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Finance Accounting Journal Training Session

May 16, 2023, 2:00 – 3:30 pm

QUESTIONS FROM ATTENDEES:

CHAT QUESTIONS

Bethany Saunders (she/her) to Everyone 2:18 PM

did contingent workers get it too?

Christin Jung to Everyone 2:18 PM

Can a contingent work have the department journal requestor role?

Bethany Saunders (she/her) to Everyone 2:20 PM

Is it all cases that the budget owner needs to approve the credits?

Bethany Saunders (she/her) to Everyone 2:39 PM

is there a timeline for approvals that we should be aware of and if so, do we get a prompt or what happens? (I know Carrie followed up with me a few times)

Christin Jung to Everyone 2:44 PM

Will a department journal request be able to enter a journal that involves a program/grant/gift/project worktag in a different department?

Allison Kim to Everyone 2:45 PM

we'll go through all Q&A at the end of the presentation; there is Q&A section if you would prefer to use

👍 1

jsong to Everyone 2:51 PM

We don't always have employee ID. Could we leave it for payroll joural?

Chi Huang to Everyone 2:54 PM

does everyone have access to payroll summary report for payroll journal backup?

Chen Li to Everyone 2:57 PM

If we are moving salaries for multiple months, what do we put for the budget date? Or do we need to enter multiple lines i.e. one line per month?

You to Everyone 2:09 PM

The recording and PDF will be posted on MedNet:https://mednet.med.ubc.ca/resources/finance/training/

Collapse All ^

Rene Mrzljak 3:03 PM

Can contingent workers access this recording and training materials? Thanks.

Kun Liu to Everyone 3:09 PM

can you create journal by uploading a spreadsheet to workday? if it is within scope of this session?

Rene Mrzljak to Everyone 3:11 PM

Do both the worktag managers on the debit side and the credit side approve online (if they are different managers)?

Cristina Pow to Everyone 3:15 PM

Can you go over the accounting date box? I didn't quite get what Kim said about clicking at the end of the month.

Chen Li to Everyone 3:15 PM

What is the new process for movings expenses on an expense report? Most of our research supplies are on PCard / expense reports and we used to be able to move them via JV

👍 3 ❤️ 1

Chi Huang to Everyone 3:18 PM

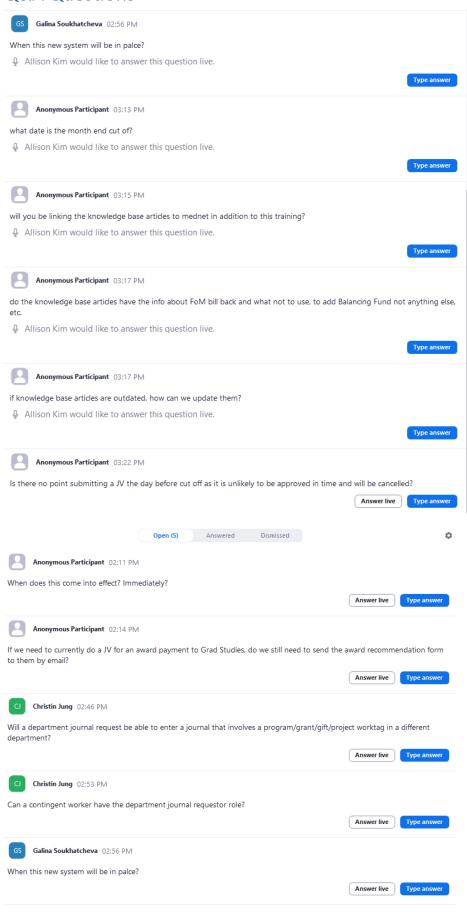https://finance.ubc.ca/year-end/important-dates-month-end-and-year-end

💬 😊 ⋯

👤 Who can see your messages? Recording On

Kun Liu to Everyone 3:09 PM

💬 😊 ⋯

Q&A Questions

GS **Galina Soukhatcheva** 02:56 PM

When this new system will be in palce?

🎤 Allison Kim would like to answer this question live.

`Type answer`

Anonymous Participant 03:13 PM

what date is the month end cut of?

🎤 Allison Kim would like to answer this question live.

`Type answer`

Anonymous Participant 03:15 PM

will you be linking the knowledge base articles to mednet in addition to this training?

🎤 Allison Kim would like to answer this question live.

`Type answer`

Anonymous Participant 03:17 PM

do the knowledge base articles have the info about FoM bill back and what not to use, to add Balancing Fund not anything else, etc.

🎤 Allison Kim would like to answer this question live.

`Type answer`

Anonymous Participant 03:17 PM

if knowledge base articles are outdated, how can we update them?

🎤 Allison Kim would like to answer this question live.

`Type answer`

Anonymous Participant 03:22 PM

Is there no point submitting a JV the day before cut off as it is unlikely to be approved in time and will be cancelled?

`Answer live` `Type answer`

Open (5)   Answered   Dismissed   ⚙

Anonymous Participant 02:11 PM

When does this come into effect? Immediately?

`Answer live` `Type answer`

Anonymous Participant 02:14 PM

If we need to currently do a JV for an award payment to Grad Studies, do we still need to send the award recommendation form to them by email?

`Answer live` `Type answer`

CJ **Christin Jung** 02:46 PM

Will a department journal request be able to enter a journal that involves a program/grant/gift/project worktag in a different department?

`Answer live` `Type answer`

CJ **Christin Jung** 02:53 PM

Can a contingent worker have the department journal requestor role?

`Answer live` `Type answer`

GS **Galina Soukhatcheva** 02:56 PM

When this new system will be in palce?

`Answer live` `Type answer`

RECORDING TRANSCRIPT

[CSSC 216] 14:02:17

Hello, thanks for joining us. We're just gonna wait till a little bit to the number. Stabilize.

[CSSC 216] 14:02:22

Thanks, for we've been working on some technical kinks.

[CSSC 216] 14:02:25

On our end. So.

[CSSC 216] 14:02:38

Give another 20 or 30 s or so. It's still building up over a 100 participants.

[CSSC 216] 14:02:43

So what the turnouts here?

[CSSC 216] 14:02:56

Alright. Things are slowing down a bit, so I think I will get us rolling.

[CSSC 216] 14:03:03

Thank you, everyone for joining us, and welcome. We are here to discuss about the new payroll accounting journal, tool or process that we have going.

[CSSC 216] 14:03:14

This will have a bit of descriptions, a bit of a training. And Demo, as you guys know how things are going, and with that we'll continue the slide deck.

[CSSC 216] 14:04:23

So for agenda we will start with introductions of the panel that we have here and we'll get to our name shortly.

[CSSC 216] 14:04:29

We only next walk into the accounting journals.

[CSSC 216] 14:04:32

Within work day. Previously they were the journal of Archers back in the old time, so we'll define them in case the things are clear.

[CSSC 216] 14:04:39

There discuss the process changes, and why we're tackling that we will identify the very types of journals that are available.

[CSSC 216] 14:04:45

But there will be 2 types of journals that with the new process the department staff will be able to enter directly into workday themselves.

[CSSC 216] 14:04:52

Those are the accounting journals called Campus Manual and payroll accounting journals.

[CSSC 216] 14:04:57

With that, with all types of access in workday, we do have a new security role set up, and we'll discuss that security roles as well as the business process.

[CSSC 216] 14:05:07

How the workflow will work. Now that you guys have more control on initiating these journals yourselves.

[CSSC 216] 14:05:12

Next in the slide deck itself. We'll have, step by step slides for both.

[CSSC 216] 14:05:17

The accounting journal and the Payroll Journal. So this slide deck will be available on our bedside as a reference guide for today's session.

[CSSC 216] 14:05:24

We'll actually be having Kim Fowler doing a live demo just to show you guys the process.

[CSSC 216] 14:05:30

So you guys can watch on screen fall long and fall and use the slide deck as a reference guide in future times.

[CSSC 216] 14:05:37

After the live Demos, we'll have some tips there to discuss what errors and alerts may come up, and how to reduce those as well as supporting documentation requirements with any types of journals here.

[CSSC 216] 14:05:49

We're moving transactions around likely, because there's some type of error or mistake involves.

[CSSC 216] 14:05:56

So we do need some type of documentation to describe what it should have been, what the errors happened, and all that at the end of the session we will have some time for a queue and a questions and answers, because we are recording the session.

[CSSC 216] 14:06:11

We asked that. Please put your questions into the chat and we'll address them at the end.

[CSSC 216] 14:06:17

Any questions that come up, we will document them and have the answers posted along the slide deck on the Bennet site add up the feature time.

[CSSC 216] 14:06:26

So, moving forward with the introductions for the panel itself.

[CSSC 216] 14:06:30

I'm my name is Sarah Louie. I am a senior finance manager with the academic finance team.

[CSSC 216] 14:06:35

So I support multiple academic departments of all those research centers.

[CSSC 216] 14:06:38

Some of you may know some of my endless Minsukong as well as Nicole, looks like so that's like it's a bit of context.

[CSSC 216] 14:06:47

I know that the other members introduce themselves. Hey? I'm Brian.

[CSSC 216] 14:06:50

I'm also a senior finance manager with economic finance, having my own portfolio and some of you may know my analysts dot Michael Maguire.

[CSSC 216] 14:06:59

It's just the 2 of us I'm kim feller.

[CSSC 216] 14:07:03

Councillor Cable, Coordinator, and we oversee invoicing payments, and also accounting journals.

[CSSC 216] 14:07:11

So they are members of the team that help pull this together.

[CSSC 216] 14:07:14

We are Alice and Kim, our Director of Academic Finance.

[CSSC 216] 14:07:16

She was on that spearhead. Its entire process, as well as Brian coach, our senior manager of financial planning and analysis.

[CSSC 216] 14:07:24

He's not able to join us today. But you guys, especially the administrators, would know him.

[CSSC 216] 14:07:28

He was the one who handles the batch security role process so definitely a very important name for making sure the security was provided to the right people as discussed a little earlier in future.

[CSSC 216] 14:07:40

This, all of our references, including the slide deck and any and live documents, will be available on the midnight site.

[CSSC 216] 14:07:47

Currently, we just have the link through. It's on Med's net.

[CSSC 216] 14:07:50

And if you follow the clicks through, it's under resources, finance, and accounting journals.

[CSSC 216] 14:07:54

We haven't put the actual website address in the slide deck at this moment.

[CSSC 216] 14:07:59

We will when it's available. We're updating the name of it from the old name journal Vulture.

[CSSC 216] 14:08:03

To accounting journals, which is why we don't have that.

[CSSC 216] 14:08:06

But at least you can click along for now and find it as well as in future.

[CSSC 216] 14:08:09

If you do have any questions, general questions, we have created a new general mailbox, as you see, there.

[CSSC 216] 14:08:16

Met jv@ubc.ca. To address any general coach or accounting journal, related questions.

[CSSC 216] 14:08:24

Moving with that so accounting journals, what changes are actually happening.

[CSSC 216] 14:08:27

So as we discussed, let's define them first off. So, accounting journals, as we again we used to call them journal vultures.

[CSSC 216] 14:08:35

Our manual journal entries, and the purpose of them is to move financial transactions between work tags and work tags just just to redefine it. Work.

[CSSC 216] 14:08:45

They could mean multiple things. So word tag, as we know them, are generally accounts.

[CSSC 216] 14:08:49

But other stuff we consider work tags, or, for example, unemployed name could be aortex, a different spend categories.

[CSSC 216] 14:08:55

Those are work tags as well. So we're either moving between accounts or between different categories.

[CSSC 216] 14:09:00

So some examples of when to create an accounting journal and this is not an exhaustive list.

[CSSC 216] 14:09:06

But as we talked about, if there was an incorrect work tag when the entry was first put through, so again it could be an account it was attributed to the wrong name, different wrong type of spend category revenue category.

[CSSC 216] 14:09:18

Another option is when another time is when another customer invoices.

[CSSC 216] 14:09:21

If sometimes when you do have one enforce your pain, you might split up into multiple accounts or multiple categories of spend, whether it be research supply versus travel versus Nielsen entertainment.

[CSSC 216] 14:09:33

So if any of those were recorded incorrectly need to move those amounts around.

[CSSC 216] 14:09:37

In some shape informed. This is when we would create an accounting journal to make the necessary changes.

[CSSC 216] 14:09:43

There are some areas where we don't use accounting journals for some types of changes, some areas that we do not use these for are to make corrections, to pay supplier invoices.

[CSSC 216] 14:09:54

So that means that when you do have invoices that you're paying to a vendor, we're especially saying that if the invoice is still in progress, aid has not been paid yet, that transaction has not been posted to the account has not been posted to the ledger so we can't make

[CSSC 216] 14:10:07

an accounting journal change at that time, yet on the Flip side if you have paid a supplier invoice, and the amount was wrong, we can't make changes to the amounts paid to supplier invoice, and the amount was wrong. We can't make changes to the amounts paid in through an accounting journal

[CSSC 216] 14:10:19

that would be tackled through a different process. Also, we do not make changes to expense reports, transactions via the accounting journal.

[CSSC 216] 14:10:25

If you come across any of these types of transactions that you need help with, do contact, your finance contact, whether it be one of the finest managers of analysts, and we can help you create what we call an accounting adjustment, a different type. Of journal that you will not have direct access to.

[CSSC 216] 14:10:41

Another type of transaction may see are the internal sales.

[CSSC 216] 14:10:44

So if you have stores, or one, you might see very often, is hiring solutions.

[CSSC 216] 14:10:50

Those are created by the internal service delivery. So for those, if you do need a correction to those transactions, you, the best place to start would be to contact the initiator of that internal service delivery and I was the person that's charging you for those services, or goods.

[CSSC 216] 14:11:06

So what's happening in this new world? So with this new process at this current time, if you haven't done journal vultures, you may know of the journal Vulture tool, the online form, you've gone into input the information that will no longer be necessary so department, staff, you will no longer put information

[CSSC 216] 14:11:24

to that tool. Instead, you will be given a role to enter the journal information directly into workday yourself.

[CSSC 216] 14:11:30

From there the finance staff, whatever you enter and submit through that will be routed to the finance staff here, and at that point they'll be checking for coding Logic's Point documentation making sure everything that's required for a journal to be put through and for approval

[CSSC 216] 14:11:46

is necessary, and necessary, and if required, there will be a back and forth to make sure everything is on the update so that I can get pushed through.

[CSSC 216] 14:11:56

So? Why are we driving towards this? The main overarching theme is that we're trying to improve process and efficiency here in the current journal about your tool system.

[CSSC 216] 14:12:05

What's happening is you folks as the department staff are entering our information into the system and the finance staff, then, is taking that information and then reentering into Work day that required that LED to a double entry a lot of extra time and spent that it's not that wasn't necessary

[CSSC 216] 14:12:23

additionally, once that we have had request of a lot of follow up.

[CSSC 216] 14:12:27

When you guys put the information in the journal Boxer tool, it kind of into a black hole.

[CSSC 216] 14:12:31

You do have the Jb. Number to track along, but there is no visibility for you to see that you'd have to request information to understand where the process was in that in the streamline of the timeline.

[CSSC 216] 14:12:43

When you guys now enter the information, you guys the initial, you guys initiators, you'll have.

[CSSC 216] 14:12:48

You'll see the entire business flow and be able to go back.

[CSSC 216] 14:12:51

See your initial request, and be able to go back, see your initial request, and also at which step the approval process flow and be able to go back.

[CSSC 216] 14:12:56

See your initial request, and also with at which step the approval process is who to go to and to follow up on.

[CSSC 216] 14:12:57

You have the reference number directly in work to itself, so that you, if at future time you want to follow back up or match that transaction to the ledger, you have all the information for you readily at your hands, save for you in your homework, day profile additional leads to that when you do enter

[CSSC 216] 14:13:13

the information directly into Work day. All the spend and review categories which before you had to refer to possibly a separate excel sheet to find all those will be directly into work in workday itself, and a final feature just looking at the name for example, travel if you type.

[CSSC 216] 14:13:29

In trial. One search for it. They'll give you the multiple categories for you to search.

[CSSC 216] 14:13:31

So all those we believe will both give you the transparency to know exactly what's going on and what's involved, but also speed things along because of the reduction in work across the board.

[CSSC 216] 14:13:44

So the accounting journals. There are 2 specific ones that we spoke about.

[CSSC 216] 14:13:48

That will be department-LED. The 2 types are number one, campus, manual, and number 7.

[CSSC 216] 14:13:54

Payroll, accounting, journal, no, we didn't skip numbers.

[CSSC 216] 14:13:56

The reason the numbers are there is because when we do show you the screen, we have one create journal screen, but there are multiple types of journals.

[CSSC 216] 14:14:04

We can. That can be done as we spoke to. These are the 2 that are will be terminally.

[CSSC 216] 14:14:09

There'll be multiple others which the finance can help you with.

[CSSC 216] 14:14:11

The 2. They are in a dropdown, and in that specific order.

[CSSC 216] 14:14:15

So you know that specifically, you'd be looking at either to work on the number one campus manual journal, or the number 7 in that order.

[CSSC 216] 14:14:23

Just an example of other types of transactions that reach out to your finance team again, your portfolio finance manager has to help with the first one.

[CSSC 216] 14:14:31

There we have campus transfers. So those are interfund transfers which you've seen normally at the transfer.

[CSSC 216] 14:14:37

We often see that for stuff such as when departments are transferring regional support to grants for principal investigators, that would be an example. There.

[CSSC 216] 14:14:47

The other 2 the one time, and recurring transfers.

[CSSC 216] 14:14:50

Those are more relate to general central funding. One times transfers are one off type of larger funding transfers, a common one.

[CSSC 216] 14:14:59

We see, at least from the Dean's office level, are teens convince that gets pushed down to the units for support.

[CSSC 216] 14:15:05

The other, one recurring transfers but very common is the annual Uvc.

[CSSC 216] 14:15:09

Funding that comes down departments. So those are usually done by central or Dean's office level, usually not something that's driven by the department itself. But is there?

[CSSC 216] 14:15:18

If there is need for that, do reach out to their finance team, support.

[CSSC 216] 14:15:20

Now going back to the 2 department that journals, the campus manual, the payroll accounting journal.

[CSSC 216] 14:15:25

Let's talk about those in a little more detail. So the number one canvas manual.

[CSSC 216] 14:15:30

This the main reason we break down the 2 is the campus manual is for non peril items. The one very important thing is that you cannot have both payroll and non payroll items on the same journal.

[CSSC 216] 14:15:40

They must be done separately. Unfortunately, that's a workday feature that we need to work with.

[CSSC 216] 14:15:45

So the campus manual get it all non payroll with a transaction.

[CSSC 216] 14:15:49

So the examples we see here, if we're trying to transfer costs or revenues from one program to another.

[CSSC 216] 14:15:54

So we're trying to move the cost from it was in the wrong account.

[CSSC 216] 14:15:57

We need to move it to the right account, or from one grant to the proper grant.

[CSSC 216] 14:16:01

Another thing is, we can also transfer the cost from one grant to or to a program.

[CSSC 216] 14:16:06

One thing we cannot do with these campus manuals is, we cannot use them to move revenues from grants when it comes to any grants.

[CSSC 216] 14:16:15

Research grants what we should always be doing is we can't move the money in and out, because all the firstly, only research, finance or for us can handle the grant.

[CSSC 216] 14:16:25

Revenues, but also it's the only funding from the original funding agency can use.

[CSSC 216] 14:16:32

Can be hit. The revenue line when we want to make adjustments in grants, we should be moving expenses.

[CSSC 216] 14:16:38

So that should be a general rule of thumb for you guys to remember.

[CSSC 216] 14:16:41

So the second type, again, is the number 7 payroll counting journal.

[CSSC 216] 14:16:45

That's what we want to transfer us sounds benefit for all types.

[CSSC 216] 14:16:49

So one we often see is between grants. If pi has multiple grants that they're trying to move costs between.

[CSSC 216] 14:16:55

That's one option. If there are any type of you know, if Sally were charged to the wrong account, and we need to move those as well.

[CSSC 216] 14:17:03

So the clear thing again, is to point out that anything we can, we can.

[CSSC 216] 14:17:10

We can never commingle non payroll with payroll items when it comes to journal entries.

[CSSC 216] 14:17:18

So with the 2 types of entries, you can tackle as long as everything else.

[CSSC 216] 14:17:24

There is a new security role that's required for you to access the create journal screen.

[CSSC 216] 14:17:29

So the new security role is called the Department Journal Requester.

[CSSC 216] 14:17:33

So we have moved forward, and we have provided this role to every single faculty of medicine staff member, both Union and on- so the that almost everyone should have this role if the role isn't available, then you should reach out to your department administrator there's a regular Batch process.

[CSSC 216] 14:17:57

To add security, roles one way to check this really quickly is with the second step to initiate the role.

[CSSC 216] 14:18:03

The when you have the department journal Requester, you would search, create journal in workday, and there should be an option for you to select that screen.

[CSSC 216] 14:18:12

If you type in, create journal, and no option shows up.

[CSSC 216] 14:18:16

That would mean that you do not have access to that screen and do not have that role at that point.

[CSSC 216] 14:18:20

That would be a time for you to reach out to your administrator and for them to add you to get you added to that role.

[CSSC 216] 14:18:27

So after you look up the create journal screen and you can do all of your work in there.

[CSSC 216] 14:18:35

Entering all the information. Once you submit that that will now be routed to the finance team, which will be reviewed.

[CSSC 216] 14:18:41

Whatever you put through for the information added as well as the supporting documentation, and with that review of any of the information our documentation is lacking.

[CSSC 216] 14:18:49

Then the finance team member will reach out to the requester and for additional detail, whether that be for email or there can also be the option.

[CSSC 216] 14:18:58

If you were to off sending things back. But at least everything we track in the workday itself.

[CSSC 216] 14:19:04

So that again, we know exactly where the process is back and forth.

[CSSC 216] 14:19:07

It wasn't necessary. When all is done on, everything is ready to go.

[CSSC 216] 14:19:11

The finance team will approve that push that forward at that point it will follow the regular process which it will go to. The budget owner.

[CSSC 216] 14:19:18

In other words, the word tech manager to review and approve.

[CSSC 216] 14:19:20

And so that the spending is allowed after the budget owner has approved it.

[CSSC 216] 14:19:26

There, depending on the value of the accounting journal.

[CSSC 216] 14:19:31

If the if the value total value is under $15,000, there's no additional review required.

[CSSC 216] 14:19:39

Those will be posted immediately into workday, and you'll see that right away if you look up the ledger Summary.

[CSSC 216] 14:19:45

If the accounting journal is over 50,000 additional approvals required by the Finance director role and the Finance directors are the Finance directors are the Finance portfolio managers, for example, myself and Brian for individual areas.

[CSSC 216] 14:19:59

So we would likely be the last step before that gets posted to your ledger.

[CSSC 216] 14:20:05

And again you would see that in the business process the workflow and you can just reach out, then necessary. If you, for example, at times there may be an urgency, for we're trying to close.

[CSSC 216] 14:20:14

You're trying to close out a grade, and you need that to hit for any sort of forms to go out.

[CSSC 216] 14:20:18

Just shoot us note, and we can dive in and look at that quickly, for you guys.

[CSSC 216] 14:20:24

With, that's the quick description of all the bits and bobs.

DEMO

[CSSC 216] 14:20:28

I'm gonna pass it over to Brian and Kim next, where they're going to look at the counting.

[CSSC 216] 14:20:33

The 2 types of journalists directly as well as describe them a little bit in more detail, and then go to the.

[CSSC 216] 14:20:41

Okay, so just before Kim gets on with the demo, I just want to point out a few really bits of required information that she will show you, and that you have to keep in mind.

[CSSC 216] 14:20:53

You will see a bit of repetition through these through these slides, because we just want to make sure that the things that could cause errors will be avoided as you go along.

[CSSC 216] 14:21:05

So with payroll, account accounting journal. The first thing I have to do is really the additional work.

[CSSC 216] 14:21:13

Tags. This is to put the employee name and the position number, and both of those are required.

[CSSC 216] 14:21:20

Particularly the position number for anything that's related to a bill back, because that allows it to be integrated into the Automatic monthly billing invoicing cycle.

[CSSC 216] 14:21:29

It also means that it'll end up in the employee's salary information.

[CSSC 216] 14:21:34

The payroll. Summary report in the correct place. Now this part will seem a bit strange when you see it, because that particular field is quite far along, and the process.

[CSSC 216] 14:21:48

But we what we are working to make make changes to this which we will let you know in a month or so, and that to make it so that each field one after the other, can be entered rather than having to go to the additional worker the other fields, that are required, is the ledger account and the

[CSSC 216] 14:22:07

revenue, spend category. Now these should be the ledger and and the revenue, and spend category that the original transaction was put through, particularly when when you're removing it from the area.

[CSSC 216] 14:22:19

Of the work tag that it's in when you put it in.

[CSSC 216] 14:22:23

When you want to enter it into the the work tag where it's going.

[CSSC 216] 14:22:28

Normally it is the same ledger account and revenue, or spend category, but it could be different if that's the actual change, you're trying to make.

[CSSC 216] 14:22:34

If it's been posted to say travel that it should be bank charges.

[CSSC 216] 14:22:38

For some reason the other really important, fields that we're looking at getting information to is the memo details.

[CSSC 216] 14:22:47

Now for payroll journals it really needs to be the employee name, deployer, employee, Id, and the period of the salary transfer that's happening.

[CSSC 216] 14:22:58

And this way it's creates complete clarity for the people approving it also for any audit requirements.

[CSSC 216] 14:23:05

Later, but with the dates it also means that we don't end up unintentionally, transferring the same amount of money for the same period.

[CSSC 216] 14:23:15

Twice. It could be doing that later on. I'm thinking you haven't done it, and not being able to really check back.

[CSSC 216] 14:23:22

So this really is. A is a check for are you when you're doing it?

[CSSC 216] 14:23:25

And that's for the appropriate ones are looking at it.

[CSSC 216] 14:23:30

One important element of have moving revenue potential and the payroll accounting journal is that there are to revenue categories, one of which sounds like it.

[CSSC 216] 14:23:46

It makes sense to what you wanna do. And that's the external cost recovery, revenue category.

[CSSC 216] 14:23:54

Now, you should never, ever use this, because it does not work in the way that's intended.

[CSSC 216] 14:24:00

So you should use the Foam Bill back recovery. And this is even if it's not a bill back account for any salary movements that you want to make.

[CSSC 216] 14:24:09

Use the Foam Bill Bill back recovery if you're if you're moving revenue, and then you just choose whether it's faculty or staff or or anything else like that.

[CSSC 216] 14:24:20

So given all that it'll already be repeated when Kim goes through the demo.

But it's all things to keep in mind.

[CSSC 216] 14:24:41

So as far as, in order to do the search you just put in, create.

14:24 DEMO: 7-PAYROLL ACCOUNTING JOURNAL

[CSSC 216] 14:24:54

So the first one I'm gonna do is I'm gonna do a payroll.

[CSSC 216] 14:25:00

So your ledger. This is a mandatory field. Primary ledger's.

[CSSC 216] 14:25:06

It's always actuals. We never use anything other than actuals.

[CSSC 216] 14:25:10

Accounting date is today's date. Now, if it's month end.

[CSSC 216] 14:25:16

Sorry. I'll go back here if it's month end, and say it's June second.

[CSSC 216] 14:25:20

But you want it to show on the main ledger then you just come in and press the May thirty-first, and that it then it'll definitely load into the Domain ledger for you.

[CSSC 216] 14:25:30

And Journal Source, which is also a mandatory field. So I'm gonna click on the payroll accounting journal.

[CSSC 216] 14:25:38

And as Farrell was saying, there's the campus mail.

[CSSC 216] 14:25:42

Our campus manual, sorry, and also the payroll accounting journals.

[CSSC 216] 14:25:47

So we're going to do payroll first.

[CSSC 216] 14:25:50

And balancing fun. This isn't mandatory field, but it is required for us to fill out, and we always use the same code, which is the Fd.

[CSSC 216] 14:26:01

9 nine-nine Balancing Fund. We don't use any other codes that are showing on that list.

[CSSC 216] 14:26:06

It's always the very last one.

[CSSC 216] 14:26:10

Just scroll down right to the bottom and it's always a very last one and that's the one we choose.

[CSSC 216] 14:26:16

No other fields are required to be filled out. Then we feel like.

[CSSC 216] 14:26:24

So we're gonna be moving salary.

[CSSC 216] 14:26:35

And then we come down to our control total amount.

[CSSC 216] 14:26:43

And once this is all filled out, then you hit, continue. And now it's gonna provide us the lines to start entering in our accounting journal.

[CSSC 216] 14:26:51

So if you're not sure what the ledger number is, you can just put in the words.

[CSSC 216] 14:26:59

So staff, staff, so!

[CSSC 216] 14:27:02

And the system will automatically populate it for you. If you know the ledger number, you just type in the 5 0 1 0, and it'll automatically populate.

[CSSC 216] 14:27:10

So!

[CSSC 216] 14:27:14

Put in my debit amount.

[CSSC 216] 14:27:17

And then again, if you put an employee name.

[CSSC 216] 14:27:22

Employee, id.

[CSSC 216] 14:27:30

And then.

[CSSC 216] 14:27:39

Just with salary on this line. Now from here, when we're doing the payroll.

[CSSC 216] 14:27:47

Now we have to go all the way to the end. We can't fill out the work tag, or anything.

[CSSC 216] 14:27:52

At this point we have to go all the way to the end to additional work.

[CSSC 216] 14:27:55

Tag. And this is where you put in your employee.

[CSSC 216] 14:27:58

Name, or you can put in the employee id number. If you have that.

[CSSC 216] 14:28:04

So then you click on the employee name first, and then you scroll down to the position number and you click on the employee's position.

[CSSC 216] 14:28:15

Number.

[CSSC 216] 14:28:18

No one's that's completed. Now you can go back, and now you can start adding in your work tag information.

[CSSC 216] 14:28:29

And again, you just type in. So, when you're doing the spend category for salary and benefits, especially for the salary portion of it, you need to know the category that that employee is in.

[CSSC 216] 14:28:43

So, if there if they're in a management position, you need to know the management code if they're in a nut position.

[CSSC 216] 14:28:52

So you have to make sure you put it in the correct spin category, and you can find that in information under the payroll summary.

[CSSC 216] 14:28:59

If you just go into your payroll summary click on the employee's salary, it'll actually show you the exact category name for that specific employee.

[CSSC 216] 14:29:12

And with this, with workday to you, can abbreviate like you don't have to spell everything out.

[CSSC 216] 14:29:17

What you're trying to put in. So this line is done.

[CSSC 216] 14:29:22

So now I'm gonna move my salary. Or I'm gonna do benefits first.

[CSSC 216] 14:29:30

And you you can do. However, you choose to do it.

[CSSC 216] 14:29:49

I made a mistake here, so didn't select property.

[CSSC 216] 14:29:55

Okay.

[CSSC 216] 14:30:08

Okay.

[CSSC 216] 14:30:11

Just change, that to benefits?

[CSSC 216] 14:30:15

And again you have to scroll right to the very end, put put in the employee. Name.

[CSSC 216] 14:30:26

And the system can be a little jumpy at times, so you gotta make sure you wait.

[CSSC 216] 14:30:33

Once you click on the employee name wait because the system might jump up on you, and then you lose every that you lose the employee, name and everything.

[CSSC 216] 14:30:41

So just give the same system a second to grab the employee name, and then you can go in and do the position.

[CSSC 216] 14:30:47

Number.

[CSSC 216] 14:30:52

And so for benefits most common benefits is benefit purchased.

[CSSC 216] 14:30:58

No, if you want it broken out into benefits. Ei or Cpp, then you can just put that information in here.

[CSSC 216] 14:31:10

So now, when I go on correct, sorry, create another line.

[CSSC 216] 14:31:15

The systems automatically gonna grab all the information that I had on that last line.

[CSSC 216] 14:31:22

So, except for the ledger and the amounts. So now I'm gonna be.

[CSSC 216] 14:31:35

So now I'm gonna move this into.

[CSSC 216] 14:31:43

Now, if I scroll right to the end, my name's gonna be there already, and my position number.

[CSSC 216] 14:31:51

So the third line, when you create the third line, it's automatically going to duplicate the line below.

[CSSC 216] 14:31:56

So you don't have to re-enter the employee.

[CSSC 216] 14:31:57

Name unless the employee name changes the only thing I have to change at this point, because I'm moving this into a different program is I need to change my program number.

[CSSC 216] 14:32:08

So it's very important. You watch your work tag information when your lines start duplicating and also your spend category.

[CSSC 216] 14:32:38

And then I'm gonna create my benefit line.

[CSSC 216] 14:33:03

And just double check your program to make sure it's right.

[CSSC 216] 14:33:06

It duplicated from my previous line. So I do have the right program.

[CSSC 216] 14:33:09

I just have to change the spend category at this time, because I'm changing it to benefits.

[CSSC 216] 14:33:17

And then.

[CSSC 216] 14:33:20

It's very important. That's your numbers here. Your credit, your debits, balance with your amount.

[CSSC 216] 14:33:28

That's here.

[CSSC 216] 14:33:32

I'm gonna show you.

[CSSC 216] 14:33:52

So now my information's all there. But I we're actually gonna be adding another person.

[CSSC 216] 14:33:59

A non-u uvc employee. So you have to get rid of all this information.

[CSSC 216] 14:34:12

Click on your condition.

[CSSC 216] 14:34:38

And I wanna move it out. So I need to change my work Tag.

[CSSC 216] 14:34:40

So my work take is wrong.

[CSSC 216] 14:34:52

I have to change my spend category.

[CSSC 216] 14:35:09

I wanted to move it.

[CSSC 216] 14:35:39

Alright!

[CSSC 216] 14:35:49

And again I have to change my program cause it's going into a different program.

[CSSC 216] 14:35:57

And then but it's staying as salary, so I don't need to change anything here.

[CSSC 216] 14:36:02

The additional workday has my contingent worker in sitting in there.

[CSSC 216] 14:36:05

So once I've completed that I go up, I check my mounts here, and I make sure everything balances which it is.

[CSSC 216] 14:36:13

So at this point we do attachments is mandatory.

14:36 Attachments are mandatory

[CSSC 216] 14:36:17

You have to have an attachment when you're entering, when you're entering an accounting journal in Workday, it'll error you.

[CSSC 216] 14:36:24

It will not allow you to save.

[CSSC 216] 14:36:38

And so you select. You're supporting document. Click on open and it'll automatically load it onto the accounting journal.

[CSSC 216] 14:36:51

Once that's complete, you hit, submit!

[CSSC 216] 14:36:59

And I've got one alert.

[CSSC 216] 14:37:05

So what the system is telling me that I'm missing a position number.

[CSSC 216] 14:37:10

I'm contingent workers. There are no position. Numbers.

[CSSC 216] 14:37:13

So, because this is only a warning, basically an alert, you can just ignore this.

[CSSC 216] 14:37:19

If it was an actual employee, so if it was my name and I was missing the position number, you have to go back and correct that at this point.

[CSSC 216] 14:37:27

Here. It gives you your Je. Number.

[CSSC 216] 14:37:31

So I'm gonna take a oops.

[CSSC 216] 14:37:51

So then what you can do, as Farrell was saying, you can always track where you're doing.

[CSSC 216] 14:38:01

So what I can do is I can come in here.

[CSSC 216] 14:38:08

You scroll down!

[CSSC 216] 14:38:11

To where you see your journal ones. And then it gives you the process.

[CSSC 216] 14:38:14

History. If you click on that, it shows you. Okay. So Kim feller entered this.

[CSSC 216] 14:38:20

Now it's sitting with Amy Chow, and for the approval process.

[CSSC 216] 14:38:26

Once Amy approves it, then it moves on to the next approver.

[CSSC 216] 14:38:29

So you're able to see exactly where your journal, your accounting journal is sitting.

[CSSC 216] 14:38:35

So now we will do a manual just before we do that.

[CSSC 216] 14:38:42

Can you show if they forget to all down what the Journal number is?

[CSSC 216] 14:38:47

Yes.

[CSSC 216] 14:38:54

Number.

14:39 FORGOT YOUR JOURNAL NUMBER

[CSSC 216] 14:39:01

So if you forget to what your journal number is, you can go into find journals.

[CSSC 216] 14:39:53

Hmm! I don't know which. Go down. Oh, it's Philip. It's okay.

[CSSC 216] 14:40:02

That's different from the top. Put Ubc.

[CSSC 216] 14:40:08

I don't find journal distributed. Try this.

[CSSC 216] 14:40:12

Anywhere. There's a red star. You have to select a time period.

[CSSC 216] 14:40:20

Annual is fine.

[CSSC 216] 14:40:27

I would skip, skip on down. You change the goal status.

[CSSC 216] 14:40:37

In progress. This is because you have submitted. So it's in a program.

[CSSC 216] 14:40:42

You can choose today's date just to isolate and go originated by.

[CSSC 216] 14:40:48

That's yourself.

[CSSC 216] 14:40:56

Let's hope that works hmm! And there is another way.

[CSSC 216] 14:41:00

So there's my accounting journal. So, and another way you can go find your accounting journal is, go to your workday inbox.

[CSSC 216] 14:41:08

And go into your archives.

[CSSC 216] 14:41:12

And your accounting journals are also showing in there the ones that you initiated.

14:41 1-Campus Manual

[CSSC 216] 14:41:19

Okay. So now we're gonna do a manual, can I just add, before we move away from accounting the payroll journal?

[CSSC 216] 14:41:27

So for Payroll Journal, where you will notice when you're trying to move a salary of employee that is no longer employee of the University.

[CSSC 216] 14:41:38

So they have us left, especially for students. They come and go quite frequently.

[CSSC 216] 14:41:43

What you'll find is a if you put that person's students name that there is no more position.

[CSSC 216] 14:41:50

That's associated with that student. That point in time you can use contingent worker as a workaround.

[CSSC 216] 14:41:58

This is purely a workaround for former employees, and this is requirement just for the 1 0 0 3 billing.

[CSSC 216] 14:42:07

So we do have some bill back that requires a position, and that will be the workaround.

[CSSC 216] 14:42:13

But typically probably won't run into alert or warning on those cases.

[CSSC 216] 14:42:20

For missing, position. The most case that you did not need a position, but that will be the former employee case.

[CSSC 216] 14:42:27

Yeah, so yeah, I just wanna point out that I understand that that may be a lot to take in right now.

[CSSC 216] 14:42:33

And there's gonna be a bit of learning could I understand? But a lot is, if you have worked in the journal version tool, you might recognize that a lot of the information are all the information put into the journal flush tool is the same information here.

[CSSC 216] 14:42:45

They'll be slightly processed. Follow, and I just want to.

[CSSC 216] 14:42:48

We'll be reiterating at the end. But we with the email box available, we will be connecting.

[CSSC 216] 14:42:54

And if they're at a time, there's anyone needs help walking through actually working to the process itself. We will be looking towards putting some time assigned setting a possible zoom session, one on ones to help walk through those things just to help alleviate those learning curves just want to put that

[CSSC 216] 14:43:10

out there that there will be support for you, as you guys are trying to.

[CSSC 216] 14:43:14

Okay, just before we get into the the demo for the campus 9 non salary jour journals.

[CSSC 216] 14:43:22

Just want to mention the required information that we're going to discuss here, and that is within the memoir details is it's the type of expense, whether it be trouble or otherwise.

[CSSC 216] 14:43:36

The purpose of transfer. It can say well, it was.

[CSSC 216] 14:43:40

It was in the wrong grant and the specific period of the original transaction.

[CSSC 216] 14:43:45

And that's like payroll it's quite important to have that, so that it kind of avoids repeated transfers that could happen if you don't have the dates in there.

[CSSC 216] 14:43:55

So this way they the approver, can quickly understand the expenses, what they are and why they're being moved, and allows anybody who's reviewing it to trace it back to the original transaction.

[CSSC 216] 14:44:10

Whether it be us or you and the other items.

[CSSC 216] 14:44:15

Once again the ledger account and the revenue spend category.

[CSSC 216] 14:44:19

This will always come out of the of the original transaction wherever they were posted.

[CSSC 216] 14:44:24

In the first place, they should come out of there in the same place, and more than likely in a new worktag.

[CSSC 216] 14:44:31

We'll go into the same ledger and spent category.

[CSSC 216] 14:44:34

As I said before, you are planning, on moving it to a more correct revenue our expense category, and once again there are.

[CSSC 216] 14:44:45

There's still the possibility of having the external cost recovery for professional fees or Sundays, supplies and centuries for revenue.

[CSSC 216] 14:44:53

Do not use that once again. They are.

[CSSC 216] 14:44:59

Don't have a new category. The revenue category in this case.

[CSSC 216] 14:45:04

Well depends what they're moving. So if they're doing an expense to an expense so say they're doing bank charges, then it would just stay under supplies and standards.

[CSSC 216] 14:45:14

Yeah, so, just yeah, it's just the revenue portion that we have to be cautious not to use that external cost.

[CSSC 216] 14:45:22

Recovery. Yes. So if you had a revenue that you're moving, and 9 times out of 10, if it's like for just trying to think of something off the top of my head.

[CSSC 216] 14:45:37

Goods and services. That's a very common one. Goods and services non taxable service, taxable service, non-taxable goods, taxable goods.

[CSSC 216] 14:45:47

Those are the most common ones that are used on the revenue side, but just don't forget that you cannot move revenue into our out of a grant.

[CSSC 216] 14:45:59

Okay.

[CSSC 216] 14:46:08

So now I'm gonna do a manual campus journal.

[CSSC 216] 14:46:23

So again, the ledger, always primary ledger and actuals.

[CSSC 216] 14:46:36

In this case it's non payroll. So it's campus manual balancing.

[CSSC 216] 14:46:42

Fun has to be entered also, even though it's not mandatory.

[CSSC 216] 14:46:46

But it is required.

[CSSC 216] 14:47:09

Okay, so I'm gonna move bank charges. So in this case it goes against supplies and sundries.

[CSSC 216] 14:47:20

So if you're not sure what the ledger account is, you just put in supplies.

[CSSC 216] 14:47:22

And again you can abbreviate, and the system we'll bring up something for you.

[CSSC 216] 14:47:29

Try not to use the 6, 3, 900 that shouldn't be used.

[CSSC 216] 14:47:35

We should always be using the 6,300, and that's gonna be brought up in a slide that, coming up with Brian and Farrell.

[CSSC 216] 14:47:55

And then with the manual, you can go right into your work.

[CSSC 216] 14:48:00

Tag and enter in your work only the payroll that you have to go to the very end.

[CSSC 216] 14:48:06

Put in your employee information before you can start answering in your work.

[CSSC 216] 14:48:12

Take and your spent category. And then you scroll over to your spend category.

[CSSC 216] 14:48:15

We're doing bank charges.

[CSSC 216] 14:48:45

I know we scroll up to make sure everything balances with my control amount.

[CSSC 216] 14:48:50

So we're all balanced now. We go into our attachments.

[CSSC 216] 14:48:58

Click open and that'll automatically download. And then you just click, submit.

[CSSC 216] 14:49:06

And now it's showing that it's going to Amy, child, for approval, and it's giving you a je number.

[CSSC 216] 14:49:15

And then you just click down.

[CSSC 216] 14:49:20

That's it that that's like so easy.

[Xiaojiao Wang] 14:49:30

Question. So for the spend, the category, it should be the same right if I'm doing a canvas manual journal for, say, like research supplies.

[Xiaojiao Wang] 14:49:49

And so the debit and credit sent category for both be like research supplies right?

[CSSC 216] 14:49:57

Perfect. Yes, yeah. For that case, if you, if it's if the research supplies in the charged the wrong account for K.

[Xiaojiao Wang] 14:49:59

Okay.

[CSSC 216] 14:50:07

Then yes, it should be the same thing. But, for example, if you had like catering or food that was originally charged research supplies by accident, then you would have 2 different spend cutters there, cause then you're moving it and re-categorizing it.

[Xiaojiao Wang] 14:50:21

Oh, okay.

[CSSC 216] 14:50:22

So that so that we spoke earlier, how we're tags are both the accounts itself.

[CSSC 216] 14:50:27

They could also be an employee. Name could also be a spend category.

[CSSC 216] 14:50:29

So adjustments to any of those as required can be something that's done through the campus manual.

[Xiaojiao Wang] 14:50:35

Okay. Thank you. Thank you.

[CSSC 216] 14:50:37

Okay, yeah. So an accounting journal can be into and out of the same program.

14:50 ERRORS & ALERTS

[CSSC 216] 14:50:44

Just moving from one ledger code to another. Okay, so just to reiterate some of the things that we talked about, just to reduce errors and alerts.

[CSSC 216] 14:50:57

Errors cannot continue alerts. You could continue if they're allowable alerts, like when you're using contingent worker, and you don't have a a position number.

[CSSC 216] 14:51:08

So, first of all, one of the things that we didn't really touch on here.

[CSSC 216] 14:51:12

But it's quite important. Is bud budget dates.

[CSSC 216] 14:51:16

Now the budget date should be the date of the original entry, not today's date.

[CSSC 216] 14:51:20

This is particularly important for grants, because if your yeah grant may be expired, but the actual expense may be within the actual grant period.

[CSSC 216] 14:51:31

So you want to make sure that you put in the right date, otherwise it will be rejected.

[CSSC 216] 14:51:36

But also it could be that you found that the original entry date is outside of the Grant period.

[CSSC 216] 14:51:42

In the grounds expired, in which case the transaction is ineligible, and you'd have to find another.

[CSSC 216] 14:51:49

So for all work times you cannot move revenue to an expense.

[CSSC 216] 14:51:54

It's other one or the other. You revenue to revenue or expense to expense.

[CSSC 216] 14:51:58

The network, go one to the other.

[CSSC 216] 14:52:01

There are still some revenue and spend categories listed that start with a C, so it's a C and a dash.

[CSSC 216] 14:52:08

Those were used for conversion from the old system into work day.

[CSSC 216] 14:52:12

This should not be used, and they should they almost all now say, do you end?

[CSSC 216] 14:52:18

Do not use at the front of it, but there are some still that have not been been changed. Yeah.

[CSSC 216] 14:52:26

So just be aware of it's that's the dash dash summing dot user.

[CSSC 216] 14:52:29

So, as Kim said, supporting documentation is mandatory.

[CSSC 216] 14:52:33

The system will not allow you to submit. A Jb.

[CSSC 216] 14:52:37

Without it, and that's supporting documentation must align with what?

[CSSC 216] 14:52:40

You're moving. So if you're moving a person's salary for May, that's what your backup should show from the parallel summary.

[CSSC 216] 14:52:50

It shouldn't just be yeah. They ledger Summary.

[CSSC 216] 14:52:54

That just shows a bunch of salary because I wouldn't.

[CSSC 216] 14:52:58

They don't align. That wouldn't make sense.

[CSSC 216] 14:53:00

So it should be something that the approver can look at and go.

[CSSC 216] 14:53:03

Okay, I can see that that backup is for that person for that period.

[CSSC 216] 14:53:07

And that's how much is being transferred.

[CSSC 216] 14:53:11

As we have said, and we will always send. You cannot have one.

[CSSC 216] 14:53:15

Jv. With payroll and non payroll items on it.

[CSSC 216] 14:53:19

So payroll that payroll, payroll, accounting journal is for only payroll items, campus manual. It's for all non payroll items.

[CSSC 216] 14:53:32

This is something that can touch on. So there are items and internal sales and supplies which says, 6, 3, 9.

[CSSC 216] 14:53:41

O' or 4 to 9 h. The account code numbers. These are done by the Isd processes, the internal service delivery process which have been initiated by somebody in the department who is getting revenue for for something from another department.

[CSSC 216] 14:54:04

So the University wants to make sure that all internal transactions are internal on both sides.

[CSSC 216] 14:54:11

From the people, spending the money to the people, getting the money.

[CSSC 216] 14:54:14

So we don't want to be moving stuff out of an internal sales or internal expense side.

[CSSC 216] 14:54:23

So if if you want to move something that says internal sales or supplies, you can contact the person who initiated the Isd transaction.

[CSSC 216] 14:54:32

And try to get him to change it. And if that's impossible, you'll just have to use the supplies and Sundays usual accounts just the 4,200. 6,300.

[CSSC 216] 14:54:43

Or they general sales, which is the 4,200, and it won't be exact.

[CSSC 216] 14:54:51

But it'll be better than trying to move it.

[CSSC 216] 14:54:54

And through the internal sales and supplies.

[CSSC 216] 14:54:58

Section.

[CSSC 216] 14:55:02

So, we'll repeat it again, accounting payroll, accounting journalists only for payroll items, compass manual only for non peril.

[CSSC 216] 14:55:12

There's no way you can forget that now that I've for the Payroll Journal sequence, as can showed, you have to go to the additional worktag information first.

[CSSC 216] 14:55:24

If you try to put in other information before that, and then you go and put in the additional work.

[CSSC 216] 14:55:29

Tag information. It will override the employee and position number that you may have put in earlier.

[CSSC 216] 14:55:37

So make sure that you go to the additional worktag first.

[CSSC 216] 14:55:41

As I mentioned, this is something that will be changed in the future. But we'll let you know when that actually happens.

[CSSC 216] 14:55:46

And the employee, name and position are mandatory. This way.

[CSSC 216] 14:55:52

Well, particularly for Bill backs. It gets integrated into the monthly invoiceing system, and you can only there's only one employee per line.

[CSSC 216] 14:56:05

So if you want to move 2 different people, you have 2 different lines, or you can't try to put in 2 different employee names and position numbers over.

[CSSC 216] 14:56:14

So the employee field must include the employee, name the employee number applicable days.

[CSSC 216] 14:56:21

As we said, we need to make sure that we can always refer back to what that transactions who is for and what date is.

[CSSC 216] 14:56:29

As Kim showed the candidate workers. Cfw, there's a one, if you can't allocate it to the correct employee, or if it's if it's more like a Phsa kind of employee, amount that's gone through, you won't have a

[CSSC 216] 14:56:44

position number for it, but at least you can still move amounts along the way.

[CSSC 216] 14:56:52

So a former employee, if it comes up, will not have a valid position number, so you can ignore the result. If that if you can find the name otherwise, use a contingent marker.

[CSSC 216] 14:57:05

Right, and, as we said, do not use 4 other for payroll over the campus manual.

[CSSC 216] 14:57:12

Don't use the external cost. Recovery revenue, category.

[CSSC 216] 14:57:16

Use the Fo and build back recovery. If you use the external cost, recovery, it'll end up going into, a an expense account, and it will be very confusing.

[CSSC 216] 14:57:28

And finally very specific to France. Revenues cannot be recorded until a grant through departmental land journals has to be done through research, finance, or OS.

[CSSC 216] 14:57:43

But it's mainly because Grant revenues should only reflect what the sponsor has given for the grant.

[CSSC 216] 14:57:50

Not some other money that the Umpi may have found.

[CSSC 216] 14:57:55

So month end. If your journal has not been approved, it's not going through the total approved approval, system, or process.

[CSSC 216] 14:58:05

Sorry. It will be automatically canceled and worked out.

[CSSC 216] 14:58:10

Now you get an email from Central Finance just to give a list of those journals that didn't get approved and are automatically cancelled.

[CSSC 216] 14:58:21

And you can just look through those. See if there's one with your name on it, and if there is, you can follow these steps to get it back basically, you'd be copying the information that's there.

[CSSC 216] 14:58:33

Now this will be on that site. We're not gonna demo it now, but hopefully because you'll have more control you'll see what the process is before month end.

[CSSC 216] 14:58:43

We have to chase up those people who haven't approved the, and therefore get it approved before month 10, which hopefully will be a better system.

[CSSC 216] 14:58:52

That's in place now, because we have quite a few of that get cancelled.

[CSSC 216] 14:58:57

And if you forgotten the journal number, as we've shown, find journal, and you can find it through there.

[CSSC 216] 14:59:04

But try to keep track, or you go into your inbox, and then to archive and find it. That.

[CSSC 216] 14:59:11

And finally supporting documents. This is extremely important, mainly because we're not mainly because partially because workday won't allow you to complete the journal without it.

[CSSC 216] 14:59:23

But it's also very important for finance that we have.

[CSSC 216] 14:59:27

Vera viable proof that they are raised, transaction existed, and accurate details of why you're moving it.

[CSSC 216] 14:59:34

What type of transaction is, and the amount being transferred.

[CSSC 216] 14:59:40

So we have different different ways to think about it. So we wanted to prove that it exists.

[CSSC 216] 14:59:46

First of all, that's looking at, providing something like a ledger summary or payroll.

[CSSC 216] 14:59:54

Summary that shows the particular price. Salary in a particular month.

[CSSC 216] 15:00:01

Completeness. It. Basically, you have all the relevant details and approvals to it.

[CSSC 216] 15:00:09

Substantiate the jp, so yeah, it allows for any audit of the Jb transfer, whether it be us in finance or actual auditors, then can see that there was actual information that made sense.

[CSSC 216] 15:00:24

That was the cause of that journal, and accuracy. It confirmed that the transaction details and amounts to be transferred to acts are accurate and easily understood by all roles.

[CSSC 216] 15:00:36

This way. Matter if it's the budget manager, or if it's finance or the finance director, anybody can see that that the details that you're that you wanna transfer is actually what was out there and that it moved to the relevant place.

15:00 Questions and Answers

[CSSC 216] 15:00:56

And that is so. I know we have questions in the chat, so we'll start with questions in the chat, and once that's done, we still have quite a bit of time left, so we can address any chats.

[CSSC 216] 15:01:09

Questions for you, bring it up afterwards before we get to questions, though we did see the name Amy Childcom a couple of times at the end of the approvers, and we did see Carrie's name come up, or mentioned in the Chat so I just want to introduce you to

[CSSC 216] 15:01:23

email in the background there. So do you guys would have worked with Carrier in the past.

[CSSC 216] 15:01:28

Amy has come in to replace Gary and permanent capacity, so she'll be one of the reviewers for these journals moving on.

[CSSC 216] 15:01:34

And if you notice that role for the approver is the Cost Center Journal Approver.

[CSSC 216] 15:01:40

So if you do see that as a role in your business process, that'll be the finance check, that where that has stopped.

[CSSC 216] 15:01:46

So, addressing the questions, the chat first, 2 from Bethany and Kristin are related to contingent workers, and the role.

[CSSC 216] 15:01:53

Thank you for that. You should expound a bit further so with the roles.

[CSSC 216] 15:01:56

Yes, we did give it to all staff, both Union and Non Union.

[CSSC 216] 15:02:00

We do not give it to student, but we do not give it to all students.

[CSSC 216] 15:02:03

Faculty or contingent workers. What we did do, though, is that for contingent workers and faculty members, we did look through the list of anyone who has used the Jd tool in the past, and any of that has done that both continue workers and faculty members, we have given these the request a role to those

[CSSC 216] 15:02:20

people, so those so existing contingent workers that have done journals in the past request them should be able to access the create journal screen.

[CSSC 216] 15:02:30

And again, if you do find people that are unable to access that, then please add them with the new role through the batch process via your department.

[CSSC 216] 15:02:37

Administrator? The following question from Bethany is that all cases that the budget boner needs to approve the credits.

[CSSC 216] 15:02:46

I think I assume you mean, if it's just a credit transaction as well versus an actual charge or an expense debit.

[CSSC 216] 15:02:53

Yes, budget owners do need to prove all transactions, whether it be money coming in and out, because we need someone who is controlling the work tag to actually approve that the transaction should be going through.

[CSSC 216] 15:03:06

Next question, is there a timeline? For is there a timeline for approvals and what do we need to be aware of, and your example is previous problems with Carrie?

[CSSC 216] 15:03:17

So the main timeline is what R. Ryan spoke about with the month and deadline when Carrie used to follow up with all of you.

[CSSC 216] 15:03:23

It wasn't month in time, because with those transactions being in the in the queue again, if enough, if it is not fully approved and completed by month end, when Ubc Central Finance closes their books, they will cancel all the journals that's where the prompt has been coming from so that's why

[CSSC 216] 15:03:40

I especially within the first week of the new month, definitely look through any process.

[CSSC 216] 15:03:46

Journals that you still have in progress and figure out where it's who in the business process flow.

[CSSC 216] 15:03:52

It's sitting with and have them push it through again.

[CSSC 216] 15:03:56

If it doesn't go through that specific month, there is way, as we describe, to find the journal and reenter the following month.

[CSSC 216] 15:04:02

Would it nicely get it done? The first go-around?

[CSSC 216] 15:04:05

Next question from Kristen. Will a department journal Requester be able to enter a journal that involves work?

[CSSC 216] 15:04:13

Tag in a different department. Yes, yes, so this is a generic entry requester role.

[CSSC 216] 15:04:21

So you do have access to any work tags, accounts throughout the University in all reality.

[CSSC 216] 15:04:28

So also, that's pointing back to where Kim said, be very clear and making sure you're updating the accounts that the programs, the grant, the gift for tag specifically, and making check for that, because if there was a typo or incorrect entry you could be charging or you could be

[CSSC 216] 15:04:44

charging expense to a completely different department or faculty, and that can't be corrected.

[CSSC 216] 15:04:49

But we'll definitely do a couple along the way phone question from Jay'song.

[CSSC 216] 15:04:57

We don't always have employee. Id. Could we leave it for payroll?

[CSSC 216] 15:05:00

Journal. I'm not completely so. You don't need the employee.

[CSSC 216] 15:05:06

Id but you don't need the first and last name of the person and you don't need a full spelling of it.

[CSSC 216] 15:05:11

You can do like, for example, my name, Allison Kim. I can do a L.

[CSSC 216] 15:05:17

L Kim as long as you use the First Street letter.

[CSSC 216] 15:05:21

Of the first name, and then, firstly, letter of last name.

[CSSC 216] 15:05:25

It will find that person having said that it will find the multiple people.

[CSSC 216] 15:05:30

If there's Alice and Kimson, so you have to be cautious.

[CSSC 216] 15:05:35

So you know't need to know the Id. But you do need to know the first and last name.

[CSSC 216] 15:05:40

Keep in mind that what I had a challenge was, if any of your staff or faculty member have gone so name change, but they historically what they use versus what's in the system?

[CSSC 216] 15:05:54

They may have a maiden name or change the first, last name, etc.

[CSSC 216] 15:05:59

You have to find what they were charged on the payroll summary in order to match, because it may be different.

[CSSC 216] 15:06:07

Name in workday versus how they're using their name.

[CSSC 216] 15:06:10

In their departments and whatnot, but following on from that, while the employee is not absolutely mandatory to be put into workday, it is very, very helpful, especially for the auto purpose in the future to add to the memo line and that links the next question from does everyone have

[CSSC 216] 15:06:30

access to the Payroll summer report for the Payroll Journal Backup.

[CSSC 216] 15:06:34

The answer to that would be, no, that's only given to people that have the cost center of payroll.

[CSSC 216] 15:06:38

Financial analysts role. And so when it comes to moving payroll, journal, or moving payroll amounts the best.

[CSSC 216] 15:06:46

Again, the best supporting document is from the payroll ledger side.

[CSSC 216] 15:06:50

So or pickle some redistribute report. So with that we would and that's where you would get the actual breakdown of salary and benefits for the individuals.

[CSSC 216] 15:07:00

So when you are looking to move salary, I would suggest reaching out to someone that has a little access to be able to provide you that payroll.

[CSSC 216] 15:07:08

Summary report to get the information, and on that report itself will have the employee id for all the individuals.

[CSSC 216] 15:07:13

Looking to salary, for anything to follow up around that. And so the Budget manager will have access to that.

[CSSC 216] 15:07:21

So that would probably be here. First point of contact. If you're working for a AI or for somebody who does have access but just doesn't necessarily have times to journal process.

[CSSC 216] 15:07:35

They will be able to get into the payroll summary.

[CSSC 216] 15:07:39

Get those details and send them to.

[CSSC 216] 15:07:43

Okay? And the next question he had from Chen. If we are moving salaries for multiple months, what do we put in the budget date?

[CSSC 216] 15:07:49

Or do we need to enter multiple lines? Are you one line per month?

[CSSC 216] 15:07:53

So I guess this is where we're doing moving a lot service hours.

[CSSC 216] 15:07:57

Yeah, so, well, okay, I can thank you. So this is particularly important.

[CSSC 216] 15:08:05

If it's a research grant. So for operating funds, it's fine to use the payroll end date.

[CSSC 216] 15:08:13

So, say, if you're moving from March 22 to July 22, you can use July 22 as ending date of the payroll and enter that through.

[CSSC 216] 15:08:26

Where you will have a challenge is a research Grant research grant has a start, date and end date.

[CSSC 216] 15:08:33

The start. Date and date must be respected, which means you must check that salary is eligible.

[CSSC 216] 15:08:41

Period, for where you are debiting the grant, so in those cases you can use end date as well as long as if you're charging for April 2, July.

[CSSC 216] 15:08:54

That pure is eligible period, because we will be checking to make sure that it's electrical period for the charge, if only the depths side, not to the credit.

[CSSC 216] 15:09:05

So you may have a grant that has expired, and it's a deficit you're trying to put money back in.

[CSSC 216] 15:09:14

So it's works other way around. Anytime. You're charging.

[CSSC 216] 15:09:19

A grant has to be eligible. Period.

[Chen Li] 15:09:23

Yes, this is for research, Grant. And so I'm still unclear.

[Chen Li] 15:09:28

So for the budget date, we'll definitely look for salaries within the research Grant period.

[Chen Li] 15:09:34

But what if I'm moving a total for a few months?

[Chen Li] 15:09:37

Do I just use the last date for the.

[CSSC 216] 15:09:41

The budget date is basically for payroll. It's the pay date.

[Chen Li] 15:09:45

Okay.

[CSSC 216] 15:09:45

So for this April to July you would use July 30.

[CSSC 216] 15:09:49

-first, as example. Understanding April to July is illegible.

[Chen Li] 15:09:50

Awesome.

[CSSC 216] 15:09:54

Period for the grant.

[Chen Li] 15:09:54

Okay, got it. Thank you.

[CSSC 216] 15:09:58

Perfect, next question for renewe can contingent workers access this recording entry yes, it will be on net net, and I believe Mendette is access via your Cwl.

[CSSC 216] 15:10:09

So as long as you have a cwl you'll be able to access vendet in the training materials.

[CSSC 216] 15:10:14

Last question we have on the chat so far is from, can you create journal by uploading a spreadsheet to work day?

[CSSC 216] 15:10:21

Is this within the scope of this session? I don't know.

[CSSC 216] 15:10:26

If you're speaking to what finance folks called the eip, that is not within scope of what we're discussing here when it comes to supporting documentation, if you're making calculations, but not you can add a spreadsheet there to help with the calculations but if you're speaking

[CSSC 216] 15:10:43

to these specific excel batch, journal process the note that is outside of scope, not something that's department that that you can reach out to your finance support for additional help.

[CSSC 216] 15:10:55

There just on that any journal that's over 24 lines has to go through as an Eib.

[CSSC 216] 15:11:03

And so you'll have to contact your finance person.

[CSSC 216] 15:11:08

As a result, they we won't approve anything that's over that amount or we'll be forced to put through more than 24 lines. So we don't want to do that.

[CSSC 216] 15:11:19

Oh! Another question. Do both the worktag managers on the debit side and the credit side are present online.

[CSSC 216] 15:11:26

If they are different managers.

[CSSC 216] 15:11:29

Yes, yes, debit credit side. Both approves. Only thing that I would add is this specific security act, role and business process is in pilot and palette site to test this out.

[CSSC 216] 15:11:49

Other faculties are very interested in adopting, depending on how successful we are, and I suspect we will be very successful in this case.

[CSSC 216] 15:11:58

So right now, if you were to debit or credit, that would be a better sec, and you use combination of a science workpe what it will do is it will go through our finance team.

[CSSC 216] 15:12:12

Whether that's a debit and credit, and once we approve, it will go to Budget Manager of a work tag, whether that's science or medicine.

[CSSC 216] 15:12:19

So rest of the business process continue as is.

[CSSC 216] 15:12:26

Yeah.

[CSSC 216] 15:12:30

Yes, sir. Yeah. There's a question and answer. I don't see any in the Q.

[CSSC 216] 15:12:38

And a earlier with 3. There's 5 5 questions. So maybe you don't have access.

[CSSC 216] 15:12:44

How about I call it out alright. When does this come into effect?

[CSSC 216] 15:12:53

It is in effect now so.

[CSSC 216] 15:12:58

We are. We haven't discontinued a Jv.

[CSSC 216] 15:13:02

Voucher tool on that net. We will be taking that down at the end of the month.

[CSSC 216] 15:13:10

Having said that, you can go ahead and try this out, and if you're having trouble, just let us know there is a email address where you can get support from our team.

[CSSC 216] 15:13:21

So if you wanted to put Jb. Directly, you can do it immediately, if you like.

[CSSC 216] 15:13:28

If you're one of those person, you know what I'm just gonna park it.

[CSSC 216] 15:13:30

Wait until May thirty-first. Until then I'm just gonna continue to put it that journal tool that's fine as well.

[CSSC 216] 15:13:37

But it will take longer, because we would, taking that information and putting it in.

[CSSC 216] 15:13:42

So it's available, you can use it. But you do have until May thirty-first, to use the old system at that point we will be closing the journal tool once.

[CSSC 216] 15:13:57

I mean, obviously, I would just gonna monitor how everyone is doing.

[CSSC 216] 15:14:01

And if we are seeing a lot of struggle we may delay those States.

[CSSC 216] 15:14:04

But for now that's the target. Sunset date.

[CSSC 216] 15:14:12

Next question.

[CSSC 216] 15:14:16

If we need definitely do a Jb for award payments to grad studies, do we still need to send a word recommendation to them by email?

[CSSC 216] 15:14:31

Great question. I don't know the answer. I guess whoever put this on can they unmute themselves, and just maybe, how do you do it today?

[CSSC 216] 15:14:42

Is this something that you actually use a Jb. To fund the grunt studies?

[Allison Rintoul] 15:14:52

I didn't ask. Oh, sorry! I didn't ask the question, but we do do that.

[CSSC 216] 15:14:58

Okay.

[Allison Rintoul] 15:14:59

And so we basically fill out the award recommendation form, submit it with the Jb. Request to the Jv.

[Allison Rintoul] 15:15:07

Tool. As soon as a Jb. Number is assigned, then we put that into the worksheet, and then we send the worksheet to grad studies.

[Allison Rintoul] 15:15:15

They have to obviously approve. The Jv that's going on their side.

[Allison Rintoul] 15:15:19

But they still want the signed form with the Jv. Number.

[CSSC 216] 15:15:24

Okay. So I guess it's basically the same process rather than Jane using the Jd tool, you'll be initiating in work day.

[CSSC 216] 15:15:34

And I guess you can attach your application in there. But if you are doing that, you might wanna double-check with them.

[CSSC 216] 15:15:41

Make sure that that attachment backup, if that's the application, if that's the method they would like to receive I'm sorry I'm not with that process, but I don't see why you cannot do.

[CSSC 216] 15:15:53

Jb. Directly credit to.

[CSSC 216] 15:16:01

Next question, will a department journal request, or be able to enter journal that it involves program, grant, gift project, or tech in a different department?

[CSSC 216] 15:16:11

Yes, you can use any work tech in university as long as their active status.

[CSSC 216] 15:16:17

Next question, can a continued worker have a department journal request a role?

[CSSC 216] 15:16:24

Yes.

[CSSC 216] 15:16:30

They can.

[CSSC 216] 15:16:32

When this new system will be in place right now try it as we speak.

[CSSC 216] 15:16:38

I wanna try it right now just in case you run into issue as soon as we finished Demo, it normally happens that you try to do it.

[CSSC 216] 15:16:45

And you're gonna run into trouble. So yes, you can do that.

[CSSC 216] 15:16:50

Now what date is month and cut off? Maybe we can put the month date.

[CSSC 216] 15:16:57

It's a published topic under Uvc. Finance website on every month that cutoff date.

[CSSC 216] 15:17:04

So, I wonder if there's a mechanism to.

[CSSC 216] 15:17:08

We'll send something out go right to the Uvc. Home finance homepage, and it's right there, and every month it gives you all the cutoff dates for the accounting journals.

[CSSC 216] 15:17:20

But what we can try and do is we'll also add a link to the Finance calendar.

[CSSC 216] 15:17:26

But what we can try and do is we'll also add a link to the Finance calendar on our accounting journals, sites under bed nets, so we'll take that note to add it there as well.

[CSSC 216] 15:17:30

Will you be linking a knowledge base article to met that in addition to this training, we can only set the link just heads up that some of the knowledge base article are outdated. But we will link the knowledge base article so that it's accessible.

[CSSC 216] 15:17:54

The non-space article. Have the info about F.

[CSSC 216] 15:17:57

Lem Bill back, and what not, to use, and adding balance.

[CSSC 216] 15:18:01

I'm not anything else, etc. So they do have a comment around Balancing fund the faculty of Medicine Buildback Specifics.

[CSSC 216] 15:18:11

It's under under accounts receivable cause.

[CSSC 216] 15:18:14

It's very much specific to medicine, and we can also share that.

[CSSC 216] 15:18:20

Site, but it's if you go into bed, then you can go under finance and account receivable and there's a bill back information.

[CSSC 216] 15:18:28

But this presentation that will be put on met net, even though we didn't look at it because Kim was doing a demo.

[CSSC 216] 15:18:37

There are step-by-step processes just like, and the knowledge network.

[CSSC 216] 15:18:43

But it's ones that we did together to make sure that it makes sense for us.

[CSSC 216] 15:18:51

So it should make sense for you. If the knowledge based article are outdated, how can we update them?

[CSSC 216] 15:18:57

Excellent question. I would love to know. I would suggest opening Isc ticket as suggestion.

[CSSC 216] 15:19:04

What particular section is outdated, and when we can expect updated information.

[CSSC 216] 15:19:10

Obviously this process is brand new, and it is in pilot.

[CSSC 216] 15:19:13

So it you will not be finding this particular security and whatnot.

[CSSC 216] 15:19:20

So if you do have a challenge with the security role or a business process, contact us internal to faculty, medicine, finance, and we'll support you and we'll troubleshoot any specific issues around this business process.

[CSSC 216] 15:19:37

There's no more chat there are. Is that for the yes so couple of new questions, I came up on the chat side from Chen.

[CSSC 216] 15:19:47

What is the new process for moving expenses on expense?

[CSSC 216] 15:19:50

Report as most of our research supplies are on P.

[CSSC 216] 15:19:53

Cards and expense reports, and we used to be able to move them via Jv.

[CSSC 216] 15:19:56

So those are not done on the accounting journals that you guys are now have access to.

[CSSC 216] 15:20:00

Those are done via accounting adjustments. So those are something different.

[CSSC 216] 15:20:05

And again, with those a process norm is the same. So reach out again to your finance. Contact.

[CSSC 216] 15:20:09

Either. You're fine. By an analyst or manager is basically your portfolio support, and we can still help you move those around.

[CSSC 216] 15:20:16

And one other question we had from Christina was for the demo portion.

[CSSC 216] 15:20:22

If you'd like to review the accounting date box again.

[CSSC 216] 15:20:25

If she didn't quite understand, didn't quite get what Kim said about clicking.

[CSSC 216] 15:20:31

At the end of the month. Okay, what was that? Maybe so.

[CSSC 216] 15:20:34

We're just describe basically what happens at the end of the month.

[CSSC 216] 15:20:37

So, for the may cut off May is gonna actually cut off in June.

[CSSC 216] 15:20:42

Probably I mean I don't know the exact cutoff date right now.

[CSSC 216] 15:20:47

I'm gonna say, June seventh is cut off date for the May ledgers, for the accounting journals.

[CSSC 216] 15:20:53

So say on June second you decide on any need to move this around, for the May Ledger.

[CSSC 216] 15:21:00

If you click on the accounting date. June second, that's going to show up on your June ledger.

[CSSC 216] 15:21:04

So as long as the month that you are still working in.

[CSSC 216] 15:21:07

So may is still open. You can go back. Click! On the May thirty-first date, and then any journals that you do, will end up in the May ledger as soon as that cutoff date hits, so say June seventh.

[CSSC 216] 15:21:21

Then that's when you can no longer post to the May.

[CSSC 216] 15:21:25

Ledger. Everything will then have to go in the next month's ledger.

[CSSC 216] 15:21:29

So you have a grace window at the beginning of each month to continue adding to the previous month that you are currently working, that we were currently working in because it's opened a little bit longer.

[CSSC 216] 15:21:41

And those dates are that we can find on the finance homepage.

[CSSC 216] 15:21:46

And so you just have to make sure that you just change that accounting date.

[CSSC 216] 15:21:48

So if it's June second. But you want this on, May.

[CSSC 216] 15:21:51

You need just need to change the accounting date to May thirty-first and I'll be on your main ledger that so when all the mounts have hit for adjustments as necessary. So that's where the cutoff calendar comes in it's a time period after the end of the

[CSSC 216] 15:22:09

month, that central finance allows for us to make adjustments.

[CSSC 216] 15:22:12

And so during that period is when you can still attribute things to the very last day of the previous month, so that I guess the previous one I saw you gave a thumbs up, Christina, so I think we're all clear on that one, so there are no more questions on the chat or

[CSSC 216] 15:22:28

so we still have a few minutes left. I can open it up if there's any other questions burgeoning that people wanna speak up with.

[Chen Li] 15:22:37

Yes.

[CSSC 216] 15:22:37

But if not, that would be an organization. Oh, go ahead, Chen.

[Chen Li] 15:22:39

Sorry. Just want to follow up on my question, who do we contact to get that process? Sorry?

[CSSC 216] 15:22:46

I'm sorry. That was for their expense. Reports.

[Chen Li] 15:22:48

Yes, or yeah?

[CSSC 216] 15:22:49

And yeah, so yeah, again. So if every single department and research unit are linked to a portfolio under the academic finance team, so there will be someone to reach out to.

[CSSC 216] 15:23:04

But if you're not sure who to contact you can reach out to either your Brian, and we can help you direct you to the proper manager, analyst.

[Chen Li] 15:23:10

Okay? And then do we prepare the similar supporting document as before.

[Chen Li] 15:23:17

Or is it so? It's still a similar process. It's just we are sending it to a different person.

[CSSC 216] 15:23:22

Yeah, exact same information will be required, as you know. Make sure it's substantiate everything. Is there?

[CSSC 216] 15:23:28

Other approvals are in place. It's just to add the actual initiation and getting it into workday is a slightly different process that the finance team can help.

[CSSC 216] 15:23:34

You!

[Chen Li] 15:23:35

Okay, and I had another question about the internal sales delivery.

[Chen Li] 15:23:41

Yes. So how do we like if we wanna move that?

[Chen Li] 15:23:45

Who do we contact?

[CSSC 216] 15:23:46

It's best to start with. So those internal salesilities are basically internal sales.

[CSSC 216] 15:23:51

Examples. Again, are bookstore hiring solutions. Those items.

[CSSC 216] 15:23:55

So those are you would want to contact the Initial Service Delivery group.

[CSSC 216] 15:23:59

So if it is a storage group, or you want to contact them directly, because they are the people that initiate those what are Isd are internal service to the read journals is a completely different type of journal in the system.

[CSSC 216] 15:24:13

And since they are the initiatives, they should be the best ones to correct it where necessary.

[CSSC 216] 15:24:17

So I would reach out to them first.

[Chen Li] 15:24:17

Okay, cause that would be a lot of work. Increased workflow for them.

[Chen Li] 15:24:23

As before, we were able to do that with Jv. As well, and for because for our research lab, we have flow core expenses.

[Chen Li] 15:24:31

Samnt store costs that we move around quite often, and usually we well, before we were able to use Jv.

[Chen Li] 15:24:39

For that. And now, if we have to contact everyone, that's quite a bit, and that there's also animal charges which are monthly charges on our grants that we move.

[CSSC 216] 15:24:48

How are you doing? Sorry? Jen? You don't have to contact the Isd person to move it.

[CSSC 216] 15:24:54

It's more ideal because it keeps it within internal sales or expenses.

[CSSC 216] 15:25:01

But if you do want to move it through the accounting journal, you just have to use the supplies and sundays external as opposed to supplies and Sundays internal or same with sales.

[Chen Li] 15:25:12

Okay.

[CSSC 216] 15:25:15

You can't move it within the internal sales line itself.

[CSSC 216] 15:25:18

That's all. Yeah. So to further cause, right now, with internal sales, it has its own line.

[Chen Li] 15:25:19

Okay.

[CSSC 216] 15:25:24

The 6 93,000. 393,393.

[CSSC 216] 15:25:27

So if you want to keep it in the same line where it offsets directly.

[Chen Li] 15:25:27

Hmm.

[CSSC 216] 15:25:30

When you look at the same line where it offsets directly.

[CSSC 216] 15:25:31

When you look at the ledger, the year-to-day number, then you would need to contact Isd for them to, because they're the only one that can transact in that account code.

[CSSC 216] 15:25:38

In that ledger account, but, as President said, If you want to move those yourself, then yes, you can do them.

[CSSC 216] 15:25:46

You just have to use the gin engineering.

[Chen Li] 15:25:48

Okay, okay, sounds good. Thank you.

[CSSC 216] 15:25:55

We are here. No more questions. Then I will bring an end to this session.

[CSSC 216] 15:26:00

Thank you very much. By all means go test note. And there is the email box to reach out.

[CSSC 216] 15:26:04

If you have questions. And yeah, if you already put your journal in journal tool, we don't want to see that duplication.

[CSSC 216] 15:26:14

If you put it yourself, either cancel and do it yourself, so that we don't have a duplicate.

[CSSC 216] 15:26:20

So just, mindful. If you have been waiting couple of days to have those journals process, you can go ahead and cancel if you like.

[CSSC 216] 15:26:31

I all need you can even, and we'll get to them based on what's on the cute.

[CSSC 216] 15:26:35

But please do cancel, and to avoid a double entry accidentally, and the other just on accounting.

[CSSC 216] 15:26:45

If you were to put a future date. So right now we're in May. I?

[CSSC 216] 15:26:51

If you were to try to put June fifteenth.

[CSSC 216] 15:26:53

The system will error you out, which means you cannot process so I wouldn't worry too much about accounting date.

[CSSC 216] 15:27:00

It's normally only time you had to worry about is closer to the month, end or quarter end or end. So I'll set up that normally just default to date.

[CSSC 216] 15:27:12

Thank you very much for your time. And we look forward to hearing your feedback.

[CSSC 216] 15:27:16

Take care, everyone. Thank you.