

Accountant

I am an Accountant. I perform accounting functions for journals, adjustments within journals, and integrations.

This role does not exist in Oracle (various roles for creating journals).

I Need to Attend these Training Courses:

1. Introduction to Workday Financials - prerequisite
2. Financial Accounting

Security Role: Accountant



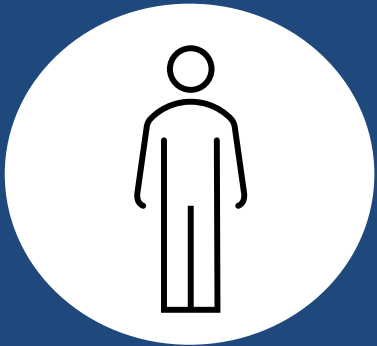
Tasks I Execute in Workday:

- I can **create**
 - **Accounting Journal (Manual and Bulk).** *I can manually enter Journals for month end adjustments, depreciation, translation adjustments, and accrued liability for purchase items that have been received but not paid for. I can also perform bulk upload of Journals.*
 - **Accounting Adjustment.** *I can create an Accounting Adjustment to reclassify costs on the settled financial transactions.*
- I can **reverse**
 - **Accounting Journal.** *I can reverse (correct) a Journal Entry.*
- I can **edit**
 - **Journal Entry.** *I can edit a Journal Entry that has not been posted.*
- I can **run reports** relevant to accounting, including (but not limited to)
 - **Find Journals and Journal Lines.** *I can run the Find Journals report to search for Journals by user, journal status, fiscal periods, and other criteria.*
 - **General Ledger Balances**
 - **General Ledger Details**
 - **Trial Balance**
 - **FDM Reference Spotlight Reports.** *I can run FDM Reference Designated, Gift, Spend, and Revenue reports.*

"My staff members come to me for help when they need an accounting adjustment created."



Security Role: Approver for Account Certification



Approver for Account Certification

I am an Approver for Account Certification. I approve Account Certifications in Workday. I can note variances during the Account Certification process to prompt my Preparer to remediate any issues.

In today's current state (Oracle), my role is Approver.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Account Certification



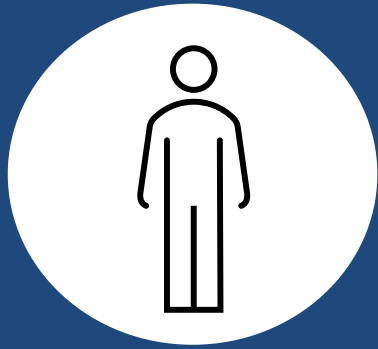
Tasks I Execute in Workday:

- I can **approve**
 - **Account Certification.** *I can approve an Account Certification to verify the legitimacy, appropriateness, and necessity of transactions recorded against my FDM worktags.*
- I can **remediate**
 - **Account Certification Variances.** *If errors are found in the Account Certification request, I can correct changes that ensure balance between Ledger Account Balance and the Amount to Certify for Account.*

"In this role, I'm fiscally responsible for the accounts I'm assigned."



Security Role: Cost Center Deposit Specialist



Cost Center Deposit Specialist

I am a Cost Center Deposit Specialist. I receive Ad Hoc Bank Transactions in my inbox to record revenue deposits or expenditure credits. I also review and update the FDM worktags for my Ad Hoc Bank Transactions (AHBT).

There is no current role in Oracle.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Review Ad Hoc Bank Transactions



Tasks I Execute in Workday:

- I can **perform**
 - **Ad Hoc Bank Transactions.** *I can review Ad Hoc Bank Transactions. I can make edits to Ad Hoc Bank Transactions I receive in my inbox to record revenue deposits or expenditure credits.*

"Colleagues come to me if they need to enter an Expenditure Credit or deposit revenue."



Security Role: Cost Center Manager



Cost Center Manager

I am a Cost Center Manager. I can approve financial transactions not related to spending.

In today's current state (Oracle), my role is similar to Fiscal Administrator.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials



Tasks I Execute in Workday:

- I can **approve**
 - **Financial transactions.** *I can approve financial accounting and revenue business processes, including accounting journals, customer invoices, and internal service deliveries.*

"My staff members come to me when they need customer invoices approved."





Customer Billing Specialist

I am a Customer Billing Specialist. I perform tasks related to creating and managing customers, invoices, and invoice adjustments.

In today's current state (Oracle), my role is UVA AR Billing Specialist.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Customer Accounts

Security Role: Customer Billing Specialist



Tasks I Execute in Workday:

- I can **create**
 - **Customers.** *I can create a customer to bill someone outside the University for goods/services provided.*
- I can **add / edit**
 - **Customer Contact.** *I can setup customer contacts if needed after a created customer has been approved.*
- I can **change**
 - **Customer Summary.** *I can change the customer's name, customer category, or status.*
- I can **adjust**
 - **Customer Invoice.** *I can adjust a customer invoice, using invoice adjustment or credit and rebill.*
- I can **request**
 - **Customer Portal.** *I can request that a Customer Portal be created on behalf of a customer.*
- I can **create, print & email**
 - **Customer Invoice.** *I can create, print, and email a Customer Invoice by printing the Customer Invoice in Workday or pulling the PDF from the Invoice record in Workday once a customer is created and active in Workday.*
 - **Customer Statements.** *I can create, print, and email a Customer Statement to remind customers about their outstanding invoices and provide details of their account activity.*
 - **Consolidated Customer Invoice.** *I can create, print, and email consolidated customer invoices for selected customers.*
- I can **manage**
 - **Document Delivery.** *I can setup and manage document delivery after a Customer has been created to enable the emailing of Customer Documents.*

"My staff members come to me when they need customer invoices adjusted."





Customer Contract Specialist

I am a Customer Contract Specialist. I perform tasks related to the creation and management of Customers, Customer Contracts, and Invoices.

This role did not exist in Oracle.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Customer Accounts
3. Customer Contracts and Billing Installments

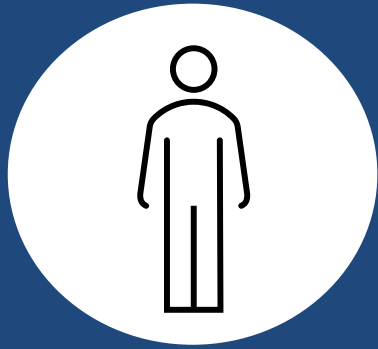
Security Role: Customer Contract Specialist



Tasks I Execute in Workday:

- I can **create**
 - **Customers.** *I can create a customer to bill someone outside the University for goods/services provided*
 - **Customer Contract.** *I can create Customer Contracts allowing me to systematically manage contract amounts, billing, and invoicing for approved contracts.*
 - **Billing Schedule for Customer Contract.** *I can create a billing schedule to manage the billing installments established by the Contract's terms.*
 - **Customer Invoices for Billing Installments.** *I can create the invoices based on the billing schedule for Customer Contracts.*
- I can **add / edit**
 - **Customer Contact.** *I can setup customer contacts if needed after a created customer has been approved.*
- I can **change**
 - **Customer Summary.** *I can change the customer's name, customer category, or status.*
- I can **adjust**
 - **Customer Invoice.** *I can adjust a customer invoice, using invoice adjustment or credit and rebill.*
- I can **amend**
 - **Customer Contract.** *I can amend details of existing customer contracts to update information such as the contract amount, the contract status, and update Worktags to create a new version of the contract.*
- I can **create, print & email**
 - **Customer Invoice.** *I can create, print, and email a Customer Invoice by printing the Customer Invoice in Workday or pulling the PDF from the Invoice record in Workday once a customer is created and active in Workday.*
 - **Customer Statements.** *I can create, print, and email a Customer Statement to remind customers about their outstanding invoices and provide details of their account activity.*
 - **Consolidated Customer Invoice.** *I can create, print, and email consolidated customer invoices for selected customers.*
- I can **manage**
 - **Document Delivery.** *I can setup document delivery if needed after a created customer has been approved*
- I can **request**
 - **Customer Portal.** *I can request that a Customer Portal be created on behalf of a customer.*

Security Role: Expense Data Entry Specialist



Expense Data Entry Specialist

I am an Expense Data Entry Specialist. I perform data entry and modification for expense reports.

In today's current state (Chrome River), my role is Super-Delegate.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Expenses



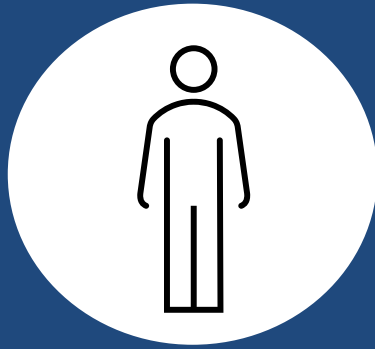
Tasks I Execute in Workday:

- I can **create**
 - **Expense report for Worker.** *I can create a report entailing bonafide business expenses for workers including requesting reimbursements and reconciling credit card transactions.*
 - **Expense Report for Intercompany.** *I can create an intercompany expense report that differs from Self/Worker in the Expense Line level.*
 - **Spend Authorization for Intercompany/Worker.** *I can create a report for authorization to spend money and get approval to take the companion and be reimbursed by UVA.*
- I can **view, edit, change, and cancel**
 - **Expense Report.** *I can view, change, edit, and cancel existing expense reports depending on the status of the report.*
- I can **view**
 - **Reports.** *I can navigate through and view reports in Workday that are in progress, draft stage, or approved.*
- I can **perform**
 - **Expense Reporting and Authorization in the Workday App.**

"My staff members come to me for help when data entry or modifications must be made for workers or intercompany expenses."



Security Role: Grant Account Certifier



Grant Account Certifier

I am a Grant Account Certifier. I perform accounting certification for Grant Accounts.

In today's current state (Oracle), my role is Project Account Certifier.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Account Certification



Tasks I Execute in Workday:

- I can **prepare**

- **Account Certification.** *I can prepare a Grant Account Certification to verify that account owners (certification approvers) have reviewed reconciliations for all asset and liability account balances under their authority and have checked the required conditions.*

- I can **approve**

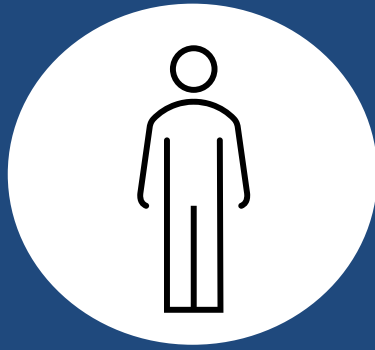
- **Account Certification.** *I can approve a Grant Account Certification to verify that grant account owners (certification approvers) have reviewed reconciliations for all asset and liability account balances under their authority and have checked the required conditions.*

- I can **remediate**

- **Account Certification Variances.** *If errors are found in the Grant Account Certification request, I can note a variance and ultimately resolve the variance.*

"My staff members come to me for help when Grant Accounts are ready to move forward with certification."





Grant Manager

I am a Grant Manager. I am responsible for the day-to-day management of grants.

In today's current state (Oracle), my role is Grant Manager.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Grant Management

Security Role: Grant Manager



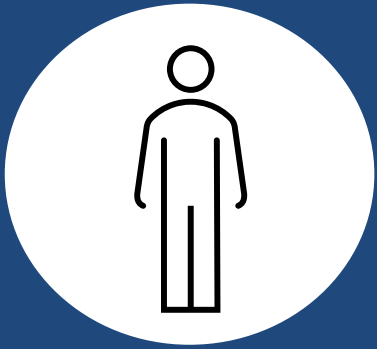
Tasks I Execute in Workday:

- I can **create**
 - **Budget Amendment.** *I can move budgets between object classes associated with spend categories, resulting in net zero budget change within the Grant.*
- I can **view and complete**
 - **Award Tasks.** *I can view the alerts related to the Award Tasks and take necessary actions on the Award Tasks.*

"My staff members come to me for help when they have questions about grant reports or grant spending."



Security Role: Internal Service Delivery (ISD) Data Entry Specialist



Internal Service Delivery (ISD) Data Entry Specialist

I am an Internal Service Delivery (ISD) Data Entry Specialist. I perform edits and cancellation of ISD events.

In today's current state (Oracle), my role is Internal Service Delivery (ISD) Data Entry Specialist.

I Need to Attend these Training Courses:

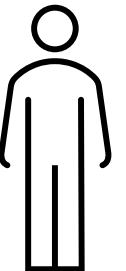
1. Introduction to Workday Financials – prerequisite
2. Internal Service Delivery (ISD)



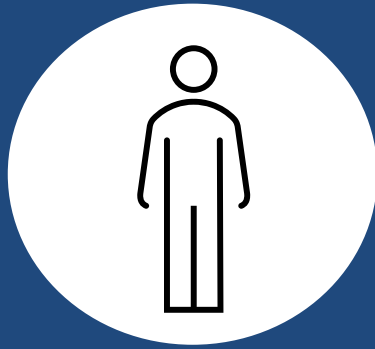
Tasks I Execute in Workday:

- I can **create**
 - **ISD Event.** *I can create ISD events that record information related to ISP provisions.*
 - **Internal Catalog (Add Catalog Load Item, Maintain Existing Catalog Item).** *I can create a catalog item of ISDs into my Workday Catalog.*
- I can **view**
 - **Accounting for ISD.** *I can view the accounting logs for ISDs entered in Workday.*
- I can **change**
 - **ISD.** *I can change information entered regarding ISDs in Workday.*
- I can **request**
 - **Cancellation of Existing ISD.** *I can request for ISDs to be cancelled should they be incorrect.*
- I can **run reports**
 - **Available for ISD.** *I can run reports and view specific entries of an ISD in a Workday Catalog.*

"My staff members come to me for help when ISDs need to be created, edited, or requested."



Security Role: Payroll Accounting Adjustment Specialist



Payroll Accounting Adjustment Specialist

I am a Payroll Accounting Adjustment Specialist. I perform accounting adjustments to current and historical payrolls.

In today's current state (Oracle), my role is UVA LD Specialist.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Payroll Accounting – Accounting Adjustments



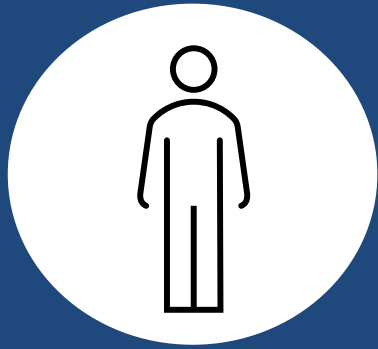
Tasks I Execute in Workday:

- I can **create**
 - **Payroll Accounting Adjustments.** *I can create Payroll Accounting Adjustment for Workers in the Company/Company Hierarchy or Cost Center/Cost Center Hierarchy for which they are assigned.*
 - **Historical Payroll Accounting Adjustment.** *I can adjust salary expenses originally posted in Oracle.*
- I can **request**
 - **Accounting Adjustment for Self.** *I can request an accounting adjustment as Workday considers self-adjustment a conflict of interest.*

"My staff members come to me for help when payroll accounting values need to be adjusted."



Security Role: Payroll Costing Manager



Payroll Costing Manager

I am a Payroll Costing Manager. I perform costing allocations for workers across all companies and apply HCM business processes where assigned.

This role does not exist in Oracle.

I Need to Attend these Training Courses:

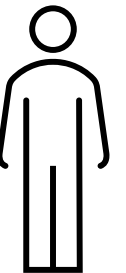
1. Introduction to Workday Financials – prerequisite
2. Payroll Accounting – Costing Allocation



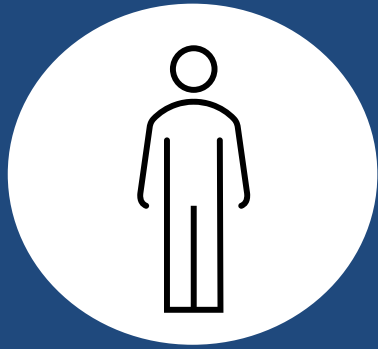
Tasks I Execute in Workday:

- I can **assign**
 - **Costing Allocation.** *I can Assign Costing Allocation for ALL workers, regardless of their company and will receive an inbox task on applicable HCM business processes (e.g., Hire, Add Job, and Change Job) for the Cost Center/Cost Center Hierarchy for which I have been assigned.*
 - **Worker-Position-Earning Costing Allocation.** *I can assign a costing allocation for a specific earning that a worker will receive on their position so that it is costed to a specific set of FDM worktags separately from how other earnings will be costed.*
 - **Position Restriction Costing Allocation.** *I can assign a position-oriented costing allocation.*
- I can **request**
 - **Costing Allocation for Self.** *I can request a costing allocation as Workday considers self-requesting a conflict of interest.*
- I can **review**
 - **Period Activity Pay Costing Overrides.** *I can enter costing overrides on Period Activity Pays so that they are appropriately costed.*
 - **One Time Payment Costing Overrides.** *I can enter costing overrides on One Time Payments so that they are appropriately costed.*

"My staff members come to me for help when employees across companies need payroll assignment or altering."



Security Role: Payroll Costing Specialist



Payroll Costing Specialist

I am a Payroll Costing Specialist. I perform payroll costing allocation within the company I am assigned.

In today's current state (Oracle), my role is UVA LD Specialist.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Payroll Accounting – Costing Allocation



Tasks I Execute in Workday:

- I can **assign**
 - **Costing Allocation.** *I can Assign Costing Allocation for workers in the Company/Company Hierarchy for which I have been assigned. I do not receive HCM-related inbox tasks associated with assigning costing allocations.*
 - **Worker-Position-Earning Costing Allocation.** *I can assign a costing allocation for a specific earning that a worker will receive on their position so that it is costed to a specific set of FDM worktags separately from how other earnings will be costed.*
 - **Position Restriction Costing Allocation.** *I can assign a position-oriented costing allocation. ses)*
- I can **request**
 - **Costing Allocation for Self.** *I can request a costing allocation as Workday considers self-requesting a conflict of interest.*

"My staff members come to me for help when employees within my company need payroll update or assignment."



Security Role: Petty Custodian



Petty Custodian

I am a Petty Custodian. I perform and submit requests for replenishment of a petty checking account.

In today's current state (Oracle), my role is Petty Custodian.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Banking and Settlement



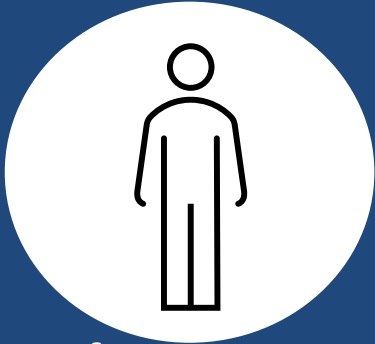
Tasks I Execute in Workday:

- I can **create**
 - **Create Miscellaneous Payment Request.** *I can request a replenishment of my petty cash account after it has been established and initially funded.*

"My staff members come to me for help when they need to submit a request for petty cash replenishment."



Security Role: Preparer for Account Certification



Preparer for Account Certification

I am a Preparer for Account Certification. I prepare account certifications in Workday. I also remediate variances when noted during the Account Certification process.

In today's current state (Oracle), my role is Fiscal Contact.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Account Certification



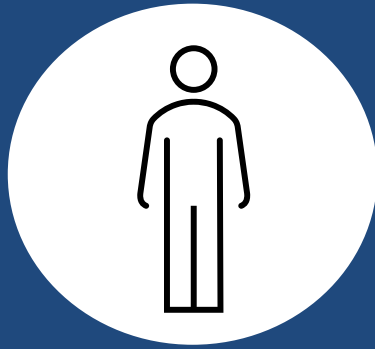
Tasks I Execute in Workday:

- I can **prepare**
 - **Account Certification.** *I prepare Account Certifications to ensure that all transactions are appropriate, necessary, and supported by documentation.*
- I can **remediate**
 - **Account Certification Variances.** *If errors are found in the Account Certification request, I can note a variance and ultimately resolve the variance.*

"Colleagues will come to me if they have questions about the account reconciliation."



Security Role: Procurement Shopper



Procurement Shopper

I am a Procurement Shopper. I can submit requisitions, create a change order, and view various procurement reports.

In today's current state (Oracle), my role is PO Shopper \$1.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Requisition & Supplier Invoice



Tasks I Execute in Workday:

- I can **create**
 - **Requisition Template**
 - **Requisition.** *I can create a purchase requisition in Workday to procure goods and supplies as per UVA's need from the UVA Marketplace integrated in Workday.*
 - **Intercompany Requisition.** *I can create an intercompany purchase requisition, a requisition for a UVA company outside of the home company.*
- I can **approve**
 - **Supplier Invoice.** *I can approve, edit, copy, or cancel invoices received from suppliers.*
- I can **act on**
 - **Assigned Cart.** *I can create a requisition for UVA Marketplace items that an Employee as Self has put into a shopping cart.*
- I can **change**
 - **Supplier Invoice Request.** *I can cancel or edit an existing supplier invoice request and copy an existing request to create a new supplier invoice request using the **My Supplier Invoice Requests** report*
 - **Purchase Requisition.** *I can change a purchase requisition that has been initiated.*
 - **Purchase Order.** *I can change and make edits to existing purchases such as quantity, costs, and Worktags.*

"My staff members come to me when they need to purchase goods or services."





Unit Gift Manager

I am a Unit Gift Manager. I perform Gift Requests through Workday Extend and run reports on gifts assigned.

In today's current state (Oracle), my role is Gift Manager.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Gifts

Security Role: Unit Gift Manager



Tasks I Execute in Workday:

- I can **create**
 - **Gift Request (using Workday Extend process).** *I can create requests, run reports, and view Gift attributes and Gifts assigned to their Cost Centers including navigation to their hierarchies.*
- I can **approve**
 - **Operational Transactions and Manual Journals.** *I can approve Workday transactions that use my Gift Worktags on them (does not apply to Gifts that route to the Cost Center Manager role).*

"My staff members come to me for help when there are gifts to be requested or viewed."



Security Role: Expense Support Specialist



Expense Support Specialist

I am an Expense Support Specialist. I perform expense report approvals.

In today's current state (Chrome River), my role is Fiscal Approver.

I Need to Attend these Training Courses:

1. Introduction to Workday Financials – prerequisite
2. Expense Reports (WBT)



Tasks I Execute in Workday:

- I can **approve**
 - **Expense Reports.** *I am the first approver of all expense reports. I have review capabilities and can edit all fields of an expense report. I can also return an expense report to its initiator to make updates if needed. I am the only security group who can review/edit during expense report approval.*

As part of the approval process, I certify that worktags are correct, documentation is attached, and expenses are within policy (e.g., meal per diems are correct).

“My staff members come to me when they need expense reports reviewed and approved.”

