

**Prepare or Approve Account Certification Overview**

This Quick Reference Guide (QRG) is designed to walk an **Account Certification Preparer and Approver** through the steps for account certification in Workday. The purpose of the account certification process is to verify that account owners (preparers and approvers) have reviewed reconciliations for all account balances under their authority and have ensure adjustments have been made where issues have been found. By the end of this QRG, users will be able to successfully review and mark variances while you prepare or approve the ledger accounts in Workday that they want to certify. For **frequently asked questions** regarding Account Certifications, please refer to the [Resources page](#).

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**Procedure: Review and Prepare Account Certification**

On the Workday Home screen:

1. Type **Account Certification Actions** in the search field.
2. Select the **Account Certification Actions** Landing Page from the search results.

On the **Account Certifications Actions** screen:

3. Right click on the magnifying glass to the left of the **Business Process Transaction** you need to review and certify.

On the magnifying glass right click menu:


4. Select **See in New Tab**.

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) DN000507	Preparer for Account Certification	Awaiting Action	05/11/2022 08:05:44.693 AM	05/25/2022	Yes


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On the **View Event** screen, Under the **My Actions** tab:


- Select **Review**.

 <p><b>NOTE</b></p>	<p>The <b>Details</b> tab provides the current information on the account certification selected.</p> <p>The <b>Process</b> tab provides the information on remaining steps for the current business process.</p>
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On the **Review Account Certifications** screen:

 <p><b>NOTE</b></p>	<p>You can select the Related Actions (...) next to the policy in the <b>Policy Purpose and Procedure</b> field to learn more and the policy and important information to know about the reconciliation process.</p>
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Under the **Ledger Accounts to Certify** tab:

 <p><b>NOTE</b></p>	<p>The account certification will have every ledger account, even those with no activity. To limit the Ledger accounts to certify table to only the accounts that have transactions, you will need to filter using the <b>Amount to Certify for Account</b> column.</p>
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- Click on the **Amount to Certify for Account** header in the table.
- Select not equal to (<>) from the **Filtering Condition** menu.
- Enter **0.0 Value**.
- Click the **Filter** button.

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account
The Rector & Visitors of the University of Virginia	4000:Student Tuition	↑ Sort Ascending	0.00
The Rector & Visitors of the University of Virginia	4001:Student Fees	↓ Sort Descending	0.00
The Rector & Visitors of the University of Virginia	4002:Tuition Allowances, Auxiliaries	Filter Condition *	0.00
The Rector & Visitors of the University of Virginia	4003:Tuition Allowances, Tuition	<>	0.00
The Rector & Visitors of the University of Virginia	4100:Federal Grants and Contracts	Value *	0.00
The Rector & Visitors of the University of Virginia	4101:State and Local Government Grants and Contracts	0.0	0.00
The Rector & Visitors of the University of Virginia	4102:Nongovernmental Grants and Contracts	Filter	0.00
		0.00	0.00


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10. Review the information and complete the following required fields-

- **Amount to Certify for Account** – type the amounts to certify for different ledger accounts where applicable.

 <p><b>NOTE</b></p>	<p>The <b>Amount to Certify for Account</b> will auto-populate to the same amount as the <b>Ledger Account Balance</b>. You only need to change this if there is an issue with a transaction in that ledger account line. Both Preparers and Approvers can update the <b>Amount to Certify for Account</b>.</p> <p>You can drill in to see the transaction details for each ledger account line by clicking on the blue number in the <b>Ledger Account Balance</b> column.</p>
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- **Notes/Comments** – type the comments for each line where there is a **Variance**.

 <p><b>NOTE</b></p>	<p>The <b>Variance</b> details are updated automatically with the difference between <b>Ledger Account Balance</b> and the <b>Amount to Certify for Account</b>.</p> <p>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 <b>My Tasks</b> to acknowledge and remediate the variance.</p>
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Under the **Attachments** tab (optional):

11. Select the **Attachments** tab.
12. Drag and drop any supporting documentation to the field or select the **Select Files** to browse your documents. Attaching files is optional.
13. Select **Submit**.

You have successfully completed this task. It will now be routed based on workflow.

### Procedure: Acknowledge and Remediate Variances


On the Workday **Home** screen:

1. Select the **My Tasks** icon at the top-right corner of the Workday Home screen.




2. Select the **My Tasks** item with the **To Do** step.
3. Click on the **To Do** button.
4. Review the variances identified on the **Account Certification** and take corrective action, as necessary.

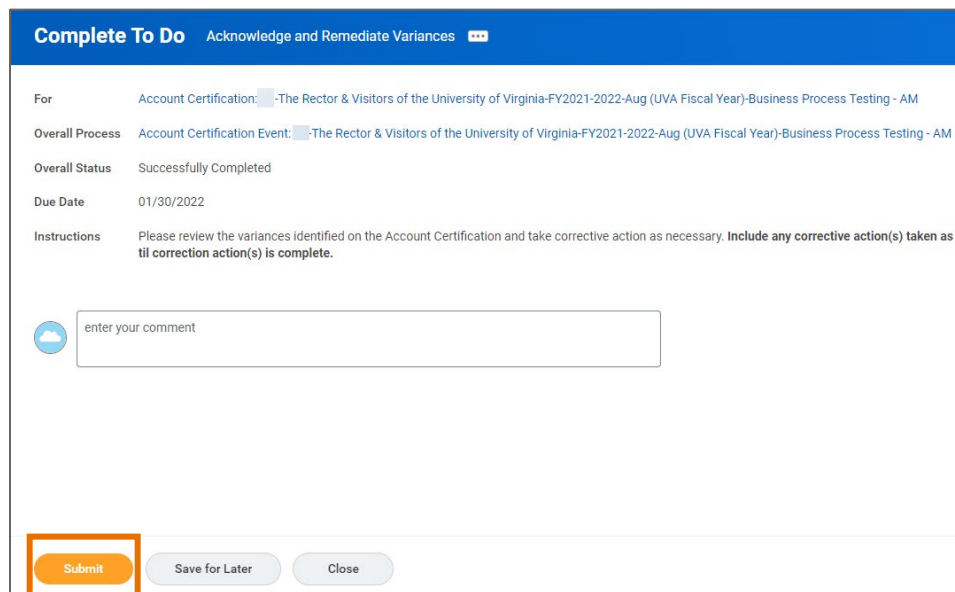
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 <p><b>NOTE</b></p>	<p>Complete an <b>Accounting Adjustment</b> for Paid Purchase Orders and Expense transactions (except when changing a Spend Category). For payroll related corrections, complete a Payroll Accounting Adjustment. SIS related corrections should be handled in SIS. For all other transaction adjustments, complete an <b>Accounting Journal</b>.</p> <p>The correction tasks listed above require additional security roles. If you do not have the security role to complete the transactions, you are responsible for ensuring that someone else completes the correction.</p>
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5. Type your comments related the corrective action(s) taken in the **Enter your Comment** box. Make sure to include the transaction ID number for the Accounting Adjustment or Accounting Journal.

 <p><b>NOTE</b></p>	<p>Do not submit this <b>To Do</b> step until the corrective action(s) is completed and noted in the comment box.</p>
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6. Select **Submit**.



You have successfully completed this task.

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### Procedure: Drill into Transactions from Account Certification

On the Workday **Home** screen:

1. Type **Account Certification Actions** in the search field.
2. Select the **Account Certification Actions** Landing Page from the search results.

On the **Account Certifications Actions** screen:

1. Right click on the magnifying glass to the left of the **Business Process Transaction** you need to review and certify.

On the magnifying glass right click menu:

2. Select **See in New Tab**.

On the **View Event** screen, **Under the My Actions** tab:

3. Select **Review**.

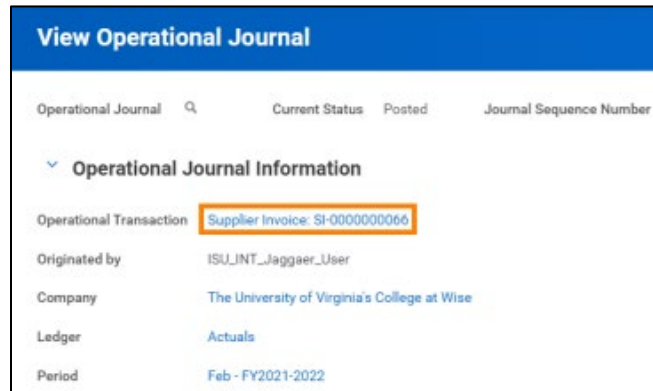
Under the **Ledger Accounts to Certify** tab, you will see the Ledger Account Balance column, which shows the ledger balance for each transaction based on the worktags used. You can view the transaction details for each transaction by clicking on the blue account balance.

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

Company	Ledger Account	Ledger Account Balance	Amount to Certify for Account	Variance	Notes / Comments
The Rector & Visitors of the University of Virginia	6008:NonCapital Equipment	454.14	454.14	0.00	

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

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### Procedure: Drill into Transactions from Details for Account Certification

On the Workday **Home** screen:

1. Type **Details for Account Certification** in the search field
2. Select the **Details for Account Certification** report.

On the **Details for Account Certification** prompt:

3. Complete the following required fields:
  - **Company** – will auto-populate with your company.
  - **Time Period** – will auto-populate with **Current Period**. Leave as is.
  - **Period** – will auto-populate with the current month. Change to the month you are reconciling (usually the previous month).
  - **Ledger** – will auto-populate with **Actuals**. Leave as is.
  - **Book** - will auto-populate with **Common Reporting Book**. Leave as is.
  - **Ledger Accounts and Summaries:** will auto-populate with **Standard: SRECNP**. Leave as is.
  - **Worktags** – enter in the worktag for the Account Certification you want to pull. (e.g., DN & CC, GR, GF & CC, PJ)



Leave Starting Budget date and Ending Budget date blank.

The Instructions on the **Details for Account Certification** report prompt page explains how to pull this report to see Obligations (or Planned Expenses).

4. Click **OK**.

On the **Details for Account Certification** screen:

5. Find the transaction you want to drill into in the report.
6. Right click the blue link in the Operational Transaction column.
7. Select **See in New Tab**.

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**Details for Account Certification** 🗨️ 🏠

> **Details**

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Revenue or Spend Category	Employee	Employee ID	Amount	Budget Date	Accounting Date	Journal Source	Operational Transaction	Journal
Supplies Office (SC0258)			93.93	07/01/2022	09/06/2022		Supplier Invoice: ST-00000000000000000000	Operational Journal: The Rector & Visitors of the University of Virginia - 09/06/2022
Supplies Office (SC0258)			93.93	07/01/2022	09/06/2022	Supplier Invoice	Supplier Invoice: ST-00000000000000000000	Operational Journal: The Rector & Visitors of the University of Virginia - 09/06/2022
Supplies Office (SC0258)			93.93	07/01/2022	09/06/2022	Supplier Invoice	Supplier Invoice: ST-00000000000000000000	Operational Journal: The Rector & Visitors of the University of Virginia - 09/06/2022

*Note: A blue callout box labeled "Right Click" points to the first row. A context menu is open for the second row with options: "See in New Tab", "Copy URL", "Copy Text", "View Printable Version", and "Export to Excel".*

### Procedure: Review Certification with Numerous Lines

On the Workday **Home** screen:

1. Type **Details for Account Certification** in the search field
2. Select the **Details for Account Certification** report.

On the **Details for Account Certification** prompt:

3. Complete the following required fields:
  - **Company** – will auto-populate with your company.
  - **Time Period** – will auto-populate with **Current Period**. Leave as is.
  - **Period** – will auto-populate with the current month. Change to the month you are reconciling (usually the previous month).
  - **Ledger** – will auto-populate with **Actuals**. Leave as is.
  - **Book** - will auto-populate with **Common Reporting Book**. Leave as is.
  - **Ledger Accounts and Summaries:** will auto-populate with **Standard: SRECNP**. Leave as is.
    - a. **Worktags** – enter in the worktag for the Account Certification you want to pull. (e.g., DN & CC, GR, GF & CC, PJ)



Leave Starting Budget date and Ending Budget date blank.

The Instructions on the **Details for Account Certification** report prompt page explains how to pull this report to see Obligations (or Planned Expenses).

4. Click **OK**.

On the **Details for Account Certification** screen:

5. Click the **Ledger Account** column to filter each individual Ledger Account that had activity to find that information on the Account Certification.


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Ledger Account	Business Unit	Cost Center	Designated	Gift	Grant
<div style="border: 1px solid #ccc; padding: 5px;"> <span>↑ Sort Ascending</span>  <span>↓ Sort Descending</span> </div>					
<div style="border: 1px solid #ccc; padding: 5px;"> <b>Filter Condition *</b>  <input type="text" value="is"/> </div>					
<div style="border: 1px solid #ccc; padding: 5px;"> <b>Value *</b>  <input type="text"/> </div>					
<input type="button" value="Filter"/>					
	es	CC0036 AS-Astronomy (ASTR)	DN000317 AS-Education and General		
	es	CC0036 AS-Astronomy (ASTR)	DN000317 AS-Education and General		
	es	CC0036 AS-Astronomy (ASTR)	DN000317 AS-Education and General		
	es	CC0036 AS-Astronomy (ASTR)	DN000317 AS-Education and		

6. You can also download the report as an excel spreadsheet without the Ledger Account filtered. To download the report:
  - a. Click the **Export to Excel** icon in the upper right-hand corner of the screen.



7. Open the downloaded the report as an excel spreadsheet and leave yourself two empty columns. You can enter the total amount certifying for each line and the amount of variance (if any) by line. You can also add a 3rd column to put an X on lines that you have completed. Once you have gone through all the lines in that Account Certification, you can total the amount certifying in each Ledger Account and enter it into the Account Certification form. Then, you can total the amount of variance in each Ledger Account as a check.

	<p>Keep the <b>Details for Account Certification</b> Report open in Workday to drill into any transactions you need more information on.</p>
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## Account Certification Reports

The table below provides a list of key reports related to Account Certification you can type directly in Workday search. This list will continue to be updated as there are new reports in development. Additionally, there are UBI QlikSense Reports that you can run such as Workday Journal Lines, Workday Budgets vs. Actuals, and Workday Payroll Costing.

Report Name	Description	Output
<b>Details for Account Certification</b>	This is a new report bringing together more elements to support the Account Certification process.	<ul style="list-style-type: none"> <li>• Combines Revenue, Expense, and Transfer ledger items</li> <li>• Payee Name/ID for Payroll Transactions</li> <li>• Purchase Order &amp; Supplier Invoice Number</li> <li>• Budget Date</li> <li>• ISD</li> <li>• Customer</li> </ul>
<b>General Ledger Details</b>	For those that want to work ahead, this report will help. You can enter the worktags for a reconciliation (ex. Designated & Cost Center) and select the current period. You will find the detail lines that will appear on the Account Certification once it has been created.	<ul style="list-style-type: none"> <li>• Worktags</li> <li>• Ledger Account</li> <li>• Ledger Account Summary</li> <li>• Journal Number</li> <li>• Memo</li> <li>• Journal Source</li> <li>• Date</li> <li>• Created By</li> <li>• Transaction Amount</li> </ul>
<b>Internal Service Provider Information</b>	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.	<ul style="list-style-type: none"> <li>• Company/Company Hierarchy</li> <li>• Internal Service Provider</li> <li>• Description</li> <li>• Review Date</li> <li>• Worktags</li> <li>• Data Entry Specialist</li> <li>• Internal Catalogs</li> </ul>
<b>Status of Account Certifications</b>	This report allows you to view the status of account certifications (in-progress, approved, etc.) by company and fiscal period.	<ul style="list-style-type: none"> <li>• Account Certification</li> <li>• Status</li> <li>• Company</li> <li>• Ledger Accounts/Summaries</li> <li>• Balance or Activity</li> <li>• Amount to Certify</li> <li>• Worktags</li> <li>• Approver</li> </ul>

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<p><b>Payroll Journal Line Details</b></p>	<p>This report provides all journal line details by company and period.</p>	<ul style="list-style-type: none"> <li>• Worker</li> <li>• Employee &amp; Computing ID</li> <li>• Budget Date</li> <li>• Operational Transaction</li> <li>• Period</li> <li>• Journal Source</li> <li>• Worktags</li> </ul>
<p><b>Payroll Journal Summary Report</b></p>	<p>This report provides the payroll journal summary by company, ledger, and period.</p>	<ul style="list-style-type: none"> <li>• Alternate Ledger Account</li> <li>• Bank Account</li> <li>• Company</li> <li>• Fund &amp; Funding Source</li> <li>• Journal Source</li> <li>• Ledger</li> <li>• Worktags</li> </ul>
<p><b>Worker Costing Allocation Information - Payroll</b></p>	<p>This report provides the worker costing allocation information for payroll by worker and company.</p>	<ul style="list-style-type: none"> <li>• Worker</li> <li>• Employee ID</li> <li>• Company</li> <li>• Costing Override</li> <li>• Worker Earning</li> <li>• Costing Allocation Worktags</li> </ul>
<p><b>Find Funding Source Reclassification Lines</b></p>	<p>This report provides the funding source reclassification lines by company.</p>	<ul style="list-style-type: none"> <li>• Reclassification Transaction</li> <li>• Reclassification Journal</li> <li>• Company</li> <li>• Ledger</li> <li>• Book Code</li> <li>• Period</li> <li>• Journal Source</li> <li>• Reclassification Line</li> <li>• Status</li> </ul>