



## Departmental Receipt Accrual Dashboard

The Departmental Receipt Accrual Dashboard is a tool that provides a consolidated view of receipt accruals for better financial tracking, timely reporting, and managing expenses. The dashboard will be delivered to the Workday Menu of Cost Center Managers and Cost Center Financial Analysts. The dashboard has two tabs, **Future Expected Month End Receipt Accruals**, a forward looking view that is updated daily, and **Receipt Accrual Posted Journals by Month**, a view of the historically posted journal entries that is updated monthly. Follow the steps below to navigate the dashboard.

### Future Expected Month End Receipts Accrual

The Future Expected Month End Receipt Accruals calculates accrual as of the day the report is run. It represents the Receipt Accrual that would generate if run on that day. Data is refreshed overnight.

1. Navigate to the **Menu** option on the Workday homepage, and select **Departmental Receipt Accrual** from the drop down list of Apps. You can also search by the report name in the **Search** bar.
2. Select the **Future Expected Month End Receipt Accruals** tab.
3. View Receipt Accrual by Cost Center, Spend Category or Supplier. Select an **Accrual Amount** to view a pop up of the Receipt, the Document Date and the Purchase Order.

**Note:** Reports can be narrowed down by various worktags using the **pencil icon** on each tab.

4. Select the **Receipt**, **Document Date** or **Purchase Order** to view more information.

Items displayed indicate receipts created in Workday for goods or services rendered that do not have an invoice. If you believe that an invoice should have been received: \*contact the supplier to see if they sent an invoice \*email [vumcdisbursements@vumc.org](mailto:vumcdisbursements@vumc.org) to see if the invoice is in draft status. If an invoice is not expected, make the appropriate receipt adjustment or request to close the PO. Please email [vumcencumbranceremoval@vumc.org](mailto:vumcencumbranceremoval@vumc.org) to request PO closure. Use the [Receiving Quick Guide](#) to learn how to create a receipt adjustment.

The screenshot shows the Workday interface for the Departmental Receipt Accrual Dashboard. It includes a menu on the left, a search bar at the top right, and two main tabs: 'Future Expected Month End Receipt Accruals' (highlighted with a green circle 2) and 'Receipt Accrual Posted Journals by Month'. Below the tabs, there are three filter options: 'Receipt Accrual by Cost Center', 'Receipt Accrual by Spend Category', and 'Receipt Accrual by Supplier'. A table displays data for these filters, with a green circle 3 highlighting the 'Accrual Amount' column. Below the table, there are two dropdown menus for 'Criteria' and 'View by', and a 'Refresh' button. At the bottom, a table shows two items with columns for 'Receipt\_for\_Receipt\_Line\_Distribution', 'Receipt\_Line\_for\_Receipt\_Line\_Distribution' (highlighted with a green circle 4), 'Document\_Date', and 'Purchase\_Order\_for\_Receipt\_Line'. A green arrow points from the 'Receipt\_Line' column to the 'Purchase\_Order' column.



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### Receipt Accrual Posted Journals by Month

The Receipt Accrual Posted Journals by Month represents historically posted journals from the Receipt Accrual task. Data is updated monthly when the Receipt Accrual task is processed by Central Finance.

1. Select the **Receipt Accrual Posted Journals by Month** tab to see what was posted by the top 25 suppliers for the past six months to view monthly trends.

**Note:** Select **View More** at the bottom of the supplier list to view all suppliers for your area.

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## Departmental Receipt Accrual

Future Expected Month End Receipt Accruals

Receipt Accrual Posted Journals by Month **1**

