Workday Financials Updates and Tips

**Topic/Function:** Workday Financials Updates and Tips

**Impacted Employees:**
- PCB

**Descriptions:**

**Workday conversion updates:**
- September posting in Advantage closed last week. The current target date to see September results into Workday is October 30.
- Suppliers on hold – the supplier conversion problems are continuing to be addressed and we are getting daily updates and fixed.
- Punch Out on requisitions is still in the process of being set up for production. We will alert you when it is ready to use.
- Grants and Awards are still being reviewed and activated. Many have been completed during the week by OSP and they are continuing to make your grants available for posting.

**Help desk tickets:**
- There are separate help desk tickets for requesting or removing financial security and for requesting new financial accounts (worktags). Please do not submit these under “general”.
- Many of you have questions on a specific transaction or person. Please provide as much detail as you can in your help desk request, such as the supplier, the program number or the transaction number if you have saved it for later. This allows us to research quickly and get back to you faster.

**Tips for Financial Transactions:**

**Journal entries**
- We have three type of journal entries at UNR
  - **Cash Transfers:** We are using transfer accounts to move cash between accounts
    - Use Journal Source: Transfer
    - Ledger Accounts usually: 8000: Transfers In or 8100: Transfers Out
  - **Recharge:** Charges for internal services or IPO’s
    - Use Journal Source: Recharge
    - Service Provider should enter the journal and use ledger account 6400:Sales and Service Recharge plus a recharge spend category.
  - **Manual Journal:** All other changes in posted results.
    - Use Journal Source: Manual Journal

If you have any questions, submit a [Workday Help Desk Ticket](mailto:helpdesk@unr.edu) or contact the Workday Help Desk at 775-784-6086.
• Match the ledger and spend category on the original transactions. If unsure, use “find journals for organization” or one of the “Manager Balance” reports to see how it posted

• Adjusting September results: We will not accept adjustments to September results until Workday has been updated for September. This is expected to occur by Oct-30. Review your conversion data in Workday first and then submit any correcting entries.

• Journal entries require that you enter both the ledger account and the revenue or category. These need to match the standard mapping. If this is a conversion entry that mapped to a special conversion ledger account or spend category, use WDTools as a resource for a corrected mapping. Provide backup on why the mapping has changed.

• The memo field on the header must be completed and should provide detail for your adjustment. Line memos can also be used as needed. Include the original transaction number/reference for the item you are adjusting. If you have additional supporting documentation, you can scan and attach this to the journal entry.

• Fields not used: “External Reference ID”, “Interworktag Affiliates” and “Exclude From Spend Report” are not used by NSHE and will not be included on your custom manager balance or find journals reports when you drill in. Use the line memo field if additional comments are needed.

Internal Purchase Orders (IPO):
• Workday does not replace the current IPO form or approval process. This is your request for and approval to pay for goods or services from another department. Be sure to add your new Workday coding to the form. We hope to have updated forms available soon.

• The service or recharge department will be expected to prepare and submit the journal entries to charge for their services. If you have a large volume of items, you may want to use a journal upload (EIB) process. Contact Tad Kelly for more information.

Accounts Payable
• Any invoices received for purchase orders that were initiated in Advantage must still be sent to AP for processing, you will not be able to enter a receipt on converted POs.

Purchasing
• Ensure when creating a requisition that you are choosing a “goods” type requisition for goods and a “service” type requisition for services. This affects the way in which you can create receipts and pay invoices.

• Requisitions for Costco must be service requisitions.

• All purchase orders initiated in Workday (not converted from Advantage) will require that receipts be entered once you have received your goods or services.

• If your supplier is not in Workday, they must register here: http://suppliers.nevada.edu/

If you have any questions, submit a Workday Help Desk Ticket or contact the Workday Help Desk at 775-784-6086.
Procurement Cards

If you have transactions you believe should be available in Workday, you can verify by looking in PaymentNet. If they are in PaymentNet, they should be in Workday.

You can view transactional detail of a transaction, including the last 4 digits of the card by clicking on the link for the “Credit Card Transaction”:

Transaction

Credit Card Transaction  09/18/2017 AMAZON MKTPLACE PMTS 389.78 USD

Transaction Date  09/18/2017

You can attach receipts/forms for transactions at either the header level or the line detail level. The job aid for verifying procurement cards will be updated to reflect this change.

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