# **UVAFinance**

## Request Account Certification Reassignment

**Quick Reference Guide** 

## **Request Account Certification Reassigment Overview**

This Quick Reference Guide (QRG) is designed to to walk an employee with an <u>Account Certification role</u> 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 <u>Workday System Access Request</u> to request the appropriate Account Certification role. See list of <u>Account Certification roles</u> to request for Preparer/Approver.

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## **Procedure: Request Account Certification Reassignment**

1. Do one of the following to gain access to UBI.

To access by the	Do this
UBI User Hub	<ul> <li>Go to this link: <u>https://ubihub.admin.virginia.edu/</u></li> <li>*If link doesn't work – copy &amp; paste into browser.</li> </ul>
(centralized hub that provides access to <b>all</b> the modules you have access to regardless of platform)	<ul> <li>Search for "Account Cert" in the App Name field.</li> <li>Select Workday Account Certification Dashboard</li> <li>In the Launch App Column, click the link to open the app.</li> </ul>
For more navigation tips for the UBI Portal, See <u>UBI Portal QRG</u> .	

To access by the	Do this
	Q account cert X
	About this Page This page provides a sum take note of the App Owne - UBI Central: request thro Instructions: https://in.virg - School/Department own the app owner.
UBI Analytics Hub	UBI Apps         App Name       Q       Do I have access?       Q       Launch App       Q       App Platform       Q         Workday Account Certification Dashboard       Y       Link 7       Ob I have access?       Q       Launch App       Q       App Platform       Q         •       Go to: https://gsenseprod.admin.virginia.edu/hub/       V       Link 7       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V
(provides access to the streams and apps you have access to on the UBI Analytics platform)	<ul> <li>Control integer (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997) (1997</li></ul>
	Workday Account Certification

2. Select the top of the Reassignment Request Template sheet thumbnail.

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About Page	Dashboard	Summaries	Overview	Detail	Sr Financial Dept Approver List	Grants	Reassignment Request Templat							

- 3. Select filters to narrow down the Account Certifications that need reassigned.
  - You can select from:

NOTE

- Cost Center
- Gift/Grant/Designated/Project
- Grant PI
- Approver/Preparer
- Next Step Waiting On
- Select the green check mark with each selection.

**Period/Fiscal Year** can be selected to reassign specific Account Certifications. To get a full list of Account Certifications assigned to a specific Preparer, Approver, Cost Center, etc., it would be best to leave these filters blank to ensure all Account Certifications are captured.

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	o so sector to the sector of t		Reassignr	nent Req	uest Template
Period	् Status	Account Cert - D	etails		
Fiscal Period Q	Certified	Account Cert C	Account Certification Q	Fiscal Period Q	Status Q
2022-Aug 2022-Sep	In Progress Amendment In Process	DN000006 / CC0036	Account Certification: 88163-The Rector & Visitors of the University of Virginia-FY2022- 2023-Feb (UVa Fiscal Year)-DN000066 /	2023-Feb	In Progress
Q. Fiscal Year	Q Gift GF000533 TE-AS-DEAN Dean'	DN000006 / CC0036	Account Certification: 93332-The Rector & Visitors of the University of Virginia-FY2022- 2023-Mar (UVa Fiscal Year)-DN000006 /	2023-Mar	In Progress
	223 GF000652 QE-AS-DEAN Dean GF000652 QE-AS-DEAN Vand		Account Certification: 113167-The Rector & Visitors of the University of Virginia-FY2022- 2023-Apr (UVa Fiscal Year)-DN000006 /	2023-Apr	In Progress
Q Project	GF000653 TE-AS-DEAN Hamil	DN000009 / CC0036	Account Certification: 4375-The Rector & Visitors of the University of Virginia-FY2022- 2023-Jul (UVa Fiscal Year)-DN000009 /	2022-Jul	In Progress
PJ01036 AS-Start-Up 837105	DN000006 EN-F&A Indirect C	DN000009 / CC0036	Account Certification: 13223-The Rector & Visitors of the University of Virginia-FY2022- 2023-Aug (UVa Fiscal Year)-DN000009 /	2022-Aug	Certified
PJ01234 AS-General Use Fund PJ01318 AS-General Use Fund	DN0000059 AS-F&A Indirect C DN000059 AS-Local Operations	DN000009 / CC0036	Account Certification: 28867-The Rector & Visitors of the University of Virginia-FY2022- 2023-Sep (UVa Fiscal Year)-DN000009 /	2022-Sep	In Progress
<b>Grant</b> GR011967 GA11283-155911	Q Grant PI	DN000009 / CC0036	Account Certification: 41443-The Rector & Visitors of the University of Virginia-FY2022- 2023-Oct (UVa Fiscal Year)-DN000009 /	2022-Oct	Certified
GR011997 GA11330-158528	Anne J Verbiscer	DN000009 / CC0036	Account Certification: 46332-The Rector & Visitors of the University of Virginia-FY2022- 2023-Nov (UVa Fiscal Year)-DN000009 /	2022-Nov	In Progress
GR012000 GA11332-158604	Cost Center	DN000009 / CC0036	Account Certification: 59773-The Rector & Visitors of the University of Virginia-FY2022- 2023-Dec (UVa Fiscal Year)-DN000009 /	2022-Dec	In Progress
Anne J Verbiscer	Q cc0036 ×	DN000009 / CC0036	Account Certification: 77102-The Rector & Visitors of the University of Virginia-FY2022-	2023-Jan	In Progress
Barbara Kay Johnson	CC0036 AS-Astronomy (ASTR) 🗸	DN000009/CC0036	2023-Jan (UVa Fiscal Year)-DN000009 / Account Certification: 89988-The Rector &	2023-Eeb	In Progress
Bradley Johnson			Visitors of the University of Virginia-FY2022- 2023-Feb (UVa Fiscal Year)-DN000009 /	2020100	
Approver	् Next Step Waiting On	DN000009 / CC0036	Account Certification: 94592-The Rector & Visitors of the University of Virginia-FY2022- 2023-Mar (UVa Fiscal Year)-DN000009 /	2023-Mar	In Progress
Aaron Scott Evans	Anne J Verbiscer	DN000009 / CC0036	Account Certification: 114895-The Rector & Visitors of the University of Virginia-FY2022-	2023-Apr	In Progress
Anne J Verbiscer	Anne J Verbiscer; Barbara Kay		2023-Apr (UVa Fiscal Year)-DN000009 /		

4. Select Status - select In Progress and Amendment in Process (if applicable).

📃 🔻 💿 Workday Account Co	ertification Dashboard			Ana Sh	lyze eet	~	Narrate Storytelling	
IQ 🔂 🔂 IØ Status	8							
	··· 🗙 🗸			Reassig	gnm	nent Req	uest Templ	ate
Period	् Status	Account Cert -	Det	tails				
Fiscal Period Q 2022-Jul	Amendment In Process ~	Account Cert	q	Account Certification	Q	Fiscal Period Q	Status	Q
2022-Aug 2022-Sep	In Progress 🗸	DN000001/CC0081		Account Certification: 89055-The Rector & Visitors of the University of Virginia-FY2022 2023-Feb (UVa Fiscal Year)-DN000001 /	2-	2023-Feb	In Progress	
C. Fiscal Year	GF000004 TE-AS-DEAN Livy	DN000001/CC0081		Account Certification: 93383-The Rector & Visitors of the University of Virginia-FY2022 2023-Mar (UVa Fiscal Year)-DN000001 /	2-	2023-Mar	In Progress	
	GF000048 QE-AT-Athletics Qu	DN000001/CC0081		Account Certification: 112575-The Rector / Visitors of the University of Virginia-FY2022 2023-Apr (UVa Fiscal Year)-DN000001 /		2023-Apr	In Progress	
	-			ns that none of the Acc ave that status. You ca				
_ Amendment In F	Process							

- 5. Review your filters and the Account Certifications listed in the Account Cert Details table on the right side of the screen to ensure all Account Certifications that need reassigned are listed.
- 6. Right-Click in the **Account Cert Details** table.
- 7. Select Download As...

S Grant PI Ilse Cleeves	6	2						Full screen		]	
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Account Cer	rt - Def	tails					<	Share	•		
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GR014552		Account Certification: 78607-The Rector Visitors of the University of Virginia-FY2 2023-Jan (UVa Fiscal Year)-GR014552	2022-	2023	-Jan	In Progress	4	Download as	•	8036 AS-Astronomy (ASTR)	
GR014552		Account Certification: 90361-The Recto	or &	2023	-Feb	In Progress		Ilse Cleeves: Barbara Kav.	Johnson CC	0036 AS-Astronomy (ASTR)	

#### 8. Select Data

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Reassignment Request Ter									
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Account Ce	rt - De	tails				PDF		-	
Account Cert	Q	Account Certification	q	Fiscal Period Q	Status	Data		at Center	Q
GR014552		Account Certification: 78607-The Rector & Visitors of the University of Virginia-FY2022- 2023-Jan (UVa Fiscal Year)-GR014552		2023-Jan	In Progress		Ilse Cleeves; Barbara Kay Johnson (	CC0036 AS-Astronomy (ASTR)	

#### 9. Select Export.

icat Uni a Fis	Data settings		eve
ficat Uni a Fis ficat	Table formatting It may take longer time to export a large table with formattin	g included.	eve a Ka
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#### 10. Select Click here to download your data file.

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tifica e Ur Va F	Export complete	ves;
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Va F	Close	

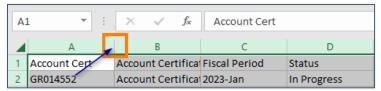
- 11. Find and Open the Excel file that was downloaded.
- 12. Select **Enable Editing** once it is available. It can take a minute for this option to be available.

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Next S	tep Waitin	Cost Center	Prepa	rer(s)	Approver(s)	Reassign to Prep	a Reassign to Prepa	Reassign to Prepa	Reassign
Ilse Cle	eeves; Barb	CC0036 AS-A	stron Whitn	ey Wills Ric	Ilse Cleeves; Barb				

13. Select the top left corner square to highlight the entire Excel worksheet.

<b>A</b> 1	L 👻 E	$\times \checkmark f_x$	Account Cert	
	А	В	С	D
1	Account Cert	Account Certificat	Fiscal Period	Status
2	GR014552	Account Certificat	2023-Jan	In Progress

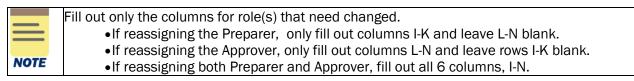
14. Double click on one of the column header lines (gray, faint line between two columns) to see the full column headers.



15. Scroll to the right where the unfilled columns are located.

16. Fill out appropriate columns to move Account Certifications:

- Fill out columns I-K with the information of the new Preparer, if applicable.
- Fill out columns L-N with the information of the new Approver, if applicable.



	To find the information needed to fill out the columns, see the <u>Find Employee Name</u> , <u>Position ID</u> , and <u>Cost Center section</u> of the QRG.	1
NOTE	If requesting the same person be assigned to multiple Account Certifications, see the $\underline{\text{Excel}}$ $\underline{\text{Tips}}$ for copying data	

н	1	L	K	L	м	N
Approver(s)	Reassign to Preparer Name	Reassign to Preparer Worker ID	Reassign to Preparer Position ID	Reassign to Approver Name	Reassign to Approver Worker ID	Reassign to Approver Position ID
Ilse Cleeves; Barbara Kay Johnson	Zach Lee	600183807	P502370			
Ilse Cleeves; Barbara Kay Johnson	Zach Lee	600183807	P502370			
Ilse Cleeves; Barbara Kay Johnson	Zach Lee	600183807	P502370			
Ilse Cleeves; Barbara Kay Johnson	Zach Lee	600183807	P502370			
Ilse Cleeves; Barbara Kay Johnson	Zach Lee	600183807	P502370			
Barbara Kay Johnson	Zach Lee	600183807	P502370			
				<b>.</b>		

#### 17. Save the Excel Workbook.

18. Send an email to <u>AskFinance@virginia.edu</u>.

- Type the Subject line: Reassign account certifications WD support queue
- Attach the Excel Workbook



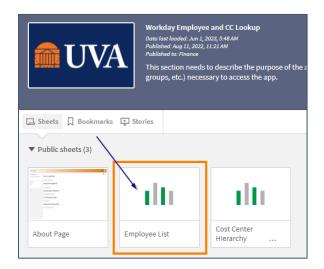
This procedure will only move the Account Certifications that have already been created. This will NOT assign the <u>Account Certification role</u> for future months. You must complete a <u>Workday System Access Request</u> to ensure Account Certifications will be sent to the appropriate person in the future.

## Procedure: Find Employee Name, Position ID, and Cost Center

1. Do one of the following to gain access to UBI.

To access by the	Do this						
UBI User Hub (centralized hub that provides access to <b>all</b> the modules you have access to regardless	<ul> <li>Go to this link: <u>https://ubihub.admin.virginia.edu/</u> *lf link doesn't work - copy &amp; paste into browser.</li> <li>Search for "employee" in the App/Module field.</li> <li>Select Workday Employee and CC Lookup</li> <li>Select the Workday Employee and CC Lookup link under Link.</li> </ul>						
of platform)	E						
	Image: Image						
	Q. App/Module     Q. Subject Area     Q. App_Owner						
	Q employee × Finance VP Finance All application						
	Workday Employee and CC Lookup						
	SafeGrounds Employee Relations A&S UBI Central Administration Audit						
	All UBI Modules/Apps that you can access						
	Click on Link to open UBI module in new tab						
	Link (Use App/Module filter to Search) Q Description						
	Workday Employee and CC Lookup Reference app to look up employees by any le of the Workday Cost Center Hierarchy						
UBI Analytics Hub	Go to: <u>https://gsenseprod.admin.virginia.edu/hub/</u>						
	*If link doesn't work - copy & paste into browser.						
(provides access to	Select Finance under Streams.						
the streams and apps you have access to on	B Hancock, Danielle L. (d						
the UBI Analytics	Streams 🗸						
platform)	S Everyone						
	Securities						
	S Finance						
	S Research						
	<ul> <li>Click the Workday Employee and CC Lookup thumbnail (top part).</li> </ul>						
	Workday Employee and CC Lookup						

2. Select the top of the Employee List sheet thumbnail.



- 3. Select the magnifying glass in column header.
- 4. Type the information.
- 5. Select the appropriate option.
- 6. Select the green check mark.

Employee Name	Q Emp	oloyee ID
Zach Lee	···· (@ ×	
	Q zach lee	×
	Zach Lee	~
	<mark>Zach</mark> ary J <mark>Lee</mark> t	

- 7. Repeat filtering as many columns as necessary to find the employee.
  - Select as many as needed such as:
    - Primary VP/MBU Level
    - Cost Center
    - Active
    - Computing ID
    - Last Name
    - First Name

Once the employee information is found:

- 8. Right-Click in the cell that has the information needed. Select **Copy Cell Value**. Do this in each of the following columns:
  - Employee Name
  - Employee ID
  - Primary Position ID

- 9. Paste the information into the appropriate column in the Excel Workbook created in <u>Request Account</u> <u>Certification Reassignment procedure</u>.
  - For Preparer reassignment paste into Columns I-K
  - For Approver reassignment paste into Columns L-N

		Local	Analyze Sheet		Narrate rytelling	
			Empl	oyee <mark>List</mark>		
Active	Q	Employee Name Q	Employee ID	Comp ID Q	Primary Position ID Q	Job Title
Y		Rohan Parikh	163906186	rp2qn	P508162	Temp C
Y		Donna C Harris	464352799	dch	P500183	Temp C
Y		Caitlin Jack	154972412	uvt9vy	P501974	Temp D
Υ		Susan Camille Pyzynski	538391688	jbh6hg	P501494	Temp G
Y		Emily Ann Parnell	255947874	eap2wq	P503005	Summer Enrichment Program Ir
Y		Cheryl Adams	129399514	cwa3f	P466598	Medical Education Programs Ad MEP48
Y		Deborah S Barry	683945927	dsb9u	P140460	Associate Professor of Medicine
Y		Catherine P Bowers	761620569	clp7a	P151536	Medical Education Programs Ad MEP48



If requesting the same person be assigned to multiple Account Certifications, see the Excel Tips for copying data below.

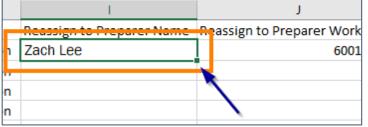
## **Excel Tips: Copying Data into Different Cells**

If requesting the same person be assigned to multiple Account Certifications, copy the information from the **Workday Employee and CC Lookup UBI module** in the first row & use this tip to copy the information down to all applicable Account Certifications.

With the Employee Name, Employee ID, and Primary Position already copied into the Excel workbook (see <u>Find Employee Name, Position ID, and Cost Center procedure)</u>:

	F	G	н	1	J	К	L	М	N
1	Center	Preparer(s)	Approver(s)	Reassign to Preparer Name	Reassign to Preparer Worker ID	Reassign to Preparer Position ID	Reassign to Approver Name	Reassign to Approver Worker ID	Reassign to Approver Position ID
2	36 AS-Astronomy (ASTR)	Whitney Wills Richardson	Ilse Cleeves; Barbara Kay Johnson	Zach Lee	600183807	P502370			
3	36 AS-Astronomy (ASTR)	Whitney Wills Richardson	Ilse Cleeves; Barbara Kay Johnson						
4	36 AS-Astronomy (ASTR)	Whitney Wills Richardson	Ilse Cleeves; Barbara Kay Johnson						
5	36 AS-Astronomy (ASTR)	Whitney Wills Richardson	Ilse Cleeves; Barbara Kay Johnson						
6	36 AS-Astronomy (ASTR)	Whitney Wills Richardson	Ilse Cleeves; Barbara Kay Johnson						
7	36 AS-Astronomy (ASTR)	Whitney Wills Richardson	Barbara Kay Johnson						

- 1. Click in the filled cell. There should be a green box around the cell.
- 2. Hover over the small square in the bottom right corner of the cell. The cursor turns into a plus sign.



3. Double-Click on the small square where you see the plus sign. It should copy all the information down the column.

	I	J
	Reassign to Preparer Name	Reassign to Prep
ay Johnson	Zach Lee	
ay Johnson		
ay Johnson		

If the numbers of the Employee ID or Primary Position ID are listed as a series instead of copying the same number:

4. Click on the Auto Fill Options box in the bottom right corner of the filled columns.

К	
Reassign to Preparer Position ID	Reassig
P502370	
P502371	
P502372	
P502373	
P502374	
P502375	
	₽

5. Select Copy Cells.

K	L
Reassign to Preparer Position ID	Reassign to Approver Name
P502370	
	<b>₽</b>
	• <u>C</u> opy Cells
	O Fill <u>S</u> eries
	O Fill <u>F</u> ormatting Only