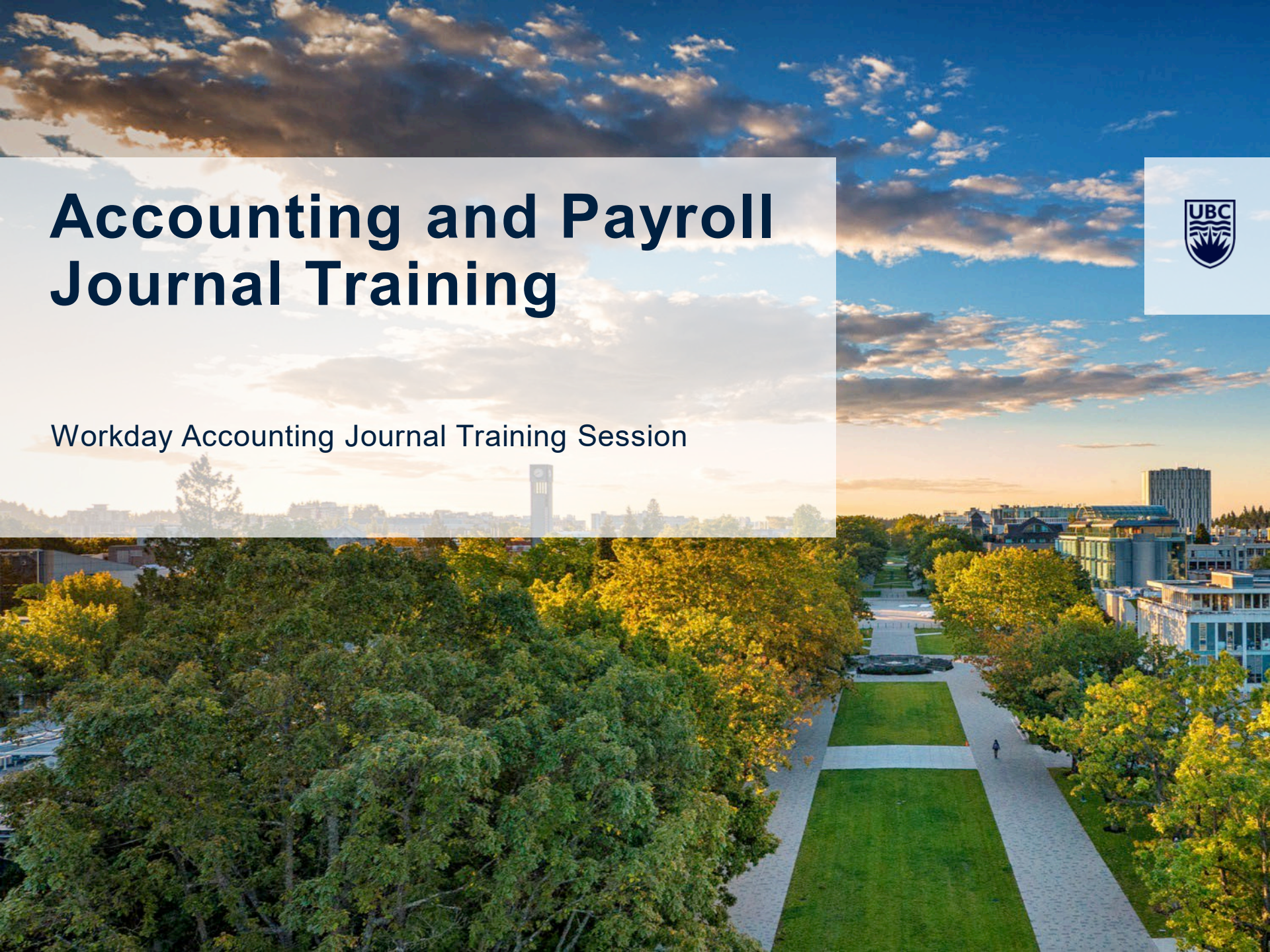


Accounting and Payroll Journal Training

Workday Accounting Journal Training Session



Land Acknowledgement

We are grateful to the peoples of these indigenous nations to allow us to gather today.

I respectfully acknowledge that I live, work and play on the traditional, ancestral and unceded territories of several nations including, xwməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Səlílwətaʔ/Selilwitulh (Tsleil- Waututh), S'ólh Téméxw (Stó:lō) and Stz'uminus Nations.



Agenda

- Introductions
- Workday Accounting Journal - definition, process changes and why
- Identify Various type of journals
- Discuss the two journal types for department entry
 - Accounting Journals (campus manual) and
 - Payroll Accounting Journals
- Security Roles and Business Process
- Step-by-Step instructions for Accounting Journal
- Step-by-Step instructions for Payroll Journal
- Tips to reduce errors
- Supporting documentation requirements
- **Q&A**



Introductions

- Panel
 - Brian Zackon – Senior Finance Manager
 - Farrell Louie – Senior Finance Manager
 - Kim Fowler – Accounts Receivable Coordinator
 - Allison Kim – Director, Academic Finance
 - Brian Kwok – Senior Manager, Financial Planning & Analysis

- Website – MedNet > Resources > Finance > Accounting Journals
- Queries? – Contact med.jv@ubc.ca



Accounting Journals – Changes

What are Accounting Journals?

Formerly known as *Journal Vouchers*, WorkDay **Accounting Journals** are user generated journal entries for the purpose of transferring financial transactions between worktags.

Examples when to create an *Accounting Journal*:

- An incorrect Worktag was used in the original entry.
Create a *Journal* to make the adjustment to transfer the amount to the correct Worktag.
- Original customer invoice with one or more worktags was incorrectly recorded.
- **Accounting Journals** should **not** be used to make corrections to PAID supplier invoices or expense reports transactions.
For these type of transactions contact your Finance Manager or Analyst to complete an Accounting Adjustment
- For internal sales (Internal Service Delivery), contact the ISD initiator



Accounting Journals – Changes (cont'd)

New Process

- Department staff will no longer use the journal voucher tool
- Department staff will enter the journal directly into Workday
- Finance staff will check the journal for coding, logic and supporting documentation

Why are these changes happening?

- Improved process and efficiency
- Eliminate the current double entry system
- Easy tracking the WorkDay process business flow – anyone can see it
- Easy access to find lists of spend and revenue categories.



Accounting Journals

Department led journals:

- **1 - Campus Manual**
- **7 - Payroll Accounting Journal**

Seek advice from FoM Finance:

- Campus Transfers (Interfund transfers)
 - Transfers in and Transfers out between accounts
- OFT – One-time transfers (Vancouver and Okanagan)
 - Transfers between FD000 accounts
 - Balance transfers
- Recurring Transfers (Vancouver and Okanagan)
 - Usually only used by Central



Two Journal Types for Department Entry

1 - Campus Manual

- Covers most non payroll transactions

Example:

- Transfer costs or revenue from one program to another
- Transfer costs from one grant or program to another
 - 1 – Campus Manual cannot be used to move revenue from grants

7 - Payroll Accounting Journal

- All transfers of salary and benefits

NOTE: Cannot move payroll items via campus manual nor non-payroll with Payroll Accounting Journal

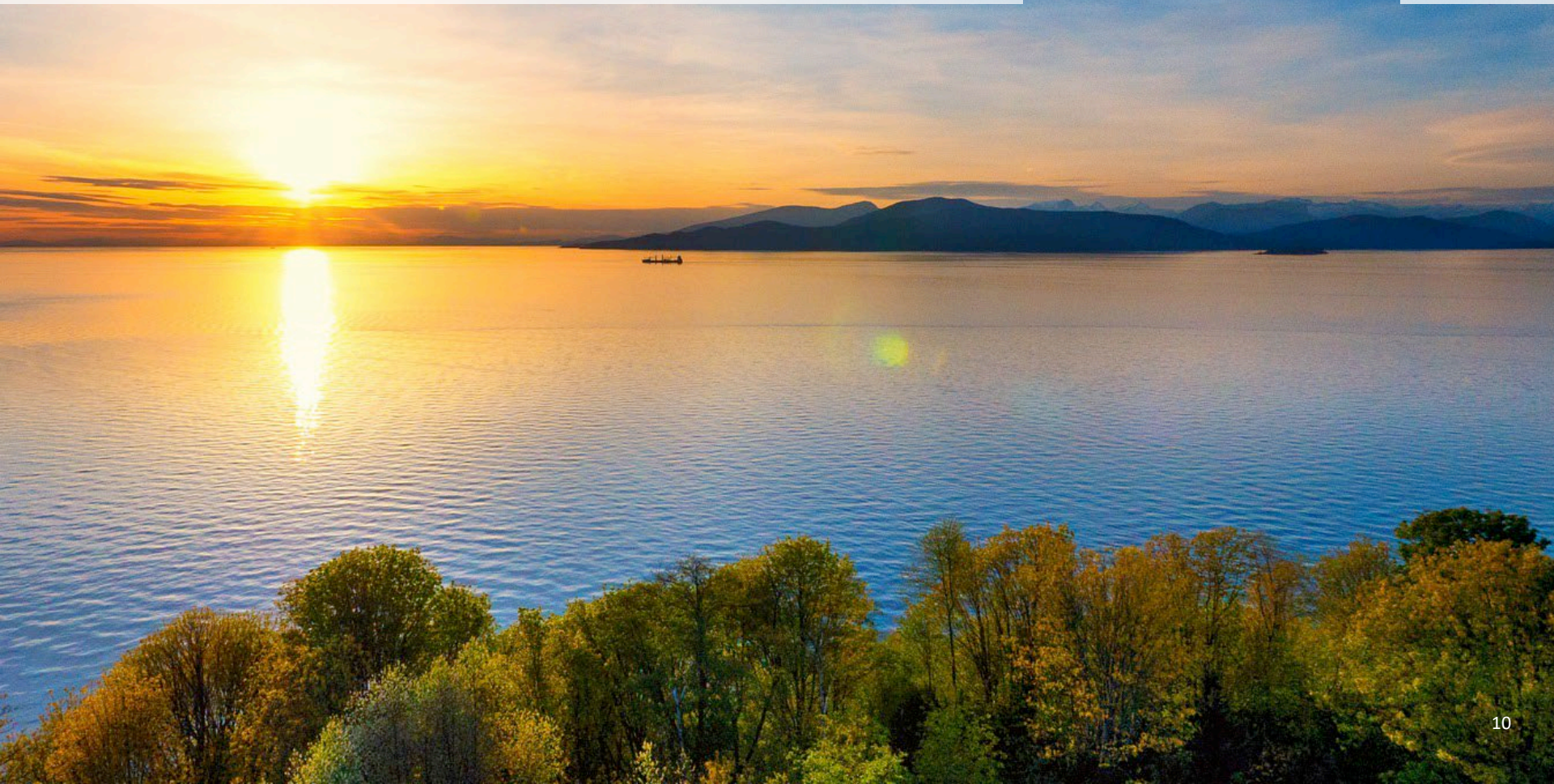


Security Roles and Business Process

- New Security roles for initiator (Department Journal Requestor)
- Department Journal Requestor uses 'Create Journal' in Workday to create journal
- Review of journal information and supporting documentation by FoM Finance team and approval
- If information and/or documentation is lacking, FoM Finance will contact requestor for additional details
- Budget Owner (i.e. Worktag Manager) review and approval in Workday
- Depending on total value of JV:
 - JV under \$15k – no further action required; entry is posted to Workday ledger
 - JV \$15k & over – review and approval by Finance Director
i.e. Finance portfolio manager approval required prior to posting



7 - Payroll Accounting Journal



Step by Step Instructions – Payroll Accounting Journal

Payroll Journal Required Information

Required Information	Purpose
<p><u>Additional Worktag – first field to enter</u></p> <ul style="list-style-type: none">✓ Employee Name✓ Position Number <p><u>Other fields</u></p> <ul style="list-style-type: none">✓ Ledger Account✓ Revenue/Spend Category <p><u>Memo Details</u></p> <ul style="list-style-type: none">✓ Employee Name✓ Employee ID✓ Period of salary transfer e.g. Oct/22–Jan/23	<p><u>Additional Worktag info required to:</u></p> <ul style="list-style-type: none">• Allow for incorporation of journal amount into integration of automated monthly billback invoicing.• Consolidate employee salary information accurately in the Payroll Summary report. <p><u>Memo Details are referenced repeatedly:</u></p> <ul style="list-style-type: none">• Adds clarity and context to allow easy understanding during the approval process, as well as, month-end and or year-end reviews.• Important details for audit reviews of salary expenses. Audits conducted by Research Finance, OAG (Office of Auditor General), and others.• Ensure salary expenses for a specific period are not transferred repeatedly.

Important: When transferring payroll revenue from a Program/Gift/Project Worktag, use revenue category FOM Billback Recovery (and select faculty/staff etc) -

- **DO NOT USE External Cost Recovery revenue category**



Step-by-Step Instructions – Payroll Accounting Journal

Workday Search Bar: **Create Journal** > Select: **Create Journal**

Ledger: From the drop down list:

Select: *All Ledgers*

Select: *UBC The University of British Columbia : Actuals*

Accounting Date: *Enter today's date

- *When entering for month-end cutoff, use either 30th or 31st
- *CAUTION: If the month has rolled into the next account period, update with the correct month.

Journal Source: From the drop down list:

- Select: **7-Payroll Accounting Journal** (For payroll journals only)

Balancing Fund: From the drop down list:

- Scroll down to Select: *FD999 Balancing Fund*, or, type: *FD999*

Memo: Enter a *brief but clear* reason for journal

Control Total Amount: Enter the total dollar amount of the Journal

Select: **Continue**

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

Ledger	* UBC The University of British Columbia : Actuals	Memo	Transfer salary to correct program
Accounting Date	* 2023-04-25	External Reference ID	
Period	Apr-FY2024 Actuals (UBC The University of British Columbia)	Record Quantity	<input type="checkbox"/>
Currency	CAD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	* 7-Payroll Accounting Journal	Include Tax Lines	<input type="checkbox"/>
Display Account Set	(empty)	Disable Optional Worktag Balancing	<input type="checkbox"/>
Balancing Fund	* FD999 Balancing Fund	Adjustment Journal	<input type="checkbox"/>
Optional Balancing Worktags		Create Reversal	<input type="checkbox"/>
Currency Rate Type	(empty)	Reversal Date	
Book Code		Control Total Amount	5,000.00

Continue Cancel



Step by Step Instructions – Payroll Accounting Journal

Ledger Account: Requires a ledger # (5000, 5010, 5020, 5100)

- Start typing in the name of appropriate ledger account (e.g. staff)
- Press enter then choose the appropriate account

Debit Amount: Enter the amount to transfer/move out.

Memo: Add SPECIFIC details to each line item:

- Include Employee name and Employee number,
- Include Applicable dates of salary being transferred

Budget date – enter the date of the original transaction

- For multiple lines, the last date of all items to transfer
- Dates are particularly important for grants

Journal Entry Lines Attachments

Journal Entry Lines 2 items

	Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date
+ -	▼	x UBC The University of British Columbia	x 5010:Salaries Staff	5,000.00	0.00	K Fowler Emp! #12345 salary Apr 22-Mar 23		2023-03-31



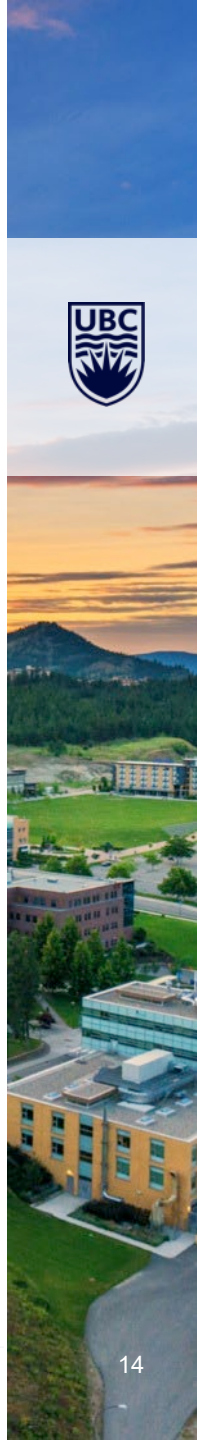
Step by Step Instructions – Payroll Accounting Journal

IMPORTANT– SCROLL TO ADDITIONAL WORKTAGS

Must include the following:

ENTER: Employee Name or Emp #

- Select: Employee Name
- Select: Position #



Journal Entry Lines Attachments

Journal Entry Lines 2 items

Gift	Cost Center	Spend Category	Revenue Category	*Additional Worktags	Interworktag Affiliates	Exclude from Spend Report
	× CC02017 General Unit - AR Faculty of Medicine	× Salaries Staff Management & Professional		× Employee: Kim Fowler × Function: FN000 Instruction × Fund: FD003 Salary and Benefit Billbacks × Position: P000011261 Accounts Receivable Coordinator - Kim Fowler		<input type="checkbox"/>
	× CC02017 General Unit - AR Faculty of Medicine	× Salaries Staff Management & Professional		× Employee: Kim Fowler × Function: FN000 Instruction × Fund: FD000 General Purpose Operating × Position: P000011261 Accounts Receivable Coordinator - Kim		<input type="checkbox"/>

Submit Save for Later Cancel

Step by Step Instructions – Payroll Accounting Journal

Scroll back, next:

- Enter Worktag (Program, Grant, Project, Gift)



Journal Entry Lines Attachments

Journal Entry Lines 2 items

Program	Grant	Project	Gift	Cost Center	Spend Category	Revenue Category
<input type="checkbox"/> PM011075 A/R Suspense Account Unit AR Faculty of Medicine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> CC02017 General Unit - AR Faculty of Medicine	<input checked="" type="checkbox"/> Salaries Staff Management & Professional	
<input checked="" type="checkbox"/> PM007802 AR Accounts Unit - AR Faculty of Medicine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> CC02017 General Unit - AR Faculty of Medicine	<input checked="" type="checkbox"/> Salaries Staff Management & Professional	

Submit

Save for Later

Cancel

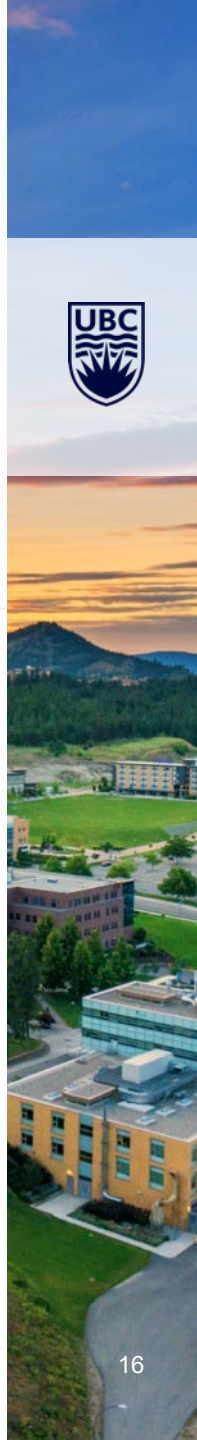
Step by Step Instructions – Payroll Accounting Journal

Scroll to **Spend Category**:

Select type of employee spend:

- Faculty Term,
- Staff Salary Management
- Professional,
- Benefits Purchased, etc.

Go to the next line: follow the same process but identify as **CREDIT** line



Journal Entry Lines Attachments

Journal Entry Lines 2 items

Grant	Project	Gift	Cost Center	Spend Category	Revenue Category	*2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="x CC02017 General Unit - AR Faculty of Medicine"/>	<input type="text" value="x Salaries Staff Management & Professional"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="x CC02017 General Unit - AR Faculty of Medicine"/>	<input type="text" value="x Salaries Staff Management & Professional"/>	<input type="text"/>	

Submit Save for Later Cancel

Step by Step Instructions – Payroll Accounting Journal

To add a line:

- From the menu line, Locate “+” plus sign on the far left.
- Be aware, do not use the “+ “or “- “sign adjacent to the journal line

Journal Entry Lines

Attachments

Journal Entry Lines 2 items

+	Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo
+ -	▼	x UBC The University of British Columbia	x 5010:Salaries Staff	5,000.00	0.00	K Fowler Empl #12345 salary Apr 22- Mar 23

****IMPORTANT ****

When adding a line, Workday automatically duplicates all the information from the line below.

For each line entry, remember to review and accurately record the correct Employee, Worktag and Revenue or spend category.



Step by Step Instructions – Payroll Accounting Journal

After recording all details REVIEW the total amounts are the same:

1. **Total As-Entered Transaction Debits** VS **Total As-Entered Transaction Credits**
BOTH amounts MUST match.
2. The final check: confirm the **Control Total Amount** matches.
3. Select **Submit**

Journal Information

Ledger UBC The University of British Columbia : Actuals

Accounting Date * 2023-04-25

Period Apr-FY2024 Actuals (UBC The University of British Columbia)

Currency * CAD

Journal Source * x 7-Payroll Accounting Journal

Balancing Fund x FD999 Balancing Fund ...

Optional Balancing Worktags

Book Code

Journal Details

Memo Transfer salary to correct program

External Reference ID

Adjustment Journal

Create Reversal

Reversal Date

Include Tax Lines

Control Total Amount 5,000.00

Total As-Entered Transaction Debits 5,000.00

Total As-Entered Transaction Credits 5,000.00

Journal Entry Lines Attachments

Journal Entry Lines 2 items

	Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Program
		x UBC The University of British Columbia	x 5010:Salaries Staff	5,000.00	0.00	K Fowler Empl #12345 salary Apr 22- Mar 23	<input type="text"/>	2023-04-25	x PM011075 A/R Suspense Account Unit AR Faculty of Medicine

Submit

Save for Later

Cancel



Step by Step Instructions – Payroll Accounting Journal

Attachments are MANDATORY

Select: **Attachment**

- Attach the required backup documentation

Select: **Submit**

Journal Entry Lines **Attachments**

Attachments


Drop files here

or

Select files

Journal Entry Lines **Attachments**

Attachments

 **Transactions to cost centres Mar 2023.xlsx**
✓ Successfully Uploaded!

Companies Without Access

Comment



Step by Step Instructions – Payroll Accounting Journal

Click **View Details**

Business Process Record

Up Next: James Johnston | Approval by Program Manager
(Program+)(COUS)

[View Details](#)

Top Bar provides **Journal JE #**

Click **Done**

Business Process Record Journal: JE-0000228778 on 2023-04-25 for \$5,000.00 by Kim Fowler

Up Next

Allison Kim
Approval by Program Manager (Program+)(COUS)

> **Details and Process**

Do Another
Create Journal

Done



1 - Campus Manual



Step by Step Instructions – Campus Manual

Non-Salary Journals Required Information

Required Information	Purpose
<p><u>Memo Details</u></p> <ul style="list-style-type: none">✓ Type of expense✓ Purpose of transfer✓ Specific period of original transaction <p><u>Other items</u></p> <ul style="list-style-type: none">✓ Ledger Account✓ Revenue/Spend Category	<p><u>Memo Details info required to:</u></p> <ul style="list-style-type: none">• Quickly understand what expenses are being moved and why a transfer was required• Allow the reviewer to trace back to the original transaction in the Ledger Summary report and avoid repeated transfers

DO NOT USE External Cost Recovery revenue categories



Step by Step Instructions – Campus Manual

Workday Search Bar: **Create Journal** > Select: **Create Journal**

Ledger: From the drop down menu:

Select: **All Ledgers**

Select: **UBC The University of British Columbia: Actuals**

Accounting Date: Use today's date or in the case of entering for **month end cutoff*, enter 30th or 31st.

*If the month has rolled into the next accounting period, remember to change to the previous month.

Journal Source: From the drop down menu:

Select: **1-Campus Manual** for all journals not related to payroll

Balancing Fund: From the drop down menu:

Scroll down or Type: **FD999 Balancing Fund**

Memo: Enter a brief and descriptive reason for the journal entry.

Assists with supervisor approval and at yearend or audit.

Control Total Amount: Enter the total amount of the Journal

Select: **Continue**

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

Ledger	* UBC The University of British Columbia : Actuals	Memo	Transfer non salary costs
Accounting Date	* 2023-04-25	External Reference ID	
Period	Apr-FY2024 Actuals (UBC The University of British Columbia)	Record Quantity	<input type="checkbox"/>
Currency	CAD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	* 1-Campus Manual	Include Tax Lines	<input type="checkbox"/>
Display Account Set	(empty)	Disable Optional Worktag Balancing	<input type="checkbox"/>
Balancing Fund	* FD999 Balancing Fund	Adjustment Journal	<input type="checkbox"/>
Optional Balancing Worktags		Create Reversal	<input type="checkbox"/>
Currency Rate Type	(empty)	Reversal Date	
Book Code		Control Total Amount	7,525.00

Continue Cancel



Step by Step Instructions – Campus Manual

Ledger Account: This field requires the ledger # (4000, 4100, 4200, 6300, etc.)

Debit Amount: Put in the amount of the transaction

Memo: Brief description of reason for journal

Budget date – enter the date of the original transaction – particularly important for grants

Journal Entry Lines Attachments

Journal Entry Lines 2 items

Order	Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Program
	× UBC The University of British Columbia	× 6500:Travel and Accommodation	7,525.00	0.00	Travel in wrong program		2023-01-04	× PM011075 A/R Suspense Account Unit AR Faculty of Medicine
	× UBC The University of British Columbia	× 6500:Travel and Accommodation	0.00	7,525.00	Travel to correct program		2023-01-04	× PM007802 AR Accounts Unit - AR Faculty of Medicine

Scroll to Worktag (**Program, Grant, Project, Gift**) put in Worktag

Journal Entry Lines Attachments

Journal Entry Lines 2 items

Program	Grant	Project	Gift
× PM011075 A/R Suspense Account Unit AR Faculty of Medicine			
× PM007802 AR Accounts Unit - AR Faculty of Medicine			



Step by Step Instructions – Campus Manual

Scroll to **Spend Category** or **Revenue Category** and type in the name

- Revenue Category - Goods and Services, Donations Revenue, etc.
- Spend Category - Research supplies, Office Supplies, Travel, etc.)

Go to next line and follow the same above process but using the **credit** line

Journal Entry Lines Attachments


Journal Entry Lines 2 items

Gift	Cost Center	Spend Category	Revenue Category
<input type="text"/>	× CC02017 General Unit - AR Faculty of Medicine	× Event and Conference Registration	<input type="text"/>
<input type="text"/>	× CC02017 General Unit - AR Faculty of Medicine	× Event and Conference Registration	<input type="text"/>

To **add a line** go to the plus sign under the Journal Entry Lines name – do not use the + or – sign on the journal line

Journal Entry Lines Attachments

Journal Entry Lines 2 items

	Order	*Company	Ledger Account
<input type="text"/>	▼	× UBC The University of British Columbia	× 6500:Travel and Accommodation

****Please note when you add a line Workday automatically duplicates all the information from the line below. You need to type over this information to make sure the correct Worktag and Revenue or spend category are added****




Step by Step Instructions – Campus Manual

When complete the **Total As-Entered Transaction Debits** and **Total As-Entered Transaction Credits** have to match and match the amount showing in **Control Total Amount**


Journal Information


Ledger UBC The University of British Columbia : Actuals


Accounting Date * 2023-04-25 


Period Apr-FY2024 Actuals (UBC The University of British Columbia)

Currency * CAD

Journal Source * 

Balancing Fund 

Optional Balancing Worktags 

Book Code 

Journal Details

Memo

External Reference ID

Adjustment Journal

Create Reversal

Reversal Date

Include Tax Lines

Control Total Amount	7,525.00
Total As-Entered Transaction Debits	7,525.00
Total As-Entered Transaction Credits	7,525.00

Click on **Attachment (attachments are mandatory)** – Click on Select Files and select the correct backup for this journal. The backup must provide details aligning with the transactions occurring in the journal match the journal.

Journal Entry Lines

Attachments

Attachments

Drop files here

or

Select files





Step by Step Instructions – Campus Manual

Click **Submit**

Journal Entry Lines Attachments

Attachments

  Transactions to cost centres Mar 2023.xlsx
✓ Successfully Uploaded!


Companies Without Access

Comment

Click **View Details**
Top Bar show's Journal JE #
Click **Done**

Business Process Record Journal: JE-0000228779 on 2023-04-25 for \$7,525.00 by Kim Fowler

Up Next Do Another

 Allison Kim Create Journal

Approval by Program Manager (Program*)(COUS)

> **Details and Process**



How to Reduce Errors and Alerts

ALL JOURNALS:

- Budget Dates – change them where necessary particularly for grants
- Budget date should be relevant to original entry not today's date
 - If the Budget Date is outside the grant period (i.e. grant has expired), the transaction is ineligible, and you must use another Worktag
- All Worktags – Cannot move revenue to expense
- Revenue and Spend Categories beginning with “C-“ at the front of their name are conversion categories and cannot be used for new transactions in Workday
- Supporting documents is mandatory. Workday will not allow JV submissions without supporting documents
- Supporting documents must align with journal transaction amounts
- Cannot process a JV with both payroll ledger accounts and non-payroll ledger accounts - they must be processed separately
- Ledger account 6390 and 4290 (internal sales and supplies) cannot be used when processing a journal. Please use for 6390 = 6300 and 4290 = 4200 or get the ISD transaction corrected by the ISD initiator to move the expense to the correct worktag



How to Reduce Errors and Alerts

PAYROLL JOURNALS

- **Payroll items only in a 7 - Payroll Accounting Journal** – non-Payroll only on 1 - Campus Manual
- Payroll journal sequence - Ensure you enter the **Additional Worktag information first**
 - Employee name and position are both mandatory when inputting into the Additional Worktag field. Each journal line can ONLY allow one Employee as an additional Worktag
- Memo field must include employee name, employee number and applicable dates
- Please use contingent worker ID: CW00001 when you cannot allocate to the correct Employee
- A former employee will not have a valid position number so you can ignore the resulting alert.
- DO NOT USE External Cost Recovery revenue categories when transferring payroll revenue – USE FOM Billbacks Recovery

SPECIFIC TO GRANTS

- *Revenues* cannot be recorded into a Grant through department led journals



Month End Notes – Cancelled Journals

****IMPORTANT NOTES****

- After month-end closes, all *NON-APPROVED* journals are **automatically cancelled** in Workday.
- EMAIL NOTICE: UBC Central Finance emails a notice for all non-approved journals.
The subject line includes the MONTH, e.g. *March In Progress Accounting Journals Cancelled*
- MONTHLY TASK: Review emails to **locate cancelled journals against your name**
- NEXT STEP **create a NEW journal** by following the below steps:
 - Open Workday, locate the JE# **by entering the JE number in the search bar.**
 - At the top next to Journal and the *magnify glass*, hover mouse cursor and 3 dots... will display, Select the **3 dots ...**
 - **Journal** – Select: *Copy*
 - **Accounting Date:** Enter today's date
 - **Memo:** Remove (Copy of)
 - Select: **OK**
 - **Control Total Amount:** Enter the total amount of journal
 - Select: **Attachments**
 - Add attachment used on original journal
 - Click **Submit**
 - Click **View Details**
 - Top bar displays the journal #
 - Select: **Done**
- **Forgot the Journal number?** Use *Find Journal* in search bar.



Supporting Documents - Backup

From a finance perspective, the purpose of supporting documentation is to:

1. Provide verifiable proof that the original transaction(s) exists.
2. Provide complete and accurate details regarding the purpose, type of transactions and amounts being transferred.

Topic	Purpose	Examples of Acceptable Documentation
Existence	<ul style="list-style-type: none">• Prove that the original transaction to be transferred exists	<ul style="list-style-type: none">• Export of transaction from Ledger/ Payroll Summary
Completeness	<ul style="list-style-type: none">• Ensure that all relevant details and approvals to substantiate the JV transfer are included• Allow for subsequent review/audit of the JV transfer (if required)	<ul style="list-style-type: none">• Calculation of salary/benefits from specific months to be transferred• Email chains or other letters/ documentation with information relevant to the transaction
Accuracy	<ul style="list-style-type: none">• Confirm that the transaction details & amounts to be transferred are accurate and easily understood by all roles	<ul style="list-style-type: none">• Corroborate line item entries to documentation provided (e.g. worktags, revenue/spend categories, amounts, time periods, etc.)





THE UNIVERSITY OF BRITISH COLUMBIA

Questions?

