

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**

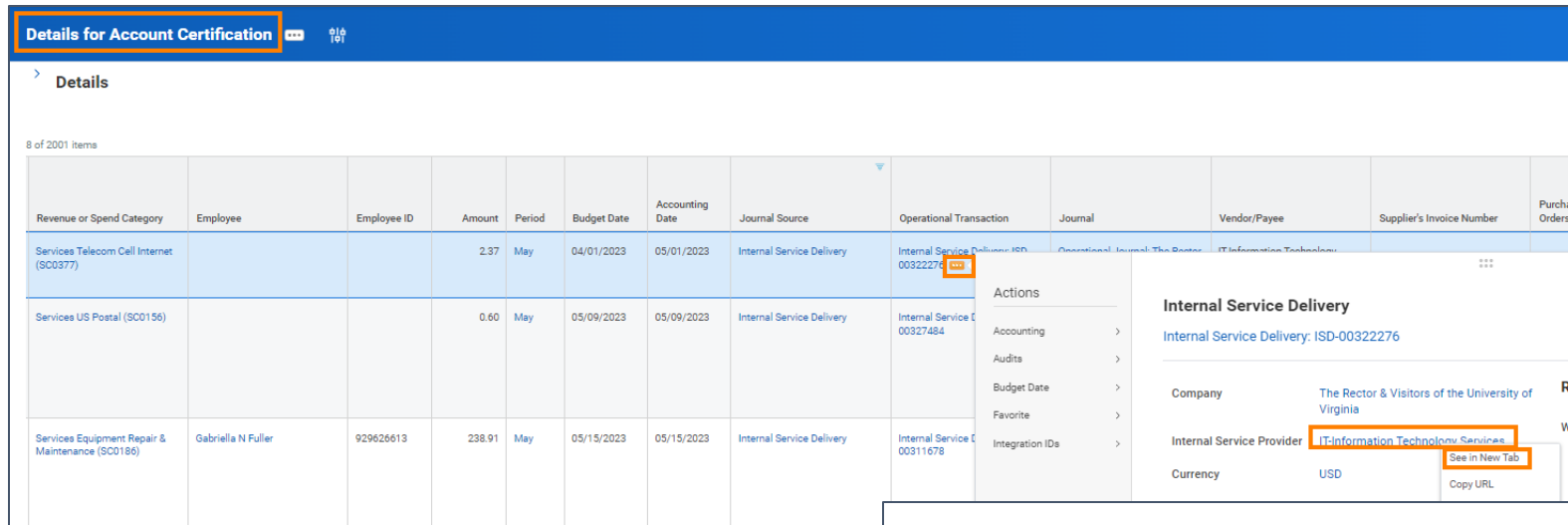
Internal Service Provider Contact Information

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 Information | | | | | | | |
|---|--|-------------|-------------|------------------|--|-------------------------|-----------------------|
| Companies or Company Hierarchies | Internal Service Provider | Description | Review Date | Next Review Date | Worktags | Revenue Category | Data Entry Specialist |
| The Rector & Visitors of the University of Virginia | Arts & Sciences - Environmental Sciences | | | | Business Unit: BU02 AS-Arts and Sciences Cost Center: CC0063 AS-Environmental Sciences (ENVS) Designated: DN000317 AS-Education and General Function: FN009 Research Projects & Individual Fund: FD001 Unrestricted Operating Fund (State 03000) | Recoveries RCG (RC0110) | Donna H Fauber |

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.



The screenshot shows a table with columns: Revenue or Spend Category, Employee, Employee ID, Amount, Period, Budget Date, Accounting Date, Journal Source, Operational Transaction, Journal, Vendor/Payee, Supplier's Invoice Number, and Purchase Orders. A right-click context menu is open over the 'Internal Service Delivery' transaction (ID: 00322276), showing options like 'Internal Service Delivery', 'Accounting', 'Audits', 'Budget Date', 'Favorite', and 'Integration IDs'. The 'Internal Service Delivery' option is highlighted, and a sub-menu is visible showing 'Internal Service Provider: IT-Information Technology Services' with a 'See in New Tab' link.

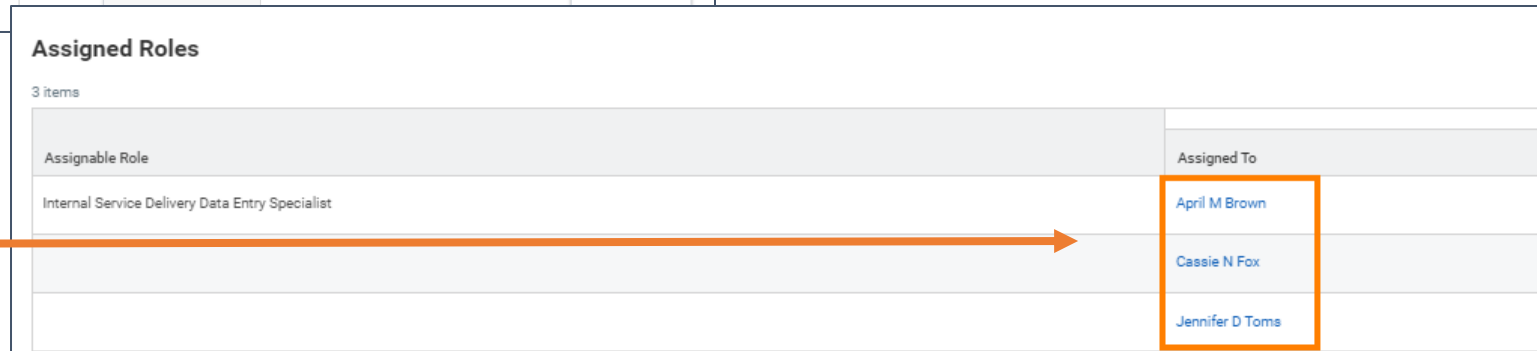
Click on the Related Actions Button (Twinkie) next to the Operational Transaction.

Right click on the ISP name

See in New Tab

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

ISD Data Entry Specialist is the point of contact.



The 'Assigned Roles' section shows 3 items. The first item is 'Internal Service Delivery Data Entry Specialist', which is assigned to three users: April M Brown, Cassie N Fox, and Jennifer D Toms. The user names are listed in a column labeled 'Assigned To'.

View Remaining Process

View Event Account Certification Event: 126408-The Rector & Visitors of the University of Virginia-FY2022-2023-May (UVa Fiscal Year)-DN001366 / CC1026

For Account Certification: 126408-The Rector & Visitors of the University of Virginia-FY2022-2023-May (UVa Fiscal Year)-DN001366 / CC1026

Overall Process Account Certification Event: 126408-The Rector & Visitors of the University of Virginia-FY2022-2023-May (UVa Fiscal Year)-DN001366 / CC1026

Overall Status In Progress

Due Date 06/30/2023

Calendars In Use Consecutive Days (No Calendars Selected)

My Actions Details **Process**

Process History 3 items

| Process | Step | Status | Completed |
|-----------------------------|------------------------------|-----------------|------------|
| Account Certification Event | Account Certification Event | Step Completed | 06/01/2023 |
| Account Certification Event | Review Account Certification | Awaiting Action | |

Remaining Process

Click on the button below to review remaining process details

Remaining Process

Remaining Process

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.

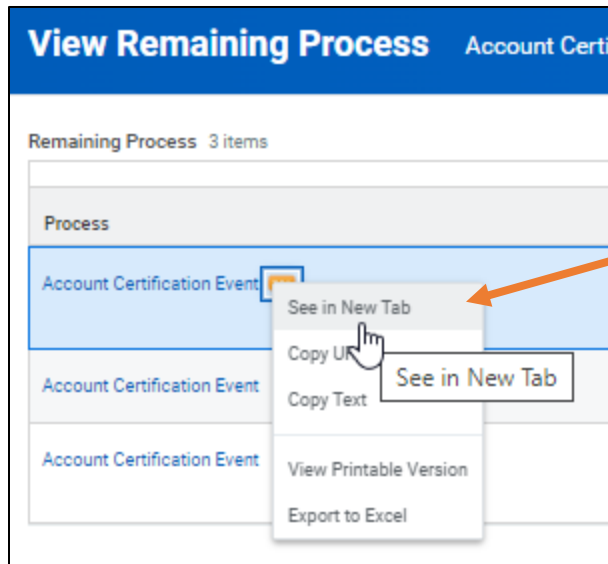
View Remaining Process Account Certification Event: 126408-The Rector & Visitors of the University of Virginia-FY2022-2023-May (UVa Fiscal Year)-DN001366 / CC1026

Remaining Process 3 items

| Process | Step | Group | Person |
|-----------------------------|--|------------------------------------|---|
| Account Certification Event | Approval by Preparer for Account Certification | Preparer for Account Certification | Alicia Smeltzer [C] Deborah Jane Hensley [C] |
| Account Certification Event | Review Account Certification | Approver for Account Certification | Alicia Smeltzer [C] |
| Account Certification Event | To Do: Acknowledge and Remediate Variances | Preparer for Account Certification | Alicia Smeltzer [C] Deborah Jane Hensley [C] |

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](#).

Account Certification Enhancements

Improvements in Production

Account Certifications Awaiting Me – Detailed

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.

| Business Process Transaction | Name | Company/Company Hierarchy | Worktags | Cost Center for All Account Certification Types | Sponsored or Non-Sponsored? | Fiscal Period |
|--|-------------------|--|--|---|-----------------------------|-----------------------------------|
| Account Certification Event: 117934-Southwest Virginia Higher Education Center-FY2022-2023-May (UVa Fiscal Year)-DN000213 / CC1035 | DN000213 / CC1035 | Southwest Virginia Higher Education Center | CC1035 SW-Tobacco Scholarship Program DN000213 SW-Sales & Service | CC1035 SW-Tobacco Scholarship Program | Non-Sponsored | FY2022-2023-May (UVa Fiscal Year) |

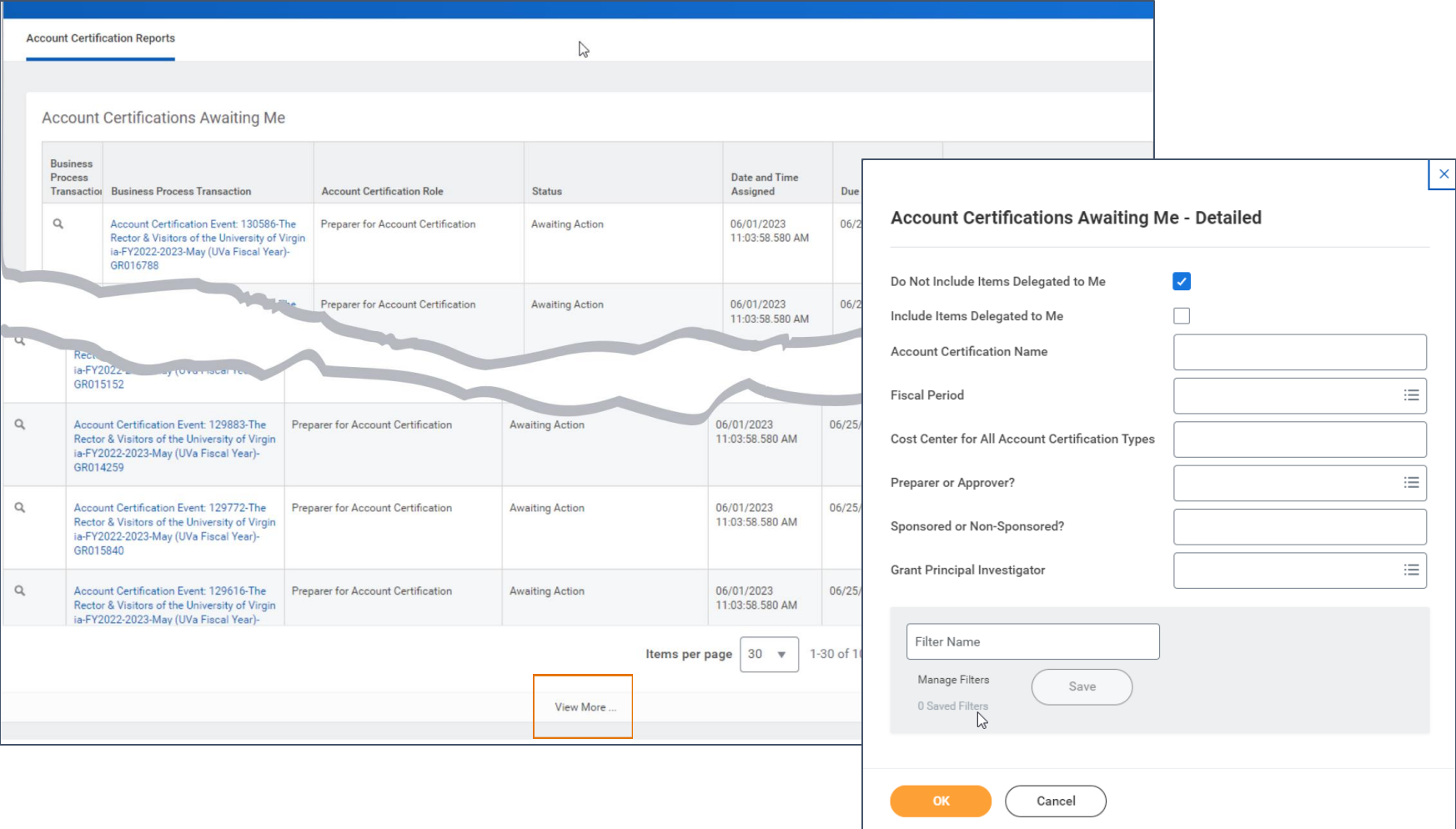
Details added:

- 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.

Account Certifications Awaiting Me – Detailed

Select **View More** at the bottom of the "Account Certifications Awaiting Me – Detailed" report on the Account Certification Actions Dashboard to:



The screenshot shows the 'Account Certification Reports' dashboard. A table titled 'Account Certifications Awaiting Me' lists several items. A 'View More ...' button is highlighted at the bottom of the table. A modal window titled 'Account Certifications Awaiting Me - Detailed' is open, showing filter options for the report.

| Business Process Transaction | Business Process Transaction | Account Certification Role | Status | Date and Time Assigned | Due |
|------------------------------|--|------------------------------------|-----------------|----------------------------|------------|
| Q | Account Certification Event: 130586-The Rector & Visitors of the University of Virginia-FY2022-2023-May (UVA Fiscal Year)-GR016788 | Preparer for Account Certification | Awaiting Action | 06/01/2023 11:03:58.580 AM | 06/25/2023 |
| Q | Account Certification Event: 129883-The Rector & Visitors of the University of Virginia-FY2022-2023-May (UVA Fiscal Year)-GR015152 | Preparer for Account Certification | Awaiting Action | 06/01/2023 11:03:58.580 AM | 06/25/2023 |
| Q | Account Certification Event: 129883-The Rector & Visitors of the University of Virginia-FY2022-2023-May (UVA Fiscal Year)-GR014259 | Preparer for Account Certification | Awaiting Action | 06/01/2023 11:03:58.580 AM | 06/25/2023 |
| Q | Account Certification Event: 129772-The Rector & Visitors of the University of Virginia-FY2022-2023-May (UVA Fiscal Year)-GR015840 | Preparer for Account Certification | Awaiting Action | 06/01/2023 11:03:58.580 AM | 06/25/2023 |
| Q | Account Certification Event: 129616-The Rector & Visitors of the University of Virginia-FY2022-2023-May (UVA Fiscal Year)-GR015840 | Preparer for Account Certification | Awaiting Action | 06/01/2023 11:03:58.580 AM | 06/25/2023 |

Items per page: 30 | 1-30 of 100

View More ...

Account Certifications Awaiting Me - Detailed

Do Not Include Items Delegated to Me

Include Items Delegated to Me

Account Certification Name

Fiscal Period

Cost Center for All Account Certification Types

Preparer or Approver?

Sponsored or Non-Sponsored?

Grant Principal Investigator

Filter Name

Manage Filters

0 Saved Filters

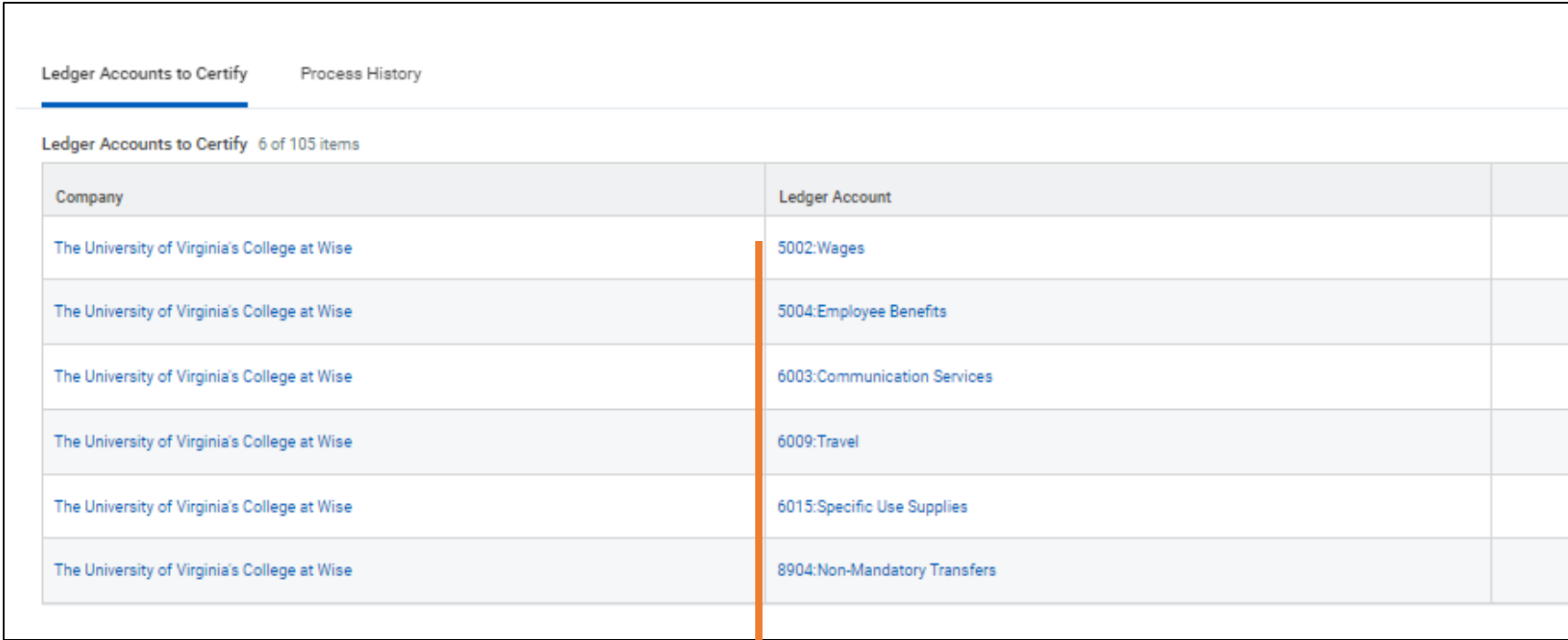
See full list of Account Certifications (the report on the dashboard shows 100 lines).

Make selections to help prioritize the Account Certifications.

Selections made on the prompt screen will persist after refreshing your browser.

Details for Account Certification Report Sort

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.



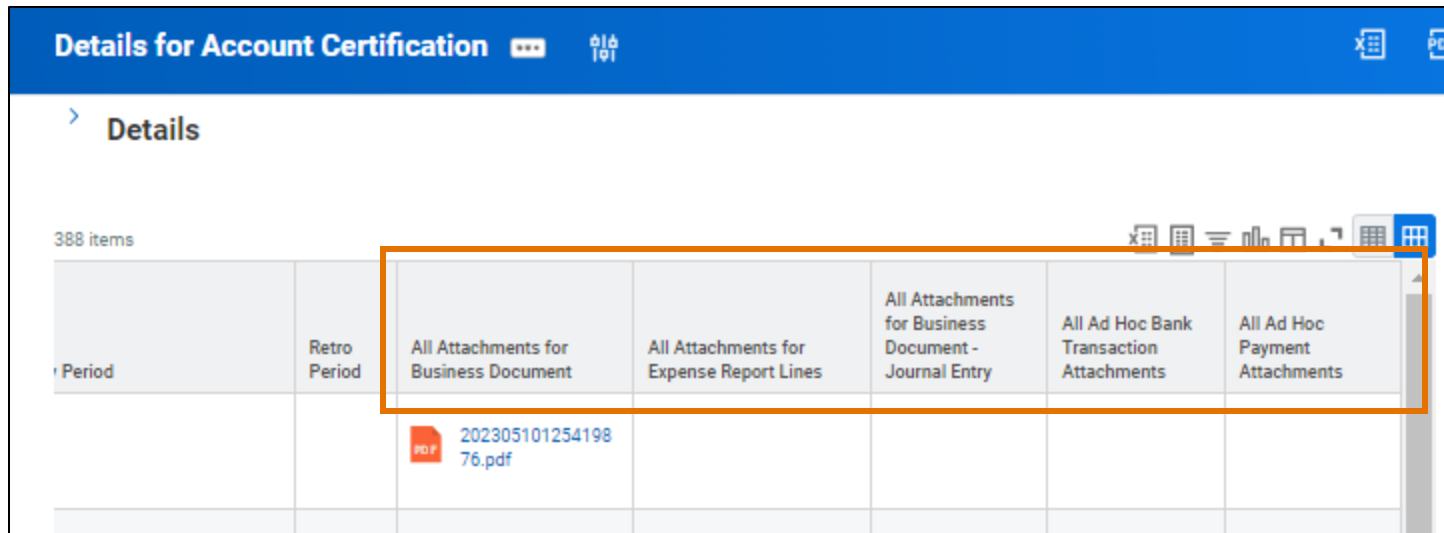
Ledger Accounts to Certify Process History

Ledger Accounts to Certify 6 of 105 items

| Company | Ledger Account | |
|--|------------------------------|--|
| The University of Virginia's College at Wise | 5002:Wages | |
| The University of Virginia's College at Wise | 5004:Employee Benefits | |
| The University of Virginia's College at Wise | 6003:Communication Services | |
| The University of Virginia's College at Wise | 6009:Travel | |
| The University of Virginia's College at Wise | 6015:Specific Use Supplies | |
| The University of Virginia's College at Wise | 8904:Non-Mandatory Transfers | |

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.



Details for Account Certification 01/19/2023

> Details

388 items

| Period | Retro Period | All Attachments for Business Document | All Attachments for Expense Report Lines | All Attachments for Business Document - Journal Entry | All Ad Hoc Bank Transaction Attachments | All Ad Hoc Payment Attachments |
|--------|--------------|---|--|---|---|--------------------------------|
| | |  20230510125419876.pdf | | | | |

Status of Account Certifications – Improved Prompts

Status of Account Certifications ☰

Instructions Prompt tips:
 -Cost Center for All Account Certification Types is a text field. Example use cases are a Cost Center ID, a partial Cost Center Name, or an MBU Prefix (e.g., MD-).
 -Sponsored or Non-Sponsored must be typed in as seen in the prompt title to return results.
 -The "Find All Account Certifications for Worker" checkbox must be checked when using the Worker prompt.

Company/Company Hierarchy * ☰

Fiscal Period ☰

Account Certification Status ☰

Worktags ☰

Account Certification Name

Cost Center for All Account Certification Types

My Account Certifications (Awaiting or Completed by Me)

Sponsored or Non-Sponsored?

Grant PI ☰

Find All Account Certifications for Worker (Awaiting or Completed By)

Worker ☰

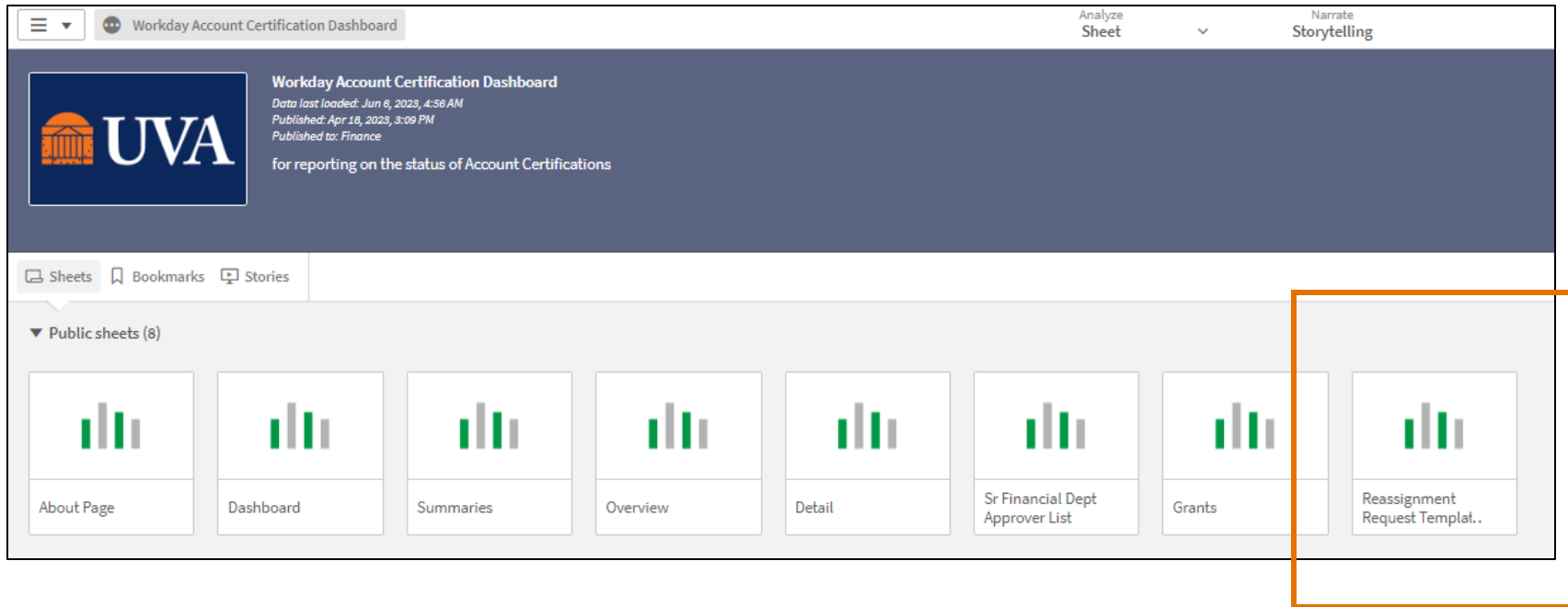
Additional Prompts have been added to the Status of Account Certifications report to improve reporting capabilities.

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.

Reassignment Request Template – UBI QlikSense

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.

MFS Processed Prior to Month-End Closing

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.

View Account Certification

Account Certification Status Certified

Company Information

Company/Company Hierarchy The Rector & Visitors of the University of Virginia

Account Set Standard

Ledger Actuals

Book Common Reporting Book

Worktags PU01160 MD-OMED Op Acct CC1205 PACLAC

Criteria View by: Fund and then by: Select a Field... Refresh

3 items

| Fund | Sum |
|---|------------------|
| FD001 Unexpended Operating Fund (State 03000) | 24,492.98 |
| FD068 Operating Project Default | (1,436.00) |
| Total | 24,492.98 |

Ledger Accounts to Certify 105 items

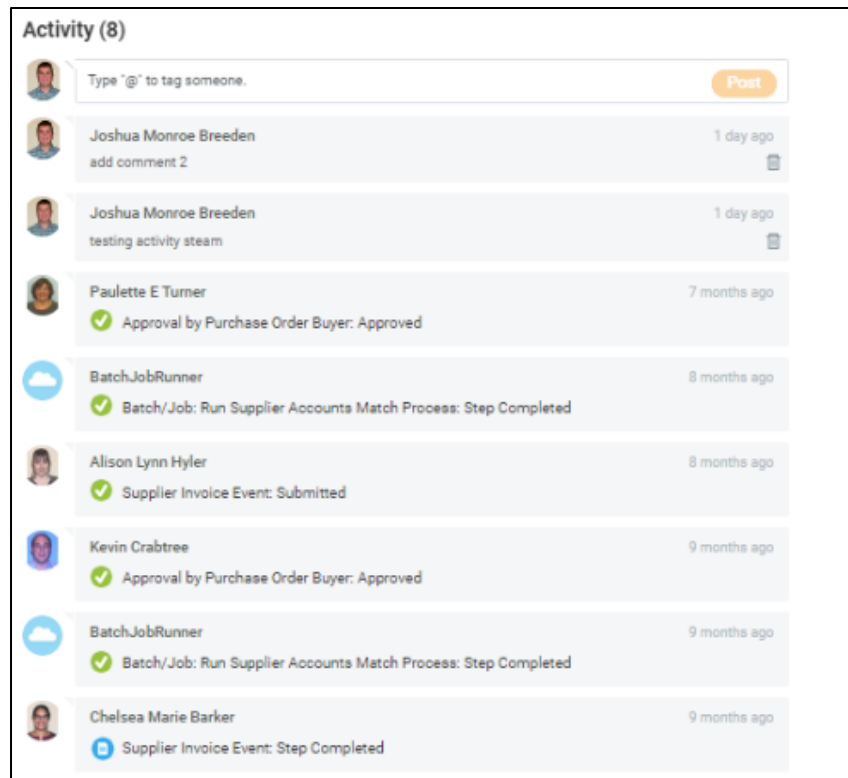
Account Certification Enhancements

**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.