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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
- Assignee *(coming soon)*
- Program *(coming soon)*

Prior to submitting the COA Segment Closure Form and Checklist (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 Dashboards can be accessed in Workday by following this path:

- Menu > Dashboards > COA Project Closure Dashboard
- Menu > Dashboards > COA Cost Center Closure Dashboard

Chrome is the recommended internet browser with zoom view settings percentage set to 100%, to ensure dashboard features function appropriately.

Access for the COA Segment Closure Dashboards 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) - *Users without this role 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/Position Restrictions, JEs & Assets
- Customer Invoices & Non-Sponsored Receivables (Outstanding)
- Costing Allocations

Once prompted, users will enter a 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.
Each dashboard shows their Top 10 results as well as an option to view the full listing. To see the full listing for each dashboard, select “View More...” shown at the bottom of each dashboard. If “View More” populates on a worklet, the user should click to view more results and identify additional items requiring action and cleanup.

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.

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.
On the prompt screen of each dashboard, the **search functionality** may differ:

- For example, on the COA Project Closure Dashboard, when entering a keyword contained within a project hierarchy name, the exact project hierarchy name will not return in the prompt field. If the user, however, needs to select multiple projects from various project hierarchies, the user may do so by navigating within the prompt search field via the related actions button, then selecting the drop-down listing called “Projects by Project Hierarchy” and selecting each specific project segment; as many as are needed by each project hierarchy.

Dashboards and worklet **descriptions** may also vary as each dashboard is designed to facilitate seamless review and analysis.

Some dashboards may contain separate standalone tabs requiring the user to run ad-hoc reports versus generating them directly within the dashboard. The underlying departmental reports used to build each dashboard required a unique design to enable dynamic reporting for segments such as Cost Center, which is a highly-used COA segment.

**Note** – For highly-used COA segments with lots of activity, the dashboard worklet(s) may not render. However, it is recommended that the user run the relevant ad-hoc report to generate the data. See the full list of ad-hoc reports on the [COA Segment Closure Form and Checklist](#).
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. For example:
  - 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.
  - 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.
The **COA Project Closure Dashboard** can be utilized as a useful tool to support departmental closeout review of the Project COA segment(s)’ usage.

Dashboard results return a listing of various open items, related worktags, and/or outstanding balances by user-entered Project.

Users will review all three tabs of the dashboard, including:

- **In-Progress Transactions & Related Grant Worktags**
- **Outstanding Balances, Payroll Costing, JEs & Assets**
- **Customer Invoices & Non-Sponsored Receivables (Outstanding) - standalone ad-hoc report**
The COA Cost Center Closure Dashboard can be utilized as a useful tool to support departmental closeout review of the Cost Center COA segment(s)' usage.

Dashboard results return a listing of various open items, related worktags, and/or outstanding balances, by user-entered Cost Center.

Users will review all three tabs of the dashboard including:

- In-Progress Transactions & Related Grant Worktags
- Outstanding Balances, Position Restrictions, JE's & Assets
- Costing Allocations (standalone ad-hoc report)
The Expense Reports, Spend Authorizations / Cash Advances worklet provides a current listing of in-progress expense reports, 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.

• identify any impacted/open cash advances and other advances to monitor or clear and close.
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.
The Requisitions and Purchase Orders worklet provides a list of in-progress requisitions and open purchase orders.

Users will utilize it to:
• track the progress of requisitions that they either prepared, requested, or edited in-progress.
• drill-in further to identify open or in-progress purchase orders to ensure 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.
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.
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 the SPFA Intake portal, to update related worktags or request grant/award closeout where applicable.

Please note – On the COA Cost Center Closure Dashboard only, the dashboard was designed to return not only the entered Cost Center’s active related awards and grants but also to list other units’ Cost Centers with grants lines owned by the entered Cost Center and related grants owned by another unit’s Cost Center.
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).
- coordinate with Chart of Accounts for instructions on appropriate account-clearing procedures.
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).
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 updating. In particular, if the worker has been terminated or transferred to another department, the position restriction may require an end date.
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.
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.
The Journals worklet provides a list of in-progress journal line details for the COA segment selected (current open period only).

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.
Non-Sponsored Receivables (Outstanding)
The Non-Sponsored Receivables (Outstanding) worklet 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.
Reminders

Reminder: Communicate to COA Account Users

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

**Gift Accounting**
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.
Questions & Technical Assistance

For questions concerning COA segment closure procedures, please contact COA@yale.edu.

For technical assistance, please contact the FSC at askfinance@yale.edu.

COMING SOON

COA Assignee Closure Dashboard (coming soon)

COA Program Closure Dashboard (coming soon)