Financial Reconciliation & Analysis Requirements

This document covers some of your responsibilities and overall timing of when Finance functional areas will be closed in Workday for the month.

As a financial user in University you are responsible to ensure your unit’s financial activity and balances are accurate and reviewed each month with appropriate documentation leading up to and during month-end close. These key activities are captured in 3 main categories – Exception Reporting, Financial Analysis, and Reconciliation.

In Workday units will no longer conduct line by line transaction verification. Instead, users will utilize exception reporting to identify, analyze, and correct issues. Examples of these reports and exercises include:

- Created, Unapproved, or journal entries in error status
- Asset Tagging reports
- Purchase Order/Expenses policy exceptions
- Payroll Costing allocation review

In Workday, financial analysis is very important to ensure all financial transactions are posted correctly and the unit using real-time data for decision making based on actuals versus plan. Examples of these reports and exercises include:

- Sources and Uses – Variance Analysis
  o Consider FDM Combinations most relevant to each unit’s structure
    ▪ Review by: Activities & Events, Assignee, Program, Cost Center, Projects
- Review equity carryforward balances and reclassify as needed
- Managerial Gift Report
- Grants review with upcoming end dates – 120 day report
- Projects Sources and Uses

In Workday, reports have been built to enable units to focus on reconciliation of their balance sheet accounts and outside subsystems. Examples of these reports and exercises include:

- University Balancing Unit Balance Sheet
  o Substantiate and document balance sheet balances are accurate for your unit
    ▪ Understand what the account is used for what balances should be included.
    ▪ Any subsystems reconcile to the general ledger.
    ▪ Differences need investigated and resolved.
    ▪ The reconciliation should be reviewed by an individual separate from the initiator.
  o Accounts include – Accounts receivable, inventory, deferred revenue, etc.
  o Departments not responsible for centrally managed Accounts Payable, Payroll, OSP Sponsored Accounts Receivable
- General Ledger Balance report
  o Used to “query” your account balances by specific FDM combinations
- Reconcile any subsystem activity and balances to reconcile with what has been recorded in Workday
- Find journal lines - OSU to find and review journals posting