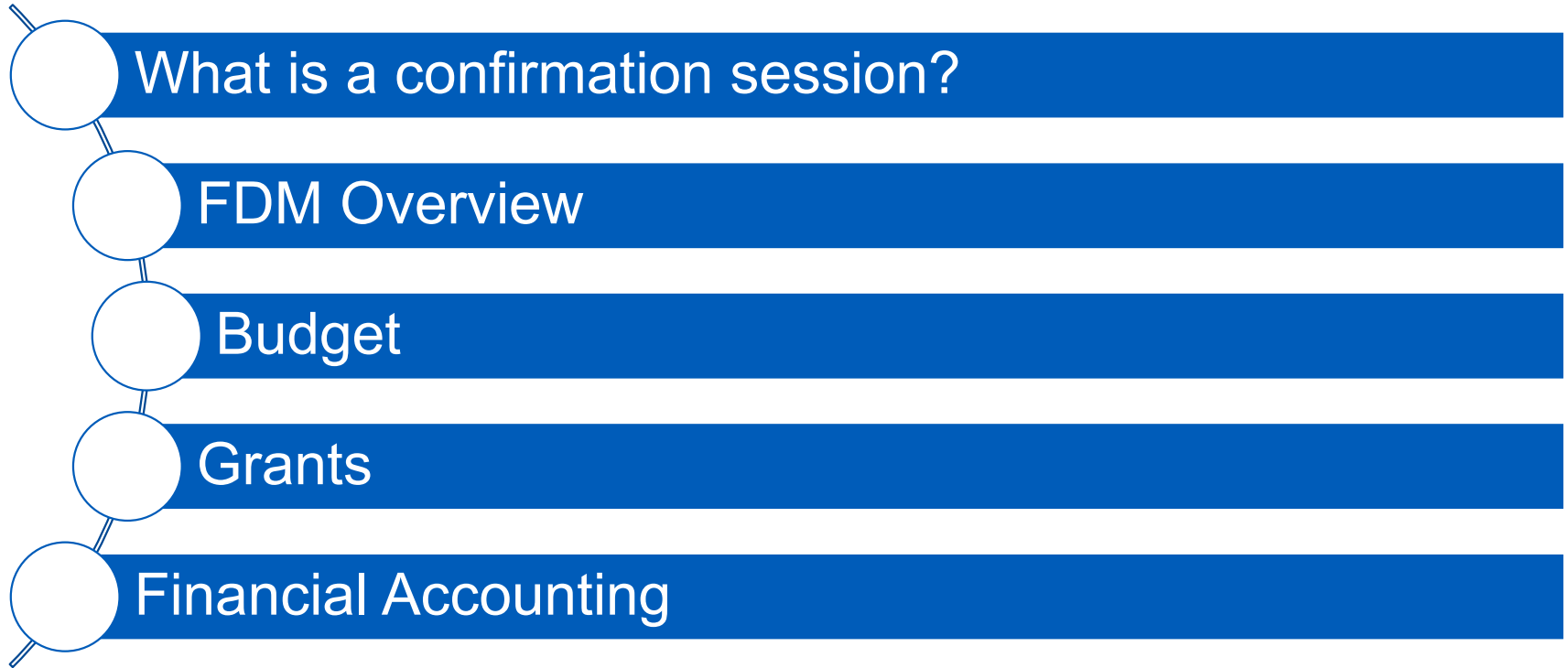




Finance Accounting/Budget/Grant Confirmation Session

Today's Topics

- 
- What is a confirmation session?
 - FDM Overview
 - Budget
 - Grants
 - Financial Accounting

Before We Begin



Please save all questions until the end.



Send Questions after this session to
Workday2020@Montclair.edu

A Confirmation Session *is*



- ✓ An Introduction to Workday key concepts
- ✓ A demonstration of the system configurations of business processes that have been built so far
- ✓ A visualization of the system for the end users
- ✓ An opportunity for you to see the features of the system and share that information with your colleagues

A Confirmation Session *is not*



- ⊗ Time for redesign
- ⊗ Formal testing
- ⊗ Validating customer data
- ⊗ Training of SME's or any other Customer staff



Driver
Worktags

Revenue &
Spend
Categories

Inherited &
Related
Worktags

Ease of Use Features

Worktags

The 5 Must Haves

- ✓ Cost Center
- ✓ Fund (source of funding)
- ✓ Ledger Account (higher summarized level for budgeting)- rarely seen in transactions
- ✓ Program (NACUBO categories-used in external reporting & will always default)
- ✓ Revenue or Spend Category (details)

Inherited and Related Worktags

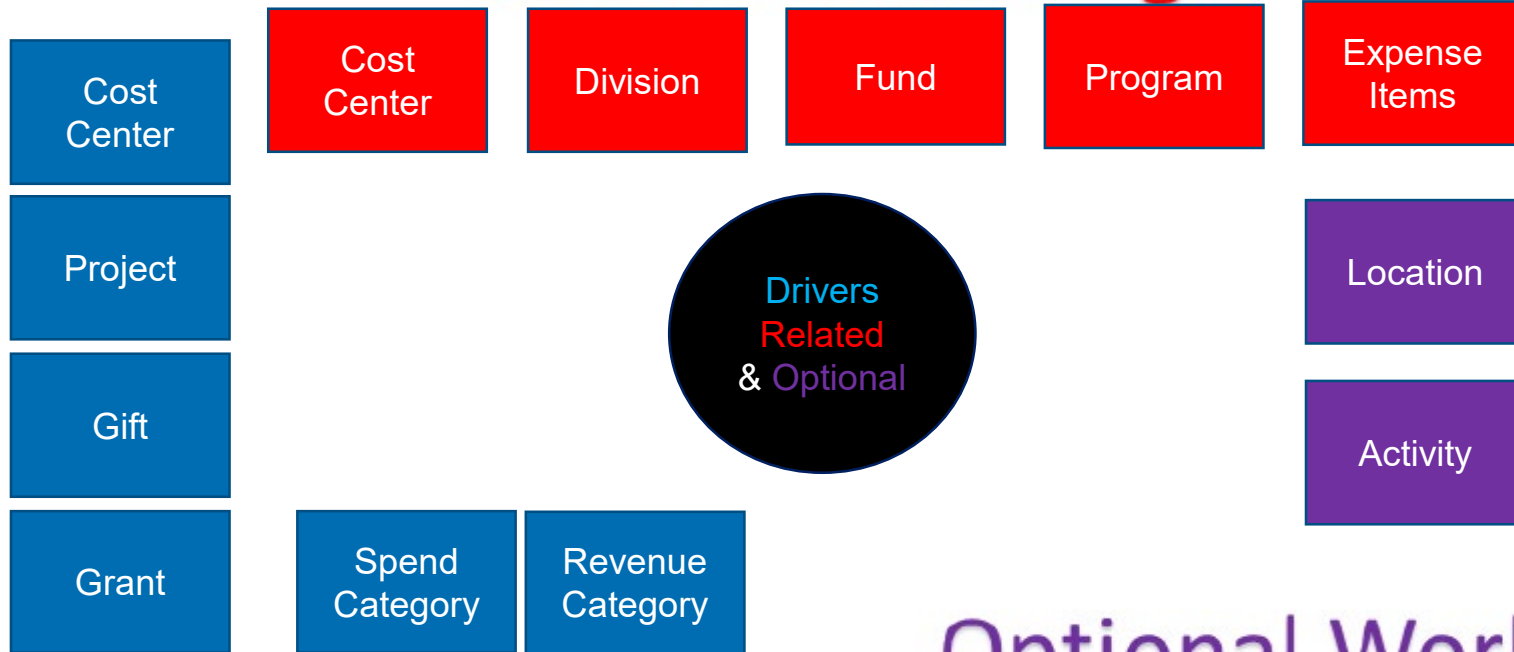
If you select one Worktag, Workday completes related Worktags for you:

For example: A user inputs a grant worktag, and Workday completes the appropriate:

- ✓ Fund
- ✓ Division
- ✓ Cost Center
- ✓ Program Code

WORKTAGS

Related Worktags



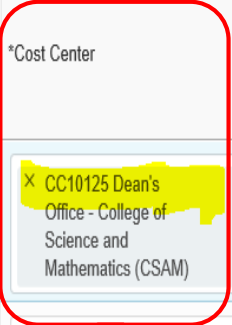
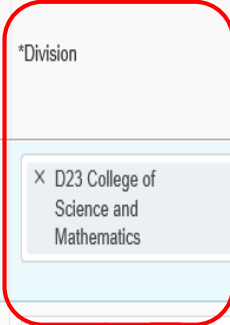
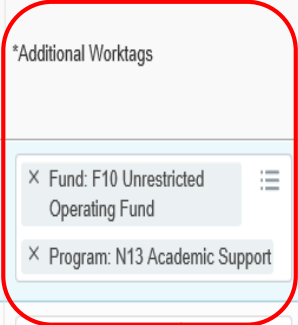
Driver Worktags

Optional Worktags

Inherited Worktags

Journal Entry Lines Attachments

Journal Entry Lines 2 items

*Cost Center	*Division	Spend Category	Revenue Category	*Additional Worktags	Interworktag Affiliates	Exclude from Spend Report
 X CC10125 Dean's Office - College of Science and Mathematics (CSAM)	 X D23 College of Science and Mathematics			 X Fund: F10 Unrestricted Operating Fund X Program: N13 Academic Support		<input type="checkbox"/>

Submit Save for Later Cancel

Spend Category To Ledger Account

Spend Category  Ledger Account

Users select the spend category and Workday derives the ledger account

Spend Category Name	Workday Ledger	
	Account	Workday Ledger Acct Desc
Chemicals - Non-Hazardous	60101	Materials & Supplies
Chemicals - Hazardous	60101	Materials & Supplies
Computer Peripherals/Supplies	60101	Materials & Supplies
Copier/Printer Supplies	60101	Materials & Supplies
Pharma Vaccines	60101	Materials & Supplies
Media, Films, Slides , Tapes & Recording and Photos	60101	Materials & Supplies
Laboratory Supplies	60101	Materials & Supplies
Experimental Animal Supplies	60101	Materials & Supplies
Print - Envelopes/Stationary/Business Cards	60101	Materials & Supplies
Food Supplies	60101	Materials & Supplies
Office Supplies	60101	Materials & Supplies
Law Enforcement Supplies	60101	Materials & Supplies
Art Supplies	60101	Materials & Supplies

Revenue Category To Ledger Account

Rev Category  Ledger Account

Users select the revenue category and Workday derives the ledger account

Revenue Category	Revenue Category Name	Hierarchy ID	Hierarchy Name (+2)	GL	WORKDAY GL NAME
RC0061	Educational Sales	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0062	Educational Services	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0063	Continuing and Professional Educa	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0064	Career Fairs	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0065	Child Care Center Tuition	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0066	Demonstration Program	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0067	Early Intervention Sales	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0068	Music Camps	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0069	Non-Credit Tuition	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0070	Clinic Fee	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0112	Commercial Properties Leases	RCH120	Rental Income	44001	Rental Income
RC0113	Space and Facility Rentals	RCH120	Rental Income	44001	Rental Income
RC0113	Space and Facility Rentals	RCH120	Rental Income	44001	Rental Income
RC0126	Early Intervention Other Receipts	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0130	Educational Consulting Services	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0133	Consulting Center Services	RCH112	Educational Sales and Services	42001	Educational Sales and Services
RC0113	Space and Facility Rentals	RCH120	Rental Income	44001	Rental Income
RC0136	Non-Educational Service Contract	RCH120	Rental Income	44001	Rental Income
RC0137	Non-Educational Service Contract	RCH120	Rental Income	44001	Rental Income

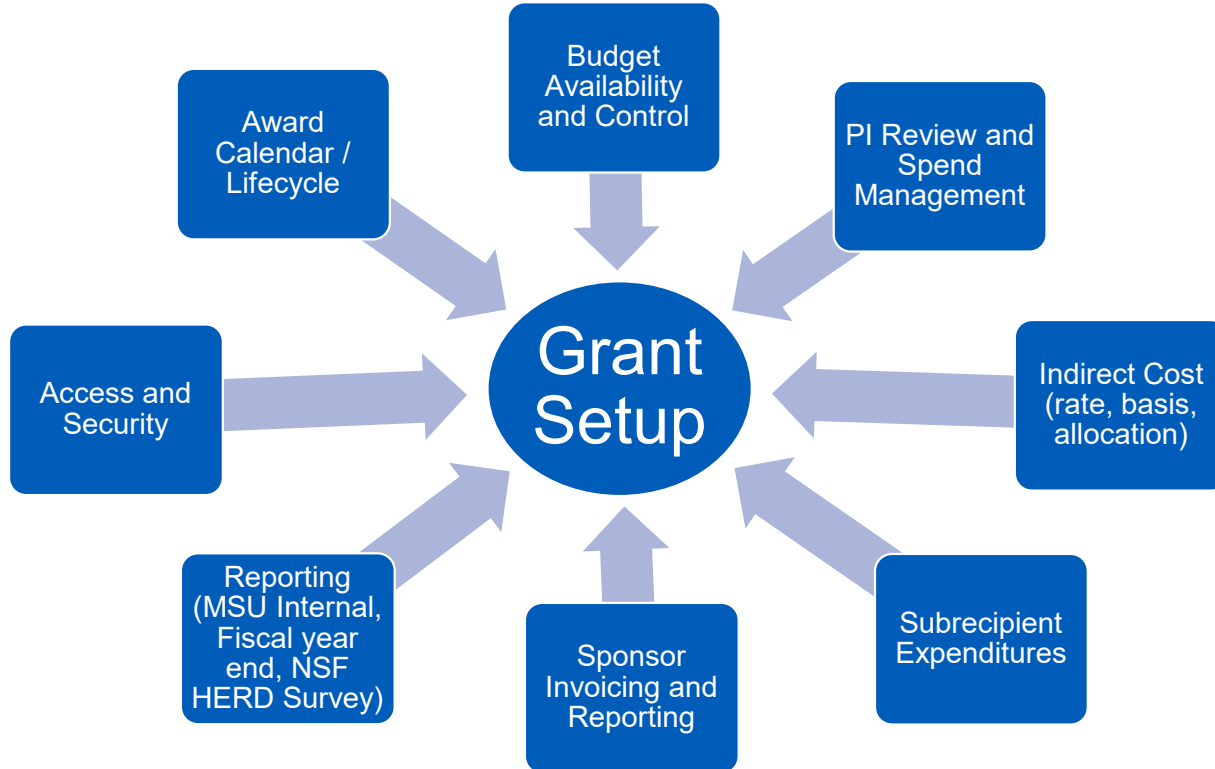
Budget

- **Budget Concepts**
 - Controlled against pool, online transfers
- **Budget Reports**
 - Variance report – subtotal by pool, drill down functionality
- **Budget Transfers (Amendments)**
 - Online, approval workflow, budget visibility on-screen

Grants

- Grant Setup Considerations
- Grant Budget Categories
- Other Changes / Improvements
- Reports (including demonstration)
 - Grant Summary by Worktag
 - Grant Summary by Ledger Account

Grant Setup Considerations



Grant Budget Categories

FMS – Budget Pools

51000 – Instructional Pool	60001 – Other Operating Pool
52000 – Instructional Temporary	60800 – Indirect Cost Pool
53000 – Admin/Professional Pool	60900 – Participant Pool
54000 – Support Staff Pool	62000 – Travel Pool
55000 – Temporary Staff Pool	64000 – Financial Aid Pool
56000 – Graduate Assistant Pool	66500 – Subrecipient < \$25k
57000 – Student Assistant Pool	66510 – Subrecipient > \$25k
58000 – Other Personnel Pool	70400 – Equipment Pool
59000 – Fringe Benefit Pool	

Workday – Ledger Account Summaries

Salaries and Wages
Graduate Assistant Pay
Fringe Benefits
Participant Costs
Travel Domestic
Travel International
Scholarship/Fellowship/Tuition
Subawards
Other Operating
Equipment
F&A Expense

Other Changes / Improvements

- Award/Grant Setup
 - Completed entirely by Grant Accounting team
 - System-generated notification for new grants
- Award Calendar / Lifecycle
 - System warnings/notifications of grants closing in 90, 60 and 30 days
- PI Review and Spend Management
 - Access to real time personnel and non-personnel expenses in one system
- Indirect Cost Revenue
 - Grant worktag on revenue transactions as well as expense, resulting in easier confirmation of indirect revenue

Report – Grant Summary by Worktag

Summarized list of grants with budget, expenditures, encumbrances and available balance

MSU RPT FIN - Grant Summary by Worktag Actions



Period FY 2019 - 11 May

5 items



Grant	Award	Award Number	Award Name	Grant Manager	Award Start Date	Award End Date	Budget	Current Period	Year to Date	Life to Date	Reserved Journals	Obligations	Commitments	Available to Spend	% Available to Spend	Cost Share
GR00167 Development of inhibitors of P. falciparum cGMP dependent protein kinase (PfPKG) for malaria chemoprevention	Q	AWD-00000165	Development of inhibitors of P. falciparum cGMP dependent protein kinase (PfPKG) for malaria chemoprevention	David Rotella	08/01/2017	07/31/2019	\$420,094.00 ▼	\$328.00	\$96,363.69	\$96,363.69	0.00	0.00	\$1,200.00	\$322,530.31	76.78%	0
zzzGR00ex7_no fms Alaska's expedition_Rotella_10%	Q	AWD-00000030	Alaska's expedition_Rotella	David Rotella	03/01/2019	06/30/2019	\$852,500.00	\$45,650.00	\$48,950.00	\$48,950.00	\$395.00	0.00	\$5,681.00	\$797,474.00	93.55%	0
zzzGR00ex7_no fms_Rate8% Alaska's expedition_Rotella_Rate8%	Q	AWD-00000031	Alaska's expedition_Rotella_8%	David Rotella	03/01/2019	06/30/2019	\$189,000.00	\$42,059.52	\$42,059.52	\$42,059.52	\$5,000.00	0.00	0.00	\$141,940.48	75.10%	0
zzzGREX745 Example 7 45%	Q	AWD-00000032	Example 7 45%	David Rotella	03/01/2019	06/30/2019	\$197,500.00	\$59,500.00	\$62,500.00	\$62,500.00	0.00	0.00	0.00	\$135,000.00	68.35%	0
Total							\$1,659,094.00	\$147,537.52	\$249,873.21	\$249,873.21	\$5,395.00	0.00	\$6,881.00	\$1,396,944.79	84.20%	0

Report – Grant Summary by Ledger Account

Grant totals by ledger account summary with budget, expenditures, encumbrances and available balance

← MSU RPT FIN - Grant Summary by Ledger Account Actions



Grant & Grant Hierarchies Grant: GR00167 Development of inhibitors of P. falciparum cGMP dependent protein kinase (PPKG) for malaria chemoprevention Period FY 2019 - 11 May

Report Name: MSU RPT FIN - Grant Summary by Ledger Account

Fiscal Period: FY 2019 - 11 May

12 items



Ledger Account Summary	Original Budget	Budget Amendments	Current Budget	Current Period	Year to Date	Life to Date	Total Reserved Journal	Commitment	Obligation	Available to Spend	% Available to Spend	Cost Sharing
Salary & Wages Subtotal	\$100,000.00	0.00	\$100,000.00	0.00	\$58,519.72	\$58,519.72	0.00	0.00	0.00	\$41,480.28	41.48%	0.00
Fringe Benefits	0.00	0.00	0.00	0.00	\$7,949.29	\$7,949.29	0.00	0.00	0.00	(\$7,949.29)	0.00%	0.00
Salaries & Wages	\$100,000.00	0.00	\$100,000.00	0.00	\$50,570.43	\$50,570.43	0.00	0.00	0.00	\$49,429.57	49.43%	0.00
Other Expenses Subtotal	\$187,000.00	0.00	\$187,000.00	\$328.00	\$9,759.02	\$9,759.02	0.00	\$1,200.00	0.00	\$176,040.98	94.14%	0.00
Contractual Services	\$15,000.00	0.00	\$15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	\$15,000.00	100.00%	0.00
Equipment	\$12,000.00	0.00	\$12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	\$12,000.00	100.00%	0.00
Other Operating	\$150,000.00	0.00	\$150,000.00	\$225.00	\$9,656.02	\$9,656.02	0.00	0.00	0.00	\$140,343.98	93.56%	0.00
Travel Domestic	\$10,000.00	0.00	\$10,000.00	\$103.00	\$103.00	\$103.00	0.00	0.00	0.00	\$9,897.00	98.97%	0.00
Travel International	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,200.00	0.00	(\$1,200.00)	0.00%	0.00
Total Direct Costs	\$287,000.00	0.00	\$287,000.00	\$328.00	\$68,278.74	\$68,278.74	0.00	\$1,200.00	0.00	\$217,521.26	75.79%	0.00
Total Indirect Costs	\$133,094.00	0.00	\$133,094.00	0.00	\$28,084.95	\$28,084.95	0.00	0.00	0.00	\$105,009.05	78.90%	0.00
Total Direct & Indirect Costs	\$420,094.00	0.00	\$420,094.00	\$328.00	\$96,363.69	\$96,363.69	0.00	\$1,200.00	0.00	\$322,530.31	76.78%	0.00

Report – Drilldown on Life to Date column

Criteria View by: and then by:

294 items 🔍 📄 📑 🗑️ 🏠

Journal Source	Transaction Description	Accounting Date	Transaction Date	Award Contract Start Date	Award Contract End Date	Fiscal Year	Fiscal Period	Ledger Account	Spend/Revenue Category	Debit	Credit	Division	Cost Center	Grant	Worktags	Header Memo	Link
Payroll Actual Accrual		01/04/2019	01/04/2019	09/01/2011	06/30/2019	FY 2019	07 Jan	51005:Faculty Tenure/Tt		1,233.50	0.00	D23 College of Science and Mathematics	CC10125 Dean's Office - College of Science and Mathematics (CSAM)	GR00121 Weston Scholars Program	Cost Center: CC10125 Dean's Office - College of Science and Mathematics (CSAM) Division: D23 College of Science and Mathematics Earning: Salary - 10 Month Employee: ██████████ Fund: F20 Sponsored Awards Fund More (8)		
Conversion - General Ledger History	██████████ 08/01/2018	07/20/2018	07/20/2018	09/01/2011	06/30/2019	FY 2019	01 Jul	52011:Supple Pay-instruction	SC0322 Payroll	0.00	210.00	D23 College of Science and Mathematics	CC10125 Dean's Office - College of Science and Mathematics (CSAM)	GR00121 Weston Scholars Program	Cost Center: CC10125 Dean's Office - College of Science and Mathematics (CSAM) Division: D23 College of Science and Mathematics Employee: ██████████ Fund: F20 Sponsored Awards Fund Grant: GR00121 Weston Scholars Program More (4)	Test Grant labor detail	
Conversion - General Ledger History	██████████ 08/01/2018	07/20/2018	07/20/2018	09/01/2011	06/30/2019	FY 2019	01 Jul	52011:Supple Pay-instruction	SC0322 Payroll	0.00	210.00	D23 College of Science and Mathematics	CC10125 Dean's Office - College of Science and Mathematics (CSAM)	GR00121 Weston Scholars Program	Cost Center: CC10125 Dean's Office - College of Science and Mathematics (CSAM) Division: D23 College of Science and Mathematics Employee: ██████████ Fund: F20 Sponsored Awards Fund Grant: GR00121 Weston Scholars Program More (4)	Test Grant labor detail	

Report – Drilldown on Life to Date column (con't)

Criteria View by: and then by:

1 item

Journal Source	Transaction Description	Accounting Date	Transaction Date	Award Contract Start Date	Award Contract End Date	Fiscal Year	Fiscal Period	Ledger Account	Spend/Revenue Category	Debit	Credit	Division	Cost Center	Grant	Worktags	Header Memo	Line Memo
Supplier Invoice	test scenario 9.12 - Grants	05/23/2019	05/23/2019	03/01/2019	06/30/2019	FY 2019	11 May	66501:Grant Subrecipients	SC0260 Grant Subrecipients	30,000.00	0.00	D23 College of Science and Mathematics	CC10136 Chemistry and Biochemistry	zzzGREX745 Example 7 45%	Cost Center: CC10136 Chemistry and Biochemistry Division: D23 College of Science and Mathematics Fund: F20 Sponsored Awards Fund Grant: zzzGREX745 Example 7 45% Object Class: Sponsored Programs: Subawards Program: N11 Research Spend Category: SC0260 Grant Subrecipients Supplier: JENNIFER FAASSE	Test scenario 9.12 grants	test scenario 9.12 - Grants

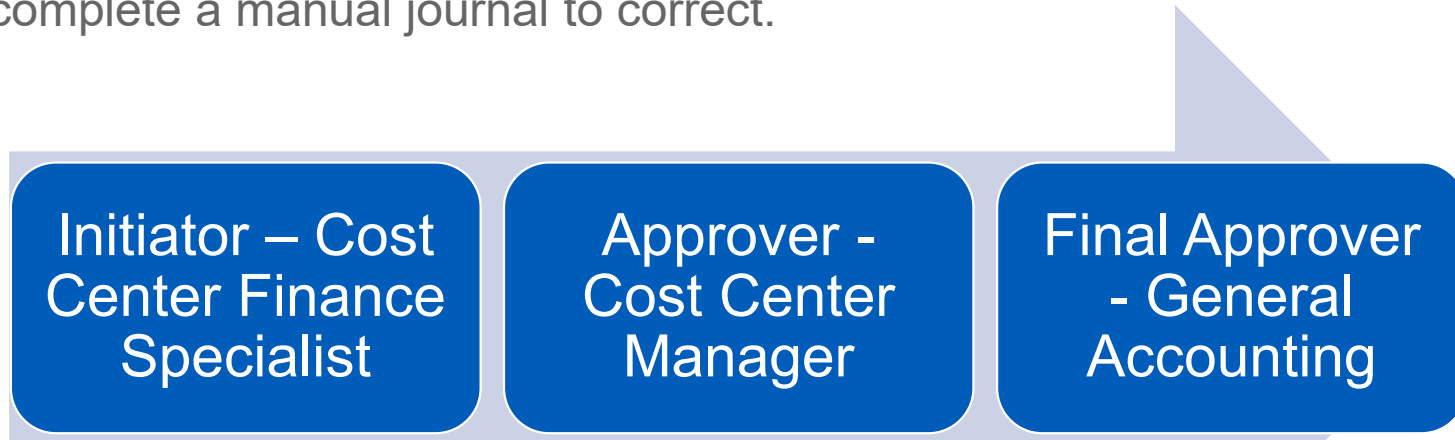
[Less \(3\)](#)

Financial Accounting

Cost Center Finance Specialist, completed a \$900 **cash deposit** to **Rental** for **Math Science Consulting Center** Cost Center at Student Accounts on **Monday**.

On **Tuesday** she realized the deposit **should have been** to **Biology** for **Educational Sales**.

We will complete a manual journal to correct.



Create Journal Task Demo

Create Journal

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

Ledger	*	<input type="text" value="X Montclair State University : Actuals"/>	Memo	<input type="text" value="Reclass Revenue"/>
Accounting Date	*	<input type="text" value="05/29/2019"/>	External Reference ID	<input type="text"/>
Period		11 May-FY 2019 Actuals (Montclair State University)	Record Quantity	<input type="checkbox"/>
Currency		USD	Enable Multicurrency	<input type="checkbox"/>
Journal Source	*	<input type="text" value="X Manual Journal"/>	Include Tax Lines	<input type="checkbox"/>
Display Account Set		(empty)	Adjustment Journal	<input type="checkbox"/>
Balancing Fund		<input type="text" value="X F10 Unrestricted Operating Fund"/>	Create Reversal	<input type="checkbox"/>
Currency Rate Type		(empty)	Reversal Date	<input type="text"/>
Book Code		<input type="text"/>	Control Total Amount	<input type="text" value="900.00"/>

Create Journal Task Lines

Journal Entry view

Journal Journal Number JL-00000319 Status Reserved Event in Progress Accounting Journal Budget Check Status Not Required on 05/29/2019

Journal Entry Information

Originated by Polina Chelnitsky
 Accounting Date 05/29/2019
 Currency USD
 Period 11 May-FY 2019 Actuals (Montclair State University)
 Ledger Montclair State University : Actuals
 Journal Source Manual Journal
 Balancing Fund F10 Unrestricted Operating Fund
 Book Code (empty)

Journal Entry Details

Memo Reclass revenue
 External Reference ID (empty)
 Adjustment Journal
 Create Reversal
 Balanced
 Total As-Entered Ledger Debits 900.00
 Total As-Entered Ledger Credits 900.00

As Entered

Journal Entry Lines 2 items

Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	*Cost Center	*Division	Spend Category	Revenue Category	*Additional Worktags
44001:Rental Income		900.00			CC10131 Math Science Consulting Center	D23 College of Science and Mathematics		RC0113 Space and Facility Rentals	Fund: F12 Self Supporting Fund Program: N11 Research
42001:Educational Sales and Services	900.00				CC10133 Biology	D23 College of Science and Mathematics		RC0061 Educational Sales	Fund: F10 Unrestricted Operating Fund Program: N10 Instruction

Helpful Links

- <https://www.montclair.edu/information-technology/workday-2020-project/>

THANK YOU!

Please complete the survey