ](#)

If you are a preparer or approver for Account Certifications, you should be certifying and marking variances for the expenditures in the expenditure ledger accounts which include the 5000-level payroll related ledger accounts (any ledger account starting with a 5) & the 6000-level non-payroll expenditure related ledger accounts (any ledger account starting with a 6).

You do not need to certify the 4000-level revenue related ledger accounts (any ledger account starting with a 4). The OSP team is responsible for reconciling grant revenue. So, you can leave those lines as they come into the Account Certification. You don't need to review them or mark a variance.

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account
The Rector & Visitors of the University of Virginia	4110:Federal Grants and Contracts - F&A	(11,810.70)	(11,810.70)
The Rector & Visitors of the University of Virginia	5002:Wages	18,394.66	18,394.66
The Rector & Visitors of the University of Virginia	6008:NonCapital Equipment	809.72	809.72
The Rector & Visitors of the University of Virginia	6031:F&A Expense	11,810.70	11,810.70



Ledger Accounts Certifying:

- 5000-level Payroll
- 6000-level OTPS Expenditure

Ledger Accounts not Certifying:

- 4000-level Revenue
- 6031 F&A Expense Ledger Account



Account Certification | Funding Source Reclassification Lines

[Related FAQ](#)



Funding Source Reclassification transactions:

- Reviewed/Reconciled on the Project's Account Certification, so you do not have to review transaction lines with the Journal Source Funding Source Reclassification.
- If it is a Capital Project - verify the correct FDM worktags are used with Project.

Ledger Account	Business Unit	Cost Center	Designated	Gift	Grant	Project	Fund
6003:Communication Services	BU02 AS-Arts and Sciences	CC0036 AS-Astronomy (ASTR)	DN000060 IN-Cornerstone			PJ02398 AS-Start-up 277345872 Johnson Bradley Richard (bj6fu)	FD096 F

Amount	Period	Budget Date	Accounting Date	Journal Source	Operational Transaction	Journal
350.20	Sep	09/13/2023	09/18/2023	Funding Source Reclassification	Process Funding Sources for The Rector & Visitors of the University of Virginia on 2023 07 12 17 00 -0700	Operational Journal: The Rector & Visitors of the University of Virginia - 09/18/2023

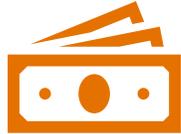


The Workday Report, **Find Funding Source Reclassification Lines**, shows the transaction detail.



Account Certification | Certifying Endowment Revenue

[Related FAQ](#)



You are not required to review or verify the Ledger Account Balance listed in the 4400: Investment Income Ledger Account for Endowment Gift Account Certifications.

Ledger Accounts to Certify	Attachments	Process History
Ledger Accounts to Certify 3 of 105 items		
Company	Ledger Account	Ledger Account Balance
The Rector & Visitors of the University of Virginia	4400:Investment Income	(3,350.27)
The Rector & Visitors of the University of Virginia	6014:Residential Supplies	881.87
The Rector & Visitors of the University of Virginia	8011:Other Supplies and Services	78.00

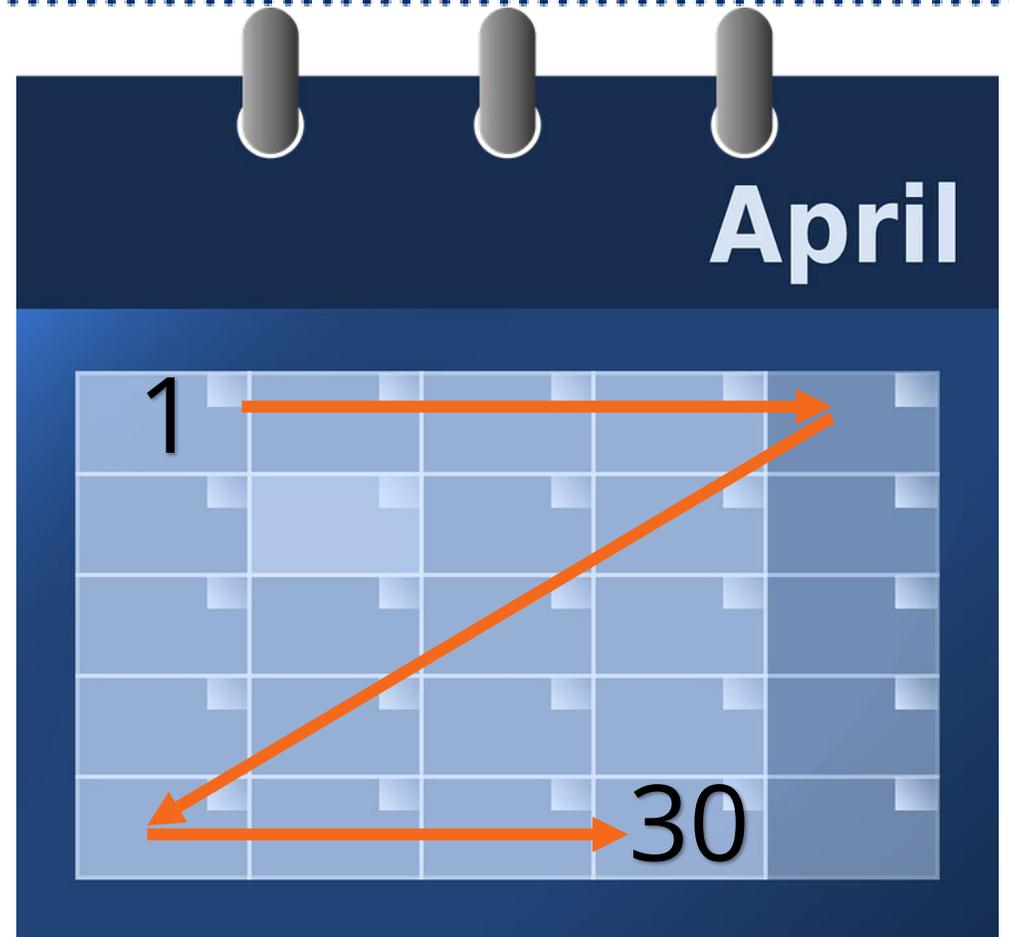
When you are certifying Gift Account Certifications that are associated with an Endowment fund, you are not required to review or verify the Ledger Account Balance in the 4400: Income Investment Ledger Account. That becomes part of the investment every month and is managed and reconciled by Central Finance. You can leave this line as is with the Amount to Certify matching the Ledger Account Balance, so that no variance is shown without drilling in and reviewing the information. You will see the endowment distribution, the funds you have available to spend, come into the Gift account from Fundriver in the 8905: Non-Mandatory Transfer – Endowment Distribution Ledger Account line. You will need to review the rest of the Ledger Accounts to ensure any expenditures or transfers are accurate.

Account Certification | Timeliness

The Account Certification must be completed:

30 Calendar days after the end of the month

Note: The policy does not say at the end of the month. If a month has 31 days, reconciliations will be considered past due on the 31st day of the month.

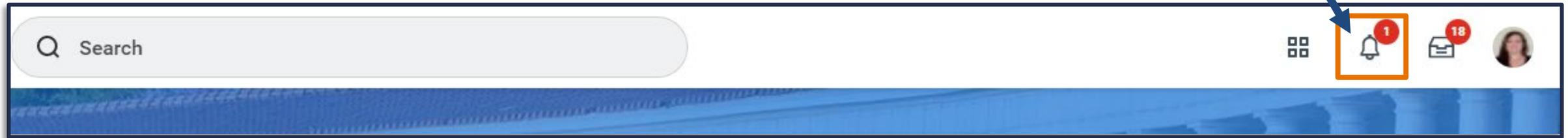


Remember:

Approved does not mean that all the problems have been resolved. It means the reports have been reviewed, variances have been identified and documented, and there is a plan to correct the variances.

Account Certification | Notifications

Notification will be sent in Workday for Account Certifications. They will come into your Notifications, the bell icon, on your Workday home page.



Notifications are sent to:

Preparer

- Account Certification is created.
- Reminder within 5 days of the due date.

Approver

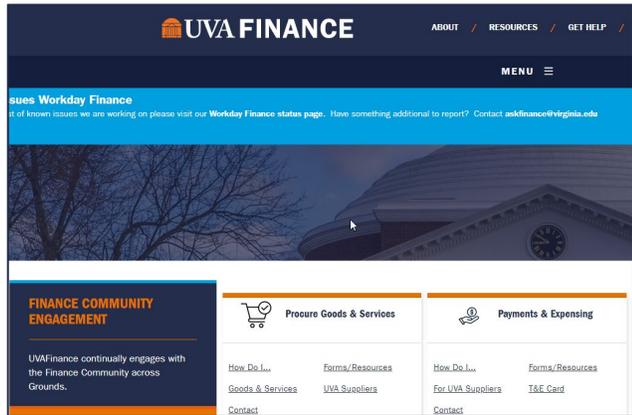
- Account Certification is ready for Approval.
- Reminder within 5 days of the due date.

Account Certification | Account Certification Resources

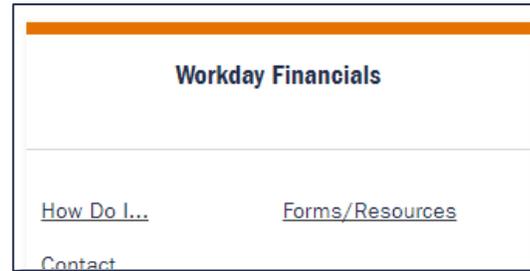


Access the Workday Account Certification home page

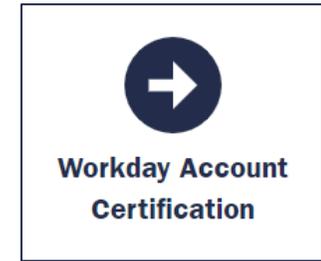
1. Go to UVA Finance Website:
uvafinance.virginia.edu



2. Select **Workday Financials** card toward the bottom of the website.



3. Select **Workday Account Certification** arrow.



Access Training, FAQs, and Policies—

To see more resources:

Select **More** at the bottom for full list

