**Welcome to the IRP Finance EIB Upload Call-in**
We will begin shortly - please note:

- We have **muted your audio and turned off your camera** to ensure higher quality sound during the session. **Please ensure your audio and camera remain off** throughout the entire presentation.

- If you have a technical issue during the session, please use the **chat** feature.

- We will **answer questions throughout the session** as time allows.

  ⭐ **To ask questions…**
  - Click on the Q&A icon at the bottom of your screen in Zoom
  - Type in your questions and view questions from colleagues
  - Upvote your colleagues' questions by pressing the "thumbs up" next to the question
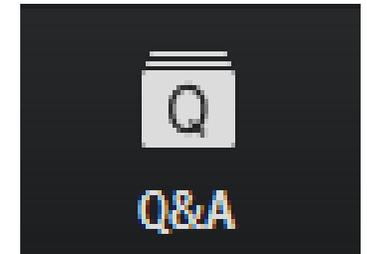
Nov 27, 2020

INTEGRATED RENEWAL PROGRAM

EIB Upload Call-in Session

Sarah Chung - Business Analyst & SME Finance

Diwen Gu - Banking and Settlement Lead

UBC

LAND ACKNOWLEDGEMENT

We acknowledge that UBC's two main campuses are located on the traditional, ancestral and unceded territories of the xʷməθkʷəy̓əm (Musqueam) and *Syilx* (Okanagan) peoples, and that UBC's activities take place on Indigenous lands throughout British Columbia and beyond.

Agenda

Topic:	Duration
Month-end Updates for November Close	10 mins
EIB Process Recap	
Accounting Journal EIBs	10 mins
Internal Sales Delivery (ISD) EIBs	10 mins
Q&A	30 mins
Total	1 hour

Additional Training and Reference Materials

- **Canvas Course Pages for <u>Accounting Journal</u> and <u>ISD EIBs</u>**
    - **Recordings of training sessions**
    - **Job aids**
    - **Relevant references and related training sessions**

- **UBC Finance Website**
    - **<u>EIB templates</u>**
    - **<u>Most up-to-date EIB business processes</u>**
    - **<u>Month-end deadlines</u>**
    - **<u>Changes to Custom Validations</u>**
    - **<u>https://finance.ubc.ca/changes-finance-processes</u>**

November Close Dates

November Deadlines

Published on UBC Finance Website:

Tasks	Dates
EIB Requests via Workday	Tuesday, December 1st, by Noon
EIB Uploaded by Data Management (Accountant to submit journals for approval in WD)	Friday, December 4th EOD
Accounting Journal Approvals	Monday, December 7th EOD
In-Progress Accounting Journals Cancelled*	Tuesday, December 8th
Ledgers Closed for Accounting Journals (Close dates may vary for central units)	Tuesday, December 8th

*Cancelled journal may be 'copied' to be re-submitted in December

If it is unlikely that your respective worktag managers will approve journals by December 7th, please use a **December** accounting date.

Users are encouraged to submit all journals as early as possible. For smaller batch accounting journals, please submit via Workday interface rather than EIBs.

How to Review Journal Status

1. Find Journals, filter by status

2. Review the journal's **Progress History** tab.

Process Recap

1. Accounting Journal EIB

Accounting Journal EIB Workflow

EIB Accountant

1. Populate EIB Template

EIB Accountant

2. Submit Request and EIB in Workday

Data Management

3. Upload EIB

EIB Accountant

4. Submit Accounting Journal

Budget Manager(s) / Finance Director(s)

5. Approves Journal
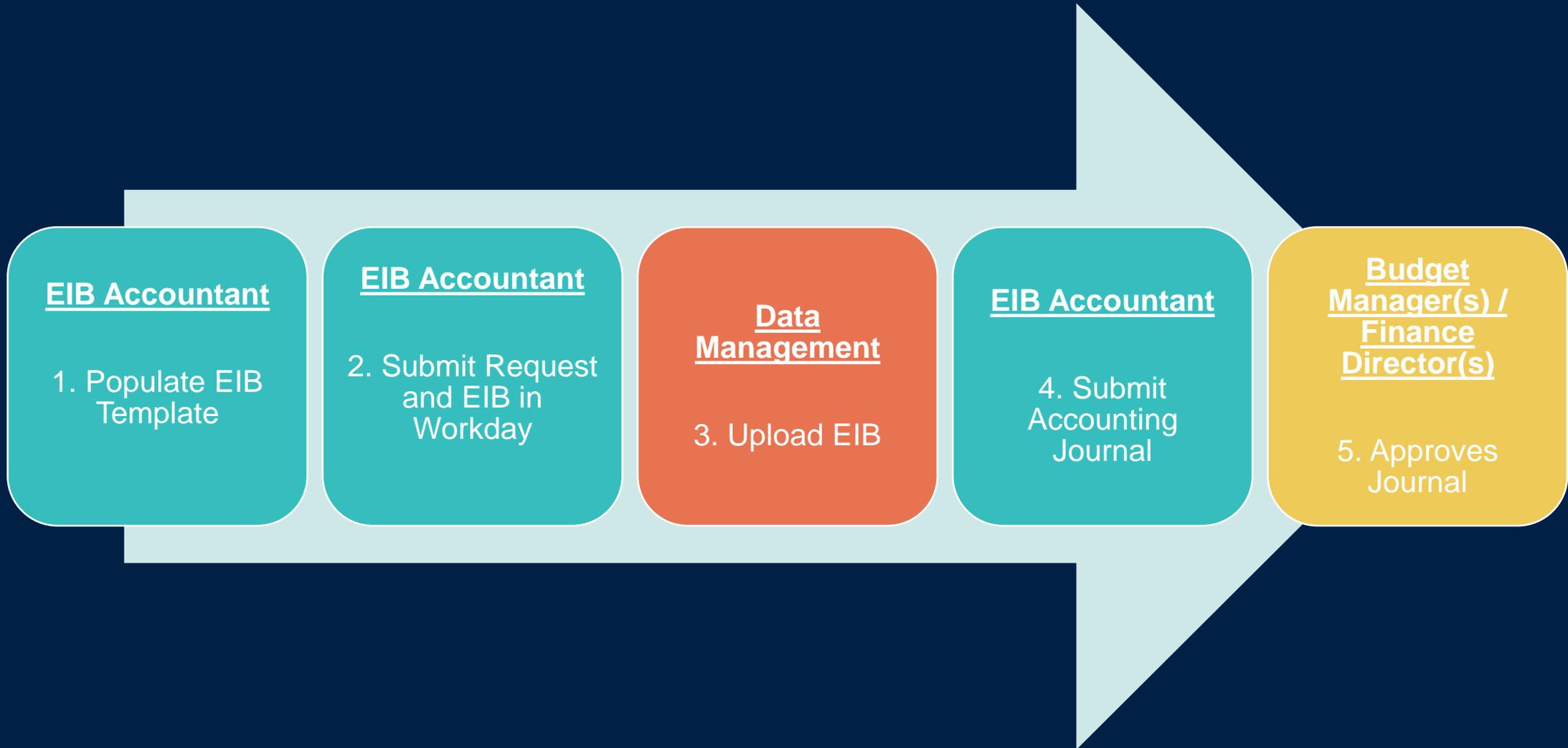
Step 1 – Accounting Journal EIB Template

Journal Header Tab: *Import Accounting Journal*

Import Accounting Journal

Area	All	Accounting Journal Data								
Restrictions	Required	Required	Optional	Required	Required	Optional	Optional	Optional	Optional	Optional
Format	Text	Company_Ref	Book_Code_ID	YYYY-MM-DD	Journal_Source_ID	Text	Text	Y/N	Y/N	YYYY-MM-DD
Fields	Header Key*	Company*	Book Code	Accounting Date*	Journal Source*	Journal Entry Memo	External Reference ID	Adjustment Journal	Create Reversal	Reversal Date
	1	UBC		2020-09-01	Campus_Manual	Accounting Test	Accounting Test			

| Column Name	Reference ID Sample Data	Description
Header Key	1	Header key to reference journal line data. Maybe used to generate multiple journals with one template.
Company	UBC	Company Code
Book Code		Leave Blank – Financial Reporting Use Only
Accounting Date	2020-12-30	Posting Date – Must be associated with an open period. Periods are closed monthly.
Journal Source	Campus_Manual	Please refer to CCA Training.
Journal Entry Memo/External Ref ID	*free form text*	Mandatory field to describe purpose of the journal. External Reference ID is searchable in the **Find Journals** report.
Adjustment Journal		Leave Blank
Create Reversal / Reversal Date	Y / 2021-01-01	Leave blank to default to non-auto reverse.

Step 2 – Submit Request and EIB

Once the Accounting Journal EIB is prepared, a Workday request is required to submit the template to Data Management for upload.
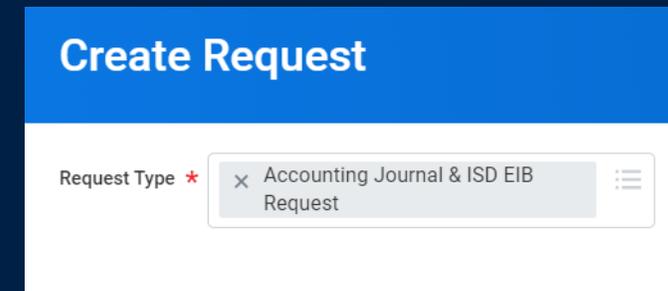
<u>Initiator:</u>
EIB Accountant – Accounting Journal

1. Click the Request Button on the home landing page

2. Create Request
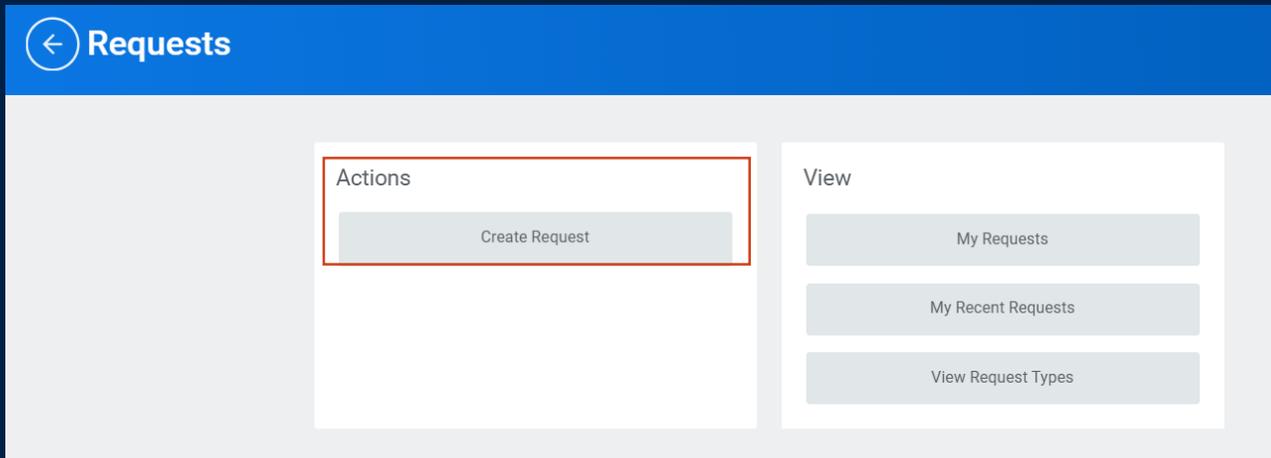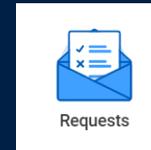
3. Search for "Accounting Journal & ISD EIB Request"

Step 3 – Upload EIB (Data Management)

Data Management at Financial Operations will upload the EIB template in Workday.

Once completed, you will receive a notification in your inbox to perform the next to-do step.

Step 4 – Submit Accounting Journal

Locate the journal by using the **Find Journals** report filtered for Journal Status "Created" and find the journal header memo from the initial request.

Step 4 – Submit Accounting Journal

Used the Related Action to **Edit** the journal, **Add** the required attachment, and **Submit** the journal for approval.

✓ Review journal for completeness and attach supporting document(s) prior to submission for approval.

✓ **Journal errors must be corrected in Workday prior to submission**.
   (e.g. credit/debit total not balanced, restricted ledger accounts, or interfund transfers submitted using Campus Manual journal source)

*Please refer to CCA training for an overview of custom validations in Workday and instructions on editing and submitting accounting journals.

Step 5 – Approval (Organization Worktag Manager)

Once submitted, the journal will be routed to budget manager for approval within Workday.

The journal is posted after all approvers have reviewed and approve the accounting journal.

Business Process Record
Journal: JE-0000001423 on 24-Sep-2020 for $100.00 by Alexia Lee (Actions)

Up Next	Do Another
Cheryl Berge	Create Journal
Approval by Cost Center Manager	

Accounting Journal EIB Tips

✓ **Submit your EIB(s) early.**
- After upload, all journals need to be approved by worktag managers which may cause delays.
- It's likely your first EIB, so it might take a bit of time to troubleshoot. Give yourself (and Data Management) some extra time to work through issues.
- If you or your unit has a large EIB (100+ lines) that will require ISC team's help in validation prior to submission, please contact the support team. (sarah.chung@ubc.ca)

✓ **Do not change the template**
- Do not delete columns or tabs
- Do not add columns or tabs

✓ **Custom Validation issues should be investigated and corrected in Workday during journal submission (before attaching supporting document).**
- It is much easier to troubleshoot when you can see which line is causing the error.
- Do not reload the EIB if possible (unless the corrections required impact too many lines)
- Change to journal source will not require a reload – update can be made in the journal screen prior to submission
- In instances where the only way to fix the journal is to reload the EIB, EIB Accountant will need to cancel the incorrect journals in Workday.
- If you are unable to solve an error, file a Service Now ticket and flag it as urgent so that the ISC team can help resolve issues before the close.

Process Recap

2. Internal Service Delivery EIB

Security Roles

	ISD Data Entry Specialist	ISD EIB Specialist
User Interface	Y	
EIB	Y	Y

ISD EIB Specialist role is a subset of the *ISD Data Entry Specialist* role. Therefore, an *ISD EIB Specialist* must be an *ISD Data Entry Specialist*, however, an *ISD Data Entry Specialist* may not necessarily be an *ISD EIB Specialist*.

Process Flow – Internal Service Delivery via EIB

ISD EIB Specialist — Prepare ISD EIB Spreadsheet → Submit Request for uploading EIB → Edit/Review Draft and Submit for approval

Data Management Specialist — Upload ISD EIB Spreadsheet

Transaction in Draft or Submitted?
- Draft
- Submitted

Review Internal Service Delivery — ISP Manager

ISP Pre-approved?
- Yes
- No

Approve Internal Service Delivery — Budget Owner

ISD Processed

Legend:
- Initiate/Edit
- Certify/Approve
- System
- System

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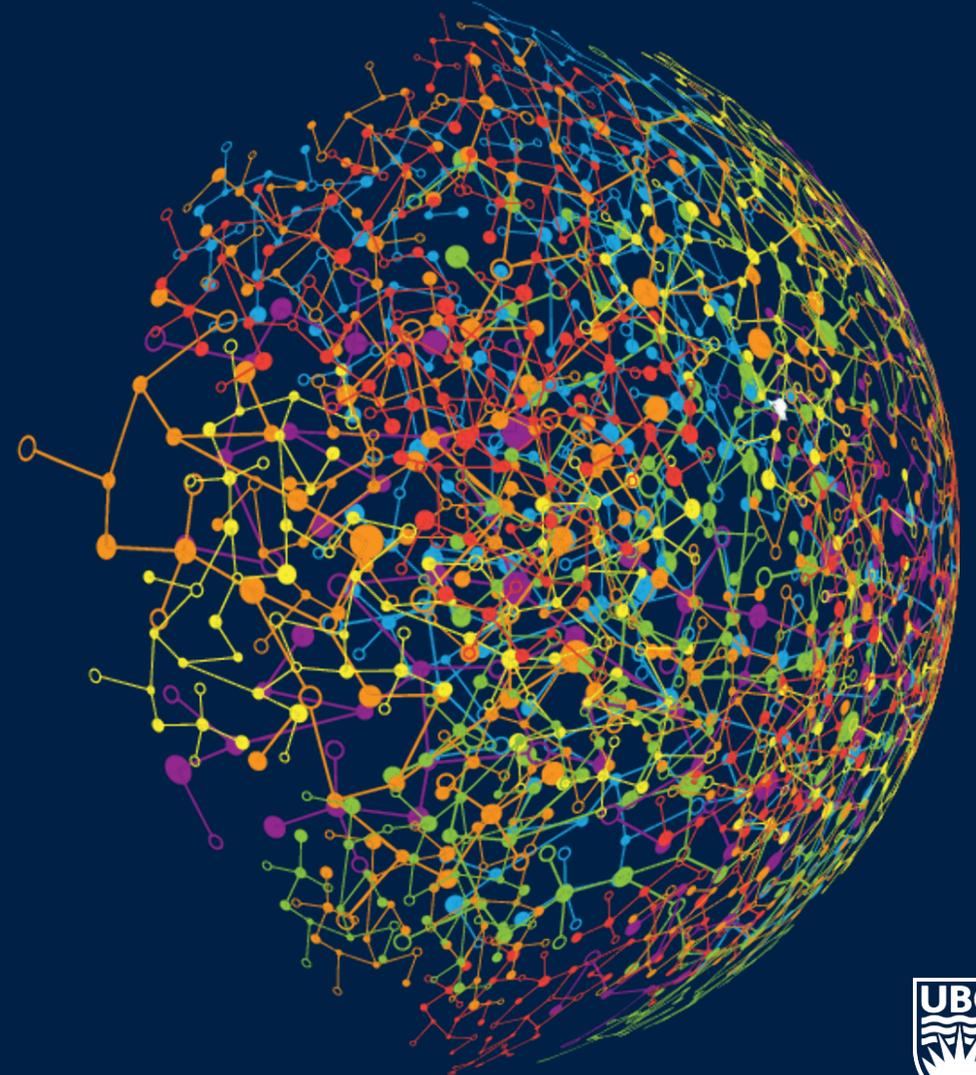# ISD EIB for ISD EIB Specialist

(1) Prepare for an ISD EIB

(2) Submit a request for uploading ISD EIB

(3) Check after your ISD EIB is loaded

Click here for a detailed Job Aid:

Internal Service Delivery: EIB Upload

What to do after your ISD EIB is loaded

Submit Uploaded Journal or ISD

Please submit journal or ISD uploaded via Accounting Journal EIB process or ISD EIB process.

Accounting Journal EIB process:
Locate the journal by using the Find Journals report filtered for Journal Status "Created", and find the journal header memo from the initial request.

Use the Related Action to Edit the journal, add the required attachment and Submit the journal for approval(s).

ISD EIB process:
Locate the ISD by using the Find Internal Service Deliveries report filtered for ISD Status "Draft", and find the ISD from the External Reference ID.

Use the Related Action to Edit the ISD, add the required attachment and Submit the ISD for approval(s).
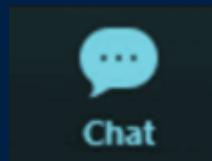
Workday Default Validation vs. UBC Custom Validation

Q&A

Ask your questions by typing them in the Zoom Chat

Raise your hand if you prefer to ask a question with audio

Chat

UBC

UPCOMING FINANCE EVENTS AND TRAINING

Event / training	Description	Audience	Date	Time
Customer Accounts Q&A	Discuss outstanding questions they have with the **Customer Accounts Functional** SMEs.	Customer Contract Specialists, Customer Billing Specialists, Customer Payment Specialists, and Customer Deposit Specialists within: **FoM, Energy Water Services, Building Operations and Treasury**	Monday, November 30	1pm - 2pm
Training / Q&A Finance 101	Simple & Complex Expense Reporting	All Faculty and Staff	Monday, December 7	1pm - 2pm
Training/ Q&A Finance 301	Supplier Accounts	All Faculty and Staff	Monday, December 14	10:30am - 12pm
Grants Events	Custom reporting, security roles and Q&A for grants	Cost Center Financial Analyst Cost Center Financial Payroll Analyst Grant Financial Analyst	December (TBD)	TBD

Visit here to see all office Hours, Training & Events

CONTACT

The Integrated Renewal Program would love to hear from you! If you have any questions or comments please get in touch.

WEBSITE	🔗	**irp.ubc.ca** **isc.ubc.ca**
CONTACT US VIA SERVICE NOW	✉	**https://ubc.service-now.com/selfservice**