## Brainstormed & Created System Solutions

### System Items That were Unknown
- Internal Service Provider Information report
- “Remaining Process” feature on the process history tab
- “See in New Tab” navigation tip

### Improvements now in Production
- New dashboard report: Account Certifications Awaiting Me – Detailed
- Updated sort on Details for Account Certification report to sort by ledger account to match Account Certification layout.
- Enhanced prompts on existing report: Status of Account Certifications
- Adding attachment fields to the Details for Account Certification report
- Account Certification Reassignment Request template in UBI QlikSense
- Added month-end close steps to run MFS final time (minimizing reconciling differences on Projects)

### Updates on Finance Roadmap in Progress
- Activity stream functionality (est 6/23)
- Account Certification variance reporting
Account Certification Enhancements

System Items that were Unknown
The “Internal Service Provider Information” report provides you with points of contact based on who has been assigned as the ISD Data Entry Specialist for the ISP.
Internal Service Provider Contact Information

The "Details for Account Certification Report" provides a link to the Internal Service Delivery (ISD). From there, you can find the ISD Data Entry Specialist for the ISP.

Bottom of the View Internal Service Provider screen is Assigned Roles.

ISD Data Entry Specialist is the point of contact.

Click on the Related Actions Button (Twinkie) next to the Operational Transaction.
Right click on the ISP name
See in New Tab
If you aren’t sure who might be up next in a Business Process, you can use the “View Remaining Process” on the “Process” subtab.
Navigation Tip – See in New Tab

*Remember this saying: “If it’s blue, you can do”*

When an object in Workday is blue hyperlinked, you can right click on your mouse and select the “See in New Tab” option to open an additional tab in your browser.

This allows you to maintain your original place on your first tab, while navigating to review other related information.

See more about navigating using “Twinkies” (aka “Related Actions”) on the [UVAFinance website](https://www.uvafinance.org).
Account Certification Enhancements

Improvements in Production
A new report, “Account Certifications Awaiting Me – Detailed” has been added to the Account Certification Actions dashboard. This report has been added to provide greater insight into the Account Certifications awaiting a Preparer or Approver to potentially help prioritize their work and/or provide information not previously available in the original “Account Certifications Awaiting Me” report.

**Details added:**

- Worktag Names (as opposed to just the Worktag IDs)
- Default Cost Center for all Account Certification Types (including Grants and Projects)
- Sponsored vs. Non-Sponsored flag
- Fiscal Period
- Amount to Certify
- Grant Principal Investigator

**Note:** The original "Account Certifications Awaiting Me" report is available underneath the "Account Certifications Awaiting Me - Detailed" report on the Account Certification Actions Dashboard for anyone wanting to use the original. Both reports have the same Account Certifications listed.
Select **View More** at the bottom of the "Account Certifications Awaiting Me – Detailed" report on the Account Certification Actions Dashboard to:

- See full list of Account Certifications (the report on the dashboard shows 100 lines).
- Make selections to help prioritize the Account Certifications.
- Selections made on the prompt screen will persist after refreshing your browser.
The “Details for Account Certification Report” is now sorted by Ledger Account, which matches the Account Certification user interface which lists the balances in order by Ledger Account number.

<table>
<thead>
<tr>
<th>Ledger Accounts to Certify</th>
<th>Ledger Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>The University of Virginia's College at Wise</td>
<td>5002: Wages</td>
</tr>
<tr>
<td>The University of Virginia's College at Wise</td>
<td>5034: Employee Benefits</td>
</tr>
<tr>
<td>The University of Virginia's College at Wise</td>
<td>6005: Communication Services</td>
</tr>
<tr>
<td>The University of Virginia's College at Wise</td>
<td>6020: Travel</td>
</tr>
<tr>
<td>The University of Virginia's College at Wise</td>
<td>6015: Specific Use Supplies</td>
</tr>
<tr>
<td>The University of Virginia's College at Wise</td>
<td>8834: Non-Mandatory Transfers</td>
</tr>
</tbody>
</table>
Attachments in Details for Account Certification Report

Attachments from various business processes are now surfaced in the Details for Account Certification report, eliminating the need to drill further into the BP details for find/review them.
Additional Prompts have been added to the Status of Account Certifications report to improve reporting capabilities.

Be sure to use the Instructions provided at the top of the report should the filters not work as expected as some of them require specific techniques for usage.
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 business process be reassigned. To facilitate streamlined requests, a template has been added to the Workday Account Certification UBI QlikSense module.

Note: Reassigning an Account Certification business process, does NOT update the applicable worktag roles (e.g., Grant Financial Analyst, Cost Center Manager, etc. role long-term. You must submit a System Access Request for those roles to be updated.

You can find a Quick Reference Guide (QRG) for using this template on the UVAFinance website.
A step has been added to the month-end closing process to run MFS a final time. This will mitigate balances remaining on the Project’s Default Fund (e.g., FD068 Operating Project Default) from any activity posted on the final business day of the month. The remaining balances caused reconciling differences that Project Budget Specialists/Project Budget Managers had to monitor the next month to ensure they cleared out.
Account Certification Enhancements

Upcoming / On the Roadmap
Activity Stream Functionality

Later this month, we will enable Activity Stream functionality across various business objects in Workday. Activities included in this new area are:

• Comments that have been entered into the activity stream
• Related business process events
• Related business process comments

SOM use case:

One Preparer is envisioning using this functionality on Supplier Invoices (SI) to note that they have already reviewed the SI. If we surface the comments in the Details for Account Certification report, then they would know that they do not need to drill further into the details at that time. This will allow them to complete/track SI review throughout the month as opposed to waiting until Account Certifications have been created.
Account Certification Variance Reporting

We are partnering with the Reporting team to add Account Certification Variance information into the UBI QlikSense module.

This will be a one-stop shop that Account Certifiers can use to view more detailed variance information that can be used in completing the Account Certification variance inbox tasks (or sharing with others who are responsible for remediating).

Those with an oversight role can use this report to monitor outstanding Account Certification Variances tasks.