



**Georgia
Tech**

CREATING THE NEXT

Reconciliation Troubleshooting

Workday Financials

April 8, 2020

Agenda

- Program Updates
- Reconciliation Topics
 - Reconciliation 101
 - Key Reports & How to Use Them
 - Expense Budgetary Balance Report – Transaction Detail
 - Process for Identifying & Correcting PO Liquidation Errors
 - Using View Accounting
 - Legacy Grants to Workday Crosswalk
 - Budget Structures
- Year-End Closeout
 - Memo, Checklist, Town Hall Meeting & Webinars
- Closing and Q&A

Program Updates

Request Wellness Checks

Workday Wellness Check Request

Request Workday Wellness Check

Wellness Checks are an opportunity for the Workday program team to provide onsite support to units across campus. During these sessions, the team will demonstrate Workday navigation and processes to ensure the users are informed on key functionality. The session is also an opportunity for the attendees to get help with Workday questions or issues.

The Wellness Checks can be targeted for a variety of uses from Faculty Support Coordinators, to Financial Admins, and Financial Managers. The sessions typically take 1 - 2 hours and the hosting department is expected to coordinate logistics with their team members.

* Requested By

* Requested For

* Preferred Contact Method

The 'Requested for' user was not listed in the search

* Contact Information

* Department Name requesting the wellness check

* About how many attendees will attend your wellness check?

SUBMIT REQUEST

Required information

Department Name requesting the wellness check

About how many attendees will attend your wellness ...

What topics or challenges do you hope to cover durin...

Do you have space to host the wellness check?

Services.gatech.edu,
search "Wellness
Check"

Reconciliation in Workday

Reconciliation 101

- Manage budgets
 - Match expected transactions to posted transactions
 - Manage stale transactions
 - Confirm expenses posted
 - Confirm revenue and cash balances
-
- Transaction vs Financial Reports
 - Transaction – "Find" reports
 - Financial Reports – Budget-to-actuals & Journals

Key Reports - Financial

- Key Financial Reports:
 - EBBR - Transaction Detail (Cognos report on LITE)
 - Expense Budgetary Balance Report
 - Revenue Budgetary Balance Report
 - Departmental Sales & Services Financial Statement
 - General Operations Dashboard
 - Other Funding Sources Dashboard
 - SABER & SABER by Object Class
 - Find Journal Lines by Organization

How to Use Financial Reports

Prompt	Description
Organization	What organization you want to return data for <ul style="list-style-type: none">• User must be assigned• Typically cost centers
Budget Structure	oneBudget for state, Gifts for gifts, Award for sponsored
Worktags	What worktags you want to report on <ul style="list-style-type: none">• Typically Driver Worktags
Additional options	'Include Reserved Journals' report in-progress transactions

- Drill-down
 - View-by criteria to change data display

EBBR Transaction Detail

- Available on [Services.gatech.edu](https://services.gatech.edu)

HOME > FINANCIALS SELF-SERVICE (KNOWLEDGE BASE) > WORKDAY REPORTS

KB0024270 - [Latest Version](#) Subscribed ...

Running the Expense Budgetary Balance Report - Detail

Revised by Casey Piquette (Enterprise Resource Planning) • just now • 43 Views • ☆☆☆☆☆

Introduction

Overview

This is a more detailed version of the Expense Budgetary Balance Report (EBBR) that shows each entry in a journal line or budget separately and grouped by Ledger Account and Driver Worktag.

Considerations

Policies related to this process may be found in the [Employment Handbook](#). Policies related to this process may be found in the [Business & Finance Policy Book](#).

- This report is not available through the Firefox browser and should be accessed through Google Chrome or Microsoft Edge.
- This report is updated nightly, so the results will typically be a day behind the EBBR hosted in Workday.
- This report will by default run an HTML report in the browser. This report can also be run as a PDF, Excel file, CSV, or XML. After the report has finished running in HTML, the **Run** icon at the top toolbar has a drop-down menu with all the formatting options.
 - **HTML** – This option is selected by default. Each worktag has a separate page, which can be navigated by using **Top**, **Page Up**, **Page Down**, and **Bottom** at the bottom of the page. If a worktag has too many journal

Key Reports - Transaction

- Key Transaction Reports
 - Find Expense Reports by Org
 - Find Spend Authorizations by Org
 - Find Supplier Invoice for Campus
 - Find Purchase Order by Organization
 - Find Purchase Order Line and Line Splits by Organization
 - Open Obligation for Campus
- Reconciliation Reports
 - Purchase Order Line Obligation Report for Campus
 - Requisition Line Issues Report for Campus

How to Use Transaction Reports

- Prompts
 - Status
 - Worktags
 - Payee/Supplier/Cardholder
- Common Fields
 - Awaiting Action
 - Status
 - Associated transactions (requisition, supplier invoice, spend auth, etc)

Processes for Identifying & Correcting Liquidation Errors

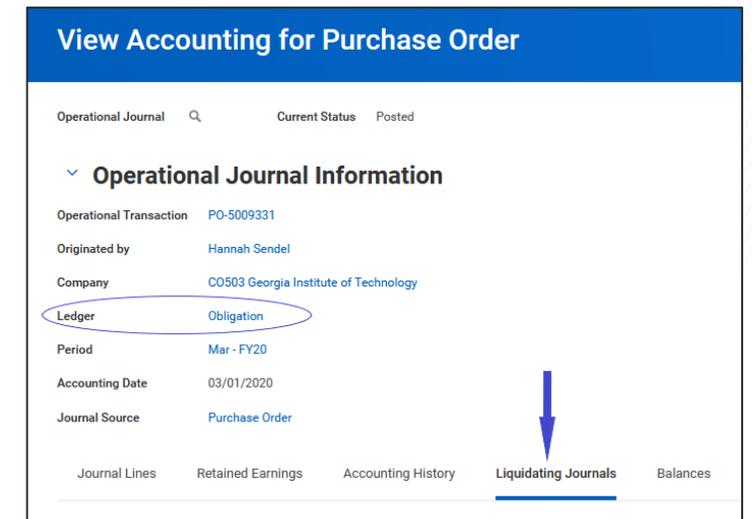
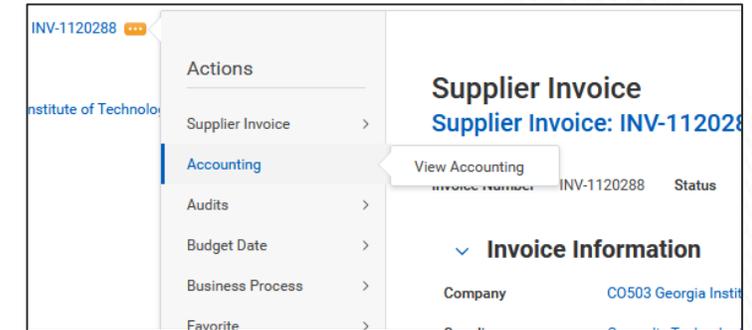
- Liquidation issues caused by a number of errors
 - Procurement working to correct known bugs
 - Reports developed to help identify bugs
 - Liquidation errors occurring on POs, Requisitions, & Spend Authorizations
- Purchase Order Line Obligation Report for Campus – CR
 - Compares liquidated amount to expected liquidated amount
- Requisition Line Issues Report for Campus – CR
 - Compares liquidated amount to expected liquidated amount
- Find Spend Authorizations by Organization – CR
 - Field for Spend Auth Current Balance Remaining

How to Remediate Liquidation Errors

- Purchase Orders
 - Compare expected versus liquidated amounts
 - If all invoices paid obligation should be closed
 - Submit closures to Procurement via ServiceNow
- Requisitions
 - Compare expected versus liquidated amounts
 - Contact Procurement via ServiceNow listing errors
- Spend Authorizations
 - Expense preparers can close spend authorizations
 - If spend auth is closed and balance is remaining contact AP via ServiceNow

Using View Accounting

- Feature on all transactions that create accounting
 - Related Actions > Accounting > View Accounting
- Header info
 - Ledger
 - Posting date
 - Period
- Detailed info
 - Liquidating Journals
 - Accounting Adjustments
 - Balances



Legacy Grants to Workday Grants Crosswalk

- Legacy data
 - PEB source of legacy data
- Converted data
 - Changes to ledger accounts
 - Monthly totals converted
 - Can be identified by date & description
 - Sponsored F&A converted as object class 9100
 - Cost Share F&A converted as object class 8500
 - Being converted to 9100
- Other issues
 - Converted subawards – ongoing cleanup
 - F&A on actuals

Date	Amount	Business Document	Journal
06/30/2018	\$25,501.77		JE-0000000079 - C0503 Georgia Institute of Technology - 06/30/2018 - FY18 Grants LTD Conversion #1
06/30/2018	\$13,500.00		JE-0000000079 - C0503 Georgia Institute of Technology - 06/30/2018 - FY18 Grants LTD Conversion #1
06/30/2019	\$53,154.52		JE-0000000081 - C0503 Georgia Institute of Technology - 06/30/2019 - FY19 Grants LTD Conversion #1

Budget Structures

Budget Structure	Description	Comments
Award	Used by campus and central business office units to manage Resident Instruction life-to-date sponsored operations	SABER and SABER by Object Class reports
Carryforward Structure	Used by campus and central business office units to manage Prior Year Purchase Orders for State, Departmental Sales and Services (DSS), Auxiliary and Student Activities Funds.	Choose PY Budget Ref(s)
Carryforward/oneBudget Combination	Used by campus and central business office units to manage current year and prior year operations for State, Departmental Sales and Services (DSS), Auxiliary and Student Activities Funds.	Choose CY and PY Budget Ref(s)
Facilities Capital Projects Budget Structure	Used by Facilities Administration and central business office units to manage life-to-date capital projects	
Gift Budget Structure	Used by campus and central business office units to manage Institute, Georgia Tech Foundation (GTF), Georgia Tech Research Corporation (GTRC) and Georgia Tech Applied Research Corporation (GTARC) Restricted Gifts.	Do not choose Budget Ref
GTAA_Structure	Used only by the Georgia Tech Athletic Association (GTAA) to manage operations.	
oneBudget Structure	Used by campus units to manage current year operations for State, Departmental Sales and Services (DSS), Auxiliary and Student Activities Funds.	Choose CY Budget Ref
oneBudget/Sponsored Budget Authority Combined	Used only by the Budget Office to manage current year sponsored and non-sponsored operations	Choose CY Budget Ref
Sponsored Budget Authority	Used only by the Budget Office to manage current year sponsored operations	Choose CY Budget Ref



Prepare for Year End Close

Year-End Closeout Overview

- Resources
 - Controller's Office Website – www.controller.gatech.edu/monthyear-end
 - Year-End Closeout Memo
 - Year-End Town Hall Meeting Slides and Recorded Session
 - Fiscal Year-End Closing Review Checklist
 - Year-End Closeout User Guide
 - Workday Webinars

Using Workday to Manage Year-End Close

- These webinars will walk through each element of the Year-End Checklist and demonstrate how Workday can be used to complete the checklist

Using Workday to
Manage YE Close pt. 1
April 15th, 1:30pm-3:00pm

1. Payments & Supplier Invoices
2. REQs & Commitments
3. POs & Obligations
4. Travel Spend Authorizations & Commitments
5. Travel Expense Reports
10. Personal Services

Using Workday to
Manage YE Close pt. 2
April 22nd, 1:30pm-3:00pm

6. Receipts & Collections
7. Revenues
8. Expenses
9. Balance Sheet Account Reconciliations
11. Fin Overview
12. Compliance

Register Today via the link in the April 6th Weekly Workday Update

Closing and Q&A