Question	Answer
Can we copy an older journal entry and just update the amounts for the current month?	Yes, you can. I believe JET allows for this functionality. If you have security to create accounting journals in Workday, you can use the related actions to copy a journal directly in the system from the View Journal screen.
Is there a way to upload journal entries?	Yes, there is. There is an EIB upload template that will be available for certain users with the following security assignments: Accountant and Accounting Managers.
What are the accounting adjustment date options? Are there still "p" journal entries or do the changes only impact current period?	You will only be able to enter a date for ledger periods that are open. That will include the time following month-end it takes to close the books. For April month-end for example, the April ledger period will be open for adjustments the first several days of May. This process will take the place of 'P' entries in legacy.
If a dept normally sends me a journal entry that is charged to 20+ cost centers, should we assume that approval could take a very long time, because all the various cost center managers will need to sign off?	If entered through JET, yes, approvals from the various CC Managers could take additional time. If you entered this journal directly in WD, CC Manager approval would not be required since you have an Accountant role giving you proper security to create journals directly in the system.
Who has access to the journal entry tool?	All users. The JET tool is not limited by role assignments like the Create Journal task in WD is.
Can you share the link for the accounting journal tool, please	https://finweb.app.vumc.org/Apps/DOFAppJET/AccountingJournalRequestForm
at what level does the balancing credit need to be at for a stat entry?	The balancing statistical offset centers are intended to be at the Operating Entity level. There should be a center for each OE that anyone would need.
If you run a workbook that has several locations listed (as shown), can you run another month's report simply by changing the date and all the tabs will be adjusted at the same time?	you can set them but if you wanted to update them, they will have to be changed on each tab
Can we do manual calculations that pull from each of the sheets in a workbook? For example, add a new sheet with formulas that pull from the other sheets with live or static data?	yes you can!
Using the Journal report, can we click on the journal to see the other side of journal entry?	Yes, you certainly can. Clicking the magnifying glass will open the entire journal so you can see all lines of the entry.
Are there statistical reports for adjusted patient days/adjusted discharges?	In the slice and dice functionality? I don't think so. You can only slice/dice by one column at a time. The variances at the account level are calculated directly on the composite of course

How many filters can we save on each report?	I think it's unlimited
I do not have access to Central Finance Reports	To get access to the central finance reports you need to have the Financial Analyst role assigned at a company level. You can put in a pegasus request to add this role
Will the translator allow us to enter a Workday center and get the legacy equivalent? Same with accounts.	No, for now it only goes the one direction
I think I need operational finance guidance...my journal entries could be many lines but are usually handled by Finance accounting. Am I now expected to put those in myself or still send them to Adriana	Users with Accountant or Accounting Manager security role assignments will have access to EIB journal upload functionality to facilitate loading high volume entries. Instructions and a copy of the EIB template will be distributed to these user groups. Users that do not have this access may reach out to (FinanceWorkdayEIB@vumc.org) to discuss utilizing the same EIB journal template for high volume entries where the journal entry tool may not be optimal.
What day of month end close will the automatic process of accruing for unpaid supplier invoice requests be run?	Best guess is day 2, but this (along with all close tasks) will be fluid the first few month-end closes as we transition into WD. You can use the task 'Find Period Closes' to view the close status and where we are in the process. The receipt accrual is captured in the step 'Confirm Close Activities for Procurement are Complete'.
Can anyone create their own version of Central Finance Reports? Or is this a report writing function?	Each person can control their own shortcuts which can be very helpful. Creating a new dashboard however though is a report writing function.
Which company will have the liability for the receipt accruals?For example, when the accruals are created by the system related to VHAN's requisitions, does the liability side reside on VUMC's balance sheet or will it reside on VHAN?	The receipt accrual is recorded to the company from the line level of the PO, which may differ from the company in the header. In your example, the accrual will be present on VHAN's BS, not VUMC.
If you share a workbook with multiple people and one person who doesn't have the right access refreshes, does it mess up the report view for everyone?	it does, but anyone with access should be able to re-refresh the data.you can also choose to bring in the static data to share
Will there be some quick guides created? One of which would be helpful would be on the prompts for some key BS and P&L reports (like whether to check intercompany worktags/elims, funds, company (i.e. knowing difference between consolidated vumc and just vumc, knowing in general which budget to select, etc...) I think these will be challenging for many users. Another quick quide over what was just done with creating the workbook, saving, etc.	Yes, we can put some qrgs together for central office reporting tips

can outside data be added to workbooks?	yes, and you can add a new sheet and perform calculations, etc. just like in excel
if i had multiple workbooks and i wanted to update a period from February to March is there a way to do that for all worksheets as opposed to going into each individual worksheet and changing the period?	you can refresh all at once, but prompts will need to be adjusted on individual sheets
Is there a way to search the reports or custom workbooks by PCC and/or Division (AOR, AOD, etc)?	Do you mean return data for only those parameters? If so, yes, depending on the report. Most reports have either an Organization or Worktags prompt you can use to filter results such as this. AOR/AOD would be considered operating entities. I believe PCC areas are organized into CC hierarchies that you could filter on, but I would look to my reporting friends to validate.
Can you share filters?	No, filters are user specific unfortunately. Same with menu apps, shortcuts, and search preferences.
will canceled journals be removed after the period closes?	No, the canceled journals remain in WD for audit trail purposes. We cannot remove or delete journals, but you can filter these statuses out to streamline your view.
Can we save this landing page somehow on our profile so that we don't have to search for it?	Yes, for central Finance roles it should already be delivered and visible in your menu. All central Finance roles should have the following role assignments at a minimum: Finance Analyst at the Consolidated VUMC company hierarchy and Cost Center Financial Analyst at the All VUMC Centers cost center hierarchy. The Finance Analyst role allows for viewership on central reports that are organized by company. The CC Financial Analyst role allows for viewership on departmental reports that are organized by CC. All users on this training should validate they have both role assignments and submit a Pegasus request to have them added if not present.
Do we have a list of the companies and what is included in each company for example consolidated vumc vs just vumc?	There are a few options depending on preference of how you want to look at this. 'Extract Company Accounting Details' will give you a complete list of the lowest level companies created in WD, along with the first level up organizations (or company hierarchies) they are included in. 'Extract Company Hierarchies' will give you a similar view for the hierarchies and various levels within each.

And are there any drop down menus vs having initiate a search? If you don't pick the correct word, nothing comes up.	Sitemap' that can be accessed from your profile gives you a list of WD delivered reports and tasks organized by functional area that might be helpful. What users see here is restricted by the security access they have. This will not show Custom Reports however, but using this as a reference at times may help learn key words.
If you create a workbook with multiple tabs of data, so a tab for individual areas, can you update the filter for the period in one spot and it update all tabs?	no, you will have to update the filters on each tab but you can refresh them all at once
How do the approvals work for both type of entries	I assume both types here refers to the 'Create Journal' task in WD vs the JET tool. Entries from both methods will go through workflow and require approvals from the Controller's group depending on the content of the journal, primarily driven by the ledger accounts impacted. For example, any journal impacting NPSR or Patient AR will have to be approved by an Accounting Manager-Revenue (aka Jim Newman's team). The primary difference between the two entry methods is that journals submitted through JET will also require a Cost Center Manager approval for any impacted CCs before going through central Accounting approval. Also, The deck Diana will distribute includes a slide summarizing these approval steps and responsible groups.
Is there a dollar threshold or will any prepaid expense be amortized?	The initial threshold the AP team is using is the historical $250K; however, we know that is too high for some of our Affiliate companies so they will be working with AP to optimize those SOPs so material items for them are amortized over the life of the contract versus expensed at once. If the prepaid flag is missed by AP, accounting does have the option to go back and do an accounting adjustment to change the supplier invoice to a prepaid.
Who is responsible for checking the prepaid?	AP team checks the prepaid flag at the time of supplier invoice creation. Accounting reviews the related contract and sets up the amortization schedule based on those terms.

Did we talk about accruals for purchased services or leases if invoices have not been received	Our understanding from SCM is that services should be the same process described for goods. For PO based services, a receipt would be required to 'receive' the value or estimated value of the services incurred during the month. We will obviously need to monitor this during the first few month-ends and make manual adjustments where necessary given the newness of the process. I believe most, if not all, leases will be established as contracts and scheduled invoices thus following a different process. We will need to touch base with the SCM team to confirm understanding of that process and how that may impact month-end accounting activities.