

Suspense Balances Review – Yale and Workday FRC Dashboard

User-Guide

Contents

Definitions	2
Report and Dashboard Purpose	3
Suspense Balances Review - Yale	3
<i>How to Access the Report</i>	3
<i>Report Functionality</i>	3
Report Prompts	3
Report Look & Feel	4
Report View By or Drill Through Options	5
Workday FRC Dashboard	7
<i>How to Access the Dashboard</i>	7
<i>Dashboard Functionality</i>	7
Dashboard Tabs	7
Dashboard Prompt	7
Dashboard Look & Feel	8
Dashboard View By or Drill Through Options	9
Best Practices & Helpful Tips	10
Troubleshooting Notes for Users	10
Additional Resources	11
Appendix – Sample Use Case Analysis	12
Suspense Balances Review - Yale	12
Use Case 1: Employees with labor suspense balances	12
Use Case 2: Non-labor transactions and suspense balances	13
Use Case 3: Beginning balance suspense transactions	14
Workday FRC Dashboard	16
Use Case 1: Employees with labor suspense balances	16
Use Case 2: Non-labor transactions and suspense balances	17

Definitions

- Suspense:** In general, “suspense” is defined as charges that are not in their final destination and require adjustment or change. At Yale, what we formally consider to be “suspense accounts” have two primary business purposes:
 - 1) System Generated Labor Suspense
 - 2) Manual Transaction Suspense
- Pivot:** pivot options in Workday consist of utilizing the “View By” options to manipulate your data within Workday (i.e., selecting two options to view your data, such as by “employee” and “fiscal period by budget date”). This view will allow you to view data at a high summary level. See below for an example of a pivot:

The screenshot displays a pivot table with columns for Revenue, Expense, and Fund Transfers. A 'View By' dropdown menu is open, listing various options such as COA, Employee, Fiscal Period by Budget Date, Labor and Non Labor Summary, Ledger Account, Assignee, Award, Charging Cost Center, and Charging Cost Center Department. A secondary panel below the table shows 'Criteria View by: * Employee' and 'and then by: Fiscal Period by Accounting Date' with a 'Refresh' button. The table shows a total revenue of \$2,189.47 and an expense of \$450.00.

- Drill-Through:** drill-through options in Workday consist of, 1) selecting the actual balance to go directly to the details or selecting the arrow to the right of the balance and selecting either the 2) “view details” or 3) “export to excel” options. These views will show you all the details needed to clear the balance. See below for an example of how to see the details:

The screenshot shows a table with columns for Expense, Fund Transfers, and Net Income. A row with an expense of \$11,475.22 is highlighted. A dropdown menu is open for this row, listing various options such as COA, Employee, Fiscal Period by Budget Date, Labor and Non Labor Summary, Ledger Account, Assignee, Award, Charging Cost Center, and Charging Cost Center Department. The 'View Details' and 'Export to Excel (All Columns)' options are highlighted with red boxes.

Employee	UPI	Worker Cost Center	Fiscal Period by Accounting Date	Fiscal Period by Budget Date	Accounting Date	Budget Date	Debit Amount	Credit Amount	Amount for Natural Debit/Credit	Ledger Account	Revenue or Spend Category	Operational Transaction	Journal	Line Memo	Supplier as Worktag	Invoice Number	Pay Component	Pay Period	Grant, O
----------	-----	--------------------	----------------------------------	------------------------------	-----------------	-------------	--------------	---------------	---------------------------------	----------------	---------------------------	-------------------------	---------	-----------	---------------------	----------------	---------------	------------	----------

Report and Dashboard Purpose

The “Suspense Balances Review – Yale” Report and the Workday FRC Dashboard are available to support the monthly *Review of the Labor and Non-Labor Transactions in Suspense* from the [Financial Review Checklist](#).

Departments are required to review their suspense balances to identify expenses that have been incorrectly charged upon initial processing. Departments are recommended to utilize the report and/or dashboard to complete their analysis, as these have been created to be all-encompassing.

As a reminder, expenses that have hit suspense should be corrected using the same ledger account as the original transaction using a payroll accounting adjustment. When possible, non-labor suspense transactions should be corrected via an accounting adjustment. If not possible, non-labor suspense transactions should be corrected using the original journal source of the transaction (i.e. manual journal, ISPADJ, etc.). Suspense balances should not be swept using a funds transfer.

Upon running, if a beginning balance exists, units must research prior fiscal years and correct at the ledger account level. By fiscal year end, all values in the Ending Balance column should equal zero.

Suspense Balances Review- Yale

How to Access the Report

- The “Suspense Balances Review – Yale” Report can be accessed in Workday by typing the report's name into the Workday search bar.
- Access for the report is limited to the user’s Workday Security Access.
- Users must have both of the following Workday roles to view report details:
 - Cost Center Financial Analyst (CCFA)
 - Cost Center Payroll Details (CCPD)
 - *Note that if the user does not have this role, you can still view the data but will not be able to see the employee names associated with it.*

Report Functionality

The “Suspense Balances Review – Yale” report shows the user the balances in suspense within their cost centers. The user will need to review their balance data either within Workday or it can be exported to Excel for additional review.

Report Prompts

The report prompts are auto populated with the Company, Period, Time Period, and Book in the current period YTD as shown below. Note, these prompts can be changed if you need to review balances that are not in the most recent fiscal period. Additionally, there are automatic configurations that cannot be changed that include suspense specific program and projects as outlined in the prompt instructions. The user will need to input their cost center hierarchy they would like to review, or it can be run open, and the report will automatically limit based on their access. Note, this report can be run at any level of the cost center hierarchy (i.e., from planning unit down to cost center). It can also be run for multiple cost centers at one time.

Suspense Balances Review - Yale

[View Report Definition](#) ...

Instructions This report defaults to management book and is automatically configured to return transactions in any of the following:

- PG99999
- PJ006725
- PJ028458
- PJ101291
- PJ104818
- PJ105201
- PJ105202

As a reminder, expenses that have hit suspense should be corrected using the same ledger account as the original transaction. When possible, non-labor suspense transactions should be corrected via an accounting adjustment. If not possible, non-labor suspense transactions should be corrected using the original journal source of the transaction (i.e. manual journal, ISPADJ, etc.). Suspense balances should not be swept using a funds transfer.

Upon running, if a beginning balance exists, units must research prior fiscal years and correct at the ledger account level. By fiscal year end, all values in Ending Balance column should equal zero.

Fields have drillable functionality to provide users the ability to view, research, and pivot transaction details necessary for correction.

Company: *

Cost Center / Cost Center Hierarchies:

Period: *

Time Period: *

Book:

Report Look & Feel

The report is shown in a hierarchy with total at the highest level, then cost center, then employees within each cost center, and finally ledger account. Users can go down each level by first selecting the carrot to the left of the cost center. Note, the (Blank) in the “employees” section show the user the non-labor suspense transactions within each cost center.

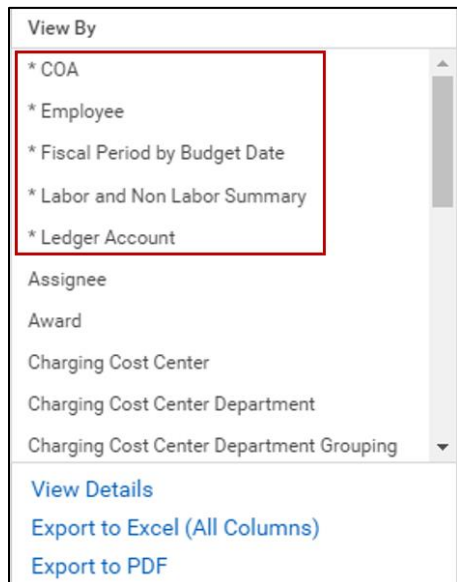
An additional “View By” option highlighting the labor vs. non-labor balances within your details is addressed on page 6 of this guide.

Suspense Balances for	Beginning Balance	Revenue	Expense	Fund Transfers	Net Income	Ending Balance
Total	(\$70,481.83)	\$2,189.47	\$817,725.43	0.00	(\$815,535.96)	(\$886,017.79)
CC1234 Cost Center Name	0.00	0.00	\$11,475.22	0.00	(\$11,475.22)	(\$11,475.22)
Employee Name	0.00	0.00	\$8,658.18	0.00	(\$8,658.18)	(\$8,658.18)
Employee Name	0.00	0.00	\$0.00	0.00	\$0.00	\$0.00
Employee Name	0.00	0.00	\$2,053.27	0.00	(\$2,053.27)	(\$2,053.27)
12345 Ledger Account Name	0.00	0.00	\$1,507.94	0.00	(\$1,507.94)	(\$1,507.94)
98765 Ledger Account Name	0.00	0.00	\$70.33	0.00	(\$70.33)	(\$70.33)
34567 Ledger Account Name	0.00	0.00	\$475.00	0.00	(\$475.00)	(\$475.00)
(Blank)	0.00	0.00	\$763.77	0.00	(\$763.77)	(\$763.77)
CC1256 Cost Center Name	0.00	\$450.00	\$135,815.29	0.00	(\$135,365.29)	(\$135,365.29)
CC1278 Cost Center Name	(\$4,733.97)	0.00	\$121,900.11	0.00	(\$121,900.11)	(\$126,634.08)

Users can drill into the total amounts at the top, any cost center amount, employee amount, or ledger account amount by selecting the carrot next to it in any column and pivoting it by selecting one of the “View By” options.

Report View By or Drill Through Options

Users will need to review their beginning balance, which includes balances carried over from the previous fiscal year as well as their current revenue, expense, and fund transfer balances. Users can utilize any of the “View By” options shown below to pivot their data with further options available to select in the popup pivot window. Additionally, a few important options are shown with asterisks:



For example, users can pivot the data to show employee balances by fiscal period by budget date by first selecting “Employee” from the “View By” listing and then selecting “Fiscal Period by Budget Date” in the second option. Select “Refresh” and your data will now be shown by employee and fiscal period by budget date. This is a commonly used view. See below for how to perform this example:

Revenue	Expense	Fund Transfers
\$2,189.47		
\$450.00		
0.00		
0.00		
\$0.00		
0.00		
\$1,689.47		
0.00		
\$50.00		

A screenshot of a data table with a 'View By' popup menu overlaid on the 'Expense' column. The table has three columns: 'Revenue', 'Expense', and 'Fund Transfers'. The 'Expense' column contains values: \$2,189.47, \$450.00, 0.00, 0.00, \$0.00, 0.00, \$1,689.47, 0.00, and \$50.00. The 'View By' popup menu is open, showing the same list of options as in the previous image. The '* Employee' option is highlighted with a red rectangular box. The other options are: '* COA', '* Fiscal Period by Budget Date', '* Labor and Non Labor Summary', '* Ledger Account', 'Assignee', 'Award', 'Charging Cost Center', 'Charging Cost Center Department', and 'Charging Cost Center Department Grouping'. At the bottom of the menu are three links: 'View Details', 'Export to Excel (All Columns)', and 'Export to PDF'.

Criteria View by: * Employee and then by: * Fiscal Period by Budget Date Refresh

4 items

* Employee	FY24 - AUG	FY24 - SEP	FY24 - OCT	FY24 - NOV	Amount
Employee Name	840.73	402.97	445.77	0.00	1,689.47
Employee Name	0.00	0.00	0.00	(234.00)	(234.00)
(Blank)	0.00	0.00	500.00	234.00	734.00
Total	840.73	402.97	945.77	0.00	2,189.47

If a user wants to quickly see the labor vs. non-labor detail that makes up the balances, they can select the pivot option, "Labor and Non-Labor Summary" to see the breakdown as shown below:

Criteria View by: * Labor and Non Labor Summary and then by: Select a Field... Refresh

3 items

* Labor and Non Labor Summary	Amount
Labor	126,775.89
Non Labor	20,514.62
Total	147,290.51

An additional useful option is pivoting the data by COA. See below:

14 items

Suspense Balances for	Beginning Balance	Revenue	Expense	Fund Transfers	Net Income	Ending Balance
Total	(\$68,214.08)	\$2,689.47	\$478,842.36	(\$7,527.40)	(\$483,680.29)	(\$551,894.37)
CC1234 Cost Center Name	0.00	\$500.00	\$9,952.43	0.00	(\$9,452.43)	(\$9,452.43)
CC2345 Cost Center Name				0.00	(\$81,406.76)	(\$81,406.76)
CC3456 Cost Center Name	(\$4,73			0.00	(\$104,582.16)	(\$109,316.13)
CC4567 Cost Center Name				0.00	\$0.00	\$0.00
CC5678 Cost Center Name	(\$41,16			(\$1,177.40)	(\$32,658.49)	(\$73,828.14)
CC6789 Cost Center Name	\$1,4			(\$1,450.00)	(\$93,701.20)	(\$92,251.15)
CC7891 Cost Center Name	(\$2,15			0.00	(\$83,852.85)	(\$86,007.38)
CC8912 Cost Center Name				0.00	(\$4,063.42)	(\$4,063.42)
CC9123 Cost Center Name						
CC9234 Cost Center Name						

View By: * COA, * Employee, * Fiscal Period by Budget Date, * Labor and Non Labor Summary, * Ledger Account, Assignee, Award, Charging Cost Center, Charging Cost Center Department, Charging Cost Center Department Grouping

Criteria View by: * COA and then by: * Fiscal Period by Budget Date Refresh

4 items

* COA	FY24 - DEC	FY24 - JAN	FY24 - FEB	Amount
YD000001 Unrestricted Operating CC9234 Cost Center Name PG99999 Transaction Suspense - SYSTEM-GENERATED (52) PJ000001 General Project FD01 Unrestricted Operating	0.00	\$9,952.43	0.00	\$9,952.43

Users can also view the whole detail line(s) of the amount in Workday by drilling through 1) the amount or 2) using the drop-down carrot and then “View Details”. Users can also 3) select “Export to Excel (All Columns)” from this option, to export the details to Excel. This can be done from the high-level summary view or from the detailed pivot/drill-in view.

Expense	Fund Transfers	Net Income
\$817,725.43	0.00	(\$815,535.96)
1 \$11,475.22 ▾		
\$8,658.18		
\$0.00		
\$2,053.27		
\$1,507.94		
\$70.33		
\$475.00		
\$763.77		
\$135,815.29		

View By

- * COA
- * Employee
- * Fiscal Period by Budget Date
- * Labor and Non Labor Summary
- * Ledger Account
- Assignee
- Award
- Charging Cost Center
- Charging Cost Center Department
- Charging Cost Center Department Grouping

2 View Details

3 Export to Excel (All Columns)

Export to PDF

Employee	UPI	Worker Cost Center	Fiscal Period by Accounting Date	Fiscal Period by Budget Date	Accounting Date	Budget Date	Debit Amount	Credit Amount	Amount for Natural Debit/Credit	Ledger Account	Revenue or Spend Category	Operational Transaction	Journal	Line Memo	Supplier as Worktag	Invoice Number	Pay Component	Grant, Gift or YD	Charging Cost Center	Program	Project	Assignee	Fund	Lead Admin for Charging Cost Center
----------	-----	--------------------	----------------------------------	------------------------------	-----------------	-------------	--------------	---------------	---------------------------------	----------------	---------------------------	-------------------------	---------	-----------	---------------------	----------------	---------------	-------------------	----------------------	---------	---------	----------	------	-------------------------------------

Workday FRC Dashboard

How to Access the Dashboard

- The Workday FRC Dashboard can be accessed in Workday by following this path:

Menu > Dashboards > Financial Review Checklist

- Access for the Workday FRC Dashboard is limited to the user’s Workday Security Access.
- Users must have both of the following Workday roles to view report details:
 - Cost Center Financial Analyst (CCFA)
 - Cost Center Payroll Details (CCPD)
 - Note, if user does not have this role, they are still able to view the data but will not be able to see employee names associated with it.

Dashboard Functionality

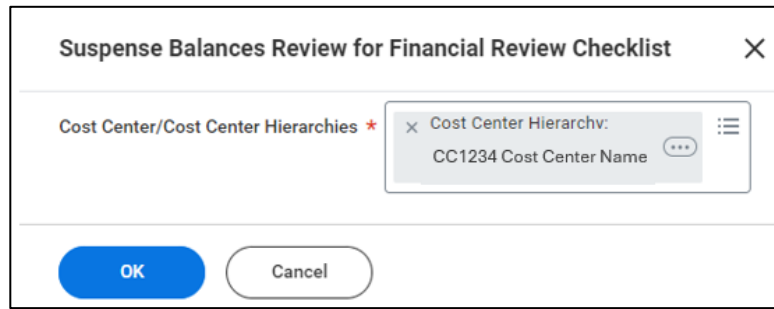
Dashboard Tabs

The FRC Dashboard consists of four tabs – select the “Suspense Balances Review” tab.

Links to Monthly Reports	Links to Quarterly Reports	Suspense Balances Review	PCard & Expense Reports
--------------------------	----------------------------	--------------------------	-------------------------

Dashboard Prompt

The dashboard shows the user the balances in suspense within their cost centers by both labor and non-labor. Users will enter their cost center(s) they would like to review, and the dashboard will populate their balances. (Note, this prompt is required to run the dashboard.)



Dashboard Look & Feel

The Suspense Balances Review tab includes five tiles:

- Suspense Balances Review: This is a snapshot of the recommended suspense report.
- Top Labor Suspense Balances: Top 10 employee balances
- Top Non Labor Suspense Balances: Top 10 ledger account balances
- Historical Labor Suspense Review: Top balances for the current and past two years.
- Suspense Account Balances Detail: Account balance detail based on suspense accounts

Like the “Suspense Balances Review – Yale” report, users can drill into the amounts and pivot as needed with the additional ability to export the data to Excel. To see the full listing for each table select “View More...” that is shown at the bottom of each table.

Historical Labor Suspense Review ⚙️				
Employee	Two Years Net Amount	Last Year Net Amount	Current Year Net Amount	Total Net Amount
Total	\$172,865.34	(\$94,387.95)	(\$2,062,235.59)	(\$1,983,758.20)
Employee Name	\$50,767.08	\$0.00	0.00	\$50,767.08
Employee Name	\$48,463.51	0.00	0.00	\$48,463.51
Employee Name	\$40,687.50	0.00	0.00	\$40,687.50
Employee Name	\$26,902.21	\$2,244.57	\$289.41	\$29,436.19
Employee Name	\$28,071.12	0.00	0.00	\$28,071.12
Employee Name	\$25,086.70	0.00	0.00	\$25,086.70
Employee Name	\$23,468.55	0.00	0.00	\$23,468.55
Employee Name	\$17,259.54	0.00	0.00	\$17,259.54
Employee Name	\$15,501.44	0.00	0.00	\$15,501.44

[View More ...](#)

When the “View More...” option is selected, a prompt for the full listing will be shown with the prepopulated prompt options from the dashboard. These can be changed if desired.

Labor Suspense Review - Full Listing - Yale

[View Report Definition](#) ...

Instructions This report defaults to management book and is automatically configured to return transactions in any of the following:

- PG99999
- PJ006725
- PJ028458
- PJ101291
- PJ104818
- PJ105201
- PJ105202

As a reminder, expenses that have hit suspense should be corrected using the same ledger account as the original transaction. Labor suspense transactions should be corrected via a payroll accounting adjustment. Suspense balances should not be swept using a funds transfer.

This report provides labor suspense transactions at the Worker level. Fields have drillable functionality to provide users the ability to view, research, and pivot transaction details necessary for correction. To see a complete list of suspense balances at the COA level, please use the Suspense Balances Review - Yale report, which also has the ability to drill and pivot.

Cost Center/Cost Center Hierarchies

Period *

Time Period *

Dashboard View By or Drill Through Options

Like the “Suspense Balances Review – Yale” report, users can drill into the total amounts. This can be done by selecting the carrot next to the amount and drilling into it by selecting one of the “View By” options or view the whole detail line(s) of the amount by selecting “View Details” or “Export to Excel (All Columns)”.

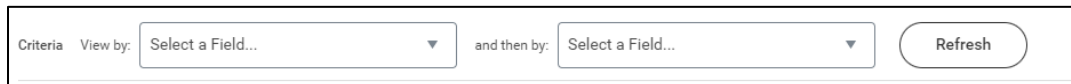
Salaries and Fellowships	Employee Benefits and Allocations	Net Amount
\$532,195.78	\$186,429.06	(\$718,624.84)
\$28,293.35	<div style="border: 1px solid gray; padding: 5px;"> <p>View By</p> <ul style="list-style-type: none"> * COA * Employee * Fiscal Period by Budget Date * Ledger Account Assignee Award Charging Cost Center Charging Cost Center Department Charging Cost Center Department Grouping Charging Cost Center Planning Unit <p>View Details</p> <p>Export to Excel (All Columns)</p> <p>Export to PDF</p> </div>	
\$20,770.00		
\$17,485.00		
\$14,583.35		
\$14,421.34		
\$16,556.67		
\$13,804.00		
\$12,458.35		
\$11,666.66		

Best Practices & Helpful Tips

- Payroll Accounting Adjustments (PAAs) and Accounting Adjustments (AAs) should be considered first when correcting your suspense balances. Manual journal entries should only be used if absolutely necessary.
- Make sure to include the employee as an “additional worktag” when necessary to ensure the correction will pair with the original suspense balance that is being corrected. The employee worktag may commonly be attached to expenses reports or tuition.
- Ensure you are selecting the correct budget date when processing your corrections to appropriately pair with the original balance.
- Further information regarding PAAs, AAs, and Manual journal entries have been provided in the Resources section.
- To ensure accurate balances, all data is included in the report. Please note, specifically, YSM Assessment ledger accounts for YSM Sabbatical (91046), YSM Fringe (91047), and YSM Child-Rearing Leave (91054), and Payroll Forward Accruals are included in the balances. While these are usually addressed by the system, they are included in the balance so that units are aware. Assessments are not assigned to any specific employee and will usually zero out automatically if the labor suspense is corrected via PAA using the correct ledger account. However, please note, that the assessment clearing may have a slight lag from the correction.

Troubleshooting Notes for Users

- Pivot options are limited to two as this is a Workday limitation. If you would like to pivot your data on multiple data points, you will need to export your detailed data to Excel.



Criteria View by: and then by:

- You cannot filter from the column headers in the high-level summary view of the Suspense Balances Review – Yale report (shown below), you will need to utilize the “View By” options to be able to further filter/sort your data.

Beginning Balance	Revenue	Expense	Fund Transfers	Net Income	Ending Balance
-------------------	---------	---------	----------------	------------	----------------

- Zero Balances in the high-level summary view are unable to be removed from the “Net Income” or “Ending Balance” columns. This is a Workday report limitation. However, you will be able to remove the zero balances from the pivot “View By” panel. Select your “View By” option and then you will be able to filter out all zero balances from the “Amount” column as shown below:

* Employee	and then by: * Fiscal Period by Budget Date			Refresh
	FY24 - DEC	FY24 - JAN	FY24 - FEB	Amount
	8,658.18	0.00	0.00	↑ Sort Ascending
	0.00	0.00	0.00	↓ Sort Descending
	0.00	0.00	2,053.27	Filter Condition *
	763.77	0.00	0.00	<>
				Value *
				0
				Filter

- The report and dashboard are based on a user’s access and therefore will only be able to see the employees’ balances that their unit is the charging cost center. There may be cases where an employee within their cost center has a differing charging cost center for their suspense balance. If this is the case, that balance will then only show up on the charging cost center’s report or dashboard and be the responsibility of the charging cost center to clear.
- Both the report and dashboard are automatically run using the current fiscal year. If you need to change to a prior fiscal year, please do so in the prompts before running the report or in the “View More...” link from the dashboard (i.e., if you need to look at a balance from a previous year). When selecting the “view more...” option on the Workday FRC Dashboard tables and then closing the prompt, the dashboard will time out and close. You must reenter the cost center hierarchy detail to reopen the dashboard. This is a known Workday issue for dashboards.
- When selecting the “view more...” option on the Workday FRC Dashboard tables, the prompt may show up with blank prompts. If this happens, close out and try again.

Additional Resources

- [Accounting Manual – Suspense Transactions](#)
- To find additional information on how to create a payroll accounting adjustment (PAA), please refer to the [Payroll Account Adjustments training](#). This training highlights how to create a PAA by percentages or dollar amounts and PAA cost transfers (with limitations).
 - Additional resources on PAAs can be found on the [Payroll Costing](#) website
- For information on when to use accounting adjustments vs. manual journals, please refer to the [Account Adjustments training](#). This training guide describes the process of Accounting Adjustments, initiated by the Cost Center Accounting Adjustment Specialist role. Accounting Adjustments are used to reclassify costs for supplier invoices, supplier invoice adjustments, and expense reports.

Appendix – Sample Use Case Analysis

Suspense Balances Review- Yale

Use Case 1: Employees with labor suspense balances

Sample Use Cases - Employees with Labor Suspense Balances

1) Run "Suspense Balances Review – Yale".

Suspense Balances Review - Yale

-PJ105201
-PJ105202

As a reminder, expenses that have hit suspense should be corrected using possible, non-labor suspense transactions should be corrected via an acc transactions should be corrected using the original journal source of the balances should not be swept using a funds transfer.

Upon running, if a beginning balance exists, units must research prior first end, all values in Ending Balance column should equal zero.
Fields have drillable functionality to provide users the ability to view, rese

Company

Cost Center / Cost Center Hierarchies

Period

Time Period

Book

2) Utilize dropdown carotots from the cost center level to find employees with balances in the expense column. Use "View By" carrot or "View Details" for the balances that need to be reviewed.

If utilizing the view by feature, you can pivot it on employee, COA, etc. in order to get the high-level details needed. (Please note, pivot options are limited to two.)

Suspense Balances for	Beginning Balance	Revenue	Expense	Fund Transfers	Net Income
Total	0.00	\$450.00	\$147,290.51	0.00	(\$146,840.51)
CC1234 Cost Center Name	0.00	0.00	\$11,475.22		
Employee Name	0.00	0.00	\$8,658.18		
Employee Name	0.00	0.00	\$0.00		
Employee Name	0.00	0.00	\$2,053.27		
(Blank)	0.00	0.00	\$763.77		
CC5678 Cost Center Name	0.00	\$450.00	\$135,815.29		

View By

- * COA
- * Employee
- * Fiscal Period by Budget Date
- * Labor and Non Labor Summary
- * Ledger Account
- Assignee
- Award
- Charging Cost Center
- Charging Cost Center Department
- Charging Cost Center Department Grouping

[View Details](#)
[Export to Excel \(All Columns\)](#)
[Export to PDF](#)

3) Identify the employee, pay period, pay component, and COA details needed to process a PAA.

Employee	Amount for Natural Debit/Credit	Pay Period	Pay Component	Grant, Gift or YD	Charging Cost Center	Program	Project	Assignee	Fund
Employee Name	\$2,507.55	02/01/2024-02/29/2024 (Monthly Payroll)	Regular Salary Academic Pay	YD000001 Unrestricted Operating	CC1234 Cost Center Name	PG00401 School and Unit Administration - Local (52)	PJ028458 Temp Charging – Payroll Only to be Cleared		FD01 Unrestricted Operating

4) Complete PAA.

Sample Use Cases - Non-Labor Transactions and Suspense Balances

1) Run "Suspense Balances Review - Yale".

Suspense Balances Review - Yale

-PU105201
-PU105202

As a reminder, expenses that have hit suspense should be corrected using possible, non-labor suspense transactions should be corrected via an acc transactions should be corrected using the original journal source of the balances should not be swept using a funds transfer.

Upon running, if a beginning balance exists, units must research prior fiscal end, all values in Ending Balance column should equal zero.
Fields have drillable functionality to provide users the ability to view, rese

Company: Yale University

Cost Center / Cost Center Hierarchies: Cost Center Hierarchy: cc1234 Cost Center Name cc5678 Cost Center Name

Period: FY24 - MAR

Time Period: Current Period YTD

Book: Management

2) Utilize dropdown carrots to find Ledger Accounts with balances. Note, this will show as (Blank) at the Employee level. Non labor suspense transactions can be found in either the revenue, expense, or fund transfer columns. You can review the data at 1) the "(Blank)" level or 2) you can also use the "Labor and Non Labor Summary" "View By" option to quickly get at the detail for non labor from a high-level.

Note, there may be some non labor transactions that carry the employee worktag, such as expense reports or tuition. It is a best practice to clear these via Accounting Adjustments, if possible. If a manual journal is required, be sure to enter the employee as an additional worktag.

3) Identify transactional data necessary to complete journal. If necessary, click through to Journal info or Invoice Number to find more details.
4) Complete accounting adjustment or journal.

Suspense Balances for	Beginning Balance	Revenue	Expense	
Total	0.00	(\$1,429.46)	\$79,031.76	
CC1234 Cost Center Name	0.00	\$0.00	\$600.00	
CC1234 Cost Center Name	0.00	(\$1,429.46)	\$78,090.65	
CC1234 Cost Center Name	0.00	0.00	\$0.00	
CC1234 Cost Center Name	0.00	0.00	\$341.11	
Employee Name	0.00	0.00	\$313.46	
(Blank)	0.00	0.00	\$27.65	
81031:Services - Research Expense	0.00	0.00	\$0.00	
91046:Assessment - YSM Sabbatical	0.00	0.00	\$7.15	

View By: * COA, * Employee, * Fiscal Period by Budget Date, * Labor and Non Labor Summary, * Ledger Account, Assignee, Award, Charging Cost Center, Charging Cost Center Department, Charging Cost Center Department Grouping

View Details, Export to Excel (All Columns), Export to PDF

Employee	UPI	Worker Cost Center	Fiscal Period by Accounting Date	Fiscal Period by Budget Date	Accounting Date	Budget Date	Debit Amount	Credit Amount	Amount for Natural Debit/Credit	Ledger Account	Revenue or Spend Category	Operational Transaction	Journal	Line Memo
			FY24 - JUL	FY24 - JUL	07/31/2023	07/31/2023	68.58	0.00	68.58	81020:Supplies - Animal and related services	Internal Expense - Animal Per Diems and Adjustments (SC144)		Journal Number & Info	Line Memo Info
			FY24 - JUL	FY24 - JUL	07/31/2023	07/31/2023	772.15	0.00	772.15	81020:Supplies - Animal and related services	Internal Expense - Animal Purchase and Adjustments (SC143)		Journal Number & Info	Line Memo Info

Sample Use Case #3 – Beginning Balance Suspense Transactions

1) Run “Suspense Balances Review – Yale” for current fiscal period to identify if there is a beginning balance.

Suspense Balances Review - Yale

-PJ105201
-PJ105202

As a reminder, expenses that have hit suspense should be corrected using possible, non-labor suspense transactions should be corrected via an accrual transactions should be corrected using the original journal source of the balances should not be swept using a funds transfer.

Upon running, if a beginning balance exists, units must research prior fiscal end, all values in Ending Balance column should equal zero.
Fields have drillable functionality to provide users the ability to view, reselect

Company *

Cost Center / Cost Center Hierarchies

Period *

Time Period *

Book

2) If a beginning balance exists, run “Suspense Balances Review-Yale” report again but expand the time period so that it captures the previous year’s balance along with any potential PAAs/AAs that were created during the current year. The prompts should include:

- Period: most recently closed month of the current year
- Time Period: “Current Year +/- One Year – Yale (Yale Fiscal Schedule)”

Suspense Balances Review - Yale

Details

Company: Yale University | Time Period: Current Period YTD

Cost Center / Cost Center Hierarchies: Cost Center Hierarchy: CC1234 Cost Center Name | Book: Management

Period: FY24 - MAR

Suspense Balances for	Beginning Balance
Total	(\$70,481.83)

Suspense Balances Review - Yale

-PJ105201
-PJ105202

As a reminder, expenses that have hit suspense should be corrected using possible, non-labor suspense transactions should be corrected via an accrual transactions should be corrected using the original journal source of the balances should not be swept using a funds transfer.

Upon running, if a beginning balance exists, units must research prior fiscal end, all values in Ending Balance column should equal zero.
Fields have drillable functionality to provide users the ability to view, reselect

Company *

Cost Center / Cost Center Hierarchies

Period *

Time Period *

Book

Sample Use Case #3 – Beginning Balance Suspense Transactions

3) Determine which expenses were carried over from prior year by identifying balances that are not netting. Use the "View By" carrot and select "employee" and then select "fiscal period by budget date" and hit "refresh".
 4) Then remove zero balances from the amount column.

4) Then remove zero balances from the amount column.

5) If a balance has not been rectified, you may need to research it and see why it is still sitting there and then process a PAA to clear it. **Note, please ensure you are selecting the correct budget date when processing the PAA. The budget date should align with the original transaction. An example of how this would affect the look of your balance is outlined in blue.**

* Employee	FY23 - JUL	FY23 - AUG	FY23 - SEP	FY23 - OCT	FY23 - NOV	FY23 - DEC	FY23 - JAN	FY23 - FEB	FY23 - MAR	FY23 - APR	FY23 - MAY	FY23 - JUN	FY24 - JUL	FY24 - AUG	FY24 - SEP	FY24 - OCT	FY24 - NOV
Employee Name	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(488.14)	0.00	0.00	0.00	0.00	1,675.31
Employee Name	(525.12)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	395.28	(395.28)	0.00	0.00	0.00	0.00	0.00
Employee Name	(605.89)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Criteria View by: * Employee and then by: * Fiscal Period by Budget Date Refresh

156 of 736 items

Red callouts:
 - "You will need to review this balance to understand whether this was a PAA for a prior year or something else." (points to (488.14))
 - "This balance has not been addressed." (points to 1,675.31)

Blue callouts:
 - "These balances may be a result of PAAs in FY23 for FY22 original balances. You will need to review to understand what these credit balances are." (points to (525.12) and (605.89))
 - "This is a result of clearing the FY23-May balance with an incorrect budget date of FY23-JUN included in the PAA. While this balance has been addressed and cleared, it was done so incorrectly." (points to 395.28 and (395.28))

Workday FRC Dashboard

Use Case 1: Employees with labor suspense balances

Sample Use Cases - Employees with Labor Suspense Balances

1) Open the FRC Dashboard in Workday and input the cost centers you would like to review.

FRC Dashboard for Financial Review Checklist ✕

Cost Center/Cost Center Hierarchies * ☰

OK
Cancel

2) Review labor suspense tile. Use "View By" carrot or "View Details" on employees with balances. Note, this will show you only the top 10 balances. Run the "View More..." option to see the full listing detail. If utilizing the view by feature, you can pivot it on employee, COA, etc. in order to get the high-level details needed. (Please note, pivot options are limited to two.)

Employee	UPI	Worker Cost Center	Pay Group	Charging Cost Center	Salaries and Fellowships	Employee Benefits and Allocations	Net Amount
Total					\$532,195.78	\$186,429.06	(\$718,624.84)
Employee Name	UPI Number	cc3456 Cost Center Name	M Monthly	cc3456 Cost Center Name	\$28,293.35	\$8,967.02	(\$37,260.37)
Employee Name	UPI Number	cc1234 Cost Center Name	M Monthly	cc1234 Cost Center Name	\$20,770.00		
Employee Name	UPI Number	cc3456 Cost Center Name	M Monthly	cc3456 Cost Center Name	\$17,485.00		
Employee Name	UPI Number	cc1234 Cost Center Name	M Monthly	cc1234 Cost Center Name	\$14,583.35		
Employee Name	UPI Number	cc3456 Cost Center Name	M Monthly	cc3456 Cost Center Name	\$14,421.34		
Employee Name	UPI Number	cc1234 Cost Center Name	M Monthly	cc1234 Cost Center Name	\$16,556.67		
Employee Name	UPI Number	cc1234 Cost Center Name	M Monthly	cc1234 Cost Center Name	\$13,804.00		
Employee Name	UPI Number	cc3456 Cost Center Name	M Monthly	cc3456 Cost Center Name	\$12,458.35		
Employee Name	UPI Number	cc1234 Cost Center Name	M Monthly	cc1234 Cost Center Name	\$11,666.66		

View More ...

View By

- * COA
- * Employee
- * Fiscal Period by Budget Date
- * Ledger Account
- Assignee
- Award
- Charging Cost Center
- Charging Cost Center Department
- Charging Cost Center Department Grouping
- Charging Cost Center Planning Unit

View Details

[Export to Excel \(All Columns\)](#)

[Export to PDF](#)

3) Identify the employee, pay period, pay component, and COA details needed to process a PAA.

4) Complete PAA.

Employee	Amount for Natural Debit/Credit	Pay Period	Pay Component	Grant, Gift or YD	Charging Cost Center	Program	Project	Assignee	Fund
Employee Name	\$2,507.55	02/01/2024-02/29/2024 (Monthly Payroll)	Regular Salary Academic Pay	YD000001 Unrestricted Operating	CC1234 Cost Center Name	PG00401 School and Unit Administration - Local (52)	PJ028458 Temp Charging - Payroll Only - to be Cleared		FD01 Unrestricted Operating

Sample Use Cases - Non-Labor Transactions and Suspense Balances

1) Open the FRC Dashboard in Workday and input the cost centers you would like to review.

2) Review non-labor suspense tile. Note, this will show you only the top 10 balances. Run the "View More..." option to see the full listing detail. Use "View By" carrot or "View Details". Non labor suspense transactions can be found in either the revenue, expense, or fund transfer columns. You can review the data at 1) the specific amount level or 2) you can also use the "Labor and Non Labor Summary" "View By" option to quickly get at the detail for non labor from a high-level.

Note, there may be some non labor transactions that carry the employee worktag, such as expense reports or tuition. It is a best practice to clear these via Accounting Adjustments, if possible. If a manual journal is required, be sure to enter the employee as an additional worktag.

Ledger Account	Revenue	Expenses	Fund Transfers	Net Amount
Total	\$2,189.47	\$99,100.59		
41000 Sponsored Agreement Income	\$837.50	0.00		
42035 Research Service Income	\$1,689.47	0.00		
81018 Supplies and Materials Expense	0.00	(\$3,774.10)		
81020 Supplies - Animal and related services	0.00	\$3,200.39		
81031 Services - Research Expense	0.00	\$94,242.62		
81034 Services Expense	0.00	\$1,858.29		
81051 Other Expenses	0.00	\$2,673.00		
90000 Internal Expense - ITS/Telecom - ITS FTE Billing	0.00	\$258.30		
90001 Internal Expense - ITS/Telecom - Telecom Infrastructure Bundle	0.00	\$212.64		

View By

- * COA
- * Employee
- * Fiscal Period by Budget Date
- * Ledger Account
- Assignee
- Award
- Charging Cost Center
- Charging Cost Center Department
- Charging Cost Center Department Grouping
- Charging Cost Center Planning Unit

View Details

Export to Excel (All Columns)

Export to PDF

View More ...

3) Identify transactional data necessary to complete journal. If necessary, click through to Journal info or Invoice Number to find more details.

4) Complete accounting adjustment or journal.

Employee	UPI	Worker Cost Center	Fiscal Period by Accounting Date	Fiscal Period by Budget Date	Accounting Date	Budget Date	Debit Amount	Credit Amount	Amount for Natural Debit/Credit	Ledger Account	Revenue or Spend Category	Operational Transaction	Journal	Line Memo
			FY24 - JUL	FY24 - JUL	07/31/2023	07/31/2023	68.58	0.00	68.58	81020:Supplies - Animal and related services	Internal Expense - Animal Per Diems and Adjustments (SC144)		Journal Number & Info	Line Memo Info
			FY24 - JUL	FY24 - JUL	07/31/2023	07/31/2023	772.15	0.00	772.15	81020:Supplies - Animal and related services	Internal Expense - Animal Purchase and Adjustments (SC143)		Journal Number & Info	Line Memo Info