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
INTEGRATED RENEWAL PROGRAM

EIB Upload Call-in Session

Sarah Chung - Business Analyst & SME Finance
Diwen Gu - Banking and Settlement Lead
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

<table>
<thead>
<tr>
<th>Topic:</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month-end Updates for November Close</td>
<td>10 mins</td>
</tr>
<tr>
<td>EIB Process Recap</td>
<td></td>
</tr>
<tr>
<td>Accounting Journal EIBs</td>
<td>10 mins</td>
</tr>
<tr>
<td>Internal Sales Delivery (ISD) EIBs</td>
<td>10 mins</td>
</tr>
<tr>
<td>Q&amp;A</td>
<td>30 mins</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1 hour</strong></td>
</tr>
</tbody>
</table>
Additional Training and Reference Materials

• Canvas Course Pages for Accounting Journal and ISD EIBs
  • Recordings of training sessions
  • Job aids
  • Relevant references and related training sessions

• UBC Finance Website
  • EIB templates
  • Most up-to-date EIB business processes
  • Month-end deadlines
  • Changes to Custom Validations
  • https://finance.ubc.ca/changes-finance-processes
November Close Dates
November Deadlines

Published on UBC Finance Website:

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

*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

1. Populate EIB Template
2. Submit Request and EIB in Workday
3. Upload EIB
4. Submit Accounting Journal
5. Approves Journal
### Step 1 – Accounting Journal EIB Template

#### Journal Header Tab: Import Accounting Journal

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

**Initiator:**
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.

**Find Journals**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>UBC The University of British Columbia</td>
</tr>
<tr>
<td>Year</td>
<td>FY2021</td>
</tr>
<tr>
<td>Period</td>
<td>Sep</td>
</tr>
<tr>
<td>Ledger</td>
<td></td>
</tr>
<tr>
<td>Book</td>
<td></td>
</tr>
<tr>
<td>Journal Number</td>
<td></td>
</tr>
<tr>
<td>External Reference ID</td>
<td>SC Journal</td>
</tr>
<tr>
<td>Status</td>
<td>Created</td>
</tr>
<tr>
<td>Accounting Date On or After</td>
<td>YYYY-MM-DD</td>
</tr>
<tr>
<td>Accounting Date On or Before</td>
<td>YYYY-MM-DD</td>
</tr>
<tr>
<td>Journal Sources</td>
<td>1-Campus Manual</td>
</tr>
</tbody>
</table>

- **Searchable External Reference ID** field from the Journal Header tab.
- **Search for journals** in "Created" status.
- **Select the correct journal source** to improve search performance.
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
Cheryl Berge
Approval by Cost Center Manager

Do Another
Create Journal
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 ServiceNow 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**

<table>
<thead>
<tr>
<th>ISD Data Entry Specialist</th>
<th>ISD EIB Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Interface</td>
<td>Y</td>
</tr>
<tr>
<td>EIB</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Y</td>
</tr>
</tbody>
</table>

**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

1. ISP Manager initiates the process.
2. ISP Manager prepares the ISD EIB spreadsheet.
3. Data Management Specialist uploads the ISD EIB spreadsheet.
4. ISP Manager submits the request for uploading the EIB.
5. ISP EIB Specialist edits/reviews the draft and submits for approval.
6. Data Management Specialist determines if the transaction is in Draft or Submitted.
   - Draft: ISP Manager reviews Internal Service Delivery.
   - Submitted: ISP EIB Specialist initiated or edited.
7. ISP Manager approves the ISD EIB.
8. ISP EIB Specialist certifies/approves the system.
10. ISD processed.
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
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
## UPCOMING FINANCE EVENTS AND TRAINING

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

Visit [here](#) to see all office Hours, Training & Events
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