Yale

COA SEGMENT CLOSURE DASHBOARD

User Guide

March 2024

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Dashboard Purpose

The COA Segment Closure Dashboard is available to support departmental COA segment worktag closeout processes related to the following Core COA segments:

- Project
- Cost Center *(coming soon)*
- Assignee *(coming soon)*
- Program (coming soon)

Prior to submitting the COA Segment Closure Form (located in the top portion of the main dashboard screen) to COA@yale.edu, Departments are required to perform outstanding tasks such as:

- Complete in-progress transactions and journals
- Clear outstanding account, assets, and liabilities balances
- Update COA values on active payroll costing allocation schedules
- Update COA values on active position restrictions or end-date terminated worker position restrictions
- Update COA values on in-service assets
- Update COA values on active grants
- Collect accounts receivables

The dashboard serves as a tool to identify such events in a systematic fashion which eliminates the previous requirement of retrieving and analyzing 16 individual Workday reports. Departments are recommended to utilize this all-encompassing dashboard to complete their analysis.

How to Access the Dashboard

- The COA Segment Closure Dashboard can be accessed in Workday by following this path:
  - *Menu > Dashboards > COA Segment Closure Dashboard*
- Access for the COA Segment Closure 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, you will not be able to view payroll-related worklets.*

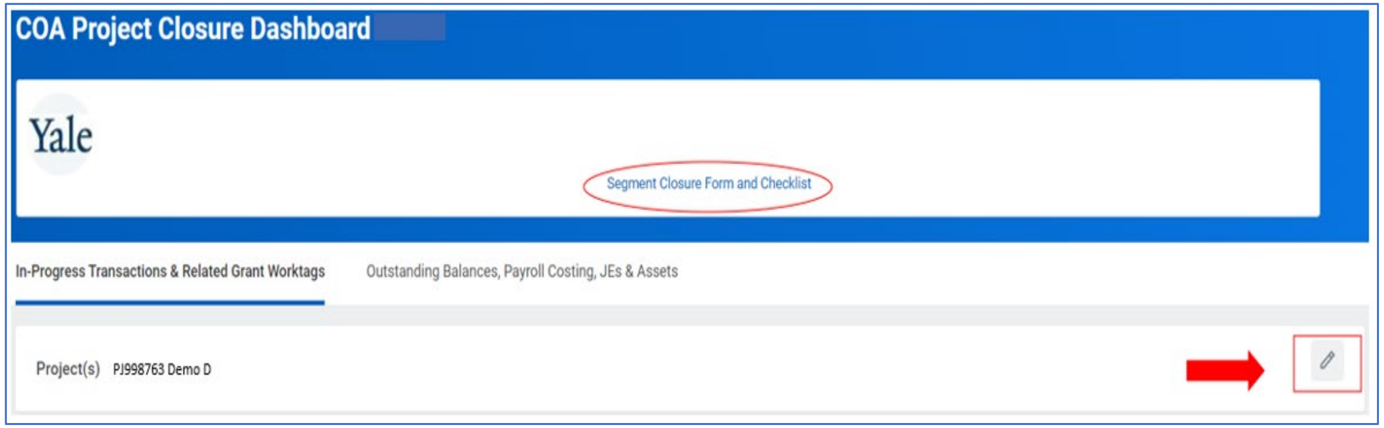
Dashboard Functionality

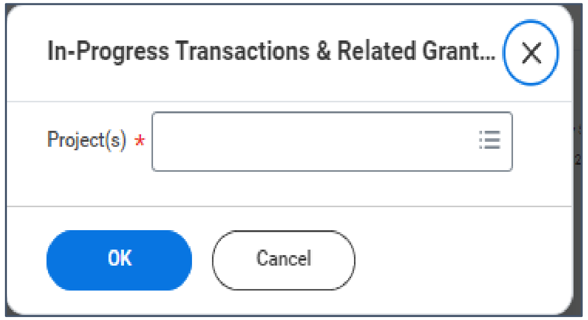
The dashboard shows action items requiring cleanup on the following tabs:

- In-Progress Transactions & Related Grant Worktags
- Outstanding Balances, Payroll Costing, JEs & Assets
- Customer Invoices & Non-Sponsored Receivables (Outstanding)

Once prompted, users will enter a Project COA segment for review and cleanup prior to submitting a closure request.

(Note, this prompt is required in order to run the dashboard). Due to Workday dashboard functionality, users may need to toggle between tabs and re-enter segment name/number when prompted. For ease of use, it is recommended that duplicate browser tabs be utilized.

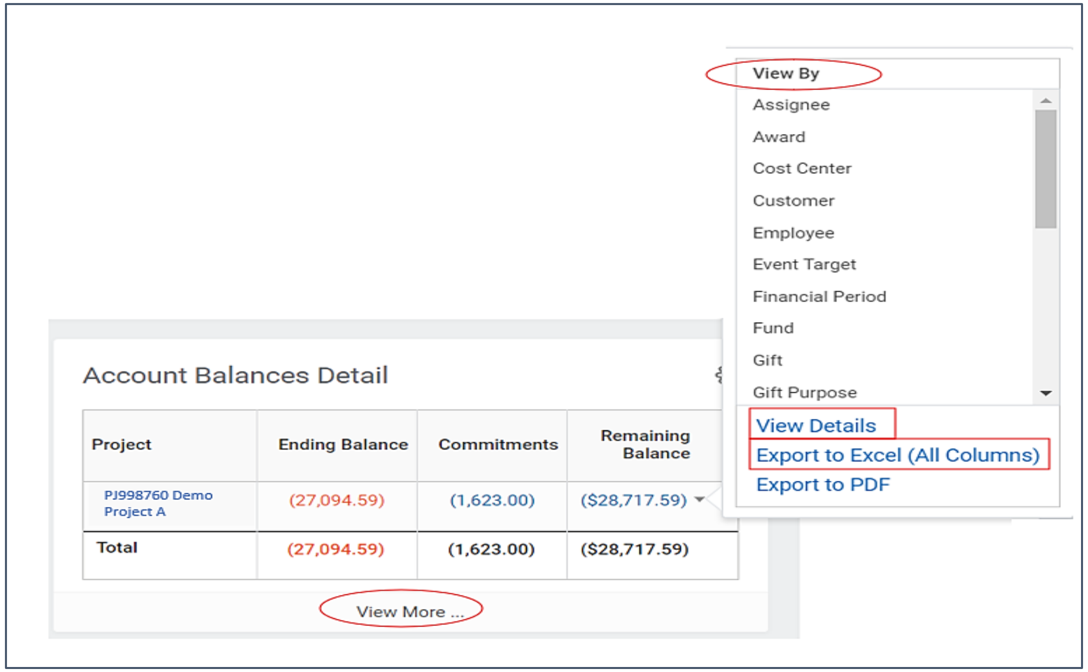




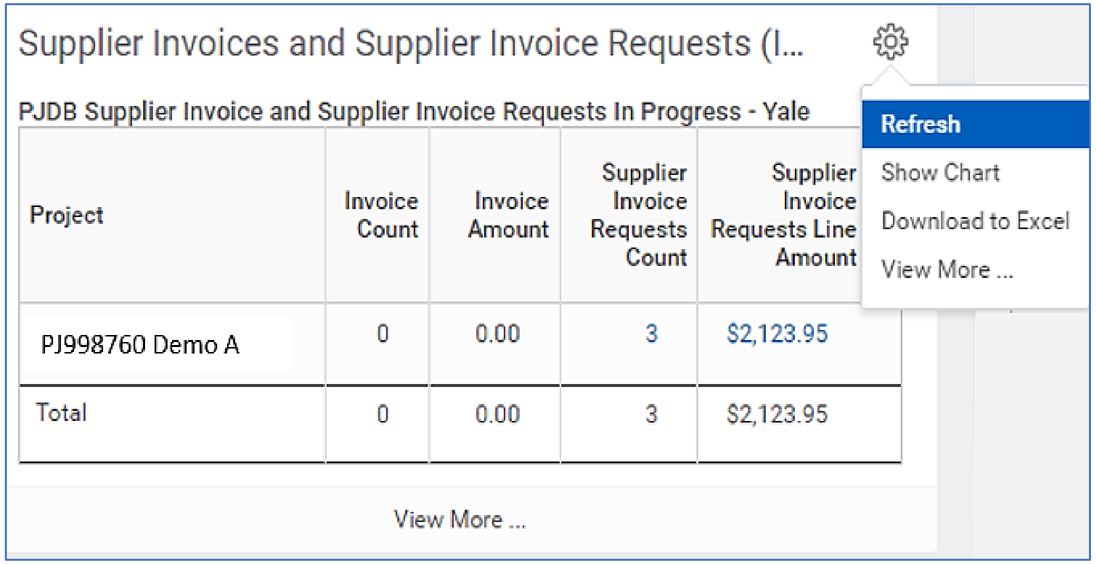
Dashboard Functionality (continued)

All worklets on the dashboard allow the drill-down capability required to identify each transaction's underlying data. Hover over the amount to select the down arrow, which will populate the View By menu. Users can View Detail to drill into the amount or export the data to Excel for further review.

If "View More" populates on a worklet, this means that the user should click to view more results and identify additional items requiring action and cleanup.



For a more seamless review, the cogwheel in the top right corner of each worklet provides users the ability to download data to Excel or show as a chart. Utilizing this functionality allows users to remain within the dashboard, even after exporting data for further review.



COA Segment Closure Dashboard

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Dashboard Parameters

- Activity on the dashboard automatically runs using the current fiscal year-to-date period (as of the current date).
- The dashboard is limited to departmental and management view only. The Chart of Accounts office will coordinate with requestors to assist in identifying and clearing other centrally managed activity or balances, not visible through this dashboard.
- There are five to six worklets on each tab of the dashboard.
- Results on the dashboard are limited to users' Workday security and roles, which limits access to activity within one's assigned purview. As a result, there may be cases where not all dashboard worklets would render or populate data, dependent on user access:
  - E.g. if a COA segment is used by multiple planning units, COA will coordinate with units outside of the requestor's unit to determine if additional cleanup is required and/or communicate COA planned closures.
  - E.g. if the payroll worklets do not populate, users will coordinate with their Operations Manager for assistance in identifying additional cleanup items on payroll costing schedules and/or position restrictions.

COA Segment Closure Dashboard

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The COA Project Closure Dashboard contains five-six worklets per tab. Each dashboard shows the results of a variety of open items, related worktags, and/or outstanding balances that require further cleanup action prior to submitting a segment closure request. To see the full listing for each dashboard, select the “View More…” link that is shown towards the bottom of each dashboard.

Users can drill into the total amounts by selected COA segment or the ledger account amounts 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)”.

COA Segment Closure Dashboard

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In-Progress Transactions & Related Grant Worktags

Expense Reports, Spend Authorizations / Cash Advances (In Progress)

The Expense Reports, Spend Authorizations / Cash Advances worklet provides a current listing of in-progress expense reports, and open spend authorizations, and cash advances. Users will review to inform related actions in ensuring that all transactions are completed, approved, or processed and have appeared on account statements. Users will identify any impacted/open cash advances and other advances to monitor or clear and close.

Supplier Invoices and Supplier Invoice Requests (In Progress)

The Supplier Invoice and Supplier Invoice Requests worklet allows users to identify in-progress supplier invoices and supplier invoice requests with the flexibility to filter on a variety of attributes. Users will review to ensure that all transactions are completed, approved, or processed and have appeared on account statements.

Expense Reports, Spend Authorizations / Cash Advances (In Pro...

PJDB Expense Reports, Spend Authorizations / Cash Advances In Progress - Yale

Project	Expense Report Count	Expense Report Line Amount	Spend Authorization/Cash Advance Count	Spend Authorization/Cash Advance Total
PJ998761 Demo B	1	$146.70	0	0.00
Total	1	$146.70	0	0.00

Supplier Invoices and Supplier Invoice Requests (In Progress)

Project	Invoice Count	Invoice Amount	Supplier Invoice Requests Count	Supplier Invoice Requests Line Amount
PJ998760 Demo A	0	0.00	4	$38,404,606.15
PJ998767 Demo H	0	0.00	1	$39,858.59
Total	0	0.00	5	$38,444,464.74

COA Segment Closure Dashboard

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In-Progress Transactions & Related Grant Worktags

Requisitions and Purchase Orders (In Progress)

The Requisitions and Purchase Orders worklet provides a list of in-progress requisitions and open purchase orders. Users will utilize to track the progress of requisitions that they either prepared, requested or edited in-progress. Users may drill-in further to identify open or in-progress purchase orders to ensure that that all transactions are completed, approved, or processed and have appeared on account statements. Where applicable, users may be required to create a change order to update COA values on an open purchase order.

Requisitions and Purchase Orders (In Progress)

Project	Requisitions Count	Requisitions Amount	Purchase Orders (PO) Count	PO Obligation Amount Remaining
PJ998763 Demo D	0	0.00	10	$144,924.91
Total	0	0.00	10	$144,924.91

Cash Sales (In Progress)

The Cash Sales worklet provides a current listing of in-progress cash sale transactions with COA details to allow units to monitor cash sale activity. Users will coordinate with the Treasury Office to ensure cash sales processes related to the selected COA segment have been completed and ensure approved activity now appears on account statements.

Cash Sales (In Progress)

Project	Total	
	Count	Extended Amount
PJ998760 Demo A	66	$557,357
PJ998761 Demo B	8	$2,850
PJ998762 Demo C	3	$280
PJ998763 Demo D	3	$906
PJ998764 Demo E	2	$400
PJ998765 Demo F	2	$3,298
PJ998766 Demo G	2	$45
PJ998767 Demo H	2	$2,327
PJ998768 Demo I	2	$2,500
PJ998769 Demo J	1	$280
PJ998770 Demo K	15	$44,681
Total	106	$614,923

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In-Progress Transactions & Related Grant Worktags

Awards and Grants (Related Worktag)

The Awards and Grants (Related Worktag) worklet provides a listing of active awards and grants where the entered COA segment is assigned as a related worktag. Users will coordinate with the Sponsored Projects Financial Administration (SPFA) team, via ospfinancials@yale.edu, to update related worktags or request grant/award closeout where applicable.

Awards and Grants (Related Worktag)

Project	Awards Count	Grants Count
PJ998760 Demo A	6509	13320
Total	6509	13320

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Outstanding Balances, Payroll Costing, JEs & Assets

Assets and Liabilities Balances

The Assets and Liabilities Balances worklet provides asset and liabilities balances pertaining to the selected COA value for the current year-to-date period. Users will need to review their asset and liability balances to ensure they are cleared to zero. In many cases, these will need to be done centrally or through a Workday business process (not a manual journal). Users will coordinate with Chart of Accounts for instructions on appropriate account-clearing procedures.

Assets and Liabilities Balances

Project	Ending Balance Last Year	YTD Debit	YTD Credit	Ending Balance
PJ998760 Demo A	$34,289.83	$203,873.29	$213,319.62	$24,843.50
Project Total	$34,289.83	$203,873.29	$213,319.62	$24,843.50

COA Segment Closure Dashboard

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Outstanding Balances, Payroll Costing, JEs & Assets

Account Balances Detail

The Account Balance Detail worklet provides the ability to view fund balance activity and deficit balance details at a detailed COA worktag level. Users will need to review their net balances and open commitments and/or obligations to ensure they are cleared to zero. Upon running the dashboard, if a beginning balance exists, units must research prior fiscal years and correct it at the ledger account level. All ending balances and commitments must equal zero before requesting COA segment closure.

As a reminder, when clearing out balances, if the balance pertains to labor transactions, these must be corrected using a Payroll Accounting Adjustment (PAA). 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).

Account Balances Detail

Project	Ending Balance	Commitments	Remaining Balance
PJ998760 Demo A	0.00	0.00	$0.00
PJ998761 Demo B	0.00	0.00	$0.00
PJ998762 Demo C	0.00	0.00	$0.00
PJ998763 Demo D	0.00	0.00	$0.00
PJ998764 Demo E	0.00	0.00	$0.00
Total	0.00	0.00	$0.00

View More ...

COA Segment Closure Dashboard

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Outstanding Balances, Payroll Costing, JEs & Assets

Position Restrictions

The Position Restrictions worklet provides position-related costing allocations for all active workers as of the current date. Users will need to review to identify any active position restriction costing schedule where COA values require update; especially if the worker has been terminated or transferred to another department, the position restriction may require an end-date.

Position Restrictions

Project	Worker Count
PJ998760 Demo A	1
Total	1

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Costing Allocations

The Costing Allocations worklet provides worker position and worker position earning payroll costing allocations for all active workers as of the current date, related to the COA segment values entered into the prompt field of the dashboard. Users will review active payroll costing schedules or default payroll costing configurations to update COA values, removing any segment slated for closure or end-date costing where applicable.

Note: The existence of a payroll costing allocation is not an indicator of payroll payments planned for the worker. Users may run existing Payroll or Financial transaction reports to verify anticipated and actual payroll payments.

Costing Allocations

Worker	Employee ID	Job Category	Job Profile	FTE %	Worker Cost Center	Costing Allocation Level	F a A
Smith, John	99900	Technician	Research Assistant 2 HSS	100	CC9987 Demo Cost Center A	Worker Position	F
Doe, Jane	99901	Administrative Support	Project Coordinator	100	CC9988 Demo Cost Center B	Worker Position	F
						Worker Position	F
Thomas, Bob	99902	Professional	Statistician 3	100	CC9989 Demo Cost Center C	Worker Position	F

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COA Segment Closure Dashboard

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Outstanding Balances, Payroll Costing, JEs & Assets

Assets (In-Service)

The Assets worklet provides a list of in-service Assets related to the COA segment entered. Users will determine if there exists any Moveable Equipment Inventory (MEI) or Fixed Assets associated with this segment and coordinate with mei.admin@yale.edu or capitalmgnt@yale.edu to make necessary COA value updates before the COA segment closure process can be completed.

Assets (In Service)

Asset ID	Company	Grant	Gift	Yale Designated	Cost Center	Program
	Yale University			YD000003 General Appropriations - Self-support	CC9987 Demo Cost Center A	PG99956 Demo Program A
	Yale University			YD000003 General Appropriations - Self-support	CC9987 Demo Cost Center A	PG99956 Demo Program A
	Yale University			YD000003 General Appropriations - Self-support	CC9987 Demo Cost Center A	PG99956 Demo Program A
	Yale University			YD000003 General Appropriations - Self-support	CC9987 Demo Cost Center A	PG99956 Demo Program A

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Journals (In Progress)

The Journals worklet provides a list of in-progress journal line details for the COA segment selected. Users will ensure all final adjustments and transfers have been approved/processed and have appeared on account statements prior to submitting a segment closure request.

Journals (In Progress)

Project	Total		
	Journals Count	Ledger Debit Amount	Ledger Credit Amount
PJ998760 Demo A	2	$196,945.60	$0.00
PJ998761 Demo B	2	$220,790.50	$0.00

View More ...

COA Segment Closure Dashboard

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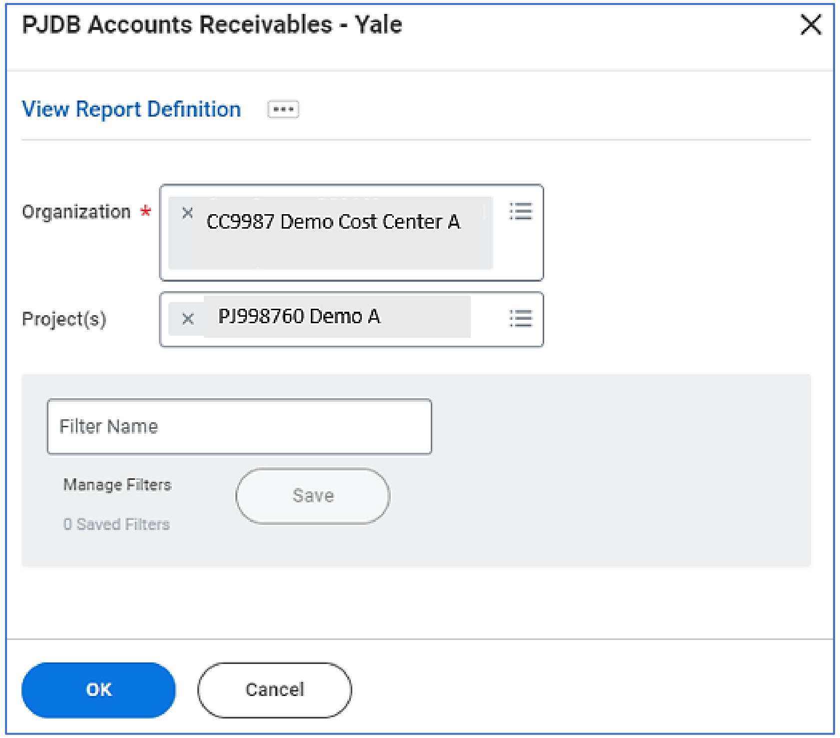
Outstanding Balances, Payroll Costing, JEs & Assets

Customer Invoices & Non-Sponsored Receivables (Outstanding)

The Customer Invoices dashboard tab allows users to identify unpaid or open accounts receivables for the purpose of recording and applying payments and/or collecting outstanding receivables. When prompted, users will enter their Cost Center, Department, or Planning Unit along with the specified COA segment worktag for closure. If the balance relates to a clinical trial closure, users will coordinate with ysmcontroller@yale.edu for guidance in completing clinical trial closeout processes, prior to requesting COA segment closure.



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Reminder: Communicate to COA Account Users

After all COA segment-clearing tasks are completed, users may need to connect with outside users of their COA to provide updated charging instructions related to the following areas:

Gift Related Worktags

Ensure that no Gift has the specific COA segment slated for closure as an assigned related Worktag. In the Workday search box, enter the Gift number, select the Gift name, and navigate to related Worktag information under Overview or Summary. If the user's access is limited to view Gift information within Workday, contact giftawards@yale.edu to request a change to related worktags (they can also determine if a "designation" requires change and can move non-operating balances, where applicable). Additional gift related Worktag information can be found on the "Income Distribution Rules" tab on each specific Gift.

University Service Providers - Determine if any University Service Provider (USP) requires updated COA charging instructions.

Departmental Users - Communicate COA charging updates to departmental users.

Budget Office - Determine if any edits are required to the fiscal year budget plans and contact the Budget Officer with questions.

COA Cost Center Closure Dashboard *(coming soon)*

COA Assignee Closure Dashboard *(coming soon)*

COA Program Closure Dashboard *(coming soon)*