

INTEGRATED RENEWAL PROGRAM

Accounting Entries in Workday

October 2020





TYPES OF “ACCOUNTING ENTRIES” IN WORKDAY (JOURNAL VOUCHERS IN FMS)

1. Accounting Adjustment:

- For transactions that have been **posted and paid**
- Used for **corrections** to worktags for supplier invoices, expenses, payroll

2. Accounting Journal:

- Used for:
 - **Interfund transfers**
 - **Manual financial reporting adjustments**
 - **Corrections to transactions that involve splits**

e.g. transaction was charged to Program A but needs to be charged 50% to Program A and 50% to Program B

3. Internal Sales Delivery:

- Used to record the sale of a good or **service from one UBC Department to another**



OVERVIEW

- **Accounting Adjustments** are used for corrections to Worktags for Supplier Invoice and Expense Report transactions that have already been Posted and Paid.
- The Accounting Adjustment request is routed to the relevant organization worktag managers tagged in the request:

See Process Flow below:

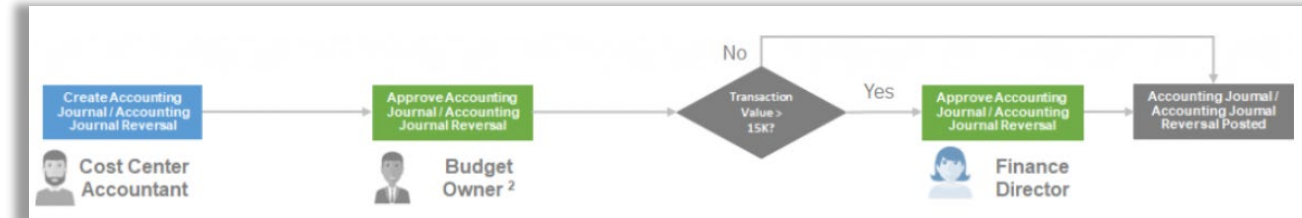


- A **Cost Centre Accountant** is responsible for creating Accounting Adjustments and Accounting Journals.
- **Organizational worktag managers** are responsible for approving Accounting Adjustments and Accounting Journals (Program Manager, Grant Manager, Project Manager, Gift Manager, Gift Initiative Manager, Cost Center Managers)
- To **submit a request for** Accounting Adjustments and Accounting Journal adjustments, please click [Here](#), complete the form and send to ubco.accountspayable@ubc.ca for processing

UBC		ACCOUNTING ADJUSTMENT REQUEST FORM	
UBCO FINANCE			
Submit Completed Accounting Adjustment form to UBCO Accounts Payable for processing - ubco.accountspayable@ubc.ca			
ACCOUNTING DATE (mm/dd/yyyy)		REFERENCE NUMBER OF SUPPLIER INVOICE / EXPENSE REPORT TO BE ADJUSTED	CHANGE REASON: Wrong Worktag
LEDGER GROUP: Actuals	JOURNAL SOURCE: Campus Manual		
PURPOSE OF TRANSACTION (Attach Supporting Documentation)			
JOURNAL ENTRY LINES			
Ledger Account	Debit Amount	Credit	

- **Accounting Journals** are created for manual adjustments that are not available via Workday operational transactions.
- This includes corrections involving splits, corrections to customer invoices and intra or inter fund transfers.

See Process Flow below:



Note: To look up a supplier invoice or expense report for an accounting adjustment,

- Enter **“Find Supplier Invoices”** or **“Find Expense Report”** in the search bar in Workday
- Select the “Find Supplier Invoices report” or the “Find Supplier Invoices by Organization report” or select the “Find Expense Report Lines by Organization” depending on transaction type.
- Enter search criteria in the report filters to narrow down the search.
- Click **OK**





APPENDIX REFERENCE GUIDE

ACCOUNTING ADJUSTMENT (1 of 2)

- **Accounting Adjustments** are used for corrections to Worktags for Supplier Invoice and Expense Report transactions that have already been Posted and Paid.
- The Accounting Adjustment request is routed to the relevant organization worktag managers tagged in the request:
- A **Cost Centre Accountant** is responsible for creating Accounting Adjustments. Complete the Accounting Adjustment Request Form [Here](#) and send to ubco.accountspayable@ubc.ca for processing
- Organizational worktag managers: Program Manager, Grant Manager, Project Manager, Gift Manager, Gift Initiative Manager, Cost Center Manager are responsible for approvals



1. Enter “**Find Supplier Invoices**” in the search bar.
 - Depending on security access, select the “**Find Supplier Invoices report**” or the “**Find Supplier Invoices by Organization report**”.
2. Enter Supplier Invoice search criteria in the report filters to narrow down the search.
 - Select additional filters to narrow down the Supplier Invoice search as needed and if known:
 - ✓ Supplier
 - ✓ Invoice Date On or After/On or Before
 - ✓ Invoice Created By
 - ✓ Requestor
 - ✓ Purchase Order
 - ✓ Cost Center Hierarchy
3. Click “**OK**”

1. Search bar containing 'find supplier invoice' and a magnifying glass icon. Below it, two report options are listed: 'Find Supplier Invoices - Report' and 'Find Supplier Invoices by Organization - Report'. Red boxes highlight the search bar and the first report option.


3. A close-up of an orange 'OK' button with a red border. A teal arrow points from the search criteria section to this button.

2. A screenshot of the 'Find Supplier Invoices' filter form. It includes fields for Company (selected: UBC The University of British Columbia), Supplier, Supplier Status, Invoice Number, Supplier's Invoice Number, Invoice Status (selected: Approved), Invoice Date On or After, Invoice Date On or Before, Payment Status (selected: Paid), Payment Date On or Before, and Ending Due Date. Red boxes highlight the Company, Invoice Status, and Payment Status fields. Teal arrows point from the search criteria section to these fields.

ACCOUNTING ADJUSTMENT (2 of 2)

- From the Find Supplier Invoices report results, under the Supplier Invoice column, Click on the “**Related Actions button**” for the Supplier Invoice to adjust Worktags.
- Click “**Accounting**” and then “**Adjust Accounting**”.
- Scroll to the right of the Lines section and under Proposed Spend Category, select the **new Spend Category**.
 - Select the **Change Reason**. You can choose from (i) **New Award** or (ii) **Wrong Worktags**.
- Select the **new Cost Center** and/or other Worktags to be adjusted under the Proposed Adjustment Worktags columns.
- Click “**Submit**” to submit for approval

4

Supplier Invoice	Invoice Number	Status	Supplier
	SI-0000000002	Approved	Adlers Foreign Books
	SI-0000000003	Approved	Hewlett Packard Enterprise Canada Company
	SI-00000000036	Approved	Allround Automations
		Approved	Smith and Kraus Inc

5

Actions

Accounting

Adjust Accounting

View Accounting

Supplier Invoice

Invoice Number

SI-0000000003

Company

Supplier

6

*Proposed Spend Category	Change Reason
Computer Hardware	Wrong Worktags

7

Cost Center	*Additional Worktags
CC01001 Faculty of Science Institute for the Oceans and Fisheries Marine Mammal Research	Function: FN000 Instruction Fund: FD000 General Purpose Operating

8

Submit

You have submitted
Accounting Adjustment: 1 for

Up Next



Approval by Cost Center Manager

Details and Process

ACCOUNTING JOURNAL (1 of 3)

- **Accounting Journals** are created for manual adjustments that are not available via Workday operational transactions. This includes corrections involving splits, corrections to customer invoices and intra or inter fund transfers.
- A **Cost Centre Accountant** is responsible for creating an Accounting Journal. Complete the Accounting Journal Request Form [Here](#) and send to ubco.accountspayable@ubc.ca for processing
- **Organizational worktag managers:** Program Manager, Grant Manager, Project Manager, Gift Manager, Gift Initiative Manager, Cost Center Manager are responsible for approvals



1. Enter “**Create Journal**” in the Search Bar and click on the “**Create Journal Task**”.
2. Enter the Journal Header information as follows:
 - Select **Ledger**: UBC The University of British Columbia : Actuals
 - Select **Accounting Date** in an open month
 - Select **Journal Source**
 - Payroll Accounting Journal: for adjustments not feasible via Payroll Accounting Adjustment process
 - Enter **Balancing Fund**
 - Enter **Memo**. This should be a description of the purpose of the accounting journal
3. Click “**Continue**”

The screenshot shows the 'Create Journal' form in Workday. It is divided into three numbered sections:

- 1**: Search bar with 'Create Journal' and a list of results including 'Create Journal - Task' and 'Create Recurring Journal Template'.
- 2**: The 'Journal Header' section with fields for Ledger, Accounting Date, Period, Currency, Journal Source, Display Account Set, Balancing Fund, Optional Balancing Worktags, Currency Rate Type, and Book Code. A callout bubble points to the 'Journal Source' and 'Balancing Fund' fields with the text 'Select Journal Source and Balancing Fund'.
- 3**: The 'Continue' button.

Additional fields on the right include Memo, External Reference ID, Record Quantity, Adjustment Journal, Create Reversal, Reversal Date, and Control Total Amount (6,700.00).

ACCOUNTING JOURNAL (2 of 3)

4. Enter **Ledger Account**, Enter **Debit Amount** or **Credit Amount**, Enter **Memo** on journal line if needed
5. Scroll to the right and enter the **relevant organizational worktags** (e.g. Program, Grant, Project, Gift) for each journal line
6. Scroll to the right to enter **Revenue Category for revenue ledger accounts**, or **Spend Category for expense ledger accounts**.
 - Select **Additional Worktags** as needed.
7. Click on the Attachments tab, drop in or select files from your computer
8. Click "**Submit**" to submit for approval

Depending on the journal source and required approvers, the accounting journal request may be sent to one the following for approval:

- **Organizational worktag managers:** Program Manager, Grant Manager, Project Manager, Gift Manager, Gift Initiative Manager, Cost Center Manager
- **Accounting Manager**
- **Funding Transfer Manager**
- **Finance Director**

4

Ledger Account	Debit Amount	Credit Amount	Memo
× 2010:AP Accrued Liabilities	0.00	6,700.00	
× 6300:Supplies and Sundries	6,700.00	0.00	

5

Program

× PM000038 Allard School of Law | Administration and Finance | Administration Finance Non Sal

Project

× PJC00784 C - South Campus Infrastructure 32P06314

Cost Center

× CC00015 Allard School of Law | Administration and Finance | Administration

× CC00306 General Revenue and Expense | Financial Reporting | Financial Adjustment

6

Click Attachments

Spend Category	Revenue Category	*Additional Worktags
	× Investment Income Interest and Dividend Income	× Function: FN000 Instruction × Fund: FD000 General Purpose Operating
× Buildings Concrete		× Function: FN600 Facilities × Fund: FD500 Capital Activities Unrestricted

7


Drop files here

or

Select files

8

Attachments

 Sample Receipt.pdf

Companies Without Access

Comment

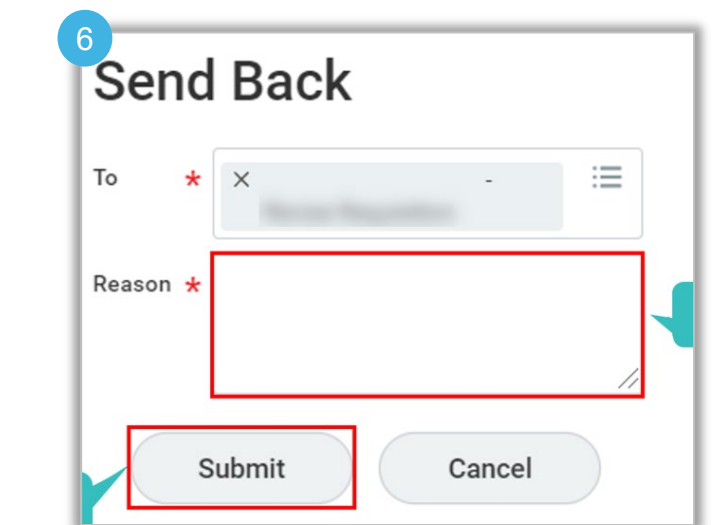
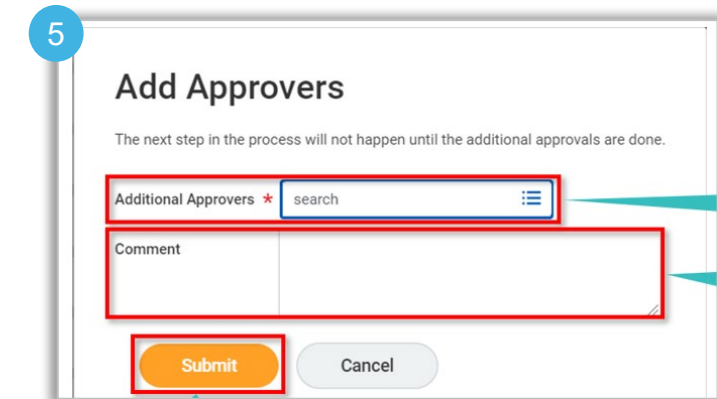
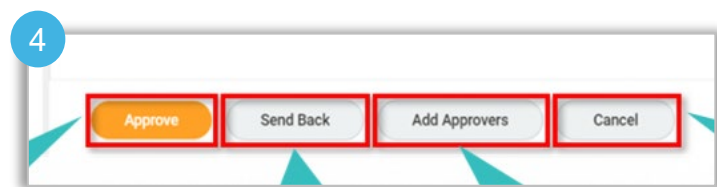
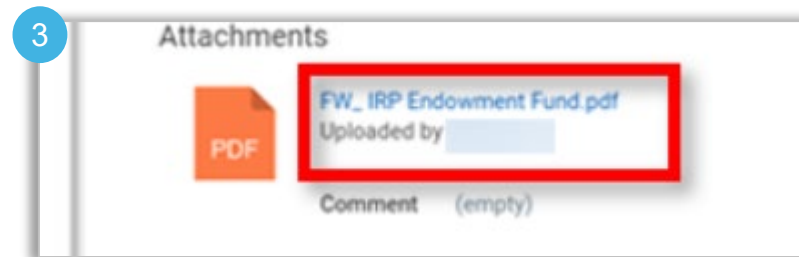
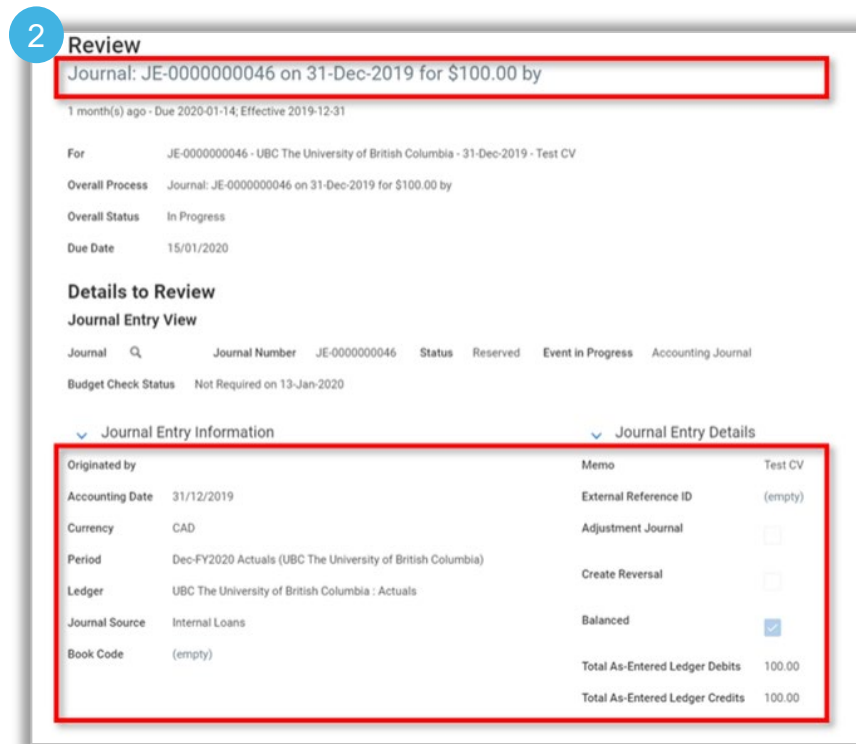
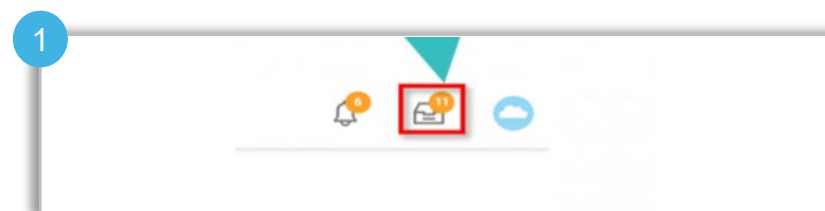
Upload

Submit Save for Later Cancel

ACCOUNTING JOURNAL (3 of 3)

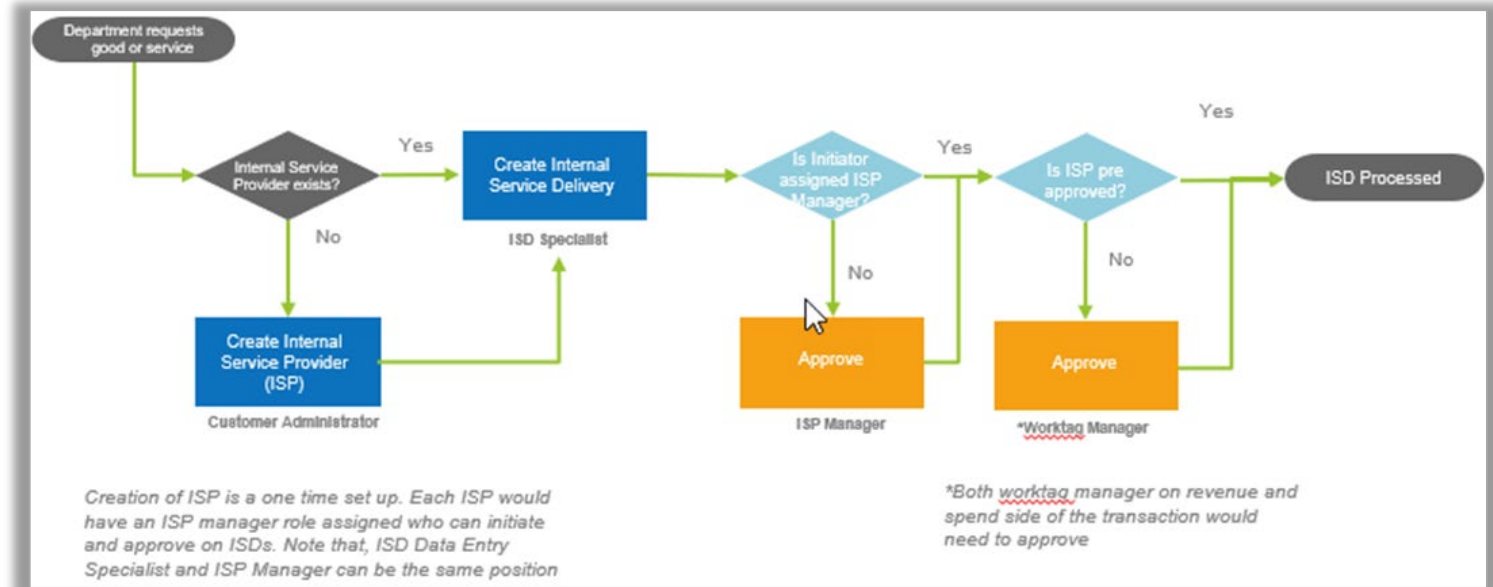
Approve Accounting Journal

1. Click the **"Inbox"** Icon in the top right corner of the Workday Homepage.
2. Review the Journal Entry and verify the following information:
 - Memo for the purpose of the journal
 - Ledger Accounts
 - Debit/Credit amounts
 - Organizational Worktags
 - Revenue/Spend Categories
 - Attachment
3. Scroll down to the Process History section to view the Accounting Journal approval workflow history if needed
4. Click **"Approve"** **"Send Back"** **"Cancel"** or **"Add Approver"** if you wish to add Additional Approvers in the workflow.



INTERNAL SALES DELIVERY(1 of 2)

- **Internal Service Delivery (ISD)** is the transaction that occurs when there is sale of goods or services between two departments within the university.
- The department requesting goods/services is called Requestor and the department providing goods/services is called Internal Service Provider.
- The **Internal Service Delivery Data Entry Specialist** is responsible for initiating ISD transactions
- The **Internal Service Provider Manager** is responsible for approving ISD transactions for a specifically assigned ISP. This role is required to ensure that an ISD Data entry specialist from another unit does not use your ISP to create an ISD into their own cost centre.



1. Enter “**Create Internal Service Delivery**” in the search bar
 - Click on **Create Internal Service Delivery** task link to access the process
2. Enter **the Company** as **UBC The University of British Columbia**.
 - Select the **Internal Service Provider (ISP)**.
 - Enter **the Memo** (Once the ISP is selected, Currency, Function, and Organizational Worktag information will auto-populate.)

1

Create Internal Service Delivery

Create Internal Service Delivery - Task

2b

Lines Attachments

Lines 0 items

+ *Company

2a

Document Information

Company * X UBC The University of British Columbia

Internal Service Provider * X Bookstore (PA)

Currency * X CAD

Document Date * 11 / 03 / 2020

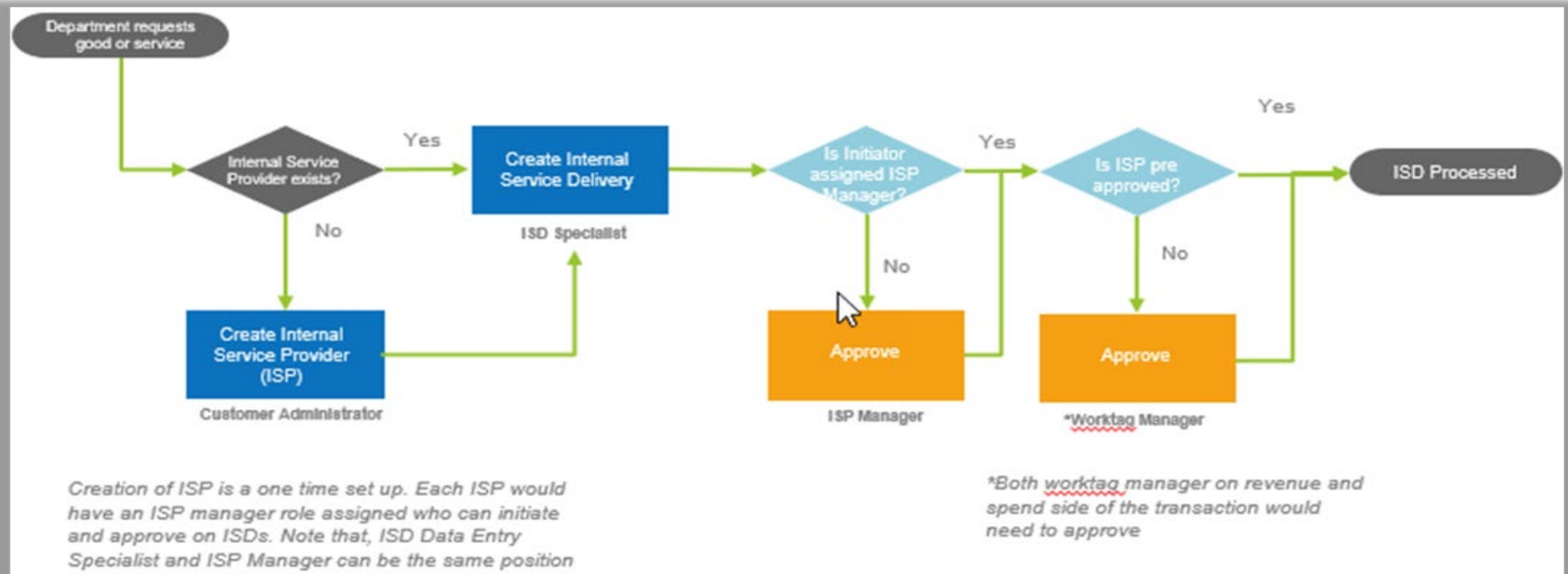
Delivery Date 11 / 03 / 2020

Memo Pre Approved Internal Service Provider

Enter the Memo

INTERNAL SALES DELIVERY

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INTERNAL SALES DELIVERY(2 of 2)

- 3. Select the **Spend Category** of the sale item.
- 4. Enter **Quantity of the item**, its **Unit Cost** and **Unit of Measure** (optional) - *Extended Amount will be calculated as the product of Quantity and Unit Cost .*
- 5. Select the **appropriate Organizational Worktags** for the sales item (Cost Center and Additional Worktags will be auto-populated.)
- 6. Click **Submit** to send for further approvals.

3

*Spend Category

× Gifts

4

Quantity	Unit of Measure	Unit Cost	Ex Ar
5	× Each	25.00	

5

Lines 1 Item

Program	Grant	Project	Gift
× PM009632 Ignite Book Club Faculty of Arts			

5b

*Cost Center	Gift Initiative	*Additional Worktags
× CC01138 Institute for Gender, Race, Sexuality and Social Justice Office Faculty of Arts		× Function: FN000 Instruction × Fund: FD000 General Purpose Operating

6

Submit Save for Later Cancel