

Training Materials | Self-Paced Training Cheat Sheet

Stakeholders can use this Cheat Sheet to **determine which course(s) will best address their Workday Financials questions**. These courses are available as self-paced training and can be searched by title in Workday Learning.

Course	Content Covered	Aligned Roles	Course Materials
Account Certification	<ul style="list-style-type: none"> Account Certification process Prepare and/or Approve an Account Certification Remediate variances upon identification Reporting capabilities available for Preparers & Approvers of Account Certification 	<ul style="list-style-type: none"> Preparers and approvers of account certification 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Accounting journals & Accounting Adjustments	<ul style="list-style-type: none"> Perform an Accounting Adjustment Create an Accounting Journal manually and in bulk View and edit a journal entry Reverse a journal entry Reporting capabilities available for Financial Accounting 	<ul style="list-style-type: none"> Accountant 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Ad Hoc Bank Transactions	<ul style="list-style-type: none"> Submit an Ad Hoc Bank Transaction Review and approve Ad Hoc Bank Transactions for Expenditure Credits, Department Deposits, and Merchant Accounts Reporting capabilities available to the Cost Center Deposit Specialist 	<ul style="list-style-type: none"> Cost Center Specialist 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Approving Transactions as a Cost Center Manager	<ul style="list-style-type: none"> Key tasks for approval as a Cost Center Manager Reviews of requests prior to approval 	<ul style="list-style-type: none"> Cost Center Manager 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Customer Accounts	<ul style="list-style-type: none"> Create a customer, add and edit customer contacts, change customer summary Customer invoice adjustment vs. credit and rebill an invoice Understand how to create, print, email, and adjust a Customer Invoice Create, print and email Customer Documents (including Consolidated Customer Invoice and Customer Statements) Request creation of a Customer Portal Account Reporting capabilities available for Customer Accounts 	<ul style="list-style-type: none"> Customer Billing Specialist Customer Contract Specialist 	<ul style="list-style-type: none"> Course Slides Self-Paced Training

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Expense Reports for Expense Ambassadors	<ul style="list-style-type: none"> Create an Expense Report for self/worker Overall BP and approval routing for Expense Reports Delegation process for Expense functionality Create an Expense Report in the Workday mobile app View, edit, change, and cancel an Expense Report Create a Spend Authorization for self/worker Reporting capabilities available for Expense Reports/Spend Authorizations/credit card transactions 	<ul style="list-style-type: none"> Expense Data Entry Specialist Expense Support Specialist Employee as Self 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Gift Creation	<ul style="list-style-type: none"> Create and submit a new Gift request Look up information available for Gifts 	<ul style="list-style-type: none"> Unit Gift Manager 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Grants Management	<ul style="list-style-type: none"> Awards and Grants set-up in Workday (roles and responsibilities) View Awards and Award Lines with Grant worktag Review Subaward Grants and Supplier Contracts Review & approve Subaward Supplier Invoices Create a Budget Amendment Find and complete Award Tasks assigned to you Reporting capabilities available for Grants Management 	<ul style="list-style-type: none"> Grants Manager 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Internal Service Delivery	<ul style="list-style-type: none"> Explain the Internal Service Provider (ISP) setup process Create an Internal Service Delivery (ISD) View accounting for an ISD Change an existing ISD Request to cancel an existing ISD Create an Internal Catalog Item Update/Edit an Existing Catalog Item Reporting capabilities available for ISD functionality 	<ul style="list-style-type: none"> Internal Service Delivery Data Entry Specialist 	<ul style="list-style-type: none"> Course Slides Self-Paced Training

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Introduction to Budgeting at UVA- Adaptive Users	<ul style="list-style-type: none"> Goals of Adaptive Planning and Workday How Adaptive Planning and Workday interact Security levels and access Purpose of each type of Input Sheet Navigate Input Sheets Adaptive Planning Reports Workday/QlikSense Reports for Budgeting 	<ul style="list-style-type: none"> Adaptive Users 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Introduction to Workday FIN	<ul style="list-style-type: none"> Overview of Workday Financial Management Overview of the key dimensions of the Foundation Data Model (FDM) and its importance Worktags and the different types Worktag use in BPs Pull Worktags 	<ul style="list-style-type: none"> All users 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Payroll Accounting-Costing Allocation	<ul style="list-style-type: none"> Purpose of Costing Allocations and the high-level business process When and how to assign various types of Costing Allocation: <ul style="list-style-type: none"> Worker Position Worker Position Earning The various requirements when allocating costs to Grants: <ul style="list-style-type: none"> Salary over the Cap (SOC) Cost share Temp workers Approval routing Federal Work Study Maintain existing Costing Allocations Request a Costing Allocation for oneself Run reports related to Payroll Costing 	<ul style="list-style-type: none"> Payroll Costing Specialist Payroll Costing Manager 	<ul style="list-style-type: none"> Course Slides

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Payroll Accounting- HCM Subtasks	<ul style="list-style-type: none"> Which business processes use costing allocation and costing override as a subtask Process Inbox Tasks as part of the following HCM Tasks: <ul style="list-style-type: none"> Hire, Add Job, Change Job Period Activity Pay One-Time Payment 	<ul style="list-style-type: none"> Payroll Costing Manager 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Payroll Accounting Adjustments	<ul style="list-style-type: none"> What a Payroll Accounting Adjustment is and why you would create one Create a Payroll Accounting Adjustment in Workday Run reports related to Payroll Accounting Adjustments Request a Payroll Accounting Adjustment for oneself Create a Historical Payroll Accounting Adjustment 	<ul style="list-style-type: none"> Payroll Accounting Adjustment Specialist 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Petty Cash Account Replenishment	<ul style="list-style-type: none"> Create a Miscellaneous Payment Request and submit it for approval Change or cancel the request, if needed Reporting capabilities for viewing Petty Cash Requests 	<ul style="list-style-type: none"> Petty Custodian 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Purchase Requisitions - Employee as Self	<ul style="list-style-type: none"> Roles of Workday and the UVA Marketplace in creating Requisitions Process flow of the requisitioning process Create and Assign a Cart functions Approve a supplier invoice for which you are listed as the Requester Run the My Requisitions report and how to use report data 	<ul style="list-style-type: none"> All users 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Purchase Requisitions, Purchase Orders, and Supplier Invoice Requests	<ul style="list-style-type: none"> How Requisition informs a Purchase Order and subsequently informs a Supplier Invoice Create a Requisition including a template requisition Change a Purchase Order Approve a Supplier Invoice Create, cancel, copy, and edit a Supplier Invoice Request Reporting capabilities available for Procurement Shopper Requisition functionality 	<ul style="list-style-type: none"> Procurement Shopper P2P Requisitioner 	<ul style="list-style-type: none"> Course Slides Self-Paced Training
Workday Reporting	<ul style="list-style-type: none"> Basics of reports, dashboards and worklets in Workday Access reports and dashboards in Workday Functionalities of reports and dashboards 	<ul style="list-style-type: none"> All users 	<ul style="list-style-type: none"> Course Slides Self-Paced Training