



**Finance  
Strategic  
Transformation**

# Account Certification Process Refresher and Resources

*October 4, 2023*



**UNIVERSITY  
of  
VIRGINIA**



# Account Certification | Roles & Workflow

- 1) Each month WD generates the Account Certifications and assigns Preparer and Approver roles to the Account Certifications based on the following **base roles** on the respective worktags:

## FDM Combinations | Worktags + Role Assignments

FDM Worktag Combination	Sample Account Cert Naming	Preparer	Approver
Grant not in GRH005 Federal Financial Aid (FFA) <i>Including Cost Share</i>	GR000048	Grant Financial Analyst	Grant Account Certifier
Grant in GRH005 Federal Financial Aid (FFA) <i>ex: Federal Work Study</i>	GR000081 / CC0195	Cost Center Fiscal Specialist	Cost Center Manager
Project	PJ12345	Project Budget Specialist	Project Budget Manager
Designated + Cost Center	DN000050 / CC0195	Cost Center Fiscal Specialist	Cost Center Manager
Gift in GFH061 Allocated Gifts - Alternate Hierarchy + Cost Center	GF123456 / CC0195	Cost Center Fiscal Specialist	Cost Center Manager
Gift not in GFH061 Allocated Gifts - Alternate Hierarchy + Cost Center	GF987654 / CC0195	Cost Center Fiscal Specialist	Unit Gift Manager

<https://uvafinance.virginia.edu/resources/what-are-roles-account-certification>

# Account Certification | Roles & Workflow

Created by: WD Finance Support, e.g. Thomas Schneeberger



## Preparer for Account Certification

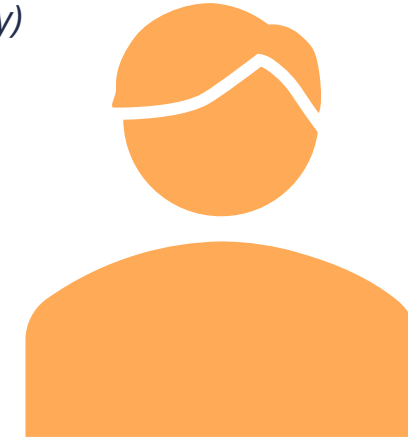
*Ensures that all transactions are appropriate, necessary, and supported by documentation.*



## Approver for Account Certification

*Verifies the legitimacy, appropriateness, and necessity of transactions recorded.*

*To Do Step:  
Acknowledge/Remediate  
Variances (if necessary)*

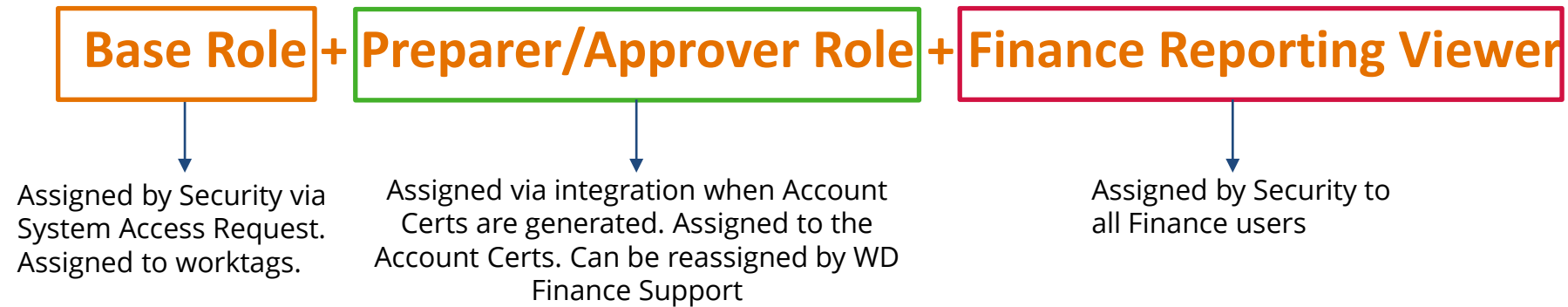


## Preparer for Account Certification

*Takes necessary corrective actions to address any variances identified. Includes a comment about the corrective action prior to completing the inbox task.*

# WHICH ROLES DO YOU NEED FOR ACCOUNT CERTIFICATION?

Users will need a combination of these three roles to view and complete Acs:



Example:

Cost Center Manager CC1035 + Approver for Account Certification for DN001366 / CC1035 - Sep FY2023-2024 - UVa Fiscal Year + Finance Reporting Viewer

Also see [I need access to Account Certifications. What do I need to do?](#) for more details.

# Account Certification | Reminders

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## PLEASE NOTE:

- 1) Once the Account Certifications have been generated for the month, the Preparer and Approver roles assigned to them are static and do not change. Subsequent changes to the **base roles** on the worktags only affect future Account Certifications.
- 2) It is the department's responsibility to ensure the right people are assigned to the **base roles** on the worktags. To change the role assignments, e.g. to remove or add a role assignment, a **System Access Request** to Security needs to be submitted. In certain cases, a Mass Security Request can be submitted to the **Security Team** via AskFinance. See FAQ "[My Account Certifications are going to the wrong person, what should I do?](#)" for more details.
- 3) Current, already generated Account Certifications have to be reassigned by the **WD Finance Support** team. To have already generated Account Certs reassigned, please follow this process: [Request Account Certification Reassignment \(Quick Reference Guide\)](#). **Please note the following when requesting reassignments:**
  - Preparer cannot be the same as Approver
  - The Preparer step cannot be reassigned once an Account Cert has been prepared. Likewise, Approver step cannot be reassigned if the Account Cert has been certified.
  - We cannot remove a Preparer/Approver once the Account Certs have been generated. We can only reassign from one person to another.

# Account Certification | Reminders

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## PLEASE NOTE (continued):

- 4) [How do I request reassignment of an Account Certification when an employee is on leave?](#) For previous months Account Certifications that were already pushed out, you can request the account certifications be reassigned using the Reassignment Request Template within the Account Certification UBI. If the person will be on leave across a month end when a new Account Certification will be pushed out, you will need to request the role using the Workday System Access Request. If this is a temporary role, you will need to use the Workday System Access Request to remove the role once you are no longer responsible the Account Certification. **WD Finance Support will generally not accommodate standing reassignment request.**
- 5) **Preparers** please do not send Account Certifications back to the generator (i.e. WD Finance Support at the moment). The generator does not have insight into the underlying transactions. If you have question about the transaction(s) you are certifying, please reach out the initiator of the transaction(s). Likewise, please do not send the Account Certifications back if you believe you have been wrongfully assigned the Preparer/Approver role for a particular Account Cert. In this case a **Reassignment Request** and/or **System Access Request** should be submitted. Also see [What do I do if I do not agree with a charge? Do I send it back?](#) for more details.

# Account Certification | Resources

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- [Workday Account Certification home page](#)
- [My Account Certifications are going to the wrong person, what should I do?](#)
- [How do I request reassignment of an Account Certification when an employee is on leave?](#)
- [My position changed and now I can't see my Account Certifications. What do I do?](#)
- [What do I do if I do not agree with a charge? Do I send it back?](#)
- [I need access to Account Certifications. What do I need to do?](#)
- [Can I delegate my Account Certification?](#)
- [What are the Roles for Account Certification?](#)
- [Request Account Certification Reassignment \(Quick Reference Guide\)](#)

**The End – Account Certification**

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