



VUMC
BUSINESS
EDUCATION

FINANCE CENTRAL OFFICE: REPORTING & JOURNALS

DURATION: 120 MINUTES



Course Description

This course will provide information on how to run Central Finance Reports. It will also cover the different Journal Entries, when and how to use them in Workday.



Audience

- Central Finance Staff



Course Prerequisites

- WDES-100: Intro to Workday
- WDES-101: FDM
- WDES-105: Reporting
- WDFI-206: Reviewing & Analyzing Fin. Transactions

COURSE INTRODUCTION

- —
- — Upon completing this course, you should be able to:
- —
- Run Finance Reports using the Central Office Reports landing page
- Perform the tasks involved in reviewing expenses using reports
- Create and Share Workbooks in Workday
- Describe the difference between Operational Journals and Accounting Journals
- Create a Manual Journal
- Create an Accounting Adjustment

COURSE OBJECTIVES

1	Lesson 1: Workday Terms Review	<i>15 minutes</i>
2	Lesson 2: Overview of Central Office Reports	<i>30 minutes</i>
3	Lesson 3: Workbooks	<i>30 minutes</i>
4	Lesson 4: Journals	<i>30 minutes</i>
5	Lesson 5: Additional Tips for Workday	<i>15 minutes</i>

COURSE AGENDA

Always access Workday through the VUMC Network or VPN

To access all the features and functionality of Workday, you must be on a VUMC network – either by being onsite or by using VPN (BIG-IP Edge Client)



Workday timeout extended from 30 minutes to 1 hour



LESSON 1

REVIEW OF WORKDAY TERMS





LESSON OBJECTIVES

By the end of this lesson, you should be able to:

- Recognize financial terms used in Workday

TERMINOLOGY IN WORKDAY: VISIT THE GLOSSARY ON THE TRAINING HUB

Workday Term	Current Term	Definition	Notes
Accounting Adjustment	Journal Entry	Journal entry in Workday to adjust entries between worktags or transactions created by workflows within Workday. Also known as Operational Journals.	
Manual Journal Entry	Journal Entry	Adjustments to entries created by systems integrating with Workday. Also known as Accounting Journals.	Offline form sent to central office for Workday entry.
Payroll Costing Allocation	EDC (electronic distribution change)	Used in Workday to adjust salary distribution amounts/percentages for the current and/or future fiscal periods.	
Payroll Accounting Adjustment	RDC (retroactive distribution change)	Used in Workday to adjust salary distribution amounts/percentages for closed fiscal periods.	
Supplier Invoice Request (SIR)	Check Request	Used for payment of Non-Purchase Order goods and services	
Miscellaneous Payment (MP)	Check Request	Used only for Guest Speakers, Honorariums, Insurance claimant, Patient Refunds, Sign on Bonuses, or Subject Participants.	Offline form sent to central office for Workday entry.

TERMINOLOGY IN WORKDAY: OBLIGATIONS AND COMMITMENTS

Within Workday, options are available to create Obligations and Commitments in the General Ledger based on supply chain or payroll data. Within accounting, an obligation is a commitment to pay a third party based on a business contract, for example, Purchase Orders.

Supply Chain

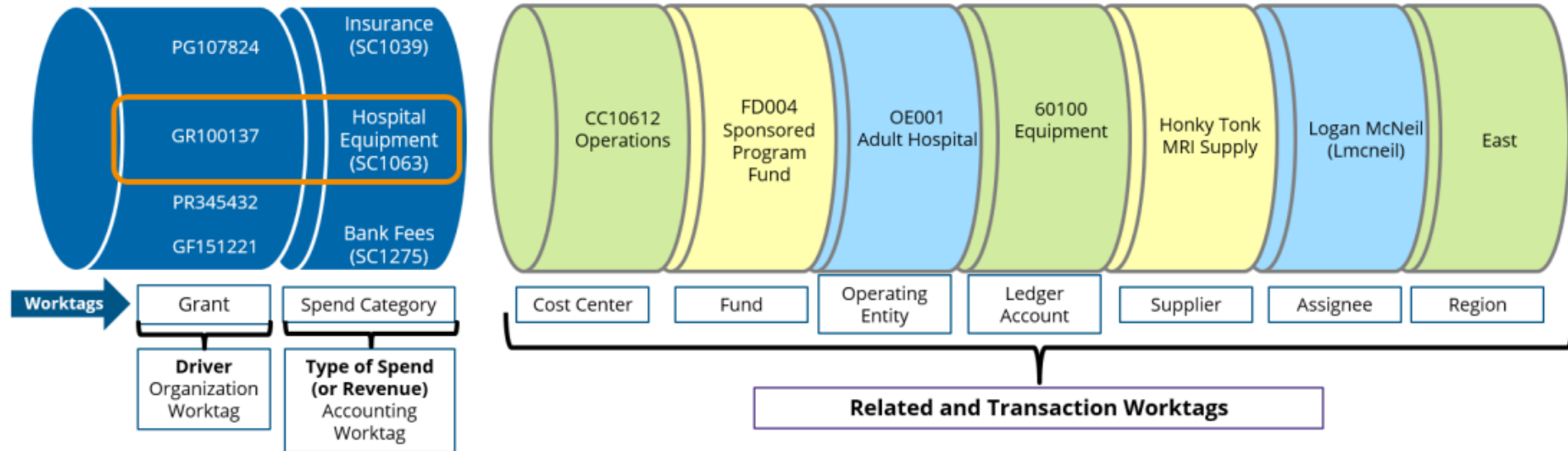
- Approved Purchase requisitions create **Commitments**
- Approved Purchase Orders result in an **Obligation**
- **Obligations** are relieved as Invoices are paid on Purchase Orders, or by closing the Purchase Orders

Payroll

- **Obligations** are built based on information within the job record such as Standard Working Hours, Salary, pay group, hire and termination dates, and payroll costing allocation*
- **Obligations** will build for one fiscal year on cost centers, and up to 3 fiscal years on sponsored research funding
- **Obligations** are relieved by the actual payroll run

*Payroll Costing Allocations would be Earnings Distributions in our legacy environment

Foundational Data Model



FUNDING SOURCE WORKTAGS

Funding source Worktags create distinct accounting and reporting for a variety of business purposes:

- Manage a book of business or portfolio of activity
- Provide a structure for department financial reporting
- House many different types of activity including Grants, Gifts, and Programs

Cost Center



- Award IDs and Grant IDs facilitate research related business processes such as:
 - ✓ Salary Cap calculations
 - ✓ External Reporting and internal financial/management reporting
 - ✓ Facilities and Admin expense calculation
 - ✓ Effort reporting

Grants



- Gift IDs facilitate tracking of gifts received, pledges and spending on restricted, temporary restricted, and unrestricted gifts

Gifts



- Programs will be used to track revenue and/or expenses for ongoing business activities and departmental initiatives. Examples would include Research Faculty Funds and Teaching Faculty Funds.

Programs



- Capital Projects will be assigned a Project ID which allows for assignment of budgets, funding, and tracking of spend, commitments, and obligations on major projects

Projects



ADDITIONAL WORKTAGS

Additional defined worktags create a richer data source for financial processing and for internal and external reporting:

- Professional Billing (PB) Epic provider #
- Used to record PB collections and to process income distribution allocations
- Facilitates reporting on provider level

Provider



- Bill Areas translate or connect Epic Professional revenue locations to the organizational financial structure
- Used to record PB collections and to process income distribution allocations
- Facilitates reporting on provider level

Bill Area



- Organizes clinical lines of business such as Cancer and Cardiology across cost centers, operating divisions and companies.
- This aligns with PCC in our current environment.

Service Line



- Breaks expenditures into major functions such as Instruction and Department Research, Sponsored Research, and Public Service
- Utilized for Medicare Cost Report, indirect cost negotiations, & external reporting

Function Code



- Utilized by the Academic Enterprise and VMG
- Provides revenue and expenditure reporting on the major missions: Clinical, Administration, Research, Teaching, and Service

CARTS



Cost Center Translator Tool

Workday Cost Center Translator

Cost Center Translator Sign out

List of Centers Legacy Center: 1082901240 Starts With X Export

Show 200 records

Legacy Center #	Legacy Center Description	Workday Center ID	Workday Center Description	Fund ID	Operating Entity ID	Company ID	Function Code ID	CARTS ID
1082901240	FINANCIAL TRAINING	CC00692	MCA Financial Training	FD001	OEMCA	VUMC	FC23023	CTZZZ

<https://finweb.app.vumc.org/apps/dofappworkdayconversiontools/>

Cost Center Translator Tool

Workday Cost Center Translator

Cost Center Translator Sign out

List of Centers Legacy Center: 404375 Starts With X Export

Show 200 records

Legacy Center #	Legacy Center Description	Gift ID	Grant ID	Program ID	Assignee ID	Workday Center ID	Workday Center Description	Fund ID	Operati Entity ID
4043750026	RHL136679-02:BLOOD PRESSURE AND KIDNEY FUNCTION - SPRINT VS		GR007095			CC02883	Medicine - Nephrology Div - CD Acad Grants Gifts	FD004	OEAc
4043750032	UDK100867-06:GDCN CLINICAL CENTER-ADVANCING CLINICAL RESEAR		GR003306			CC02883	Medicine - Nephrology Div - CD Acad Grants Gifts	FD004	OEAc

Ledger Account Translator tab

List of Accounts

Legacy Account: 6003

Starts With

FDM Data Last Imported: 4/1/2023 2:13 PM

Legacy Account #	Legacy Account Description	Ledger Account ID	Ledger Account Descr.	Spend Category ID
60030	POSTAGE	6370	Postage and shipping	SC308
60031	POSTAGE-BULK MAILING	6370	Postage and shipping	SC308
60032	DIRECT MAIL	6370	Postage and shipping	SC308



LESSON SUMMARY

You should now be able to:

- Recognize financial terms used in Workday.



LESSON 2

OVERVIEW OF CENTRAL OFFICE REPORTS





LESSON OBJECTIVES

By the end of this lesson, you should be able to:

- Locate Central Office Reports in Workday
- Run various reports
 - Select the correct filters
 - Analyze the data by using the drill features within Workday reports

Workday: Central Finance Reporting Dashboard

Central Finance Reports

Central Finance Reportinga

Tasks and Other

Core Finance

RPT298 CR Journal Report with all Worktag

RPT005 CR Statistical Summary

RPT096 CR Statement of Operations Drill Version

More (15)

Academic Reporting

RPT006 CR Department Reserves SOM - Drillable

RPT007 CR Clinical Department Statement of Operations - Trend


RPT119 CR Clinical Department - Statement of Operations Actual Vs Budget

More (2)

Workday: Central Finance Reporting Dashboard

Central Finance Reports

Central Finance Reportinga **Tasks and Other**

 **Tasks and Other**

- Event Accounting Summary
- Extract Allocation Definitions
- Extract Ledger Account Summaries
- Extract Spend Categories
- Find Accounting Adjustments
- Find Allocations
- Find Consolidation Journals
- Find Expense Reports
- Find Journals
- Find Period Closes
- Find Purchase Orders
- Find Recurring Journal Template
- Find Requisitions
- Find Supplier Invoices - VUMC



LESSON SUMMARY

You should now be able to:

- Locate Central Office Reports in Workday
- Run various reports
 - Select the correct filters
 - Analyze the data by using the drill features within Workday reports



LESSON 3

WORKDAY WORKBOOKS



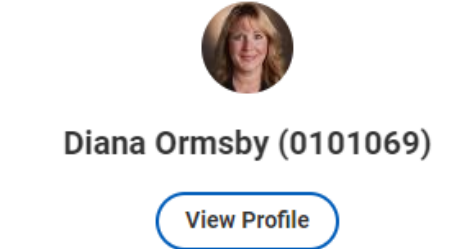


LESSON OBJECTIVES

By the end of this lesson, you should be able to:

- Create a Workbook in Workday
- Share a Workbook

Accessing Worksheets



Diana Ormsby (0101069)
View Profile

- Home
- My Account >
- Sitemap
- Favorites
- Drive**
- My Reports
- Documentation ↗
- Switch Account >

Sign Out



LESSON SUMMARY

You should now be able to:

- Create a Workbook in Workday
- Share a Workbook



BREAK
TIME

10 MINS



VUMC
BUSINESS
EDUCATION



LESSON 4

WORKDAY JOURNALS





LESSON OBJECTIVES

By the end of this lesson, you should be able to:

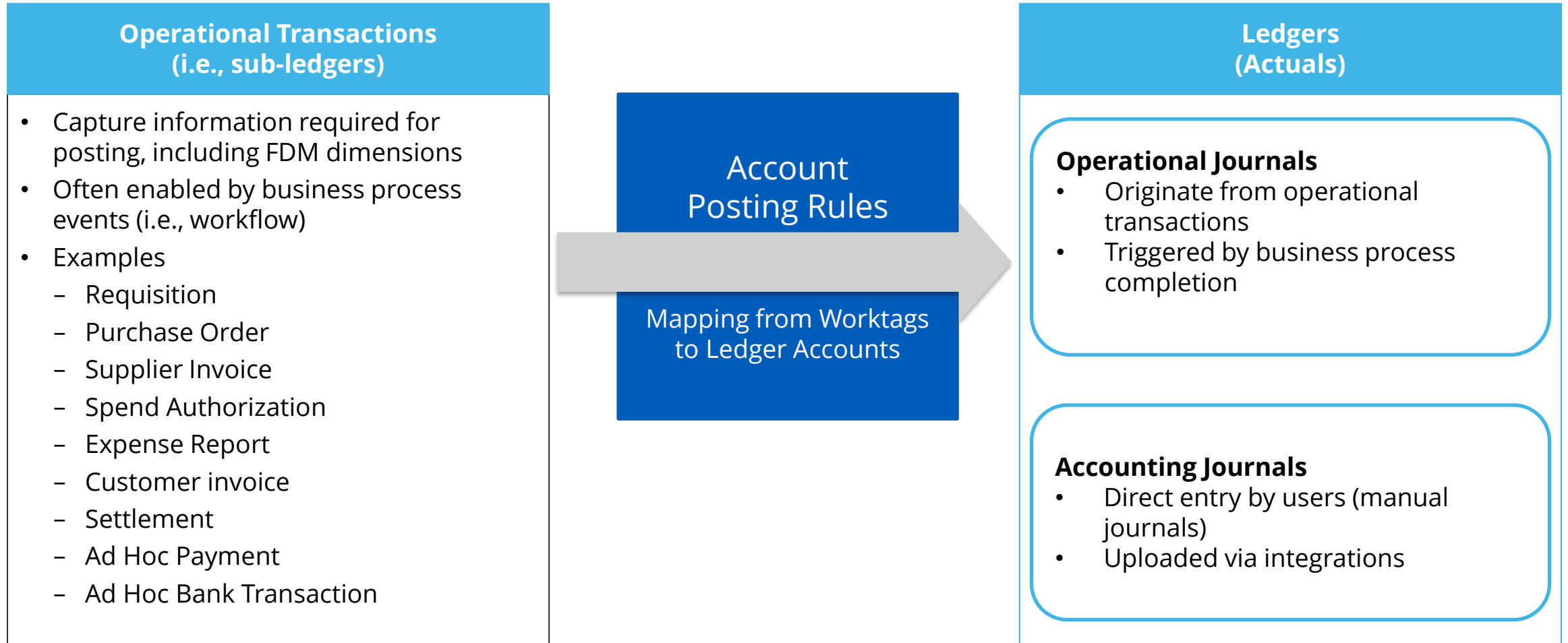
- Describe the difference between Operational Journals and Accounting Journals
- Create a Manual Journal using “Create Journal”
- Create a Manual Journal using the Journal Entry Request Form
- Create an Accounting Adjustment
- Identify certain accruals created centrally and systematically in Workday



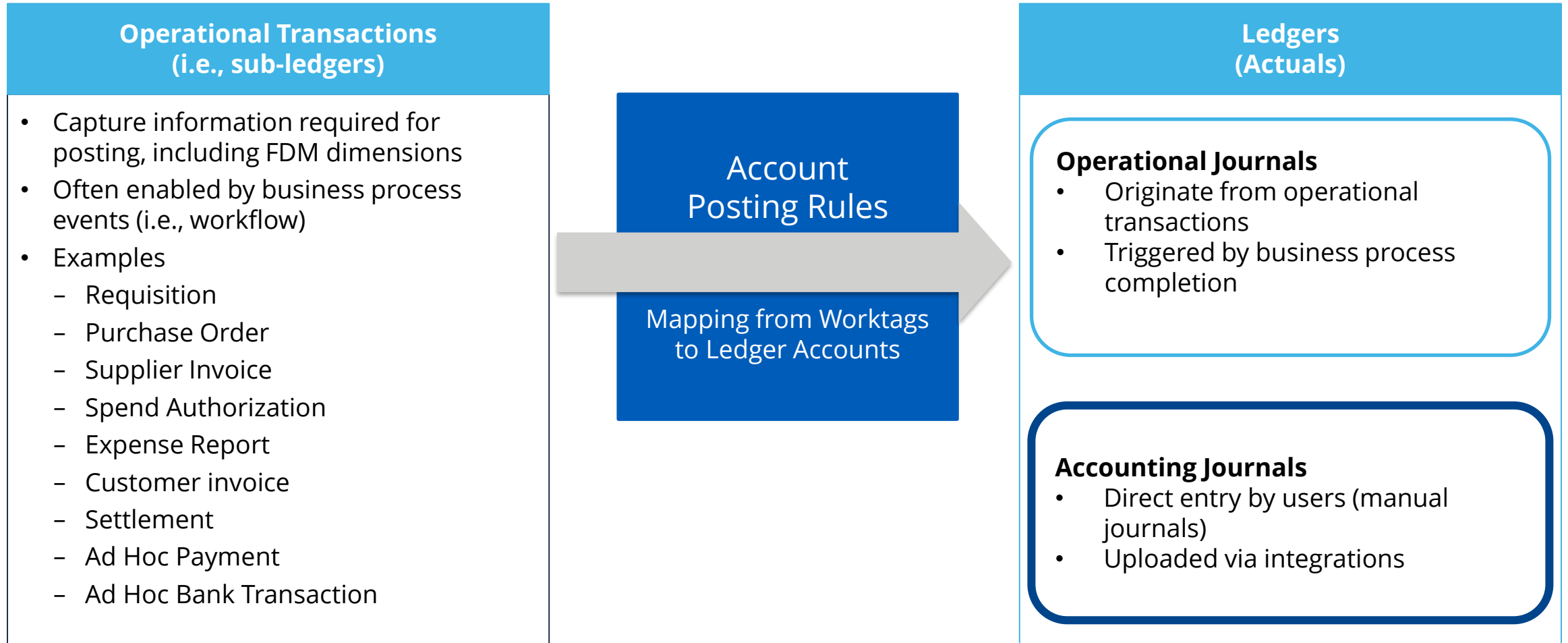
CREATE MANUAL ACCOUNTING JOURNALS

JOURNALS

Operational Journals vs Accounting Journals



Operational Journals vs Accounting Journals



Create Journal – Workday task

Roles:
Accountant
Accounting Manager
Accounting Operations Lead

Create Journal

Fill out the header information and click continue to enter journal lines.

Ledger	* <input type="text" value="x Vanderbilt University Medical Center : Actuals"/>	Memo	<input type="text"/>
Accounting Date	* <input type="text" value="04/30/2023"/>	External Reference ID	<input type="text"/>
Period	Apr-FY23 Actuals (Vanderbilt University Medical Center)	Record Quantity	<input type="checkbox"/>
Currency	USD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	* <input type="text" value="x 01. Manual Journal"/>	Include Tax Lines	<input type="checkbox"/>
Display Account Set	(empty)	Disable Optional Worktag Balancing	<input type="checkbox"/>
Balancing Fund	<input type="text" value="x FD001 General Fund"/>	Adjustment Journal	<input type="checkbox"/>
Optional Balancing Worktags	<input type="text" value="x Operating Entity: OEMCA Medical Center Administration"/>	Create Reversal	<input type="checkbox"/>
Currency Rate Type	(empty)	Reversal Date	<input type="text"/>
Book Code	<input type="text"/>	Control Total Amount	<input type="text" value="500.00"/>

Journal Entry Lines 2 items

	Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Spend Category	Revenue Category
+ -	▼	x Vanderbilt University Medical Center <input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="text"/>	04/30/2023	<input type="text"/>	<input type="text"/>
+ -	▲	x Vanderbilt University Medical Center <input type="text"/>	<input type="text"/>	0.00	0.00	<input type="text"/>	<input type="text"/>	04/30/2023	<input type="text"/>	<input type="text"/>

Journal Entry Lines 2 items

	Gift	Grant	Project	Program	Cost Center	*Fund	*Operating Entity	Intercompany
≡	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
≡	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Intercompany Affiliate	Additional Worktags	Interworktag Affiliates	Exclude from Spend Report
≡	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
≡	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>



Submit

Save for Later

Cancel

Journal Entry Request Form

<https://finweb.app.vumc.org/Apps/DOFAppJET/Login?>

Accounting Journal Request Form

Forms ▾

[Go Back](#) [View Errors & Alerts](#) [Refresh Journal](#) [Submit for Finance Review](#) [Clone Journal](#) [Remove Journal](#)

Journal Details

Journal Status: ⚠ Incomplete - Errors Found

Journal Source: 60. Accounting Journal Requests

Company:

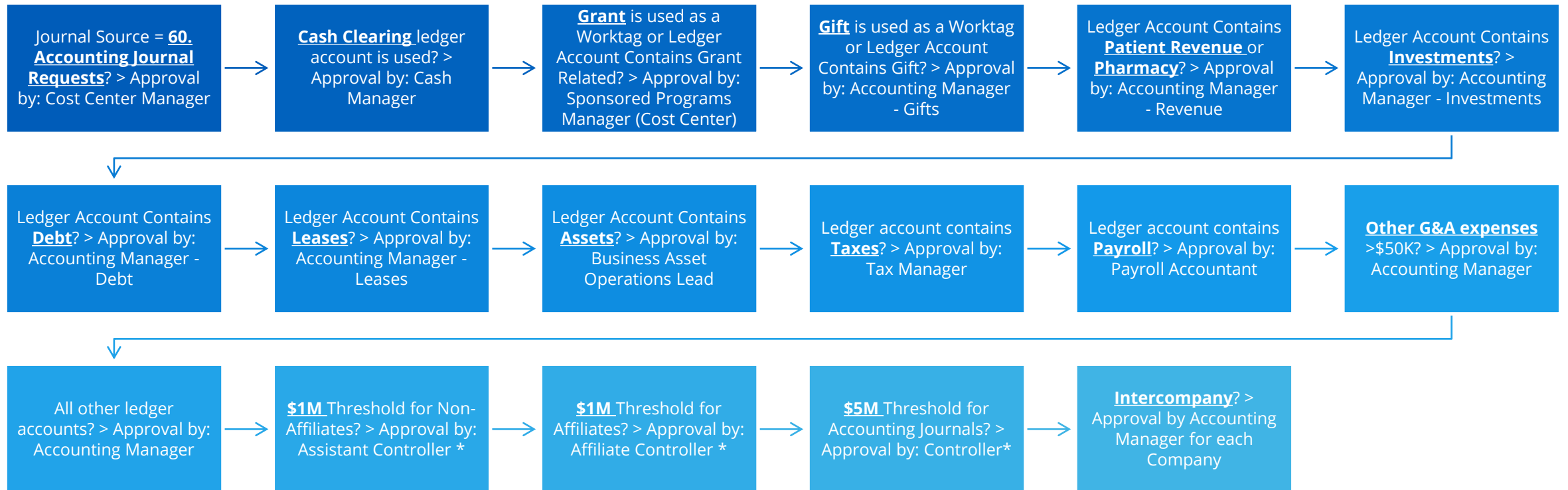
Accounting Date:

Memo:
Enter a short memo.

Transactions		
Debit Total:	\$	0.00
Credit Total:	\$	0.00
Balance:	\$	0.00

[Save Changes](#)

Summarized Approval Workflow



* Only triggered when Ledger Period status is in 'Adjustments Only'.

View the 'Corporate: Alternate LAS Top Level' ledger account summary using the report 'View Ledger Account Summary' to see specific accounts included in each condition of the BP.

Accounting Journal Custom Validations

Critical Validations

- Attachment is Required
- Bank account worktag is required for Cash Clearing ledger account
- Budget Date Outside of Award Line Dates on Accounting Journal
- Control account is not allowed on manual journals.
- Gift: Contributions to Donor Endowments must use Permanently Restricted Fund AND Cost Center must be empty - Accounting Journal
- Gift: Donor Endowment Investment Income must use Temp Restricted Fund AND Cost Center must be empty - Accounting Journal
- Gift: Endowment Distributions must use General Fund AND Cost Center must be entered - Accounting Journal
- Gift: Internal Endowment Investment Income must use General Fund AND Cost Center must be empty - Accounting Journal
- Gift - 3410: Internally Designated Net Assets require Cost Center unless Gift ID is used - Accounting Journal
- Gift Expenditures and Income Account must use General Fund - Accounting Journal
- Gift is inactive - Accounting Journal
- Gifts cannot be associated with a Grant or Program
- Gift - This Ledger Account + Gift require Temporarily Restricted Fund and No Cost Center worktag - Accounting Journal
- Gift- When using 3410 ledger account, a cost center and a gift ID cannot be used at the same time
- Gift worktag required on Ledger Account 3510: Net Assets released from restriction from capital - Accounting Journal
- Grant: Award or Award Line Lifecycle Status does not allow spend - Accounting Journal
- Grant cannot be associated with a Gift or Program
- Inactive Spend Category
- Negative Amount on Journal Line
- Operating Entity is Empty as an Optional Balancing Worktag on Manual and Adjusting Journals
- Operating Entity is Required in the Optional Balancing worktag field on the header
- Program cannot be associated with a Gift or Grant
- Project is Complete
- RC is Inactive
- Revenue and Expense Accounts Require Cost Center - Accounting Journal
- SC and RC Cannot be on the same line
- Spend Category is Missing on Expense Account Type

Warning Validations

- Accounting Date Over 90 Days Past Award Line End Date - Accounting Journal
- Accounting Journal Impacts Grant Revenue
- Award or Award Line Lifecycle Status Closeout in Progress - Accounting Journal
- Grant not linked to an Award Line - Accounting Journal
- Inactive Worktag Cannot be Used - Accounting Journal
- Invalid RC for Ledger Account
- Invalid SC for Ledger Account

Critical Validations:

- Hard stop
- Cannot submit journal without correcting

Warning Validations:

- Soft stop
- Intended to draw attention to atypical items but not prevent users from proceeding
- Can submit journal with warning present

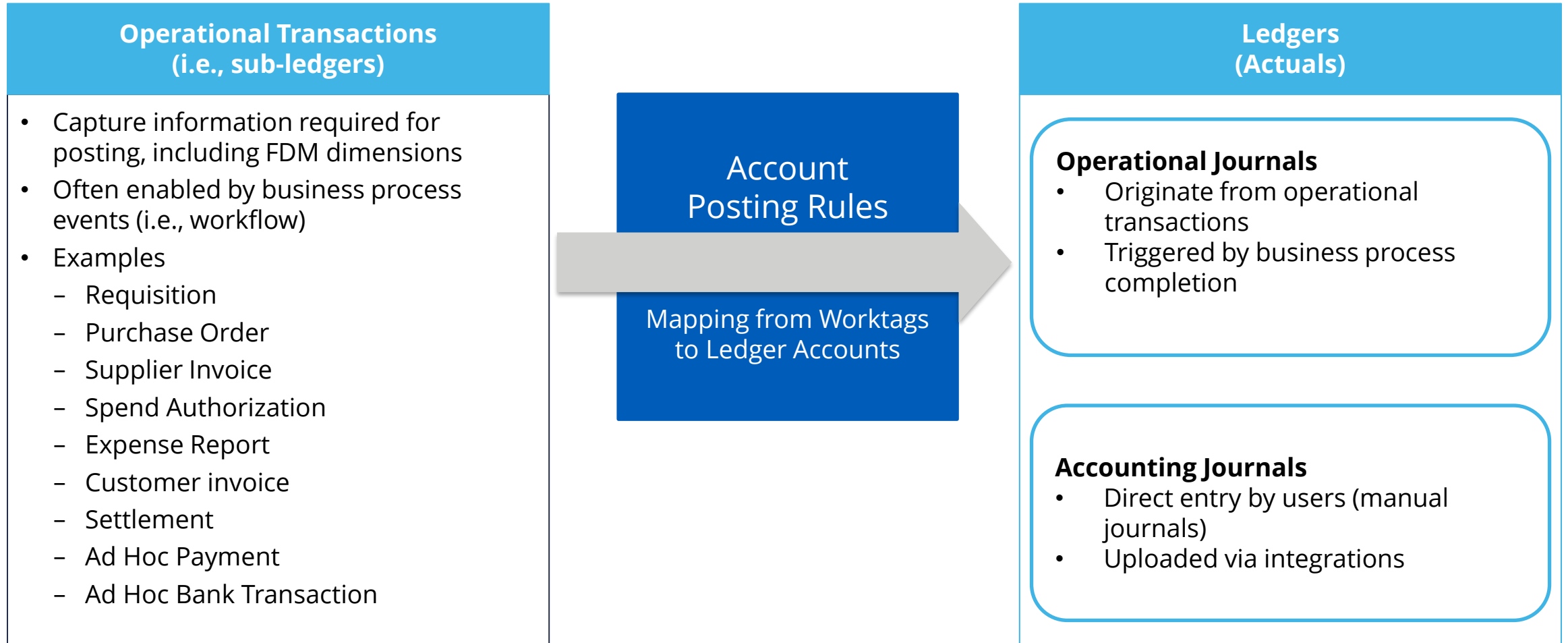
Invalid RC/SC for Ledger Account means the combination of RC/SC and Ledger Account is inconsistent with rules defined in the Account Posting Rule Set.



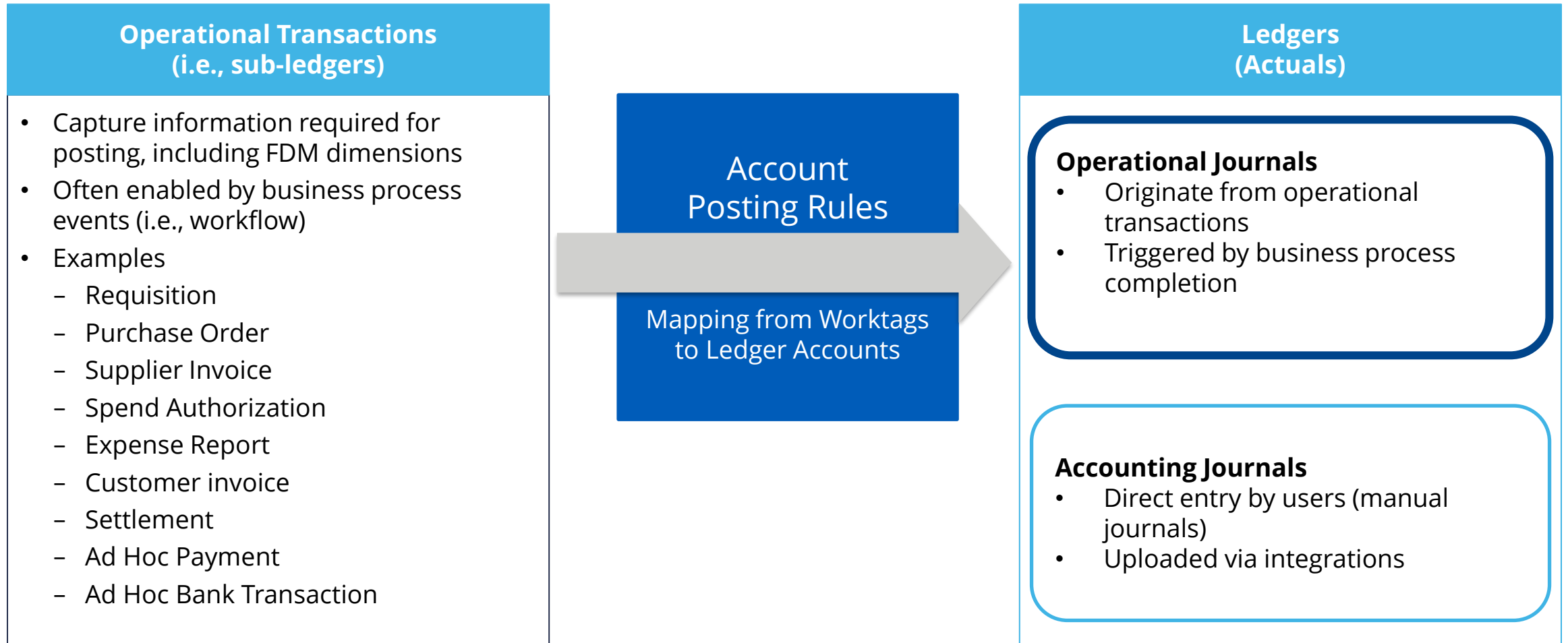
CREATE ACCOUNTING ADJUSTMENTS (OPERATIONAL JOURNALS)

JOURNALS

Operational Journals vs Accounting Journals



Operational Journals vs Accounting Journals



Accounting Adjustments

Accounting Adjustments are used to update or correct worktags for certain operational transactions while maintaining the integrity of the original transaction.

- Eliminates the need to request manual journals for simple worktag corrections such as Grant ID or Cost Center ID.
- More efficient to process since users begin the task with the existing worktags displayed.

Departmental users must be part of the Departmental Accountant security group to initiate this task.

Eligible operational transactions include Supplier Invoices and Expense Reports.

- Supplier invoices and expense reports must be in a **paid** or **partially paid** status for this task to be available.
- Note a separate process will be available for worktag adjustments related to Payroll operational transactions.

Workflow routes the Accounting Adjustment to the appropriate approver(s)'s Workday inbox based on the dimensions included in the proposed adjustment.

- These include grant, gift, and cost center.



VIEW RECEIPT ACCRUALS (PO-BASED INVOICES)

UNAPPROVED SUPPLIER INVOICE LINE ACCRUAL (NON-PO INVOICES)

Centrally Created Accruals

VIEW RECEIPT ACCRUALS

View Receipt Accrual



Receipt Accrual Receipt Accrual Status Successfully Completed

Receipt Accrual Number RCTACR-00000001

Company Vanderbilt University Medical Center

Currency USD

Receipt Accrual Amount 13,688.75

Ledger Period Mar-FY23 Actuals (Vanderbilt University Medical Center)

Created Date/Time 04/19/2023, 11:19:00.000 AM Pacific Daylight Time

[Receipt Accrual by Supplier](#)
[Process History](#)
[Background Processes](#)

Receipt Accrual by Supplier 9 items



Receipt Accrual	Supplier	Number of Business Document Lines	Receipt Accrual Amount	Receipt Accrual Journal	Status	Receipt Accrual Reversal Journal	Status
<input type="text"/>	NANION TECHNOLOGIES INC	1	7,182.50	<input type="text"/>	Posted	<input type="text"/>	Posted
<input type="text"/>	W L GORE & ASSOCIATES INC	1	3,239.00	<input type="text"/>	Posted	<input type="text"/>	Posted
<input type="text"/>	ABBOTT LABORATORIES INC	1	1,500.00	<input type="text"/>	Posted	<input type="text"/>	Posted
<input type="text"/>	JOHNSON & JOHNSON HEALTHCARE	1	700.00	<input type="text"/>	Posted	<input type="text"/>	Posted
<input type="text"/>	NEVRO CORP	2	500.00	<input type="text"/>	Posted	<input type="text"/>	Posted
<input type="text"/>	CAYMAN CHEMICAL COMPANY INC	1	335.00	<input type="text"/>	Posted	<input type="text"/>	Posted
<input type="text"/>	COVIDIEN LP	1	95.37	<input type="text"/>	Posted	<input type="text"/>	Posted



VIEW RECEIPT ACCRUALS

View Receipt Accrual for Supplier



Receipt Accrual for Supplier Status Successfully Completed

Receipt Accrual RCTACR-00000001
Supplier NANION TECHNOLOGIES INC
Company Vanderbilt University Medical Center
Currency USD
Receipt Accrual Amount 7,182.50
Ledger Period Mar-FY23 Actuals (Vanderbilt University Medical Center)
Created Date/Time 04/19/2023, 11:19 AM

Receipt Accrual Journal Operational Journal: Vanderbilt University Medical Center - 03/31/2023
Status Posted
Receipt Accrual Reversal Journal Operational Journal: Vanderbilt University Medical Center - 04/01/2023
Status Posted

Receipt Accrual Lines 2 items



Receipt Accrual	Business Document Line	Item	Description	Spend Category	Quantity	Unit of Measure	Unit Cost	Extended Amount	Currency	Currency Rate	Receipt Accrual Amount	Worktags	Receipt Accrual Line Split	Lin
<input type="text"/>	4023052618 - Line 1		NPC-384 MEDIUM RESISTANCE	SC195 Non-Medical Laboratory Supplies	Quantity Ordered 1 Quantity Received 1 Quantity Invoiced 0	Fathom	7,182.50	Amount Ordered 7,182.50 Amount Received 7,182.50 Amount Invoiced 0.00	USD	1	7,182.50		<input type="text"/>	402



VIEW RECEIPT ACCRUALS

View Receipt Accrual for Supplier

Receipt Accrual for Supplier

Receipt Accrual: RCTACR-00000001

Supplier: NANION TECHNOLOGIES INC

Company: Vanderbilt University Medical Center

Currency: USD

Receipt Accrual Amount: 7,182.50

Ledger Period: Mar-FY23 Actuals

Created Date/Time: 04/19/2023, 11:19 AM

Receipt Accrual Lines: 2 items

Receipt Accrual	Business Document Line	Item	Description	Spends Category	Quantity	Measure	Unit Co
-----------------	------------------------	------	-------------	-----------------	----------	---------	---------

Actions

- Accounting
- Favorite
- Integration IDs

View Accounting

0001: NANION TECHNOLOGIES INC

Receipt Accrual for Supplier

Receipt Accrual: RCTACR-00000001

Supplier: NANION TECHNOLOGIES INC

Company: Vanderbilt University Medical Center

Ledger Period: Mar-FY23 Actuals (Vanderbilt University Medical Center)

Status: Successfully Completed

Created Date/Minute: 04/19/2023, 11:19 AM

Receipt Accrual Amount: 7,182.50

Currency: USD

VIEW RECEIPT ACCRUALS

Operational Journal Information

Operational Transaction [RCTACR-00000001: NANION TECHNOLOGIES INC](#)

Originated by [BatchJobRunner](#)

Company [Vanderbilt University Medical Center](#)

Ledger [Actuals](#)

Period [Mar - FY23](#)

Accounting Date [03/31/2023](#)

Journal Source [Receipt Accrual](#)

Operational Journal Details

Balanced [Yes](#)

Reversed By [Operational Journal: Vanderbilt University Medical Center - 04/01/2023](#)

Total Debits [7,182.50](#)

Total Credits [7,182.50](#)

Currency [USD](#)

Journal Lines Retained Earnings Accounting History

Journal Lines 3 items

Ledger Account	Debit Amount	Credit Amount	Memo	Spend Category	Revenue Category	Gift	Grant	Project	Program	Cost Center	*Fund	*Operating Entity	Intercompany Affiliate	Adj
6010:Non-Medical Supplies	3,591.25			SC195 Non-Medical Laboratory Supplies			GR009562 4043000523 RHD09 9742-03:DEVELOPING MODULATORS OF THE SPERM-SPECIFIC POT			CC00016 Anesthesiology - CD Acad Grants Gifts	FD004 Sponsored Program Fund	OEAcad_GG Academic Grants and Gifts		Obj Pro UPI Sup TEC
6010:Non-Medical Supplies	3,591.25			SC195 Non-Medical Laboratory Supplies			GR008632 4043007462 VUMC/ONO COLLABORATION - DENTON LAB			CC00016 Anesthesiology - CD Acad Grants Gifts	FD004 Sponsored Program Fund	OEAcad_GG Academic Grants and Gifts		Obj Pro UPI Sup TEC
2010:Goods Received Not Invoiced		7,182.50									FD004 Sponsored Program Fund	OEAcad_GG Academic Grants and Gifts		Sup TEC

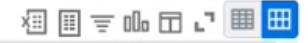
UNAPPROVED SUPPLIER INVOICE LINE ACCRUAL

Unapproved Supplier Invoice Line Accrual

Company Consolidated Vanderbilt University Medical Center Invoices Up to/including As Of Date 03/31/2023
Supplier Invoice Status In Progress

This advanced custom report helps accountants during month end close to get an extract of all the supplier invoice lines that are pending approval and displays the amounts that need to be accrued via a manual journal. Assumption made is these supplier invoices are non-managed invoices.

4 items



Company	Tx Currency	Tx Amount	Default Expense Account	Supplier	Spend Category	Cost Center	Fund	Region	Location	Project
Vanderbilt University Medical Center	USD	14.99		SMILE MAKERS	SC337 Freight, mail, and cargo transport	CC01579 MCJCHV After Hours / Brentwood / Brentwood After Hours Peds	FD001 General Fund			
Vanderbilt University Medical Center	USD	14.99		SMILE MAKERS	SC337 Freight, mail, and cargo transport	CC02791 MCJCHV Epilepsy Monitoring Unit (EMU)	FD001 General Fund			
Vanderbilt University Medical Center	USD	1,575.00		TELEFLEX LLC	SC050 Med Sup: Surgical Products	CC00808 VUH Hospital Unrestricted Main Balance Sheet	FD001 General Fund			
Vanderbilt University Medical Center	USD	37,137.99		VANTAGE POINT LOGISTICS INC	SC337 Freight, mail, and cargo transport	CC01758 MCA Purchasing & Systems	FD001 General Fund			



PREPAID PROCESS

Completed Centrally & Systematically

PREPAID PROCESS

View Supplier Invoice

Supplier Invoice Invoice Number SI-000001993 Status Approved Payment Status Unpaid

Invoice Information

Company [Vanderbilt University Medical Center](#)
Supplier [MICROSOFT CORPORATION](#)
Remit-To Connection [MICROSOFT CORPORATION - Remit-To: 0001023708_15_RT](#)
Currency USD
Invoice Date 11/03/2022
Invoice Received Date 11/03/2022
Total Invoice Amount 250,000.00
Amount Due 250,000.00

Terms and Taxes

Payment Terms [Net 30](#)
Discount Date (empty)
Due Date 12/03/2022
Default Payment Type [ACH](#)
Default Tax Option Calculate Tax Due to Supplier

Invoice Reference Information

Ship-To Address [1161 21ST AVE S., SUITE D3300 MCN Nashville, TN 37232 United States of America](#)
On Hold No
Supplier Document Received No
Supplier's Invoice Number 11032022A
External PO Number (empty)
Referenced Invoices (empty)

Invoice Lines Prepaid Details Work Queue Information Process History

Invoice Lines 1 item

Invoice Line	Company	Item	Supplier Contract	Spend Category	Commodity Code	Ship-To Address	Ship-To Contact	Tax	Tax Recoverability	Tax Option
<input type="text"/>	Vanderbilt University Medical Center			SC351 Software Subscriptions and licenses		1161 21ST AVE S., SUITE D3300 MCN Nashville, TN 37232 United States of America		Tax Applicability Tax Code Withholding Tax Code		



PREPAID PROCESS

Supplier Invoice Invoice Number SI-000001993 Status Approved Payment Status Unpaid

Invoice Information

Company [Vanderbilt University Medical Center](#)
Supplier [MICROSOFT CORPORATION](#)
Remit-To Connection [MICROSOFT CORPORATION - Remit-To: 0001023708_15_RT](#)
Currency [USD](#)
Invoice Date 11/03/2022
Invoice Received Date 11/03/2022
Total Invoice Amount 250,000.00
Amount Due 250,000.00

Terms and Taxes

Payment Terms [Net 30](#)
Discount Date (empty)
Due Date 12/03/2022
Default Payment Type [ACH](#)
Default Tax Option Calculate Tax Due to Supplier

Invoice Reference Information

Ship-To Address [1161 21ST AVE S., SUITE D3300 MCN Nashville, TN 37232 United States of America](#)
On Hold No
Supplier Document Received No
Supplier's Invoice Number 11032022A
External PO Number (empty)
Referenced Invoices (empty)

Invoice Lines Prepaid Details Work Queue Information Process History

Invoice Lines 1 item

	Tax Recoverability	Tax Option	Quantity	Unit of Measure	Unit Cost	Extended Amount	Item Identifiers	Item Tag	Prepaid	Memo	Gift	Grant	Project	Program	*Cost Center
ibility			12	Month	20,833.333	250,000.00			Yes						CC00008 A01 100 OAKS Ce Health
g Tax Code															
ate Type															



PREPAID PROCESS

The screenshot displays the 'Supplier Invoice' interface in Workday. On the left, a sidebar contains an 'Actions' menu with options: Supplier Invoice, Accounting (highlighted with a mouse cursor), Audits, Budget Date, Business Process, Favorite, Integration IDs, Navigate, and Reporting. Below the menu is a table for 'Invoice Lines' with one item.

The main content area is titled 'Supplier Invoice' and shows 'Supplier Invoice: SI-000001993'. A 'View Accounting' button is visible. Below this, there are two sections: 'Invoice Information' and 'Invoice Reference Information'.

Invoice Number	SI-000001993	Status	Approved	Payment Status	Unpaid
----------------	--------------	--------	----------	----------------	--------

Invoice Information		Invoice Reference Information	
Company	Vanderbilt University Medical Center	Payment Terms	Net 30
Supplier	MICROSOFT CORPORATION	Supplier Document Received	No
Remit-To Connection	MICROSOFT CORPORATION - Remit-To: 0001023708_15_RT	Supplier's Invoice Number	11032022A
Currency	USD	Discount Date	(empty)
Invoice Date	11/03/2022		
Due Date	12/03/2022		
Total Invoice Amount	250,000.00		
Amount Due	250,000.00		

PREPAID PROCESS

Operational Journal Information

Operational Transaction [Supplier Invoice: SI-000001993](#)

Originated by [Cynthia Bartlett](#)

Company [Vanderbilt University Medical Center](#)

Ledger [Actuals](#)

Period [Nov - FY23](#)

Accounting Date [11/03/2022](#)

Journal Source [Supplier Invoice](#)

Operational Journal Details

Balanced [Yes](#)

Total Debits [250,000.00](#)

Total Credits [250,000.00](#)

Currency [USD](#)

[Journal Lines](#) [Accounting History](#) [Amortization Journals](#)

Journal Lines 2 Items

Ledger Account	Debit Amount	Credit Amount	Memo	Spend Category	Revenue Category	Gift	Grant	Project	Program	Cost Center	*Fund	*Operating Entity	Intercompany Affiliate	Additional Worktags
1510:Prepaid Expenses ...	250,000.00			SC351 Software Subscriptions and licenses						CC00008 AOD Women's Health 100 OAKS Center For Women's Health	FD001 General Fund	OEAOD Adult Outpatient Davidson Clinics		CARTS: CTZZZ Other - Center - Non-AE Cente Function Code: FC44C Hospital-Clinic Expen Service Line: SL068 W Health Supplier: MICROSOFT CORPORATION
2000:Accounts Payable		250,000.00									FD001 General Fund	OEAOD Adult Outpatient Davidson Clinics		Supplier: MICROSOFT CORPORATION

PREPAID PROCESS

Invoice Lines **Prepaid Details** Work Queue Information Process History

Details

Has Prepaid Line(s) Yes
Prepaid Amortization Type Schedule
Expected Amortization Date (empty)

1 item

Prepaid Spend Amortization Schedule	Schedule Status	Count of Supplier Invoice Lines or Splits
Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments)	Approved	1

5 items

Prepaid Spend Amortization	Prepaid Amortization Type	Schedule	Accounting Date	Amortization Amount
Supplier Invoice: SI-000001993 on 02/01/2023 for \$20,833.33	Schedule	Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments)	02/01/2023	20,833.33
Supplier Invoice: SI-000001993 on 01/01/2023 for \$20,833.33	Schedule	Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments)	01/01/2023	20,833.33
Supplier Invoice: SI-000001993 on 12/01/2022 for \$20,833.33	Schedule	Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments)	12/01/2022	20,833.33
Supplier Invoice: SI-000001993 on 03/01/2023 for \$20,833.33	Schedule	Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments)	03/01/2023	20,833.33
Supplier Invoice: SI-000001993 on 04/01/2023 for \$20,833.34	Schedule	Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments)	04/01/2023	20,833.34

PREPAID PROCESS

View Prepaid Spend Amortization Schedule

Prepaid Spend Amortization Schedule Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments) Schedule Status Approved Supplier Invoice Supplier Invoice: SI-000001993

Invoice Information

Company Vanderbilt University Medical Center
Supplier MICROSOFT CORPORATION
Invoice Date 11/03/2022
Due Date 12/03/2022
Total Invoice Amount 250,000.00
Amount Due 250,000.00
Currency USD

Put Schedule On Hold

Generate Installment Information

Frequency Monthly
Number of Installments 12
Schedule On Hold No

Prepaid Amortization Date

Use Invoice Date
 From Date 12/01/2022

Installments Invoice Lines Process History

Installments 12 items



Spend By Line																	
Instalme	Status	Accounting Date	Total Amount	Currency	Line	Spend Category	Item	Gift	Grant	Project	Program	*Cost Center	*Operating Entity	*Fund	Location	Work Order	Interco Affiliate
Q	Complete	12/01/2022	20,833.33	USD	Q	SC351 Software Subscriptions and licenses						CC00008 AOD Women's Health 100 OAKS Center For Women's Health	OEAOD Adult Outpatient Davidson Clinics	FD001 General Fund			

PREPAID PROCESS

1 item



Prepaid Spend Amortization Schedule	Schedule Status	Count of Supplier Invoice Lines or Splits
Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installment	Approved	1

5 items



Prepaid Spend Amortization	Type	Schedule	Accounting Date	Amortization Amount
Supplier Invoice: SI-000001993 on 02/01/2023 for \$20,833.33		Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments)	02/01/2023	20,833.33
Supplier Invoice: SI-000001993 on 01/01/2023 for \$20,833.33	Schedule	Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments)	01/01/2023	20,833.33
Supplier Invoice: SI-000001993 on 12/01/2022 for \$20,833.33	Schedule	Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments)	12/01/2022	20,833.33
Supplier Invoice: SI-000001993 on 03/01/2023 for \$20,833.33	Schedule	Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments)	03/01/2023	20,833.33
Supplier Invoice: SI-000001993 on 04/01/2023 for \$20,833.34	Schedule	Schedule for Supplier Invoice: SI-000001993 (Monthly 12 installments)	04/01/2023	20,833.34

- Accounting >
- Audits >
- Business Process >
- Favorite >
- Integration IDs >



PREPAID PROCESS

Operational Journal Information

Operational Transaction Amortization Prepaid Spend: Supplier Invoice: SI-000001993
 Originated by Chris Ten Eyck
 Company Vanderbilt University Medical Center
 Ledger Actuals
 Period Feb - FY23
 Accounting Date 02/01/2023

Journal Source Prepaid Spend Amortization

Journal Lines Retained Earnings Accounting History

Operational Journal Details

Balanced Yes
 Total Debits 20,833.33
 Total Credits 20,833.33
 Currency USD

Journal Lines 2 items

Ledger Account	Debit Amount	Credit Amount	Memo	Spend Category	Revenue Category	Gift	Grant	Project	Program	Cost Center	*Fund	*Operating Entity	Intercompany Affiliate	Additional Worktags
6340:Technology	20,833.33			SC351 Software Subscriptions and licenses						CC00008 AOD Women's Health 100 OAKS Center For Women's Health	FD001 General Fund	OEAOD Adult Outpatient Davidson Clinics		CARTS: CTZZZ Other - N Center - Non-AE Center Function Code: FC44044 Hospital-Clinic Expenditu Service Line: SL068 Worr Health Supplier: MICROSOFT CORPORATION
1510:Prepaid Expenses		20,833.33		SC351 Software Subscriptions and licenses						CC00008 AOD Women's Health 100 OAKS Center For Women's Health	FD001 General Fund	OEAOD Adult Outpatient Davidson Clinics		CARTS: CTZZZ Other - N Center - Non-AE Center Function Code: FC44044 Hospital-Clinic Expenditu Service Line: SL068 Worr Health Supplier: MICROSOFT CORPORATION





LESSON SUMMARY

You should now be able to:

- Describe the difference between Operational Journals and Accounting Journals
- Create a Manual Journal using “Create Journal”
- Create a Manual Journal using the Journal Entry Request Form
- Create an Accounting Adjustment
- Identify certain accruals created centrally and systematically in Workday



LESSON 5

ADDITIONAL TIPS & INFORMATION





LESSON OBJECTIVES

By the end of this lesson, you should be able to:

- Customize your Menu
- Apply filters to your Inbox Tasks
- Modify your notifications
- Describe the Historical Data available within Workday
- Locate training resources



WORKDAY MENU OPTIONS

TIPS & INFO

Menu Personalization

The screenshot displays a user interface for menu personalization. On the left, a navigation menu is visible with a hamburger icon and the text "MENU". To its right is a logo consisting of a blue "W" with an orange arc above it. The main focus is a "Menu" dialog box on the right side of the screen. This dialog has a title bar with a close button (X) and two tabs: "Apps" (which is selected) and "Shortcuts". Under the "Apps" tab, there is a scrollable list of application items, each with a blue icon and a text label: "Manager Hub", "Help", "Recruiting", "Compensation", "Benefits Resources", "Pay", "Personal Information", "Hiring", "Time Off and Leave", and "Expenses Hub". At the bottom of the dialog, there are two buttons: "Add Apps" (with a plus sign icon) and "Edit" (with a pencil icon).



WORKDAY INBOX AND NOTIFICATIONS

TIPS & INFO

Filtering your Inbox

Inbox

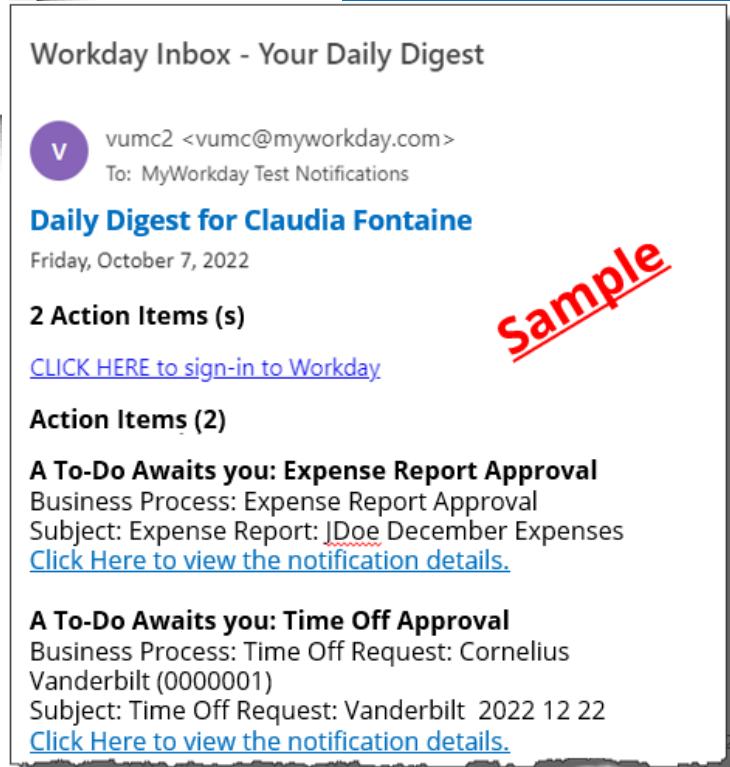
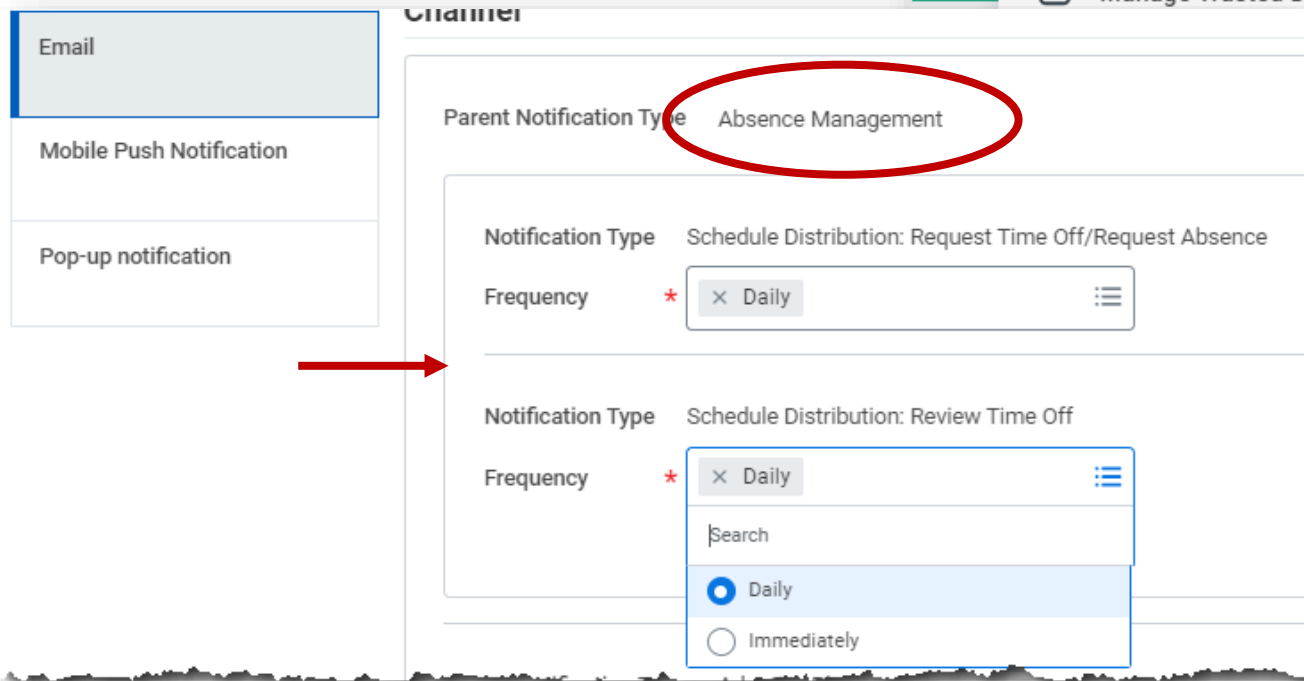
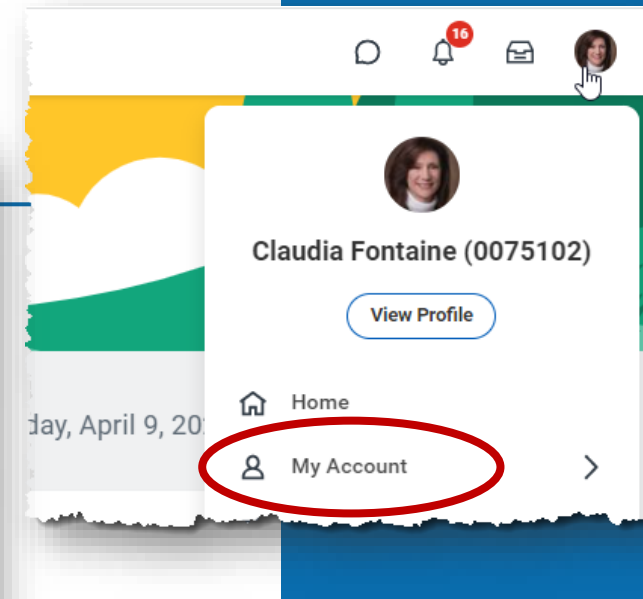
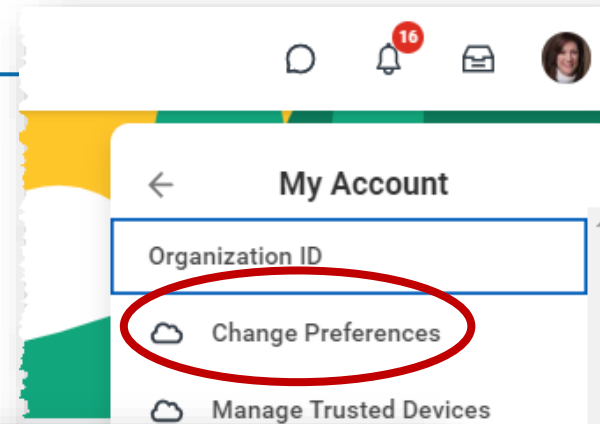
Actions Archive

Viewing: All Sort By: Newest

- Review Candidate for Job Application: Rishi Teja Rangaraju - R-652 DevOps Engineer (CAND-4913) ☆
7 day(s) ago
- Supplier Accounts Match Event for Supplier Invoice: SI-000005732 ☆
7 day(s) ago
- Review Candidate for Job Application: ROHIT REDDY - R-652 DevOps Engineer (CAND-4885) ☆
7 day(s) ago
- Review Candidate for Job Application: Anudeep D - R-652 DevOps Engineer (CAND-4884) ☆
7 day(s) ago
- Review Candidate for Job Application: Reanna Francis - R-652 DevOps Engineer (CAND-4827) ☆
7 day(s) ago
- Review Candidate for Job Application: GANESH TUMMALA - R-652 DevOps Engineer (CAND-4880) ☆
7 day(s) ago
- Review Candidate for Job Application: Sirisha DevOps - R-652 DevOps Engineer (CAND-4875) ☆
7 day(s) ago
- Review Candidate for Job Application: Christina King - R-652 DevOps Engineer (CAND-162) ☆
7 day(s) ago

🗨️ 🔔²⁸ 📧³ 👤

Updating email notifications





HISTORICAL DATA IN WORKDAY

TIPS & INFO

General Ledger & HR Data



Data Description	Data brought into Workday	Notes
General Ledger (GL) Account-Level Summary Data	3 fiscal years of account-level summary for financial reporting (July 2020-June 2022)	
GL Transaction Detail Data	Fiscal year-to-date transaction-level data for financial reporting, July 2022 – February 2023	
GL Transaction Detail Data March 2023	March data will be brought into Workday after March close	March month-end financial reviews and reconciliation should be completed in legacy systems
GL Account-Level Project-to-Date Summary Data for active Research Projects	Project-to-date account-level summary for financial reporting	Transaction-level detail prior to FY24 can be accessed through legacy systems

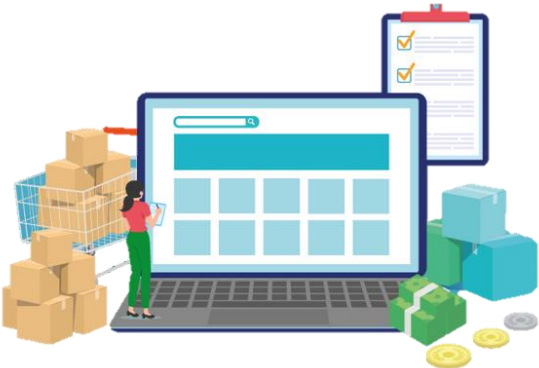
Reminder: Finance Data

- March financial data conversion from legacy systems and validation targeted for April 20th
- Award life-to-date (LTD) conversion for sponsored grants and contracts will occur the weekend of April 22nd

Supply Chain Data: POs and Invoices

Data Description	Data Brought into Workday
Purchase Orders	Open PO line items will be brought into Workday
Invoices	Open invoices will be brought into Workday

Notice: Only the open PO/Invoice line items will be brought into Workday.



PO Nbr	Req Id	PO Dt	PO Status	Buyer Name	Buyer Phone	Shipto Person Name	Shipto Dept Name	Shipto Room Nbr
4023062659	E002360346	01/04/2023	Dispatched	Peace, Warren	615-867-5309	Anita Knapp	Finance	200

Line Nbr	Item Nbr	Item Description	Qty	UOM	Unit Price	Ext Amt	Dist	Center	Account	SLI	Account	Ext Amt
1	912037	Zebra F-301 Retractable Ballpoint Pen, Fine Point, Blue Ink, Dozen (27120)	1	DZN	\$26.74	\$26.74	1	1085100000	60040			\$26.74
2	2429579	Mind Reader Perch Monitor Stand, Black (MONSTA3D-BLK)	2	EA	\$20.49	\$40.98	1	1085100000	60040			\$40.98
3	24449392	PURELL Advanced Hand Sanitizer Refreshing Gel, Clean Scent, 8 oz Pump Bottle, 12/Pk (4040-12-S)	1	CT	\$47.88	\$44.58	1	1085100000	60040			\$44.58
4	369657	Clorox Disinfecting Wipes Value Pack, Fresh Scent and Crisp Lemon Scent, 35 Wipes/Canister, 3/Pack (CLO 30112)	5	PK	\$8.00	\$40.00	1	1085100000	60040			\$40.00

Center	Account	SLID	SLAC	Ext Amt
1085100000	60040			\$150.00
Total PO:				\$150.00

Note on Purchase Orders (POs)

- If an open PO did not transfer into Workday, recreate the requisition referencing the original PO# in the internal memo field
- eProcurement and BI launch pad view access remains available
- You can attach packing slips/receipts to legacy transactions in eProcurement
- To make changes to a PO (increase amount, etc.) need to reach out to VUMCProcurement@vumc.org to request a PO Change Order

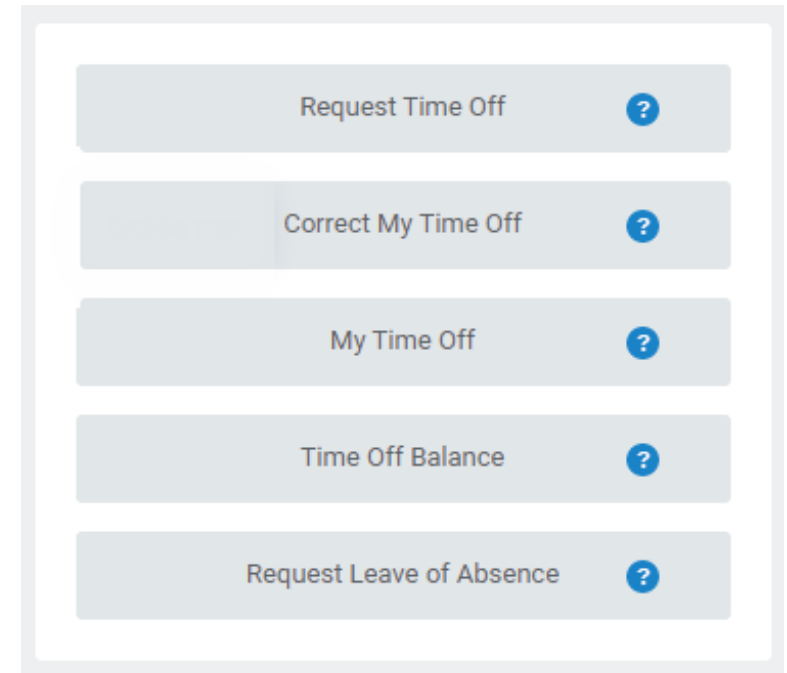


TRAINING RESOURCES

TIPS & INFO

Training: WalkMe Update

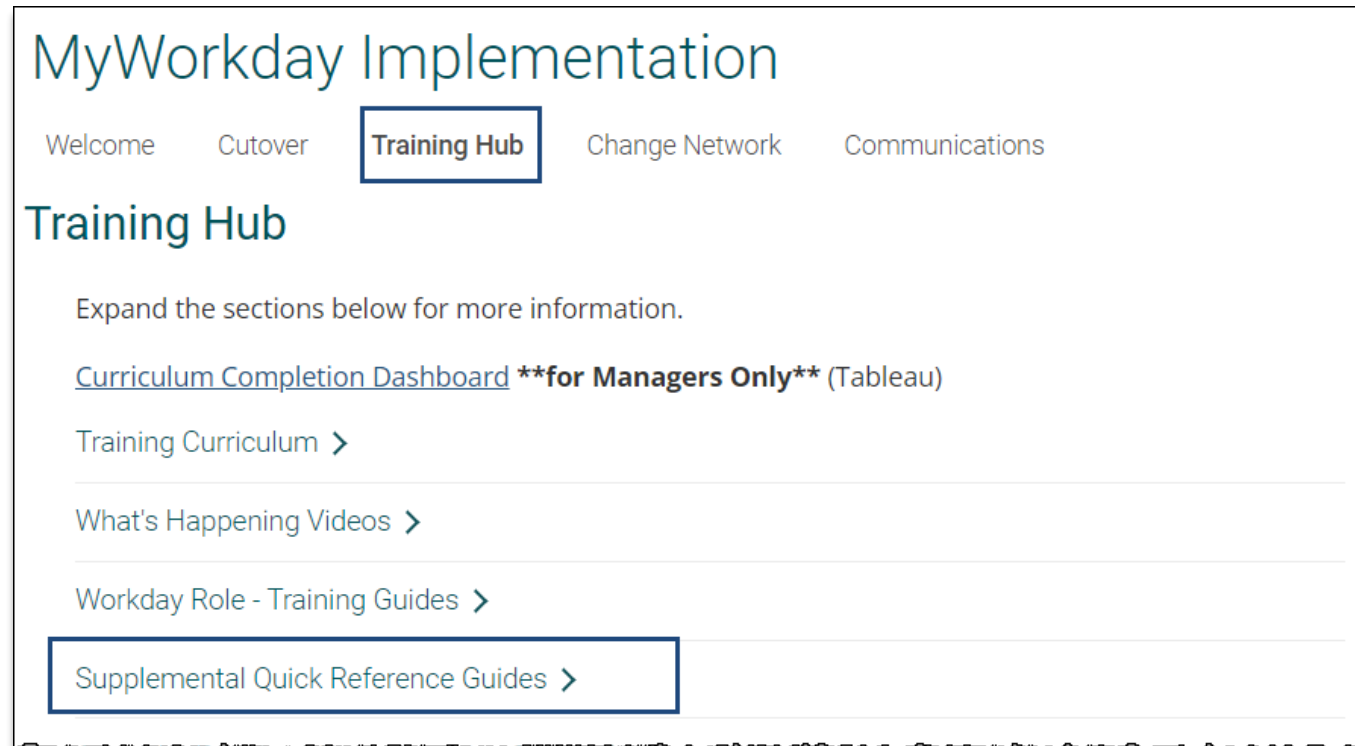
- WalkMe 'Guide Me' assistance is available for key workflows
 - Updating Personal Information
 - Expense Reports
 - Delegation
 - Payroll Costing Allocations
 - PTO
 - Leave of Absence
 - Disciplinary Action
 - Certificates



- [Install Link HERE](#)
- [WalkMe Add-in Manual Installation Guide for Macs](#)

Training Update

- Leaders should check the MyWorkday dashboard to ensure their teams have completed required training
 - [Workbook: MyWorkday Curriculum Dashboard](#)
- Quick Reference Guides can be found on the [MyWorkday Training Hub](#)



The screenshot shows the 'MyWorkday Implementation' page with a navigation menu. The 'Training Hub' menu item is highlighted with a blue box. Below the navigation, the 'Training Hub' section is titled, followed by a list of links: 'Curriculum Completion Dashboard **for Managers Only** (Tableau)', 'Training Curriculum >', 'What's Happening Videos >', 'Workday Role - Training Guides >', and 'Supplemental Quick Reference Guides >', which is also highlighted with a blue box.

MyWorkday Implementation

Welcome Cutover **Training Hub** Change Network Communications

Training Hub

Expand the sections below for more information.

[Curriculum Completion Dashboard ****for Managers Only**** \(Tableau\)](#)

[Training Curriculum >](#)

[What's Happening Videos >](#)

[Workday Role - Training Guides >](#)

[Supplemental Quick Reference Guides >](#)



Questions?

Thank you!

Appendix

JOURNAL SOURCES EXAMPLES (NOT ALL-INCLUSIVE)

Journal Source	Accounting Source	Process Award Costs	Description/Notes
Manual Journal	Yes	No	Manual Journal Entries from Central Finance
Manual Journal with Award Costs	Yes	Yes	Manual Journal Entries from Central Finance - this is the journal source that needs to be used when using an award
Epic Census Stats	Yes	No	Stat integration journal from Epic
Epic Clinic Visit Stats	Yes	No	Stat integration journal from Epic
Epic HB Payments and Adjustments	Yes	No	Payment and adjustment data from Epic
Epic HB Revenue	Yes	No	Hospital billing revenue from Epic
Epic Hospital Stats	Yes	No	Stat integration journal from Epic
Epic Other Gb Bill OP Proc Stats	Yes	No	Stat integration journal from Epic

JOURNAL SOURCES (CONT'D.)

Journal Source	Accounting Source	Process Award Costs	Description/Notes
Epic PB Collections	Yes	No	Professional billing collections from Epic
Epic PB Revenue	Yes	No	Stat integration journal from Epic
Epic Surgical Stats	Yes	No	Stat integration journal from Epic
CORES	Yes	No	CORES billing integration file
Facilities Management	Yes	No	Work Order billing integration file
Meter Mail	Yes	No	Meter Mail charges
Tecsys	Yes	No	Tecsys Procurement Charges
Conversion	Yes	No	Legacy conversion data

JOURNAL SOURCES (CONT'D.)

Journal Source	Accounting Source	Process Award Costs	Description/Notes
ACP Grant Conversion	Yes	Yes	Legacy conversion data
Recurring Journal	Yes	No	Manual recurring journal from Central Finance
Spreadsheet Upload	Yes	No	Manual journal by spreadsheet upload
Accounting Adjustment	Yes	No	Worktag updates on operational journals - can be initiated by departmental users
Allocation	No	No	Allocation GL entries
Payroll Actual Accrual	No	No	Actual expense from Payroll
Payroll Forward Accrual	No	No	Month and year end accruals for pay earned and not received
Payroll Obligation	No	No	Obligated expense from payroll (previously called encumbrances)

JOURNAL SOURCES (CONT'D.)

Journal Source	Accounting Source	Process Award Costs	Description/Notes
Payroll Obligation Adjustment	No	No	Obligated expense from payroll (previously called encumbrances)
Payroll Obligation Liquidation	No	No	Obligated expense from payroll (previously called encumbrances)
Procurement Card Payment	No	No	Procurement card expense charges
Supplier Invoice	No	No	Accounts Payable expense charges for payments initiated through Procurement