

# **Adaptive Planning and Consolidation**

**Product Summary**

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# Contents

Adaptive Planning and Consolidation (AP&C).....	7
Financial Accounting in AP&C.....	7
Financial Accounting Structure in AP&C.....	7
Steps: Set Up Financial Accounting Structure in AP&C.....	7
Steps: Set Up Companies in AP&C.....	9
Set Up Company Contact Information in AP&C.....	10
Steps: Set Up Fiscal Schedules and Years in AP&C.....	11
Steps: Set Up Accounting Categories in AP&C.....	13
Steps: Set Up and Update Journal Sources in AP&C.....	14
Assign Company Accounting Details in AP&C.....	15
Create Ledgers in AP&C.....	18
Steps: Create and Open Ledger Years and Periods in AP&C.....	19
Ledger Accounts in AP&C.....	20
Steps: Create and Organize Ledger Accounts in AP&C.....	20
Create Ledger Account Types in AP&C.....	21
Set Up Account Sets in AP&C.....	21
Set Up Account Posting Rules in AP&C.....	23
Create Account Control Rules in AP&C.....	26
Steps: Maintain Access to Ledger Accounts in AP&C.....	27
Steps: Manage Ledger Account Summaries in AP&C.....	29
Steps: Set Up Alternate Accounts in AP&C.....	30
Create Alternate Account Set Mappings in AP&C.....	31
Configure Alternate Account Set Mapping Rules in AP&C.....	32
Concept: Ledger Accounts in AP&C.....	34
Reference: Account Posting Rules in AP&C.....	35
FAQ: Alternate Account Set Mappings in AP&C.....	38
FAQ: Can I retire ledger accounts in AP&C?.....	39
Book Codes and Books in AP&C.....	39
Steps: Create Book Codes and Books in AP&C.....	39
Concept: Book Codes and Books in AP&C.....	40
Journals in AP&C.....	43
Create Journal Sources in AP&C.....	43
Steps: Process Accounting Journals in AP&C.....	43
Create Accounting Journals in AP&C.....	44
Steps: Create Recurring Accounting Journals in AP&C.....	47
Create Translation Adjustment Journals in AP&C.....	49
Steps: Upload Journals in AP&C.....	51
Steps: Configure Suspense Account Rules in AP&C.....	51
Example: Set Up Suspense Accounting in AP&C.....	53
Concept: Accounting Journals in AP&C.....	54
Concept: Journal Processing in AP&C.....	54
Concept: Currency in Accounting Journals in AP&C.....	56
Concept: Valid Company and Cost Center Combinations in AP&C.....	56
FAQ: Journal Errors in AP&C.....	57
Troubleshooting: Financial Journals in AP&C.....	57
Journal Sequencing in AP&C.....	59
Setup Considerations: Journal Sequencing in AP&C.....	59

Steps: Set Up Journal Sequencing in AP&C.....	64
Configure Journal Sequence Generator Rules in AP&C.....	66
Enable Journal Sequencing for a Company in AP&C.....	69
Create Journal Sequence Generators in AP&C.....	71
Concept: Journal Sequencing in AP&C.....	72
FAQ: Journal Sequencing in AP&C.....	72
Journal Insights in AP&C.....	72
Steps: Set Up Journal Insights in AP&C.....	72
Confirm and Dismiss Journal Line Anomalies in AP&C.....	74
Statistics in AP&C.....	77
Steps: Upload Statistics in AP&C.....	77
Steps: Set Up Statistic Ledger Accounts in AP&C.....	77
Define Statistic Types in AP&C.....	79
Enter Statistic Values in AP&C.....	81
Concept: Statistic Ledger Accounts in AP&C.....	82
Reference: Statistic Ledger Accounts and Statistic Definitions Comparison in AP&C.....	84
Allocations in AP&C.....	85
Setup Considerations: Allocations in AP&C.....	85
Steps: Set Up Allocations in AP&C.....	88
Create Allocation Definitions in AP&C.....	89
Group Allocation Definitions in AP&C.....	96
Test Allocations in AP&C.....	97
Steps: Process Allocations in AP&C.....	99
Schedule Allocation Runs in AP&C.....	99
Finalize Allocations in AP&C.....	101
Concept: Allocations in AP&C.....	102
Example: Set Up the Journal Lines by Allocation Report in AP&C.....	104
Reference: Source Types in AP&C.....	107
Reference: Allocation Methods in AP&C.....	107
Reference: Basis Types in AP&C.....	108
Revaluation in AP&C.....	111
Setup Considerations: Revaluation in AP&C.....	111
Steps: Automate Revaluation in AP&C.....	114
Define Revaluation Rules in AP&C.....	114
Group Revaluation Rules in AP&C.....	117
Run Revaluation in AP&C.....	118
Review Foreign Currency Revaluation in AP&C.....	120
Reference: Frequency Combinations for Revaluation Rules in AP&C.....	121
Currency Translation in AP&C.....	122
Steps: Set Up Currency Translations in AP&C.....	122
Set Up Currency Translation Methods in AP&C.....	123
Create Rules for Translating Ledger Accounts in AP&C.....	125
Steps: Enter Translated Beginning Balances for Financial Reporting in AP&C.....	126
Enter Translated Beginning Balance Amounts for Primary Ledger Accounts in AP&C.....	127
Steps: Preserve Historical Data When Updating Account Translation Rule Sets in AP&C.....	129
Steps: Audit Cumulative Translation Adjustments in AP&C.....	129
Concept: Currency Translation in AP&C.....	130
Consolidation Data Capture in AP&C.....	132
Steps: Set Up Consolidation Data Capture in AP&C.....	132
Create Source Systems in AP&C.....	133
Create Consolidation Data Mapping Table Definitions in AP&C.....	133
Create Consolidation Data Mapping Tables in AP&C.....	135
Steps: Create Consolidation Data Capture Integration in AP&C.....	137
Map Source Systems to Integration Systems in AP&C.....	139
Load Consolidation Data into Workday in AP&C.....	140
Correct Consolidation Data in AP&C.....	144

Concept: Consolidation Data Capture in AP&C.....	147
Concept: Period Close Activity Group of Consolidation Data Capture in AP&C.....	148
Concept: Consolidation Data - Inbound Integration in AP&C.....	149
Reference: Consolidation Data - Inbound Integration CSV File Format in AP&C.....	150
Supplemental Schedules in AP&C.....	153
Concept: Supplemental Schedules in AP&C.....	153
Concept: Workday Worksheets in AP&C.....	153
Concept: Custom Validations for Supplemental Data in AP&C.....	154
Create Supplemental Data Templates in AP&C.....	154
Create Supplemental Data Text List in AP&C.....	157
Maintain Supplemental Data Templates in AP&C.....	158
Create Supplemental Data in AP&C.....	159
Maintain Supplemental Data Translation Amounts in AP&C.....	161
Create Consolidated Supplemental Data in AP&C.....	162
Concept: Supplemental Data Hub in AP&C.....	163
Create Multiple Supplemental Data Workbooks in AP&C.....	164
Create Custom Reports for Supplemental Schedules in AP&C.....	166
Concept: Calculated Fields in Supplemental Schedules in AP&C.....	167
Steps: Roll Forward Setup and Configuration in AP&C.....	168
Mass Roll Forward Multiple Supplemental Data Workbooks in AP&C.....	171
Reference: Supplemental Data Statuses in AP&C.....	172
Consolidations and Eliminations in AP&C.....	173
Setup Considerations: Consolidations and Eliminations in AP&C.....	173
Steps: Set Up Consolidations in AP&C.....	179
Steps: Set Up Alternate Fiscal Year Consolidations in AP&C.....	181
Set Up Company Ownership Details in AP&C.....	182
Set Up Intercompany and Interworktag Elimination Rules in AP&C.....	183
Equity Pickup in AP&C.....	186
Noncontrolling Interest in AP&C.....	195
Period and Year Close in AP&C.....	202
Steps: Set Up Close Process in AP&C.....	202
Set Up Period Close Activity Groups in AP&C.....	203
Define Rules for Processing Year-End Close in AP&C.....	204
Change the Status of Ledger Periods in AP&C.....	205
Close Ledger Periods in AP&C.....	208
Set Up Worktag Types for Roll Forward in AP&C.....	208
Roll Year-End Balances Forward in AP&C.....	210
Roll Translated Beginning Balances Forward in AP&C.....	212
Close a Ledger Year in AP&C.....	213
Start a Close Process in AP&C.....	214
Concept: Journal Statuses and Pending Transactions in AP&C.....	215
Concept: Ledger Close Activity Groups in AP&C.....	218
Concept: Close in AP&C.....	219
Reference: Period Statuses and Permitted Transactions in AP&C.....	220
Reference: Period Close Work Area in AP&C.....	221
Period Close Management in AP&C.....	222
Close and Consolidation Hub in AP&C.....	244
Steps: Set Up Close and Consolidation Hub in AP&C.....	244
Steps: Replace Default Overview Cards on the Close and Consolidation Hub in AP&C with Custom Reports.....	245
Reference: Close and Consolidation Hub Sections in AP&C.....	247
Reference: Close and Consolidation Hub Cards in AP&C.....	248
Financial Reporting in AP&C.....	250
Steps: Create and Schedule Groups of Financial Reports in AP&C.....	250
Create Reporting Time Periods in AP&C.....	251
Create Trial Balance Reports in AP&C.....	254

Concept: Financial Reporting in AP&C.....	255
Reference: Workday-Delivered Reports for Financial Close in AP&C.....	255
Reference: Additional Options Prompt on Journal Lines for Financial Reporting RDS in AP&C.....	259
Example: Composite Income Statement Report in AP&C.....	260
Example: Map Aliases to Ledger Account Summaries in AP&C.....	267
Financial Reporting with OfficeConnect in AP&C.....	269
Steps: Set Up Your Tenant for OfficeConnect for Financial Management in AP&C.....	269
Enable OfficeConnect for Workday Financial Management in AP&C.....	270
Set Up the Financial Reporting Data Model in AP&C.....	271
Average Daily Balance Reporting with OfficeConnect in AP&C.....	273
Concept: Time Context with Average Daily Balance in AP&C.....	275
Concept: OfficeConnect and Reporting on the Financial Modeled Data Source in AP&C.....	276
Concept: The Financial Reporting Data Model in AP&C.....	276
Concept: Differences Between OfficeConnect and Report Writer in AP&C.....	278
Financial Analytics in AP&C.....	280
Configure Financial Metrics Reporting in AP&C.....	280
Concept: Financial Executive Scorecard in AP&C.....	281
Concept: Report Administrator Dashboard in AP&C.....	282
Reference: Metric Calculations for Financials in AP&C.....	283
Example: Set Up a Custom Financial Scorecard in AP&C.....	285
Example: Set Up a Financial Executive Scorecard in AP&C.....	294
Optimize Financial Management Performance in AP&C.....	298
Reference: Financial Management Tenant Configuration Guidelines in AP&C.....	298
Reference: Tenant Configuration Guidelines for Custom Reporting in AP&C.....	303
Reference: Tenant Configuration Guidelines for Journals in AP&C.....	304
Custom Validations in AP&C.....	307
Steps: Set Up Custom Validations in AP&C.....	307
Set Up Custom Validation Severity and Conditions in AP&C.....	307
Configure Custom Validation Messages in AP&C.....	309
Concept: Transaction Revalidation in AP&C.....	309
Concept: Financial Accounting in AP&C.....	310

## Financial Budgets in AP&C..... 312

Budgets and Plans in AP&C.....	312
Steps: Set Up Plans or Budgets in AP&C.....	312
Define Plan Structures in AP&C.....	314
Create Plans or Budgets in AP&C.....	317
Maintain Budget in AP&C.....	321
Edit Plan Templates in AP&C.....	322
Submit a Plan or Budget for Approval in AP&C.....	323
Amend Plans or Budgets in AP&C.....	324
Concept: Plan Structures in AP&C.....	326
Concept: Inactive Financial Plans in AP&C.....	327
Reference: Budget Reports in AP&C.....	327
Example: Create Financial Plan to Actuals Composite Reports with Eliminations in AP&C.....	328
Plan Hierarchies in AP&C.....	330
Setup Considerations: Plan Hierarchies in AP&C.....	330
Steps: Create Plan Hierarchies in AP&C.....	332
Create or Link True Child Plan Structures in AP&C.....	334
Link Virtual Child Plan Structures in AP&C.....	335
Concept: Hierarchies in Plans and Budgets in AP&C.....	336
Concept: Amendments to Plan Hierarchies in AP&C.....	337
Reference: Valid True Plan Hierarchy Relationships in AP&C.....	338
Reference: Virtual Plan Hierarchy Relationships in AP&C.....	340

Reference: Plan Hierarchy Reports in AP&C.....341

**Adaptive Planning.....342**

    Concept: Adaptive Planning in AP&C..... 342

# Adaptive Planning and Consolidation (AP&C)

Welcome to the Adaptive Planning and Consolidation (AP&C) book, where you can learn how to:

- Combine the financial management consolidation process with a flexible agile planning process.
- Easily integrate data from multiple general ledgers.
- Consolidate financial results in any currency with real-time eliminations and translations.
- Streamline the planning processes and financial reporting and analytics.

Note:

To review relevant information, Workday recommends that Adaptive Planning and Consolidation (AP&C) customers use the Financial topics from this book and not topics from the Financial Management book.

To learn more about how to use our documentation, [click here](#) or [watch the video](#).

## Financial Accounting in AP&C

### Financial Accounting Structure in AP&C

#### Steps: Set Up Financial Accounting Structure in AP&C

##### Prerequisites

Set up these core Workday areas:

- Tenant
- Security
- Organizations

##### Context

Set up the basic financial components in Adaptive Planning and Consolidation (AP&C) so that you can post a journal.

##### Steps

1. Set up the companies for which you want to:

- Produce financial statements.
- Create other statutory reports.

See [Steps: Set Up Companies in AP&C](#) on page 9.

2. (Optional) Set up journal sequencing for a company.

Workday assigns unique, sequential, and gapless journal sequence numbers to accounting for the Actuals Ledger Type.

See [Steps: Set Up Journal Sequencing in AP&C](#) on page 64.

3. Establish the calendar of financial periods that control accounting and reporting for your companies.

See [Steps: Set Up Fiscal Schedules and Years in AP&C](#) on page 11.

4. Logically group similar account-related objects or people for posting, searching, and reporting purposes.

See [Steps: Set Up Accounting Categories in AP&C](#) on page 13.

5. Define journal sources.

See [Create Journal Sources in AP&C](#).

6. Establish your chart of accounts and an aggregate of accounts.

See [Steps: Create and Organize Ledger Accounts in AP&C](#) on page 20.

See [Steps: Manage Ledger Account Summaries in AP&C](#) on page 29.

7. Establish your default currency, preferred currency values, currency rate types, and currency conversion rates.

Workday automatically displays your tenant default and preferred currencies in all applicable fields.

Use these currency conversion rates in translations from base currencies into reporting currencies.

See [Steps: Set Up Currencies](#).

8. Identify where you want to post each type of transaction.

See [Set Up Account Posting Rules in AP&C](#) on page 23.

9. Configure a set of account control rules to manage basic approval thresholds at the account level for your companies.

See [Create Account Control Rules in AP&C](#) on page 26.

10. Configure alternate or statutory account set mapping to your preferred account set.

See [Steps: Set Up Alternate Accounts in AP&C](#) on page 30.

11. [Assign Company Accounting Details in AP&C](#) on page 15.

Perform accounting and assign the necessary financial components to a company.

12. [Create Ledgers in AP&C](#) on page 18.

13. Establish ledger years and ledger periods for each of your companies so that you can record journal entries to their ledgers.

See [Steps: Create and Open Ledger Years and Periods in AP&C](#) on page 19.

14. (Optional) [Create Custom Labels](#).

Customize all instances of these labels across your tenant:

- Budget
- Budget information
- Budget lines
- Budget structure
- Budget template
- Entry type
- Entry types
- Plan
- Plan/budget
- Plans
- Statistic
- Total budget
- View structure

## Result

You can post journals for a company.

## Next Steps

Set up these additional financial components of Workday Financial Management:

- Allocations
- Budgets
- Consolidation companies
- Journal processing
- Period-end close
- Translations
- Worktags
- Year-end close

Related Information

### Concepts

[Concept: Tenant Setup](#)

[Concept: Configurable Security](#)

[Concept: Journal Processing in AP&C](#) on page 54

[Concept: Worktags](#)

### Tasks

[Steps: Set Up Plans or Budgets in AP&C](#) on page 312

[Steps: Set Up Currency Translations in AP&C](#) on page 122

[Steps: Set Up Allocations in AP&C](#) on page 88

[Steps: Set Up Consolidations in AP&C](#) on page 179

### Reference

[Reference: Organization Types and Subtypes](#)

## Steps: Set Up Companies in AP&C

### Prerequisites

Security: *Create: Company* domain in the Organizations and Roles functional area. See [../authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).

### Context

Set up the companies in Adaptive Planning and Consolidation (AP&C), for which you want to:

- Record business transactions.
- Produce financial statements.
- Create other statutory reports.

Companies are organizations within Workday that represent the internal business entities within your enterprise. In Workday Financial Management, companies are the primary organization for all business processes.

### Steps

1. [Set Up Nonsupervisory Organizations.](#)

Access the Create Company task to set up your Workday company.

Note: Workday recommends that you create a company for every internal entity that has a separate tax ID.

2. (Optional for USA companies only) [../../../../payroll/company-relationships-usa-/single-legal-entity/son1394126853637.dita](#).  
Set up a company relationship where multiple companies roll up to a single managing company that serves as the reporting legal entity.
3. (Optional) [Add Organizations to Hierarchies](#).
4. Add contact information for the company.  
See [Set Up Company Contact Information in AP&C](#) on page 10.
5. [Create ID Definitions and Sequence Generators](#)  
Specify how Workday constructs and formats IDs that it automatically generates in sequence for various financial transactions and processes tasks.
6. Specify sequence generator ID definitions for various transactions, transaction documents, and processes throughout the tenant.  
See [Reference: Edit Tenant Setup - Financials](#).
7. Access the Edit Company ID Definitions task.  
To help you determine what to override, Workday displays the tenant settings for reference. Enter sequence generator ID definitions that are specific to the company rather than the default tenant settings.

**Next Steps**

Define the fiscal schedule for your company.

**Set Up Company Contact Information in AP&C**

**Prerequisites**

- Create a company.
- Security: *Set Up: Company General* domain in the Common Financial Management functional area. See [../../../../authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).

**Context**

In Adaptive Planning and Consolidation (AP&C), you can set up company contact information to mail company documents and notifications to the correct addresses. Once you set up contacts for your company, you can:

- Mail various documents to more than 1 address at once.
- Identify a primary address and other addresses. The primary address that you select will by default display on selected documents that you create after the effective date.

**Steps**

1. Access the Edit Company Contact Information task.
2. As you enter company contact information, consider:

Option	Description
Phone	<p>Enter customer phone information, such as country phone code, phone number, phone device. Select the Usage type to specify the reason you'll use the contact for.</p> <p>Select Primary to set the phone number as the primary phone number to populate on selected documents.</p>

Option	Description
	<p>Note: You can only have 1 primary phone number.</p> <p>In the Use For field, select the documents on which you want to display the primary phone number.</p> <p>Set the Visibility field to <i>Public</i> to make the phone information public.</p>
Address	<p>Enter an Effective Date from when you want the address to take effect.</p> <p>Enter address of the company.</p> <p>Select the Usage type to specify the reason you'll use the address for.</p> <p>Select Primary if you want to set the address as the primary address.</p> <p>Note: You can only have 1 primary address.</p> <p>Set the Visibility field to <i>Public</i> to make the primary address public.</p>

## Steps: Set Up Fiscal Schedules and Years in AP&C

### Context

You can build and maintain fiscal schedules and fiscal years for your businesses to use and share for financial accounting and reporting purposes in Adaptive Planning and Consolidation (AP&C).

Fiscal schedules are distinct from your calendar years, though the two might coincide. A fiscal schedule consists of posting intervals, the chronological periods into which you divide the calendar. Fiscal schedules don't contain specific years. To create fiscal years and their periods, use fiscal schedules as the building blocks.

The fiscal years you create in the fiscal schedule sequentially follow the prior fiscal year, and you can't duplicate them. Workday uses the ending date of 1 fiscal year to help derive the start date of the following fiscal year. If you need to represent the same year differently, even for historic general ledger conversions, consider using an alternate fiscal schedule.

Example: You report on both a year end in December and a year end in March. Instead of creating 2 fiscal years in the same schedule, create a separate schedule for the year end in December and a separate schedule for the year end in March.

If required, you can add the fiscal schedule as an alternate fiscal schedule on the Edit Company Accounting Details task. See [Assign Company Accounting Details in AP&C](#) on page 15.

You can use the alternate fiscal schedule for financial reporting. See [Steps: Set Up Alternate Fiscal Year Consolidations in AP&C](#) on page 181.

## Steps

1. Access the Create Fiscal Schedule task.

Enter a unique name for the schedule. You can share this 1 across your businesses, or create more as needed.

To automatically populate the fiscal period end date for each posting interval based on the prior fiscal year, select the Auto Populate Fiscal Periods check box. Clear the check box to enter the dates manually.

Security: *Set Up: Fiscal Schedule* in the Common Financial Management functional area.

See: [../authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](https://workday.com/financial-accounting/apac/financial-accounting-configuration/financial-accounting-configuration-tasks/financial-accounting-configuration-tasks-configure-fiscal-schedule-task.htm).

2. Access the Maintain Fiscal Schedule Posting Intervals task.

Define the posting intervals to apply to any fiscal year that you create for the fiscal schedule. During reporting, you can include or exclude adjusting accounting journals in the financial results. You can decide to no longer include a separate period in your schedule in which to post adjustments, even if you've historically done so.

Add a row for each posting interval that you want to use as a period within a fiscal year. After you create the initial fiscal year, you can't add, delete, or change the order of the intervals, but you can rename them.

Security: *Set Up: Fiscal Schedule* in the Common Financial Management functional area.

3. Access the Create Fiscal Summary Schedule task.

Define summary intervals to roll up posting intervals to broader reporting periods, such as quarters or half-years.

Add a row for each group of Fiscal Posting Intervals that you want to combine into a summary reporting period for the fiscal year. Example: Group January, February, and March into Q1 to gain insight into your quarter-to-date financial status.

You can add, change, or delete summary intervals anytime.

Security: *Set Up: Fiscal Schedule* in the Common Financial Management functional area.

4. Access the Create Initial Fiscal Year task.

Create the initial fiscal year for which to perform accounting and financial reporting.

5. As you complete the task, consider:

Option	Description
Fiscal Schedule	Displays only the fiscal schedules with posting intervals, but no fiscal years are available.
Fiscal Year Number	Assign a unique number to identify the year within the fiscal schedule. Example: Enter the calendar year number associated with the first fiscal period.
Fiscal Year Name	Uniquely identify the fiscal year to differentiate from other years within the same fiscal schedule.  Example: Your fiscal year runs from July through June, so you mention both calendar years that it crosses.
Fiscal Year Start Date	The first day of the first period within the fiscal year.

Option	Description
Fiscal Posting Interval	The periods that make up the fiscal year, as set on the Maintain Fiscal Schedule Posting Intervals task.
Fiscal Period End Date	Select the last day of each period.  Workday sets the Fiscal Year End Date to the last end date.

6. Create previous and next fiscal years as needed. Before you create a ledger year and periods for a fiscal year, you can use the Edit Fiscal Year task to edit the name and period end dates.
  - a) (Optional) Access the Create Previous Fiscal Year task.
  - b) (Optional) Access the Create Next Fiscal Year task.
    - Fiscal Year Number: For the previous fiscal year, Workday subtracts 1 from the earliest existing fiscal year; for the next fiscal year, Workday adds 1 to the latest.
    - Fiscal Year Start Date: For the next fiscal year, Workday sets this date to the first day after the end date of the preceding fiscal year.

## Result

You can use your fiscal schedule and fiscal years to control accounting and reporting. You can combine several posting intervals into consolidated reporting units, such as a quarters or half years, or fiscal summary schedules.

## Next Steps

Associate the fiscal schedule as the primary or the alternate fiscal schedule with your companies using the Edit Company Accounting Details task. Then use the fiscal years to build a specific ledger year and its ledger periods for the company using the Create Ledger Year and Ledger Periods task.

For a list of related reports and their descriptions, access the Workday Standard Reports report and select the *Set Up Fiscal Schedule* report category.

Related Information

## Tasks

[Steps: Set Up Financial Accounting Structure in AP&C](#) on page 7

## Steps: Set Up Accounting Categories in AP&C

### Context

You can logically group similar accounting objects for posting, searching, and reporting purposes in Adaptive Planning and Consolidation (AP&C). You can establish accounting categories for:

- Business assets
- Customers
- Receivable write offs
- Revenue
- Spend
- Suppliers

Workday requires that you assign a category to every customer, supplier, item, business asset, and writeoff.

## Steps

1. [../../../../spend-management/procurement/catalogs-and-items/item-identifiers-and-spend-categories/dan1370796836430.dita](#).  
Create categories to classify the types of spend categories you want to report on. Examples: Assets, Expense Items.
2. Access the Maintain Customer Categories task.  
Create categories to classify the types of customers you have. Examples: Hospitality, Technology.  
Security: *Set Up: Customer Categories* domain in the Common Financial Management functional area. See [../../../../authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).
3. Access the Maintain Supplier Categories task.  
Create categories to classify the types of supplies you want to account for. Examples: Office supplies, Utilities.  
Security: *Set Up: Supplier Categories* in the Common Financial Management functional area. See [../../../../authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).
4. Add categories to classify the types of revenue you need to track and report. Examples: Product Sales, Interest Income.

## Result

For all category types, you can use accounting categories to assign as characteristics to accounting objects and people. You can then:

- Report on everything assigned to a specific category.
- Search for and find groups of objects or people according to a specific category.

For spend and revenue categories you can use the categories as worktags. Example: When you create a journal, tag it with a spend or revenue category.

Related Information

### Tasks

[Steps: Set Up Financial Accounting Structure in AP&C](#) on page 7

## Steps: Set Up and Update Journal Sources in AP&C

### Context

You can indicate where or why you created your journals by defining journal sources. You can then use journal source definitions to report on and analyze journals.

Tasks related these areas prompt you to enter a journal source at runtime:

- Accounting Journals
- Beginning Balance
- Beginning Balance for Noncontrolling Interest
- Equity Pickup

Tasks related to these areas rely on journal source mapping to operational tasks:

- Allocation Journal Entry Source
- External Consolidation Data Journal Entry Source
- Noncontrolling Interest Journal Entry Source
- Revaluation Journal Entry Source

## Steps

1. [Create Journal Sources in AP&C](#).
2. Access the Maintain Journal Source Mapping to Operational Transactions task.

Workday automatically creates journals for operational tasks.

To specify which journal source Workday assigns to operational journals:

- Define the journal source by task type.
- Remap the journal source that Workday applies to journal entries for all new tasks that you process.

Security: *Set Up: Journal Source* domain in the Common Financial Management functional area

See [../authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).

3. Access the Mass Update Journal Source task.

Update the journal source on existing operational journals by task type. Workday recommends that you remap the journal source for all new transactions of the given type. Update all existing operational journals for that task type.

Security: *Set Up: Journal Source* domain in the Common Financial Management functional area.

## Result

You can assign journal sources to accounting journals. Workday automatically assigns a journal source to operational tasks as you enter them.

## Assign Company Accounting Details in AP&C

### Prerequisites

- Define each financial component to associate with the company. Examples: Account Posting Rule Set, Account Set, Fiscal Schedule, Currency.
- Security:
  - *Set up: Company Accounting* in the Common Financial Management functional area.
  - *Set Up: Payroll - Company Specific (Accounting)* in the Core Payroll functional area.

See [../authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).

### Context

To perform accounting-related actions and record all relevant transactions for a company in Adaptive Planning and Consolidation (AP&C), assign the necessary company financial components. Example:

- Account Set
- Currency
- Default Reporting Book
- Fiscal Schedule
- Translation Currency

## Steps

1. Access the Edit Company Accounting Details task.

## 2. As you complete the task, consider:

Option	Description
Currency	<p>Workday uses the base currency for all financial transactions within the company, such as:</p> <ul style="list-style-type: none"> <li>• Supplier Invoices</li> <li>• Customer Invoices</li> <li>• Expense Reports</li> </ul> <p>When you have configured conversion rates, Workday converts foreign currency transactions to the base currency of the company for accounting purposes.</p>
Currency Rate Type Override	Select the default currency rate type for the company. Leave blank to use the default currency rate type for the tenant.
Fiscal Schedule	<p>Displays your default fiscal schedule. Configure the fiscal years for the company to create ledger years or periods and plans based on the fiscal schedule.</p> <p>Once you enter journals or plan details for the company, you can no longer change the fiscal schedule. When you only create ledger years and periods or plans, you can't change the fiscal schedule until you delete them.</p>
Alternate Fiscal Schedule	<p>Select to associate 1 or more alternate fiscal schedules for the company to generate financial statements for either the primary or 1 or more alternate fiscal schedules. When you run consolidated financial statements, Workday uses the schedule defined on the Edit Consolidation Details task.</p> <p>The alternate fiscal schedule can't be the same as the primary fiscal schedule. Once you create beginning balances, you can't change the alternate fiscal schedule.</p>
Account Set	Displays your default account set for the chart of account. Once you create ledger years and periods, you can't change the account set.
Alternate Account Set	Select an additional account set for the company to generate reports that map alternate or statutory account sets to your preferred account set. Once you create or post journals, you can't change the alternate account set.
Default Account Set	<p>Workday displays this account set when you create:</p> <ul style="list-style-type: none"> <li>• Journals.</li> <li>• Recurring journal templates.</li> </ul>

Option	Description
Account Control Rule Set	Set approval thresholds for company accounts based on the specified account set.
Account Posting Rule Set	Identify rules about how journal entries post to accounts for this company based on the specified account set.
Account Translation Rule Set	Select a rule set to automatically populate for the translation when you run translated financial reporting for the company.
Average Daily Balance Rule	Select a rule that uses the same Account Set the company uses.
Average Daily Balance Start Date	<p>Select the effective date of the Average Daily Balance Rule and the earliest date that you can select when processing average daily balances. Workday:</p> <ul style="list-style-type: none"> <li>Calculates ending balances for journals with an accounting date on or after this date.</li> <li>Tags the journal lines with the average daily balance date.</li> </ul>
Default Reporting Book	<p>Displays the default reporting Book on reports where you select the book as a parameter. You can change the default book by selecting the Tenant Default check box on the Maintain Books task. When you configure a default book for a company hierarchy or company, it overrides the tenant-level default.</p> <p>Note: If you define more than 1 book and don't set a default book, you must select a Book when you run a financial report. Otherwise, the report returns results for all books and you risk double-counting.</p>
Procurement Tax Option	<p>Select a default tax option for these purchase transactions:</p> <ul style="list-style-type: none"> <li>Ad hoc payments.</li> <li>Supplier invoices and supplier invoice adjustments.</li> <li>Purchase orders.</li> </ul>
Translation Currency	Select 1 or more default translation currencies that you want to use when rolling translated beginning balances forward.
Allow Accounting by Approval Date	Select an invoice option to use the approval date instead of the invoice date for accounting / as the accounting date.
Allow Accounting in Arrears	Select to view:

Option	Description
	<ul style="list-style-type: none"> <li>The Accounting Date when you create, edit, or view an invoice.</li> </ul> <p>You can enter an accounting date that differs from the invoice date for customer or supplier invoices and invoice adjustments.</p> <ul style="list-style-type: none"> <li><i>In Progress</i> operational journals when you update ledger period statuses.</li> </ul>
Accounting Date Requirement	Select to establish whether an accounting date is required or optional on customer invoices.
Enable Automatic Journal Line Numbering	<p>Select to automatically number activity lines of all journals. Workday assigns the line number when you post the journal.</p> <p>Workday doesn't assign line numbers:</p> <ul style="list-style-type: none"> <li>To retained earnings lines.</li> <li>On copied journals.</li> <li>In a sorted order.</li> </ul>
Disallow Change to Operational Transactions in Closed Periods	Select to prevent users from making changes to approved operational transactions in closed periods. This configuration provides a better audit trail when you reconcile ledger balances to operational transactions.
Reverse Debit/Credit Keep Debit/Credit and Reverse Sign	<p>You can change your selection at any time. Your changes take effect going forward; changes don't take effect retroactively.</p>

## Result

For a given company you can:

- Create ledger years and periods.
- Route journals that exceed account thresholds to approvers.
- Post journal entries to specific accounts according to posting rules.
- View beginning balances in default translation currencies.
- Translate financial reports from base currency to a reporting currency.
- Process average daily balances.
- Generate reports in both the corporate and alternate account sets.

Related Information

## Tasks

[Steps: Set Up Financial Accounting Structure in AP&C](#) on page 7

## Create Ledgers in AP&C

### Prerequisites

- [Create Ledger Account Types in AP&C](#) on page 21. Name the actuals ledger type.
- Security: *Set Up: Ledger and Book* domain in the Common Financial Management functional area. See [Steps: Set Up Security Permissions](#).

## Context

You can create actuals ledgers for each of your companies in Adaptive Planning and Consolidation (AP&C). For commitment and obligation ledger types, you can enable the creation of commitments and obligations for payroll transactions (payroll and fringe benefits) and procurement transactions. You can have 2 actuals ledger types per company.

## Steps

1. Access the Create Ledger task.
2. Select the Company for which you want to create ledgers.
3. Select which Actuals Ledger Type to use for the company ledgers.  
Workday appends the ledger type name and currency code to the actuals, commitment, and obligation ledgers of the company. You can't change the actuals ledger type once there are journal entries for the company.
4. To provide budget date visibility on all applicable journal lines, select the View Budget Date check box.  
When you select View Budget Date, Workday uses your Budget Options configuration on the Edit Tenant Setup - Financials task to determine the default budget date for the transaction.  
When you have an actuals ledger only and control budget for actuals transactions only, you can select or clear it.

## Result

You can use the company ledger to store accounting results from your original journal entries.

## Next Steps

Create and open a ledger year and ledger periods for your company ledgers.

Related Information

### Tasks

[Change the Status of Ledger Periods in AP&C](#) on page 205

[Steps: Maintain Access to Ledger Accounts in AP&C](#) on page 27

[Steps: Set Up Financial Accounting Structure in AP&C](#) on page 7

[Steps: Create and Open Ledger Years and Periods in AP&C](#) on page 19

## Steps: Create and Open Ledger Years and Periods in AP&C

### Prerequisites

- Establish the fiscal year on which to base the ledger year and its periods.
- [Steps: Set Up Fiscal Schedules and Years in AP&C](#) on page 11. Create a fiscal schedule using the Create Fiscal Schedule task.
- [Assign Company Accounting Details in AP&C](#) on page 15. Associate the fiscal schedule with the company using the Edit Company Accounting Details task.
- [Create Ledgers in AP&C](#) on page 18.

## Context

Establish ledger years and ledger periods for each of your companies so that you can record journal entries to their ledgers to track financial performance in Adaptive Planning and Consolidation (AP&C).

**Steps**

1. Access the Create Ledger Year and Ledger Periods task.  
You can select any fiscal year available for the selected company ledger that doesn't already have a ledger year and periods.  
Security: *Set Up: Ledger and Book* domain in the Common Financial Management Functional area.
2. Access the Update Ledger Period Status task.  
Change the Status of the ledger period to Open for periods within the ledger year.  
If you have enabled journal sequencing for the company, then you must create sequence ID generators before you can open the ledger period.  
Security: *Process: Period End* domain in the Common Financial Management Functional area.

**Result****Next Steps**

Record journal entries to your company ledgers in the open ledger periods.

Related Information

**Tasks**

[Change the Status of Ledger Periods in AP&C](#) on page 205

[Steps: Set Up Financial Accounting Structure in AP&C](#) on page 7

[Create Ledgers in AP&C](#) on page 18

## Ledger Accounts in AP&C

### Steps: Create and Organize Ledger Accounts in AP&C

**Context**

Build your ledger accounts and their hierarchical relationship in Adaptive Planning and Consolidation (AP&C) to establish your chart of accounts as well as an aggregate of accounts. You can then use your ledger accounts and chart of accounts for financial reporting.

**Steps**

1. [Create Ledger Account Types in AP&C](#) on page 21.
2. [Set Up Account Sets in AP&C](#) on page 21.
3. [Set Up Account Posting Rules in AP&C](#) on page 23.
4. (Optional) Set up approval amounts for each account.  
See [Create Account Control Rules in AP&C](#) on page 26.
5. Establish hierarchical relationships between ledger accounts.  
See [Steps: Manage Ledger Account Summaries in AP&C](#) on page 29.
6. (Optional) Restrict ledger accounts to members of security groups.  
See [Steps: Maintain Access to Ledger Accounts in AP&C](#) on page 27.

Related Information

**Concepts**

[Concept: Ledger Accounts in AP&C](#) on page 34

**Tasks**

[Steps: Set Up Financial Accounting Structure in AP&C](#) on page 7

## Create Ledger Account Types in AP&C

### Prerequisites

Security: *Set Up: Accounts* domain in the Common Financial Management functional area. See [../././authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).

### Context

You can configure the types of ledger accounts to use on balance sheets and income statements in Adaptive Planning and Consolidation (AP&C). Account types enable you to group similar accounts within your account sets. After you create a balance sheet or income statement for a company, you can select accounts from the types you create. Example: For balance sheets, you can define assets and liabilities and for income statements, you can define income and expenses.

### Steps

1. Access the Maintain Ledger Account Types task.
2. As you complete the task, consider:

Option	Description
Account Type Name	At a minimum, define assets, liabilities, and equity for balance sheets, and income versus expense for income statements. Or you can define these basic components to be as granular as you want, such as short term versus long term.  Note: Workday delivers standard default account types.
Normal Debit Balance	Select when accounts are normally debits and you want to display them in the debit column. Clear to display in the credit column.

## Set Up Account Sets in AP&C

### Prerequisites

- Create ledger account types.
- Security: *Set Up: Accounts* domain in the Common Financial Management functional area. See [../././authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).

### Context

An account set in Adaptive Planning and Consolidation (AP&C) is a group of ledger account numbers that you can use to track financial activities. To establish the chart of accounts for a company, set up your account sets and ledger accounts.

### Steps

1. Access the Create Account Set task.

2. As you complete the task, consider:

Option	Description
Chart of Accounts	<p>You can enable a parent or child account set as your chart of accounts. Use the <a href="#">Edit Company Accounting Details</a> task to assign account sets to companies.</p> <p>After you post an accounting entry for a company, you can't change the assigned account set.</p>
Include Account Set	<p>If you want to include one or more account sets as a subset of the parent account set, select or create child account sets.</p> <p>Create as many layers of account sets as needed. Workday displays a complete list of accounts from the parent and child account sets in reports.</p> <p>Workday recommends assigning ledger accounts to child account sets and then assigning the child account set to a parent. We don't recommend assigning ledger accounts directly to parent account sets.</p> <p>Example: You have 2 companies where some accounts are specific to each company and other accounts that you share across the companies. You can create 3 account sets: one for each company and one for the shared accounts. In the accounts for each company, you can link to the shared account set.</p>
Identifier	<p>Identifies account number. Example: 1000. You can revise anytime.</p>
Ledger Account Type	<p>You can change the account type for accounts without transactions.</p> <p>For accounts with activity, you can only change to a type within the same account type group.</p> <p>When you create balance sheets and income statements, you can select from accounts appropriate for the report.</p>
Restricted To Companies (Optional)	<p>Select the companies to which you want to restrict the ledger account. When you enter transactions, Workday validates that the ledger account is available for use with the selected company. Leave blank if you want the ledger account to be available for use with all companies.</p>
Retired	<p>Select when you want to inactivate the account, but have used it with transactions. The account still displays in reports. For historical purposes, you can't delete accounts that you've used.</p>

Option	Description
	<p>If you have specified guidelines in the account, then you can't retire or delete the account. Example: year-end rules, posting rules, or elimination rules for variance accounts.</p> <p>If you've used the account to report on accumulation, then you can retire the account, but you can't delete it. Example: financial statement definition, definition of an allocation source, elimination rules for used-by accounts.</p> <p>You can't retire an account when it's used on an active allocation pool that:</p> <ul style="list-style-type: none"><li>• Has the version status <i>Active</i> or <i>Pending</i>.</li><li>• Has an effective date of the current or a future date.</li><li>• Is on an active allocation plan.</li></ul>

**Next Steps**

Manage ledger account summaries.

**Set Up Account Posting Rules in AP&C**

**Prerequisites**

- Set up account sets.
- Security: *Set Up: Accounting Rules* domain in the Common Financial Management functional area. See [./.../authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).

**Context**

You can configure account posting rule sets in Adaptive Planning and Consolidation (AP&C) that you can associate with a company and use to direct where financial transaction journals post in company ledger accounts. Each account posting rule set is for a specific financial transaction. Workday also uses account posting rule sets for manual accounting journals that have:

- Facilities and Administration manual journal entries.
- Intercompany manual journal entries.
- Worktag balancing enabled.

**Steps**

1. Access the Create Account Posting Rule Set task.
2. Assign a Name and specify the Account Set you want to apply the posting rules to.
3. Select a posting rule and click Edit Posting Rule to add posting rules.
4. As you complete the header section, consider:

Option	Description
Enable Control Account Warning	Select the check box to designate that the specified ledger accounts in this posting rule are control accounts.

Option	Description
	A control account is a ledger account that includes activities from accounting transactions. When you create an accounting journal and select a control ledger account, Workday issues a warning. You can save the journal line to the control account.
Default Ledger Account	<p>Select a default ledger account for any or all account posting types.</p> <p>Workday uses default accounts for transactions that don't match any conditions on an account posting rule. When a transaction doesn't meet any conditions, Workday assigns the:</p> <ul style="list-style-type: none"> <li>• Transaction to the default ledger account.</li> <li>• Default resulting worktags to the journal line.</li> </ul> <p>When you edit the posting rule, you can change this default ledger account for any individual posting rule.</p> <p>If you don't select a default ledger account, Workday flags transactions that don't match any account posting rules. To flag transactions that don't match any account posting rules as errors, leave the default ledger account blank. This configuration makes it easier for you to find and fix invoice or rule errors for nonmatching transactions.</p>
Default Resulting Worktags	<p>Select 1 or more default resulting worktags for the account posting rule.</p> <p>Workday applies the default resulting worktags when transactions post to the default ledger account.</p>

5. As you complete the Posting Rule Conditions grid, consider:

Option	Description
Evaluation Order	<p>Order conditions from most to least restrictive using Evaluation Order. If there are 100 or more conditions, you can prioritize each line by entering an alphanumeric string. If 2 or more conditions have the same string, Workday prioritizes those conditions at random.</p> <p>High-volume processes impact performance when processing account posting rules. To optimize performance, prioritize frequently used account posting rules when they don't include overlapping values.</p>
Resulting Ledger Account	Select a ledger account to have Workday evaluate and post journals for transactions to

Option	Description
	specific ledger accounts based on whether the transaction meets select criteria.
Resulting Worktags	<ul style="list-style-type: none"> <li>You can't select Resulting Worktags that are already in use as primary or optional balancing worktags.</li> <li>When you select <i>Resulting Worktags</i> values, Workday doesn't override current worktags on the operational journal line.</li> </ul> <p>Example: You configure these worktags:</p> <ul style="list-style-type: none"> <li>Worker Defaults - <i>Cost Center 1, Fund1.</i></li> <li>Costing Override - <i>Location 1.</i></li> <li>Resulting Worktags - <i>Region 1, Location 2</i></li> </ul> <p>Workday applies only <i>Region 1</i> as the Resulting Worktag and not <i>Location 2</i>. Since you've defined <i>Location 1</i> as a costing override.</p>
Condition	<p>For each condition, select from a predefined list of dimensions that make sense for the transaction type. For certain dimensions, such as various groups and accounting categories, you can select from a list of values that you defined. If you select <i>Company</i> as a dimension in the account posting rules, Workday validates that the ledger account is valid for use with the company or company hierarchy.</p> <p>Workday evaluates conditions from the top down, posting the journal for the transaction to the resulting ledger account of the first Dimensions and Values that match the rule.</p> <p>Note: Workday doesn't support condition rules on derived lines.</p> <p>Example: You post to Account A based on company and cost center. You post to Account B based on the same company, the same cost center, and a region. Place the latter, more restrictive condition first. Otherwise, Workday posts journals for matching transactions to Account A, which is the first match it finds.</p> <p>Note: Workday includes all dimensions for the resulting ledger account and any value in each dimension before Workday matches the rule.</p>

- Click the Test Posting Rule button to test that transactions post to the correct accounts.
- To test 1 or more available dimensions of the posting rule, select values that a transaction should contain.

Based on the posting rule conditions, Workday displays the ledger account and worktag to which transactions would post with the entered values.

Example: In the *Revenue* posting rule, you create a rule condition that requires any transaction with revenue category of *Product* to post to the *Product Revenue* account.

## Result

Workday uses accounting post rule to determine:

- The default ledger account to post the journals.
- The default resulting worktag to post on the journal line for specific operational transactions.

Workday uses the accounting post rule conditions to determine which:

- Resulting ledger accounts to post for debits and credits.
- Resulting worktags apply to the journal line entry.

For optimized performance, when you exceed 100 resulting ledger accounts on a single account posting rule, Workday:

- Displays the Add condition button, enabling you to add a single condition at a time.
- Enables you to edit and delete posting condition rules individually.

## Example

You create a *Spend* account posting rule to record the value of the purchase of an item. You also create a *Payable* account posting rule to track the value of accounts payable.

When you submit a supplier invoice, Workday processes the account posting rules to debit the *Spend* rule and credit the *Payable* rule.

## Next Steps

(Optional) To update a rule set, access the View Account Posting Rule Set report. For a selected rule set, you can:

- Edit the account posting rule set name.
- Edit the default ledger account.
- Edit the posting rule.
- Test the edited posting rule.

## Create Account Control Rules in AP&C

### Prerequisites

- Create ledger account sets.
- Configure the *Accounting Journal Event* business process and security policy in the Financial Accounting functional area. See [../././manage-workday/business-processes/customize-business-processes/dan1370797385122.dita](#).
- Security: *Set Up: Accounting Rules* domain in the Common Financial Management functional area. See [../././authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).

### Context

You can set up the account control rules in Adaptive Planning and Consolidation (AP&C) that enable you to manage basic approval thresholds at the account level for your companies. When a line in an accounting journal exceeds an account threshold, you can route the journal for approval. You can add account control rule set to add thresholds for each new account you add so that you don't have to modify your business process definitions.

### Steps

1. Access the Create Account Control Rule Set task.

2. As you complete the task, consider:

Option	Description
Currency	Select the currency that you want to associate with the approval threshold amounts for the accounts.
General Threshold	Set the largest journal line amount that users can enter for all ledger accounts, without requiring approval.  When the amount exceeds its threshold, Workday routes the journal for approval according to the <i>Accounting Journal Event</i> business process definition.

3. In the Ledger Account Approval Thresholds grid, set thresholds for specific ledger accounts. Add a row for each Ledger Account from the selected account set for which you want to define a lower Approval Threshold, and enter that amount.  
Workday prioritizes approval thresholds on ledger accounts over the general threshold.
4. (Optional) Access the Edit Account Control Rule Set task to edit the rule set.  
When editing a rule set, you can change currency only if there are no companies using the rule set.

### Next Steps

Add a conditional rule to the *Accounting Journal Event* business process definition to route journals that exceed thresholds to one or more approvers.

Edit the company accounting details to associate your account control rule sets to one or more companies.

## Steps: Maintain Access to Ledger Accounts in AP&C

### Prerequisites

- Understand segment-based security groups and segmented security.
- Determine how you want to control access to ledger account for groups of workers.
- Security: *Set Up: Ledger Account Security Segments* domain within the *Segmented Setup* folder in the System functional area. See [../authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).

### Context

You can configure segment-based security in Adaptive Planning and Consolidation (AP&C) to restrict availability of ledger accounts to members of designated security groups.

Workers see only the ledger accounts to which they have access when:

- Performing accounting journal transactions (except recurring journals).
- Running ledger account, trial balance, journal, financial metrics, and manager metrics reports.

Once you enable ledger account segmentation, a ledger account will only be visible if associated to a ledger account segment.

## Steps

1. Access the Create Ledger Account Security Segment task.

Select the ledger accounts to include in the segment. You can include:

- Individual Ledger Accounts.
- All accounts in a Ledger Account Summary.
- All accounts of a Ledger Type.

Create enough segments to cover each unique security access requirement. Included values can cross multiple segments or be mutually exclusive. Workday recommends that you build segments from least to most restrictive.

Security: *Ledger Account Segmented Setup* domain within the *Segmented Setup* folder in the System functional area.

2. (Optional) Access the Create Security Group task.

Create the security groups to associate with the security segments if existing security groups don't meet your business requirements.

3. Access the Create Security Group task.

- a. Select *Segment-Based Security Group* for Type of Tenanted Security Group and enter a name for the security group.
- b. Under the Group Criteria section, select the desired security group.
- c. Under the Access to Segments section, add the ledger account security segment that you created in Step 1.

See also [Create Segment-Based Security Groups](#).

4. [Edit Domain Security Policies](#).

To enforce your ledger account segment security policy in transactions and reporting:

- Access the Domain Security Policies for Functional Area report.
- Select the *Common Financial Management* Functional Area.
- Select the *Access Ledger Account (Segmented)* security policy from the hierarchy.
- Remove the *All Users* default security group.
- Add the desired security groups.

You can include your ledger account segment-based security groups to restrict its members to the values included in their security segments.

5. [Activate Pending Security Policy Changes](#).

6. Test the security policy changes.

For each security segment, sign in as a user of the associated segment-based security group. Then verify that you can only access the ledger accounts for that segment.

## Result

Workers can:

- Create journals with only the ledger accounts that they have access to.
- Edit journals only if they have access to all the ledger accounts in the journal.
- View journals as long as they have access to one of the ledger accounts in the journal lines.

If a journal has lines for ledger accounts they don't have access to, they can view the whole journal, but can't take any actions against it.

- Run journal line and ledger account reports for only the ledger accounts that they have access to.
- Run custom and standard financial reports that include journal lines only for the ledger accounts they have access to.

**Example**

Restrict expense accountants to see the ledger accounts for expense reports that are payable to a worker but not a supplier.

Related Information

**Concepts**

[Concept: Security Groups](#)

**Steps: Manage Ledger Account Summaries in AP&C**

**Prerequisites**

Create ledger accounts and account sets.

Security: *Set Up: Accounts* domain in the Common Financial Management functional area. See [../.../authentication-and-security/configurable-security/configurable-security-basics/kqi1577400592841.dita](#).

**Context**

You can establish hierarchical relationships between ledger accounts in Adaptive Planning and Consolidation (AP&C). You can also group ledger accounts by a range of values. Create multiple snapshots of ledger account summaries by assigning ledger accounts, account ranges, and account summaries with separate effective dates on a single ledger account summary. Change the hierarchy levels for different effective dates and track historical changes by rerunning financial statements.

**Steps**

1. Access the Create Ledger Account Summary As Of task.
2. As you complete the task, consider:

Option	Description
Effective Date	Workday automatically populates this field with the current date. You can select a retroactive or future date instead.
Account Set	You can only select account sets that are in a chart of accounts. You can't change the account set while editing a summary.
Hierarchy Level	Configure the summary location of the ledger account within the hierarchy. When you view ledger account summaries, you can navigate to the subordinate and superior nodes.

3. Select Ledger Account Summary > Assign Ledger Accounts and Account Ranges from the related actions menu of the ledger account summary.

Enter an effective date. You can enter a retroactive or future date instead of the default effective date.

Enter 1 or more identifier values for ledger accounts you want to include in the summary. Identifier values can't overlap. Example: Enter 1 or more values that don't overlap for ledger account identifiers you want to include in this summary. Example: Enter these values in the grid: Row 1 has a From Value = 1000 and a To Value = 1100. Row 2 has a From Value = 1150 and a To Value = 1199.

You can select 1 or more ledger accounts in the Ledger Accounts field to include additional ledger accounts in the ledger account summary.

4. Select **Ledger Account Summary > Assign Included Ledger Account Summaries** from the related actions menu of the ledger account summary.  
Enter an effective date. You can enter a retroactive or future date instead of the default effective date.  
Add and arrange the ledger account summaries in the order you want Workday to access them.
5. Select **Hierarchy Structure > Create** from the related actions menu of the top-level node of the ledger account summary.  
Configure the hierarchy structure, levels, and enforcement for the ledger account summary.

## Result

You can use the ledger account summary to report on data such as:

- Hierarchy level.
- Hierarchy name.
- Included ledger accounts.

## Next Steps

Create segmented security for all ledger accounts included in the ledger account summary or all ledger accounts of an account type by accessing the **Create Ledger Account Security Segment** task.

(Optional) Edit the ledger account summary name and hierarchy level as of an effective date by selecting **Ledger Account Summary > Edit** from the related actions menu of the summary.

Related Information

### Tasks

[Set Up Account Posting Rules in AP&C](#) on page 23

[Create Ledgers in AP&C](#) on page 18

## Steps: Set Up Alternate Accounts in AP&C

### Prerequisites

- Set up account posting rules for the corporate account set. See [Set Up Account Posting Rules in AP&C](#) on page 23.
- Define alternate account sets.

### Context

Configure alternate account sets and alternate account set mapping rules in Adaptive Planning and Consolidation (AP&C) to map the statutory or regulatory account set to the corporate account set. You can then:

- Enter ledger accounts in either the corporate or the alternate account set for the same company.
- Create financial reports and record transactions in your preferred account set.
- Drill down to see detailed information for a selected account set.

### Steps

1. [Create Alternate Account Set Mappings in AP&C](#) on page 31.
2. [Configure Alternate Account Set Mapping Rules in AP&C](#) on page 32.
3. [Assign Company Accounting Details in AP&C](#) on page 15.  
Specify an alternate account set and default account set for the company.

**Example**

Global Modern Services USA is a global company based in the USA that has a branch office in France. It has 2 companies:

- Global Modern Services USA.
- Global Modern Services FRANCE.

When posting journals to ledger accounts, the accountants use these account sets:

- USA - Corporate account set.
- FRANCE - French Statutory account set.

For the accountant in the USA, Workday uses the Corporate mapping rules for alternate account to derive the French Statutory ledger accounts. For the accountant in France, Workday uses the French mapping rules for alternate account to derive the Corporate ledger accounts.

**Next Steps**

Create individual or combined reports using the alternate and corporate account sets to review financial transactions.

Related Information

**Concepts**

[Concept: Financial Reporting in AP&C](#) on page 255

**Reference**

[FAQ: Alternate Account Set Mappings in AP&C](#) on page 38

**Create Alternate Account Set Mappings in AP&C**

**Prerequisites**

- Set up account posting rules for the corporate account set.
- Define alternate account sets.
- Security: *Set Up: Accounts* domain in the Common Financial Management functional area. See [../authentication-and-security/configurable-security/configurable-security-basics/kqj1577400592841.dita](#).

**Context**

You can create alternate account set mapping in Adaptive Planning and Consolidation (AP&C) to:

- Name your forward and reversal alternate account set mapping.
- Select the preferred input and output account sets.
- Use the preferred input and output accounts to configuring mapping rule conditions for your alternate account set mapping rules.

**Steps**

1. Access the Create Alternate Account Set Mapping task.
2. As you complete the task, consider:

Option	Description
Name Reversal Mapping Name	Name your forward and reversal alternate account set mapping.  When you create mapping rules, Workday derives the reversal mapping from the alternate account set mapping rule conditions and

Option	Description
	switches the Input Account Set and Output Account Set selections.
Input Account Set Output Account Set	<p>Select the preferred input and output account sets.</p> <p>When you configure mapping rules, select input accounts and output accounts. Workday uses these account sets to derive the alternate account set data.</p> <p>For the reversal account set mapping, Workday switches the input and output account sets. You can only use an input and output account set mapping combination once.</p> <p>Example: You have Account Set 1 (AS1), Account Set 2 (AS2) and Account Set 3 (AS3). You map AS1 to AS3.</p> <ul style="list-style-type: none"> <li>You can't create another account set map combination for AS1 to AS3 nor AS3 to AS1.</li> <li>You can create an account set mapping combination for AS1 to AS2.</li> </ul>

### Next Steps

Configure rule conditions or condition values in your alternate account set mapping rules.

Related Information

### Reference

[FAQ: Alternate Account Set Mappings in AP&C](#) on page 38

## Configure Alternate Account Set Mapping Rules in AP&C

### Prerequisites

- Create alternate account set mappings.
- Security: *Set Up: Accounts* domain in the Common Financial Management functional area. See [../authentication-and-security/configurable-security/configurable-security-basics/kqj1577400592841.dita](#).

### Context

In Adaptive Planning and Consolidation (AP&C), you can add mapping rule conditions to your forward and reverse alternate account sets mapping rules for a ledger account type or a ledger account.

### Steps

- Access the View Alternate Account Set Mapping report.
- Select an Alternate Account Set Mapping and a ledger account or ledger account type.
- As you add rule conditions, consider:

Option	Description
Edit Default Ledger Account	In the Include Specific Ledger Accounts or Include All from Ledger Account Types fields,

Option	Description
	<p>select 1 or more ledger accounts or ledger account types. Workday displays a list of the ledger accounts for the selected alternate account set mapping.</p> <p>For each row, select a related Default Ledger Account, as needed.</p> <p>Note: You can only use a ledger account as a default once per mapping rule</p> <p>Workday post journals to the default ledger account when transactions don't match any of the alternate account set mapping rule conditions.</p>
Edit Mapping Name	Change an existing mapping name.
View Specific Mapping Rules	Filter mapping rules to display a smaller range for selected ledger accounts and ledger account types for either forward or reverse alternate account set mapping.
Sort Specific Mapping Rules	<p>Manually order a selected subset of mapping rule conditions.</p> <p>Order conditions from most to least restrictive. Workday evaluates alternate account set condition rules from the top down.</p>
Add New Mapping Rules	<p>Add mapping rule conditions to your mapping rules. You can only use a ledger account once per mapping rule. When defining mapping rule conditions:</p> <p>Enter 1 or more condition values or resulting values.</p> <p>You can select either a condition value or a resulting value for mapping rules, but not both.</p> <p>Note: Use unique mapping Condition Values for each line of a forward or reversal mapping rule.</p> <p>Workday derives the reverse mapping rules based on the rules you define.</p>
Edit Mapping Rule	<p>Modify mapping rule conditions.</p> <p>When you retire ledger accounts, update any relevant mapping rules as soon as the account set changes. The alternate account set mapping rules won't have condition rules that resolve to the retired accounts.</p>
Test Mapping Rule	The test displays the conditions a selected account set mapping rule meets. You can test the values for existing alternate account set mapping rules for a selected ledger account to view:

Option	Description
	<ul style="list-style-type: none"> <li>• Condition Values</li> <li>• Ledger Account Returned</li> <li>• Resulting Values</li> </ul>

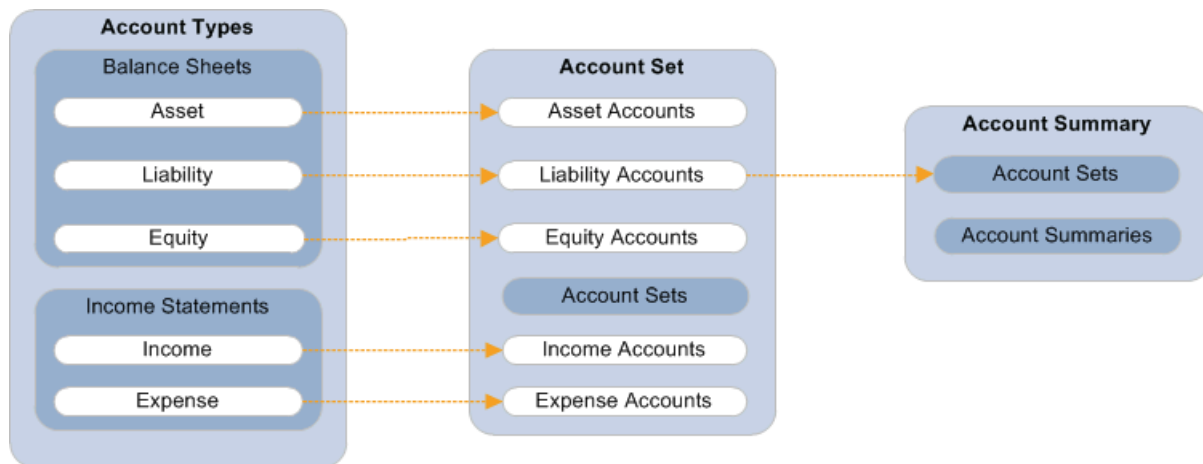
## Result

Workday creates the forward mapping rules with condition dimensions and dimension values that have reverse mapping rules with:

- Resulting ledger accounts.
- Resulting dimensions.
- Resulting dimension values.
- Worktags.

## Concept: Ledger Accounts in AP&C

There are 4 main components to building ledger accounts in Adaptive Planning and Consolidation (AP&C): account types, account sets, accounts, and account summaries.



*Account types* define the types of accounts that are available for financial statements. You can define unique types for balance sheets and for income statements. When you build account sets, you associate an account type with every account. You can also use account types to build financial statement conditional rules for use in financial statement definitions.

*Account sets* define a group of *accounts* for a company. When you set up company accounting details, you associate the *chart of accounts* account set with a specific company. Within an account set, you can include accounts directly or link the account set to another set. You can also restrict the use of ledger accounts within the account set to specific companies or company hierarchies.

Example: You have a corporate account set that contains a standard set of accounts that all of your business entities use. Each of these business entities also has their own unique accounts. You can:

- Share the corporate account set across companies, combining that set with the unique accounts to create the chart of accounts for each company.
- Restrict ledger accounts to companies that are part of the consolidation so they can define their own chart of accounts.

*Account summaries* roll up select accounts from a given account set into a group for financial statement reporting. You can also embed account summaries within other account summaries, creating more levels of hierarchy. Create any number of account summaries to aggregate accounts into a single line on a

balance sheet or income statement when you define them. You can also use account summaries in allocations to group accounts when defining a source or basis.

You can assign ledger accounts, account ranges, and account summaries and hierarchies as of an effective date to create multiple snapshots of a ledger account summary and run restatements.

Use ledger account segment security to enable workers to access only those ledger accounts to which they have security permissions. For only the specified ledger accounts, workers can:

- View journals when the worker has permission to at least 1 ledger account used in the journal.
- Create and edit journals when the worker has permission to all ledger accounts used in the journal.
- Create reports.
  - Run journal line and ledger account reports for the specified ledger accounts.
  - Run custom and standard financial reports that include journal lines for the specified ledger accounts.

Related Information

### Tasks

[Steps: Create and Organize Ledger Accounts in AP&C](#) on page 20

[Steps: Maintain Access to Ledger Accounts in AP&C](#) on page 27

## Reference: Account Posting Rules in AP&C

This topic illustrates the behavior of these common account posting rules used for financial transactions in Adaptive Planning and Consolidation (AP&C):

- [Expense](#) on page 35
- [Intercompany](#) on page 36
- [Spend](#) on page 36
- [Revenue](#) on page 37

### Expense

This table includes the common account posting rules used in expense transactions and their basic accounting use cases. For more product flows and accounting scenarios, see [Workday Community: Expense Report Product Flow](#).

Rule	Account Type	Use Case	Debit	Credit
<i>Credit Card Payable</i>	Liability	Record the liability of costs workers incur on a company credit card as workers submit the transactions on expense reports.	<i>Spend</i>	<i>Credit Card Payable</i>
<i>Expenses Advance</i>	Asset	Record the cash advance amount provided to an employee.	<i>Expense Advance</i>	<i>Cash</i>
<i>Expenses Payable</i>	Liability	Record the amount owed to an employee based on the expense	<i>Spend</i>	<i>Expense Payable</i>

Rule	Account Type	Use Case	Debit	Credit
		report that they submit for reimbursement.		
<i>Expense Payee Receivable</i>	Asset	Record the amount of an employee receivable, where an employee submits an expense report with a personal credit card expense that they need to repay to the company.	<i>Expense Payee Receivable</i>	<i>Credit Card Payable</i>

### Intercompany

This table includes the common account posting rules used in intercompany transactions and their basic accounting use cases. For more product flows and accounting scenarios, see [Workday Community: Intercompany Transaction Guide](#).

Rule	Account Type	Use Case	Debit	Credit
<i>Intercompany Payables</i>	Liability	Record the value of payables due between companies on a direct intercompany supplier invoice.	<i>Spend</i>	<i>Intercompany Payables</i>
<i>Intercompany Receivables</i>	Asset	Record the value of receivables between companies on a direct intercompany customer invoice.	<i>Intercompany Receivables</i>	<i>Revenue</i>

### Spend

This table includes the common account posting rules used in spend transactions and their basic accounting use cases.

Rule	Account Type	Use Case	Debit	Credit
<i>Payables</i>	Liability	Record the value of accounts payables generated from supplier invoices or miscellaneous payments.	<i>Spend</i>	<i>Payables</i>

Rule	Account Type	Use Case	Debit	Credit
<i>Receipt Accrual</i>	Liability	Record the value of received goods or services or completed work not yet invoiced by suppliers.	<i>Spend</i>	<i>Receipt Accrual</i>
<i>Retention Payable</i>	Liability	Record the value of the supplier invoice retention due from a supplier contract with retention enabled.	<i>Retention Payable</i>	<i>Payables</i>
<i>Spend</i>	Either: <ul style="list-style-type: none"> <li>• Asset</li> <li>• Expense</li> </ul>	Record the value for a purchased item in a supplier invoice.	<i>Spend</i>	<i>Payables</i>
<i>Transaction Tax</i>	Either: <ul style="list-style-type: none"> <li>• Asset</li> <li>• Expense</li> <li>• Liability</li> </ul>	Record the value of tax on purchase transactions, such as a supplier invoice where the tax is nonrecoverable.	<ul style="list-style-type: none"> <li>• <i>Transaction Tax</i></li> <li>• <i>Spend</i></li> </ul>	<i>Payables</i>

## Revenue

This table includes the common account posting rules used in revenue transactions and their basic accounting use cases. For more product flows and accounting scenarios, see:

- [Workday Community: Customer Accounts Product Flow](#)
- [Workday Community: Customer Contracts Product Flow](#)

Rule	Account Type	Use Case	Debit	Credit
<i>Deferred Revenue</i>	Liability	Record the accumulated deferred revenue so that you can recognize the revenue in the next period.	<i>Receivables</i>	<i>Deferred Revenue</i>
<i>Receivables</i>	Asset	Record the value of receivables due from customers in a customer payment.	<i>Cash</i>	<i>Receivables</i>
<i>Receivables Overpayment</i>	Income	Record the value of a customer payment with	<i>Unapplied On-Account Payments</i>	<i>Receivables Overpayment</i>

Rule	Account Type	Use Case	Debit	Credit
		a record of overpayment.		
<i>Receivable Writeoff</i>	Expense	Record the value of customer invoice write-off for unrecoverable balances.	<i>Receivable Writeoff</i>	<i>Receivables</i>
<i>Revenue</i>	Income	Record the sale value of an item in a customer invoice.	<i>Receivables</i>	<i>Revenue</i>
<i>Transaction Tax</i>	Either: <ul style="list-style-type: none"> <li>• Asset</li> <li>• Liability</li> </ul>	Record the value of tax on sales transactions in a customer invoice.	<i>Receivables</i>	<ul style="list-style-type: none"> <li>• <i>Transaction Tax</i></li> <li>• <i>Revenue</i></li> </ul>
<i>Unapplied On-Account Payments</i>	Liability	Record the value of customer payments deposited but not applied to a customer invoice.	<i>Cash</i>	<i>Unapplied On-Account Payments</i>
<i>Unapplied Recorded Payments</i>	Liability	Record the value of customer payments deposited but unapplied so it doesn't display as part of the customer balance.	<i>Cash</i>	<i>Unapplied Recorded Payments</i>
<i>Unbilled Receivables</i>	Asset	Record the value of receivables not yet billed from an accrued customer contract.	<i>Receivables</i>	<i>Unbilled Receivables</i>
<i>Undeposited Payments</i>	Asset	Record the value of an on-account customer payment not yet deposited into a bank account.	<i>Undeposited Payments</i>	<i>Unapplied On-Account Payments</i>

## FAQ: Alternate Account Set Mappings in AP&C

How do I correct alternate account set mappings in Adaptive Planning and Consolidation (AP&C)?

1. Access the Alternate Account Set Mapping Exceptions report.
2. Click View Rules with no Conditions or Defaults to edit the mapping rules for the listed ledger accounts.

How do I associate manually added unmapped ledger accounts to existing alternate account set mappings?

1. Access the Alternate Account Set Mapping Exceptions report.
2. Click Add Rules for Unmapped Ledger Accounts to add mapping rules to accounts you manually added.

Security: *Set Up: Accounts* in the Common Financial Management functional area.

How do I select ledger accounts from an alternate account set for the line company when my header and line companies differ on the Create Journal task?

You can only select ledger accounts that are on the account set of the journal header company. When you submit the intercompany journal, Workday processes the intercompany journals for both the header and line companies according to the alternate account set from each company. However, when you view the as-entered journal lines, Workday only displays ledger accounts from the alternate account set of the header company.

What dimensions can I use for my alternate account set mappings?

The dimensions you can use for alternate account set mappings depend on the dimensions available on the account posting rule of a transaction type. You can map your account set to more dimensions if your account uses multiple account posting rules across different transaction types. However, Workday only uses dimensions applicable to the transaction type when we derive the alternate ledger account.

## FAQ: Can I retire ledger accounts in AP&C?

Can I retire ledger accounts that I no longer want to use for future transactions in Adaptive Planning and Consolidation (AP&C)?

You can retire ledger accounts on the Edit Account Set report if you aren't using the ledger account in:

- An account posting rule or as a default account in an account posting rule.
- An account translation rule.
- An allocation dimension.
- An active allocation definition for Source or Target.
- An ad hoc bank transaction template.
- An elimination rule or it's an account to which the elimination rule posts.
- A year-end close rule.
- A recurring journal template.
- A manual journal with a status of *In Progress*.
- An active allocation pool that:
  - Has the version status *Active* or *Pending*.
  - Has an effective date of the current or a future date.
  - Is on an active allocation plan.

To find where ledger accounts are in use, access the Ledger Account Usage report.

## Book Codes and Books in AP&C

### Steps: Create Book Codes and Books in AP&C

#### Prerequisites

Security: *Set Up: Ledger and Book* in the Common Financial Management functional area.

#### Context

You can create book codes and books in Adaptive Planning and Consolidation (AP&C) to record and report on transactions.

In Workday, all accounting entries are tied to a book code. You can use book codes to define where transactions are accounted for in the general ledger and name book codes based on your reporting requirement. Example:

- IFRS Adjustments - For companies required to report in IFRS.
- US GAAP - For companies required to report in U.S. GAAP.

You can then create books to use in reports and group book codes together into books for financial reporting.

A book can include multiple book codes and a specific book code can belong to multiple books. A book rolls up activity from 1 or more book codes and might include a blank book code.

### Steps

1. Create Book Codes.
  - a) Access the Maintain Book Codes task.
  - b) Add a new row to the grid.
  - c) Enter a Name and Description for the book code.
2. Create Books.
  - a) Access the Maintain Books task.
  - b) Add a new row to the grid.
  - c) Enter a Name and Description for the book.
  - d) As you complete the task, consider:

Option	Description
Includes Book Codes	Select the book codes to include in the book.
Includes Blank Book Code	Select to include all transactions posted to the blank book code in the selected book.
Tenant Default	<p>Select a book to be the tenant default. When you run certain XpressO reports, such as a Trial Balance, Workday selects the default book in the Book prompt, unless you configure the report differently.</p> <p>Note: If you leave the Book prompt blank, Workday returns all data from all books.</p>

### Example

Watch the video: 1m 27s

### Concept: Book Codes and Books in AP&C

Many companies that are under different jurisdictions require accounting and reporting of results according to different accounting principles. The different methods of reporting usually contain the same transactions but with some transactions having different accounting treatment and adjustments. Examples:

- Accounting Authority – U.S. GAAP by Financial Accounting Standards Board (FASB).
- International Financial Reporting Standards (IFRS).
- Regulatory Agencies – Department of Education (DOE), Federal Energy Regulatory Commission (FERC).

## Book Codes

In Adaptive Planning and Consolidation (AP&C), all accounting entries are tied to a book code. Book codes defines where transactions are accounted for inside the general ledger. Workday associates all accounting transactions to a book code. You can define book codes for your financial transactions based on your reporting requirements. Example: You can define:

- A Generally Accepted Accounting Principles (GAAP) book code to record current year GAAP adjustments.
- An International Financial Reporting Standards (IFRS) book code to record International IFRS adjustments.
- A Tax Adjustment book code to record tax adjustments.
- Period End Adjustment book code to record period end adjustments.
- Management Restatements book code to record adjustments for management reporting. This book code won't affect external reporting.

Workday provides book codes and books to record and segregate the transactions for financial reporting.

You can also create additional book codes to meet specific needs for your reporting requirements.

Example: You can define source and target book codes for revaluation, equity pickup, and allocations.

You can create a Year End Adjustments book code to record year end adjustments and combine it with the Blank book code to form the Reporting book.

Accounting transactions post directly to the Blank book code or Common book, except for:

- Asset-related transactions when Multibook Asset Accounting is enabled. Those transactions will post to the specific book code associated with the Asset book.
- Supplier Lease contract related transactions when Lease Contract Book Code Configuration has been completed. Instead, it will post to a specific book code for lease contract based on your configuration.
- Special journal entries.
- Special journal entries such as revaluation, equity pickup, allocations and noncontrolling interest.

The Blank book code or the Common book is displayed in both the Management and External reporting book.

## Book

Next you create books. You can group book codes together into books for financial reporting. A book rolls up activity from one or more book codes, including the Blank book code. Example:

- IFRS Book = Blank book code + IFRS book code
- Tax Book = Blank book code + Tax Adjustment book code

## Common Book

In Workday, most transactions are recorded in the Blank book code or the Common book. The Common book includes accounting transactions, which are primarily accounting journals within Workday Financials. Accounting journals don't include a specific book code value, so the book code value is blank (Blank book code). Therefore, the resulting ledger balances are implicitly a part of a Common book.

This table provides an example of how you can define books and book codes in Workday:

Note: Names of book codes and books are specific to your Workday tenant and might be different from the values suggested here.

Book Name	Includes Book Codes	Includes Blank Book Code	Tenant Default	Description
All Adjustments	IFRS Adjustments Local GAAP Adjustments Tax Adjustments	No	No	Includes the 3 book codes specified. Won't include the Blank book code.
Common Book	GAAP	Yes	Yes	Includes: <ul style="list-style-type: none"> <li>• All transactions with a Blank book code (all accounting transactions and manual journals with a Blank book code).</li> <li>• All journal transactions that have a GAAP book code.</li> </ul>
IFRS Book	IFRS IFRS Adjustments	Yes	No	Includes: <ul style="list-style-type: none"> <li>• All entries with a Blank book code (all the accounting transactions and manual journals with a Blank book code).</li> <li>• All journal entries that have the IFRS or IFRS Adjustments book codes.</li> </ul>

# Journals in AP&C

## Create Journal Sources in AP&C

### Prerequisites

Security: *Set Up: Journal Source* domain in the Common Financial Management functional area.

### Context

Create sources for journal entries in your accounting journals. You can create separate journal sources in Adaptive Planning and Consolidation (AP&C) for accounting journals.

At minimum, you need to have journal sources for:

- Accounting Journals
- Allocations
- Beginning Balance
- Beginning Balance for Noncontrolling Interest
- Consolidation Data
- Equity Pickup
- Noncontrolling Interest
- Revaluations

### Steps

1. Access the Maintain Journal Sources task.
2. As you complete the task, consider:

Option	Description
Accounting Source	Select to make the journal source available on the Create Journal task.
Workday Source	Select to indicate that the journal source is for journals that Workday creates for operational tasks. Examples: Consolidated data, allocations, and revaluations.

## Steps: Process Accounting Journals in AP&C

### Prerequisites

- Set up financial accounting structure. See [Steps: Set Up Financial Accounting Structure in AP&C](#) on page 7.
- Control access to ledger accounts for groups of workers. See [Steps: Maintain Access to Ledger Accounts in AP&C](#).
- Create journal sources.

### Context

You can create and edit accounting journals in Adaptive Planning and Consolidation (AP&C) and post them to the Actuals ledger type to maintain a detailed record of financial transactions.

### Steps

1. [Create Accounting Journals in AP&C](#) on page 44.

2. Create journals based on recurring journal templates.

See [Steps: Create Recurring Accounting Journals in AP&C](#) on page 47.

3. Access the Mass Post Reversal Journals task.

Once the reversal journal period opens, you can post the reversal journals.

You can post intercompany reversal journals only if all companies in the journal have the period open.

Security: *Process: Journals - Core* domain in the Common Financial Management functional area.

4. (Optional) [Create Translation Adjustment Journals in AP&C](#) on page 49.

5. (Optional) Access the Revise Journal task from My Tasks.

Change the accounting date, correct the journal, and resubmit for approval.

Security: *Process: Journals - Core* domain in the Common Financial Management functional area.

6. (Optional) Upload journal data into Workday from a spreadsheet.

When you enable suspense processing, Workday applies the suspense processing rules when you run the *Import Accounting Journal* web service.

See [Steps: Upload Journals in AP&C](#) on page 51.

7. (Optional) From the related actions menu for a manual journal, select 1 of these options:

- Journal > Add Attachment
- Journal > Add/Change Attachment

You can add and edit attachments for accounting journals with a status of:

- *Created*
- *In Progress*
- *Posted*
- *Unposted*

Security: These domains in the Common Financial Management functional area:

- *Process: Journals - Add Attachment*
- *Process: Journals - Add/Change Attachment*

## Next Steps

Review journal and recurring journal details.

Use the:

- Find Journals report to view journals to you have access to.
- Find Journal Lines report to view reversal journals with a status of *Created*.

Related Information

### Concepts

[Concept: Journal Processing in AP&C](#) on page 54

[Concept: Currency in Accounting Journals in AP&C](#) on page 56

## Create Accounting Journals in AP&C

### Prerequisites

- Set up financial accounting structure. See [Steps: Set Up Financial Accounting Structure in AP&C](#).
- Control access to ledger accounts for groups of workers. See [Steps: Maintain Access to Ledger Accounts in AP&C](#).
- [Create Journal Sources in AP&C](#).

- Configure the *Accounting Journal Event* business process and security policy in the Financial Accounting functional area.

## Context

You can create journals in Adaptive Planning and Consolidation (AP&C) that you post to ledger accounts to record:

- Month-end adjustments.
- Translation adjustments.

## Steps

1. Access the Create Journal task.
2. As you complete the journal details, consider:

Option	Description
Ledger	<p>Select a company that includes 1 of these ledgers:</p> <ul style="list-style-type: none"> <li>• Actuals</li> <li>• Commitment</li> <li>• Obligation</li> </ul> <p>You can also use the Ledgers by Company Hierarchy prompt category to navigate a company hierarchy and then select the company ledger.</p>
Currency	The company currency used on financial transactions. Workday populates the field based on the Ledger that you select.
Currency Rate Type	Displays when you select the Enable Multicurrency check box. If you don't specify a type, Workday uses the Currency Rate Type Override on the Edit Company Accounting Details task.
Book Code	Leave blank to post to the blank book code.
Reset Currency Rate	Displays when you select Enable Multicurrency. Enables you to recalculate ledger amounts in accounting journals when you save or submit the journal. Workday recalculates the amount based on the journal accounting date and currency rate type.
External Reference ID	<p>Enter the reference ID from the original journal source to track imported journals for auditing purposes.</p> <p>You can also enter an external reference ID on the journal line.</p>
Record Quantity	Select to enable quantities and units of measure on journal lines.
Enable Multicurrency	Select to enable the Currency Rate Type prompt to specify a rate type other than the default.

Option	Description
	Workday selects the Enable Multicurrency check box based on the last journal submitted.
Include Tax Lines	Select to post, view, and edit transaction or withholding tax details on journal lines with taxable transactions.
Adjustment Journal	Select to mark the journal as an adjustment. You can only post adjusting journals to the period in which they apply.
Reversal Date	<p>Displays when you select the Create Reversal check box. Select a date that you want to have the journal entries reversed. The default is the next open period.</p> <p>When you configure a reversal for an intercompany accounting journal, you can't perform a settlement run. Workday doesn't display the intercompany journal as a settlement run option because the journal and reversal cancel each other out.</p>
Total Ledger Debits Total Ledger Credits	These fields must balance, as Workday doesn't post unbalanced journals.
Document Link	<p>Select the <i>Accounting Journal Document Link</i> option and enter a valid uniform resource identifier (URI) patterns from the Maintain External Link Validation task. This configuration enables you to link external documents to accounting journals.</p> <p>If you store supporting documents or images in an external repository, then enter the URL to that location. Once you save the transaction, Workday displays the URL as a live hyperlink to the image. Approvers can reference this document before approving the transaction.</p> <p>Workday validates the link to ensure that it has a valid Uniform Resource Identifier (URI) pattern, as defined by your security administrator. This process provides additional security to help avoid malicious content in external links.</p>

3. As you complete the Journal Entry Lines tab, consider:

Option	Description
Ledger Account	Displays the ledger accounts for the company based on the restricted-to companies that you configure on the Create Account Set task.
Worktags	Use worktags as keywords to more easily classify and find transactions. Configure the allowed worktag types on the Maintain Worktag

Option	Description
	Usage task. When you select a worktag type that has related worktags, Workday automatically populates transactions with the related worktag values.  When you add a new line, Workday populates the new line with the worktags from the previously edited line.

Related Information

**Concepts**

[Concept: Journal Processing in AP&C](#) on page 54

**Tasks**

[Steps: Configure Business Process Definitions](#)

**Steps: Create Recurring Accounting Journals in AP&C**

**Prerequisites**

Security: *Process: Journals - Core* domain in the Common Financial Management functional area.

**Context**

You can create recurring journal templates to generate recurring journals for transactions that you repeat every accounting period in Adaptive Planning and Consolidation (AP&C).

Examples:

- Accruals.
- Allocations.

Recurring journals have the same journal lines for the same accounts and amounts. You can apply the same custom validations you create for the accounting journal.

Workday doesn't apply account segment security to recurring journal templates or recurring journals that you generate.

**Steps**

1. Access the Create Recurring Journal Template task.
2. As you complete the task, consider:

Option	Description
Ledger	Select a company that includes 1 of these ledgers: <ul style="list-style-type: none"><li>• Actuals</li><li>• Commitment</li><li>• Obligation</li></ul>
Enable Multicurrency	Select to enable the: <ul style="list-style-type: none"><li>• Currency Rate Type template prompt.</li><li>• Reset Currency Rate at Journal Generation check box.</li><li>• Currency and Currency Rate columns in the Journal Entry Lines grid.</li></ul>

Option	Description
Template Start Date Template End Date	<p>You can enter a start date that is in the future. The recurring journal template acquires a status of <i>Available</i> on the Template Start Date. After the Template End Date, you can't select the template.</p> <p>You can create future-dated recurring reversal journals before a reversal period opens. Workday assigns a status of <i>Created</i> to future-dated reversal journals.</p>
Journal Source	Displays journal sources that you set as an Accounting Source on the Maintain Journal Sources task.
Currency Rate Type	Workday uses the currency rate typer override that you select on the Edit Company Accounting Details task. When you don't specify a default currency rate type for the company, Workday uses the default currency rate type for the tenant.
Reset Currency Rate at Journal Generation	Select to have Workday reset to the default currency rate.
Document Link	<p>Add the <i>Accounting Journal Document Link</i> type and valid uniform resource identifier (URI) patterns on the Maintain External Link Validation task. This configuration enables you to link external documents to accounting journals.</p> <p>If you store supporting documents or images in an external repository, then enter the URL to that location. Once you save the transaction, Workday displays the URL as a live hyperlink to the image. Approvers can reference this document before approving the transaction.</p> <p>Workday validates the link to ensure that it has a valid Uniform Resource Identifier (URI) pattern, as defined by your security administrator. This process provides additional security to help avoid malicious content in external links.</p>
Create Reversal	<p>Select to create a reversal journal with the recurring journal template.</p> <p>the default Reversal Date is the first day of the next period.</p>
Ledger Account	<p>Select a ledger account.</p> <p>Displays the ledger accounts that are available for use with the company you select. Based on the restricted-to companies you enter on the Create Account Set or Edit Account Set tasks.</p>

Option	Description
Worktag	Use worktags as keywords to more easily classify and find transactions. Configure the allowed worktag types on the Maintain Worktag Usage task. When you select a worktag type that has related worktags, Workday automatically populates transactions with the related worktag values.

3. Access the Recurring Journal Generation task.

Create journals based on recurring journal templates. You can create future-dated reversal journals before a reversal period opens. Workday assigns a status of *Created* to future-dated reversal journals.

4. Access the Mass Post Reversal Journals task.

Post the reversal journals when the reversal period opens.

### Result

Workday verifies any custom journal validations by creating a canceled journal when you submit your recurring journal template. The canceled journal doesn't affect your general ledger.

## Create Translation Adjustment Journals in AP&C

### Prerequisites

- Run a Trial Balance - Composite report to identify accounts requiring translation adjustments.
- [Roll Year-End Balances Forward in AP&C](#).
- [Roll Translated Beginning Balances Forward in AP&C](#).
- Security: *Process: Journals - Translation Adjustment* domain in the Financial Accounting functional area.

### Context

You can create translation adjustment journals in Adaptive Planning and Consolidation (AP&C) to eliminate differences in Equity accounts between the ledger (Base) currency and the translation (Reporting) currency for a company. The differences can occur due to currency rate fluctuations when posting journals on different dates.

### Steps

1. Access the Create Translation Adjustment task.
2. As you complete the task, consider:

Option	Description
Accounting Date	Workday retrieves beginning balances and journal transactions entered as of the accounting date you select.
Translation Currency	Select the currency into which you want to generate an adjustment to the translated balances.
Ledger Accounts	Select accounts requiring translation adjustments. The prompt only displays accounts translated with the <i>Historic Equity</i> rate type.

Option	Description
	<p>Leave this field blank to retrieve all accounts translated with the <i>Historic Equity</i> rate type.</p> <p>Workday only displays journal lines on the grid for both beginning balance journals and journal entries that match for each combination of ledger account and worktags.</p>
Create Manual Translation Adjustment	<p>Select to create 1 or more translation adjustments using any combination of allowed worktags for:</p> <ul style="list-style-type: none"> <li>• Accounts using historic currency translation rule sets.</li> <li>• Balance sheet accounts with or without beginning balance journals.</li> <li>• Income statement accounts with beginning balance journals.</li> <li>• Income statement accounts without beginning balance journals when you opt into the redesigned retained earnings reporting feature. See: <a href="#">2021R1 What's New Post: Redesigned Retained Earnings Reporting</a>.</li> </ul> <p>(Optional) Access the Opt-In to Roll Forward with Balance Sheet Ledger Account task to confirm whether you opted in or complete the opt-in process.</p>

3. Review the journal lines for the beginning balance and journal entries, and then enter an offsetting amount to adjust the difference in each account.

Example: You have a beginning balance for an Equity account. During the year, you post various offsetting journals with different currency rates into that account. At the end of the year, you find that though the ledger balance in the Equity account is zero the translated amount has a credit balance of 300. The difference is due to the different currency rates of the posted journals.

To adjust the translated balance, you enter a translation adjustment of 300 in the Translated Debit Adjustment column of the Equity account.

## Result

Workday displays:

- The translated balance in the Equity account as zero.
- Amount of 300 as translation gain or lost in the Balance Sheet.

## Next Steps

Run a Trial Balance - Composite report in the translated currency to confirm that the ending balance in each account you corrected is zero. You can drill down on the zero balance to review the journal activity.

Related Information

### Concepts

[Concept: Currency Translation in AP&C](#) on page 130

[Concept: Accounting Journals in AP&C](#) on page 54

## Steps: Upload Journals in AP&C

### Context

Use Enterprise Interface Builder (EIB) to upload accounting journal data from a spreadsheet. When successfully completed, the upload automatically triggers the *Accounting Journal Event* business process. Select the Automatically Complete option when you prepare the spreadsheet to have Workday:

- Complete approvals automatically.
- Bypass reviews and *To Do* tasks.
- Skip Notifications in the *Accounting Journal* event business process.

After you successfully upload journals in Adaptive Planning and Consolidation (AP&C), you can view the journals by accessing the Find Journals report.

### Steps

#### 1. Set Up Inbound EIB.

Enter *Import Accounting Journal* at the Template from Web Service Operation prompt.

#### 2. From the related actions menu of the integration system for the upload, select Template Model > Generate Spreadsheet Template.

To maintain the correct spreadsheet format, don't change the .xml file extension.

Security: These domains in the Integration functional area:

- *Integrations: EIBs*
- *Integration Configure*
- *Integration Event*

#### 3. Customize EIB Spreadsheet Template.

To customize the template, edit the template model of the EIB.

#### 4. Set Up EIB Spreadsheet.

Enter business data into the spreadsheet.

#### 5. Launch EIB Spreadsheet Upload.

Confirm that you are in a security group that has these permissions:

- Access to the *Import Accounting Journal* web service initiating action in the *Accounting Journal Event* business process.
- Modify permission on the *Integrations: EIBs* domain and either the *Integration Build* or *Integration Event* domain.

If you have enabled suspense processing, Workday applies the suspense processing rules when you run the *Import Accounting Journal* web service.

Related Information

### Concepts

Concept: [Enterprise Interface Builder](#)

## Steps: Configure Suspense Account Rules in AP&C

### Context

You can configure suspense account rules to suspend processing for accounting journals with the *Import Accounting Journal* web service in Adaptive Planning and Consolidation (AP&C).

## Steps

### 1. Create Journal Sources.

Select Enable Suspense Processing for Web Services and enter the Suspense Threshold Percent for accounting journal sources.

### 2. Access the Create Suspense Account Rule task.

As you complete the task, consider:

Option	Description
Account Set	You can only use 1 suspense account rule for an account set.
Ledger Account	The default ledger account that you want to post the suspense amount to.  Workday recommends that you don't use ledger accounts that are restricted to a company.
Balancing Worktag	The default required balancing worktag type that you want to use on journal entries. Configure the required balancing worktag type on the Maintain Worktag Balancing Configuration task.
Optional Balancing Worktags	The default optional balancing worktag types that you want to use on suspense journal entries. Configure up to 5 optional balancing worktag types on the Maintain Worktag Balancing Configuration task.  If you no longer use an optional balancing worktag type, you must remove it from the suspense account rule.
Required Worktags	Use worktags as keywords to more easily classify and find transactions. Configure the allowed worktag types on the Maintain Worktag Usage task. When you select a worktag type that has related worktags, Workday automatically populates transactions with the related worktag values.  Select 1 or more default Required Worktags that are different from the Balancing Worktag and Optional Balancing Worktags.  Example: <i>Cost Center</i> is the default required worktag. You can't select <i>Cost Center</i> as the Balancing Worktag or Optional Balancing Worktag.  If you no longer use a required worktag type, you must remove it from the suspense account rule.

Security: *Set Up: Accounting Rules* domain in the Common Financial Management functional area.

## Result

When you click Submit, Workday validates that the worktags you selected for the suspense accounting rule are allowed or required, based on your worktag configuration.

When you run the *Import Accounting Journal* web service, Workday posts journal entries to the suspense account when they are:

- Unbalanced.
- Missing ledger accounts.
- Missing worktags.

Workday creates new journal lines for entries that meet the suspense rule criteria. On the View Journal report, the Suspended Journal Line column displays the number of suspended lines in the journal that don't meet the suspense account rules. Click the number to review details for each suspended line.

Use the View Suspense Account Rule report to find and update suspense account rules.

Related Information

## Reference

[2025R1 Feature Release Note: Suspense Accounting for Consolidation Data Capture](#)

## Example: Set Up Suspense Accounting in AP&C

This example illustrates how to set up suspense accounting for accounting journals in Adaptive Planning and Consolidation (AP&C).

## Context

You set up suspense accounting for accounting journal sources so that when more than 50% of the journal lines are in error, Workday posts the journal entries to the suspense account.

## Prerequisites

- Set up financial accounting structure.
- Security: These domains in the Common Financial Management functional area:
  - *Set Up: Accounting Rules*
  - *Set Up: Journal Source*

## Steps

1. Access the Maintain Journal Sources task.
2. Specify these details for the journal sources:

Journal Source	Enable Suspense Processing for Web Service	Suspense Threshold Percent
Accrual Journal	Yes	50
Intercompany Journal	Yes	50

3. Click OK and Done.
4. Access the Create Suspense Account Rule task.
5. Enter these values:

Option	Description
Rule Name	<i>IRE-Suspense Account Rule</i>
Account Set	<i>Corporate</i>

Option	Description
Ledger Account	<i>1100:Suspense</i>
Balancing Worktag	<i>Cost Center</i>

6. Click OK and Done.

## Result

When you run the *Import Accounting Journal* web service, Workday applies the suspense accounting rules:

- Suspense processing completes if up to 50% of the journal lines are in error. When journal line errors exceeded 50%, then suspense processing stops. For the *Intercompany* journal source, 51% of the journal lines are in error. Only 20% of the journal lines for the *Accrual Journal* journal source are in error.
- For the journal lines that are in error, Workday posts the suspended amount to the *1100:Suspense* Ledger Account.

Related Information

## Reference

[2025R1 Feature Release Note: Suspense Accounting for Consolidation Data Capture](#)

## Concept: Accounting Journals in AP&C

In Workday Adaptive Planning and Consolidation (AP&C), accounting journals are the journals that accountants create manually for accounting purposes.

## Reversals

You can generate reversal journals in Workday when you reverse a posted accounting journal. The reversal journals provide a complete audit trail of the journal entries. They enable you to comply with legal requirements in countries where you can't modify or cancel a posted journal.

Workday creates reversals of accounting journals when you select 1 of the Always Reverse Accounting and Accounting Center Summary Journals option at the tenant level on the Edit Tenant Setup - Financials task. When you enable the reversal of accounting journals, Workday displays the Reverse option on the related actions menu of posted accounting journals. Otherwise, Workday displays the Unpost option.

Workday provides a Reverse Journals task that you can use to reverse a journal not marked for automatic reversals.

Example: You forget to select the Create Reversal check box when creating a journal. You access the Reverse Journal task to reverse the missed journal.

Note: Workday strongly recommends using the Reverse option on the related actions menu of posted accounting journals for all other journal reversal needs to ensure data integrity as the Reverse Journal task bypasses approvals.

Related Information

## Tasks

[Steps: Process Accounting Journals in AP&C](#) on page 43

## Concept: Journal Processing in AP&C

Workday Adaptive Planning and Consolidation (AP&C) automates the accounting resulting from business operations. Based on accounting policies and rules defined by your accounting and control team, Workday automatically generates accounting for:

- Commercial transactions
- Intercompany

- Allocation
- Reversals

Through an intuitive journal entry facility, Workday also accepts accounting generated in third-party systems or spreadsheet uploads.

Journal processing in Adaptive Planning and Consolidation (AP&C) provides the framework for flexible maintenance of manual accounting activity and period adjustments.

### Journal

You must have the appropriate security permissions to the ledger account on the accounting journal. You can enter journals manually or upload them. You can enter journals for month end adjustments, depreciation, translation adjustments, or to record accrued liability for purchase items that you receive but not paid. You can automatically reverse journal entries for accruals.

You can create reversal journals on or after the accounting date. If the accounting period isn't open, Workday creates a journal in *Created* status. When the reversal period opens, use the Mass Post Reversal Journals task to post the reversal journals. You can only post intercompany reversal journals if all companies in the journal have the period open.

You can select Edit from the related actions menu of a journal that hasn't posted to correct errors.

You can select Delete from the related actions menu of a journal that you've created but not posted or submitted for approval.

Note: You can't delete a journal in *Created* status if it was copied from another journal.

You can select Correct from the related actions menu of the business process event to correct a posted journal. The option to correct a posted journal isn't available when you enable the reversal of accounting journals.

Workday posts journal entries to a ledger defined for each company.

### Journal Statuses

This table lists permitted activities during each journal status:

Activity	Journal Available for Posting	Journal Posted	Journal Canceled
Create Journal	No	No	No
Edit Journal	Yes	No	No
Post Journal	Yes	No	No
Unpost Journal	No	Yes	No
Cancel Journal	Yes	No	No
Copy Journal	Yes	Yes	Yes

### Recurring Journals

Recurring journals are journals you create on a regular basis. They have the same journal lines for the same accounts and amounts. You can create future-dated recurring reversal journals. When the reversal period opens, use the Mass Post Reversal Journals task to post the reversal journals.

### Journal Reports

Workday provides a number of standard reports to help you manage journals. For a list, access Workday Standard Reports and select the Financial Accounting category.

Related Information

### Tasks

[Steps: Set Up Journal Sequencing in AP&C](#) on page 64

[Steps: Maintain Access to Ledger Accounts in AP&C](#) on page 27

[Steps: Process Accounting Journals in AP&C](#) on page 43

[Steps: Upload Journals in AP&C](#) on page 51

## Concept: Currency in Accounting Journals in AP&C

Workday provides multicurrency capabilities for accounting journals. Accounting journals enable you to record accounting data manually. When you create accounting journals in Adaptive Planning and Consolidation (AP&C), you can:

- Use the company currency only.
- Use the company primary or alternate ledger currency, when you have alternate ledger currency configured.
- Use foreign currencies for the journal lines.

You also have the same capabilities when you set up journal templates for use when creating accounting journals.

When you use the Create Journal task to enter foreign currency accounting journals, Workday converts the journal lines to the company currency to create the ledger currency amount. You can override the exchange rate and ledger currency amounts, as necessary. If there are rounding differences in the ledger currency, adjust the ledger amounts.

Related Information

### Tasks

[Steps: Process Accounting Journals in AP&C](#) on page 43

## Concept: Valid Company and Cost Center Combinations in AP&C

You can restrict cost centers to specific companies on the Create Cost Center task in Adaptive Planning and Consolidation (AP&C). When you restrict cost centers, Workday only displays cost centers associated with the company you select on the Worktags prompt. This prompt behavior applies to these tasks:

- Edit Journal
- Create Journal
- Create Recurring Journal Template

Workday puts the journal in *Error* status when it meets these 3 conditions:

- The journal contains invalid company and cost center combinations.
- The transaction is an intercompany transaction.

Related Information

### Concepts

[Concept: Accounting Journals in AP&C](#) on page 54

### Tasks

[Create Accounting Journals in AP&C](#) on page 44

[Steps: Create Recurring Accounting Journals in AP&C](#) on page 47

[Set Up Nonsupervisory Organizations](#)

### Reference

[FAQ: Journal Errors in AP&C](#) on page 57

## FAQ: Journal Errors in AP&C

How do I correct an unposted journal in Adaptive Planning and Consolidation (AP&C)?	Select Edit from the related actions menu of the journal.
How do I cancel an unposted journal that I created in error?	Select Cancel from the related actions menu of the unposted journal.
How do I correct a posted journal?	Select Correct from the related actions menu of the business process event. The option to correct a posted journal isn't available when you enable the reversal of accounting journals.
Can I correct a posted journal with a journal sequence number?	Yes, but keep these guidelines in consideration: <ul style="list-style-type: none"> <li>You can't change the Journal Source.</li> <li>You can't change the journal amount.</li> <li>You can only change the accounting date to a date within the period on the journal.</li> </ul>
How do I cancel a posted journal in an open ledger period?	Select Unpost from the related actions menu of the posted journal to unpost and then cancel.
How do I cancel a posted journal in a closed ledger period?	Leave the original journal posted and create a reversing journal in the next open ledger period.
How do I view and edit custom validation errors on journal lines?	Select Journal Entry > Edit Journal (Errors Only) from the related actions menu of the journal.

## Troubleshooting: Financial Journals in AP&C

This topic provides strategies for diagnosing and resolving these accounting journal problems in Adaptive Planning and Consolidation (AP&C):

- [No account posting rule set associated with company.](#) on page 57
- [Journal line missing ledger account.](#) on page 58
- [Unable to post created journals.](#) on page 58
- [Journal copied when not submitted or saved for later.](#) on page 58

### No account posting rule set associated with company.

No account posting rule sets display when you try to post a journal.

Cause	Solution
No default ledger account associated with the account posting rule types on the account posting rule set assigned to the company.	<ol style="list-style-type: none"> <li>Access the View Account Posting Rule Set report.  Select the account posting rule set assigned to the company.  Security: <i>Set Up: Accounting Rules</i> domain in the Common Financial Management functional area.</li> <li>Click Edit Default Ledger Accounts.  For each account posting rule, assign the correct default ledger account.</li> </ol>

**Journal line missing ledger account.**

At least 1 of the lines on a journal you posted is missing a ledger account.

Cause	Solution
You haven't assigned an account posting type to the Retained Earnings account posting rule.	<ol style="list-style-type: none"> <li>1. Access the View Account Posting Rule Set report.  Select the account posting rule set assigned to the company.  Security: <i>Set Up: Accounting Rules</i> domain in the Common Financial Management functional area.</li> <li>2. Click Edit Default Ledger Accounts.  Assign the correct default ledger account to the Retained Earnings account posting rule type.</li> <li>3. Edit the Retained Earnings account posting rule type.  Add the missing condition rule.</li> </ol>

**Unable to post created journals.**

Can't post journals that are in *Created* status. Only available action is copy.

Cause	Solution
You saved the journal for later and need to submit for approval.	<ol style="list-style-type: none"> <li>1. Configure the <i>Process: Journals - Core</i> domain in the Financial Accounting functional area.</li> <li>2. Access the Find Journals report to find the journal in <i>Created</i> status.</li> <li>3. Submit the created journal to start the business process and receive approval.</li> <li>4. When the reversal period opens, use the Mass Post Reversal Journals task to post the reversal journals you created with a future date.</li> </ol>
You've created a reversal journal on or after the accounting date.	<p>During the close process you must decide on 1 of these options for the reversal journal:</p> <ul style="list-style-type: none"> <li>• Cancel.</li> <li>• Delete.</li> <li>• Leave in <i>Created</i> status.</li> </ul>

**Journal copied when not submitted or saved for later.**

**Cause:** You select Journal > Copy from the related actions menu of the journal, enter the header details, and select Cancel after you progress to the Edit Journal task. Workday creates the journal in *Created* status when you enter header information and click OK.

**Solution:**

### Steps

1. Access the Find Journals report to find the journal in *Created* status.  
Security: Process: Journals - Reporting domain in the Financial Accounting functional area.
2. From the related actions menu of the journal, select Journal > Delete Journal.  
Security: Process: Journals - Core domain in the Financial Accounting functional area.

## Journal Sequencing in AP&C

### Setup Considerations: Journal Sequencing in AP&C

You can use this topic to help make decisions when planning your configuration and use of journal sequencing in Adaptive Planning and Consolidation (AP&C). It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

### What It Is

Journal sequencing enables you to provide gapless, sequential identifiers to journals in 1 or more ledger year or ledger period. Journal sequencing uses sequence generator rule configurations to create sequence generators. Workday then generates and assigns sequence numbers to accounting journals using those sequence generators.

### Business Benefits

Journal sequencing helps you meet statutory reporting requirements for numbered, unique identifiers on accounting journals. Countries with statutory reporting requirements, such as SAF-T, require these journal line numbers to assist with auditing the financial accounts of their organizations.

### Use Cases

You might want to configure journal sequencing when you operate in countries that require sequential line numbers for your journals. Journal sequencing enables you to assign sequence numbers to your journals by accounting date or posting date.

When you set up your sequence generators, you can configure it to sequence journals across these time frames:

- Ledger period
- Ledger year
- Continuously over many ledger periods and years.

You can also configure sequence generators to help you organize or differentiate your journals by including details like transaction types or fiscal periods with the sequence format string.

## Questions to Consider

Questions	Considerations
Do you operate in a country with statutory reporting requirements that require regular audits?	Various countries have statutory requirements that mandate journal numbering to assist with audit trails around financial accounting. Workday helps you meet those requirements through journal sequencing.
Do you anticipate a need to reset your journal line number back to the beginning?	Continuous sequence generators don't reset the sequence number to the initial value. If you foresee a need to reset your journal line number regularly, consider sequencing by ledger year or ledger period.
Do you need to unpost journals?	<p>When you sequence by posting date, the journal retains its sequence number even if you unpost and repost. Workday doesn't resequence this journal under any circumstances.</p> <p>When you sequence by accounting date, the journal retains its sequence number when you unpost the journal. However, Workday sorts and resequences the period when you repost the journal. Resequencing assigns a new journal number to reposted journals if you cancel or add journals in the date range the sequence generator covers.</p>
Do you need to sequence intercompany journals?	<p>Workday assigns sequence numbers to intercompany journals if the respective companies enable sequencing. Workday doesn't use the same sequence generator for those companies. You can, however, create sequence generators using the same sequence generator rule configuration.</p> <p>Example: The header company on the journal enables journal sequencing. The line company doesn't. Workday sequences the journal for the header company, but not the line company. If the header and line companies both enable journal sequencing, Workday sequences the journal for both companies. However, because the sequence generator differs for the line company, Workday sequences journals of the line company using a different sequence format string.</p>
Do you need to sequence consolidation elimination journals?	<p>Workday assigns sequence numbers to consolidation elimination journals if the companies you're calculating noncontrolling interest (NCI) for, enable sequencing.</p> <p>If you don't want journal sequencing, you can create a separate sequence generator for consolidation elimination journals by creating a sequence generator condition rule for the <i>Noncontrolling Interest</i> Transaction Type.</p>

Questions	Considerations
Do you need a sequence generator that only sequences specific books?	The Book prompt on your sequence generator rule configuration determines the journals Workday sequences. Workday sequences journals that share a book code with the book you select. If you don't specify a book, Workday sequences all journals in the company.
Do you need to change or alter the lifespan or rule configuration of your sequence generator after use?	If you want to alter the lifespan or rule configuration of your sequence generator, you must create and configure a new sequence generator for the next fiscal year. Changes you make to the rule configuration only apply to new generators. You can't have posted journals for that year and all ledger periods can't be open.
Do you need to implement journal sequencing in the middle of a fiscal year?	<p>You can implement journal sequencing for a company after the start of a fiscal year under these circumstances:</p> <ul style="list-style-type: none"> <li>• Your company has never configured journal sequencing.</li> <li>• The ledger periods of the fiscal year aren't open.</li> <li>• You haven't posted journals that are on or after the sequencing start period.</li> <li>• No sequence generators exist for the company.</li> </ul> <p>You can also configure your sequence generator to begin from a specific sequence start number. If you use the rule configuration for another generator, that generator also begins at that start number. Workday therefore doesn't recommend that you specify a start number if you want to use the rule configuration on a ledger year or period basis.</p>
How do I create sequence numbers for consolidation journals?	<p>Workday automatically assigns sequence numbers to consolidation elimination journals if the companies you're calculating NCI for support sequencing.</p> <p>You can create a separate sequence generator for consolidation journals by adding a sequence generator condition rule for the Noncontrolling Interest transaction type.</p>

## Recommendations

Functionality	Considerations
Sequencing by accounting date or posting date	The sequencing method you select determines when and how Workday assigns sequence numbers to your journal. You can't change the sequencing method of a sequence generator after creation. Workday recommends that you consider

Functionality	Considerations
	<p>which sequencing method best applies to your statutory requirements and audit structure.</p> <p>If you want to sequence by accounting date, consider that Workday:</p> <ul style="list-style-type: none"> <li>• Assigns sequence numbers to journals and reversal journals when you close your ledger period.</li> <li>• Resequences the journals in the current and subsequent closed periods when you cancel, post, and unpost.</li> </ul> <p>If you want to sequence by posting date, consider that Workday:</p> <ul style="list-style-type: none"> <li>• Assigns sequence numbers when you post the journal.</li> <li>• Doesn't resequence the journal under any circumstances.</li> <li>• Assigns the next available sequence number to reversal journals.</li> </ul>
Disabling journal sequencing	<p>Workday recommends that you don't enable journal sequencing if you don't anticipate using it in later years. You can only disable journal sequencing for a company if:</p> <ul style="list-style-type: none"> <li>• You haven't used sequence ID generators to assign a sequence number to any journals.</li> <li>• You've deleted all sequence ID generators.</li> </ul>
Replacing or deleting sequence generators	<p>Carefully review your sequence generator rule configurations before you submit. You can only replace sequence generators that aren't currently in use. You can only delete sequence generators that are completely unused. If you want to replace or delete a generator, the associated ledger years or periods must also have 1 of these statuses:</p> <ul style="list-style-type: none"> <li>• <i>Closed</i></li> <li>• <i>Created</i></li> <li>• <i>Not Available</i></li> </ul>
Sequence format strings	<p>The sequence number Workday assigns to a sequenced journal can include any additional information you want to convey, such as the:</p> <ul style="list-style-type: none"> <li>• Transaction type.</li> <li>• Fiscal year or fiscal period.</li> </ul> <p>Workday recommends that you avoid duplicate sequence numbers by providing additional details on the sequence format, such as the fiscal year or period.</p>

## Requirements

Enable the Common Financial Management functional area.

Ensure that the ledger periods you want to sequence are in these statuses:

- *Closed*
- *Created*
- *Not Available*

Opt in to journal sequencing by selecting the Enable Journal Sequencing check box on the Edit Company ID Definitions task.

## Limitations

Workday supports journal sequencing for actuals ledger types and not commitment and obligation ledger types.

## Tenant Setup

No impact.

## Security

Configure these domains for journal sequencing:

Domains	Considerations
<i>Set Up: Company General</i>	Users secured to this domain can configure sequence generator rules and create sequencing groups that apply a code to sequenced journals. You also need this domain to opt in to journal sequencing and create or delete the journal sequence generators.
<i>Set Up: Ledger and Book</i>	Users secured to this domain can create ledger years and periods. You can only apply a sequence generator after you create and then open ledger years or ledger periods.
<i>Process: Period End</i>	Users secured to this domain can open and close ledger periods. You can only apply a sequence generator to ledger years or periods with an open status.

## Business Processes

No impact.

## Reporting

Workday doesn't deliver standard reports that display the journal sequence number. If you want to display the journal sequence number, add Journal Sequence Number to a report from the Journal Entry business object.

## Integrations

You can use these Workday Web Services for journal sequencing:

Web Services	Considerations
<i>Get Accounting Journal</i>	Retrieves all information associated with your accounting journals, including assigned sequence numbers.
<i>Get Sequence Generator Rule Configuration</i>	Retrieves all information associated with your sequence generator rules. Enables you to view the configurations on your sequence generators, such as format strings and sequencing method.
<i>Put Company</i>	You can update company details and enable journal sequencing using this web service.
<i>Put Sequence Generator Rule Configuration</i>	Creates sequence generator rule configurations. Enables you to create many configurations at once.

### Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the [Workday Touchpoints Kit](#) on Workday Community.

### Other Impacts

No impact.

Related Information

#### Concepts

[Concept: Journal Processing in AP&C](#) on page 54

#### Tasks

[Steps: Set Up Journal Sequencing in AP&C](#) on page 64

[Configure Journal Sequence Generator Rules in AP&C](#) on page 66

[Enable Journal Sequencing for a Company in AP&C](#) on page 69

[Create Journal Sequence Generators in AP&C](#) on page 71

## Steps: Set Up Journal Sequencing in AP&C

### Prerequisites

- [Create Ledgers in AP&C](#). Set up ledgers for the companies you want to use journal sequencing in AP&C.
- Security: *Set up: Company General* domain in Common Financial Management functional area. See [Steps: Set Up Security Permissions](#).

### Context

You can configure Workday Adaptive Planning and Consolidation (AP&C) to assign unique journal sequence numbers to accounting and operational journals for the primary and alternate actuals ledgers independently. Workday can apply journal sequence numbers in ledger period, ledger year, or continuous intervals based on accounting date or posting date. You can use journal sequence generators to help you comply with global auditing standards.

## Steps

1. (Optional) Access the Maintain Journal Sequencing Groups task.

You can create journal sequencing groups in your local language to organize, filter, and report on journals.

You can set a unique Journal Group Code to identify a type of journal or transaction that you want Workday to group. Example: If you want to sort supplier invoices in your journal sequencing report, you can create a SUPINV journal group code to represent supplier invoice journals.

2. [Configure Journal Sequence Generator Rules.](#)

Configure default and condition rules for generating sequence ID generators.

3. Create, but don't open the ledger years and periods for the company.

To enable journal sequencing, the journal sequence Start Period and all subsequent periods must:

- Be in *Created*, *Closed*, or *Not Available* ledger period status.
- Have no posted journals in or after the specified start period.

See: [Steps: Create and Open Ledger Years and Periods.](#)

4. [Enable Journal Sequencing for a Company.](#)

5. [Create Journal Sequence Generators.](#)

Create unique sequence ID generators for companies based on the:

- Rules and conditions you configured on the Create Journal Sequence Generator Rule Configuration task.
- Ledger years, periods, or continuous configuration you selected.

## Result

When you post journals, Workday automatically assigns a journal sequence number to each journal according to your journal sequence generator rule configuration. This number displays in the Journal Sequence Number field when you view journals.

When you use a SUPINV journal group code to sequence supplier invoice journals on a separate string, Workday assigns these journal sequence numbers:

Journal Entry Order	Journal Source	Journal Sequence Number
1	Customer Invoice	2015-Apr-0001
2	Manual Journal	2015-Apr-0002
3	Supplier Invoice	SupInv-2015-Apr-001
4	Supplier Invoice	SupInv-2015-Apr-002
5	Manual Journal	2015-Apr-0003

## Next Steps

Process accounting journals.

Related Information

### Concepts

[Concept: Journal Processing in AP&C](#) on page 54

### Tasks

[Create Ledgers in AP&C](#) on page 18

# Configure Journal Sequence Generator Rules in AP&C

## Prerequisites

- [Create Ledgers in AP&C](#). Set up ledgers for the companies you want to use journal sequencing.
- [Create Journal Sources in AP&C](#).
- Security: *Set up: Company General* domain in Common Financial Management functional area.

## Context

You can assign numbers to journals through journal sequencing in Adaptive Planning and Consolidation (AP&C), enabling you to comply with global auditing standards. Workday assigns these numbers based on rules you configure for sequence generators.

## Steps

1. Access the Create Journal Sequence Generator Rule Configuration task.
2. As you complete the header, consider:

Option	Description
Sequence By	<p>Select the sequencing method you want to use. Your selection determines when Workday sequences your journals, and in what order.</p> <ul style="list-style-type: none"> <li>• <i>Accounting Date</i>: Sequences your posted journals based on the accounting date. Workday initiates sequencing when you close your ledger period. Workday only sequences a ledger period again if you make changes after reopening the period, as when you unpost or cancel a ledger period.</li> <li>• <i>Posting Date</i>: Sequences your posted journals based on the posting date. Workday assigns a sequence when you post your journal.</li> </ul>
Sequence Generator Lifespan	<p>Select the time period you want Workday to use for journal sequencing numbers.</p> <p><i>Continuous</i> enables Workday to provide continuous journal sequencing. Continuous sequencing uses the same sequence ID generator and format string across many ledger years.</p> <p>For <i>Ledger Period</i> and <i>Ledger Year</i>, Workday restarts the sequence at the end of the sequence generator lifespan.</p> <p>Once a sequencing generator assigns a sequence number to a journal, you can't:</p> <ul style="list-style-type: none"> <li>• Disable journal sequencing for the company.</li> <li>• Change the sequencing configuration options. You can still edit the format strings.</li> </ul>

Option	Description
	<p>You can only change the sequence ID generator for future years if:</p> <ul style="list-style-type: none"> <li>• There are no posted journals.</li> <li>• Periods aren't in <i>Open</i> status.</li> </ul>
Book	<p>Leave the Book prompt blank to apply the sequence rules to all journals in the company. Select a book on the prompt to apply the sequence rules to all journals with book codes in the selected book.</p>

3. As you complete the Default Sequence Generator Rule section, consider:

Option	Description
Transaction Type	<p>Workday populates all operational and accounting journals. You can enter Sequence Generator Rule Conditions to configure unique sequence format strings for specific transaction types.</p>
Journal Group Code	<p>(Optional) Select a journal sequencing group that you created on the Maintain Journal Sequencing Groups task.</p> <p>You can use journal sequencing groups to more easily organize and report on journals.</p>
Sequence Start Number	<p>Enter the number you want to begin sequencing with. Use this field if you used a different ID generation system and want to continue from where the ID ended.</p>
Sequence Padding	<p>Enter the minimum number of digits you want to use in journal sequence numbers. You can use padding to help Workday sort journal sequences when you generate reports.</p> <p>Example: When you enter a Sequence Padding value of 3:</p> <ul style="list-style-type: none"> <li>• Sequence number 1 displays as 001.</li> <li>• Sequence number 4321 displays as is.</li> <li>• Workday sorts the numbers 1, 2, and 10 as 01, 02, 10 instead of 1, 10, 2.</li> </ul>
Sequence Format String	<p>Enter any text you want Workday to include with the sequence number. You can also enter these bracketed string constant patterns to have Workday automatically insert text:</p> <ul style="list-style-type: none"> <li>• <i>[f]</i> inserts the fiscal year number.</li> <li>• <i>[ff]</i> inserts the fiscal year name.</li> <li>• <i>[pp]</i> inserts the fiscal period name.</li> <li>• <i>[seq]</i> inserts the next sequence number.</li> </ul> <p>Include <i>[seq]</i> in the format string for any configuration.</p>

Option	Description
	<p>When you select <i>Ledger Year</i> as the sequence generator lifespan, the format string can include:</p> <ul style="list-style-type: none"> <li>• <i>[f]</i></li> <li>• <i>[ff]</i></li> </ul> <p>When you select <i>Ledger Period</i> as the sequence generator lifespan, the format string can include:</p> <ul style="list-style-type: none"> <li>• <i>[f]</i></li> <li>• <i>[ff]</i></li> <li>• <i>[pp]</i></li> </ul> <p>When you select <i>Continuous</i> as the sequence generator lifespan, the format string can only include <i>[seq]</i>.</p> <p>You can configure sequence format strings to ensure that Workday doesn't duplicate sequence numbers across multiple generator lifespans.</p> <p>Example: You set the sequence generator lifespan to <i>Ledger Period</i> and enter the sequence format string <i>JRNL-[f]-[pp]-[seq]</i>. By including the period name, you avoid duplicate sequence numbers, such as 2 journals numbered <i>JRNL-2019-1</i>.</p>

4. (Optional) Enter the condition rules that refine the default sequence ID generator rule. As you complete the Sequence Generator Rule Conditions section, consider:

Option	Description
Transaction Type	If you select more than 1 operational transaction for the rule condition, Workday generates 1 ID generator for multiple transaction sources.
Accounting Journal Source	<p>Displays when you select <i>Accounting Journal</i> as the Transaction Type. Leave blank to select all accounting journal sources.</p> <p>If you select transaction types and an accounting journal for the same rule, Workday uses all accounting journal sources.</p>
Sequence Start Number Sequence Increment Sequence Padding Sequence Format String	<p>Refine the Default Sequence Generator Rule for each condition rule.</p> <p>Example: To have Workday use a different sequence generator ID for customer invoices, you must:</p> <ul style="list-style-type: none"> <li>• Enter a condition rule with a Sequence Format String that uses the <i>CustInv</i> prefix for supplier invoices.</li> </ul>

Option	Description
	<ul style="list-style-type: none"> <li>Enter a Sequence Start Number of <i>300</i> for customer invoices.</li> </ul>

### Result

You can now enable journal sequencing for a company so that you can create journal sequence generators.

You can edit your rule configuration to add or delete conditions.

### Example

This example illustrates how you can configure the Create Journal Sequence Generator Rule Configuration task. For the 2015-Apr ledger period:

#### Default Sequence Generator Rule Values

Field	Value
Sequence Start Number	<i>1</i>
Sequence Padding	<i>4</i>
Sequence Format String	<i>[f]-[pp]-[seq]</i>

#### Sequence Generator Rule Conditions

Field	Value
Transaction Type	<i>Supplier Invoice</i>
Journal Group Code	<i>SUPINV</i>
Sequence Start Number	<i>1</i>
Sequence Padding	<i>3</i>
Sequence Format String	<i>[f]-[pp]-[seq]</i>

### Next Steps

Select Journal Sequence Generator Rule Configuration > Copy from the related actions menu of the journal sequence generator rule configuration to apply the rules to other ledgers. To avoid duplicate journal sequence numbers, Workday recommends modifying the copied sequencing generator rule configuration before applying it to other ledgers. Example: To apply the rule of a primary ledger to an alternate ledger, append the alternate ledger currency code to the sequence string configuration.

Related Information

#### Tasks

[Steps: Create and Open Ledger Years and Periods in AP&C](#) on page 19

## Enable Journal Sequencing for a Company in AP&C

### Prerequisites

- Set up the company for which you want to create sequence ID generators.
- Set ledger periods you want to sequence to *Available*, *Created*, or *Closed* status.
- Security: *Set up: Company General* domain in Common Financial Management functional area.

**Context**

With Adaptive Planning and Consolidation (AP&C), you can:

- Enable a company to use journal sequencing and sequence actuals ledgers independently.
- Apply or define sequence ID generator rules and conditions.

**Steps**

1. Access the Journal Sequence Settings tab on the Edit Company ID Definitions task for your company.
2. As you complete the tab, consider:

Option	Description
Enable Journal Sequencing in AP&C	Select to enable the Journal Sequence Generator Rule Configuration and the Sequence Start Period fields.  Once you post a journal that uses a sequencing number, you can no longer disable journal sequencing for the company.
Sequence Generator Rule Configuration	Select or create a sequence ID generator rule. Access the Create Journal Sequence Generator Rule Configuration task to define sequence ID generator rules and conditions.
Sequencing Start Period	Select the current or a subsequent ledger period. Workday creates ID generators for all periods from the selected period. <ul style="list-style-type: none"><li>• The sequencing start period and all ledger periods after the sequencing start period can't have posted journals and must be in 1 of these statuses:<ul style="list-style-type: none"><li>• <i>Closed</i></li><li>• <i>Not Available</i></li><li>• <i>Created</i></li></ul></li></ul>
Create Sequence ID Generators with New Ledger Years	Select to have Workday generate ID generators when you create ledger years or periods.

Once you enable journal sequencing for the company, you can only disable it if:

- You haven't used any ID generators.
- You've deleted all ID generators.

Access the Mass Delete Journal Sequencing Generators task to delete all unused ID generators. You can only delete generators when you haven't used a generator to add journal sequence numbers within a fiscal year.

**Next Steps**

Create journal sequence ID generators.

Related Information

**Tasks**

Steps: [Set Up Companies in AP&C](#) on page 9

## Create Journal Sequence Generators in AP&C

### Prerequisites

- Enable journal sequencing for your company or company hierarchy.
- Security: *Set Up: Company General* in the Common Financial Management functional area.

### Context

You can create journal sequence ID generators in Adaptive Planning and Consolidation (AP&C) to assign a unique journal sequence number to posted journals for the actuals ledger. Journal sequence IDs enable you to comply with global auditing standards.

### Steps

1. Access the Create Journal Sequence Generators task.
2. As you complete the task, consider:

Option	Description
Companies or Company Hierarchies	For company hierarchies, Workday only generates journal sequence numbers for the companies within the hierarchy that you've enabled journal sequencing for.
Replace Unused Generators	Select to have Workday replace the existing sequence ID generators for ledger years that haven't used sequence ID generators. Workday then creates a new sequence ID generator.  You can't replace a sequence ID generator that is or was in use.
Create Continuous Sequence Generator	Select to create or replace a continuous sequence generator. You can replace a continuous sequence generator if the ledger periods or ledger years: <ul style="list-style-type: none"> <li>• Aren't open.</li> <li>• Don't have a posted journal.</li> </ul>

### Result

Workday uses the sequence ID generators to assign sequences to journals based on the configured sequencing rules.

### Next Steps

Process accounting journals and create operational journals.

Related Information

#### Concepts

[Concept: Journal Processing in AP&C](#) on page 54

#### Tasks

[Steps: Process Accounting Journals in AP&C](#) on page 43

## Concept: Journal Sequencing in AP&C

You can enable journal sequencing in Adaptive Planning and Consolidation (AP&C) for a company and define the sequence generator rules. Workday uses the sequence generator rules to create sequence ID generators for unique, sequential, and gapless journal sequence numbers. Workday derives the sequence ID generators based on the source and accounting period of the journal.

You can sequence journals by Accounting Date or Posting Date. This sequencing method determines when Workday sequences your journals, and in what order.

Accounting Date sequences your journals when you close a ledger period and sequences them based on the accounting date. For journals with an accounting date on the same day, Workday sequences the journals based on the business document sequence IDs, and then the transaction type.

Example: You create 3 journals with an accounting date of 11/06/2017. Workday sequences the journals based on the business document sequence IDs:

- SUPINV-001
- SUPINV-002
- SUPINV-003

If the business document sequence IDs are undefined, Workday sequences by transaction type:

- Customer Contracts
- Payroll

Posting Date sequences your journals when you post the journals based on the posting date.

To enable journal sequencing, the journal sequence Start Period and all subsequent periods:

- Must be in *Created*, *Closed*, or *Not Available* ledger period status.
- Have no posted journals from the specified Start Period.

You can only disable journal sequencing for a company if:

- You haven't used sequence ID generators to assign a sequence number to any journals.
- You've deleted all sequence ID generators.

## FAQ: Journal Sequencing in AP&C

What happens to reversal journals when I change my journal sequencing method?

Workday uses the new sequencing method in Adaptive Planning and Consolidation (AP&C) to sequence the reversal journal when you change your sequencing method.

## Journal Insights in AP&C

### Steps: Set Up Journal Insights in AP&C

#### Prerequisites

Note: You might need to take additional steps to enable this feature based on your organization's subscription service agreement. Your organization is either on the Main Service Agreement (MSA) or the Universal Main Service Agreement (UMSA). To determine your organization's subscription service agreement:

1. Select your profile avatar on [Workday Community](#).
2. Select Profile.
3. On your profile page, select your organization's name, which is beneath your name and next to your job title.
4. View your Subscription Service Agreement value.

If the value is:

- *UMSA*, the feature is automatically available. You can skip the Enable Innovation Services Features and Machine Learning Data Contributions for MSA Customers step. For more information on Machine Learning data contributions, see [Concept: Workday AI for Universal Main Subscription Agreement Customers](#).
- *MSA*, you must enable this feature through Innovation Services using the Enable Innovation Services Features and Machine Learning Data Contributions for MSA Customers step.

Note: UMSA customers don't have Innovation Services tasks and reports in their tenants as these are for MSA customers only. UMSA customers can ignore all information regarding Innovation Services.

- At least 12 months of historic journal line data must exist on your tenant.
- Configure these security policies for the Innovation Services functional area:
  - *Manage: Innovation Services*
  - *View: Innovation Services*

## Context

Journal Insights in Adaptive Planning and Consolidation (AP&C) enables you to close accounting periods with greater efficiency and confidence. The innovation service uses machine learning to identify these errors and anomalies and recommend alternatives:

- Missing or unusual combinations of worktags.
- Amount anomalies.
- Ledger account errors.
- Line company errors.

## Steps

1. [../././manage-workday/tenant-configuration/Machine-Learning-and-Innovation-Services/enable-innovation-services-feature-and-data-contribution.dita](#).

Note: You might need to take additional steps to enable this feature depending on your organization's subscription service agreement. For more information, see this [Community](#) article.

- a) In the Innovation Service Opt-In tab, under Available Services > Financials, select the Financials: Financial Management Machine Learning GA Features service check box.
- b) In the Maintain Innovation Services Data Selection Opt-In tab, under Financials: Financial Management Machine Learning GA Features, select the Opt In check box for the Journal Line Data category to contribute data for Machine Learning.

After setting up the task, it can take up to 2 weeks to view the machine learning feature functionality in your tenant. Then, you have 2 weeks to complete testing.

- c) In the Summary tab, you can verify the innovation services available and opted into. You can also view the data contribution opt-in for various categories.

Security: *Manage: Innovation Services* domain in the Innovation Services functional area.

Note: Journal Insights model is not set up and doesn't currently analyze journal lines posted in Implementation tenants as these often contain test data or non-production like data that would not train the model correctly.

Workday therefore recommends you test in Production, Sandbox or Preview tenants where the Journal Insights models are deployed.

2. Access the Edit Tenant Setup - Machine Learning task. Select the region in which Workday hosts data used for improvement and personalization of machine learning and analytics functionality.

Security: *Set Up: Tenant Setup - Machine Learning* in the System functional area.

### 3. Edit Domain Security Policies.

Set up these security domains in the Financial Accounting functional area:

- *Process: Journal Insights*
- *Reports: Journal Insights*

### 4. Access the Create Business Process Definition (Default Definition) task and set up the new *Journal Insights Feedback Event* business process.

### 5. Configure security group permissions for Journal Insights actions:

- a. Access the *Journal Insights Feedback Event* business process.
- b. From the related actions of the business process, select Business Process Policy > Edit.
- c. Configure security group permissions for these actions:
  - *Dismiss Journal Line Anomalies*
  - *Report Errors To Journal Insights*
  - *Confirm Journal Line Anomalies*
  - *Confirm/Dismiss Similar Journal Line Anomalies*

See:

- [../././manage-workday/business-processes/customize-business-processes/dan1370797385122.dita](https://community.workday.com/node/xxxxxx/dan1370797385122.dita).
- [../././authentication-and-security/configurable-security/security-policies/dan1370796362110.dita](https://community.workday.com/node/xxxxxx/dan1370796362110.dita).

Related Information

#### Tasks

[Create Accounting Journals in AP&C](#) on page 44

#### Reference

<https://community.workday.com/node/xxxxxx>

#### Examples

[Workday Community: Journal Insights](#)

## Confirm and Dismiss Journal Line Anomalies in AP&C

### Prerequisites

- Set up Journal Insights.
- Configure security group permissions to dismiss and confirm journal line anomalies:
  1. Access the *Journal Insights Feedback Event* business process.
  2. From the related actions of the business process, select Business Process Policy > Edit and configure security group permissions for these actions:
    - Dismiss Journal Line Anomalies
    - Confirm Journal Line Anomalies

### Context

The Journal Insights report in Adaptive Planning and Consolidation (AP&C) enables you to:

- Review detected journal line anomalies.
- Use the Anomaly Reasons prompt to filter journal line anomalies by the specific reason that Journal Insights believe a journal line is anomalous. Filtering by Anomaly Reason, gives you increased visibility as to why Journal Insights believes a journal line is anomalous. You can then make a more informed decision to correct, confirm, or dismiss the anomaly.
- Create any journals that you need to correct or adjust the worktags on the journal line.

You can also use the Journal Insights report to provide feedback on Journal Insights by confirming and dismissing journal line anomalies as errors.

Workday recommends that you use the prompt filters on the Journal Insights report to filter out general ledger accounts or time periods that seem less relevant to you.

Steps

- 1. Access the Journal Insights report.
- 2. As you select the prompts, consider:

Option	Description
Worktags	<p>Select 1 or more Worktags to filter by specific Worktags.</p> <p>Journal Insights will retrieve all journal lines with the selected Worktags.</p> <p>Note: If you select more than 1 Worktag, each journal line must have all the Worktags that you specify.</p>
Anomaly Reasons	<p>Select a specific reason to filter all anomalies:</p> <ul style="list-style-type: none"><li>• All Reasons: Select by:<ul style="list-style-type: none"><li>• Custom organizations</li><li>• Ledger account</li><li>• Line company</li><li>• Specific worktags, including custom worktags</li></ul></li><li>• Reason by Category: Select to filter journal lines by either:<ul style="list-style-type: none"><li>• Credit Amount</li><li>• Debit Amount</li></ul><p>Journal Insights will flag debit and credit amounts as anomalous if they're significantly higher or less than journal lines with similar attribute. You can either select a credit amount or debit amount or both.</p><ul style="list-style-type: none"><li>• Ledger Account</li><li>• Line Company</li></ul><p>You can select either an incorrect ledger account or line company or both.</p><ul style="list-style-type: none"><li>• Worktags: Select a single worktag or multiple worktags.</li></ul></li></ul> <p>When you don't select any option in the prompt, Workday retrieves all journal line anomalies.</p> <p>Example: You select Business Unit - 100 for the Worktags prompt and select Cost Center for the Anomalies Reason prompt. Journal Insights will retrieve all journal lines that it</p>

Option	Description
	thinks has an anomalous cost center whenever the Business Unit -100 worktag is used on a journal line.

3. Click OK.

The Priority tab displays journal line anomalies that Workday believes are most relevant for you to take action. Workday recommends that you regularly review the journal lines on the All tab to help improve the accuracy of journal line anomalies.

4. Access the ledger account you want to review.

5. To act upon anomalies, select the journal line anomalies.

The Priority column indicates whether the anomaly is a priority. If the column is blank, the anomaly isn't a priority.

The Anomaly Reason column displays the anomaly reason for each journal line. You can filter and sort the column by anomaly reason. Filtering and sorting on the column enables you to refine your search further.

The Recommendation column provides recommendations for anomalous Worktags, debit and credit amounts, and ledger account on a journal line.

Sometimes, the Recommendation column might be left blank. This is because Journal Insights might not have a recommendation as what makes a journal line anomalous.

The Current Worktags column:

- Displays all current Worktags that currently exists on the journal line.
- Highlights the 1 Worktag that Journal Insights believes is causing the Journal Line to be anomalous.

6. (Optional) Select Similar Lines Feedback to view feedback you have historically given on similar journal line anomalies. This feedback:

- Gives you visibility of similar journal lines that you've confirmed or dismissed as anomalies.
- Provides you guidance on how you can classify the particular journal line.

Note: If you haven't provided any previous feedback for the journal line, Workday won't display the Similar Lines Feedback button.

The Similarity Criteria section displays the criteria Workday uses to identify a similar journal line based on the journal line you're viewing.

You can click Close to go back to the Correct and Dismiss Journal Line Anomalies task.

7. (Optional) Create a reclassification journal that corrects or adjusts those journal lines.

The reclassification journal that you create with the Create Journal button reverses the anomalous journal line and posts a new journal line with the correct worktags.

Creating the reclassification journal from the Journal Insights report also links the correcting journal and the corrected journal. Workday doesn't create this link when you create a reclassification journal outside the Journal Insights report.

8. Confirm or dismiss the journal line anomaly as an error.

9. Click Submit.

10.(Optional) Click Confirm/Dismiss Similar Journal Line Anomalies.

The Confirm/Dismiss Similar Journal Line Anomalies task displays similar journal lines to the one you confirmed or dismissed.

11.( Optional) To confirm or dismiss the journal lines, review the journal lines, and either select all or select individual journal lines.

You can review journal line anomalies that you correct, confirm, or dismiss on the Journal Line Anomalies By Ledger Account report.

**Result**

When you confirm, correct, or dismiss a journal line anomaly, we remove the journal line from the Journal Insights report.

We also retain the feedback that you provide to Workday to train and improve the Journal Insights machine learning model:

- When you confirm or correct a journal line anomaly, Journal Insights will in the future, detect, and display more of the same or similar journal line anomalies.
- When you dismiss a journal line anomaly, Journal Insights will in the future, display less of the same or similar journal line anomalies.

Related Information

**Tasks**

[Create Accounting Journals in AP&C](#) on page 44

## Statistics in AP&C

### Steps: Upload Statistics in AP&C

**Context**

Use the Enterprise Interface Builder (EIB) to load statistics in Adaptive Planning and Consolidation (AP&C) from a spreadsheet. The upload enables you to add new statistics or update existing statistics in Adaptive Planning and Consolidation. You can use statistics as the basis for allocations, as well as for reporting based on:

- Statistics in Adaptive Planning and Consolidation.
- Statistic Lines report data sources.

After you successfully upload statistics into Workday, you can view them by accessing the View Statistic report.

Instead of delivering a predefined spreadsheet template for uploading statistics, Workday enables you to generate and customize a spreadsheet template based on the *Put Statistic* web service operation. To bring statistics into Workday, use these steps to set up the EIB interface, generate the spreadsheet, and launch an upload.

**Steps**

1. Set up the EIB upload process.  
See [Set Up Inbound EIB](#).
2. Generate and modify a spreadsheet template for the upload.  
See [Customize EIB Spreadsheet Template](#).
3. Launch the upload and verify the results.  
See [Launch EIB Spreadsheet Upload](#).

### Steps: Set Up Statistic Ledger Accounts in AP&C

**Prerequisites**

Security: *Set Up: Accounts* domain in the Common Financial Management functional area.

Review [Concept: Statistic Ledger Accounts in AP&C](#).

## Context

Setting up a statistic ledger account in Adaptive Planning and Consolidation (AP&C) enables you to:

- Access statistics from the journal or plan lines data source.
- Use custom validations or business processes for both actuals and budgeted data.
- Control entries based on period status.
- Create ledger account summaries for reporting
- Use a workflow and prepare entries for statistics.
- Have a plan amendment process for statistical data.
- Upload statistics by accounting date instead of accounting period. Example: You can upload statistics daily rather than monthly.

## Steps

### 1. [Create Ledger Account Types in AP&C.](#)

Create a balance sheet account type specifically for statistics.

### 2. [Set Up Account Sets in AP&C.](#)

- Create a statistic ledger account in the account sets. Use a separate child account set for statistics accounts that you want to add to the parent chart of account set.
- Determine whether you need a clearing account or if it should post to the same ledger account to create balanced entries.

Include numberings for ledger account summaries to support reporting. Example: 99999s.

- Restrict ledger accounts to companies if applicable.

### 3. (Optional) [Create Journal Sources in AP&C.](#)

You can create a journal source specifically for statistics.

### 4. (Optional) Create a book code for statistics.

See: [Steps: Create Book Codes and Books in AP&C](#)

### 5. (Optional) [Configure Custom Validation Messages in AP&C.](#)

Workday recommends creating custom validations for statistic ledger accounts to ensure that you:

- Use 1 account type to avoid generating retained earnings.
- Use the book code and journal source effectively when using statistic accounts. Example: Don't use a blank book for statistic accounts.
- Use required worktags that are specific to certain statistic accounts.
- Don't use intercompany with statistic accounts. This prevents generation of additional intercompany payables and receivables.

### 6. (Optional) [Create Business Process Condition Rules.](#)

You can create condition rules for the statistic ledger account, book code, or journal source for additional approvals.

### 7. [Create Accounting Journals in AP&C.](#)

Create an accounting journal for the statistic ledger account.

As part of the journal entry, you can use quantity with the statistic ledger account and amount. You can use quantity in reports but not in an allocation definition. Example: Number of shares with equity.

8. [Set Up Currency Translation Methods in AP&C.](#)

- a. Create a new translation rate type specifically for statistic ledger accounts. Load in a 1:1 translation for this new rate type to ensure there are no translation issues when doing multicurrency reporting. You only need to load once for all applicable currencies.
- b. Create a new translation method specifically for statistic ledger accounts. This can be similar to the current translation method but will reference the rate type you created.
- c. Update any existing translation rule sets to include a mapping of the statistic ledger account and ledger account summaries to the new translation method.

**Example**

Your company wants to keep track of statistics at the company level only. Example: Number of shares outstanding; volumes; assets owned; assets under management. You can use a statistic ledger account to keep track of these statistics at the company and ledger account level. You can also restrict these ledger accounts so that only certain companies can use them. This enables you to enter the statistics and doesn't require you to use an unnecessary worktag.

**Next Steps**

You can report on statistic ledger accounts using the Journal Lines or Plan Lines report data sources. You can filter lines based on the ledger account.

To exclude statistics from reporting, you can either record them to their own book code or exclude the ledger account type from reporting.

**Define Statistic Types in AP&C**

**Prerequisites**

- Create accounting ledgers.
- Create plan structures.
- Security: *Set Up: Statistics* domain in Common Financial Management functional area.

**Context**

Statistic definitions establish the statistic types in Adaptive Planning and Consolidation (AP&C), business dimensions, and ledgers or plan structures to base statistics upon. Dimensions could include regions, cost centers, or custom dimensions such as stores.

**Steps**

1. Access the Create Statistic Definition.
2. As you complete the task, consider:

Option	Description
Statistic Type	<p>Select:</p> <ul style="list-style-type: none"> <li>• <i>Activity</i> for statistics that change from period to period, such as number of customers or number of units sold. The statistic amount is either the period activity or the activity for multiple periods.</li> <li>• <i>Balance</i> for statistics that don't often change, such as facility square footage or number of campuses. Workday uses the period end balance as the statistical</li> </ul>

Option	Description
	<p>amount and uses the last period with a balance for basis calculations.</p> <ul style="list-style-type: none"> <li>• <i>Percent</i> for fixed percentages that include allocated charges or marketing plans. Workday uses the period end balance as the statistical amount.</li> </ul>
Required Dimensions	<p>Select 1 or more worktags.</p> <p>Workday automatically populates worktags identified by administrators as required on the Maintain Worktag Usage task. Primary worktag types display as standalone columns on the Create Statistic task.</p> <p>These rules apply for required worktag dimensions. You can't:</p> <ul style="list-style-type: none"> <li>• Remove worktags that are required on the Maintain Worktag Usage task.</li> <li>• Remove worktags that are in use by a statistic.</li> <li>• Reclassify Required Dimensions as Optional Dimensions.</li> <li>• Delete a required dimension after you've added it to a statistic definition.</li> </ul>
Optional Dimensions	<p>(Optional) Select 1 or more worktags that aren't in use as a required dimension. You can configure Optional Dimensions that:</p> <ul style="list-style-type: none"> <li>• Use worktags.</li> <li>• Are blank.</li> </ul> <p>You can reclassify Optional Dimensions as Required Dimensions.</p>
Ledger/Plan Structure	Associate the statistical values with either 1 or more ledger types or 1 or more plan structures, but not a combination of both.
Include Company	<p>Sets the company as a required field on the statistic.</p> <p>Example: When you want to specify companies on statistics for intercompany allocations.</p>
Used by Allocations	Click the number to view details on the allocations using the statistic definition.

## Result

Use the statistic definitions to create statistics. Workday applies the dimensions and statistics when processing allocations and financial reports.

## Next Steps

Specify values for the statistics using the Create Statistic task.

## Enter Statistic Values in AP&C

### Prerequisites

- Create a statistic definition.
- Security: *Process: Statistics* domain in the Common Financial Management functional area.

### Context

Use the statistic type definitions to define the period and company or worktag combinations from which to draw statistic values in Adaptive Planning and Consolidation (AP&C).

### Steps

1. Access the Create Statistic task.
2. As you complete the task, consider:

Option	Description
Statistic Definition	Select the statistic definition with the statistic type and dimensions that are required for the statistic.
Ledger/Plan Structure	<p>You can associate the statistical values to 1 or more ledger types or plan structures. If you selected ledger types and plan structures on the statistic definition, you can select values for either a ledger (actuals) or plan.</p> <p>Only the plan structures with matching worktag dimensions are available for selection.</p> <p>Select ledger types to include statistics for actuals in financial, custom, or composite reports. Select plan structures for plan statistics in custom or composite reports.</p>
Period	Lists fiscal periods that don't have a statistic.
Required Dimensions Optional Dimensions	Displays worktags for the dimensions you entered on the statistic definition. You define which worktags display as stand-alone columns or within the Additional Worktags column on the Maintain Worktag Usage task.
Values Total	Financial reports display actual or plan statistic line values by selected period. You can also use statistic line values as an allocation basis.

3. Enter dimension values in the Statistic Values grid.

The fields that display in the grid are determined by the worktag types administrators set up on the Maintain Worktag Usage task. Primary worktag types display as standalone columns in this grid.

Option	Description
Company	If you selected the Include Company check box on the statistic definition, you must enter a company for each statistical value row.
Plan Name	For custom plan structures, you can specify a plan name on each statistic line. Unique plan names enable you to enter different statistical

Option	Description
	values for each plan using the custom plan structure.
Additional Worktags	<p>Use worktags as keywords to more easily classify and find transactions. Configure the allowed worktag types on the Maintain Worktag Usage task. When you select a worktag type that has related worktags, Workday automatically populates transactions with the related worktag values.</p> <p>Select from the list of additional worktags for the optional and required dimensions you entered on the statistic definition. Select 1 worktag for each required dimension. You can only use a worktag as an optional dimension or a required dimension, but not both.</p> <p>When you restrict cost center or supplier to specific companies, Workday displays only the cost centers and suppliers associated with the company.</p>

## Result

- Allocations: Workday allocates source amounts based on the statistic values across the dimensions.

Example: You can allocate costs to each store based on sales by division (dimension).

Workday allocates source funds and prorated amounts to a target account and worktag combination based on the statistical values. You can:

- Report on statistics, such as plans versus actuals, across the various dimensions in financial reports.
- Report key performance indicators (KPIs) for your business, such as customer attrition by store or region.
- Record statistics in ledgers to enhance reporting or use them in allocations.
  - Set up allocations using an allocation definition that specifies a statistic definition.
  - Create an actuals versus plans report including statistic values or calculations with statistics.
  - Create a financial statement with the statistic definition as part of the financial statement definition.

To add new statistics or update existing statistics in Workday, use the Enterprise Interface Builder (EIB).

Related Information

## Concepts

[Concept: Allocations in AP&C](#) on page 102

## Concept: Statistic Ledger Accounts in AP&C

You can use statistic ledger accounts to record and track quantitative or qualitative data for management and reporting purposes. Statistic ledger accounts don't have a direct impact on financial statements or the general ledger. Office Connect and Adaptive Planning support statistic ledger accounts.

Example 1: Your company is a hotel and you want to keep track of the number of filled and vacant rooms throughout the year. Instead of viewing this data by period, you want to view the specific days for reporting purposes. You can create a statistic ledger account to track the activity of the rooms. You can load the number of vacant and filled rooms each day or at the end of the month. Additional worktags can help break down the additional details, such as location.

Example 2: As part of the statistic loading process you want controls in place, such as business process approvals and custom validations, to ensure that you create accurate statistics. When you load the amounts into the statistic ledger accounts, it uses the Accounting Journal Event business process and custom validations. You can create condition rules to validate the entries before submission using the custom validations. You can also add condition rules to the business process for routing of approvals.

#### Recommendations

If you need to keep track of balances or activities, you can:

- Roll forward balance sheet accounts to the next year.
- Use the year-end closing rules to ensure that the rolled forward balance goes to zero for the account and the rolled amount goes to a clearing statistic account.
- Decide on the ledger account booking (debits and credits) and how you'll use and report on the statistics.
- Determine whether you need a clearing account or if statistics should post to the same ledger account to create balanced entries.
- If you use a clearing account:
  - Ensure there's a clearing account per balance sheet or income statement ledger account type. This helps you avoid generating retained earnings.
  - Filter to report on the relevant statistic accounts and exclude the clearing account.
- If posting to the same ledger account, consider how you'd like the worktags to display on the debit and credit.
- If reporting on the debit side, determine whether the credit side should have no worktags or have the same worktags.
  - Same worktags: Enables the line to report as a net zero when looking at debit minus credit. This can be useful for reporting on only 1 side, but can cause issues if you pull data into allocations.
  - No worktags: Enables you to differentiate between the lines for statistics and for clearing. We don't recommend it if you plan to have statistic lines with no worktag values. Example: Only company and ledger account statistic.

Note: Ensure that you don't generate retained with the statistic journals. Even if the total balances net to zero, both the [Redesigned Retained Earnings](#) feature and the Included Worktag Types option for retained earnings in the Edit Tenant Setup

- Financials task can still result in generating or rolling forward retained earnings with unintended worktag combinations. Note: For this reason, Workday doesn't recommend income statement accounts.

Related Information

### Tasks

[Steps: Set Up Statistic Ledger Accounts in AP&C](#) on page 77

## Reference: Statistic Ledger Accounts and Statistic Definitions Comparison in AP&C

When using statistics as the basis for allocations or for reporting purposes in Adaptive Planning and Consolidation (AP&C), Workday supports 2 types of methods: statistic ledger accounts and statistic definitions. Workday recommends using statistic ledger accounts over statistic definitions when possible for better reporting performance. If you have performance issues with the statistics definitions framework, we recommend that you use the statistic ledger accounts method instead. Compare the 2 methods:

	Statistic Ledger Accounts	Statistic Definitions
Ability to enter and view statistics by accounting date?	Yes.	No. You can only enter and view statistics by period.
Requires dimensions?	No. You only need a company and ledger account combination.	Yes.
Ability to restrict ledger accounts to companies?	Yes.	No.
Supports custom objects?	Yes.	No.
Ability to control entries based on period status?	Yes.	No.
Ability to use ledger account summaries for reporting?	Yes.	No.
Ability to make incremental additions or changes to amounts?	Yes.	No.
Efficient report performance?	Yes.	Slower reporting performance for large volumes.
Supported by OfficeConnect?	Yes.	No.
Requires you to expand the chart of accounts?	Yes.	No.
Supports custom validations and business processes?	Yes. You must set up validations to ensure there's no impact to financial statements.	No.
Supports high-volume data extracts?	Yes.	No.
Supports Adaptive Planning?	Yes.	Yes but requires additional configuration.
Supports reporting use cases?	Yes.	Yes but requires additional data sources that aren't as efficient.

	Statistic Ledger Accounts	Statistic Definitions
Overlaps with actuals and ledger data?	Yes.	No.
Separate worktag usage from accounting journals?	No.	Yes.
Uses the percent statistic type?	No.	Yes.
Ability to replace all when loading statistics?	No.	Yes.
Separate reporting data source from journal or plan lines?	No.	Yes.
Separate web services from journal or plan lines?	No.	Yes. Uses web services specific to statistic definitions.
Requires you to balance entries?	Yes.	No.
Requires additional currency rate type for translated results?	Yes.	No.
Displays in delivered reports for journal lines unless filtered?	Yes.	No.

## Allocations in AP&C

### Setup Considerations: Allocations in AP&C

You can use this topic to help make decisions when planning your configuration and use of allocations in Adaptive Planning and Consolidation (AP&C). It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

#### What It Is

Allocations is a financial process that enables you to:

- Distribute ledger activity from 1 organization to another.
- Assign costs within the same company or across companies.

When you process allocations, Workday creates operational journals to record the allocations on the ledgers.

#### Business Benefits

You can:

- Maintain more flexibility and greater control over accounting results.
- Perform complex allocations automatically by defining arithmetic calculations, reducing time and manual effort.

- Apply reusable filter conditions to your source or basis ledger transactions, to improve configuration and allocation performance.

## Use Cases

An account manager or financial analyst can:

- Distribute IT costs over all cost centers based on headcount.
- Group allocations by worktag, reducing the number of allocation definitions you need to configure. This saves you time when you manage large amounts of data during close.
- Allocate marketing expenses to regions based on revenue per region.

## Questions to Consider

Questions	Considerations
What can you do in Workday if your basis, such as headcount, is a statistic?	Create a statistic definition so you don't have to create 1 retrospectively when you're creating your allocation definition.
What kinds of sources do you have? Are there any you want to exclude from the allocations?	You can filter your allocation definitions so that you only include the sources and basis that you need. You can specify: <ul style="list-style-type: none"> <li>• Fixed rate amounts.</li> <li>• Fixed source amounts.</li> <li>• Ledgers.</li> <li>• Plan structures (for budgets).</li> </ul>
What kind of basis types do you have?	You can calculate proration for: <ul style="list-style-type: none"> <li>• Headcount, using percentages.</li> <li>• Ledger accounts.</li> <li>• Statistic values.</li> </ul>
How do you manage cancelled operational journals?	Workday doesn't create reversals for cancelled allocations, even when your tenant is configured to create reversals for cancelled operational journals. When you repost a cancelled allocation, Workday generates new journal line IDs for the journal.  If your use case relies on reposted operational journals having the same journal IDs as the original journal, you might need to manually adjust your accounting or otherwise account for allocations that were finalized and then rerun.  Example: If you have an Accounting Center process that ingests journal lines and uses the journal line IDs to exclude duplicates, the process will not identify reposted allocation journals as duplicates because the journal line IDs have changed.

## Recommendations

To process allocations faster:

- Create a statistics definition with a value of 100% and use that as your basis so that Workday can bypass searching every combination of ledger account.
- Display no more than 50,000 result lines to reduce the number of allocation calculations.
- Map only the worktags that you need to the target and offset to save yourself manual effort, in addition to reducing processing time.

## Requirements

If you want to select a:

- Headcount basis type, create a headcount definition.
- Fixed percent pro rata basis type, create a statistic definition with a statistic type of *Percent*.

## Limitations

You can only:

- Allocate from budget plan structures when the budgets are approved and no longer in a draft state.
- View up to 10,000 lines on a statistic without needing to export it.
- Configure up to 53 allocation downstream dependencies when you schedule or mass finalize allocations unless you configure group sets to be dependent on each other.

## Tenant Setup

You can group allocations by the fiscal periods on budget dates.

## Security

In the Financial Accounting functional area:

Domains	Considerations
<i>Process: Allocations</i>	Users can process allocations.
<i>Set Up: Allocations</i>	Users can create allocation definitions that specify the: <ul style="list-style-type: none"> <li>• Basis.</li> <li>• Offsets.</li> <li>• Sources.</li> <li>• Targets.</li> </ul>

## Business Processes

Business Process	Considerations
<i>Allocation Run Event</i> in the Financial Accounting functional area.	Enables you to run allocations across a company. Workday sets the allocation status to Pro Forma.  For allocations that result in a journal, the event also creates a pro forma journal.
<i>Allocation Run Intercompany Event</i> in the Financial Accounting functional area.	Enables you to run allocations across multiple companies. The event creates a pro forma intercompany journal for each company.
<i>Budget Amendment Event</i> and its security policy in the Budgets functional area.	Enables you to create draft budget amendments for allocations.

## Reporting

- The Find Allocations report displays allocation results.
- The Allocation Work Area report provides detailed information for month end processing.

## Integrations

Web Services	Considerations
<i>Get Allocation Definitions</i> <i>Get Allocation Group Sets</i>	Enables you to fetch allocation definitions or allocation group sets.
<i>Get Financial Condition Rules</i>	Retrieves existing financial condition rules.
<i>Put Allocation Definition</i> <i>Put Allocation Group Set</i>	You can: <ul style="list-style-type: none"> <li>• Export data to XML files and reconfigure allocation definitions and allocation group sets before resubmitting the web services.</li> <li>• Use a unique reference ID to either overwrite existing allocation definitions or allocation group sets or create new allocation definitions or group sets.</li> </ul>
<i>Put Financial Condition Rule</i>	You can: <ul style="list-style-type: none"> <li>• Export data to XML files and reconfigure financial condition rules before resubmitting the web service.</li> <li>• Use a unique reference ID to either overwrite existing financial condition rules or create new rules.</li> </ul>

## Connections and Touchpoints

Workday amends your budgets to reflect your allocations.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the [Workday Touchpoints Kit](#) on Workday Community.

Related Information

### Concepts

[Concept: Allocations in AP&C](#) on page 102

### Examples

[Example: Set Up the Journal Lines by Allocation Report in AP&C](#) on page 104

## Steps: Set Up Allocations in AP&C

### Prerequisites

- Review setup considerations for allocations in AP&C.
- [Define Statistic Types in AP&C](#).

You can use statistics as the basis for allocations in allocation definitions by defining statistic types and entering statistic values.

- Security: *Set Up: Allocations* and *Process: Allocations* domains in the Financial Accounting functional area.
- Configure the *Allocation Run Event* and *Allocation Run Intercompany Event* business processes and security policies in the Financial Accounting functional area.

- Configure the *Allocation Finalize Event* and *Allocation Finalize Intercompany Event* business processes and security policies in the Financial Accounting functional area.
- For allocations resulting in a budget amendment:
  - Add the *Initiate Budget Amendment Event* service step to the *Allocation Finalize Event* business process.
  - Configure the *Budget Amendment Event* business process and security policy in the Budgets functional area.

## Context

Set up allocations in Adaptive Planning and Consolidation (AP&C) for an organization to automate the distribution of costs or other ledger amounts for either actuals or budgets.

## Steps

1. (Optional) Access the Edit Tenant Setup - Financials task and select the Group Allocations by Budget Date check box in Budget Options.

You can opt in to group allocations by the fiscal periods on budget dates. When you select this check box, Workday displays a budget date column in these tabs on the allocation results:

- Offset
- Source
- Target

See [Reference: Edit Tenant Setup - Financials](#).

2. [Create Allocation Definitions in AP&C](#).
3. [Group Allocation Definitions in AP&C](#).
4. After you save allocation group sets, select Update Dependencies from the related actions menu of the allocation group set to access the Update Allocation Group Set Dependencies task.
5. [Test Allocation Definitions in AP&C](#).

## Result

For a list of allocations-related reports, access Workday Standard Reports and select the *Set Up Financial Accounting* category.

Related Information

### Concepts

[Concept: Allocations in AP&C](#) on page 102

### Tasks

[Steps: Process Allocations in AP&C](#) on page 99

## Create Allocation Definitions in AP&C

### Prerequisites

Security: *Set Up: Allocations* domain in the Financial Accounting functional area.

### Context

Allocation definitions in Adaptive Planning and Consolidation (AP&C) specify the source, basis, target, and offset of allocations. For faster processing, group related allocation definitions into allocation group sets.

To display worktag types, ensure that you've defined them for accounting journal transactions in the Maintain Worktag Usage report.

Note: Workday doesn't automatically assign related worktags. Select where your worktags are from in the Target section.

## Steps

1. Access the Create Allocation Definition task.

As you complete the sections, consider:

Option	Description
Currency Rate Type	<p>Select the rate type to use for translating multicurrency allocations between companies. This selection overrides any currency rate type set at the company or tenant level.</p> <p>When you don't select a currency rate type here, Workday uses the Default Currency Rate Type Override set for the company on the Edit Company Accounting Details task. When you haven't set a currency rate type override for the company, Workday uses the default currency rate type configured on the Maintain Currency Rate Types task.</p>
Account Set Fiscal Schedule	Select the ledger accounts and business calendar for the allocation definition.
Used By	<p>Select the source companies for this allocation. Use the allocation definition across companies that share account sets and fiscal schedules. The allocation process generates separate results for each company that uses the allocation definition.</p>
Create Reversal	<p>Select to create reversal journal entries on the first day of the next period. Workday creates reversing entries after you initiate the Run Mass Finalize for Allocations task. Before you run the allocations process, you can change the reversal date to a date after the run date in the next fiscal period. Workday posts the reversal journal when the ledger period for the selected date opens.</p> <p>You can't create reversal journal entries for budget amendments.</p> <p>When you rerun allocations with reversals, Workday doesn't reuse existing reversal journals, but creates new ones.</p>
Used in Group Set	Displays after you add the definition to a group set.
Inactive	Select when the allocation definition isn't ready for use or to discontinue use. The definition can't be part of an allocation group set or have unfinalized or uncanceled allocation results.

## 2. In the Source section, specify the source amounts to allocate.

As you complete the section, consider:

Option	Description
Source Type	See <a href="#">Reference: Source Types in AP&amp;C</a> .
Allocation Percent	<p>Select what percentage of the ledger amounts from the source journal lines to allocate.</p> <p>Workday automatically populates 100 for all source types. For <i>Fixed Rate Amount</i> or <i>Fixed Source Amount</i>, Workday restricts the allocation percent to 100.</p>
Fixed Amount	<p>Enabled only when you select <i>Fixed Source Amount</i> or <i>Fixed Rate Amount</i>. For:</p> <ul style="list-style-type: none"> <li>• <i>Fixed Source Amount</i>, enter the total amount you want to allocate.</li> <li>• <i>Fixed Rate Amount</i>, enter the rate you want to apply to a specified fixed charge.</li> </ul>
Ledger/Plan Structure	<p>Select whether to allocate amounts from actuals or a financial plan. You can select from financial plan structure types that enable amendments.</p> <p>You can group budget dates from actuals, but not from financial plans.</p>
Book Code	<p>Filter the source journal lines used in the allocation by a specific book code. You can't filter plans by book code.</p> <p>If you don't select a book code, Workday returns only transactions with blank book codes.</p>
Ledger Account / Ledger Account Summary	<p>You can select retired accounts as the source, but not for your target and offset allocation components.</p> <p>The allocation process takes activity only, whether you select a balance sheet or income statement account. It also summarizes activity when the group set that contains the allocation definition is for a summary period.</p> <p>When the source type is a plan structure, you can filter only on source ledger summaries if the related plan structure contains a ledger summary hierarchy level.</p> <p>Workday only groups budget dates if the Source Filter Conditions grid displays values.</p>
Worktags	<p>The allocation process treats worktags of:</p> <ul style="list-style-type: none"> <li>• Different types as an AND condition. Example: Cost center and region.</li> </ul>

Option	Description
	<ul style="list-style-type: none"> <li>The same type as an OR condition. Example: Western region or eastern region.</li> </ul>
Financial Condition Rule	You can select a financial condition rule for ledger or plan structure source types, enhancing your filtering capabilities.

3. In the Basis section, define how to distribute the source amounts.

As you complete the section, consider:

Option	Description
Ledger/Plan Structure	Select whether to distribute the source amounts based on actuals or a financial plan. You can select from financial plan structure types that enable amendments.
Allocation Method	<p>Select a methodology for distributing allocated amounts.</p> <p>See <a href="#">Reference: Allocation Methods in AP&amp;C</a>.</p>
Basis Type	See <a href="#">Reference: Basis Types in AP&amp;C</a> .
Dimension	<p>Select the worktag or value used to calculate the basis percentages. Example: Calculate proration by cost center, region, or any other worktag or worktag combination. You can only map worktags specified as dimensions in the target from basis.</p> <p>We support up to 3 dimensions when using the Spread Even allocation method. Don't specify more than 3, as additional dimensions can result in unexpected results.</p>
Group By	<p>Select up to 5 worktag types to group the allocation definition.</p> <p>You can't select a worktag type if you've already selected 1 on the Dimension field.</p> <p>If you specify a worktag type, it must be the same as the worktag type you select on the Target field.</p>
Company	<p>When the Allocation Method is <i>Pro Rata</i> and the Basis Type is <i>Headcount</i> or <i>Statistic Values</i>, you can filter the basis by company.</p> <p>When you don't specify company as a basis filter condition, Workday evaluates the basis based on the source company for the allocation. When you do filter by company, Workday evaluates the basis based on the combined results for the companies specified in the basis filter.</p> <p>When the Allocation Method is <i>Pro Rata</i> and the Basis Type is <i>Ledger Accounts (Multiple</i></p>

Option	Description
	<i>Companies</i> ), Workday requires a company on the basis filter condition when you select a ledger account or ledger account summary.
Ledger Account / Ledger Account Summary	When the Allocation Method is <i>Pro Rata</i> and the Basis Type is <i>Ledger Accounts</i> or <i>Ledger Accounts (Multiple Companies)</i> , you can filter the basis by ledger account or ledger account summary.
Worktags	When the Allocation Method is <i>Spread Even</i> , or when the Allocation Method is <i>Pro Rata</i> and the Basis Type is <i>Headcount</i> or <i>Statistic Values</i> , you can filter the basis by worktags.
Financial Condition Rule	<p>When the Basis Type is <i>Ledger Account</i> or <i>Ledger Accounts (Multiple Companies)</i>, you can also select a financial condition rule to add more filter criteria to the basis calculation.</p> <p>A condition rule is a method of checking specified values with logical comparison operators and consists of 1 or more logical statements, separated by the logical operators AND or OR.</p>
Translation Currency	Select the account translation currency Workday will use for prorating multiple actuals ledger accounts. Select a translation currency if you're prorating more than 1 actuals ledger accounts.
Account Translation Rule Set	Select the currency translation rule set that Workday will use during proration of multiple actuals ledger accounts.

4. In the Target section, define where to record the journal entry or budget amendment for the allocated amounts.

As you complete the section, consider:

Option	Description
Ledger/Plan Structure	<p>Select whether to allocate to actuals or plan. You can select from financial plan structure types that enable amendments. Selection of a plan structure limits target account and worktag mapping to its allowable accounts, account summaries, and worktags. The plan structure for the offset is automatically the same as the target.</p> <p>You can group budget dates from actuals only.</p>
Budget Amendment Type	Select the type of amendment to create, such as original or allocation amendment, to help you identify the budget amendment later on for reporting.

Option	Description
Company is from	<p>The company where you want to record the target journal entry. You can only create a budget amendment for the source company.</p> <ul style="list-style-type: none"> <li>• <i>Source</i>: Records to the same company that you specified in the Source section of the allocation definition. The source of any allocation can come only from a single company. If more than 1 company uses the allocation definition and the target Company is from is the same as the source, Workday allocates the costs within each company.</li> <li>• <i>Basis</i>: For proration, this option enables you to set basis companies as the target using the values from the Company column on the Basis Filter Conditions grid.</li> <li>• <i>User Specified</i>: Select to specify the target company in the Company field. You can select from the companies that you've defined as intercompany affiliates to the source company.</li> </ul> <p>Note: If the target company isn't from the source, the allocation process generates an intercompany accounting journal.</p>
Ledger Account is from	<p>The accounts where you want to record the target journal entry or budget amendment.</p> <ul style="list-style-type: none"> <li>• <i>Source</i>: Record to the same ledger accounts that you specified in the Source section of the allocation definition.</li> <li>• <i>User Specified</i>: Summarize the allocated amounts and record to a single ledger account that you specify in the Ledger Account field.</li> </ul>
Ledger Account	<p>If you select <i>Source</i> or <i>User Specified</i> from the Company is from and Ledger Account is from fields, the Ledger Account field displays ledger accounts that are valid for the specified companies.</p> <p>When you restrict ledger accounts to specific companies, Workday only validates the company and ledger account combinations when you select OK to submit the allocation definition.</p>
Book Code	<p>To redistribute and account for activity in a particular book code, select the book code to post the journal lines resulting from the allocation to. You can use a different book code than the ones in your allocation source</p>

Option	Description
	and basis. Book code isn't available for budget amendment.
Worktag Mapping	<p>Use to include 1 or more worktags in the target journal entry or budget amendment for the allocation. For each Worktag Type that you include, specify whether you want to use:</p> <ul style="list-style-type: none"> <li>• The same worktag values as the <i>Source</i> section.</li> <li>• The same worktag values as the <i>Basis</i> section.</li> <li>• A <i>User Specified</i> worktag value that you select in the User Entered Value field.</li> </ul> <p>When you restrict cost center or supplier to specific companies, Workday only validates the company and cost center or supplier combinations when you click OK to submit the allocation definition.</p> <p>If you can't find a worktag, ensure that the worktag type is defined for usage with Accounting Journal in the Maintain Worktag Usage report.</p>

5. In the Offset section, define the balancing side of the allocation accounting to relieve the source of the amounts allocated.

For the offsetting journal entry and budget amendment, the allocation process can use either the same company as the source (set in the Used By field) or you can select an alternative company, which reduces the number of intercompany journal lines that you produce and eliminates the need to maintain multistep intercompany allocations.

As you complete the section, consider:

Option	Description
Company is from	<p>The company where you want to record the offset journal entry or budget amendment.</p> <ul style="list-style-type: none"> <li>• <i>Source</i>: Records to the same company that you specified in the Used By section of the allocation definition. The source of any allocation can come only from a single company. If more than 1 company uses the allocation definition and the offset Company is from is the same as the source, Workday allocates the offset within each company.</li> <li>• <i>User Specified</i>: Select to specify the offset company in the Company field.</li> </ul> <p>Note: You can only select a company that has the same currency as your source company.</p>
Ledger Account is from	The accounts where you want to record the offset journal entry or budget amendment.

Option	Description
	<ul style="list-style-type: none"> <li><i>Source</i>: Record to the same ledger accounts that you specified on the Source Filter Conditions grid.</li> <li><i>User Specified</i>: Summarize the allocated amounts and record to a single ledger account that you specify in the Ledger Account field.</li> </ul>
Ledger Account	In the Ledger Account is from field, if you select <i>User Specified</i> , you can select a specific ledger account for the company.
Worktag Mapping	<p>Use to include 1 or more worktags in the offset journal entry or budget amendment of the allocation. For each Worktag Type that you include, specify whether you want to use the same worktag values as the <i>Source</i> section or a <i>User Specified</i> worktag value that you select in the User Entered Value field.</p> <p>When you restrict cost center or supplier to specific companies, Workday only validates the company and cost center or supplier combinations when you click OK.</p>

### Result

Use the new allocation definitions in an allocation group set. Revised allocation definitions produce updated results when run.

If your allocation definition produces more than 50,000 journal lines, Workday recommends that you split the allocation definition.

### Next Steps

Group allocation definitions into sets for processing and to establish interdependencies.

Related Information

#### Tasks

[Create Business Process Condition Rules](#)

## Group Allocation Definitions in AP&C

### Prerequisites

- [Create Allocation Definitions in AP&C](#) on page 89.
- Security: *Set Up: Allocations* domain in the Financial Accounting functional area.

### Context

By grouping allocation definitions in Adaptive Planning and Consolidation (AP&C), you can:

- Run allocations for a particular company and time frame (monthly, quarterly, annually).
- Set interdependencies between allocations within and between groups so that they run in order.
- Monitor allocation processing in an organized manner.

You can't change the details of an allocation group set that has pending allocations. Cancel or finalize pending allocations before changing these settings.

**Steps**

1. Access the Create Allocation Group Set task.
2. As you complete the Details section, consider:

Option	Description
Time Frame	Workday uses your selection to determine the time frames available for processing allocation definitions in a group set.
Ledger/Plan Structure	You can select 1 or more plan structures that you specified as targets in your allocation definitions.
Inactive	Workday limits you to 1 active allocation group set for each allocation definition.
Allocation Definitions Included in Group	If your allocation group set is active, you can only select an allocation definition that isn't already in use by another allocation group or group set for the same company.

**Example**

You want to include facilities costs as part of your marketing costs before allocating those marketing costs to sales. Create an allocation group set, and make the *Marketing Cost to Sales* allocation definition dependent upon the *Facilities* allocation definition.

**Next Steps**

Test allocations.

Related Information

**Tasks**

[Schedule Allocation Runs](#)

**Test Allocations in AP&C**

**Prerequisites**

- Ensure your allocation definitions are in allocation group sets. See [Group Allocation Definitions in AP&C](#) on page 96.
- Security: *Process: Allocations* domain in the Financial Accounting functional area.

**Context**

You can test your allocation definitions in Adaptive Planning and Consolidation (AP&C) to ensure that your allocation methodologies produce the expected results.

Note: When you test your allocation definitions, you won't post any journals to the ledger.

**Steps**

1. Access the View Allocation Definition report.
2. From the related actions menu of an allocation definition, select Allocation Definition > Test Allocation.

3. As you complete the task, consider:

Option	Description
Company	Select from the companies that use this allocation definition.
Ledger Period Ledger Year Summary Interval	Select the time range for which you want to test the allocation definition. For the selected company, available options depend on the time frame of the allocation group set that contains the selected allocation definition.

4. After the process completes, click the Allocation magnifying glass in the Allocations to be Processed grid to view the allocation results.

5. As you review the report, verify:

Option	Description
Source Details	Click to view the source transaction that the allocation process used for its allocation calculation. You can also view the total amount and percent that the process allocated to the target journal lines or budget amendment.
Basis Details	To see how the allocation processes allocated amounts, click to view the basis settings. You can also see the amounts used in the basis calculation.
Target	The resulting journal lines or plan lines created by the allocation. Displays the debit or credit amounts by target ledger account and worktags that the allocation process redistributes from the source amounts.
Offset	The journal line or plan line debit or credit amounts by ledger account and worktags, which offset the amounts from the target.
Source	Displays the debit and credit amounts that the allocation process allocates to the target journal lines. It displays by source ledger account and worktags.  The source transaction journal lines or plan lines that the allocation process used as the pool for its allocation calculation.
Basis	The amounts the allocation process used in its basis calculation, grouped by ledger account and worktag combination.

## Result

Workday saves the allocation results as *Draft* and doesn't generate a journal or budget amendment.

## Next Steps

- Edit allocation definitions and group sets as needed. Repeat allocation definition testing until you determine that the settings produce the expected results.
- Run the allocation at period end as part of your close process.

Related Information

## Reference

Reference: [Basis Types in AP&C](#) on page 108

## Steps: Process Allocations in AP&C

### Prerequisites

- Set up allocations. See [Steps: Set Up Allocations in AP&C](#).
- Configure the *Allocation Finalize Event* and *Allocation Finalize Intercompany Event* business processes and security policy in the Financial Accounting functional area to include approval steps.

### Context

After you define your allocation methodologies, you can run allocations as part of your period close process in Adaptive Planning and Consolidation (AP&C).

### Steps

1. [Schedule Allocation Runs in AP&C](#).
2. Access the Find Allocations report.

Review the:

- Allocation results of any status to verify the success of the allocation run.
- Processing warnings and errors on the report.

(Optional) From the related action menu of allocations on the report, select:

- View Accounting to review the operational journal of an allocation, including journal status and journal lines. You can access this related action only if the allocation uses a plan structure as the source ledger. If the allocation has an actuals ledger, you can select the related action View Accounting on the allocation.
- View Budget Amendment to review the budget amendment for the allocation, including status and entries.

3. [Finalize Allocations in AP&C](#).

Finalize each allocation so that you move its journal from *Pro Forma* to *Posted* or budget amendment from *Draft* to *Available*.

4. (Optional) Open the action item in My Tasks.

Verify and approve the final allocation results before posting the allocation journal or making the budget amendment available.

### Result

You can use the finalized allocation results on financial statement reports.

Related Information

## Concepts

Concept: [Allocations in AP&C](#) on page 102

## Schedule Allocation Runs in AP&C

### Prerequisites

- Group your allocation definitions.

- Configure the *Allocation Run Event* and *Allocation Run Intercompany Event* business processes and security policies in the Financial Accounting functional area. Workday only applies the *Allocation Run Intercompany Event* business process to allocations resulting in a journal.
- For budget allocations, configure the *Budget Amendment Event* business process and security policy in the Budgets functional area.
- Security: *Process: Allocations* domain in the Financial Accounting functional area.

## Context

You can schedule an allocation run in Adaptive Planning and Consolidation (AP&C) to create pro forma journals or draft budget amendments for allocations.

When you schedule an allocation run, you can process allocations for:

- A single allocation definition.
- Multiple allocation definitions.
- An allocation group set.

You can access the related actions menu of allocation definitions to process single allocations.

If your operational journals have more than 100,000 journal lines after you run allocations, consider splitting your allocation definitions to avoid performance degradation.

## Steps

1. Access the Schedule Allocation Run task.
2. As you complete the task, consider:

Option	Description
Disable Allocations Preview	For faster processing, select to run but not display the allocations included in this run.
Period Year Summary	Workday uses the time frame you select for the allocation group that includes the allocation definition.
Process Dependencies	When you select this check box, Workday processes dependent allocations first.
Dependent Allocations to Reprocess	When you select the Process Dependencies check box, Workday automatically reruns dependent allocations.  You can also rerun them manually.

3. (Optional) If you need to cancel an allocation, select Allocation > Cancel from the related actions menu.

You can cancel allocations with a status of *Draft*, *Pro Forma*, or *Final*.

Workday:

- Sets the status of the allocation and its journal or budget amendment to *Canceled*.
- Resets the status of any dependent allocations affected by the cancellation to *Requires Rerun*.

Related Information

### Tasks

[Create Allocation Definitions in AP&C](#) on page 89

[Group Allocation Definitions in AP&C](#) on page 96

## Finalize Allocations in AP&C

### Prerequisites

- Run allocations and review the pro forma allocation results. Complete any approval steps.  
Note: If you have an allocation result that continues to have a status of pro forma, remove all the dependencies from the allocation group set and rerun the allocation.
- Configure the *Allocation Finalize Event* and *Allocation Finalize Intercompany Event* business processes and security policies in the Financial Accounting functional area. Workday applies intercompany only to allocations resulting in a journal.
- For allocations resulting in budget amendments, add the *Initiate Budget Amendment Event* service step to the *Allocation Finalize Event* business process and configure the *Budget Amendment Event* business process and security policy in the Budgets functional area.
- Security: *Process: Allocations* domain in the Financial Accounting functional area.

### Context

By finalizing allocations in Adaptive Planning and Consolidation (AP&C), you can move:

- Journals from pro forma to posted.
- Budget amendments from draft to available.

Note: You can rerun finalized allocations. When you rerun a finalized allocation Workday cancels the allocation and resets the status to Pro Forma.

When an allocation includes dependencies, finalize the dependencies first.

You can finalize a single allocation using the Allocation Work Area report.

### Steps

1. Access the Run Mass Finalize for Allocations task.
2. As you complete the task, consider:

Option	Description
Override Reversal Date	Leave blank if you want to reverse allocations on the first day of the next fiscal period. Otherwise, select another date from the next fiscal period. You can't select a date from the current fiscal period.
Finalize All Dependents	When you select this check box, you can select Show Dependent Allocations and view the dependent allocations that are ready to be finalized.
Allocations Available for Finalization	You can only finalize allocations after Workday fully processes the allocation definition.
Show Dependent Allocations	Select to view upstream calculations that require approval.

### Next Steps

Run your financial statements.

## Concept: Allocations in AP&C

In Workday financial accounting for Adaptive Planning and Consolidation (AP&C), you can use allocations to distribute ledger amounts, usually costs, from 1 organization to another based on a preconfigured definition. You can allocate the costs either within the same company or across companies to generate intercompany allocations. When you process allocations, Workday calculates and distributes the allocation amounts to each target. It then creates the operational journals to record the allocations in the ledger.

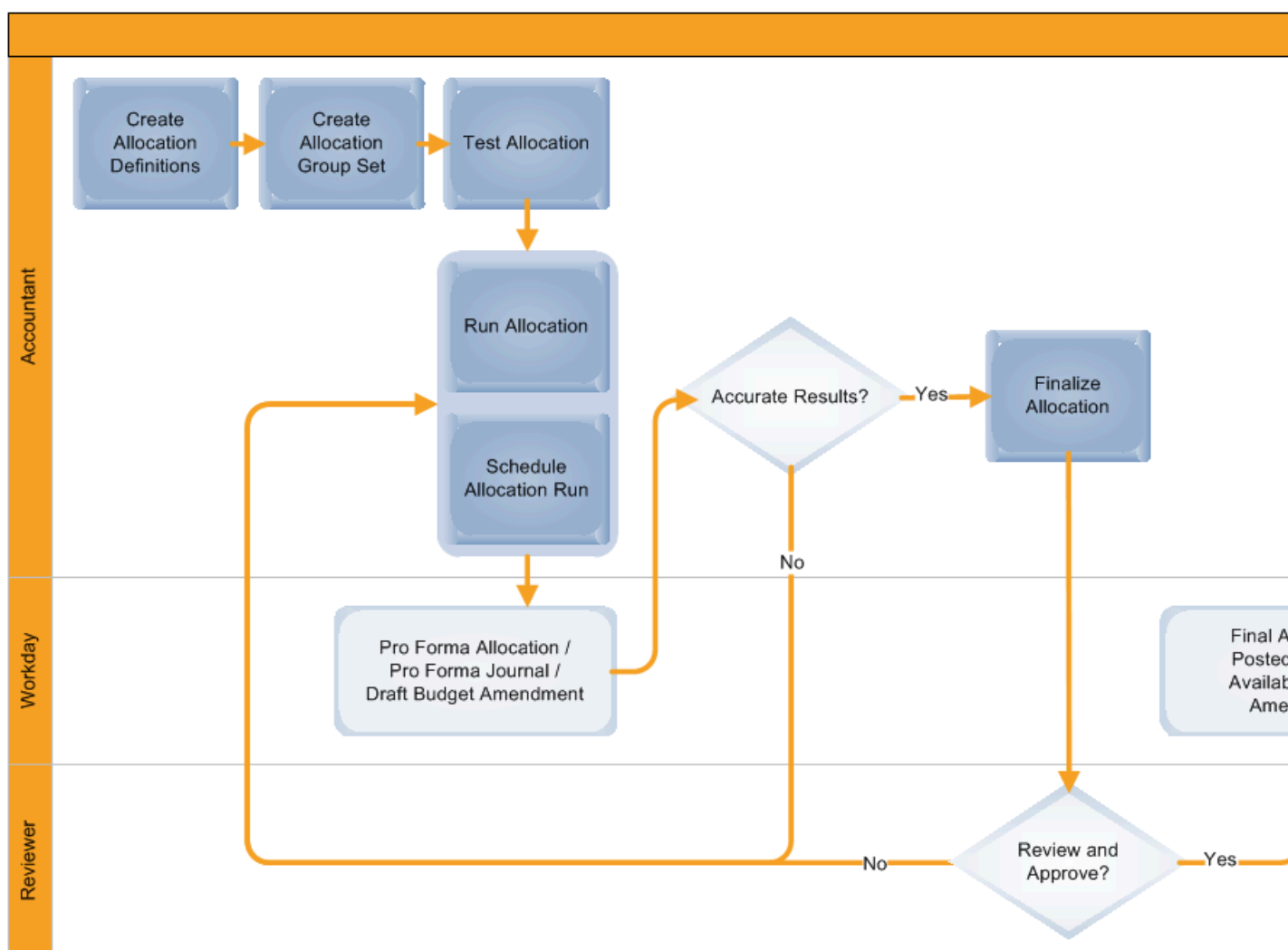
You can also use your plan data in your allocations, helping you automate month-end journals. Or you can allocate to a target plan, creating budget amendments to help ensure that your plan data replicates your actuals.

Examples:

- A company distributes *Facilities* expenses (such as building maintenance and staff salaries) over all cost centers that use the provided space and services. Using a square footage allocation basis methodology (created as a statistic), each cost center shares the facilities operating expenses.
- A company distributes IT costs over all cost centers based on headcount in those cost centers. This includes those costs recorded through an allocation, such as facilities expenses.
- A company allocates marketing expenses to regions based on revenue per region. The company allocates in actuals and plan for consistent reporting.

### Allocations Workflow

The diagram illustrates how allocations work:



As an accountant, when you define and process allocations, you work with:

- *Allocation definitions:* Represent each step of an allocation and define:
  - What amounts to allocate.
  - How to allocate these amounts.
  - Where to post the allocation results.
- *Allocation group sets:* A grouping of allocation definitions and their interdependencies to help you organize allocation definitions for processing.
- *Testing:* After defining allocation definitions and group sets, you can test them to ensure that they produce the expected results.
- *Allocation runs:* Generate pro forma journals or draft budget amendments of the allocations. You can manually run the allocation process or schedule Workday to run it at a specific day and time.
- *Allocation results:* The results of allocation processing provide support for the amounts allocated.
- *Finalization:* The process of finalizing your pro forma allocation and posting its operational journal or making its budget amendment available.
- *Final approval:* An optional business process step to verify the final allocation results before posting the allocation journal or making the budget amendment available.

When you leave allocations in *Pro Forma* status, the transactions will display on period close tasks when you close periods. The allocations remain in *Pro Forma* status until you take further action.

## Allocation Work Area

Use the Allocation Work Area to:

- Monitor your allocations for a fiscal period.
- Track progress toward completion.
- Easily identify allocations that are available for finalization.

The work area, which arranges information by company and allocation group set, includes:

- A Summary of the allocation processing, including:
  - Allocations to Run: The total number of allocations in the group set.
  - Draft: The number of allocations you have saved but not yet run.
  - Requires Rerun: The number of dependent allocations that you need to rerun due to a change in the allocation it's dependent upon.
  - Pro Forma: The number of allocations that you have run that are in pro forma status (not yet finalized).
  - Error: The number of allocations that you can't post because there's an error in the allocation results.
- Processing Exceptions to help you troubleshoot issues.
- A list of Allocations Not Finalized with a button to finalize each allocation.
- Allocation Details for each allocation in a group set, including whether the allocation is for actuals or a plan.

Related Information

### Tasks

[Steps: Set Up Allocations in AP&C](#) on page 88

[Steps: Process Allocations in AP&C](#) on page 99

## Example: Set Up the Journal Lines by Allocation Report in AP&C

This example illustrates how to set up a custom report in Adaptive Planning and Consolidation (AP&C) to identify which allocations produce the most result lines.

### Context

When you submit the Run Mass Finalize for Allocations task in Adaptive Planning and Consolidation, the process takes longer than usual. The reduced performance might be a result of 1 or more allocations exceeding the Workday-recommended limit of 50,000 result lines. You create a custom report to list allocations by the number of result lines so that you can split them if necessary.

### Prerequisites

- [Steps: Set Up Allocations in AP&C](#) on page 88
- [Steps: Process Allocations in AP&C](#) on page 99
- Security: These domains in the System functional area:
  - *Custom Field Management*
  - *Custom Report Creation*

**Steps**

1. Access the Create Calculated Field task.

a) Enter these values:

Option	Description
Field Name	<i>RPT LRV Journal Line Allocation Definition to Line</i>
Business Object	<i>Journal Line</i>
Function	<i>Lookup Related Value</i>

b) Click OK.

c) Enter these values:

Option	Description
Lookup Field	<i>Journal</i>
Return Value	<i>Allocation Definition</i>

d) Click OK and Done.

2. Access the Create Custom Report task.

a) Enter these values:

Option	Description
Report Name	<i>Journal Lines by Allocation</i>
Report Type	<i>Matrix</i>
Data Source	<i>Journal Lines for Financial Reporting</i>

b) Click OK.

c) In the Row Grouping section on the Matrix tab, add a row to the grid and enter these values:

Group by Field	Label Override	Sort Rows	Options
<i>RPT LRV Journal Line Allocation Definition to Line</i>	<i>Allocation Definition</i>	<i>Alphabetical - Ascending</i>	Leave blank.

d) In the Maximum Number of Rows field, enter *12000*.

e) In the Column Grouping (Optional) section, add a row to the grid and enter these values:

Group By Field	Label Override	Sort Columns	Options
<i>Company</i>	Leave blank	<i>Alphabetical - Ascending</i>	Leave blank.

f) In the Maximum Number of Columns field, enter *200*.

g) In the Define the Field(s) to Summarize section, add 3 rows to the grid and enter these values:

Summarization Type	Summarization Field
<i>Count</i>	None.
<i>Sum</i>	<i>Translated Debit Amount</i>

Summarization Type	Summarization Field
<i>Sum</i>	<i>Translated Credit Amount</i>

- h) Access the Drill Down tab.
- i) In the Detail Data section, add 8 rows to the Columns grid and select these fields:
- *Journal*
  - *Company*
  - *Ledger Account*
  - *Accounting Date*
  - *Translation Currency*
  - *Translated Debit Amount*
  - *Translated Credit Amount*
  - *Worktags*
- j) Access the Filter tab.
- k) In the Filter on Instances section, add a row to the grid and enter these values:

And/Or	Field	Operator	Comparison Type	Comparison Value
<i>And</i>	<i>Journal Source</i>	<i>in the selection list</i>	<i>Value specified in this filter</i>	<i>Allocation</i>

- l) Access the Prompts tab.
- m) In the Prompt Defaults grid, add 8 rows and enter these values:

Field	Default Type	Default Value
<i>Company</i>	<i>No default value</i>	Leave blank.
<i>Amount Type</i>	<i>Specify default value</i>	<i>Activity</i>
<i>Ledger</i>	<i>No default value</i>	Leave blank.
<i>Period</i>	<i>No default value</i>	Leave blank.
<i>Time Period</i>	<i>Specify default value</i>	<i>Current Period</i>
<i>Translation Currency</i>	<i>No default value</i>	Leave blank.
<i>Account Translation Rule Set</i>	<i>No default value</i>	Leave blank.
<i>Balancing Worktags</i>	<i>No default value</i>	Leave blank.

- n) After you add the fields, select the Populate Undefined Prompt Defaults check box.
- o) Access the Share tab.
- p) Select Share with all authorized users.
- q) Click OK.

## Result

You can run your Journal Lines by Allocation custom report by company or company hierarchy. The report displays:

- Allocation definitions for each company.
- Result line counts.
- Translated debit and credit amounts.
- Totals for each company and allocation definition.

**Next Steps**

Update your allocation definitions to split any allocations that produce more than 50,000 result lines.

Related Information

**Concepts**

[Setup Considerations: Allocations in AP&C](#) on page 85

**Reference: Source Types in AP&C**

In Adaptive Planning and Consolidation (AP&C), you can only select *Fixed Source Amount* or *Fixed Rate Amount* if the source companies have the same company currency.

You can group budget dates for *Ledger/Plan Structure* source types only.

Option	Description
<i>Ledger/Plan Structure</i>	Allocates ledger or plan amounts.
<i>Fixed Source Amount</i>	Allocates a fixed amount. Example: Allocate the total amount of worker insurance premium based on head count.
<i>Fixed Rate Amount</i>	Allocates a fixed rate based on a calculated fixed charge.  Example: Allocate a fixed rate for facilities based on square footage.

Related Information

**Tasks**

[Create Allocation Definitions in AP&C](#) on page 89

**Reference: Allocation Methods in AP&C**

Select an Allocation Method on the Create Allocation Definition task to distribute allocated amounts in Adaptive Planning and Consolidation (AP&C):

Option	Description
<i>Fixed Percent</i>	Allocate the source amount based on statistical values that you've predefined. Also select: <ul style="list-style-type: none"> <li>The percent-type statistic Definition, which stores the percentages as a statistic that sums to 100%. To define a percent type statistic that stores precalculated percentages by dimension, use the Create Statistic Definition task. To store the statistics to use in allocations, use the Create Statistic task. Example: Square footage percentages by cost center.</li> <li>Required and optional worktags or business Dimension to use from the statistic definition. Example: Cost center, region, worktag, or a combination.</li> </ul>
<i>Pro-rata</i>	Use headcount, ledger accounts, or statistic values (the Basis Type) and a Dimension (cost center) to calculate the percentage basis. The allocation process calculates a percentage of

Option	Description
	the total for each dimension and uses these percentages to prorate the source amount.
<i>Spread Even</i>	The allocation process calculates and distributes the source ledger amounts evenly over a business Dimension or multiple dimensions. Example: Allocate facilities cost to various cost centers, giving them equal weight so they receive an equal portion of the allocation.
<i>Arithmetic Calculation</i>	Multiply the headcount, ledger accounts, or statistic values (the Basis Type) with the Fixed Rate Amount to calculate the target amount.  Only available when you select <i>Fixed Rate Amount</i> as the Source Type.

Related Information

### Tasks

[Create Allocation Definitions in AP&C](#) on page 89

## Reference: Basis Types in AP&C

In Adaptive Planning and Consolidation (AP&C), for the:

- *Pro Rata* Allocation Method, select the type of data you want to use in the percentage basis calculation.
- *Arithmetic Calculation* Allocation Method, select the type of data you want to multiply by the fixed rate amount:

Option	Pro Rata Allocation Method	Arithmetic Calculation Allocation Method
<i>Headcount</i>	<p>Calculates proration percentages. Select:</p> <ul style="list-style-type: none"> <li>• A financial headcount Definition that can include any combination of active employees, inactive employees, and contingent workers. To define it, use the Create Financial Headcount Definition task.</li> <li>• A worktag or business Dimension to use for calculating the proration percentage (such as cost center, region, or a combination).</li> <li>• Basis Filter Conditions to include headcount for specific companies and worktags in the proration only.</li> </ul>	Can include any combination of active employees, inactive employees, and contingent workers.

Option	Pro Rata Allocation Method	Arithmetic Calculation Allocation Method
<i>Ledger Accounts</i>	<p>Calculates proration using ledger accounts. Select whether to use:</p> <ul style="list-style-type: none"> <li>The Balance or Activity of the ledger accounts. <ul style="list-style-type: none"> <li><i>Activity</i> prorates the period or summary period activity (as defined in the allocation group set that contains the allocation definition) of the account only.</li> <li><i>Balance</i> prorates based on both the beginning balance and activity.</li> </ul> </li> <li>A worktag or business Dimension to use for calculating the proration percentage (such as cost center, region, worktag, or combination).</li> <li>A Book Code to filter the basis data used in the allocation by a specific book code.</li> <li>Basis Filter Conditions to include specific ledger accounts and worktags in the proration only. The company for the ledger account comes from source.</li> </ul>	Can include <i>Balance</i> or <i>Activity</i> of the ledger accounts.
<i>Ledger Accounts (Multiple Companies)</i>	<p>Calculates proration using the ledger accounts of 1 or more companies.</p> <p>Define the Translation Currency that Workday will use to prorate the balances of the actuals ledger accounts. If the translation currency and the currency of any of the companies you specify in the filter condition are different, you must specify an Account Translation Rule Set.</p> <p>Translation Currency and Account Translation Rule Set</p>	Can include the <i>Balance</i> or <i>Activity</i> of the ledger accounts.

Option	Pro Rata Allocation Method	Arithmetic Calculation Allocation Method
	display only if you select Ledger Accounts (Multiple Companies).	
<i>Statistic Values</i>	<p>Calculates proration using statistics. Select:</p> <ul style="list-style-type: none"> <li>A statistic Definition, which stores the statistical values that the allocation process uses to calculate the proration percentages. You can define activity, balance, and percent statistic types using the Create Statistic Definition task.</li> </ul> <p><i>Activity</i> statistic types store statistics that change from period to period such as new customers or number of units produced. The allocation process uses period or summary period activity (as defined in the allocation group set that contains the allocation definition). The process treats statistics with no value in a period as a zero amount.</p> <p><i>Balance</i> statistic types store statistics that are less variable, such as square footage. The allocation process uses the period end balance for statistical amounts, and the last period with a balance for basis calculations.</p> <ul style="list-style-type: none"> <li>Required and optional worktags or business Dimension from the statistic definition to use for calculating the proration percentage. Example: cost center, region, or worktag combination.</li> <li>Basis Filter Conditions to include statistics for specific companies and</li> </ul>	Can include any activity and balance statistic types.

Option	Pro Rata Allocation Method	Arithmetic Calculation Allocation Method
	worktags in the proration only.	

Related Information

### Tasks

[Create Allocation Definitions in AP&C](#) on page 89

## Revaluation in AP&C

### Setup Considerations: Revaluation in AP&C

You can use this topic to help make decisions when planning your configuration and use of revaluation in Adaptive Planning and Consolidation (AP&C). It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

### What It Is

Revaluation is the process of calculating currency fluctuations over time, usually the difference between when you enter transactions during the period and the period end date. You can create revaluation rules to identify:

- Accounts that require revaluation.
- Currency rate type to revalue the foreign currency balances at period end.

### Business Benefits

- Record the gains and losses caused by fluctuating exchange rates since the transaction date.
- Recalculate foreign currency amounts in your company ledger at period end enabling you to analyze your currency exposure.

### Use Cases

On a daily basis, you might receive and pay supplier invoices that are in another currency. Since rates change daily, you might enter different exchange rates when entering and paying an invoice. As per U.S. Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) you must account for realized and unrealized gain and loss due to fluctuating exchange rates. To revalue your accounts at period end, you create a revaluation rule to record period end revaluations on foreign currency balances in specified ledger accounts.

### Questions to Consider

Before creating revaluations, consider these questions:

Questions	Considerations
Do you want to automate the creation of the revaluation journal?	If yes, create a revaluation rule that will automatically create a revaluation journal when you run the revaluation process.
Do you want to run some rules separately or concurrently?	If concurrently, create revaluation group sets to group the revaluation rules you want to run concurrently.

### Recommendations

When configuring the revaluation rules on the Create Revaluation Rule task, consider these recommendations:

Option	Recommendations
Company	If you select more than 1 company or company hierarchy, ensure that all of them share the same account set and fiscal schedule.
Book Code	You can define separate rules for each book code. If you leave this field blank, Workday revalues all results for the Blank book code.
Balance or Activity	For revaluing balance sheet accounts, select Balance. For revaluing income statement accounts, select Activity.
Create Reversal	When you don't check it, Workday includes only incremental changes each period.
Revaluation Currency Rate Type	Revalue revenues and expenses at the average period rate. Revalue cash, account receivables, and account payables and other current assets and liabilities at the period end rate. Revalue certain investment accounts at the historic rate.
Worktags to Retain on Target	Workday automatically defaults the primary balancing worktag. Add optional balancing worktags as needed. Workday recommends selecting: <ul style="list-style-type: none"> <li>• Bank account for cash accounts because reconciliation reports are by bank account.</li> <li>• Supplier for accounts payable accounts.</li> <li>• Customer for accounts receivable accounts.</li> </ul>

### Requirements

- Configure revaluation rules if you want to create the revaluation journal automatically. Use these rules when you run revaluation during the close process to record period end revaluations.
- Run the revaluation as the final task before closing the period to ensure that Workday properly remeasures the allocated foreign transactions.

## Limitations

- Workday revalues all accounts that have a balance. If you close an account, ensure that the account has zero balance for all worktag combinations in both the ledger currency and the transaction currency.
- Workday doesn't post revaluation results to a specific book code unless you define the book code in each Revaluation rule.

## Tenant Setup

No impact.

## Security

Domains	Considerations
<i>Set Up: Revaluation</i> domain in the Financial Accounting functional area.	Can configure and group revaluation rules.
<i>Process: Revaluation</i> domain in the Financial Accounting functional area.	Can run revaluations.
<i>Reports: Financial Accounting</i> in the Common Financial Management functional area.	Can view revaluation results.

## Business Processes

Configure the *Revaluation Run Event* business process to run, process, and approve revaluation results.

## Reporting

Use the Foreign Currency Revaluation report to review:

- Revalued amount in accounts that have unpaid invoices with gains or losses due to currency fluctuations.
- Balance sheet account with a balance in a foreign currency.

## Integrations

No Impact.

## Connections and Touchpoints

Revaluations interact with these other areas in Workday:

Features	Considerations
Banking and Settlement	Revalues monetary balances that are in foreign currency.
Customer Accounts	Revalues uncollected receivables that are in foreign currency.
Supplier Accounts	Revalues unpaid payables that are in foreign currency.
Worktag Balancing	If balancing your books by worktag, include the balancing worktag type when you define your revaluation rules.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the [Workday Touchpoints Kit](#) on Workday Community.

Related Information

### Tasks

[Define Revaluation Rules in AP&C](#) on page 114

[Review Foreign Currency Revaluation in AP&C](#) on page 120

### Reference

[Reference: Frequency Combinations for Revaluation Rules in AP&C](#) on page 121

## Steps: Automate Revaluation in AP&C

### Prerequisites

- Security: *Set Up: Revaluation* and *Process: Revaluation* domains in the Financial Accounting functional area.
- Configure the *Revaluation Run Event* business process and security policy.

### Context

Automate posting of the revaluation journal in Adaptive Planning and Consolidation (AP&C) to:

- Recalculate foreign currency amounts in your company ledger at period end.
- Record the gains and losses caused by fluctuating exchange rates since the transaction date.

### Steps

1. [Define Revaluation Rules in AP&C](#) on page 114.
2. [Run Revaluation in AP&C](#) on page 118.
3. Access the Find Revaluations report.

Locate and review revaluation results from the process. To access the View Revaluation Result report, click Revaluation Result. The report displays:

- The accounting date.
  - Details about the revaluation rule.
  - Debit and credit revaluation amounts in the target and offset ledger accounts.
  - Process history.
4. [Review Foreign Currency Revaluation in AP&C](#) on page 120.
- To ensure that you created revaluations correctly, review the Foreign Currency Revaluation report. As you review the results, keep these guidelines in consideration:
- Rerun the report until the *Exchange Gain/(Loss)* column displays zero amounts.
  - To determine foreign currency transactions, drill into the amounts on the *Recorded Base Amount* column, and filter by source and period.

## Define Revaluation Rules in AP&C

### Prerequisites

Security: *Set Up: Revaluation* domain in the Financial Accounting functional area.

## Context

Create and update rules in Adaptive Planning and Consolidation (AP&C) to automate the revaluation journal. You assign revaluation rules to companies. Use these rules when you run revaluation during the close process to record period end revaluations on foreign currency balances in specified ledger accounts.

When creating a rule, you can select 1 or multiple source book codes and a blank book code as the source and post the resulting revaluation journal to a selected target book code. This enables you create rules to process revaluations for specific target book codes that use different rule sets for reporting. Example: You can have 2 target reporting books that use different rules to process revaluation. You can create a rule that books revaluation to each reporting book by specifying a different target book code.

Note: Workday revalues all accounts that have a balance. If you close an account, ensure that the account has zero balance for all worktag combinations in both the ledger currency and the transaction currency.

## Steps

1. Access the Create Revaluation Rule task.
2. Define high-level details about the rule.

As you complete the Details section, consider:

Option	Description
Company	Select 1 or more companies and company hierarchies that use the rule. They must share account set and fiscal schedule.
Source Book Code	<p>You can assign 1 or more source book code to a revaluation rule.</p> <p>You can only select 1 target book code, and that book code must be in the source book code list.</p> <p>You can define different rules for each book code.</p> <p>If you leave this field blank, Workday revalues all results for the blank book code only.</p>
Blank Source Book Code	<p>In addition to the source book code, you can also select the blank book code as a source to journal lines posted to the blank book code.</p> <p>When you don't specify a target book code, Workday selects the blank book code as the source book code. Therefore enable the blank source book code.</p>
Target Book Code	<p>Select a target book code that you want to post the revaluation journal to.</p> <p>When you don't select a target book code Workday will post the revaluation journals to the blank book code.</p>
Inactive	Select when the revaluation rule isn't ready for use or to discontinue use. You can inactivate a rule if it's not included in a group.

## 3. As you complete the Frequency section, consider:

Option	Description
Time Frame	<p>Select how frequently to run the rule, such as every period or summary period. Before you close a period, you can see pending revaluations for the time period on these tasks that update ledger period status:</p> <ul style="list-style-type: none"> <li>• Update Ledger Period Status</li> <li>• Mass Update Ledger Period Status</li> <li>• Schedule Mass Update Ledger Period Status</li> </ul>
Fiscal Summary Schedule	Select what to base a summary time frame on.
Balance or Activity	<p>Select to run the rule for ledger account balances or ledger account activity. You can select Activity only when you select Period on the Time Frame prompt.</p> <p>If you select Activity, you can't create a reversal.</p>
Create Reversal	<p>Defaults to creating a reversal journal entry on the first day of the next period. You can change the reversal date to a date after the run date on the Run Revaluation task. Workday posts the reversal journal when the ledger period for the selected date opens.</p> <p>When you don't check it, Workday includes only incremental changes each period.</p>

## 4. Define rule criteria for handling revaluation accounting.

As you complete the grid, consider:

Option	Description
Ledger Account / Ledger Account Summary	<p>Select the balance sheet or income statement accounts and ledger account summaries that have foreign currency amounts to revalue. Available summaries include at least 1 balance sheet or income statement account.</p> <p>If multiple companies are linked to the rule, then the list displays only valid accounts across the selected companies.</p>
Revaluation Currency Rate Type	<p>Select the currency rate type to use for the revaluation. When you run reports with revalued amounts, you can select a currency rate type consistent with the revaluation rule.</p> <p>Example: Revalue intercompany payables and receivables at the average period rate. Revalue cash, account receivables, and account payables at the period end rate.</p>
Worktags to Retain on Target	Select the worktags from the source entry to retain on the target debit or credit entry on

Option	Description
	<p>the originating ledger accounts. If balancing your books by worktag, include the balancing worktag type.</p> <p>Workday recommends selecting:</p> <ul style="list-style-type: none"> <li>• Bank account for cash accounts because reconciliation reports are by bank account.</li> <li>• Supplier for accounts payable accounts.</li> <li>• Customer for accounts receivable accounts.</li> </ul> <p>When you select a balancing worktag, Workday automatically populates the same value on the Worktags on Offset.</p>
Offset Account Posting Rule	<p>To determine the account in which to post the realized, unrealized, or translation gain or loss, select the account posting rule for the offset journal line.</p> <p>Example: You select <i>Realized Gain/Loss</i> for a cash account, <i>Unrealized Gain/Loss</i> for a payable or receivable account, and <i>Translation Gain/Loss</i> for an intercompany account.</p>
Worktags on Offset	<p>To record the gain/loss entry on the offset account, select the worktags from the target account entry. If balancing your books by worktag, include the balancing worktag type.</p> <p>When you select an optional balancing worktag, Workday automatically populates the same value on the Worktags to Retain on Target.</p>

## Result

After you create revaluation rules, you can use the:

- Edit Revaluation Rule task to update the revaluation rule.
- View Revaluation Rule report to review your rules and copy a rule from its related actions menu.

Related Information

## Reference

[Reference: Frequency Combinations for Revaluation Rules in AP&C](#) on page 121

## Group Revaluation Rules in AP&C

### Prerequisites

- Create revaluation rules.
- Security: *Set Up: Revaluation* domain in the Financial Accounting functional area.

## Context

Revaluation group sets are groupings of revaluation rules in Adaptive Planning and Consolidation (AP&C). You can incorporate each revaluation rule into a group set. They enable you to:

- Organize revaluation rules to run concurrently.
- Provide an organized way for you to monitor revaluation processing.

## Steps

1. Access the Create Revaluation Group task.
2. As you complete the task, consider:

Option	Description
Revaluation Group Name	Enter a name for the revaluation group.
Revaluation Rules	<p>You can assign a revaluation rule to multiple revaluation groups.</p> <p>Select from the revaluation rules that:</p> <ul style="list-style-type: none"> <li>• Are active.</li> <li>• Have the same account set.</li> <li>• Are associated with companies on the same fiscal schedule.</li> </ul>
Inactive	Select when the revaluation group isn't ready for use or to discontinue use.

## Result

After you create revaluation groups, you can use the:

- Edit Revaluation Group task to update the revaluation group.
- View Revaluation Group report to review revaluation rules in a revaluation group.

## Run Revaluation in AP&C

### Prerequisites

- Configure the *Revaluation Run Event* business process and security policy.
- Define and group revaluation rules.
- If the revaluation rule creates a reversal, open the next period. See [Steps: Create and Open Ledger Years and Periods in AP&C](#).
- Security: *Process: Revaluation* domain in the Financial Accounting functional area.

## Context

As part of your close process, run revaluation in Adaptive Planning and Consolidation (AP&C) for a specified company or group of companies. You can revalue foreign currency journal amounts based on your revaluation rules for a fiscal period.

**Note:** When you run revaluation in a new fiscal year, ensure you first roll forward prior year balances to create beginning balances. If you want to rerun roll forward, mass cancel the revaluation results and rerun revaluation for all periods.

Automatic revaluation supports incremental processing. If you rerun revaluation using the same criteria more than once in a period, the process only adds the incremental amount to the preceding run in the new result. Example: You reprocess because of an incorrect exchange rate.

If you need to run the complete revaluation again, cancel the existing revaluation result and rerun the revaluation.

Note: You can see pending revaluations on the ledger period status tasks.

## Steps

1. Access the Run Revaluation task.
2. As you complete the task, consider:

Option	Description
Revaluation Group or Revaluation Rule	<p>Select from active revaluation groups or rules.</p> <p>Revaluation rules are associated with the specified companies and company hierarchies. If a rule includes a specific book code, the revaluation is for that book code only. If the rule requires the creation of a reversal journal, that reversal period must be open to submit the revaluation request.</p> <p>When you run the revaluation for a group, you can only select companies or hierarchies specified on a given rule within the group.</p>
Company	The revaluation process creates a separate revaluation result for each company.
Fiscal Period for Revaluation	Workday uses the end date of the selected period for the revaluation.
Revaluation Reversal Date	<p>Populates to the first day of the next period. To change the date, enter a reversal date that is after the run date. Workday posts the reversal journal when the ledger period for the selected date opens.</p> <p>Workday populates this field when you enable the Create Reversal option on the revaluation rule.</p>

## Result

For each company, the revaluation result creates the revaluation journal, target result lines, and offset result lines in the specified period based on the revaluation group or rule you select.

Workday also initiates the *Run Revaluation* business process for review and approval of these revaluation results. If the business process includes an approval step, the journal remains in a *Proforma* status until the reviewer approves or denies the revaluation results. For denied revaluation results, the business process updates the journal status to *Canceled*. For approved revaluation results, the business process:

- Posts the results to the revaluation journal.
- Updates the revaluation journal to *Posted* status.
- Creates and posts a reversal journal in the next period or on the specified date, if the revaluation rule requires it.

If you rerun the entire revaluation, you can cancel the original revaluation result. Use the Find Revaluations report to locate the result, and from its related action menu select Revaluation Result > Cancel.

To cancel all *Approved* revaluation results for an open or closed period, use the Mass Cancel Revaluation Results task.

When you enable the Always Reverse Operational Journals option on the Edit Tenant Setup - Financials task, Workday creates reversal journals for the canceled revaluation result.

## Review Foreign Currency Revaluation in AP&C

### Prerequisites

- [Maintain Currency Conversion Rates](#).
- Security: *Reports: Financial Accounting* domain in the Financial Accounting functional area.

### Context

At the end of the month or quarter, there could be currency exchange gains or losses for ledger accounts that have balances in foreign currencies revaluation in Adaptive Planning and Consolidation (AP&C). For balance sheet accounts that have transactions in foreign currencies, you can:

- View the impacts of currency rate fluctuations.
- Analyze your currency exposure by ledger account and currency.

Note: The report identifies ledger accounts with foreign currency amounts that Workday will revalue. It doesn't display the revaluation result. To review results, access the Find Revaluations report and select View Revaluation Result.

### Steps

1. Access the Foreign Currency Revaluation Report.
2. As you complete the run criteria, consider:

Option	Description
Balance or Activity	<p>Select whether you want to report on ledger account balances or activity. Select Balance to revalue ledger accounts on a Year to Date (YTD) basis that includes beginning balances. Select Activity to revalue ledger accounts for period activity that excludes beginning balances.</p> <p>Consider using saved filters to run the report for these separate groups:</p> <ul style="list-style-type: none"> <li>• Balance sheet accounts revalued at Current rate using Balance.</li> <li>• Income statement accounts revalued at Average rate using Activity.</li> </ul>
Currency Rate Type	To calculate the revaluation amounts, use the default or select the same currency rate type that you use in your revaluation rule.
Ledger Accounts	Select specific income, expense, or balance sheet accounts to include or exclude in the report. Example: you can exclude equity accounts.

3. Review the impact of each foreign currency within each affected ledger account:

Option	Description
Ledger Account	The account impacted by foreign currency transactions.

Option	Description
Foreign Currency	For an account that has foreign currency transactions, Workday displays each foreign currency on a separate line.
Foreign Amount	The total account balance of transactions in this currency, recorded as part of the transaction. You can drill into the journal entries behind the amount.
Recorded Base Amount	The foreign amount, converted into base currency of the company as part of the transaction. To calculate, Workday uses the <i>Default</i> rate type in your tenant to convert the foreign currency for the transaction to the base currency of the company as of the transaction date. Displays as a debit or credit. Click to drill into the journal entries behind the amount.
Base Currency	The base currency of the company. Workday uses this currency to calculate the recorded base and revalued base amounts.
Currency Rate	The selected currency rate type, as of the period end date, to convert the amount from the transaction currency to the base currency. Workday uses this rate and the foreign amount column to calculate the revalued base amount.
Revalued Base Amount	The foreign currency account balance, revalued into the base currency for the company as of the end of the period. Workday uses the selected exchange rate as of the period end date to convert the foreign currency amount for the transaction to the base currency for the company. Displays as a debit or credit.
Exchange Gain/(Loss)	This column in the report will display a zero amount once revaluation is complete. If the gain or loss resulting from the foreign currency rate change doesn't zero out, the revaluation isn't complete. Rerun the revaluation till you get a zero balance.

### Result

View the revalued foreign currency amounts. If you've processed your revaluation journal for the period, the gain or loss amount should be zero for all accounts included in the revaluation rules.

Workday summarizes journal entries by:

- Ledger Account/Ledger Account Summary.
- Time frame, and Balance or Activity parameters.

### Reference: Frequency Combinations for Revaluation Rules in AP&C

Consider these guidelines as you configure the Time Frame and Balance or Activity prompts on the Frequency section when defining a revaluation rule in Adaptive Planning and Consolidation (AP&C):

Combinations	Workday Calculates	Comments
Time Frame - Period Balance or Activity - Activity	Revaluation for the current period activity only.	
Time Frame - Period Balance or Activity - Balance	Year to date balance, includes beginning balance journals for balance sheet accounts.	There are no beginning balances for profit and loss accounts.  Assuming you are on a calendar fiscal schedule, year to date balance is from January 1 to the revaluation process run date.
Time Frame - Summary Balance or Activity - Balance	Year to date balance as of the end of summary period.  Includes beginning balance journals for balance sheet accounts.	When you select Summary on the Time Frame prompt, Balance is the only option available on the Balance or Activity prompt.
Time Frame - Year Balance or Activity - Balance	Current year activity starting with the first day of the fiscal year to the revaluation process run date.  Includes beginning balance journals for balance sheet accounts.	When you select Year on the Time Frame prompt, Balance is the only option available on the Balance or Activity prompt.

Related Information

#### Tasks

[Define Revaluation Rules in AP&C](#) on page 114

## Currency Translation in AP&C

### Steps: Set Up Currency Translations in AP&C

#### Context

You can use currency translations in Adaptive Planning and Consolidation (AP&C) when you perform transactions in different currencies and need to translate them for financial reporting.

#### Steps

1. [Set Up Account Posting Rules in AP&C](#) on page 23.  
Set up the *Translation Gain* and *Translation Loss* rules to define which ledger accounts to use to capture translation gain and loss.
2. [Maintain Currency Rate Types](#).  
Define rates for all of your companies.
3. [Set Up Currency Translation Methods in AP&C](#) on page 123.  
Create methods for translating from company currency into translation currency during financial reporting.
4. [Create Rules for Translating Ledger Accounts in AP&C](#) on page 125.  
Define rule sets to determine which translation method each account uses.

5. (Optional) [Assign Company Accounting Details in AP&C](#) on page 15.  
Assign 1 default account translation rule set for each company. When you run translated financial reports for the company, Workday populates the account translation rule set into your reporting criteria. You can override the default for the selected company with any translation rule set that uses the same account set.
6. [Maintain Currency Conversion Rates](#).  
Enter conversion rates for each currency rate type. Workday uses these rates to complete currency translations for the currency rate types that you specify in your account translation methods.  
To maintain accurate currency translations, regularly enter updated currency conversion rates into Workday.

Related Information  
**Concepts**  
[Concept: Currency Translation in AP&C](#) on page 130

Set Up Currency Translation Methods in AP&C

**Prerequisites**  
Set up currency rate types. See [.././../manage-workday/tenant-configuration/globalization/currencies/dan1370796738168.dita](#).

**Context**  
You can create methods for translating company currencies into translation currencies during financial reporting in Adaptive Planning and Consolidation (AP&C).  
To reflect your typical accounting standards, use one of these user-defined translation types to reflect your typical accounting standards:

- *Average*: Typically used with income statement accounts. Translates activity at the designated average rate as of the end date of the period in which the activity occurred.  
Example: Translates revenue for January at the average as of the end of January. Similarly, translates revenue for February at the average as of the end of February.
- *Current*: Typically used with balance sheet accounts.
- *Historic*: Translates beginning balance for balance sheet accounts.

- Steps**
1. Access the Create Account Translation Method task.
2. As you complete the task, consider:

Option	Description
Translation Type	Select: <ul style="list-style-type: none"><li>• Average to translate income statement activity at the designated average rate as of the end date of the period in which the activity occurred.</li><li>• Current to translate balance sheet accounts, such as beginning balance, activity, and ending balance at the current rate as of the last day of the reporting period.</li></ul>

Option	Description
	<ul style="list-style-type: none"> <li>• Historic to translate beginning balances for balance sheet accounts using: <ul style="list-style-type: none"> <li>• A blended rate.</li> <li>• An entered translated amount to translate activity at the current rate on the date of the transaction.</li> </ul> <p>This type translates activity for income statement accounts using the current rate on the transaction date.</p> </li> <li>• Custom when the other translation types don't meet your needs.</li> </ul>

3. As you complete the Fiscal Year Beginning Balance section, consider:

Option	Description
Use Historic Translation Amounts	<p>For:</p> <p>Historic or Custom translations, select this check box to use the historic amount approach to beginning balance currency translations. With this approach, define 1 translation method. All accounts for which you translate beginning balance amounts will share it. You don't need to create a different method for each account.</p> <p>This translation method uses the beginning balance amounts that you enter on the Maintain Beginning Balance Translation Amounts task.</p>
Currency Rate Type	<p>For:</p> <ul style="list-style-type: none"> <li>• Average translations, select nothing.</li> <li>• Current translations, select the same value for both the beginning balance and activity. Workday sets it to equal the rate type for the activity.</li> <li>• Historic translations, select to determine which currency rates to use in the calculation when using a historic blended rate approach to currency translation. With this approach, you create a different account translation method and rate type for each account that you want to translate.</li> <li>• Custom translations, select any rate type.</li> </ul>
Currency Rate As Of Date	<p>For:</p> <ul style="list-style-type: none"> <li>• Average translations, select nothing.</li> <li>• Current translations, select the date at the end of the report period.</li> </ul>

Option	Description
	<ul style="list-style-type: none"> <li>Historic translations, the date is preset to year begin date. Used with a historic blended rate approach to currency translation.</li> <li>Custom translations, select the report end date or begin date of the year.</li> </ul>

4. As you complete the Fiscal Year Activity section, consider:

Option	Description
Currency Rate Type	For: <ul style="list-style-type: none"> <li>Average and Custom translations, select any type.</li> <li>Current and Historic translations: typically select the current or daily rate.</li> </ul>
Currency Rate As Of Date	For: <ul style="list-style-type: none"> <li>Average translations, select the end date of the transaction period for each period you're reporting.</li> <li>Current translations, select the date at the end of the report period.</li> <li>Historic translations, the date Workday presets to the transaction date.</li> <li>Custom translations, select the report end date, transaction date, transaction period end date, or year begin date.</li> </ul>

### Result

Workday uses the currency rate in effect as of the date specified in the Currency Rate As of Date field. If there's no current rate at the end of the period, Workday uses the most recent rate before that date.

### Next Steps

Use this account translation method as part of a translation rule set.

Related Information

### Concepts

[Concept: Currency Translation in AP&C](#) on page 130

## Create Rules for Translating Ledger Accounts in AP&C

### Prerequisites

- Define account translation methods.
- Security: *Set Up: Currency Translation* domain in the Financial Accounting functional area.

### Context

You can specify the translation method for each account in an account set by defining translation rules in Adaptive Planning and Consolidation (AP&C). These rules control how Workday translates monetary amounts from company currencies for each account during financial reporting. When ledger accounts have

transactions in other currencies, Workday translates the amount recorded in the company currency, not the transaction currency.

Example: To translate revenue and expense accounts from USD to JPY on financial reports ending March 31, use an *Average* rate type at the period end date. In March, Workday translates the monetary amounts for those accounts using the average rate as of March 31.

Workday displays account translation methods as: *<user-defined name> (<translation type>)*.

Example: *Daily (Current)*.

## Steps

1. Access the Create Account Translation Rule Set task.
2. When creating a rule set, select an Account Set for which to define the translation rule set.
3. Enter a name for the rule set.
4. As you complete the task for setting the Account Translation Method, consider:

Option	Description
Ledger Account Type	Specify a method for every account type so that all accounts have a translation method.  Workday first evaluates the individual account-based method, then the summary method, and finally the account type.
Ledger Account Summary	Specify the method to use for accounts within an account summary. Workday evaluates ledger account summaries from lowest Sequence Number to highest, using the first match that it finds. List your account summaries from most to least specific.
Ledger Account	(Optional) Specify the method to use for an individual account. Workday evaluates from most to least granular. This method takes precedence over methods you specify for ledger account summary and account type.

## Result

You can run translated financial reports with an account translation rule set that uses the same account set as the company.

## Next Steps

(Optional) Assign the account translation rule set to company accounting details. Workday populates the translation rule set when you run translated financial reporting for that company.

Related Information

### Concepts

[Concept: Currency Translation in AP&C](#) on page 130

## Steps: Enter Translated Beginning Balances for Financial Reporting in AP&C

### Prerequisites

- [Set Up Currency Translation Methods in AP&C](#) on page 123.
- [Create Rules for Translating Ledger Accounts in AP&C](#) on page 125.

**Context**

You can make a one-time change to translated beginning balances in Adaptive Planning and Consolidation (AP&C) when you've enabled your alternate chart of accounts after you went live on Workday.

Note: If you run roll forward after making a change to beginning balances, Workday overwrites your changes. Only make one-time changes when absolutely necessary.

**Steps**

1. Run a year-end Balance Sheet report that displays prior year-end balances translated from company currency to the translation currency.  
You can use these amounts to establish your translated beginning balances.
2. [Roll Year-End Balances Forward in AP&C](#) on page 210.  
Create beginning balance journals for the fiscal year of the company.
3. Change translated beginning balance amounts.  
When you roll forward, you have the option of producing translated beginning balances. If the translated beginning balance amounts are inaccurate, you can change the amounts.

Related Information

**Concepts**

[Concept: Currency Translation in AP&C](#) on page 130

**Enter Translated Beginning Balance Amounts for Primary Ledger Accounts in AP&C**

**Prerequisites**

- Enable account translation methods for manual entry of historic translation amounts.
- Set up the translation rule set.
- Roll forward year-end balances for the preceding fiscal year to create beginning balance journals.
- Security: *Process: Close Year End* in the Common Financial Management functional area.

**Context**

You can, for any currency that you want to translate to another currency during financial reporting, enter and maintain beginning balance amounts in each target currency in Adaptive Planning and Consolidation (AP&C).

When you use historic translation amounts for beginning balances, you can set up beginning balances in the translation currency; otherwise the beginning balance is zero for those accounts.

Workday recommends that you run a year-end report that returns prior-year ending balances translated from company currency to the translation currency. Use the translated currency amounts to establish your translated beginning balances.

**Steps**

1. Access the Maintain Beginning Balance Translation Amounts task.
2. As you complete the task to retrieve ledger accounts that have beginning balance journals, consider:

Option	Description
Company	The account set for the company must have at least 1 balance sheet account with a translation method that uses historic translation amounts.

Option	Description
Fiscal Year	<p>Select the fiscal year for which you created beginning balance journals through the roll forward year-end process.</p> <p>For multiple fiscal schedules, you must enter the beginning balances for both the primary and alternate fiscal schedule. To enter beginning balances for the:</p> <ul style="list-style-type: none"> <li>• Primary schedule, select Standard Corporate Schedule.</li> <li>• Alternate schedule, select Alternate Fiscal Schedule.</li> </ul>
Ledger	Select the ledger for which you created beginning balance journals through the roll forward year-end process.
Translation Currency	Select the currency in which you want to enter beginning balances to produce translated financial reports.
Book Code	When using multibook accounting and reporting, select a value to retrieve ledger accounts that have beginning balance journals for transactions with the specified book code. Leave blank to retrieve beginning balances for transactions with no book code.
Ledger Accounts	<p>Select the ledger accounts that are associated with a historic translation method for which you want to define translated beginning balances.</p> <p>Leave blank to return all applicable ledger accounts.</p>

3. Review the beginning balance Debit Amount and Credit Amount for each account in the company currency.

Workday displays a separate line for each unique Ledger Account and Worktag combination.

4. Enter the beginning balance Translated Debit Amount or Translated Credit Amount in the translation currency.

Workday recommends that you specify a translated beginning balance for each line that has a balance in the company currency. If you don't, you won't get accurate translated financial statements.

## Result

You can now run financial reports for the company in the translation currency using the translated beginning balance amounts that you entered for each currency.

## Next Steps

Enter your beginning balance amounts and make adjustments to the prior year. Rerun the Roll Forward Year-End Balance task and re-enter the translated beginning balance amounts.

Related Information

### Tasks

[Roll Year-End Balances Forward in AP&C](#) on page 210

## Steps: Preserve Historical Data When Updating Account Translation Rule Sets in AP&C

### Prerequisites

- [Set Up Currency Translation Methods in AP&C](#) on page 123
- [Create Rules for Translating Ledger Accounts in AP&C](#) on page 125
- Security: *Set Up: Currency Translation* domain in the Financial Accounting functional area.

### Context

In certain situations, you might want to change the account translation method assigned to balance sheet accounts on your account translation rule set in Adaptive Planning and Consolidation (AP&C).

Example: To prevent eliminations being out of balance, you update your account translation rule set so that intercompany elimination pairs have the same account translation method.

Since Workday doesn't apply effective dating on account translation rule sets, changing the rule set also changes historical data. To preserve historical data when you update account translation rule sets, we recommend that you:

- Rename your existing account translation rule set to indicate its effective-until date.
- Create a new account translation rule set that duplicates the existing one.
- Change the account translation method assignments in the new rule set.
- Select the appropriate rule set when you run financial reports for prior years or current and future years.

### Steps

1. Access the Edit Account Translation Rule Set task.

Select your existing account translation rule set.

Change the name to specify an effective-until date for this rule set. Example: *Standard (effective until 31 December 2025)*.

Note the rule set configuration so you can copy the details to a new rule set.

2. Access the Create Account Translation Rule Set task.

Create a new rule set and give it the name that your existing rule set had before you changed it. Example: *Standard*.

Duplicate the configuration from the original rule set. Change the account translation method assignments as required.

### Next Steps

At year end, roll forward year-end balances using the new account translation rule set.

When you run financial reports, use the:

- Original rule set for prior years.
- New rule set for the current year and future years.

When you run reports that compare the current year to the prior year, use the new account translation rule set in the current year column and the original rule set in the prior year column.

## Steps: Audit Cumulative Translation Adjustments in AP&C

### Prerequisites

- [Maintain Currency Conversion Rates](#)
- [Set Up Currency Translation Methods in AP&C](#) on page 123
- [Create Rules for Translating Ledger Accounts in AP&C](#) on page 125

## Context

For audit purposes, you must verify that Workday has correctly calculated and reported cumulative translation adjustments (CTAs). To verify CTA calculations, you can use the:

- Account translation rule set and associated account translation methods.
- Historic Currency Rates report.
- Currency Translation Adjustment Reconciliation by Company report, or another custom report that includes the ledger amount, translated amount, and calculated translation rate.

When the Workday-calculated translation rates don't match the historic currency rates, you can check whether the calculated rates were changed by translation adjustments.

## Steps

1. Access the View Account Translation Rule Set report.

Review and note the account translation methods assigned to your ledger accounts.

Security: *Set Up: Currency Translation* domain in the Financial Accounting functional area.

2. Access the Currency Translation Adjustment Reconciliation by Company report.

Review and note the results of translation by checking the:

- Ledger amounts.
- Translated amounts.
- Workday-calculated translation rates.

For rates that translate using the *Historic* translation method, the calculated rates represent a blended rate based on the accounting date of each transaction and the posted rate for that day.

To audit the rates, drill into the amounts and view by Accounting Date to assess the underlying journal lines.

Security: *Report Execution* domain in the Tenant Non-Configurable functional area.

3. Access the Historic Currency Rates report.

To verify that Workday calculated translation rates correctly, compare the calculated translation rates from the Currency Translation Adjustment Reconciliation by Company report to the historic rates on this report.

Security: *Reports: Currency Rates* domain in the Common Financial Management functional area.

4. (Optional) When the calculated rates don't match the historic currency rates, access the Find Journals report.

To find translation adjustments that might have changed the calculated rates, search for journals without journal numbers.

Security: *Process: Journals - Reporting* domain in the Financial Accounting functional area.

## Concept: Currency Translation in AP&C

Currency translation in Adaptive Planning and Consolidation (AP&C) enables you to report on financial balances and activity in a currency other than the company base currency, also known as the ledger currency. Example: Your U.S. corporation has companies in the U.S., France, and Germany. To see results for the German company, you can run the trial balance from Germany and translate from the company currency (EUR) to U.S. currency (USD). The currency to which you translate is the translation currency.

The currency translation complies with FASB 52 and IAS 21 standards.

## Requirements for Currency Translation

Workday translates amounts using account translation methods that you specify for each ledger account in an account translation rule set. You must configure account translation methods and account translation rule sets before you can use translations in financial reports.

You must also have translated beginning balances in all currencies that you want to report on. You can create these at year end by rolling forward translated beginning balances. When you roll forward, ensure that you select all currencies you want to report on.

You can specify a ledger account to use for cumulative translation adjustments (CTAs) on your account posting rules for translation gains and losses. Workday also provides separate posting rules for realized and unrealized gains and losses that appear on the Income Statement.

## Running Financial Reports

You can specify a translation currency and account translation rule set when you run:

- Financial statements and consolidated financial statements.
- Trial balance and consolidated trial balance.
- Consolidated plan summaries and plan details.

You can run these reports in any currency in which you have exchange rates for conversion.

When you select a translation currency that is different to the company currency, Workday translates amounts from the company currency to the translation currency based on the account translation rule set you select. You can use the default translation rule set, or any other rule sets. When you select a translation currency that's the same as the company currency, Workday doesn't translate amounts.

## Translation Methodology

Workday translates each journal line based on the account translation method assigned to the ledger account on that journal line. Workday calculates whether the net impact is a translation gain or loss based on the total value of translated assets, liabilities, and equity. Workday then records a CTA line to either the translation gain or translation loss ledger account defined in the account posting rule set for the company. Workday generates CTA lines for each unique combination of:

- Company.
- Book code.
- Period.
- Balancing worktag (where applicable).

Note: Since beginning balances have their own period, Workday generates an additional CTA line for January 1 for beginning balances only, as well as the CTA line for other transactions for January 31.

## Transactions in Other Currencies

When ledger accounts have transactions in other currencies, Workday translates the amount recorded in the company currency, not the transaction currency. To revalue journals recorded in currencies other than the company currency, access the Run Revaluation task. This task revalues transaction currency amounts into the ledger currency based on rules that you set up. These are posted entries.

When you run a financial report, Workday then translates those revalued amounts from their new ledger currency amount, but doesn't store those translated amounts for future use. Instead, Workday recalculates the translated amounts each time you run a report.

## Reversing Journals

Workday uses the next month's rate when reversing journals.

Example: A purchase accrual is posted at the end of April for an expense of 100 USD, which translates to 130 CAD. The accrual occurs because the supplier invoice arrived too late for the AP cutoff on the last calendar day of the month. You receive the invoice on May 3 and the invoice is posted on the same day. Since the average rate for May is 1.32 (USD to CAD), the resulting journal reversal is 132 CAD, and the invoice entered on May 3 also translates to 132 CAD. This is correct since there should be no translation difference on the expense line of the income statement due to a minor timing difference that results from the late receipt and entering of the invoice.

## Custom Reports

You can access report fields for translated amounts in these report data sources:

- Journal Lines
- Journal Lines for Financial Reporting

Related Information

### Concepts

[Concept: Currency Translation in AP&C](#) on page 130

### Tasks

[Steps: Set Up Currency Translations in AP&C](#) on page 122

[Steps: Enter Translated Beginning Balances for Financial Reporting in AP&C](#) on page 126

[Roll Year-End Balances Forward in AP&C](#) on page 210

[Roll Translated Beginning Balances Forward in AP&C](#) on page 212

## Consolidation Data Capture in AP&C

### Steps: Set Up Consolidation Data Capture in AP&C

#### Prerequisites

Access the Maintain Functional Area task and enable the Advanced Close and Consolidation functional area.

#### Context

Set up Workday in Adaptive Planning and Consolidation (AP&C) to capture consolidation data before you can upload consolidation data from external Enterprise Resource Planning (ERP) endpoints.

#### Steps

1. [Create Source Systems in AP&C](#) on page 133.
2. [Create Consolidation Data Mapping Table Definitions in AP&C](#) on page 133.
3. [Create Consolidation Data Mapping Tables in AP&C](#) on page 135.
4. (Optional) To use suspense accounting for Consolidation Data Capture, create a suspense account rule for the account set used by the company for which you upload consolidation data.  
See [Steps: Configure Suspense Account Rules in AP&C](#) on page 51.
5. [Steps: Create Consolidation Data Capture Integration in AP&C](#) on page 137.
6. [Map Source Systems to Integration Systems in AP&C](#) on page 139.

Related Information

#### Reference

[2025R1 Feature Release Note: Suspense Accounting for Consolidation Data Capture](#)

## Create Source Systems in AP&C

### Prerequisites

Security: *Set Up: Map Worktags* in the Common Financial Management functional area.

### Context

You can create separate source systems in Adaptive Planning and Consolidation (AP&C) for each external Enterprise Resource Planning endpoint (ERP) from which you want to upload consolidation data into Workday.

Note: When legal entities transacting outside of Workday are on different instances of the same external ERP, Workday recommends that you create source systems for each entity in Workday. Creating separate source systems enables you to better manage the security permissions for Consolidation Data Mapping Definitions, Consolidation Data Mapping Tables, and file uploads.

For more information on configuring security, see [Configure Consolidation Data Capture Security on Community](#).

### Steps

1. Access the Maintain Source Systems task.
2. Add a row.
3. Enter a source system name and optionally a description.
4. Click OK.

### Next Steps

Map the source system to the integration system.

Related Information

### Tasks

[Create Consolidation Data Mapping Table Definitions in AP&C](#) on page 133

[Create Consolidation Data Mapping Tables in AP&C](#) on page 135

## Create Consolidation Data Mapping Table Definitions in AP&C

### Prerequisites

- Use the Maintain Worktag Usage task to enable worktag as either a primary or alternate dimension for the taggable type of Accounting Journal.
- Use the Maintain Source Systems task to create source systems that corresponds to your external Enterprise Resource Planning (ERP) endpoint.
- Security: *Set Up: Consolidation Data Capture Mapping Definition* domain in the Advanced Close and Consolidation functional area. For more information, see [Configure Consolidation Data Capture Security on Community](#).

### Context

You can create a consolidation data mapping table in Adaptive Planning and Consolidation (AP&C) definition to:

- Define the number of input values in your mapping table.
- Define the number and type of outputs.

You can also use the table definition to configure how to define input values by using wildcards and ranges.

Note: Once you create a Consolidation Data Mapping Definition and create a Consolidation Data Mapping Table based on that definition, you can't edit the Consolidation Data Mapping Definition except for changes to the definition name.

## Steps

1. Access the Create Consolidation Data Mapping Definition task.
2. Enter a name for the mapping definition.
3. Select a Source System.
4. As you complete the Parameters tab for the parameter inputs for the mapping definition, consider:

Option	Description
Display Name	Enter the display name for each parameter. Example: Company, Ledger Account, Cost Center.
Allow Wildcards	Select if you want to enable wildcards when you define mapping rules.  Note: Workday doesn't support wildcards in ranges.  If you have wildcards (* and ?) in your dataset and want to evaluate them as string values, you might not want to enable this option.
Range Field	Select if you want to specify a range when you define mapping rules.  You can't specify a range and wildcard for the same external code.

Note: You can enter a maximum of 20 parameter inputs.

5. Click the Additional Dimensions tab to map company and ledger accounts.
6. Select Company to map a company.
7. Select Ledger Account to map ledger accounts.
8. Select an Account Set for the ledger account mapping.
9. Click the Worktags tab.
10. As you complete the Primary Worktag Types and Additional Worktag Types grids, consider:

Field	Description
Accounting Worktag Types	Select worktag types to which you want to map your consolidation data.
Worktag Type Required	Set up worktag types as required. If you require a worktag type, you must select a worktag value for every row when you create mapping table rules.

Field	Description
Disallow Inactive Values	Select for Workday to remove inactive values automatically.

Each primary worktag type that you define is displayed in a separate column. All additional worktag types are displayed in a single column, enabling you to select additional worktags from a single column.

Note: Related worktags defined at the tenant level, will only populate if you define the worktags types as additional worktags when creating a Consolidation Data Mapping Definition. Workday won't automatically retrieve the related worktags you define on the Maintain Related Worktag Usage task.

11. Click OK to create the structure for the consolidation data mapping table.

Related Information

### Tasks

[Create Source Systems in AP&C](#) on page 133

## Create Consolidation Data Mapping Tables in AP&C

### Prerequisites

- You've created a consolidation data-mapping table definition.
- Security: *Set Up: Data Capture Mapping Table* domain in the Advanced Close and Consolidation functional area.

### Context

You can create a consolidation data-mapping table in Adaptive Planning and Consolidation (AP&C) to define rules to map your input values to your target output values.

You can only create 1 consolidation data-mapping table per mapping table definition, but can create unlimited mapping table definitions for each source system.

In addition to 1-to-1 mapping, you can also map:

- One input value to many output values.
- Many input values to 1 output value.
- Many input values to many output values.

Once you create a consolidation data-mapping table based on the definition, you can edit mapping table rules (Example: add, delete, reorder) but can't modify mapping definitions, except for changes to the definition name.

### Steps

1. Access the Create Consolidation Data Mapping Table task.
2. For Consolidation Data Mapping Definition, select the consolidation data-mapping table definition you previously created, and click OK.

Workday displays the mapping table with the structure of the selected definition.

Note: To display accounting worktags for a consolidation data-mapping table when using an Enterprise Interface Builder (EIB), you must edit the template to add the Accounting Worktag columns. See [Customize EIB Spreadsheet Template](#).

3. As you complete mapping inputs to target output values, keep these guidelines in consideration:

Mapping Functionality	Guidelines
Input Values	<p>For each row, enter a combination of input values that maps to a particular output value.</p> <p>If you leave value blank, Workday won't evaluate the column for that row.</p>
Operators	<p>When entering input values, you can use these operators:</p> <ul style="list-style-type: none"> <li>• NOT: Checks whether a value isn't equal to OR isn't like an input value. Examples: NOT abc, NOT ab?</li> <li>• IS NULL: Checks whether a field value is empty.</li> <li>• IS NOT NULL: Checks whether a field value isn't empty.</li> <li>• IN (list): Checks whether a value is within a set of values. Example: IN (abc, def, xyz).</li> <li>• NOT IN (list): Checks whether a value isn't within a set of values. Example: NOT IN (abc, def, xyz).</li> </ul>
Wildcard Expressions	<p>If you selected to include wildcards when defining a parameter on the mapping definition, use ? to match any single character. Example: 10?0 matches these codes: 1020, 1030, 1080.</p> <p>Use * to match any number of characters.</p> <p>Example: A*00 matches all codes starting with A and ending with 00, such as A100, A1000, A1100, A1200.</p>
Range Expressions	<p>If you selected Range Field on the mapping table definition, enter a Range Start and Range End value.</p> <p>You can enter Alphanumeric ranges. Example: A100 - D300</p> <p>Workday evaluates range expression as a string. Example: Value of 5 falls outside a range of 1-19, but value of 05 falls within a range of 01-19.</p>
Output Values	<p>Select the desired output value resulting from the combination of input values.</p>

Note: Workday evaluates rules from the top down and once it finds a matching mapping table rule, it stops further evaluation. Therefore, order rules from *most* to *least* specific using Order.

4. Once you complete creating all rules, click OK and then Done.

Related Information

### Tasks

[Create Consolidation Data Mapping Table Definitions in AP&C](#) on page 133

## Steps: Create Consolidation Data Capture Integration in AP&C

### Prerequisites

- Access to a Document Retrieval Service server (Example: SFTP), including user ID and password that contains the consolidation data files.
- Consolidation data files must be in the Workday-defined Comma-Separated Value (CSV) format.  
See [Reference: Consolidation Data - Inbound Integration CSV File Format in AP&C](#) on page 150.
- Create source systems.

Create 1 source for each external Enterprise Resource Planning (ERP) endpoint task.

Note: When you have different instances of an ERP endpoint, Workday recommends that you create separate source systems to secure, and better manage Mapping Table Definitions and Mapping Tables.

### Context

You can create integrations in Adaptive Planning and Consolidation (AP&C) to load consolidation data in the form of summarized trial balance lines into Workday from various external endpoints.

To upload unbalanced journal lines, you must have configured a suspense account rule for the account set used by the company for which you upload consolidation data.

### Steps

1. [Create Integration System](#).

Enter *Consolidation Data - Inbound* at the New using Template prompt.

2. (Optional) Configure integration services. As you complete this section, consider:

Option	Description
Consolidation Data - Inbound/Import Consolidation Data Configurations	<p>Enable this service to provide these additional configuration options in Message Audit:</p> <ul style="list-style-type: none"> <li>• <i>Input File Tag</i> integration attribute.</li> <li>• <i>Include Web Service Requests in Message Audit</i> integration attribute.</li> </ul> <p>This service also provides the:</p> <ul style="list-style-type: none"> <li>• Launch parameter for auto submit and <i>Parallel Thread Count Override</i> configurations.</li> <li>• <i>Enable Suspense Accounting</i> integration attribute that enables the uploading of unbalanced journals.</li> </ul>
Consolidation Data - Inbound/Financials Document Retrieval Service	<p>Enable this service to retrieve files for processing through the related integration system.</p> <p>Select the <i>Configure Files for External Delivery</i> integration attribute to enable this service to deliver the CSV Audit Diagnostic File output file to external endpoints.</p> <p>To deliver this file, you must select the <i>Create Audit File in CSV Format</i> integration attribute.</p>

Option	Description
	<p>To deliver files to external endpoints, configure a document delivery step on a business process in the integration system.</p> <p>We don't support backslashes on these fields when you generate an audit file on a CSV import file:</p> <ul style="list-style-type: none"> <li>• Journal Entry Memo</li> <li>• Journal External Reference ID</li> <li>• Journal Line External Reference ID</li> <li>• Journal Line Memo</li> </ul>
Filter Import Process Messages	This service provides technical processing that isn't impactful to your integration. You can either enable or disable it with no meaningful impact.

3. [Set Up Integration Retrieval](#).
4. (Optional) [Create Integration Notifications](#).
5. Create an Integration System User (ISU) and grant the ISU *Get* and *Put* access to these domains:
  - *Process: Consolidation Data Capture*
  - *Integration Event*

See: [Steps: Grant Integration or External Endpoint Access to Workday](#).

6. Select Integration System Configure Integration Attributes as a related action on the integration system.

If required, enter these integration service attributes:

- For the Import Trial Balance Configurations attribute provider:
  - *Input File Tag*
  - *Include Web Service Requests in Message Audit*
- For the Integration Document Retention attribute provider:
  - *Document Retention Policy*
- To enable the uploading of unbalanced consolidation journals:
  - *Enable Suspense Accounting*

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

7. Select Integration System > Configure Integration Maps as a related action on the integration system to map tables to external values in the input file.

Security: *Integration Build* and *Integration Configure* domains in the Integration functional area.

As you configure the integration map, consider:

Option	Description
Internal Value	<p>Select the name of the mapping tables you defined on the Create Consolidation Data Mapping Table task to match the external codes to:</p> <ul style="list-style-type: none"> <li>• Company</li> <li>• Workday Ledger Accounts</li> <li>• Worktags</li> </ul>

Option	Description
External Value	<p>Provide a value that will correspond to the column header values for the Table Name in the input file. It must be an exact match to what displays in the input file. Workday doesn't support special characters.</p> <p>Each mapped column must follow this format:</p> <ul style="list-style-type: none"> <li>• EC. indicates that the column is a Mapping Table column.</li> <li>• TableName is the exact name of the external value in the <i>Map: Apply Mapping Tables</i> located on the integration system.</li> <li>• ColumnName is the exact name of the column within the Referenced Mapping Table in Workday.</li> </ul>

#### Related Information

#### Tasks

[Create Source Systems in AP&C](#) on page 133

[Create Consolidation Data Mapping Tables in AP&C](#) on page 135

#### Reference

[Reference: Consolidation Data - Inbound Integration CSV File Format in AP&C](#) on page 150

[2025R1 Feature Release Note: Suspense Accounting for Consolidation Data Capture](#)

## Map Source Systems to Integration Systems in AP&C

### Prerequisites

- You've created a source system using the Maintain Source Systems task.
- You've created an integration system. See [Create Integration System](#).
- Security: *Set Up: Source System to Integration Mapping* in the Advanced Close and Consolidation functional area.

### Context

Before uploading data from the Consolidation Data Hub report you'll need to map your source system to the integration system. Mapping your source system to the integration system enables you to upload data from your external Enterprise Resource Planning (ERP) endpoint into Workday.

Workday supports 1 to 1 mapping (1 source system to 1 integration system).

You can only map a source system to an integration system in Adaptive Planning and Consolidation (AP&C) if the integration system has mapping tables assigned to that particular source system.

Note: This task is optional if you're using a Document Retrieval Service connection (Example: SFTP) to import consolidation data.

### Steps

1. Access the Maintain Source System to Integration Mappings task.
2. Enter a name for the mapping.
3. Select a source and integration system.
4. Click OK.

Related Information

## Tasks

[Create Source Systems in AP&C](#) on page 133

# Load Consolidation Data into Workday in AP&C

## Prerequisites

- Set up Consolidation Data Capture. See [Steps: Set Up Consolidation Data Capture in AP&C](#) on page 132.
- For new entities on external ERP endpoints, you can use either the *Put Beginning Balance Journal* or the *Import Beginning Balance Journal* web services to load beginning balances in Workday.
- Configure the *Consolidation Data Journal Creation Event* business process.

See [../../manage-workday/business-processes/customize-business-processes/dan1370797385122.dita](#).

- Security: *Process: Data Capture* in the Advanced Close and Consolidation functional area.

## Context

You can load consolidation data in Adaptive Planning and Consolidation (AP&C) manually or by a Document Retrieval Service connection (Example: Secure File Transfer Protocol (SFTP)).

Load only period activity for the current open period.

Note: Workday won't recalculate period activity based on ending balances loaded.

Note: Workday will only retain the name of the CSV file that you uploaded and won't save the file. Workday assumes that your external ERP endpoint will continue to serve as the system of record for your non-Workday entity for audit purposes.

When reloading consolidation data in an open period for the same Company, Book Code and Accounting Date (or Grouping Dimension), consider these statuses for the consolidation data:

Consolidation Data Status	Description
Approved	An accounting journal is posted and associated with this data. Workday cancels the previous consolidation data with the same Grouping Dimension, including all journals, and will replace it with the new consolidation data.
Replaced	Workday has replaced this data by a subsequent consolidation data with the same Grouping Dimension. Its associated journal has been canceled.
Draft	No accounting journal is associated with this data. Therefore, Workday won't cancel the previous consolidation data. You'll need to cancel the consolidation data manually by clicking Cancel.

Note: If you want to resubmit the consolidation data for the same Grouping Dimension, you must reload the entire summarized trial balance period activity. Don't load incremental adjusting journal entries.

## Steps

- (Optional) Based on your requirements, create custom validations to identify transaction issues that need a more careful review or further action. Example: Create a custom validation to ensure that

anytime you update a line using the Correct Consolidation Data task, Workday will create a line memo for audit trail purposes. See [Steps: Set Up Custom Validations in AP&C](#).

You can share these validations in accounting journals as long as the fields exist in both places.

For a list of Workday delivered validations during the integration event and before creating the Consolidation Data load, see Consolidation Data Capture Validations on [Community](#).

2. Access the Consolidation Data Hub report.
3. Click Upload.
4. As you complete the task in the Upload Consolidation Data page, consider:

Option	Description
Source System Integration	Select the name of the integration to run. You assigned an integration name at the Maintain Source System to Integration Mappings setup task.
Auto Submit	Check this option if you want to have Workday automatically initiate the Business Process for error free consolidation data.  Note: When your mapping rules yield conflicting output values, Workday: <ul style="list-style-type: none"> <li>• Won't populate the mapping result.</li> <li>• Will display a warning.</li> <li>• Won't automatically submit the data even if you select the Auto Submit.</li> </ul>
Attachments	Use the Drop files here or Select files option to add the Consolidation Data files.  You can only load files based on a Workday-defined file format. See <a href="#">Reference: Consolidation Data - Inbound Integration CSV File Format in AP&amp;C</a> on page 150.

5. Confirm that consolidation data files load successfully and then click OK.
6. On the Consolidation Data Hub report, click Refresh to confirm that integration event completes successfully.

Note: Once the integration events complete successfully, Workday replaces the Processing tab on the Integration Events (Last 30 Days) grid with the Completed tab, if no integration errors took place.

The Consolidation Data Hub report displays details of the consolidation data on these 2 grids:

- Consolidation Data (This grid will by default display consolidation data for the current open period. You can customize this view by the search prompt).
- Integration Events (Last 30 Days)

7. On the Consolidation Data grid, review details of each consolidation data uploaded, such as:

Option	Description
Company	Name of the company that contains the consolidation data.
Source System	The name of the external ERP endpoint.
Status	Indicates these statuses of each consolidation data file:

Option	Description
	<ul style="list-style-type: none"> <li>• <b>Approved:</b> You've approved the consolidation data and generated accounting.</li> <li>• <b>Draft:</b> You've successfully loaded the consolidation data but haven't submitted the data for approval. There might be errors/warnings that require your attention before submitting the data through the Business Process.</li> <li>• <b>Canceled:</b> You've canceled the consolidation data using the Cancel button</li> <li>• <b>Replaced:</b> You've resubmitted a file containing the same Grouping Dimension: <ul style="list-style-type: none"> <li>• The consolidation data being replaced changes from <i>Approved</i> to <i>Replaced</i> status.</li> <li>• The associated journal has a status of <i>Canceled</i>.</li> </ul> </li> <li>• <b>Error:</b> You've successfully submitted the consolidation data for approval but on completion of the business process, Workday creates an error journal. If you can't resolve the error, contact your Workday Customer Support for further help.</li> <li>• <b>Submitted:</b> You've submitted the data using the <i>Consolidation Data Journal Creation Event</i> business process for approval.</li> </ul>
Errors	<p>Indicates the number of errors in the consolidation data.</p> <p>You can click the number to view details of the errors.</p>
Journal	<p>Journal that Workday creates after approval of the consolidation data.</p> <p>You can click the journal to drill into the details of the journal.</p>

8. Click **View** to review details of the consolidation data you uploaded.
  - a) Check **Only Updated Lines** if you want to view only updated lines for ledger accounts and worktags that you previously corrected.
  - b) Click **OK**.

Workday displays information for the consolidation data, such as:

  - Mapped and current ledger accounts.
  - Transaction and ledger currency.
  - Transaction and ledger amounts.
  - Mapped and current worktags.
  - Mapping results
  - Name of the user who last updated the data and the minute of the last update.
9. Click **Correct** to correct errors in the consolidation data. After correcting the errors, you can submit the consolidation data for approval.
10. (Optional) Click **Cancel** to cancel the consolidation data. You can only cancel consolidation data that is in *Draft* status.
11. Review the 4 tabs on the Integration Events (Last 30 Days) grid.
  - The **Processing** tab displays details of the integration event that Workday is still completing.
  - The **Completed** tab displays details for each completed integration event, such as:

Option	Description
Integration Event	Instance of the integration event.  You can click the instance to drill into the details of the event.
Diagnostic Audit Download URL	Instance to the diagnostic file.  To diagnose file errors, click the URL and click the '+' button to expand the selection.  Diagnostic Audit Download provides an integration summary and displays file-related errors, if any.
Integration Messages	Integration messages display integration-related errors.  If you're unable to resolve all errors after uploading the file, Workday recommends that you contact your system administrator.
View Consolidation Data	Click the down arrow to: <ul style="list-style-type: none"> <li>• View details of the consolidation data.</li> <li>• Export to Excel.</li> <li>• Export to PDF.</li> </ul>

- The **Incomplete** tab displays details of each integration event that creates some consolidation sets due to errors. It displays information, such as:

Option	Description
Integration Event	Instance of the integration event.  You can click the instance to drill into the details of the event.

Option	Description
Diagnostic Audit Download URL	<p>Instance to the diagnostic file.</p> <p>To diagnose file errors, click the URL and click the '+' button to expand the selection.</p> <p>Diagnostic Audit Download, primarily displays file-related errors.</p>
Integration Messages	<p>Integration messages display integration-related errors.</p> <p>If you're unable to resolve all errors after uploading the file, Workday recommends that you contact your system administrator.</p>

- The Failed tab displays details of failed integration events where Workday created no consolidation data sets due to a system error. It displays information, such as:

Option	Description
Integration Event	<p>Instance of the integration event.</p> <p>You can click the instance to drill into the details of the event.</p>
Diagnostic Audit Download URL	<p>Instance to the diagnostic file.</p> <p>To diagnose file errors, click the URL and click the '+' button to expand the selection.</p> <p>Diagnostic Audit Download, primarily displays file-related errors.</p>
Integration Messages	<p>Integration messages display integration-related errors.</p> <p>If you're unable to resolve all errors after reloading the file, Workday recommends that you contact your system administrator.</p>

Related Information

### Tasks

[Correct Consolidation Data in AP&C](#) on page 144

## Correct Consolidation Data in AP&C

### Prerequisites

- Upload consolidation data into Workday. See [Load Consolidation Data into Workday in AP&C](#) on page 140.
- Create the default definition for the *Consolidation Data Journal Creation Event* business process.
- Edit the business process security policy to include relevant security groups. For more information, see [Configure Consolidation Data Capture Security](#) on [Community](#).

See [Steps: Configure Business Process Definitions](#).

- Security: *Process: Data Capture* in the Advanced Close and Consolidation functional area

Context

You can review and correct line level errors once you have uploaded consolidation data of Adaptive Planning and Consolidation (AP&C) into Workday. After you resolve the errors, you can submit the corrections, if any for approval and creating accounting journals.

Note: You can correct errors for the ledger account and worktags only.

Steps

1. Access the Consolidation Data Hub report.
2. Click Refresh to display all consolidation data uploads.
3. For the consolidation data upload that you want to correct, click Correct.  
Workday will only display the Correct button if the Consolidation Data is in a *Draft* status. For more information on document statuses, see [Load Consolidation Data into Workday in AP&C](#) on page 140.  
Workday displays the Correct Consolidation Data task.
4. (Optional) On the Line Summary section:
  - Click Errors and Warnings to view summary of line errors and warnings.
  - Review number of Updated Lines that have an error. You can't drill down to view the details.
5. On the Search Criteria section, select a search category to narrow your results.
6. As you narrow your search criteria, consider:

Option	Description
Mapped Ledger Account Mapped Worktags	Select mapped ledger account and worktags. To resolve these mapping errors, you can modify rules you defined in the mapping table. See <a href="#">Create Consolidation Data Mapping Tables in AP&amp;C</a> on page 135.
Errors and Warnings	Select errors or warnings that you want to correct.  You can select a single error or warning or multiple errors or warnings.  If you select more than 1 error or warning, only those lines that satisfy all the selected errors, or warnings will populate in the grid below.
Row ID Minimum Row ID Maximum	Select a minimum and maximum row that you want to retrieve in the grid.
Only Updated Lines	Select if you want to search for errors from lines you previously updated.

7. Click Search.  
Workday loads a maximum of 250 lines at one-time in the grid, as specified by your criteria.
8. Review these columns in the grid:

Option	Description
Column Heading	Represents the row from the .CSV file. Example: First row after header row will have a Row ID of 1, and so on.

Option	Description
Mapped Ledger Account	Ledger account that Workday maps after evaluating referenced mapping tables. If this field is blank, Workday was unable to find a mapping table rule match.
Current Ledger Account	Mapped ledger account plus any corrections (additions or deletions) that you want to submit as your final ledger account for the given consolidation data line.
Mapped Worktags	Worktags that Workday maps after evaluating referenced mapping tables. If this field is blank, Workday was unable to find a mapping table rule match.
Current Worktags	Mapped worktags plus any corrections (additions or deletions) that you want to submit as your final worktags for the given consolidation data line.
Mapping Results	Provides details of the mapping tables that Workday creates by the integration and input values from the .CSV values, and the output results.
Memo	Line level message that you can provide when performing error handling.
Updated	A <i>Yes</i> indicates that you've corrected a ledger account or worktags for this consolidation line from what you mapped.

Note: You can either select to update single lines individually or mass update selected lines in the grid.

9. To correct single lines individually

- a) Select a line or lines in the grid.
- b) Enter the correct values for the current ledger account or the current worktag.
- c) Click Update to update the lines in the grid with the correct values to process any changes made.

When you resolve errors or warnings and click Update, Workday updates the error/warning count in real time. Example: Workday initially displays 10 errors. As you keep resolving errors, the number of errors displayed on the Line Summary section will adjust accordingly.

If you're making changes to more than 20 lines at a time, review the number of Processing Lines under the Line Summary section that Workday is processing. Click Update again, to have Workday complete processing these lines.

Note: While Workday is processing the lines, you can't search for and modify these lines.

- d) (Optional) Click Save for Later if you want to review the lines before submitting them for approval.
- e) Click Submit to submit the lines for approval.

Workday launches the *Consolidation Data Journal Creation Event* business process to submit the lines for approval.

Note: Submit will only display once Workday resolves all critical errors.

- f) (Optional) Click Cancel if you want to cancel your actions.

## 10. To mass update lines

- a) Select the lines that you want to update in the grid. You can also select all of them if you want to update all lines in the grid.
- b) On the Mass Update Selected Lines section, select the correct values for the ledger account and worktag.

Workday will apply the values that you specify to all the selected lines in the grid.

- c) As you select Actions, consider:
  - Add: Workday either adds the correct values to the missing values or replaces the existing values in the grid with the correct values.
  - Remove: Workday removes all existing values from the selected lines in the grid.
  - Do not apply: Workday won't apply any values in the grid. You'll have to enter the correct values individually for each transaction line in the grid.

- d) Click Update to update the lines in the grid with the correct values and process the corrections.

When you resolve errors or warnings and click Update, Workday updates the numbers in real time. Example: Workday initially displays 10 errors. As you keep resolving errors, the number of errors displayed on the Line Summary section will adjust accordingly.

If you're making changes to more than 20 lines at a time, review the number of Processing Lines under the Line Summary section that Workday is processing.

Note: While Workday is processing the lines, you can't search for and modify these lines.

- e) On the Mass Updated Selected Lines section, for Actions, select Do not apply and then click Update again.

Workday completes processing these lines.

- f) (Optional) Click Save for Later if you want to review the lines before submitting them for approval.
- g) Click Submit.

Workday launches the *Consolidation Data Journal Creation Event* business process to submit the lines for approval.

Submit will only display once Workday resolves all critical errors.

- h) (Optional) Click Cancel if you want to cancel your actions:
  - Enter a comment and click OK.
  - Click Done to navigate back to the Consolidation Data Hub report.

## Concept: Consolidation Data Capture in AP&C

You can use Consolidation Data Capture in Adaptive Planning and Consolidation (AP&C) to load summarized trial balance data from external Enterprise Resource Planning (ERP) endpoints to arrive at a consolidated trial balance in Workday for your legal entities that aren't transacting in Workday.

You can load consolidation data manually from the Consolidation Data Hub or by Document Retrieval Services. Example: Secure File Transfer Protocol (SFTP).

Load consolidation data in the Workday defined file format. See [Reference: Consolidation Data - Inbound Integration CSV File Format](#).

### Additional Guidelines

When loading consolidation data into Workday, consider these guidelines:

- Workday identifies each consolidation data (that is, each created journal) by a Grouping Dimension composed of:
    - Company
    - Accounting Date
    - Book Code
  - Each consolidation data upload must consist of less than 200,000 consolidation data lines.
  - Workday recommends that each consolidation data that you load contains a maximum of 100,000 lines. Loading more than 100,000 lines for each consolidation data will impact performance. Example: You're using one .CSV file to load 3 consolidation data files. Each consolidation data file can't contain more than 100,000 lines.
  - Workday doesn't calculate period activity. Therefore don't submit ending trial balances.
  - Workday doesn't support incremental activity when you resubmit post-close data. If you're resubmitting the data, you must resubmit the entire consolidation data for the non-Workday company.
  - To reduce the number of journals created, Workday recommends that you use the period end date as the Accounting Date. Example: 1/31/23.
  - Workday won't default related worktags in your mapping tables unless you've included them in your mapping definition as additional worktags.
  - Opening up .CSV data files with certain editors (Example: Excel) might lead to data parsing or conversion challenges as some will automatically update certain field display formats. Examples: Including commas representing thousands separators in number fields, reformatting dates and so on. Some editors will also remove non-English values such as accents, symbols, and characters. Ensure you reformat the field formats using a text editor (Example: TextEdit) if these changes take place during file editing before loading your Consolidation Data.
  - There can be only 1 approved journal per Book Code, Company, and Accounting Date. If you reload the same file with the same grouping dimension, Workday cancels the previous journal and replaces it with the most recent upload.
- Note: If you have enabled Always Reverse Operational Journals option on the Edit Tenant Setup - Financials task, Workday won't cancel the journal, but will instead create a reversal of the original journal and will create a new approved journal with the same grouping dimension. The reversal journal provides a complete audit trail of the original journal.
- Workday shares custom validations set and worktag configurations (Example: primary worktags) with Accounting Journal.

## Limitations

Workday doesn't support:

- Auto-generating intercompany lines or worktag balancing lines. Workday will create 1-sided journals if you include any intercompany or worktag balancing lines.
- Journal sequencing.
- Evaluation of account posting rules.

Related Information

## Reference

[Reference: Consolidation Data - Inbound Integration CSV File Format in AP&C](#) on page 150

[2025R1 Feature Release Note: Suspense Accounting for Consolidation Data Capture](#)

## Concept: Period Close Activity Group of Consolidation Data Capture in AP&C

Workday provides a Consolidation Data Capture period close activity group in Adaptive Planning and Consolidation (AP&C), enabling you to close your Consolidation Data Capture journals separately from other journals. You can now close these 2 groups independently, providing greater control and flexibility in processing different types of journals as you work through your ledger period close. You still have the ability to add them to your configured groups.

Access the Maintain Period Close Activity Groups task to configure your period close activity group. See [Set Up Period Close Activity Groups in AP&C](#) on page 203.

Before closing the period, Workday recommends that you:

- Confirm that all consolidation data for a unique grouping dimension has an approved journal.
- Run the Trial Balance Composite report each period to reconcile YTD balances between the Source System and Workday.

Related Information

### Concepts

Concept: [Ledger Close Activity Groups in AP&C](#) on page 218

## Concept: Consolidation Data - Inbound Integration in AP&C

Import consolidation data from an external ERP endpoint into Workday with the Consolidation Data Capture integration in Adaptive Planning and Consolidation (AP&C). This integration (and related Workday tasks) translates data between:

- External ERP endpoint account structures.
- Your Workday worktag and account structures

The integration imports data in a Workday-defined Comma-Separated Value (CSV) file format.

### Consolidation Data Capture Integration and Supporting Tasks

The Consolidation Data Capture Integration consists of these components and supporting tasks:

Component	Description
Create Source System	This task enables you to define external source endpoints.
Maintain Source System to Integration Mappings	This task enables you to map your source system to the integration system.
Create Consolidation Data Mapping Definitions	This task enables you to: <ul style="list-style-type: none"> <li>• Define the number and type of input values in your mapping table.</li> <li>• Define the number and type of outputs.</li> </ul>
Create Consolidation Data Mapping Tables	This task enables you to create a data capture mapping table to define rules to map your input values to your target output values.
<i>Consolidation Data - Inbound</i> integration template	This integration template enables you to create an integration system that you can use to: <ul style="list-style-type: none"> <li>• Manually load consolidation data from the Consolidation Data Hub report or retrieve a CSV file from an external Document Retrieval Service (Example: SFTP) endpoint that contains the consolidation data.</li> <li>• Translate data by applying the mapping rules that you define with the Create Consolidation Data Mapping Table task.</li> <li>• Map rules that you define directly in the integration as part of integration maps.</li> </ul>

## Launch/Schedule Options for Document Retrieval Services

Workday provides these launch schedule options for the Consolidation Data Capture Integration:

- Launch on schedule. You specify a run frequency, and Workday launches the integration automatically. Upon launch, the integration retrieves any files from the endpoint.
- Launch immediately. You can launch the integration manually.

Related Information

### Tasks

[Map Source Systems to Integration Systems in AP&C](#) on page 139

[Create Source Systems in AP&C](#) on page 133

[Create Consolidation Data Mapping Table Definitions in AP&C](#) on page 133

[Create Consolidation Data Mapping Tables in AP&C](#) on page 135

## Reference: Consolidation Data - Inbound Integration CSV File Format in AP&C

You can't generate A CSV file from a delivered template in Adaptive Planning and Consolidation (AP&C). Your organization will have to create one using the Workday defined guidelines as specified below:

The CSV import file format has 2 types of rows:

- Header row. The first row in the CSV file is a fixed header row. The header row describes the columns that the consolidation data rows populate. There can be only 1 header row in a file, and it must be the first row of the file. You can skip the optional columns in the input file by removing the column or leaving it empty.
- Consolidation Data are rows that display the summarized trial balance lines. The integration separates the CSV file by grouping all lines with the same *Grouping Dimension* that consists of:
  - Company
  - Book Code
  - Accounting Date

For each set of lines with the same Grouping Dimension, Workday will:

- Create a single Consolidation Data file.
- Process the single Consolidation Data file into a single journal entry in Workday.

The CSV import file format has 2 types of fields that you can use to upload consolidation data from the Consolidation Data Hub report or using a Document Retrieval Service connection (Example: SFTP):

- Standard Fields

You can include these standard fields:

Field Name	Supported Data Type	Grouping Dimension	Required	Description
ACCOUNTING_DATE	YYYY-MM-DD MM/DD/YYYY MM-DD-YYYY MM/DD/YY MM-DD-YY	Yes	Yes	Determines ledger period based on Company fiscal schedule.
BOOK_CODE	Integration ID-for the Book Code Access Integration IDs > View IDs as a	Yes	No If left blank, Workday records the journal to	Segregates transactions for financial reporting.

Field Name	Supported Data Type	Grouping Dimension	Required	Description
	related action on the book code.		blank/common book code.	
HEADER_MEMO	Free Text	No	No	Header message
TRANSACTION_CURRENCY	Currency Code	No	No	Currency in which a transaction takes place.
TRANSACTION_AMOUNT	Amount with no commas.	No	No	Amount in transaction currency.
LEDGER_CURRENCY	Alpha-3 code	No	Yes	Ledger currency of specified Company.
LEDGER_AMOUNT	Amount with no commas.	No	Yes	Amount in ledger currency of specified Company.
LINE_MEMO	Free Text	No	No	Line level message
EXTERNAL_REFERENCE_ID	Free Text	No	No	Enables you to associate a journal with a record in a third party system.
DOCUMENT_LINK	Free Text	No	No	Enables you to create a link to additional information for the journal.  Before you enter the Document Link, ensure you enter Consolidation Data Capture Document Link as a Valid URI Pattern on the Maintain External Link Validation task.

Note: Enter the field name as shown in the Field Name column above. Example: Enter ACCOUNTING\_DATE not ACCOUNTING.DATE.

Column names are case-sensitive.

- Mapping Fields

You can use these fields in your mapping tables:

Mappable Field	Data Type	Singular	Grouping Dimension	Required	Description
Company	Mapping Value	Yes	Yes	Yes	Company in Workday
Ledger Account	Mapping Value	Yes	No	No	Ledger accounts from the account set of the company.
Worktags	Mapping Value	One per type.	No	No	Attributes for each consolidation data line.

As you enter mapping values, keep these guidelines in consideration:

Mapping Value	Valid Values
Alphabet	aA-zZ
Numbers	0 to 9

Note: Expressions aren't case-sensitive.

Use this format for a field or column header on your CSV file for mapping values:

*EC.TableName.ColumnName*, where:

- EC indicates that the column contains mapped values. Every mapping field must start with 'EC.'
- TableName is the external value of the mapping table name. This name should correspond to the external value in the *Map: Apply Mapping Tables* located on the integration system.
- ColumnName is the exact name of the Column in the Referenced Mapping Table in Workday.

For more information about the configuration, see [Integration Maps Configuration](#), on [Community](#).

Example:

EC.Map1.Ledger Acct	EC.Map2.Company	ACCOUNTING _DATE	LEDGER_CURRENCY	LEDGER_AMOUNT
Cash	Company A	2023-01-31	USD	1000
Accounts Receivable	Company A	2023-01-31	USD	250
Fixed Assets	Company A	2023-01-31	USD	3000

### Additional Guidelines

Consider these additional guidelines when you format a CSV file:

- Workday records positive ledger amounts or transaction amounts as Debits and negative ledger amounts or transaction amounts as Credits.

- When you open CSV files with certain editors (Example: Excel) Workday might convert certain field display formats. Remove non-English values such as accents, symbols, and characters and so on. After using such an editor, view the CSV file with a program such as TextEdit to ensure file wasn't altered.
- Field or column order doesn't matter.
- Commas in Ledger Amount or Transaction Amount fields aren't supported (Example: input 1000 vs 1,000).
- Workday considers a field required unless otherwise stated.
- Boolean values are *1* (true) and *0* (false).
- Date value formats accepted are:
  - YYYY-MM-DD
  - MM/DD/YYYY
  - MM-DD-YYYY
  - MM/DD/YY
  - MM-DD-YY
- Field or Column header names must display in the file exactly as this document specifies.
- Column header names *are* case-sensitive.
- For HEADER\_MEMO, Workday will use a memo per unique grouping, based on Company, Accounting Date, and Book Code.

## Supplemental Schedules in AP&C

### Concept: Supplemental Schedules in AP&C

Supplemental Schedules in Adaptive Planning and Consolidation (AP&C) are financial data sets that can:

- Provide additional insights into the movements or composition of general ledger account balances.
- Satisfy external reporting requirements.

Using Supplemental Schedules, you can:

- Streamline your collection of periodic supplemental data when reporting across distributed teams, including those entities transacting in accounting systems outside of Workday.
- Drive data integrity and consistency by configuring supplemental schedule templates and sharing across your distributed teams.
- Streamline the aggregation and translation of supplemental data in a common reporting currency based on translation rule sets and currency conversion rates in your tenant.
- Enhance process visibility and monitoring.
- Digitize the approval process and introduce a formal audit trail.

Some types of Supplemental Schedules you can bring into Workday, include:

- Balance sheet roll-forwards, including fixed assets, debt, prepaids, equity, intangibles, and so on.
- Aging Schedules.
- Future commitment schedules for debt and leases.

Related Information

#### Tasks

[Create Consolidated Supplemental Data in AP&C](#) on page 162

### Concept: Workday Worksheets in AP&C

Supplemental Schedules in Adaptive Planning and Consolidation (AP&C) applies Worksheets a spreadsheet based component in Workday that enables ad hoc data exploration, analysis, visualization, and collaboration with live transactional data. Workday users (employees, managers, and executives)

can collaborate with secure, live, Workday data as well as external data using the Workday browser application.

In addition to including nearly all well-known spreadsheet functions such as those in Google Sheets™ or Microsoft® Excel®, Worksheets includes many additional Worksheets-unique functions.

Worksheets help you make your workflow more efficient by enabling you to work with live Workday data, and to use Worksheets-unique functions that improve the analysis workflow.

Workday recommends that you do not exceed 2,000 entry area rows for optimal performance.

For more information, see:

- [Concept: Data Analysis with Worksheets Functions.](#)
- [Reference: Workbook Limits.](#)

## Concept: Custom Validations for Supplemental Data in AP&C

Based on your requirements, you can create custom validations in Adaptive Planning and Consolidation (AP&C) to identify transaction issues that need a more careful review or further action.

You can configure custom validations by creating a set of condition rules using report fields on the related Supplemental Data Row business object.

Workday displays line level custom validations on the Supplemental Data set when you enter data in Worksheets.

Note: As of this release, Workday only supports Critical Line level validations on the Supplemental Data Row business object.

See [Steps: Set Up Custom Validations.](#)

## Create Supplemental Data Templates in AP&C

### Prerequisites

- Create text lists.
- Create Calc fields.
- Security: *Setup: Supplemental Data* security domain in the Advanced Close and Consolidation functional area.

### Context

Create Supplemental Data Templates in Adaptive Planning and Consolidation (AP&C) to:

- Ensure consistent data collection across distributed teams.
- Create a template configuration based on your organization's specific use cases.
- Configure each supplemental data template with these 5 delivered Data Types:
  - Currency
  - Date
  - Numeric
  - Text
  - Text List

### Steps

1. (Optional) Create calculated fields if you want to define arithmetic expressions for certain columns within a template. See [Concept: Calculated Fields in Supplemental Schedules in AP&C](#) on page 167.
2. Access the Create Supplemental Data Template task.

3. As you complete the template header, consider:

Option	Description
Name (Required)	Enter a unique name for the supplemental data template.
Description (Required)	Enter a description for the supplemental data template.
Fiscal Schedule (Required)	<p>Select a fiscal schedule for the template. Supplemental Data you create from this template will only display periods from the selected fiscal schedule.</p> <p>Note: This schedule will likely be the shared fiscal schedule for your reporting hierarchy.</p>
Default Account Translation Method (Required when Currency Data Types are configured)	<p>When you configure at least 1 Currency Data Type on a template, the Default Account Translation Method field becomes available and is required. Select the appropriate Account Translation Method configuration that you'll use to determine the correct currency conversion Rate Type for all Currency Data Types configured on the template.</p> <p>Workday will apply the Account Translation Method configured at the header level to all Currency Data Types configured in the Template.</p> <p>Note: For alternative Account Translation Method configuration options, you can override the template header level configuration by using either of these configurations at the column or row level:</p> <ul style="list-style-type: none"> <li>• Currency Data Type at the column level within the Properties section for the Currency Data Type.</li> <li>• Text List Data Type at the row level with the Account Translation Method configuration. See <a href="#">Create Supplemental Data Text List in AP&amp;C</a> on page 157.</li> </ul>
Roll Forward (Optional)	<p>Enable the option to define additional template configurations when creating a balance sheet roll-forward type of schedule.</p> <p>If you enable Roll Forward you must select or create a calculated field on the Data Type column of Currency.</p>

4. In the Data Type grid, each row represents a column you want to include in your template. You can enter a maximum of 25 columns and each column name must be unique.
5. As you enter data for the 5 Workday delivered Data Types, consider:

Option	Description
<i>Currency</i> - Data type used to capture currency amount values. Example: \$0.00.	Click Properties to:

Option	Description
	<ul style="list-style-type: none"> <li>(Optional) Select an Account Translation Method configuration to override the value you specified in the Default Account Translation Method field in the template header for the specific Currency Data Type columns. (Column Level). If the specific Currency Data Type column is the result of an arithmetic calculation (Example: Ending Balance when rolling forward ending balances, then select or create a Calculated Field to derive calculations in Worksheets. See <a href="#">Concept: Calculated Fields in Supplemental Schedules in AP&amp;C</a> on page 167.</li> </ul> <p>For more information, see:</p> <ul style="list-style-type: none"> <li><a href="#">Create Calculated Fields.</a></li> <li><a href="#">Concept: Calculated Fields.</a></li> </ul>
<i>Date</i> - Data type used to capture date values. Example: MM/DD/YYYY.	For certain Account Translation Method selections that have a Currency Rate As of Date set to Transaction Date or Transaction Period End Date, you must specify 1 Date Data Type column on a Supplemental Data Template.
<i>Text</i> - Data type to capture free-form text.	None
<i>Text List</i> - Data type to capture specific text list items from a configured text list.	<p>Select a Text List in Properties.</p> <p>Note: You can't have more than 1 Text List with an Account Translation Method Configuration configured on a given Supplemental Data Template.</p> <p>To specify a translation method at the Row Level, select a Text List that has an Account Translation Method configuration.</p> <p>Row level configurations will override these 2 specified values:</p> <ul style="list-style-type: none"> <li>In the Default Account Translation Method field in the template header(Header Level).</li> <li>Translation configurations in the Properties section for a Currency Data Type (Column Level).</li> </ul>
<i>Numeric</i> - Data type used to capture non-currency numeric values. Example: 0.00.	<p>Click Properties to select or create a calculated field to calculate the column values when performing data entry based on the arithmetic expression configured.</p> <p>When creating calculated fields, keep these guidelines in consideration. See</p> <p>See:</p>

Option	Description
	<ul style="list-style-type: none"> <li>• <a href="#">Create Calculated Fields.</a></li> <li>• <a href="#">Concept: Calculated Fields.</a></li> </ul>

6. Click OK and then Done.

## Result

Workday creates a Supplemental Data Template.

- Once you generate and approve Supplemental Data from a given Supplemental Data Template, you can't modify the template.
- You can copy the Header information and column properties of Supplemental Data Templates at any time.
- Supplemental Data Templates that you create will have a default status of *Inactive: No*. To prevent an end user from creating new Supplemental Data from a given template, you can change it to a status of *Inactive* using the Maintain Supplemental Data Templates task. See [Maintain Supplemental Data Templates in AP&C](#) on page 158.

## Next Steps

Create supplemental data. See [Create Supplemental Data in AP&C](#) on page 159.

Related Information

## Tasks

[Maintain Supplemental Data Templates in AP&C](#) on page 158

# Create Supplemental Data Text List in AP&C

## Prerequisites

Security: *Setup: Supplemental Data* in the Advanced Close and Consolidation functional area

## Context

To drive consistency during data entry in Adaptive Planning and Consolidation (AP&C), you can create a Supplemental Data Text List to create a list of items you would like an end user to select from. Example: You can create a text list for Asset Class for text list items representing the various asset classes that a user performing data entry can select from.

After you create Text Lists, you can associate them to a column configured as a Text List Data Type under Properties when you configure the Supplemental Data Template.

Note:

- You can configure 1 Text List on many Supplemental Data Templates.
- Once you configure a Text List on at least 1 template, you can no longer delete the Text List items. However, you can modify existing Text Lists and add new Text List items.

## Steps

1. Access the Create Supplemental Data Text List task.
2. As you complete the task, consider:

Option	Description
Name (Required)	Enter a unique name for the text list.

Option	Description
Account Translation Method Configuration (Optional)	<p>Check to enable the text list with Account Translation Method Configuration for row level configuration options.</p> <p>If you enable the Account Translation Method Configuration, you must configure at least 1 Text List Item with an Account Translation Method.</p> <p>Row level configurations for the text list will override these 2 values:</p> <ul style="list-style-type: none"> <li>Account Translation Method configuration at the Template header level.</li> <li>Currency Data Type Properties column level account translation method configurations.</li> </ul> <p>Note: You can't have more than 1 Text List with an Account Translation Method Configuration configured on a Supplemental Data Template.</p>

3. Enter a list item name.
4. Click the plus icon to add a new row and enter a new Text List Item name.
5. Click OK.

## Maintain Supplemental Data Templates in AP&C

### Prerequisites

Security: *Setup: Supplemental Data* security domain in the Advanced Close and Consolidation functional area.

### Context

You can, in Adaptive Planning and Consolidation (AP&C):

- Inactivate templates that you don't want to generate Supplemental Data from (the action is reversible).
- Review details of all Supplemental Data Templates in your tenant.

### Steps

1. Access the Maintain Supplemental Data Templates task.
2. As you complete the task for each template, consider:

Option	Description
Inactive	<p>Check to disable the template from it being used to create future Supplemental Data.</p> <p>Note: If required, you can uncheck the option to change the status back to Active.</p>
Editable	Indicates whether you can edit the template.

Option	Description
	Note: Once you create Supplemental Data from the template, you can't modify the template.
In Progress	Indicates the number of <i>In Progress</i> Supplemental Data that you've created from the template.  You can drill down from the number to access details of the Supplemental Data, including the workbook.
Approved	Indicates the number of Approved Supplemental Data created from a template.

Related Information

### Tasks

[Create Supplemental Data Templates in AP&C](#) on page 154

## Create Supplemental Data in AP&C

### Prerequisites

- Create a Supplemental Data Template. See [Create Supplemental Data Templates in AP&C](#) on page 154.
- Configure the *Detailed Supplemental Data Event* business process to approve or deny the creation of Detailed Supplemental Data. See [Steps: Configure Business Process Definitions](#).
- Security: *Process: Supplemental Data* security domain in the Advanced Close and Consolidation functional area.

### Context

You create Supplemental Data in Adaptive Planning and Consolidation (AP&C) using a predefined Supplemental Data Template to generate a workbook that you can use to enter data.

You can create only 1 Approved Supplemental Data with the same grouping dimension of:

- Company
- Period
- Time Period
- Supplemental Data Template

If you create and approve a Supplemental Data with the same grouping dimension, Workday:

- Replaces the previous Supplemental Data with a status of *Replaced*
- Gives the new Supplemental Data a status of *Approved*.

Note: You can only have 1 Supplemental Data workbook with the same grouping dimension.

See [Reference: Supplemental Data Statuses in AP&C](#) on page 172.

Each entity, regardless of whether it transacts in or outside Workday must submit the supplemental data using the Create Supplemental Data task to report off a single Supplemental Data Row report data source (RDS).

Note: Once you create the Workbook, Workday evaluates the *Process: Supplemental Data* domain and evaluates contextual security to determine if a user can access a file and what are their permissions. Example: View, modify, and so on.

## Steps

1. Access the Create Supplemental Data task.
2. As you complete the Supplemental Data details, consider:

Option	Description
Company	Select the company for which you want to enter Supplemental Data.
Supplemental Data Template	<p>Select a Supplemental Data Template from your tenant.</p> <p>You can only use templates with a status of <i>Inactive: No</i>.</p> <p>To maintain templates and their statuses, see <a href="#">Maintain Supplemental Data Templates in AP&amp;C</a> on page 158.</p>
Period	<p>Select the appropriate fiscal period. You can only select Actuals.</p> <p>Workday will only display the fiscal periods associated with the fiscal schedule that you configured on the selected Supplemental Data Template.</p>
Time Period	<p>Select the supplemental data collection period.</p> <p>You can select Current, YTD, MTD, and so on.</p>
Name	Enter a name for the Supplemental Data. The name will also be the name of the created workbook and how Workday will display it on the Supplemental Data Hub.
Currency	Workday automatically populates the field in the Primary ledger currency of the Company selected. To enter supplemental data in a currency other than the primary ledger currency of the Company, you can modify this prompt value.
Number of Rows	Enter a numeric value between 1 to 2,000 to prepopulate the number of data rows you want to display when you create a Supplemental Data workbook.

3. Click OK.

Workday:

- Generates a workbook that displays the name, number, and type of columns as you defined in your Supplemental Data Template.

For Supplemental Data Templates that have at least 1 Currency Data type, Workday automatically creates the first column and named currency. The column is read-only and is derived from the currency of the supplemental data you're creating.

4. To add additional rows to the Entry Area (green dotted line) in the workbook:
  - a) Right-click a column and select Multiple Rows.
  - b) In the Insert Multiple Rows page, specify the number of rows you want to insert and click OK.

5. Enter values in the Entry Data area (green dotted area).
  - You can enter data:
    - Manually.
    - Using the clipboard functionality.
    - Linking values from other cells. Example: cell references.
    - Entering formulas.
6. For documents in a *Draft* status, you can perform these actions:
  - a) (Optional): Right-click in the workbook to add comments for the entire workbook and cell reference.
  - b) (Optional) Click Actions and then select Supplemental Data > Maintain Attachments to attach documents to support the data you're submitting.
  - c) Click Actions and then click Supplemental Data > Submit to initiate the *Detailed Supplemental Data Event* business process.
  - d) Click Actions and then select Supplemental Data > Copy to copy the entire workbook.
  - e) Click Actions and then select Supplemental Data > Cancel to cancel the workbook.

Note: Once you approve the workbook, you can't cancel it.
7. For documents in an *Approved* status, you can perform these actions from the related menu of a workbook:
  - View Workbook
  - Copy
  - Roll Forward (For templates that you enable as Roll Forward). See [Steps: Roll Forward Setup and Configuration in AP&C](#) on page 168.
  - Maintain Translation Amounts

Related Information

#### Reference

[Reference: Supplemental Data Statuses in AP&C](#) on page 172

## Maintain Supplemental Data Translation Amounts in AP&C

### Prerequisites

Security: *Process: Translated Supplemental Data* in the Advanced Close and Consolidation functional area

### Context

You can, in Adaptive Planning and Consolidation (AP&C):

- View system generated translation amounts for a given *Approved* Supplemental Data for a selected reporting currency.
- If required, make adjustments to translation amounts. Example: due to rounding.
- Load amounts for a given reporting currency when you roll forward. See

### Steps

1. From the related actions menu of the *Approved* Supplemental Data, select Supplemental Data > Maintain Translation Amounts.
2. For Reporting Currency, select the reporting currency you want the Ledger Currency values translated to and click OK.

3. For all Currency Data Type columns review details of:

Option	Description
Column Name	Values represent the Ledger Currency values from data entry.
Column Name - Translation Adjustment Amount	Editable column used to enter translation adjustment amounts. Example:translated beginning balances, rounding, and so on.
Column Name - Translation Amount	Values represent translated currency values in the reporting currency, selected based on template and system currency conversion rates.

4. (Optional) In the Column Name - Translation Amount column, enter the override amount.

- There's no business process approval process for this workbook.

Workday overrides the system generated translation amount and automatically saves the translation adjustment amount, if entered, as the reportable value.

- There's no document status associated with this workbook type.

## Create Consolidated Supplemental Data in AP&C

### Prerequisites

Create a custom report in Adaptive Planning and Consolidation (AP&C) for each Supplemental Data Template to return Supplemental Data Rows from Supplemental Data. See [Create Custom Reports for Supplemental Schedules in AP&C](#) on page 166.

- Security:
  - *Process: Consolidated Supplemental Data* domain in the Advanced Close and Consolidation functional area.
  - *Worksheets* - Provides access to Worksheets to create and manage workbooks and to control which users can export Workday data to a workbook.

### Context

You can access and report on supplemental data for a given template in a workbook using Worksheets Live Data capabilities. This enables you to aggregate and consolidate supplemental data in a single reporting view in a common reporting currency.

Once you create a workbook, Workday evaluates the *Process: Consolidated Supplemental Data* domain and its contextual security to determine if a user can access a file and what permissions the user has. Example: View, Modify, and so on.

### Steps

1. Access the Create Consolidated Supplemental Data task.
2. As you complete the task, consider:

Option	Description
Company Hierarchy	Select a company hierarchy.
Supplemental Data Template	Select the template for which you want to create a Consolidated Supplemental Data workbook.

Option	Description
	Note: Companies in the hierarchy should have used this template to create Supplemental Data.
Period	Should be the same period for which you create Supplemental Data for a given Supplemental Data Template.
Time Period	Should be the same Time Period for which you create Supplemental Data for a given Supplemental Data Template.
Name	<p>Enter a unique name for the Consolidated Supplemental Data workbook.</p> <p>Note: You can only have 1 Consolidated Supplemental Data workbook in a <i>Draft</i> status at any given time.</p>

3. Click OK.
4. On the Consolidated Supplemental Data Details page, click Workbook.
5. On the Worksheet, click the cell where you want to add Live Data.
6. Click Add Live Data.  
You can add multiple Live Data sets for each reporting currency.
7. Select the custom report for the Supplemental Data Template you previously created.
8. Click Next.
9. Click Select All to include all available columns in the Worksheet.  
You can also select and move individual columns into the Worksheet.
10. (Optional) Once you insert data from a Workday report into the workbook, complete these optional tasks:
  - a) Perform Pivot functions to summarize detailed supplemental data and format data according to business reporting requirements.
  - b) Add transaction data from Workday to tie out balances using the Worksheets Live Data Capabilities.
  - c) Leave comments on cells or the entire workbook. Tag comments so others can receive a notification about your comment.
  - d) Add additional sheets for supporting documentation.
  - e) Download the workbook to a different format, such as XLSX, PDF, or HTML.
11. Click Actions and then click Submit to initiate the *Consolidated Supplemental Data Event* business process to approve or deny the creation of Consolidated Supplemental Data.  
  
Note: Once you approve the Consolidated Supplemental Data workbook, you can't make any further edits to the workbook.

#### Related Information

#### Concepts

Concept: [Supplemental Schedules in AP&C](#) on page 153

### Concept: Supplemental Data Hub in AP&C

You can use the Supplemental Data Hub report in Adaptive Planning and Consolidation (AP&C) to:

- View and filter Supplemental Data and Consolidated Supplemental Data for current or previous periods.

- Track the status of Supplemental Data & Consolidated Supplemental Data and take necessary actions.

Note: Supplemental Data Workbooks are not displayed on Workday Drive. Workday recommends you access and search for all Supplemental Data & Consolidated Supplemental Data workbooks from the Supplemental Data Hub task.

You can access the Supplemental Data Hub report from Workday search.

Security: *Process: Supplemental Data* domain in the Advanced Close and Consolidation functional area.

As you review the report, consider these:

Tab	Description
Overview	<p>Highlights items that warrant your attention and displays all relevant tasks you have access to based on security domain permissions.</p> <p>Security: One of these domains in the Advanced Close and Functional area:</p> <ul style="list-style-type: none"> <li>• <i>Process: Supplemental Data</i></li> <li>• <i>Set Up:Supplemental Data</i></li> </ul>
Checklist	<p>Highlights the count and statuses of Supplemental Data created, organized by Supplemental Data Template to manage deliverables.</p> <p>Security: <i>Process: Consolidated Supplemental Data</i> in the Advanced Close and Consolidation functional area.</p>
Supplemental Data	<p>Displays by default, all Supplemental Data created for periods with ledger period statuses of <i>Close in Progress</i> and <i>Open</i>. Use Search to filter and search for Supplemental Data from a previous reporting period. Use the Actions button to take relevant action on your Supplemental Data.</p> <p>Security: One of these domains in the Advanced Close and Consolidation functional area:</p> <ul style="list-style-type: none"> <li>• <i>Process: Consolidated Supplemental Data.</i></li> <li>• <i>Process:Supplemental Data.</i></li> </ul>
Consolidated Supplemental Data	<p>Displays by default, all Consolidated Supplemental Data created for periods with ledger period statuses of <i>Close in Progress</i> and <i>Open</i>. Use Search to filter and search for Consolidated Supplemental Data from a previous reporting period.</p> <p>Security:<i>Process Consolidated Supplemental Data</i> in the Advanced Close and Consolidated functional area.</p>

## Create Multiple Supplemental Data Workbooks in AP&C

### Prerequisites

Security: These 2 domains in the Advanced Close and Consolidation functional area:

- *Process: Consolidated Supplemental Data*
- *Process: Supplemental Data*

## Context

You can configure and schedule a mass operation in Adaptive Planning and Consolidation (AP&C) to create multiple Supplemental Data and Consolidated Supplemental Data workbooks for the current or future periods.

Note: To create multiple Supplemental Data for Roll Forward type of Supplemental Data templates, you must use the Mass Roll Forward Supplemental Data task.

See [Mass Roll Forward Multiple Supplemental Data Workbooks in AP&C](#) on page 171.

## Steps

1. Access the Mass Generate Supplemental Data task.
2. Select a Run Frequency from :
  - Run Now.
  - Run Once in the Future.
  - Monthly Recurrence.
3. As you complete the Mass Generate Supplemental Data Criteria task for the Run Now frequency, consider:

Option	Description
Company Hierarchies	<p>You can select a single hierarchy or multiple hierarchies.</p> <p>When you enter a company hierarchy, Workday will create a Consolidated Supplemental Data Workbook. If you wish to create only Supplemental Data Workbooks leave this prompt blank.</p>
Company	<p>You can select a single company or multiple companies.</p> <p>When you enter a company, Workday will create Supplemental Data Workbooks. If you wish to create only Consolidation Supplemental Data Workbooks leave this field blank and enter a company hierarchy in the Company Hierarchy field.</p>
Currencies	<p>Enter a currency value if you want to create Supplemental Data Workbooks in a currency other than the primary ledger currency of the company selected. If not, then leave this field blank.</p>
Supplemental Data Template	<p>You can select a single template or multiple templates.</p>
Period	<p>Select the appropriate fiscal period.</p>
Time Period	<p>Select a time period.</p>

4. For the Monthly and Run Once in the Future frequency, click the Schedule tab and fill out the details. For the Monthly frequency, select the month that you want to correspond for the period that is associated with the future Workbooks that you want to create.

5. Click OK.
6. Click Refresh to complete the process.
7. Click the Mass Generate Supplemental Data Results value to open the results.
8. From the related actions of Supplemental Data, select Supplemental Data > View Workbook to open the Workbook.
9. To monitor future schedule processes, perform these actions:
  - a) Access the Scheduled Future Processes report.
  - b) Filter by Process Mass Generate Supplemental Data.
  - c) For Process Type, select Job.

## Create Custom Reports for Supplemental Schedules in AP&C

### Prerequisites

Security:

- *Process: Consolidated Supplemental Data* domain in the Advanced Close and Consolidation functional area.
- *Custom Report Creation* domain in the System functional area.

### Context

You can create a custom report in Adaptive Planning and Consolidation (AP&C) to return Supplemental Data Rows from Supplemental Data to help with the aggregation and currency conversion in common reporting currency.

Workday requires you to create a custom report for each Supplemental Data Template. Workday Worksheets supports Advanced and Composite reports. The custom report uses Live Data Capabilities within Worksheets to aggregate and consolidate Supplemental Data.

For additional guidelines on creating custom reports with Workday Worksheets, see [../.../user-guide/en-us/worksheets/live-workday-data-in-workbooks/tyl1541093843707.dita](#).

The steps below details how to create an Advanced Report for Supplemental Schedules.

See:

- [Concept: Custom Reports](#).
- [Create Custom Reports](#).

### Steps

1. Access the Create Custom Report task.
2. For Report Type, select Advanced.
3. Check Enable As a Web Service.  
Workday Web Services enable access to report results through URLs, which you can use in integrations between Workday and related external business services. See [Concept: Reports as a Service \(RaaS\)](#).
4. Uncheck Optimized for Performance.
5. For Data Source, select Supplemental Data Row report data source.

6. On the Columns tab, for Report fields, select fields to mirror the data types you selected in the Supplemental Data Template and their position in the template.

Example: Your custom report will have these report fields selected based on the Supplemental Data Template below:

- Column 01 Currency
- Column 02 Text
- Column 03 Numeric
- Column 04 Text List
- Column 05 Date

Option	Description
Column 1	Currency
Column 2	Text
Column 3	Numeric
Column 4	Text List
Column 5	Date

The above report fields will yield ledger currency values. For translated currency values, select the equivalent translated report fields. Example: Column 01 Currency Translated.

7. Select Override Label to change the field display option to match the column header name.
8. On the Prompts tab, check Populate Undefined Prompt Defaults. Specify any Prompt Defaults as deemed necessary for the report.
9. On the Share tab, under Report Definition Sharing Option, check Share with all authorized users.
10. On the Advanced tab, check Enable for Worksheets to use in Worksheets as Live Data.
11. Click OK to save the report.

## Concept: Calculated Fields in Supplemental Schedules in AP&C

You can create calculated fields in Adaptive Planning and Consolidation (AP&C) that you can use in Worksheets to:

- Calculate the value for a currency or numeric column.
- Calculate the translated currency value for roll forward.
- Calculate Arithmetic Expression function.

See [Concept: Calculated Fields](#).

When creating calculated fields for Supplemental Schedules, keep these guidelines in consideration:

- You can only create a calculated field using the Arithmetic Expression.
- You create the calculated field on the Supplemental Data Row business object.
- In the Field Type prompt, select one of these 2 data types:
  - Currency
  - Numeric
  - If you specify Currency in the Field Type, you must specify a currency code in the Currency Code Field prompt as follows:
    - For creating a Calculated Field, select Currency.
    - For creating the respective Translated Calculated Field, select Reporting Currency.
- When you configure a Supplemental Data template and enable Roll Forward, you must create a Currency data type of Calculated Field and its respective Translated Calculated Field. If you don't enable Roll Forward, configuring Calculated Field is optional.

- The calculated field must match the data type of the column. Example:
  - For the Currency data type, you can only select a calculated field that returns a currency attribute value.
  - For the Numeric data type, you can only select a calculated field that returns a numeric attribute value.
- For numeric calculated field results, Workday displays up to 6 decimal places.
- For currency calculated field results, Workday adheres to ISO currency code standards to determine the number of decimal places. Example: If  $\$10 \div \$3 = 3.333333$  (numeric), then  $\$10 \div 3 = \$3.33$  USD (currency).

See [Create Calculated Fields](#).

## Steps: Roll Forward Setup and Configuration in AP&C

### Context

You can create and configure a roll-forward type of supplemental schedule in Adaptive Planning and Consolidation (AP&C) and roll forward your ending balances to the next period beginning balances by using Supplemental Schedules.

Consider these guidelines and setup configurations when rolling forward ending balances using Supplemental Schedules. This ensures accurate calculation, translation, and roll forward of such schedules from period to period.

Use the Mass Roll Forward Supplemental Data task to roll forward multiple workbooks. See [Mass Roll Forward Multiple Supplemental Data Workbooks in AP&C](#) on page 171.

### Steps

1. [Create Supplemental Data Templates in AP&C](#) on page 154.
  - a) Access the Create Supplemental Data Template task.
  - b) Select Roll Forward in the template header.
  - c) For Data Type of Currency, click Properties and enter these values:

Option	Description
Calculated Field	<p>Create an arithmetic expression to derive the calculation of your ending balance column. See <a href="#">Concept: Calculated Fields in Supplemental Schedules in AP&amp;C</a> on page 167.</p> <p>When you assign a Calculated Field to a Currency Data Type, Workday will calculate the column value during data entry based on the configured arithmetic expression. This column will be Read-Only during data entry.</p> <p>You can configure more than 1 Calculated Field in a given Supplemental Data Template.</p>
Translated Calculated Field	<p>Create another Calculated Field referencing translated report fields on the Supplemental Data Row business object.</p> <p>Configuring translated Calculated Fields ensures that Workday accurately calculates translated currency values in addition to ledger currency values.</p>

Option	Description
Roll Forward Column	Specify the column where you want to roll forward the ending balance of a roll-forward schedule for each period.  This will likely be your beginning balance column in a roll-forward.

Example: Roll Forward Template Column Configuration.

Option	Description
Name and Data Type	Properties
Name: Beginning Balance Data Type: Currency	
Name: Additions Data Type: Currency	
Name: Ending Balance Data Type: Currency	<i>Calculated Field</i> Calc_Field <i>Translated Field</i> Calc_Field_Translated <i>Rollforward Column</i> Beginning Balance

In the example above:

- Calc\_Field is a calculated field for an arithmetic expression in the Ending Balance column. Workday references the calculated field by these report fields on the Supplemental Data Row business object:

Column 01 Currency + Column 02 Currency

- Calc\_Field\_Translated is a calculated field for an arithmetic expression representing the Translated Ending Balance column. Workday references the calculated field by these translated report fields on the Supplemental Data Row business object:

Column 01 Currency Translated + Column 02 Currency Translated

2. [Create Consolidated Supplemental Data in AP&C](#) on page 162.

You can create Supplemental Data using a predefined Supplemental Data Template that you enable as a Roll Forward template.

- Access the Create Supplemental Data task.
- As you complete the Supplemental Data details, consider these guidelines for creating Supplemental Data from templates that you enable as Roll Forward:

Option	Description
Time Period	Workday only supports these reporting Time Periods: <ul style="list-style-type: none"> <li>• Current Period (Workday Owned).</li> <li>• Current Period (Workday Owned).</li> <li>• Quarterly Time Periods (that is, reporting time periods that have a summary</li> </ul>

Option	Description
	<p>schedule with 4 fiscal time intervals each summarizing 3 fiscal posting intervals).</p> <p>Note: For Quarterly Reporting Time Periods, ensure you specify a value under the Use Specific within the Period section of Reporting Time Period configuration.</p>

3. [Maintain Supplemental Data Translation Amounts in AP&C](#) on page 161.

- a) From the related actions menu of the *Approved* Supplemental Data, select Supplemental Data > Maintain Translation Amounts.
- b) For the first period for which you want to roll forward balances, load translated beginning balance values into your beginning balance translation adjustment amount column. The default values for this column are zero until you create an adjustment.

Note: This is a one-time step for the first period. This ensures accurate calculation of ending translated balances that you roll over from period to period. Thereafter, accessing the task is optional and you can use it to make translation amount adjustments to activity columns.

Once a Supplemental Data has a status of *Approved* for the current period:

- You can't create any new Translated Supplemental Data for the previous period.
- You can no longer modify any existing Translated Supplemental Data for the previous period.

4. Roll forward Supplemental Data

To ensure accurate data entry from period to period, Workday supports the automatic roll-forward of ending balances into beginning balances for Supplemental Data Templates that you enable as Roll Forward.

Security: *Process: Supplemental Data* in the Advanced Close and Consolidation functional area.

- a) From the related actions menu off of an Approved Supplemental Data that you wish to roll forward, select Supplemental Data > Roll Forward.

You can also access the Roll Forward Supplemental Data task and for the Previous Detailed Supplemental Data field, select the Approved Supplemental Data that you wish to roll forward.

- b) As you complete the task, consider:

Prompt	Description
Period	<p>Workday defaults the value to the Supplemental Data Period from where you're rolling balances.</p> <p>Update the period to the next Period to where you want to roll forward balances.</p>
Time Period	<p>Workday defaults the value to the reporting time period of the Supplemental Data that you're rolling forward balances from.</p> <p>Note: Workday recommends that you don't change this defaulted value unless you're using a Quarterly Time Period. Example: For Quarterly Time Period, select the</p>

Prompt	Description
	next Quarter that you wish to roll forward balances to.

- c) Select Copy Supporting Information to copy over non-Entry Area items (sheets, pivot tables, or other supporting details) from the Supplemental Data workbook that you're running the Roll Forward action on.
- d) Under Name enter a unique name.
- e) Click OK.

**Result**

Workday:

- Generates a workbook that displays the name, number, and type of columns as you defined in your Supplemental Data Template.
- Rolls forward ending balances from your previous Supplemental Data to the beginning balance column, per your template configuration.

Note: Balances that you've rolled forward (that is, beginning balances) are read-only during data entry and you can't modify them.

You can't roll forward a previous Supplemental Data under these conditions:

- When you have already created a rolled forward Supplemental Data for the next period, in a *Draft* or *Submitted* Document Status.
- When you have Supplemental Data for a previous period in *Draft* or *Submitted* Document Status with these same grouping dimensions of:
  - Company
  - Supplemental Data Template
  - Period
  - Time Period

**Mass Roll Forward Multiple Supplemental Data Workbooks in AP&C**

**Prerequisites**

Security: *Process:Supplemental Data* in the Advanced Close and Consolidation functional area.

**Context**

You can perform a mass operation in Adaptive Planning and Consolidation (AP&C) to roll forward multiple Supplemental Data workbooks created with a Supplemental Data Template with Roll Forward configuration.

**Steps**

- 1. Access the Mass Roll Forward Supplemental Data task.
- 2. As you complete the task consider:

Option	Description
Option	Description
Company	You can select single company or multiple companies.

Option	Description
Supplemental Data Template	You can select a single template or multiple templates that are configured as a Roll Forward.
Period	Select the period you want to roll forward to.
Time Period	Select the time period you want to roll forward to.

- Click OK.
- For To Period and To Time Period, select the period and time period you want to roll forward to.
- Check Copy Supporting Information if you want to copy over non-entry area items such as, sheets, pivot tables, or other supporting details from the Supplemental Data workbooks that you are rolling forward.
- In the Supplemental Data to Roll Forward grid, select the Supplemental Data workbooks that you want to roll forward or check ALL to select all workbooks in the grid.
- Click OK.
- Click Refresh to complete the process.
- Click the Mass Generate Supplemental Data Results value to view the results.

## Reference: Supplemental Data Statuses in AP&C

After creating Supplemental Data in Adaptive Planning and Consolidation (AP&C), consider these statuses:

Supplemental Data Status	Description
Draft	Is the default status once you create Supplemental Data.  The workbook is ready for data entry.
Submitted	Workday has submitted the Supplemental Data has for business process approval.
Approved	Workday has approved the Supplemental Data by a business process.  (Optional) You can now maintain translation amounts if necessary. See <a href="#">Maintain Supplemental Data Translation Amounts in AP&amp;C</a> on page 161.  Workday locks the workbook from further edits.
Replaced	Workday has replaced the Supplemental Data with a new <i>Approved</i> Supplemental Data with the same grouping dimensions.
Canceled	You have manually canceled the Supplemental Data.  You can only cancel Supplemental Data if the data has a status of <i>Draft</i> .

Note: The above statuses are also applicable to Consolidated Supplemental Data.

- There can be only 1 *Approved* Supplemental Data with the same grouping dimension of Company, Period, Time Period, and Supplemental Data Template.

- If you create and approve a Supplemental Data with the same grouping dimension, Workday replaces the previous Supplemental Data with a status of *Replaced*.

Related Information

### Tasks

[Create Supplemental Data in AP&C](#) on page 159

## Consolidations and Eliminations in AP&C

### Setup Considerations: Consolidations and Eliminations in AP&C

You can use this topic to help make decisions when planning your configuration and use of consolidations and eliminations in Adaptive Planning and Consolidation (AP&C). It explains:

- Why to set it up.
- How it fits into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

### What It Is

Consolidation aggregates financial transactions from multiple companies in a hierarchy into a single financial statement. You create rules to eliminate these transactions when consolidating:

- Intercompany journals.
- Investments in subsidiaries.
- Noncontrolling interest (NCI).

### Business Benefits

You can:

- Consolidate 2 or more companies as a single entity to meet global statutory and tax reporting requirements.
- Eliminate intercompany journals to prevent double counting.
- Run consolidated reports throughout the period and include elimination information in your reporting at any time.
- Create journals that record the NCI for subsidiaries.

### Use Cases

When a parent company either directly or indirectly controls a majority interest in a subsidiary, you can consolidate the affiliated companies and run consolidated financial statements. A consolidated financial statement eliminates subsidiary equity, intercompany, and NCI, and displays the parent and its subsidiaries as a single entity.

### Questions to Consider

Questions	Considerations
Are the subsidiaries wholly owned or partially owned by the parent company?	For partially owned subsidiaries, define the ownership percentage.

Questions	Considerations
What intercompany ledger accounts do you want to eliminate during consolidations?	<p>Include the intercompany and interworktag ledger accounts you want to eliminate when you configure elimination rules.</p> <p>Use the first tab of the elimination rules for these types of eliminations.</p>
What sort of interest does the parent company have in subsidiaries?	<p>When the parent company has a controlling interest in a subsidiary, configure elimination rules to eliminate the parent company investments from the subsidiary.</p> <p>If a third party has a noncontrolling interest in a subsidiary, define elimination rules for NCI.</p>
Which accounting method will you use when consolidating?	If you use the equity method, automate equity pickup calculation by defining rules on the Equity Pickup tab of the elimination rules.
Which companies will you run equity pickup for?	<p>Your intercompany elimination rules will have different configurations depending on whether you:</p> <ul style="list-style-type: none"> <li>• Run equity pickup on all companies and eliminate companies that don't use equity method accounting.</li> <li>• Run equity pickup only for companies that use equity method accounting.</li> </ul> <p>We recommend that you run equity pickup for all owned companies. Since Workday calculates NCI on the equity pickup for all companies, running equity pickup for all companies generates the correct ownership change calculation. When you use this configuration, include the ledger accounts from your equity pickup rules in your intercompany or interworktag elimination rules to eliminate equity pickup entries from companies that use full consolidation.</p> <p>When you don't have NCI, derived NCI, or ownership changes, you can run equity pickup for companies that use equity method accounting only. When you use this configuration, you don't need to include the ledger accounts from your equity pickup rules in the intercompany or interworktag elimination rules. However, you must create a separate company hierarchy to process only the necessary equity method entries.</p>
Will you be reporting consolidated results for an alternate fiscal schedule?	Create a separate hierarchy for the alternate fiscal schedule and select the alternate fiscal schedule on the Edit Consolidations Details task.

When you're planning to calculate and record NCI eliminations using the Run Noncontrolling Interest task, consider:

Questions	Considerations
What currencies and hierarchy currencies do you perform consolidation reporting for?	<p>Create:</p> <ul style="list-style-type: none"> <li>• NCI journals for each currency and company hierarchy that you report on.</li> <li>• Translated beginning balances for each translated reporting currency that you consolidate in.</li> </ul> <p>Example: If you perform consolidation reporting in USD and EUR, ensure that you have NCI journals for both currencies, and for all companies or hierarchies that you report on.</p>
How do you currently calculate NCI?	<p>If you haven't run noncontrolling interest in your Implementation or Production tenant before 2024-09-21, Workday will calculate persisted NCI for all companies owned by a parent company, regardless of whether they're in the same hierarchy.</p> <p>If you currently derive NCI, or if your tenant was configured to persist NCI before 2024-09-21, you can continue to calculate NCI for companies within a single company hierarchy.</p> <p>You can opt in to run NCI by ownership instead of by hierarchy by accessing the Noncontrolling Interest Journal Lines Opt-In task.</p>
Do you plan to report on NCI using OfficeConnect?	<p>To report on NCI using OfficeConnect, you must opt in to run NCI by ownership on the Noncontrolling Interest Journal Lines Opt-In task.</p> <p>When you configure company ownership structures, consider that:</p> <ul style="list-style-type: none"> <li>• The consolidating parent company of any top-level hierarchy that you run NCI for must be included in that hierarchy or a subordinate hierarchy.</li> <li>• When the consolidating parent company of the top-level hierarchy is included in a subordinate hierarchy, you must also set it as the consolidating parent company of the hierarchy that contains it and any other subordinate hierarchies between that hierarchy and the top-level hierarchy.</li> </ul>
At what level do you want to approve NCI results?	<p>You can approve or deny NCI results at:</p> <ul style="list-style-type: none"> <li>• Hierarchy level, reducing the number of business process events that need your approval.</li> <li>• Company level, providing you with more visibility and control over your NCI results.</li> </ul>
When are you going to run NCI?	You can run NCI now or schedule to run it in the future.

Questions	Considerations
What type of NCI ownership does your company have?	<p>You can set up NCI to calculate for direct ownership on the Maintain Elimination Rules task.</p> <p>To report on NCI journal lines, or to calculate NCI for all owned companies, you must set up NCI to calculate for direct ownership.</p> <p>We plan to retire the ability to calculate NCI for indirect ownership in a future update.</p>

When you're planning to calculate and record equity pickup using the Equity Pickup task, consider:

Questions	Considerations
How will NCI and ownership changes affect your equity pickup rules?	<p>When you use NCI and track and post ownership changes, we recommend that you run equity pickup on all companies and eliminate non-equity method companies.</p> <p>When you don't use NCI and track and post ownership changes, you can run equity pickup only for companies that require equity method consolidations. When there are owned entities that aren't subject to equity method entries, you can create a separate company hierarchy to process only the necessary equity method entries.</p>
In which currency do you plan to record investments in subsidiaries?	<p>When you create equity pickup rules, you can record investments in subsidiaries in the ledger currency of the subsidiary or the parent. Your choice determines the process of revaluing investments.</p> <p>When you record in the subsidiary ledger currency, you can:</p> <ul style="list-style-type: none"> <li>• Include the investment in subsidiary ledger account in a revaluation rule.</li> <li>• Run revaluation for the company using this revaluation rule.</li> <li>• Run equity pickup for your company.</li> <li>• After you book equity pickup to the investment in subsidiary account, run revaluation again.</li> </ul> <p>When you record in the parent ledger currency, you record the investment in subsidiary at historical rates. To revalue these investments, you can:</p> <ul style="list-style-type: none"> <li>• Post a cumulative translation adjustment (CTA).</li> <li>• Add the posted CTA account to your equity pickup rules.</li> <li>• Run equity pickup for your company.</li> </ul>
How have you configured worktag balancing in your tenant?	Workday supports primary and optional worktag balancing in equity pickup, once you configure

Questions	Considerations
	your equity pickup rules to specify the balancing worktags as target worktags.

## Recommendations

- When you're configuring elimination rules for intercompany and interworktag ledger accounts:
  - Select a unique account as the variance ledger account. A unique account ensures that Workday tracks differences if the intercompany and interworktag accounts don't net to zero upon consolidation.
  - Update year-end closing rules when an equity pickup rule generates net income, to ensure that retained earnings roll forward correctly each year.
- When creating custom reports to eliminate interworktags, ensure that you perform these actions:
  - For each sub-report, uncheck the Do Not Prompt at Runtime option for the Balancing Worktags prompt.
  - When running the custom report, select the Primary Balancing Worktags value at the Balancing Worktags prompt.
- When you're recording NCI, set up an elimination rule for each ledger account or ledger account summary that you want to calculate NCI on.
- When you're configuring rules for equity pickup:
  - Select a provision account. If you don't select an account, Workday tracks losses but won't record them.
  - Record equity pickup results in the subsidiary base currency to record eliminations accurately, and to automate revaluation of the investment in subsidiary.
- Add NCI and equity pickup journals to new or existing period close activity groups.

## Requirements

To ensure that Workday calculates consolidations accurately:

- Complete the company hierarchy.
- Ensure each company in the hierarchy shares the same account set, and either a primary or an alternate fiscal schedule. The companies can have different ledger (base) currencies.
- Complete the company ownership details for every company in the hierarchy.
- Configure eliminations and equity method consolidation rules.
- Enable the Translated Currency prompt when you're creating a custom report to perform consolidation reporting. Workday uses this value to perform eliminations for NCI, and investment in subsidiary and subsidiary equity.

## Limitations

Workday doesn't support worktag balancing on NCI journals. When you need to add worktags on NCI journals, you can create a manual journal or allocation to post entries directly to the subsidiary that has the noncontrolling interest, using a book code that is only included in consolidated financial reports.

## Tenant Setup

You can use the Edit Tenant Setup - Financials task to enable options to:

- Include worktag types for retained earnings.
- Add the intercompany affiliate worktag type.
- Reverse operational and NCI journals.

## Security

Domain	Consideration
<i>Set Up: Consolidation</i> in the Financial Accounting functional area.	Can configure elimination rules.
<i>Process: Equity Pickup</i> in the Financial Accounting functional area.	Can run and calculate equity pickup.
<i>Set Up: Financial Accounting</i> in the Common Financial Management functional area.	Can create ownership details.
<i>Process: Noncontrolling Interest</i> in the Financial Accounting functional area.	Can create journal entries.
<i>Process: Noncontrolling Interest Opt-In</i> in the Financial Accounting functional area.	Can opt in to report NCI using NCI journals, and to calculate NCI by ownership. Only applies to unconstrained groups.

## Business Processes

Business Process	Consideration
<i>Equity Pickup Event</i>	You can approve and deny equity pickup entries.
<i>Noncontrolling Interest Group Run Event</i>	You can approve and deny NCI group results. Workday creates 1 NCI group result per hierarchy that you run NCI for.
<i>Noncontrolling Interest Run Event</i>	<p>You can add <i>Noncontrolling Interest Run Event</i> as a subprocess of the <i>Noncontrolling Interest Group Run Event</i> business process.</p> <p>This enables you to preapprove and deny NCI results for individual subsidiaries or companies in a hierarchy.</p>

## Reporting

You can run the Consolidated Trial Balance report to review these eliminations:

- Intercompany and interworktag.
- NCI.

You can use these reports to view NCI results and journal lines:

- Find Consolidation Journal
- Find Consolidation Journal Lines

You can use the Find Noncontrolling Interest Results report to view and cancel NCI results.

You can view equity pickup journals in a:

- Standard trial balance report.
- A composite consolidated trial balance report.

## Integrations

Web Services	Considerations
<i>Get Company Ownership Details Full List</i>	Retrieves information about company ownership, including all related snapshots for the company.
<i>Get Consolidation Details of Company Hierarchy</i>	Retrieves consolidation details on company hierarchies.
<i>Get Noncontrolling Interest Results</i>	Retrieves all NCI results.
<i>Put Company Ownership Detail Full List</i>	Uploads snapshots of company ownership details.
<i>Put Consolidation Details of Company Hierarchy</i>	Uploads the consolidation details of company hierarchies.
<i>Put Noncontrolling Interest Result</i>	Mass creates NCI results when you perform reporting using persisted elimination journals.

## Connections and Touchpoints

Features	Considerations
Company Intercompany Profile	You use this profile to define relationships between companies in Workday.  The profile enables you to specify which companies can initiate transactions and which companies can only settle transactions.
Set Up a Single Legal Entity	You share this feature with a Workday Payroll (USA) implementation. Define the company relationship to enable multiple companies to roll up to a single company.
Worktag Balancing	You can eliminate primary worktags, but you can't eliminate optional worktags.

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships across your tenant. Learn more about the [Workday Touchpoints Kit](#) on Workday Community.

### Related Information

#### Tasks

[Set Up Intercompany and Interworktag Elimination Rules in AP&C](#) on page 183

[Steps: Set Up for Persisting Noncontrolling Interest in AP&C](#) on page 195

[Set Up Equity Pickup Elimination Rules in AP&C](#) on page 186

[Run Noncontrolling Interest in AP&C](#) on page 199

[Calculate Equity Pickup Results in AP&C](#) on page 189

## Steps: Set Up Consolidations in AP&C

### Prerequisites

- Create a company hierarchy that includes all companies that are part of the consolidation. See [Steps: Set Up Companies in AP&C](#).
- Review setup considerations for consolidations and eliminations.

## Context

In Adaptive Planning and Consolidation (AP&C), you can:

- Set up elimination rules for intercompany and interworktag transactions, noncontrolling interest (NCI), and equity pickup rules.
- Generate reports to view detailed information about these eliminations:
  - Intercompany and interworktag.
  - Investment in subsidiary and subsidiary equity.
  - NCI.

## Steps

### 1. [Set Up Company Ownership Details in AP&C.](#)

Select the legal companies that are part of the consolidation hierarchy, and define either of these percentages:

- Ownership.
- Claim on assets.

Security:

- *Set Up: Consolidation* domain in the Financial Accounting functional area.
- *Set Up: Financial Accounting* domain in the Common Financial Management functional area.

### 2. [Set Up Intercompany and Interworktag Elimination Rules in AP&C.](#)

Set up rules for using intercompany affiliate worktags to eliminate ledger accounts for the consolidation.

Security: *Set Up: Consolidation* domain in the Financial Accounting functional area.

### 3. [Set Up Equity Pickup Elimination Rules in AP&C.](#)

Define the equity method accounting rules that consolidation investor and investee companies use to eliminate equity pickup earnings.

### 4. [Calculate Equity Pickup Results in AP&C.](#)

Record the equity earnings of consolidated subsidiaries onto the books of parent companies.

### 5. Set up to calculate noncontrolling interest.

See [Steps: Set Up for Persisting Noncontrolling Interest in AP&C.](#)

### 6. [Run Noncontrolling Interest in AP&C.](#)

### 7. [Create Trial Balance Reports in AP&C.](#)

View these eliminations by running the standard composite consolidated trial balance report:

- Investment in subsidiary and subsidiary equity eliminations, including any NCI portion.
- NCI activity.
- Equity pickup.

You can view equity pickup journals in a:

- Standard trial balance report.
- Composite consolidated trial balance report.

Related Information

## Tasks

[Steps: Set Up Companies in AP&C](#) on page 9

## Steps: Set Up Alternate Fiscal Year Consolidations in AP&C

### Prerequisites

- Review setup considerations for consolidations and eliminations.
- [Create Organization Hierarchies](#).  
Create a company hierarchy that includes all companies that are part of the consolidation.
- Ensure you've recorded the Primary Fiscal Schedule opening balances using the Journal Enterprise Interface Builder (EIB).
- Security:
  - *Set Up: Consolidation* domain in the Financial Accounting functional area.
  - *Set Up: Financial Accounting* domain in the Common Financial Management functional area.

### Context

Workday enables you to create consolidated financial statements for companies with different fiscal schedules in Adaptive Planning and Consolidation (AP&C). When you want to roll up companies with alternate fiscal schedules into a hierarchy, each company in the hierarchy must share either:

- A primary fiscal schedule.
- An alternate fiscal schedule.

Also ensure:

- You create an alternate fiscal schedule for all years that have data.
- You roll forward the alternate fiscal year for each year that has data.

Note: Create a separate hierarchy if you want to report consolidation results for the alternate fiscal schedule.

### Steps

1. Consolidate companies in the hierarchy to record:

- Intercompany elimination.
- Equity pickup.
- Noncontrolling interest (NCI).

See [Steps: Set Up Consolidation Companies in AP&C](#).

2. Associate 1 or more alternate fiscal schedules with each company in the hierarchy.

See [Assign Company Accounting Details in AP&C](#).

3. Access the Edit Consolidation Details task and enter a standard or alternate fiscal year to define the consolidation fiscal schedule for the company hierarchy.
4. Roll forward year-end balances and translated beginning balances for all companies in the hierarchy at the end of their fiscal years.

See [Roll Year-End Balances Forward in AP&C](#).

### Next Steps

Run the Consolidated Trial Balance report.

Related Information

### Tasks

[Create Trial Balance Reports in AP&C](#) on page 254

## Set Up Company Ownership Details in AP&C

### Prerequisites

- Create a company hierarchy that includes all companies that are part of the consolidation. See [Steps: Set Up Companies in AP&C](#).
- Security:
  - *Set Up: Consolidation* domain in the Financial Accounting functional area.
  - *Set Up: Financial Accounting* domain in the Common Financial Management functional area.

### Context

In Adaptive Planning and Consolidation (AP&C), you can set up ownership details for your investments in subsidiaries for legal companies that are part of a company hierarchy.

When you change the third party ownership details of a parent company, consider the impact on subsidiaries associated with it. We recommend that you create a separate ownership change snapshot on the date of change.

When you haven't defined a parent company for the company hierarchy, Workday won't apply any elimination rules that you define for:

- Investment in subsidiary and subsidiary equity.
- NCI.

When you plan to report on noncontrolling interest (NCI) using OfficeConnect, ensure that:

- You include the consolidating parent company of any top-level hierarchy that you want to run NCI for in that hierarchy or a subordinate hierarchy.
- When the consolidating parent company of the top-level hierarchy is included in a subordinate hierarchy, you also set it as the consolidating parent company of the hierarchy that contains it and any other subordinate hierarchies between that hierarchy and the top-level hierarchy.

### Steps

1. Access the subsidiary company.

You can search for a subsidiary company:

- Using global search.
- By accessing the company hierarchy and viewing the companies included in it.

If you don't define a parent company, Workday won't apply any elimination rules that you define for:

- Investment in subsidiary and subsidiary equity.
- Noncontrolling Interest (NCI).

2. From the related actions menu of the subsidiary company, select Company > Edit Company Ownership Details.

Enter an Effective Date.

Workday uses this date to calculate net income and prior year retained earnings based on the date that these changes go into effect:

- Ownership %
- Claim on Assets %

3. As you complete the Edit Company Ownership Details task, consider:

Option	Description
No Owner Companies	Select when the company is a consolidating parent that doesn't have any owner companies.
Owner Company	<p>Select an owner company or a third party.</p> <p>Select Create &gt; Create Third Party to create a worktag for owners that don't have a company within your Workday tenant. Third-party worktags enable you to associate third-party owners with their corresponding elimination entries.</p> <p>To prevent errors when you run noncontrolling interest or equity pickup, Workday doesn't support circular ownership configurations. You can't select an owner company that is owned directly or indirectly by the company whose ownership details you're editing.</p>
Ownership %	<p>Enter whole or decimal numbers from zero to 100 that represent ownership in the company. The Total for all owner companies and third-parties must equal 100.</p> <p>If you reduce the ownership percentage of an owner company to zero, don't remove the value for the fiscal period. You can remove the zero percent ownership line in a subsequent period after Workday records the ownership adjustment.</p>
Claim on Assets %	<p>Enter a percentage if you're attributing income that isn't based on relative Ownership %. Enter whole or decimal numbers from zero to 100. The Total for all owner companies and third-parties must equal 100.</p>

### Result

You can configure elimination rules for the company hierarchy.

Related Information

### Tasks

[Steps: Set Up Companies in AP&C](#) on page 9

## Set Up Intercompany and Interworktag Elimination Rules in AP&C

### Prerequisites

- Create a hierarchy that includes all companies that are part of the consolidation. See [Steps: Set Up Companies in AP&C](#).
- Complete ownership details for each company in the company hierarchy. See [Set Up Company Ownership Details in AP&C](#).
- Security: *Set Up: Consolidation* domain in the Financial Accounting functional area.

Context

In Adaptive Planning and Consolidation (AP&C), you can configure rules for all intercompany and intercompany worktag ledger accounts that you want to eliminate upon consolidation. Workday uses the intercompany affiliate on journal lines to perform the elimination when the company and intercompany affiliate are both in the hierarchy for which you run the report. Eliminations can consist of these relationships:

- One to one.
- One to many.
- Many to one.

These eliminations occur when you run the report and aren't persisted. Workday only performs eliminations on the ledger accounts you configure in the rules.

Example: You can create separate rules to eliminate:

- Intercompany receivable and intercompany payable accounts.
- Intercompany revenue and intercompany expense accounts.
- Interworktag receivable and interworktag payable accounts.

Note: When creating custom reports to eliminate interworktags, ensure that you perform these actions:

1. For each sub-report, uncheck the Do Not Prompt at Runtime option for the Balancing Worktags prompt.
2. When running the custom report, select the Primary Balancing Worktags value at the Balancing Worktags prompt.

Steps

1. Access the Maintain Elimination Rules task.
2. Select the Account Set for which you're defining elimination rules.  
Create 1 or more elimination rules for the account set.
3. As you complete the Intercompany/Interworktag tab, consider:

Option	Description
Elimination Ledger Accounts	<p>Select the consolidation intercompany or interworktag ledger accounts you want to eliminate.</p> <p>Workday only evaluates a ledger account when it has intercompany affiliate worktags on transactions. See <a href="#">Setup Considerations: On-Behalf-of Intercompany Activities</a>.</p> <p>Interworktag affiliate only eliminates for required worktag balancing.</p> <p>Consider the account translation method of the ledger accounts. If you've different translation methods, it can result in translation variances.</p>
Variance Ledger Account	<p>Select the variance accounts to post any out-of-balance amounts to when the intercompany or interworktag ledger accounts don't eliminate on consolidation.</p> <p>Workday recommends that you:</p> <ul style="list-style-type: none"><li>• Select a different variance ledger account for each elimination rule,</li></ul>

Option	Description
	<p>to provide more visibility into the intercompany reconciliation process.</p> <ul style="list-style-type: none"> <li>• Don't define intercompany or interworktag accounts as the variance ledger account.</li> </ul>

## Result

Workday calculates and displays the elimination entries in an elimination column on each consolidated financial report, when you select 1 or more of these prompts:

- Eliminations Only
- Perform Intercompany Eliminations

You can use the Intercompany Elimination Out of Balance report to reconcile:

- Intercompany accounts in an elimination rule.
- Differences with the suspense account in the Consolidated Trial Balance report.

## Example

Elimination Rule Name	Elimination Ledger Accounts	Variance Ledger Account
<i>Intercompany Management Fee Elimination</i>	<i>4999:Management Fee Revenue</i> <i>5999:Intercompany Cost of Sales</i> <i>7999:Management Fee Expense</i>	<i>7900:Other Expenses</i>
<i>Intercompany Pay/Rec Elimination</i>	<i>1900:Intercompany Receivable</i> <i>2900:Intercompany Payable</i>	<i>1100:Suspense</i>
<i>Investment in Subsidiary, Associate, and Joint Venture</i>	<i>1950:Investment in Sub</i> <i>1951:Investment in Subsidiary - Current Year Earnings</i> <i>1952:Investment in Subsidiary - Income Losses</i> <i>1955:Investment in Associate and Joint Ventures</i> <i>1956:Investment in Associate and Joint Ventures - Income</i> <i>1957:Investment in Associate and Joint Ventures - Income Losses</i> <i>2800:Subsidiary Losses Provision</i> <i>2805:Associate and Joint Venture Losses Provision</i> <i>3005:Noncontrolling Interest Equity</i> <i>3100:Capital Stock</i> <i>3110:Preferred Stock</i> <i>3124:APIC Other</i>	<i>1101:Suspense Intercompany Payable/Receivable</i>

Elimination Rule Name	Elimination Ledger Accounts	Variance Ledger Account
	<i>3125:Additional Paid in Capital</i> <i>3300:Retained Earnings - Prior Years</i> <i>3305:Dividends Declared</i> <i>3310:Preferred Dividends Declared</i> <i>3350:Treasury Stock</i> <i>3410:CTA (FX Reserve)</i> <i>3450:OCI (Revaluation Surplus)</i> <i>3500:Unrealized Gain/Loss</i> <i>8700:Earnings in Subsidiary</i> <i>8701:Earnings in Associate / Joint Ventur</i>	

In this example, we add retained earnings to the elimination rules.

### Next Steps

You can report on individual elimination rules using the Intercompany Elimination Out of Balance Report.

When an intercompany affiliate is tagged on an income statement account that isn't in your elimination rules and a roll forward has occurred, the retained earnings can carry that additional intercompany affiliate. This results in more elimination than intended. To resolve this, you can create a reclassing entry of the unwanted intercompany affiliate in the retained earnings account. See [Workday Community: Intercompany Elimination Details and Reclassification](#).

## Equity Pickup in AP&C

### Set Up Equity Pickup Elimination Rules in AP&C

#### Prerequisites

- Set up company ownership details for investor and investee companies. See [Set Up Company Ownership Details in AP&C](#).
- Security: *Set Up: Consolidation* domain in the Financial Accounting functional area.

#### Context

In Adaptive Planning and Consolidation (AP&C), you can define rules for eliminating equity pickup earnings for the investor and investee companies when you consolidate subsidiaries using the equity method of accounting. For each equity pickup rule, you can define:

- Default ledger accounts.
- Ledger accounts for 1 or more companies with their own set of accounts.

Workday supports equity pickup on all subsidiary investments regardless of ownership percent.

Equity pickup elimination rules work in conjunction with elimination rules for intercompany or interworktag and noncontrolling interest.

#### Steps

1. Access the Maintain Elimination Rules > Equity Pickup tab.

2. As you complete the Equity Pickup tab, consider:

Option	Description
Rule Name	You can't use a rule name more than once.
Record in Subsidiary Base Currency	<p>Select to record equity pickup in the base currency of the subsidiary. When you select this check box, you can revalue investments as configured in your revaluation rules.</p> <p>When you don't select this check box, Workday calculates the equity pickup results in the ledger (base) currency of the parent company or companies. This results in the revaluation of your investment account at historical rates, such as the rates that applied at the time of recording.</p>
Journal Source	<p>Select only 1 journal source.</p> <p>You can define journal sources on the Maintain Journal Sources task.</p>
Currency Rate Type	Select to override the default currency rate types Workday defines at the company or tenant level.
Source Ledger Accounts/Summaries	<p>Select 1 or more default ledger accounts or ledger account summaries that you want to use to derive equity pickup results. Each account must be unique, and typically comprises the net income of the subsidiary.</p> <p>You can create more than 1 row for each ledger account or ledger account summary entry.</p> <p>Example: Select 1 source ledger account for net income and another for dividends.</p> <p>If you have multiple levels of ownership, ensure that you include the profit/loss account so that your results flow to the various levels of ownership in the hierarchy. Do this also if you configure the Ownership Change Adjustment Account option.</p>
Investment Account	<p>Select a default ledger account to record the change to the parent investment in the subsidiary.</p> <p>Select an account that is different to the provision account to avoid processing errors.</p> <p>To avoid processing errors, the selected account:</p> <ul style="list-style-type: none"> <li>• Must be zero or debit balance by intercompany affiliate before equity pickup is run each period.</li> <li>• Can't be the same account as the Provision Account.</li> </ul>

Option	Description
Profit/Loss Account	<p>Select a default ledger account to record the change to the parent equity income or loss in the subsidiary.</p> <p>The equity pickup process creates duplicate results if you calculate equity pickup using a different rule with the same:</p> <ul style="list-style-type: none"> <li>• Company or Company Hierarchy.</li> <li>• Fiscal Period.</li> <li>• Source Ledger Accounts.</li> </ul>
Provision Account	<p>(Optional) Select a provision account to record equity pickup losses for the parent company. When you don't select a provision account, Workday tracks losses but won't record them to any account.</p> <p>Select a provision account when you select a ledger account from the Ownership Change Adjustment Account option.</p> <p>To avoid processing errors, the selected account:</p> <ul style="list-style-type: none"> <li>• Must be zero or credit balance by intercompany affiliate before equity pickup is run each period.</li> <li>• Can't be the same as the Investment Account.</li> </ul>
Ownership Change Adjustment Account	<p>(Optional) Select a ledger account to record the change in ownership from prior period to current period.</p> <p>If you don't select an account, Workday won't record ownership changes.</p> <p>Workday records the offset on adjustments to the profit/loss account.</p>
Worktags	<p>(Optional) Select 1 or more worktags, which can include balancing worktags, that you want to associate with target journal lines.</p>

3. (Optional) In the Company Overrides grid, configure an equity pickup rule for 1 or more investor companies when each company has different investment, profit and loss, and provision accounts. Ledger accounts and worktags that you specify on the grid override default ledger account and worktag values for investor companies.

### Example

This example illustrates an elimination rule for equity pickup:

Option	Description
Rule Name	<i>Equity Pickup with Provision</i>
Record in Subsidiary Base Currency	Select.

Option	Description
Journal Source	<i>Equity Pickup</i>
Currency Rate Type	Leave blank.
Source Ledger Accounts/Summaries	<i>Standard: Income Statement Accounts</i>
Investment Account	<i>1930:Investment in Joint Ventures</i>
Profit/Loss Account	<i>8000:Earnings in Joint Ventures</i>
Provision Account	<i>2800:Provision for Loss in Joint Ventures</i>
Ownership Change Adjustment Account	Leave blank.

In this example, the Record in Subsidiary Base Currency check box is selected so that investments can be revalued using revaluation rules.

The Investment Account is the investment in subsidiary account, which is the target account for equity pickup of subsidiary earnings. You could also set up and use an *Investment in Subsidiary - Earnings* account to segregate cumulative earnings from the original investment balance and provide more visibility into the investment accounts.

The Profit/Loss Account for the net income rule is the earnings or loss in subsidiary account on the income statement. For other comprehensive income (OCI) rules, select the same account as the Source Ledger Accounts/Summaries to effectively record the parent's portion of the subsidiary's OCI into the same account on the parent's ledger.

### Next Steps

Use the Equity Pickup task to calculate equity pickup results.

Related Information

### Tasks

[Set Up Company Ownership Details in AP&C](#) on page 182

[Create Journal Sources in AP&C](#) on page 43

## Calculate Equity Pickup Results in AP&C

### Prerequisites

- Define equity pickup rules.
- Verify that the current ledger period status of the investor company isn't:
  - *Closed.*
  - *Close In Progress* for the Equity Pickup journal source.
  - *Not Available.*
- Ensure that equity pickup journals for earlier fiscal periods are in a Posted state before running equity pickup for subsequent fiscal periods to avoid processing errors.
- Configure the *Equity Pickup Event* business process and security policy in the Financial Accounting functional area so that you can approve journal entries for equity pickup before posting them to target and offset ledger accounts of investor companies.
- Security: *Process: Equity Pickup* domain in the Financial Accounting functional area.

### Context

Record the equity earnings of a consolidated subsidiary onto the books of the parent company in Adaptive Planning and Consolidation (AP&C).

When you record equity pickup results in the base currency of a subsidiary, the journal entry displays in the subsidiary currency.

### Steps

1. Access the Equity Pickup task.
2. As you complete the task, consider:

Option	Description
Company	Select the investor company or company hierarchy for recording equity pickup results.
Equity Pickup Rules	<p>When you run equity pickup for 2 rules that use the same source and profit or loss accounts, Workday calculates equity for both.</p> <p>If you select multiple rules, Workday displays results for each rule when you run the task.</p> <p>The Equity Pickup task performs equity pickup for all rules simultaneously. It doesn't calculate them sequentially.</p> <p>Note: To avoid processing errors, run equity pickup 1 rule at a time if you have overlapping investment and provision ledger accounts.</p>
Fiscal Period	Ensure that periods are open for all investor companies to post equity pickup results.
Source Book	(Optional) Select a default source book for equity pickup. Leave blank to select source journals from the blank book code.
Target Book Code	(Optional) Select a book code to assign to the equity pickup journal entries. Leave blank to post equity pickup results to the blank book code.
Post to Subsidiary Companies	Select to post the equity pickup journal entries to all investor companies. If you clear the check box, Workday won't create operational journals and sets the equity pickup Status to <i>Complete</i> .
Account Translation Rule Set	Select the rule to translate accounts in a subsidiary onto the parent books.

3. (Optional) From the related actions menu of the *Equity Pickup* business process and security policy in the Financial Accounting functional area, select View Accounting to display the equity pickup Journal Entry.
  - When there's a pending approval step, the business process sets the:
    - Equity pickup status to *In Progress*.
    - Operational journal status to *Pro forma*.
  - If there's no business process or you approved the equity pickup results, the:
    - Equity pickup status is *Approved*.
    - Operational journal status is *Posted*.
  - If there's no accounting associated with the equity pickup results, the:
    - Equity pickup status is *Complete*.
    - The equity pickup process doesn't create an operational journal.
4. (Optional) To cancel the results of an equity pickup run, find the results that you generated and select Cancel from the Equity Pickup Result related actions menu.

## Result

When you process equity pickup, it creates a result for each investor company that you run the Equity Pickup task for. If you run the task for a hierarchy with multiple investor companies, Workday creates separate equity pickup results for each investor company and includes the:

- Percentage the investor company owns in the subsidiary.
- Source amount that Workday uses to calculate equity pickup.
- Provision amount that the equity picks up.

If you selected an ownership change adjustment ledger account on the equity pickup rule, Workday displays an Ownership Change Details tab on the result. You can use this tab to drill into how Workday calculates your equity pickup.

- Workday calculates direct ownership change adjustment amounts based on the:
  - Change in ownership percentage from the current period to the prior period.
  - Opening source amount at the beginning of the period multiplied by the ownership change amount.
- Workday calculates indirect ownership change adjustment amounts based on the:
  - Current period ownership percentage.
  - Source amount deriving from the direct ownership change adjustment result of the subsidiary on the same equity pickup run. Workday multiplies this value by the current period ownership percentage.

When no indirect ownership changes occur during the current period, Workday displays values of zero.

## Next Steps

Use the Find Equity Pickup Results report to view previous equity pickup results.

## Reference: Equity Pickup Results in AP&C

In Adaptive Planning and Consolidation (AP&C), run the equity pickup process for these parent and subsidiary companies:

Parent Company	Subsidiary	Ownership	Net Income Debit/(Credit) USD	Change in Parent Investment Debit/(Credit) USD	Provision for Loss
GMS USA	Green Planet	100%	151,900	(150,000)	1,900
GMS USA	GMS Hong Kong	65%	(46,501)	30,225	
GMS USA	GMS Canada	100%	(3,162)	3,162	
GMS USA	GMS Australia	80%	(17,337)	13,870	
GMS Canada	GMS Australia	20%	(17,337)	3,467	
Third-party Company	GMS Hong Kong	35%	(46,501)	16,275	

Workday displays results on the parent books in either of these base currencies, depending on how you calculate equity pickup:

- Parent
- Subsidiary

### Equity Pickup Results in Subsidiary Base Currency

When you record equity pickup results in the base currency of the subsidiary, Workday posts these accounting entries to the books of the parent company in the subsidiary base currency:

GMS USA

Ledger Account/ Worktag	Debit (Subsidiary Currency)	Credit (Subsidiary Currency)	FX Rate	Debit (Company Currency)	Credit (Company Currency)
Investment in subsidiary Green Planet		150,000	1.000000		150,000
Equity income in subsidiary Green Planet	151,900		1.000000	151,900	
Provision for Loss Green Planet		1,900	1.000000		1,900
Investment in subsidiary GMS Hong Kong	234,389		0.128955	30,225	
Equity income in subsidiary GMS Hong Kong		234,389	0.128955		30,225

Ledger Account/ Worktag	Debit (Subsidiary Currency)	Credit (Subsidiary Currency)	FX Rate	Debit (Company Currency)	Credit (Company Currency)
Investment in subsidiary GMS Canada	3,671		0.861334	3,162	
Equity income in subsidiary GMS Canada		3,671	0.861334		3,162
Investment in subsidiary GMS Australia	12,855		1.078958	13,870	
Equity income in subsidiary GMS Australia		12,855	1.078958		13,870

#### GMS Canada

Ledger Account/ Worktag	Debit(Subsidiary Currency)	Credit(Subsidiary Currency)	FX Rate	Debit(Company Currency)	Credit(Company Currency)
Investment in subsidiary GMS Australia	3,214		1.078958	3,467	
Equity income in subsidiary GMS Australia		3,214	1.078958		3,467

#### Third-Party Company

The Equity Pickup amount is related to the noncontrolling interest parent. Workday uses the rules for recording net income attributions for noncontrolling or minority interest consolidations. You can configure these rules on the Maintain Elimination Rules task.

The equity pickup process doesn't create operational journals for noncontrolling interest in Workday. When you run the Consolidated Trial Balance report, these results are the accounting entries in the currency of the Hong Kong subsidiary:

Ledger Account/ Worktag	Debit (Subsidiary Currency)	Credit (Subsidiary Currency)	FX Rate	Debit (Company Currency)	Credit (Company Currency)
NCI Expense	126,210		0.128955	16,275	
NCI Accrual		126,210	0.128955		16,275

#### Troubleshooting: Equity Pickup Processing in AP&C

After the equity pickup process completes, Workday Adaptive Planning and Consolidation (AP&C) displays an error message when either the:

- Provision ledger account doesn't have a zero balance and the investment ledger account has a debit value.
- Investment ledger account doesn't have a zero balance and the provision ledger account has a credit balance.

Cause: Manual posting to ledger accounts can create balances in both investment and provision ledger accounts for an intercompany affiliate.

Solution: Before processing equity pickup for the fiscal period, create a manual journal or set up an allocation definition that clears the balance to zero for either of these accounts:

- Investment
- Provision

## Steps

1. Access the Create Allocation Definition task.  
Security: *Set Up: Allocations* in the Financial Accounting functional area.
2. In the Details section, select a source company in the Used By field.

In the Source section, select these values:

Option	Description
Ledger Account/Ledger Account Summary	Provision or investment account.
Worktags	Intercompany affiliate worktag.

In the Basis section, select these values:

Option	Description
Ledger/~Plan~Structure	<i>Actuals</i>
Allocation Method	<i>Fixed Percent</i>
Definition	Select a fixed percentage statistic definition that results in 100%.

In the Target section, select these values:

Option	Description
Company is From	<i>Source</i>
Ledger Account is from	<i>User Specified</i>
Ledger Account	Either: <ul style="list-style-type: none"> <li>• Investment in subsidiary account.</li> <li>• Provision account.</li> </ul>
Worktag Type	<i>Intercompany Affiliate</i>
Worktag Value is from	<i>Source</i>

In the Offset section, select these values:

Option	Description
Ledger Account is from	<i>Source</i>
Worktag Type	<i>Intercompany Affiliate</i>
Worktag Value is from	<i>Source</i>

Option	Description
Company is from	<i>Source</i>

Related Information

### Concepts

[Setup Considerations: Consolidations and Eliminations in AP&C](#) on page 173

### Tasks

[Calculate Equity Pickup Results in AP&C](#) on page 189

[Create Allocation Definitions in AP&C](#) on page 89

[Define Statistic Types in AP&C](#) on page 79

[Enter Statistic Values in AP&C](#) on page 81

[Set Up Intercompany and Interworktag Elimination Rules in AP&C](#) on page 183

## Noncontrolling Interest in AP&C

### Steps: Set Up for Persisting Noncontrolling Interest in AP&C

#### Prerequisites

- Review setup considerations for consolidations and eliminations in Adaptive Planning and Consolidation.
- Configure the *Noncontrolling Interest Group Run Event* business process to approve and deny NCI group results at hierarchy level.
- Security: *Process: Noncontrolling Interest* domain in the Financial Accounting functional area.

#### Context

You can configure Workday to calculate and store noncontrolling interest (NCI) journals in Adaptive Planning and Consolidation (AP&C), enabling you to access and report on NCI journal lines. You must opt in to this functionality if you currently derive NCI and want to:

- Perform reporting using NCI journal lines.
- Calculate NCI for all companies owned by a parent, regardless of hierarchy.

If you have already opted in to perform reporting using NCI journal lines, you must opt in again to calculate NCI by ownership rather than hierarchy. When you enable the calculation of NCI by ownership using this task, you can opt out at a future date. The opt-out behavior depends on the NCI functionality you used before you opted in:

- If you previously derived NCI, Workday reverts to derived NCI.
- If your tenant was automatically opted in to persisted NCI, calculated by hierarchy, Workday reverts to persisted NCI by hierarchy.
- If you manually opted in to persisted NCI, calculated by hierarchy, Workday reverts to derived NCI.

#### Steps

1. (Optional) Set up security for preapproving and denying NCI results for companies and subsidiaries in a hierarchy.  
Configure the *Noncontrolling Interest Run Event* business process, which is a subprocess of the *Noncontrolling Interest Group Run Event* business process.
2. [Set Up Elimination Rules for Noncontrolling Interest in AP&C](#).

3. Create NCI balances for each period, company hierarchy, and reporting currency that you're reporting on using either the:
  - Run Noncontrolling Interest task.
  - Put Noncontrolling Interest Result web service. Workday creates the NCI journals when you approve the NCI results.
4. Access the Noncontrolling Interest Journal Lines Opt-In task.  
Ensure you've performed the tasks in the checklist, and select these check boxes:
  - Report Noncontrolling Interest Journal Lines
  - Run Noncontrolling Interest by Direct Ownership

### Next Steps

Create NCI balances for each period, company hierarchy, and reporting currency that you want to report on using the:

- Run Noncontrolling Interest task, or
- Put Noncontrolling Interest Result web service. Workday creates the NCI journals when you approve the NCI results.

### Related Information

#### Tasks

[Steps: Set Up Consolidations in AP&C](#) on page 179

[Run Noncontrolling Interest in AP&C](#) on page 199

[Roll Year-End Balances Forward in AP&C](#) on page 210

#### Examples

[2024R2 Feature Release Note: Noncontrolling Interest for All Owned Companies](#)

## Set Up Elimination Rules for Noncontrolling Interest in AP&C

### Prerequisites

- Review setup considerations for consolidations and eliminations.
- Security: *Set Up: Consolidation* domain in the Financial Accounting functional area.

### Context

In Adaptive Planning and Consolidation (AP&C), you can set up elimination rules to calculate the equity and net earnings (income statement and equity) that are attributable to parties that aren't in the hierarchy for which you run the report.

### Steps

1. Access the Maintain Elimination Rules task.
2. Access the Noncontrolling Interest Activity tab.

Create a rule for the ledger accounts and ledger account summaries that you want to calculate NCI on.

As you complete this tab, consider:

Option	Description
Direct Ownership Only (Always Select)	<p>Select this check box to calculate noncontrolling interest (NCI) for direct ownership only.</p> <p>We recommend that you always select this check box as we plan to retire the ability to</p>

Option	Description
	<p>calculate NCI for indirect ownership in a future update.</p> <p>Workday doesn't display this check box if your tenant is configured to calculate NCI by ownership.</p>
NCI Source Ledger Accounts/Summaries	<p>Select the ledger account or ledger account summaries that you want to use for calculating NCI activity. These are typically:</p> <ul style="list-style-type: none"> <li>• Equity accounts.</li> <li>• Net income accounts.</li> <li>• Other Comprehensive Income (OCI) accounts.</li> </ul> <p>Include all equity accounts that:</p> <ul style="list-style-type: none"> <li>• Represent ownership consistent with the ownership table of the subsidiary. Consider that some ownership equity accounts might not be attributable to additional parties. Example: Particular series of preferred stock.</li> <li>• Survive consolidation. These represent the OCI accounts. Exclude accounts that are assigned to translation gain or loss account posting.</li> </ul> <p>When you've selected the Direct Ownership Only (Always Select) check box, we recommend that you take these actions when you select ledger account summaries for parent companies in company hierarchies, to prevent double counting:</p> <ul style="list-style-type: none"> <li>• Exclude the earnings in subsidiary accounts in the parent companies from the ledger account summaries.</li> <li>• Create a separate ledger account summary for the earnings in subsidiary accounts.</li> </ul>
NCI Attribution Method	<p>Select either of these methods to calculate NCI activity:</p> <ul style="list-style-type: none"> <li>• <i>Claim on Assets %</i></li> <li>• <i>Ownership %</i></li> </ul> <p>To change the percentages, access the Edit Company Ownership Details task from the related actions menu of the subsidiary company.</p>
NCI Target Ledger Account	<p>Select a ledger account to record NCI eliminations to that offsets the NCI equity account.</p> <p>For net income accounts, this is typically the NCI expense account on the income</p>

Option	Description
	statement. For equity accounts, this is typically the same as the source account.
Ownership Change Adjustment Account	<p>Select a ledger account that isn't retired to record the ownership change adjustments. For equity accounts, select the same account as the source account.</p> <p>When you update ownership details, Workday calculates ownership change adjustments based on the activity posted to date in the source ledger accounts that you define on the NCI rule. It records the ownership change adjustments to the ledger account that you select.</p> <p>Workday calculates ownership adjustment separately on prior year activity and current year activity to date.</p> <p>If you don't select a ledger account, the Run Noncontrolling Interest task won't calculate ownership change adjustments even when there are ownership changes in the period that you run the task for.</p>
NCI Offset Ledger Account	Define the NCI offsetting ledger account that you want to use for balancing NCI target ledger accounts. You can use a different account for each elimination rule to facilitate reconciliation.

### Example

This example illustrates some elimination rules for noncontrolling interest.

Direct Ownership Only (Always Select)	NCI Rule Name	NCI Source Ledger Accounts/ Summaries	NCI Attribution Method	NCI Target Ledger Amount	Ownership Change Adjustment Account	NCI Offset Ledger Account
Yes	NCI Activity	Standard: Income Statement Accounts	Ownership %	8850:NCI Expense	3120:Additional Paid In Capital	3000:NCI Equity
Yes	NCI Equity	3100:Capital Stock	Ownership %	3100:Capital Stock	3100:Capital Stock	3000:NCI Equity
Yes	NCI Revaluation Reserve	3600:Revaluation Reserve	Ownership %	3600:Revaluation Reserve	3600:Revaluation Reserve	3000:NCI Equity

### Next Steps

Run noncontrolling interest.

Related Information

**Tasks**

[Run Noncontrolling Interest in AP&C](#) on page 199

**Examples**

[2024R2 Feature Release Note: Noncontrolling Interest for All Owned Companies](#)

**Run Noncontrolling Interest in AP&C**

**Prerequisites**

- Set up Workday to persist noncontrolling interest (NCI). See [Steps: Set Up for Persisting Noncontrolling Interest](#).
- Security: *Process: Noncontrolling Interest* in the Financial Accounting functional area to secure NCI tasks and reports, and enable you to create journal entries.

**Context**

You can create consolidation journals that record the NCI for subsidiaries in persisted elimination journals in Adaptive Planning and Consolidation (AP&C).

When there's a change in NCI ownership, Workday calculates your NCI ownership change adjustment amounts, based on:

- NCI source amounts.
- Previous NCI percentages.
- Current NCI percentages.
- Change in NCI ownership percentages.

**Steps**

1. Access the Run Noncontrolling Interest task.
2. As you complete the task, consider:

Option	Description
Company Hierarchy	Select the company hierarchy that you want to record the NCI eliminations for.
Consolidating Parent Company	<p>Workday displays the consolidating parent company for the selected Company Hierarchy. Workday uses this company as the basis for calculating NCI. When calculation of NCI by ownership is not enabled in your tenant, Workday calculates NCI for all companies within the selected Company Hierarchy in which the consolidating parent company has ownership.</p> <p>When calculation of NCI by ownership is enabled in your tenant, Workday traverses the company ownership structure to calculate NCI for all companies in which the consolidating parent company has direct or indirect ownership, even those outside the hierarchy.</p> <p>When you don't have access to a company in the structure, Workday doesn't generate NCI results for that company.</p>

Option	Description
Fiscal Schedule	Workday calculates NCI eliminations for the current earliest open period.  Example: If you schedule to run the task on the 1st of April and the March period is open, Workday calculates and records NCI eliminations for the March period.
Currencies	You can select 1 or multiple currencies for hierarchies.

## Result

You can access the View Noncontrolling Interest Result Group and View Noncontrolling Interest Result reports to gain insight on NCI activities.

If NCI ownership changes occur, you can view how Workday calculates the NCI change adjustment amounts.

Workday creates separate result lines for each rule and ownership change based on activity for the:

- Current year.
- Prior year.

## Next Steps

- If NCI results look inaccurate, you can cancel:
  - NCI result groups using the Cancel related action from an NCI result group.
  - Individual NCI results from the Find Noncontrolling Interest Results report, when you've opted in to run NCI by ownership.
- You can roll forward NCI beginning balances using either of these tasks on the *Process: Close Year End* domain in the Common Financial Management functional area:
  - Roll Forward Noncontrolling Beginning Balances when you want to roll forward just NCI journal lines.
  - Roll Forward Year-End Balance when you want to roll forward all beginning balances, including NCI.

Workday creates beginning balance journal lines for unique combinations of:

- Company hierarchy.
- Book codes.
- Ledger accounts.
- Intercompany affiliates.
- Third parties.
- To view NCI entries, use the standard composite consolidated trial balance report.

Related Information

## Tasks

[Steps: Set Up Consolidations in AP&C](#) on page 179

## Examples

[2024R2 Feature Release Note: Noncontrolling Interest for All Owned Companies](#)

## Concept: Noncontrolling Interest Calculation in AP&C

To calculate noncontrolling interest (NCI), Workday uses the:

- Consolidating parent company of a company hierarchy.
- Company ownership details of that company.
- NCI elimination rules configured on the Maintain Elimination Rules task.
- Run Noncontrolling Interest task.
- Consolidation journal type.

When you access the Run Noncontrolling Interest task, you select a company hierarchy. Workday uses the consolidating parent company of this hierarchy to determine the ownership structure for calculating NCI.

When you submit the task, Workday identifies the subsidiary companies that the consolidating parent company has full or partial ownership of, including subsidiaries in which it has indirect ownership through other subsidiaries. Workday applies the NCI elimination rules you configured on the Maintain Elimination Rules task to create NCI results and NCI consolidation journals for every ownership combination in the ownership structure.

Workday calculates NCI for all ownership combinations, including wholly-owned subsidiaries, to enable accurate reporting on changes in ownership. Example: Company A has 100% ownership of Company B. Company A sells Company B on March 25. Company B remains in the company hierarchy until the end of the quarter, and is removed on April 1 for reporting purposes. By including this ownership in the NCI calculation, Workday can show 100% NCI for Company B for March 25 through March 31 in consolidated reporting.

### NCI in Financial Reporting

Though Workday creates NCI results and NCI consolidation journals for every ownership combination in an ownership structure, it doesn't display them all in financial reports. Workday only displays NCI journals when you run the report for a company hierarchy. Workday evaluates the companies in the selected hierarchy to determine which NCI consolidation journals to display.

Workday displays NCI consolidation journals for ownership combinations where a subsidiary company is in the hierarchy but the owner company is not.

Workday doesn't display NCI consolidation journals for ownership combinations when:

- The owner and subsidiary are both in the hierarchy.
- The owner is in the hierarchy, but the subsidiary is not.
- Neither the owner nor the subsidiary are in the hierarchy.

### Example

PureGen owns a majority interest in 2 companies:

- Green Solar.
- Northern Ventures.

Another entity, Third Party, owns the remaining minority interest in those companies.

PureGen, Green Solar, and Northern Ventures are all part of the same company hierarchy, and PureGen is the consolidating parent company. Third Party, however, is not in the hierarchy.

When you calculate NCI for this hierarchy, Workday generates NCI results for all ownership combinations:

- PureGen and Green Solar.
- PureGen and Northern Ventures.
- Third Party and Green Solar.
- Third Party and Northern Ventures.

When you run a consolidated report for this company hierarchy, the report displays NCI results for the ownership combinations of:

- Third Party and Green Solar.
- Third Party and Northern Ventures.

The report displays these NCI results because Third Party is not in the company hierarchy.

The report doesn't display results for the ownership combinations of PureGen and Green Solar, and PureGen and Northern Ventures, because PureGen and the subsidiary companies are all part of the company hierarchy.

### Best Practices for Calculating NCI

We recommend that you calculate NCI for all companies that have ownership details. Some exceptions are cases where:

- Very few companies have minority interests.
- You don't expect a wholly-owned company will ever have a minority interest.
- The ownership structure is relatively simple, such as when there are no intermediary owner companies that have minority ownership.

## Period and Year Close in AP&C

### Steps: Set Up Close Process in AP&C

#### Context

Before closing, you should define rules and activity groups that pertain to the close process in Adaptive Planning and Consolidation (AP&C). You can also create an optional close checklist to manage period, quarter, and year-end closes directly in Workday through the business process workflow. A close checklist enables you to:

- Monitor close progress.
- Analyze key metrics.
- Send notifications to workers about the close.

#### Steps

1. [Define Rules for Processing Year-End Close in AP&C](#) on page 204.
2. [Set Up Period Close Activity Groups in AP&C](#) on page 203.
3. Create and Maintain a To Do.  
Create *To Do* items that reflect the steps you perform during period-end and year-end close processes, in Workday and external resources.
4. Create and Maintain Checklist.  
Create a close *Checklist* to add groups of *To Do* items to your period close process. Each checklist is a single ordered step within the business process, but you can complete the *To Do* items within that checklist in any order.
5. [Create Custom Business Processes](#).  
Add the *To Do* items and checklists as steps to the *Period Close Event* business process for your organizations. Assign security groups to workers who are responsible for the completion of each step.
6. Configure the *Period Close Notification Event* business process.  
The business process enables you to send notifications about a close to any worker.

#### Result

Your close checklist is built into the *Period Close Event* business process. Place the close checklist tasks in a logical order and designate the responsibility for each step. Workday notifies the responsible person when they need to complete a task.

## Example

You can create your checklist with these typical tasks to do within Workday:

- Reconcile cash to operational transactions.
- Run reconciliation reports for accounts payable.
- Approve pending transactions, such as expense reports.
- Match transactions on journal lines.
- Update ledger period statuses.
- Review year-end closing rules.
- Certify accounts.
- Run the year-end close process.

You can also create your checklist with these tasks to do outside of Workday:

- Collect on customer accounts.
- Coordinate with people responsible for completion of each step.
- Review steps.
- Approve steps.
- Send close notifications.

## Next Steps

Start period, quarter, and year-end closes.

Related Information

### Tasks

[Steps: Process Manual Matching on Journal Lines in AP&C](#) on page 226

[Steps: Process Automated Matching on Journal Lines in AP&C](#) on page 225

[Steps: Process Account Certifications in AP&C](#) on page 233

[Start a Close Process in AP&C](#) on page 214

[Close Ledger Periods in AP&C](#) on page 208

[Close a Ledger Year in AP&C](#) on page 213

## Set Up Period Close Activity Groups in AP&C

### Prerequisites

- Security: *Set Up: Period Close* domain in the Common Financial Management functional area.

### Context

You can group your period close activities and use these groups when you update the status of your ledger periods in Adaptive Planning and Consolidation (AP&C). These activity groups enable you to close a set of transactions, rather than an entire ledger period. Each close activity is a group of operational transactions. Workday automatically populates a set of these close activity groups, but you can also create your own for a more granular close process.

### Steps

1. Access the Maintain Period Close Activity Groups task.
2. Remove operational transaction types from pre-existing period close activity groups for use with other groups.

You can only assign operational transaction types to 1 period close activity group at a time.

3. Create new period close activity groups and assign them operational transaction types.

## Result

You can select period close activity groups in the Closed Activity field when you update your ledger period status to *Close in Progress*. You can't edit closed activities that are in use.

You can't delete a close activity group that is used for *Close in Progress*. However, you can edit the activity group even if the ledger period has a status of *Closed*.

## Next Steps

Update your ledger period status.

Related Information

### Concepts

Concept: [Ledger Close Activity Groups in AP&C](#) on page 218

Concept: [Close in AP&C](#) on page 219

### Tasks

[Change the Status of Ledger Periods in AP&C](#) on page 205

## Define Rules for Processing Year-End Close in AP&C

### Prerequisites

Define account sets for the company.

See: [Set Up Account Sets in AP&C](#) on page 21.

### Context

Define rules that map source accounts to target accounts when rolling account balances forward in Adaptive Planning and Consolidation (AP&C).

### Steps

1. Access the Maintain Year-End Closing Rules task.
2. As you complete the task, consider:

Option	Description
Account Set	The set of accounts for which you want to establish the year-end closing rules.
Ledger Account Source	The ledger account from which you want to move balances when you close a ledger year. You can only select from balance sheet accounts.
Ledger Account Target	The ledger account to which you want to move balances when you close a ledger year. You can only select from balance sheet accounts.

## Result

Workday applies these rules when you:

- Roll year-end balances forward using the Roll Forward Year-End Balance task.
- Close a ledger year using the Close Ledger Year task.

You can specify a rule with the same source and target retained earnings account. If you don't specify a rule, Workday rolls account balances forward to the same account during roll-forward and year-close

processing. If you want to apply changes to future closes, change the rules. If you want to reopen prior ledger years and close them again, use new rules. You can change rules at any time.

Use the Year-End Closing Rules report to review existing rules by account set.

### Example

You keep current year and prior year retained earnings in separate accounts. At year-end, move the retained earnings balance from the current year account to the prior year account. This creates a blank current year account to use for the next year. When you report for your new current year, you see the net income.

### Next Steps

Close a ledger year.

Related Information

### Concepts

[Concept: Close in AP&C](#) on page 219

### Tasks

[Close a Ledger Year in AP&C](#) on page 213

## Change the Status of Ledger Periods in AP&C

### Prerequisites

- Configure the *Period Close Event* business process and security policy.
- Create the ledger year and ledger periods.
- To manage period and year-end closes through the workflow, define a close checklist to include steps for updating ledger period statuses.

### Context

Update ledger period status of a single ledger or multiple ledgers in Adaptive Planning and Consolidation (AP&C) to:

- Open a ledger period.
- Limit journal activity as a period close progresses.
- Close the ledger period.
- Reopen the ledger period.

Note: You update ledger period statuses for Primary fiscal schedules only. Alternate fiscal schedules are for reporting purposes only.

If you have journals and pending transactions that you haven't processed, understand what the account impact is going to be before closing the period. To close a period for specific groups of operational transactions, you can update the status to *Close in Progress* and select the activity groups to close. You can create or configure your own activity groups for *Close in Progress* in the Maintain Period Close Activity Group task.

Note: When changing the status of activity groups to *Close in Progress*, you can always create an adjustment journal.

## Steps

- Option A: Update the Status of Single Ledger Period
  - Access the Update Ledger Period Status task.
  - As you complete the task, consider:

Option	Description
Ledger Period	Select by company and ledger year the ledger period that you want to update.
All Book Codes Blank Book Code Select Book Code	<p>Workday selects All Book Codes by default. Workday uses the book code to filter transactions, the ledger status, and pending transactions.</p> <p>Use Select Book Code to specify 1 or more specific book codes.</p> <p>Updates to the ledger period status apply only to accounting journals and operational transactions for the book codes you select.</p>
Status Closed Activity	<p>Select the new status of the ledger period. The ledger period must be in <i>Open</i> status before you can post transactions to the ledger.</p> <p>If you select <i>Close in Progress</i>, select 1 or more close activities. Workday considers those close activities as <i>Closed</i>. You can't edit close activities that are in use.</p>

- Option B: Update the Status of Multiple Ledger Periods
  - Access the Mass Update Ledger Period Status task.
  - As you complete the task, consider:

Option	Description
Year	Select the fiscal year for the ledger periods you want to update.
Company	Select 1 or more companies or a company hierarchy. You can select from only the company hierarchies where every company within it has the selected fiscal year.
Sort By	Select <i>Period</i> or <i>Company</i> by which you want to sort the processing results.
All Book Codes Blank Book Code Select Book Code	<p>Workday selects All Book Codes by default. Workday uses the book code to filter transactions, the ledger status, and pending transactions.</p> <p>Use Select Book Code to specify 1 or more specific book codes.</p> <p>Updates to the ledger period status apply only to accounting journals and operational transactions for the book codes you select.</p>

Option	Description
Select All New Status Closed Activity	<p>Select the new status for all or selected periods. If you select the <i>Close in Progress</i> status, select 1 or more Closed Activity.</p> <p>To schedule updates for multiple ledger periods, use the Schedule Mass Update Ledger task.</p> <p>You can't close a ledger year if the period for a book code is in <i>Closed</i> status.</p>

## Result

- Workday updates the status of the ledger journals.
- You can review journal statuses, pending transactions, and ledger period status history. You can close out work-in-progress before you update the ledger period status.
- After you close a period, you can no longer post anything to it.
- If there are pending operational transactions, Workday posts them to the next open ledger period once you complete them.
- You can view the process monitor on the My Reports tab to see status of any periods that didn't update.

These messages include the reason Workday didn't update the statuses and provide recommendations for how to correct those periods.

*Example: The status of the following periods was not updated because there were accounting journals pending approval.*

## Next Steps

- Change the status for these and other ledger periods to:
  - Open them.
  - Limit journal activity.
  - Select which activity groups to close.
  - Close them.
  - Reopen them.
- Close a ledger year.

## Related Information

### Concepts

[Concept: Journal Statuses and Pending Transactions in AP&C](#) on page 215

[Concept: Close in AP&C](#) on page 219

### Tasks

[Create Ledgers in AP&C](#) on page 18

[Steps: Create and Open Ledger Years and Periods in AP&C](#) on page 19

[Steps: Set Up Close Process in AP&C](#) on page 202

[Set Up Period Close Activity Groups in AP&C](#) on page 203

### Reference

[Reference: Period Statuses and Permitted Transactions in AP&C](#) on page 220

## Close Ledger Periods in AP&C

### Prerequisites

- Create ledger years and ledger periods.
- To manage period, quarter, and year-end closes directly in Workday through the business process workflow, create close checklists.

### Context

Closing a ledger period in Adaptive Planning and Consolidation (AP&C) transfers the balances of temporary accounts, such as revenue, to permanent accounts, such as retained earnings at the end of an accounting period. You can close a ledger period in preparation for a new period. Closing ledger periods:

- Calculates period actual and budget account balances for reporting.
- Controls journal entry and posting.
- Maintains accurate accounting records.

### Steps

1. If you are using a close checklist within Workday, use the *Period Close Event* business process to begin a close.
2. Review the journal statuses and pending transactions.
3. As the close progresses, limit journal activity. Close out work-in-progress before you change ledger period statuses to *Closed*.

### Result

After you close a period, you can no longer post anything to it. Workday posts any pending operational transactions to the next open ledger period once you complete them.

You can use the Ledger Year report to view a snapshot of period and year-end close status. You can view:

- All ledger periods for the ledger year of a company.
- The status of each ledger period.
- The status history of the ledger year overall.

### Next Steps

- Close other ledger periods.
- Close a ledger year.

Related Information

#### Concepts

[Concept: Close in AP&C](#) on page 219

[Concept: Journal Statuses and Pending Transactions in AP&C](#) on page 215

#### Tasks

[Create Ledgers in AP&C](#) on page 18

[Steps: Set Up Close Process in AP&C](#) on page 202

## Set Up Worktag Types for Roll Forward in AP&C

### Prerequisites

- Associate journal lines with worktags.
- Security: *Set Up: Accounting Rules* domain in the Common Financial Management functional area.

## Context

To optimize the roll-forward in Adaptive Planning and Consolidation (AP&C), configure rules to group beginning balances only for the worktags that belong to specific worktag types. Using configuration rules can also reduce the number of beginning balance lines.

When you set up more than 1 rule for the same company and ledger account, Workday applies the first rule and disregards the rest.

You can apply worktag type configuration rules only to balance sheet accounts.

You can't configure worktag type rules for:

- Retained earnings accounts.
- Income statement accounts.

When you don't set up a configuration rule with worktag types for a company ledger account, Workday includes all used worktags when you roll forward that account.

## Steps

1. Access the Maintain Worktag Types for Beginning Balance Journals task.
2. As you complete the task, consider:

Option	Description
Ledger Account	<p>For ledger accounts with year-end closing rules, select the target ledger accounts.</p> <p>For ledger account summaries, Workday uses the version in effect at the time you run the roll-forward.</p> <p>You can't use the Maintain Worktag Types for Beginning Balance Journals task to configure worktag type rules for:</p> <ul style="list-style-type: none"> <li>• Retained earnings accounts.</li> <li>• Income statements.</li> </ul>
Worktag Types to Include for Retained Earnings	<p>To configure worktag types that you want to include in retained earnings accounts, see the Retained Earnings section in <a href="#">Reference: Edit Tenant Setup - Financials</a>.</p> <p>If you don't configure anything for retained earnings on the Edit Tenant Setup - Financials task, Workday drops all worktags and aggregates your beginning balance into 1 journal line specific to that retained earnings account.</p>
Inactive	<p>When you select this check box, Workday ignores the configuration rule during a roll-forward. You can use this option to activate 1 out of multiple configuration rules for the same company and ledger account.</p>

## Result

When you roll forward year-end balances for accounts with configuration rules, Workday retains only the worktag types you include in the beginning balances.

## Next Steps

Roll forward year-end balances.

## Roll Year-End Balances Forward in AP&C

### Prerequisites

- Create the next ledger year.
- Security: *Process: Close Year End* in the Common Financial Management functional area.

### Context

Roll year-end balances forward on accounts in Adaptive Planning and Consolidation (AP&C) to create beginning balances for the next ledger year.

Note: Workday recommends that you must always first run or rerun roll forward year-end balances for the primary schedule and then for the alternate fiscal schedule.

You can roll forward balances as often as necessary before you close the current year. Workday considers the beginning balance for the year plus activity for the year when you report on the data. You can also configure Workday to roll translated beginning balances forward after rolling year-end balances forward.

### Steps

1. Access the Roll Forward Year-End Balance task.
2. As you complete the Criteria tab, consider:

Option	Description
Company	When a company hierarchy has companies with different fiscal schedules, you must run the process for each fiscal schedule.
Fiscal Year	<p>For multiple fiscal schedules, select:</p> <ul style="list-style-type: none"> <li>• Standard fiscal year to roll forward year-end balances for the primary schedule.</li> <li>• Alternate fiscal year to roll forward year-end balances for the alternate fiscal schedule.</li> </ul> <p>Example: If Company A is on a January to December fiscal schedule, run the roll-forward after close of the December period. If Company B is on an alternate fiscal schedule (July to June), run the roll-forward after close of the June period.</p> <p>When you roll forward year-end balances for an alternate fiscal year for the first time, you must include all balances since inception. Example: If you have tenanted data since 2006, you must roll forward balances from 2006 to the current year.</p> <p>When the year for which you want to roll forward balances isn't available, you must close all of its ledger periods.</p>
Journal Source	Select the accounting source to assign the beginning balance journals you created.

Option	Description
	Example: You can use a year-end journal source that identifies journals created during year-end processing.
Roll Forward Ledger Option	<p>Select to roll forward:</p> <ul style="list-style-type: none"> <li>• All Ledgers</li> <li>• Alternate Ledger Only</li> <li>• Primary Ledger Only</li> </ul> <p>This prompt only displays when you select both a company that is running an alternate ledger and a fiscal year that coincides with an active period for that alternate ledger.</p>
Roll Forward Noncontrolling Interest Beginning Balances	Select to roll forward NCI journal lines.
Journal Source for Noncontrolling Interest Beginning Balance Journal	Define a journal source for NCI beginning balances. Select this journal source when you have checked Roll Forward Noncontrolling Interest Beginning Balances.
Roll Forward up to Current Year	<p>Select to roll forward multiple years for all ledgers of the same company at once, including alternate ledgers where applicable.</p> <p><b>Note:</b> <i>If your company has an alternate ledger with a fiscal start year earlier than the selected fiscal year and you select the Roll Forward Up to Current Year check box, Workday doesn't display the Roll Forward Ledger Option field but will still roll forward the relevant alternate ledgers up to the current year.</i></p>
All Book Codes Blank Book Code Select Book Code	<p>Workday uses the book code to filter transactions, the ledger status, and pending transactions.</p> <p>Updates to the ledger period status apply only to accounting journals and operational transactions for the book codes that you select.</p>

3. (Optional) As you complete the Roll Forward Translated Beginning Balances tab, consider:

Option	Description
Ledger	Lists ledger accounts with a translated beginning balance as of the first day of January for the fiscal year that you selected.
Translation Currencies	Displays your configured default translation currencies. You can add or remove translation currencies.

## Result

When you complete the task, Workday:

- Creates a separate event for each company.
- Sends you My Tasks notifications when the process completes.
- Creates a beginning balance journal for the next fiscal year or replaces the beginning balances for existing journals.
- Creates retained earnings in both the transaction and ledger currencies.

Workday automatically rolls account balances forward to the same account during processing. When you configure year-end closing rules, Workday applies them instead of the default setting. You can move prior-year balances to a separate account and start with a blank account for the current year.

When you add additional worktags on the Edit Tenant Setup-Financials task, Workday includes the additional worktags (up to 10) in addition to the primary and optional balancing worktags when grouping the income statement (current year retained earnings) lines during the year-end roll forward process.

**Next Steps**

Close the ledger year.

Related Information

**Concepts**

Concept: [Close in AP&C](#) on page 219

**Roll Translated Beginning Balances Forward in AP&C**

**Prerequisites**

- Complete roll forward year-end balances to create beginning balance journals.
- Enter the translated beginning balance amounts for ledger accounts that don't have translated balances. Workday requires this step if the account has a historic type translation method that uses historic translation amounts, with a new combination of company and translation currencies.
- Security: *Process: Close Year End* domain in the Common Financial Management functional area.

**Context**

As part of the year-end roll forward process, in Adaptive Planning and Consolidation (AP&C) you can roll forward the translated balances to establish translated beginning balances for the new primary or alternate ledger period. If your company has a an alternate ledger that you report in a different currency to the ledger's designated currency, you can also use this task to obtain translated beginning balances for that alternate ledger.

**Steps**

1. Access the Roll Forward Translated Beginning Balances task.
2. As you complete the task, consider:

Option	Description
Company	Determines the translation currencies, based on the translation currencies you configured in the company accounting details.
Fiscal Year	Select a year for which you've already rolled forward year-end balances.  For multiple fiscal schedules, roll forward the translated beginning balances for both primary and alternate fiscal schedules.
Roll Forward Ledger Option	Select to roll forward:

Option	Description
	<ul style="list-style-type: none"> <li>• All Ledgers</li> <li>• Alternate Ledger Only</li> <li>• Primary Ledger Only</li> </ul> <p>This prompt only displays when an alternate ledger exists for the selected Company and Fiscal Year. When left blank, Workday rolls forward all available ledgers.</p>
Ledger Accounts	Select from ledger accounts with beginning balances as of January 1 of the Fiscal Year you select.

### Result

Workday sends you My Tasks notifications when the process completes.

To see the translated beginning balances for specific worktags or book code for the primary ledger, run the View Beginning Balance Translation Amounts report.

To see the translated beginning balances for the alternate ledger, refer to [Ledger Year Beginning Balances versus Prior Year Ending Balances Report](#).

### Next Steps

If there's a translation variance, you can correct it by manually entering the translated beginning balance for the ledger accounts.

For accounts with a zero ledger balance, use the *Put Beginning Balance Translation Amounts* web service to enter the corrected translated beginning balances.

Calculate changes to retained earnings by adding these translated balances:

- Prior year retained earnings (the beginning balance of the prior fiscal year).
- Ending balances of the profit and loss accounts (as of the last day of the prior fiscal year).

Related Information

#### Tasks

[Steps: Enter Translated Beginning Balances for Financial Reporting in AP&C](#) on page 126

[Enter Translated Beginning Balance Amounts for Primary Ledger Accounts in AP&C](#) on page 127

## Close a Ledger Year in AP&C

### Prerequisites

- Close all periods for the ledger year.
- Define or update the rules for processing year-end close.
- To begin the close, start the *Period Close Event* business process.
- Use the Roll Forward Year-End Balance task to obtain the beginning balances for the next ledger year.
- Security: *Process: Close Year End* domain in the Common Financial Management functional area.

### Context

You close ledger periods in Adaptive Planning and Consolidation (AP&C) to control journal entry and posting, as well as calculate period and year-end actual and budget account balances for reporting. Run

the year-end close process after you define your year-end closing rules. You can also create an optional close checklist to manage year-end closes directly in Workday through the business process workflow.

**Steps**

- 1. Access the Close Ledger Year task.
- 2. When you select the Roll Forward Beginning Balances check box, you can schedule the roll forward to run in the future under the Run Once in the Future section.

Note: You can't schedule ledger year close to run in the future, only roll forward for beginning balances.

**Result**

Workday updates the ledger year status to *Closed*. After you close a ledger year, it's no longer available for processing but remains available for reporting.

**Next Steps**

To change one of the ledger periods, use the Reopen Ledger Year task. Once you reopen the ledger year, you can reopen the ledger period.

Related Information

**Concepts**

[Concept: Close in AP&C](#) on page 219

**Tasks**

[Change the Status of Ledger Periods in AP&C](#) on page 205

[Steps: Set Up Close Process in AP&C](#) on page 202

[Roll Year-End Balances Forward in AP&C](#) on page 210

**Start a Close Process in AP&C**

**Prerequisites**

- Create ledger years and ledger periods.
- Create a checklist to manage year-end closes directly in Workday using the Period Close Event business process.

**Context**

Close open ledger periods for companies in Adaptive Planning and Consolidation (AP&C).

**Steps**

- 1. Access the Start Period Close task directly from the related action menu of a company.
- 2. As you complete the task for an open Period, consider:

Option	Description
Company	Each company or company hierarchy can have only 1 close event per ledger period.  A close for a company hierarchy doesn't start the close process for each company in the hierarchy. Each company within the hierarchy needs its own close process.
Period Close Type	Select <i>Period</i> , <i>Quarter</i> , or <i>Year</i> close. Workday displays the type in period close reports,

Option	Description
	metrics, and notifications. If the <i>Period Close Event</i> business process includes check list steps that are applicable to a certain type, Workday includes those steps in the workflow.
Expected Completion Date	Track the actual completion date against this target date. Workday displays the date in period close reports, metrics, and notifications. To change the date later, select Period Close > Edit Period Close Details from the related action of the period close.

## Result

Submit initiates the *Period Close Event* business process. For close events that are in progress, you can:

- Attach documents.
- Use the Period Close Work Area to manage your period, quarter, and year-end closes.
- Review the Find Period Closes report for details about the close business process.
- Use the Period Close Metrics report to analyze close metrics.
- Click the Period Close Notification button to send ad hoc notifications to workers about a period close.

Related Information

### Concepts

[Concept: Close in AP&C](#) on page 219

### Tasks

[Steps: Set Up Close Process in AP&C](#) on page 202

## Concept: Journal Statuses and Pending Transactions in AP&C

You can use the Ledger Period Journal Status report, Update Ledger Period Status task, or Mass Update Ledger Period Status task in Adaptive Planning and Consolidation (AP&C) to review ledger period details and statuses.

Before closing ledger periods, make sure that:

- You've posted everything for the period.
- Everything in progress has an *In Progress* status.
- Everything you need finalized is in its final state.

If you have journals in progress that you need to finalize, you should cancel or post them before closing the period. Ensure that all journals balance because Workday prevents you from posting unbalanced journals.

On the tabs or columns of these tasks and reports, consider:

Tab / Column	Description
Journal Status	<p>Displays how many accounting and operational journals you have for each journal status. Make sure that all the journals are in the status that you want when you close. After you close, the journals remain in these statuses:</p> <ul style="list-style-type: none"> <li>• <i>Created</i>: You've created the journal and saved it for later or created a reversal journal on or after the accounting date.</li> </ul>

Tab / Column	Description
	<p>Submit the created journal to start the business process to get it approved. If you want to post journals, submit them for approval. When the reversal period opens, use the Mass Post Reversal Journals task to post the reversal journals you created. Otherwise, cancel the journals, delete them, or leave them in this status when you close.</p> <ul style="list-style-type: none"> <li>• <i>In Progress</i>: You've created the journal and started the business process, but haven't approved the journal. Approve the journal to post it or deny the journal to change it to a <i>Canceled</i> status. Before you can close the period, you must post or cancel <i>In Progress</i> journals.</li> </ul> <p>Note: To view <i>In Progress</i> status journals, you must select Allow Accounting in Arrears on the Edit Company Accounting Details task.</p> <ul style="list-style-type: none"> <li>• <i>Pro forma</i>: The journal has allocations that you haven't yet posted or equity pickup results waiting for your approval. Post these journals and finalize allocations before you close the period. To cancel these journals, cancel the allocation or leave them in this status when you close.</li> <li>• <i>Posted</i>: You've posted the journals. Review to make sure that you haven't posted any journals in error.</li> <li>• <i>Unposted</i>: You've formerly posted the journals then changed your mind. Rather than leaving journals in this status, either edit the journal, or cancel the journal if you don't need it.</li> <li>• <i>Canceled</i>: Is a finalized status. Review to make sure that you haven't canceled any journals in error. If someone cancels a transaction and the original ledger period is still open, Workday cancels the journal for the transaction. If you've closed the ledger period, perform these actions: <ul style="list-style-type: none"> <li>• Leave the original journal posted.</li> <li>• Create a reversing journal in the next open ledger period.</li> </ul> </li> <li>• <i>Correct In Progress</i>: You processed an accounting journal and are editing it using the Business Process &gt; Correct related action.</li> </ul> <p>The accounting journal status changes to Posted when you submit the accounting journal.</p>

Tab / Column	Description
	<ul style="list-style-type: none"> <li>• <i>Error</i>: Operational journals that have errors that you need to fix before close. To troubleshoot, use the Fix Operational Journals With Errors task.</li> <li>• <i>Reserved</i>: Workday reserves the journal when the budget check step in the accounting journal event business performs a budget verification for the ledger account and any other dimensions defined.</li> </ul> <p>The journal has a status of <i>Reserved</i> whether or not the budget check passes, fails, or isn't required.</p> <p>Before you can close the period, you must approve or cancel <i>Reserved</i> journals.</p>
Pending Accounting Journal Events	Displays accounting journals that have <i>Unpost in Progress</i> statuses. Approve the journal to post it or deny the journal to return it to the <i>Created</i> status. From there, you can cancel the journal.
Pending Operational Transactions	Displays operational transactions that you've either saved as drafts or submitted into the business process but not yet approved. Decide whether you want these transactions to post in this period or the next open period. To post to this period, approve the transaction so that Workday generates operational journals for it.
Pending Depreciation Transactions	<p>Displays assets that have depreciation you need to record. You can post them or leave them pending for the next period. If you have depreciation transactions and select not to depreciate their value for this period, they roll forward into the next period. Workday adds them to the depreciation total for that period. To post, use the Record Depreciation Amortization Expense task.</p> <p>You can cancel a depreciation transaction except when it is:</p> <ul style="list-style-type: none"> <li>• In a ledger period with a status of <i>Closed</i> or <i>Close in Progress</i> for Operational Accounting.</li> <li>• Containing assets that you've disposed of or further depreciated.</li> <li>• An adjustment (catchup depreciation or reversal).</li> <li>• Created by an asset transfer, recategorization, or disposal because these events automatically record depreciation for periods up to the transaction period.</li> <li>• Canceled.</li> </ul>

Tab / Column	Description
Pending Allocations	<p>Displays the allocations ready for processing. Based on the allocation schedule, decide whether to:</p> <ul style="list-style-type: none"> <li>• Post them now and have the accounting impact this period.</li> <li>• Cancel them.</li> <li>• Run the allocations later.</li> </ul> <p>To resolve the allocations that aren't yet run or in process, use the Allocation Work Area.</p>
Pending Receipt Accruals	<p>Displays receipt accruals that you've either saved as draft or submitted into the business process but not yet approved. Workday prevents you from closing a period with pending/draft accruals to ensure that they post to the current period. For receipt accruals in draft, either submit and approve them or cancel them. For receipt accruals already processing, approve them or deny and then cancel them.</p>
Status History	<p>Displays status change history for ledger periods and their associated <i>Closed Activity</i> groups on the Ledger Period Journal Status report.</p> <p>If any periods are in <i>Close in Progress</i> status, you can't update those activity groups with new transaction activity.</p>

Related Information

#### Tasks

[Change the Status of Ledger Periods in AP&C](#) on page 205

[Close Ledger Periods in AP&C](#) on page 208

## Concept: Ledger Close Activity Groups in AP&C

### Context

Workday provides period close activity groups in Adaptive Planning and Consolidation (AP&C) that categorize operational transactions and accounting activity. You can close these groups independently to provide greater control and flexibility as you work through your ledger period close. You can configure your own period close activity groups in Workday to customize further your close process to suit your business needs.

Note: Workday includes each activity in only 1 period close activity group.

### Period Close Activity Groups and Operational Transactions

The View Period Close Activity Groups report displays the period close activity groups and their associated operational and accounting transaction types.

### Example: Change Ledger Period Close Statuses for Activity Groups

Your organization has separate teams for processing customer and supplier transactions, and you want to close the transaction ledgers on different dates.

Close the *Procurement* activity group on the first day of the close period to stop processing purchase orders and supplier invoices. To post backlog payments, you should still keep the *Customer Accounts* activity group open, which includes customer invoices and payments you received during the current ledger period.

Keeping this activity group open gives you the flexibility to finalize expense activities and analyze their impact early in the close period. Workers can still post supplier invoices to the same period.

First, access the ledger period you want to close using the Update Ledger Period Status task. Next, change the status to *Close in Progress* from the Status prompt, and then select *Procurement* from the Closed Activity prompt.

You have now stopped procurement transactions from posting to the period you changed to *Close in Progress*, and kept the period open for processing customer transactions.

Related Information

### Tasks

[Change the Status of Ledger Periods in AP&C](#) on page 205

[Set Up Period Close Activity Groups in AP&C](#) on page 203

## Concept: Close in AP&C

Workday provides several tools in Adaptive Planning and Consolidation (AP&C) to help you complete close activities at the end of an accounting period, quarter, or year. These activities enable you to:

- Change ledger period and year statuses.
- Close periods for some operational transaction groups before closing them for others.
- Roll forward year-end balances.
- Roll forward translated beginning balances.
- Create and execute a close checklist.

You can use these tools, along with other tasks performed outside of Workday, to manage your close processes.

### Ledger Period Close

Workday enables you to have multiple ledger periods open at the same time. While you're finalizing a ledger period, you can get the next ledger period under way. You can select new statuses and close activities for one or more ledger periods, and use different statuses and close activities for other ledger periods.

If you have more than 1 ledger type, the corresponding ledger periods and statuses are always in sync.

Example: If your company uses *Actuals* and *Commitments* ledger types, you update the ledger periods and statuses for each ledger type concurrently.

To close a ledger period, you gradually lock it down to limit new journal activity as you work towards the close.

Example: On February 2, you change the January ledger period status from *Open* to *Close in Progress*. This status prevents operational journal activity for specific activities, such as *Procurement*. You keep the Payroll close activity as *Open* to process payroll on the next run date of February 15.

### Roll Forward Year-End Balances

Before closing the previous ledger year, Workday enables you to roll journal balances forward into the beginning balance of the current ledger year. At any point in the close timeline, you can run the *Roll Forward Year-End Balance* process to create or replace journal beginning balances. These beginning journal balances, combined with current-year journal activity, give you the latest numbers when you report on the current ledger year.

Example: You run the roll forward process in mid-January after you've changed the status for previous year ledgers to *Adjustments Only*. Running the roll forward process in mid-January enables you to create a more realistic January balance sheet.

You can also have Workday roll forward translated beginning balances after rolling year-end balances forward.

**Ledger Year Close**

Just as you can have multiple ledger periods open simultaneously, in Workday you can have the preceding ledger year open as you work in the next ledger year. Leave at least 1 ledger period open (typically the last) for a place to post adjustments until you're ready to close the ledger year.

Example: You open the January ledger period in late December. You gradually limit your December journal activity by changing the ledger period status. On January 10, you limit the ledger period to *Adjustments Only*. After you make adjustments and close all periods, in early March you close the preceding ledger year.

To close a ledger year, you define year-end closing rules and run the ledger year close process. Close all ledger periods for the year before you can close the ledger year. The process:

- (Optional) Rolls forward remaining balances from the preceding ledger year into the beginning balance of the current ledger year, for the last time.
- Updates the ledger year status to *Closed*.

**Close Checklist**

To manage your close procedures, you can create close checklists in Workday to incorporate all your close steps into your business process workflow. At the scheduled time, Workday sends a notification to complete the task to the assigned worker. By using a close checklist, you can also analyze close metrics and send workers additional notifications about a close step anytime.

Related Information

**Tasks**

[Define Rules for Processing Year-End Close in AP&C](#) on page 204

[Steps: Set Up Close Process in AP&C](#) on page 202

**Reference: Period Statuses and Permitted Transactions in AP&C**

Period statuses control what you can process in your accounting period and by which source in Adaptive Planning and Consolidation (AP&C).

You can set up different statuses for ledger periods that will affect the activities that you can perform during that period.

This table lists permitted transactions during each period status:

Period Status	Operational Journal	Reversal Journal	Accounting Journals, Depreciations, and Receipt Accruals	Adjustment Journal
<i>Created</i>	No	Yes	No	No
<i>*Not Available</i>	No	Yes	No	No
<i>Open</i>	Yes	Yes	Yes	Yes
<i>**Close in Progress</i> Depends on the individual status	Configurable	Configurable	Configurable	Yes

of your activity groups.				
<i>Adjustment Only</i>	No	No	No	Yes
<i>Closed</i>	No	No	No	No

Reversals: For reversals of accounting journals, Workday creates reversal journals in *Created* status but doesn't post them.

\*Not Available Status: You can set periods you open in error to a *Not Available* status.

\*\*Close in Progress Status You can close activity groups independently giving you flexibility to close some groups and leave others open.

Related Information

### Concepts

[Concept: Ledger Close Activity Groups in AP&C](#) on page 218

### Tasks

[Change the Status of Ledger Periods in AP&C](#) on page 205

## Reference: Period Close Work Area in AP&C

As your workers complete steps in the *Period Close* event business process, you can use the Period Close Work Area report in Adaptive Planning and Consolidation (AP&C) to manage your period, quarter, and year-end closes.

Security: *Process: Period End* domain in the Common Financial Management functional area.

You can access these tasks from the work area:

Task	Description
Change Fiscal Period	Workday automatically displays the latest period that has one or more closes.  Change the fiscal period as necessary.
Find Period Closes	Review details of the period close process.
Period Close Metrics	Analyze period close metrics and review the progress for the latest fiscal period with a close event.
Period Close > Manage Attachments from the Period Close related actions menu.	Attach documents to the closed period. Example: <ul style="list-style-type: none"> <li>• Attach completed balance sheet reconciliations for the accounting manager to review and sign off on.</li> <li>• Attach final financial statements for the controller to review and approve.</li> </ul> The documents are then available on: <ul style="list-style-type: none"> <li>• Close notifications.</li> <li>• The View Period Close report.</li> </ul>
Period Close > Edit Period Close Details from the Period Close related actions menu.	Change the expected completion date of the period.
Period Close Notification	Notify workers regarding a period close that's in progress.

Task	Description
	<p>When you submit the notification, Workday launches the <i>Period Close Notification</i> event business process.</p> <p>Each close event can have only one active notification event. If a notification is in progress when you submit another one, Workday cancels the existing notification and launches a new notification event.</p> <p>If you included the <i>Review Period Close</i> action step, the business process creates a My Tasks notification for the worker.</p> <p>If the worker has appropriate security access, the notification includes:</p> <ul style="list-style-type: none"> <li>• Detailed period close information.</li> <li>• Period close business process information.</li> <li>• Process history.</li> </ul>

Related Information

### Concepts

[Concept: Journal Statuses and Pending Transactions in AP&C](#) on page 215

### Tasks

[Steps: Set Up Close Process in AP&C](#) on page 202

## Period Close Management in AP&C

### Transaction Matching and Unmatching in AP&C

#### Concept: Transaction Matching and Unmatching in AP&C

Workday provides manual and automatic ways to match both company (or ledger) transactions and intercompany transactions in Adaptive Planning and Consolidation (AP&C), helping you to reconcile your ledger account ending balances on journal lines.

When transactions are matched, Workday assigns a unique match ID to the relevant journal lines to indicate the link between them. After transactions are matched, you can focus on transactions that remain unmatched.

When underlying transactions become unposted, Workday unmatches certain transactions automatically. You can also unmatch transactions manually.

For greater control over transaction matching, you can exclude specific transactions from matching. See [Mass Mark Journal Lines as Unavailable for Manual Matching in AP&C](#) on page 230.

#### Automatic Matching of Company Transactions

Workday enables you to automatically match company transactions, either as a one-off job or on a recurring schedule.

You can choose whether to match on ledger amounts or transaction amounts using the Set Up Journal Line Matching task.

You create rule sets that specify matching rules for transactions. You then start or schedule a matching run. When the run takes place, Workday applies those matching rules to automatically match journal lines and assign match IDs.

To enable identification and reporting, Workday assigns the *Rule Based - Ledger Amount* or *Rule Based - Transaction Amount* match type to these journal lines, depending on your configuration.

See [Steps: Process Automated Matching on Journal Lines in AP&C](#) on page 225.

### Automatic Matching of Intercompany Transactions

Workday automatically matches certain intercompany transactions when they're posted.

Workday automatically assigns an intercompany match ID to journal lines created from the same intercompany accounting event for specific transaction types, eliminating the need for manual matching except in rare cases.

To enable identification and reporting, Workday assigns the *Intercompany: Automatic* match type to these journal lines.

Workday only matches transactions posted to the Actuals ledger.

Transaction Type	Match Behavior
On-behalf-of intercompany journals	For on-behalf-of intercompany manual accounting journals and on-behalf-of intercompany customer or supplier invoices, Workday assigns an intercompany match ID to the resulting pairs of Workday-generated intercompany journal lines when all relevant transactions are approved and posted.
Direct intercompany journals	When you post a direct intercompany customer invoice, Workday assigns an intercompany match ID to the intercompany receivable and payable journal lines when the corresponding direct intercompany supplier invoice is approved and posted.
Intercompany settlements	When you settle intercompany payments through a settlement run, Workday assigns an intercompany match ID to the resulting intercompany payment and receipt journal line pairs when the intercompany receipt is approved and posted.
Direct intercompany netting journals	For direct intercompany netting transactions, Workday assigns an intercompany match ID to the resulting direct intercompany netting journal line pairs when the transaction is approved and posted.
Intercompany accounting reversal journals	<p>For on-behalf-of intercompany manual accounting journals where the Create Reversal check box is selected, Workday assigns an intercompany match ID to the intercompany accounting reversal journals when they're posted on the specified reversal date.</p> <p>When you've selected the Always Reverse Accounting and Accounting Center Summary Journals check box on the Edit Tenant Setup - Financials task, and you reverse an on-behalf-of intercompany manual accounting journal, Workday assigns an intercompany match ID to the</p>

Transaction Type	Match Behavior
	intercompany accounting reversal journals when they're posted.  Note: Workday doesn't automatically match intercompany operational reversal journals.

Workday doesn't automatically match:

- Accounting Center summary journals, except for intercompany settlements of Accounting Center summary journals.
- Alternate ledger currency (ALC) journals.
- Intercompany operational reversal journals, which Workday creates when you've selected the Always Reverse Operational and Noncontrolling Interest Journals check box on the Edit Tenant Setup - Financials task.
- Payroll journals.

You can manually match these journal types.

### Manual Matching of Company and Intercompany Transactions

You can match both company and intercompany transactions manually. You can choose whether to match on ledger amounts or transaction amounts using the Set Up Journal Line Matching task.

Example: You can manually match:

- Company transactions that are small in number that you want to match quickly without creating a matching rule set.
- Company transactions that are missing identifiable attributes that you can't include in rule sets.
- Intercompany transactions that aren't matched automatically by Workday.

You can mark offsetting journal lines as matched and focus on journal lines that remain unmatched.

To enable identification and reporting, Workday assigns these match types to manually matched journal lines, depending on your configuration:

- *Intercompany: Manual - Ledger Amount*
- *Intercompany: Manual - Transaction Amount*
- *Manual - Ledger Amount*
- *Manual - Transaction Amount*

See:

- [Steps: Process Manual Matching on Journal Lines in AP&C](#) on page 226
- [Steps: Match Intercompany Journal Lines Manually in AP&C](#) on page 232

### Automatic Unmatching of Matched Transactions

Workday automatically clears existing match IDs from certain journal lines, both company and intercompany, when you change the status of the associated journal from *Posted* to any unposted status, such as *Canceled* or *Unposted*.

Workday only unmatches transactions when these check boxes on the Edit Tenant Setup - Financials task are unchecked:

- Always Reverse Accounting and Accounting Center Summary Journals
- Always Reverse Operational and Noncontrolling Interest Journals

Automatic unmatching applies to:

- Accounting journals.

- Company payroll journals.
- Consolidation Data Capture journals.
- Intercompany payroll journals that were manually matched.
- Operational journals.

When you:

- Unpost or cancel a transaction, Workday clears match IDs from all journal lines in a match group so that other lines in the match group become available for rematching and reporting is more accurate.
- Unpost or cancel a journal associated with a journal line that's marked as unavailable for matching, the journal line remains unavailable for matching.
- Reverse a journal associated with a journal line that's marked as unavailable for matching, the original journal line remains unavailable for matching but the new reversal journal line is available for matching.

Workday doesn't automatically clear match IDs from Accounting Center summary journals. You can manually unmatch these transactions.

### Manual Unmatching of Matched Transactions

You can manually unmatch both company and intercompany transactions:

- Individually, through the related actions menu of a matched journal line.
- In groups, using the Mass Unmatch Journal Lines or Mass Unmatch Intercompany Journal Lines tasks.

See:

- [Steps: Unmatch Journal Lines in AP&C](#) on page 226
- [Unmatch Intercompany Journal Lines in AP&C](#) on page 233

Related Information

#### Examples

[2025R2 Feature Release Note: Automatic Matching of Matched Transactions](#)

[Automatic Unmatching of Matched Transactions](#)

### Company Transaction Matching in AP&C

*Steps: Process Automated Matching on Journal Lines in AP&C*

#### Context

You can create rule sets in Adaptive Planning and Consolidation (AP&C) that process matching rules to automate matching on journal lines, enabling you to reconcile your ledger account ending balances on journal lines. Using the automated matching process, you can then mark offsetting journal lines as matched and focus on journal lines that remain unmatched.

#### Steps

1. Access the Set Up Journal Line Matching task.  
Select the Match on Type that Workday will use on all matches.  
Note: Switching the Match on Type will inactivate any rule sets using the previous matching type.  
Security: *Set Up: Account Certifications* domain in the Financial Accounting functional area.
2. [Create Rule Sets for Matching Transactions in AP&C](#).
3. [Schedule Matching Run in AP&C](#).

## Next Steps

Use the Find Journal Lines report or create custom reports to gather data on journal lines that remain unmatched.

Related Information

## Concepts

Concept: [Close in AP&C](#) on page 219

Concept: [Transaction Matching and Unmatching in AP&C](#) on page 222

## Tasks

Steps: [Unmatch Journal Lines in AP&C](#) on page 226

Steps: *Process Manual Matching on Journal Lines in AP&C*

## Context

You can match and unmatch journal lines manually to reconcile your ledger account ending balances in Adaptive Planning and Consolidation (AP&C).

Example: You can manually match when:

- You want to match quickly without creating a matching rule set.
- You are missing identifiable attributes that you can't include in rule sets.

You can mark offsetting journal lines as matched and focus on journal lines that remain unmatched.

## Steps

1. (Optional) [Mass Mark Journal Lines as Unavailable for Manual Matching in AP&C](#).
2. [Match Journal Line Transactions Manually in AP&C](#).

## Next Steps

- Use custom reports to report on journal lines that remain unmatched.
- Unmatch journal lines in case of mistakes in matching.

Related Information

## Concepts

Concept: [Close in AP&C](#) on page 219

## Tasks

Concept: [Transaction Matching and Unmatching in AP&C](#) on page 222

Steps: *Unmatch Journal Lines in AP&C*

## Prerequisites

Match journal line transactions.

## Context

You can unmatch large volumes of journal lines at a time in Adaptive Planning and Consolidation (AP&C).

## Steps

1. Access the Find Journal Lines report to unmatch a single journal line.  
For matched journal lines, select Matched Journal Lines > Unmatch from the related actions menu of the matched ID.  
Security: *Process: Account Certifications - Cancel* domain in the Financial Accounting functional area.

2. Access the Mass Unmatch Journal Lines task to unmatch journal lines based on multiple criteria. As you complete the task, consider:

Option	Description
Accounting Date On or After	Workday unmatches journal lines on and after this date.
Accounting Date On or Before	Workday unmatches journal lines on and before this date.

Security: These domains in the Financial Accounting functional area:

- *Process: Account Certifications*
- *Process: Account Certifications - Cancel All Match*

## Result

Based on the filters you configure Workday unmatches all journal lines and makes them available for matching again.

*Create Rule Sets for Matching Transactions in AP&C*

## Prerequisites

- Use the Set Up Journal Line Matching task to select a matching type.
- Security: These domains in the Financial Accounting functional area:
  - *Set Up: Matching Rule Set*
  - *Access: Matching Rule Set (Segmented)*

## Context

You can create a rule set consisting of different matching rules to match transactions on journal lines automatically in Adaptive Planning and Consolidation (AP&C). In addition to a 1-to-1 matching method, matching rules enable you to compare:

- One journal line to many journal lines.
- Many journal lines to 1 journal line.
- Many to many journal lines.

## Steps

1. Access the Create Matching Rule Set task.  
You can't change the matching type for a rule set once it's created.
2. As you complete the task, consider:

Option	Description
Matching Type	Select Journal Line to match transactions on journal lines.
Order	<p>Enter a number 1 through 50 for the order of the rule. Workday evaluates and processes the rules in the order you specify.</p> <p>Place the most specific rules before rules that require less precision in the match. That way, when Workday identifies more granular matches first, it removes the matched journal lines from future consideration.</p>

Option	Description
Matching Method	Select a matching method.
Filter Criteria	<p>You can specify filter criteria to reduce the number of transaction lines to match from Source 1 to Source 2.</p> <p>When setting up both sets of filter criteria, consider these guidelines:</p> <ul style="list-style-type: none"> <li>• Workday applies the filters as OR conditions when you select the same type of worktag types. Example: When you select 2 cost centers.</li> <li>• Workday applies the filters as AND condition when you select different worktag types. Example: When you select 1 worktag type as cost center and the 2nd as custom worktag.</li> </ul>
Match On	For more precise matching, you can select multiple criteria for each ledger account.
Matching Options	<p>Select Include Blank Values for Line Memo, Worktags, External Reference ID, if you want to include them in the matching criteria.</p> <p>Note: Workday automatically excludes the options from the Match On criteria.</p>

## Result

When you run automatic transaction matching, Workday uses the rules in the matching rule set to match transaction lines.

## Next Steps

To view the defined matching rule sets and the number of rules within each set, you can access the Maintain Matching Rule Sets task. You can then drill down to view these details for each rule in the set:

- Matching method.
- Rule order.
- Whether the rule is currently active.

Related Information

### Concepts

[Concept: Transaction Matching and Unmatching in AP&C](#) on page 222

*Schedule Matching Run in AP&C*

## Prerequisites

- Create a matching rule set.
- Use the Set Up Journal Line Matching task to select a matching type.
- Security: *Process: Account Certification – Create Auto Match* domain in the Financial Accounting functional area.

**Context**

You can schedule the matching run to apply the matching rule sets to match transactions in Adaptive Planning and Consolidation (AP&C).

Workday limits each match to contain a maximum of 99,999 journal lines.

**Steps**

1. Access the Schedule Matching Run task.
2. Select a Run Frequency.
3. For Matching Run Type, select Journal Line.
4. Enter a Request Name to provide more visibility for the matching run.  
Workday appends a date and time stamp on each request name when you process the matching run.
5. As you complete the Run Criteria, consider:

Option	Description
Company	You can select multiple companies or company hierarchies.
Ledger Account	You can select multiple ledger accounts, ledger account summaries, or alternate accounts.  Alternate ledger account option only displays values for companies with alternate accounts defined.
Include All Open Items	Includes all nonmatched journal lines in the selected Fiscal Year up to the Job Run Date.
Fiscal Year	You can select a maximum of 2 fiscal years.
Fiscal Period	You can select more than 1 fiscal period.  This option isn't available when you select Include All Open Items.
Use Job Run Date for As Of Effective Date As Of Effective Date	Select an effective date to specify which version of any selected company hierarchies or ledger account summaries you want to run the job for. Workday uses the version of the hierarchy or ledger account summary that was in effect on the selected date.  Workday doesn't use the effective date to determine which journal lines to retrieve.
Matching Rule Set	Select a matching rule set for which you want to match transactions.  You can only select rule sets using the matching type selected in the Set Up Transaction Matching task.

**Result**

Workday uses the matching rules in the selected rule set to match transactions on journal lines.

**Next Steps**

(Optional) On the Match Statistics grid, click Matches to view details of all the matches in the matching run.

Related Information

**Concepts**

[Concept: Transaction Matching and Unmatching in AP&C](#) on page 222

*Mass Mark Journal Lines as Unavailable for Manual Matching in AP&C*

**Prerequisites**

Security: *Process: Account Certifications - Create* domain in the Financial Accounting functional area.

**Context**

You can schedule mass updates to mark existing journal line transactions as unavailable for matching in Adaptive Planning and Consolidation (AP&C).

Example: When you want to focus on transactions from the current year, you can mark journal lines from previous years as unavailable to match.

**Steps**

1. Access the Mass Update Journal Lines as Unavailable for Matching task.
2. As you complete the task, consider:

Option	Description
Ledger Account	Select a ledger account or alternate ledger account.  You can only select balance sheet accounts that are available for use with the Company you select.  The alternate ledger account option only displays for companies with alternate accounts defined.
Mark as Available	(Optional) Select when you want to correct an error and now want to make previously marked unavailable lines as available for matching.

**Result**

Journal lines you mark as unavailable:

- Aren't displayed when you match transactions using the Transaction Matching on Journal Lines task.
- Aren't considered for automatic matching when using the Schedule Matching Run task.

**Next Steps**

Use the Select Journal Lines as Available for Matching task to mark individual journal lines you previously marked unavailable as available for matching. Example: You previously marked all journal lines from previous years as unavailable for matching, but now want to match 1 journal line from the previous year with a current year journal line. You can use this task to select the previous year journal line as available for matching with a current year journal line.

Related Information

**Concepts**

[Concept: Transaction Matching and Unmatching in AP&C](#) on page 222

Match Journal Lines Manually in AP&C

Prerequisites

Security: These domains in the Financial Accounting functional area:

- *Process: Account Certifications - View*
- *Process: Account Certifications - Create*

Context

In Adaptive Planning and Consolidation (AP&C), you can manually match journal lines during period close to:

- Increase data integrity.
- More accurately analyze your ledger account ending balances.

Steps

1. Access the Transaction Matching on Journal Lines task.
2. As you complete the task, consider:

Option	Description
Ledger Account	Select a ledger account or alternate ledger account.  You can only select balance sheet accounts that are available to use with the Company you select.  The alternate ledger account option only displays for companies that you defined alternate accounts for.
Match On Type	Workday populates this field based on the Match On Type selected in the Set Up Journal Line Matching task.
Filter By Book Code	Leave blank to retrieve journal lines for all book codes.  You can't match transactions across book codes.
Adjustment Journal	Select to include only adjustment journals.

3. Select the journal lines you want to match, and click Match.
4. (Optional) To adjust your search criteria, for additional journal lines, expand the Select Journal Lines section, enter new search criteria, and then click Get Journals.  
Workday retrieves additional journal lines based on the new criteria.
5. Select the additional journal lines, and then click Match.  
Workday generates a Match ID to record the match and to display journal lines included in the match. You can click the Match ID to view match details and from the related actions menu, perform an Unmatch.

Related Information

Concepts

[Concept: Close in AP&C on page 219](#)

[Concept: Transaction Matching and Unmatching in AP&C on page 222](#)

## Intercompany Transaction Matching in AP&C

*Steps: Match Intercompany Journal Lines Manually in AP&C*

### Context

You can manually match journal lines across 2 or more companies based on intercompany elimination rules, enabling you to focus on the unmatched differences when reconciling intercompany journal lines. You can use the View Intercompany Reconciliation report to view intercompany differences due to unmatched intercompany journal lines.

### Steps

- (Optional) Access the Set Up Journal Line Matching task.  
Select a Match On Type for intercompany matching. You can make intercompany matches in either the ledger currency or the transaction currency.  
Security: *Set Up: Account Certifications* domain in the Financial Accounting functional area.
- Create ID Definitions and Sequence Generators.  
Workday assigns a default match ID definition in this format: IC\_OPEN\_ITEM\_MATCH-**<unique ID>**. We recommend creating a sequence generator ID to distinguish intercompany matching IDs from transaction matching IDs. You can select the sequence generator creation task directly from the ID Generator for Journal Line Intercompany Matching prompt on the Edit Tenant Setup - Financials task.
- (Optional) Access the Update Intercompany Journal Lines Match Status task to set intercompany journal lines as available or unavailable for manual matching.  
Security: These domains in the Financial Accounting functional area:
  - Process: Account Certifications - Intercompany Cancel All Match*
  - Process: Account Certifications - Intercompany Create Match*
- Access the Intercompany Matching on Journal Lines task.  
Security: *Process: Account Certifications - Intercompany Create Match* domain in the Financial Accounting functional area.
- As you complete the task, consider:

Option	Description
Companies	Select 2 or more companies that you want to match journal lines across.
Match On Type	Workday populates this field based on the Match On Type selected in the Set Up Journal Line Matching task.

- Select the journal lines you want to match from the grid.

Note: When you attempt to match a line that has an intercompany association (or link) with a line that isn't selected, Workday displays a warning message in this format for accounting journals:

SELECTED: [journal number if applicable][source operational transaction if applicable]; LINKED BUT NOT SELECTED: [linked journal number if applicable][linked source operational transaction if applicable]

Workday only displays this warning message once per individual run of the task. When updating selections, we recommend that you either:

- Take a record of the items listed in the warning message and update your selections accordingly.
- Take a record of the items in your current grid selection and rerun the task with updated selections. The warning message will display again if applicable.

7. (Optional) Expand the Select Intercompany Journal Lines section to adjust your search criteria.

Enter new search criteria and then select Get Journal Lines. Workday retrieves additional journal lines that you can match based on the new criteria.

### Result

Workday generates a match ID to record a match and displays journal lines included in a match. You can click on the match ID to view match details. Workday includes the match ID as both a prompt and a field in the Find Journal Lines report and you can add these match IDs to your custom journal line reports.

Related Information

### Concepts

[Concept: Transaction Matching and Unmatching in AP&C](#) on page 222

### Examples

[2024R2 Release Note: Manual Intercompany Matching](#)

*Unmatch Intercompany Journal Lines in AP&C*

### Prerequisites

Match intercompany journal lines.

Security: These domains in the Financial Accounting functional area:

- *Process: Account Certifications - Intercompany Cancel All Match*
- *Process: Account Certifications - Intercompany Cancel Match*

### Context

You can unmatch individual or large volumes of intercompany journal lines based on multiple criteria.

### Steps

1. Access the Find Journal Lines task to unmatch individual matched journal lines.  
For matched intercompany journal lines, select Matched Journal Lines > Unmatch from the related actions menu of the intercompany match ID.
2. Access the Mass Unmatch Intercompany Journal Lines task to unmatch multiple journal lines based on various criteria.

### Result

Based on the filters you configure, Workday unmatches all matched journal lines and makes them available for matching again.

Related Information

### Concepts

[Concept: Transaction Matching and Unmatching in AP&C](#) on page 222

### Examples

[2024R2 Release Note: Manual Intercompany Matching](#)

### Account Certification in AP&C

#### Steps: Process Account Certifications in AP&C

### Context

In Adaptive Planning and Consolidation (AP&C), you can set up a process to:

- Create account certifications and assign certification roles to specific employees.
- Decertify account certifications that have ledger activities or ledger balance changes.

Workday then routes the certification or decertification to employees with the assignable roles for their review and approval.

If you're using worksheets, you can enter amounts to certify in a workbook and submit the workbook and certification for review and approval.

## Steps

1. (Optional) [Create Account Reconciliation Template Definitions in AP&C](#).

You create a template if you want to use Worksheets to reconcile and certify your account balances.

2. (Optional) Access the Create Policy Purpose and Procedure task.

You can create a Policy and Procedure document to identify company policies and procedures for reconciling account balances for period close. You can share these Policy Purpose and Procedure documents across the Certification Sets and Certification Definitions.

If you are already using Account Certification Definitions, you can create and add the Policy Purpose and Procedure document to an existing account certification using the Edit Account Certification Set task within the Maintain Account Certification Sets task.

For new Account Certification Definitions, you can add the Policy Purpose and Procedure document when you create a new account certification set within the Maintain Account Certification Sets task.

Security: *Set Up: Account Certifications* domain in the Financial Accounting functional area.

3. [Create Account Certification Sets in AP&C](#).
4. [Run Account Certification Sets in AP&C](#).
5. (Optional) [Decertify Account Certifications in AP&C](#).

Decertify previously approved certifications with ledger activity or ledger balance changes.

## Next Steps

Use custom reports to report on completed, decertified, and open account certifications.

Related Information

### Concepts

[Concept: Close in AP&C](#) on page 219

## Create Account Reconciliation Template Definitions in AP&C

### Prerequisites

Security:

- Security: *Set Up Account Reconciliation Template* domain with the security group type of *Unconstrained Groups* in the Financial Accounting functional area.
- *Drive* in the System functional area.

### Context

You can create account reconciliation template definitions to reuse existing names of workbooks and sheets when you create new reconciliation workbooks in Adaptive Planning and Consolidation (AP&C).

## Steps

1. Access the Create Account Reconciliation Template Definition task.

2. As you complete the task, consider:

Option	Description
Name	The name you enter displays for selection in prompts only when selecting a template. It doesn't display in the final workbook that you generate from the template definition.
Sheet Name	Add a sheet name to your plan template definition.  Template definitions must include at least 1 reconciliation entry sheet.

3. Click OK and then Done.

## Result

You've created a reconciliation template definition that is now available for selection when you create an account certification.

## Next Steps

Use the Edit Account Reconciliation Template Definition task to maintain or reuse your reconciliation template definition.

## Create Account Certification Sets in AP&C

### Prerequisites

- Security: *Set Up Account Certifications* domain in the Financial Accounting functional area.
- From the Maintain Assignable Roles task, assign each of these roles enabled for Account Certification the same security groups that are assigned on the *Setup: Account Certifications* domain:
  - Approver
  - Preparer
  - Reviewer

See [Set Up Assignable Roles](#).

### Context

In Adaptive Planning and Consolidation (AP&C), you can create account certification sets to:

- Include 1 or more account certifications in the set.
- Assign these roles to your employees for each certification:
  - Approver
  - Preparer
  - Reviewer
- If using Worksheets, associate an Account Reconciliation Template definition to each account certification.

### Steps

1. Access the Maintain Account Certifications Sets report.
2. Click Create.

3. As you complete the task, consider:

Option	Description
Company/Company Hierarchy	<p>You can select a company or company hierarchy.</p> <p>All companies in the company hierarchy must contain the same ledger currency.</p>
Account Reconciliation Template Definition	<p>Select an Account Reconciliation Template Definition if you're using Worksheets to reconcile and certify balances. You can select the same reconciliation definition for multiple certifications.</p> <p>If you don't select the template definition, Workday won't generate the reconciliation workbook when you create the certification.</p>
Policy Purpose and Procedure	Select or create a policy and procedure document that you want to associate with the account certification.
Ledger Account/Ledger Account Summary	Select the ledger accounts and ledger account summaries that you want to certify for the certification.
Balance or Activity	<p>Select if you want to certify a ledger account balance or ledger account activity.</p> <p>Year to date balance includes beginning balance journals for balance sheet accounts. Ensure that you roll year-end balances forward before you select Balance.</p>
Book	Leave blank to select all books.
Worktags	<p>Select specific worktags to enable reviewers and approvers to drill down and certify individual worktag balances for the ledger account.</p> <p>When you want to specify more than 25 individual worktags, Workday recommends that you use a worktag hierarchy on the Account Certification to improve performance and scalability.</p> <p>Leave blank to select all worktags associated with the ledger account.</p>
Priority	Select how you want to prioritize processing certifications. Example: Select a high priority for certifications that you want to complete early.

4. Click OK and then Done.

5. For each account certification set, click View Roles.

6. To assign roles to each account certification, click Assign Roles.

7. Select an effective date and click OK.

8. As you complete the Assign Roles grid, consider:

Option	Description
Role	Select 1 of the Assignable Roles.
Restricted to Single Assignment	Select if you want to assign the role to a single employee.
Assigned To	You can assign each role to multiple employees.

### Next Steps

To edit a certification set, access the Maintain Account Certification Sets report and for the account certification set you want to edit, click Edit.

### Run Account Certification Sets in AP&C

#### Prerequisites

- Create an account certification set and assign account certification roles to employees.
- Trial balance is ready for approval.
- Security: These domains in the Financial Accounting functional area:
  - *Set Up Account Certifications.*
  - *Process: Account Certifications.*
  - These domains in the System functional area:
    - *Drive*
    - *Worksheets*

#### Context

In Adaptive Planning and Consolidation (AP&C), you can run the account certification sets to:

- Generate and route account certifications to the assigned employees for their necessary action.
- Generate workbooks (if using Worksheets) with the latest ledger account balances.

Note: To avoid duplicate certifications, run an account certification only once for a period. If you need to rerun the account certification, first cancel the existing account certification from the related actions menu of the account certification.

You can configure your account certification process to route certifications to reviewers and approvers, with or without worksheets. You can also set up condition rules to bypass the routing for approval of accounts with no activity.

If using Worksheets, always click Refresh Grid Data from the first sheet before submitting to ensure that workbook has consistent data.

Note: Click Save for Later on your certification before you navigate back to the workbook to refresh the data.

#### Steps

##### 1. [Edit Business Processes.](#)

Add steps to the *Account Certification Event* business process to route account certifications to employees assigned to the account certification roles.

(Optional) Configure additional conditional rules for the *Account Certification Event* business process to certify ledger accounts automatically that have no activity for the fiscal period.

##### 2. Access the Run Account Certification Sets task.

3. As you complete the task, consider:

Option	Description
Company/Company Hierarchy	You can select multiple companies or company hierarchies.  All companies in a company hierarchy must have the same ledger currency.
Account Certification Set	You can select multiple account certifications.
Account Certification for the Selected Set	Select: <ul style="list-style-type: none"> <li>• All Account Certifications to certify ledger accounts or ledger account summaries for all account certifications.</li> <li>• Select Account Certification to certify or recertify ledger accounts or ledger account summaries for specific account certifications.</li> </ul>

## Result

Workday initiates the *Account Certification Event* business process and for accounts with:

- Activity, routes for approval as configured. If you configured the certification to include worksheets, Workday routes the worksheet and certification.
- No activity (if you've configured the additional conditional rules), Workday automatically certifies the accounts.

Related Information

## Decertify Account Certifications in AP&C

### Prerequisites

- You've created and approved account certifications.
- Configured the *Account Certification Event* business process to route account certifications to employees assigned to the account certification roles.
- Security: These domains in the Financial Accounting functional area:
  - *Process: Account Certification - Decertify.*
  - *Process: Account Certification - Decertify All.*

### Context

In Adaptive Planning and Consolidation (AP&C), you can decertify previously approved certifications that have ledger activity or ledger balance changes by either:

- Scheduling an automated process to decertify mass account certifications.
- Decertifying a single account certification.

You don't require an open period activity group to run account decertification.

## Steps

- Option A: Mass Decertify Account Certifications

- a) Access the Schedule Automated Decertification task.

Run the task to identify and decertify previously approved certifications with ledger activity or ledger balance changes.

The Automated Decertification process looks at Account Certifications with a status of *Certified* or *Automatically Certified* for the periods specified in the Schedule Automated Decertification criteria. The process decertifies the Account Certification if journal activity is found for the company and ledger accounts in that Account Certification after its certification date.

- b) Select a Run Frequency.

- c) As you complete the Criteria tab, consider:

Field	Description
Company/Company Hierarchy	<p>Select a company or company hierarchy.</p> <p>Note: If you select a company hierarchy, Workday will only decertify account certifications that are assigned at a company hierarchy and will not decertify account certifications for all the companies under that hierarchy.</p>
Current Period Prior Period	<p>Select the fiscal period for which you want to run the schedule. If you want to run the schedule for a time period that spans both periods, select both Current Period and Prior Period. Example: You're running the schedule on June 19, 2020 but want to identify and decertify certifications from May 19, 2020 to June 19, 2020.</p> <p>Current period and prior period are relative to the current date.</p> <p>Current period includes the current date when you are running the report.</p> <p>Prior period is based on the current period found and is the fiscal period prior to the current period.</p>

- d) (Optional) If you select a recurring schedule for Run Frequency, consider these guidelines as you complete the Schedule tab:

Field	Description
Recurrence Type	Select a recurring schedule for the task.
Catch Up Behavior	<p>Select how many times that you want to run the task after your environment goes offline for maintenance issues.</p> <p>Example: You schedule a process to run multiple times in a day. When your environment goes offline for maintenance, you can limit the process to run once instead of catching up on all missed runs.</p> <p>Select:</p>

Field	Description
	<ul style="list-style-type: none"> <li>None: If you don't want to run any occurrences of the missed schedule, but to run it on the current schedule.</li> <li>Run Once: If you want to run the schedule once, usually the last run before your environment went offline.</li> </ul>

e) Click OK.

Workday identifies and decertifies all account certifications with ledger activity or ledger balance changes.

- Option B: Decertify a Single Account Certification

a) Access the Find Account Certifications report.

b) From the related actions of the approved certification that you want to decertify, select Account Certification > Decertify.

c) On the Confirm Account Decertification page ensure that the certification has a status of *Certified*.

d) Click Confirm and then click OK.

Workday decertifies the account certification and changes the status of the certification to *Decertified: Recertification in Progress*.

## Result

Workday initiates the *Account Certification Event* business process and sends a My Tasks notification for correction, approval, and recertification as configured. If you configured the certification to include worksheets, Workday routes the worksheet and certification.

## Next Steps

Review details of decertifications, including which person Workday assigns to the next task to complete the recertification:

1. Access the Find Decertified Certifications report.

Security: *Process: Account Certifications - Reporting* in the Financial Accounting functional area.

2. Click an account certification to access the View Account Certification report.

Security: *Process: Account Certifications - View* in the Financial Accounting functional area.

3. Click Decertification Details to access the Decertification Details Report report.

Security:

- *Report: Execution* domain in the Tenant Non-Configurable functional area.
- These sub reports in the Financial Accounting functional area:
  - Sub Report - Journal Lines for Account Certification - Journal Activity Post Certification report secured to the *Reports: Financial Accounting* domain.
  - Sub Report - Account Certification Lines Filter by Certification - Ledger Balance as of Approval Date report secured to the *Process: Account Certifications - Reporting* domain.
  - Sub Report - Journal Lines Filtered by Status for Account Certification - Ledger Amount report secured to the *Process: Journals-Reporting* domain.

Related Information

### Tasks

[Run Account Certification Sets in AP&C](#) on page 237

[.././.././manage-workday/business-processes/customize-business-processes/dan1370797385122.dita](#)

## Certify Account Balances in AP&C

### Prerequisites

- Define the *Account Certification Event* business process and security policy.
- You've reconciled all accounts you want to certify.
- Trial balance is ready for approval.
- Security: These domains in the Financial Accounting functional area:
  - *Process: Account Certifications - View*
  - *Process: Account Certifications - Reporting*
  - *Process: Account Certifications - Cancel*

### Context

In Adaptive Planning and Consolidation (AP&C), you can create quick, one-off, account certifications that require immediate action without creating certification sets and assigning roles. You can then submit the reconciled account balances for review and approval.

### Steps

1. Access the Create Account Certification task.
2. As you complete the task, consider:

Option	Description
Ledger Account/Summary	Select the ledger accounts and ledger account summaries you want to certify for the certification.
Book	Leave blank to select all books.
Balance or Activity	Select if you want to certify a ledger account balance or ledger account activity.  Year to date balance includes beginning balance journals for balance sheet accounts. Ensure that you roll year-end balances forward before you select Balance.
Worktags	Select specific worktags to enable reviewers and approvers to drill down and certify individual worktag balances for the ledger account.  Leave blank to select all worktags associated with the ledger account.
Priority	Select how you want to prioritize processing certifications. Example: Select a high priority for certifications you want to complete early.

3. Click OK.

In the Ledger Accounts to Certify grid, Workday populates these fields with the balances of the accounts you select in the Ledger Account/Summary field:

- Ledger Account Balance
- Amount to Certify for Account

4. In the Amount to Certify for Account field, enter the amount to certify for each account.  
Workday calculates and populates the Variance field with the difference between the amounts you enter in the Amount to Certify for Account field and the Ledger Account Balance.
5. (Optional) Attach supporting documents.
6. (Optional) Click Save for Later to save the certification in a *Draft* status.  
You can still edit and cancel an account certification from the related actions menu of the account certification in a *Draft* status on the Find Account Certification report.

## Result

Workday initiates the *Account Certification Event* business process and sends My Tasks notifications to reviewers and approvers for necessary action at their end.

## Next Steps

(Optional) To cancel an approved account certification, navigate to Find Account Certifications report and from the related actions menu of the approved certification, select Cancel.

Related Information

### Concepts

Concept: [Close in AP&C](#) on page 219

## Configure Account Certification Dashboard in AP&C

### Prerequisites

- Create a Ledger Account summary of all balance sheet accounts.
- Map the standard alias `_BS_Balance_Sheet_Accounts` to the Ledger Account Summary.
- Security: *Process: Account Certifications - Reporting* domain in the Financial Accounting functional area.

### Context

You can configure the Account Certification Dashboard in Adaptive Planning and Consolidation (AP&C) to display these reports on the dashboard:

- Account Certification Definitions for Balance Sheet Accounts.
- Balance Sheet Certification Progress.
- Number of Account Certifications by Status.

### Steps

1. (Optional) Verify that for the Balance Sheet Certification Progress report, the Ledger prompt field has a value of Actuals Ledger Type (Derived).
  - a) Access and run the Balance Sheet Certification Progress for the company and fiscal period for which you want to configure the Account Certification Dashboard.
  - b) From the related actions menu of the report, select Standard Report > Edit.
  - c) From available actions menu of column C3, select Edit.
  - d) Under the Map Sub Report Prompts section, confirm these values:
    - Prompt Field: Ledger.
    - Value Type: Use Value From Prompt Set.
    - Value: Actuals Ledger Type (Derived).
  - e) Click OK and then exit.
2. Access the Maintain Dashboards report.
3. Locate the *Account Certification Dashboard*, and click Edit.

4. On the Content tab, click Add.
5. In the Tab Name field, enter a name for the dashboard. Example: Account Certification Statistics.
6. Clear the Configurable By User option.
7. In the Prompt Set field, select Account Certification Prompt Set.
8. Expand Worklets, and add these 3 Account Certifications reports as worklets to the grid:

Option	Description
Worklet	<ul style="list-style-type: none"> <li>Balance Sheet Certification Progress.</li> <li>Account Certification Definitions for Balance Sheet Accounts.</li> <li>Number of Account Certifications by Status.</li> </ul> <p>Note: If required, you also add custom reports as Worklets.</p>
Worklet Size	<p>1x or 2x</p> <p>You also select a combination of 1X and 2X to configure the report layout to meet your needs.</p>

9. Click Done.
  10. From your Home page, click Menu to display your installed Apps.
  11. If you don't see the Account Certification App installed, click Add Apps .
  12. In the Find Apps field, enter Account Certification, and click the + sign to add the Account Certification App to your menu.
  13. Click Back to Menu .
- Workday displays the Account Certification dashboard.

### Next Steps

1. Click to open the dashboard.
2. Enter the dashboard prompts and click OK to view the reports.

Note: The value you enter on these prompts will apply to all the reports displayed on the dashboard.

### Related Information

#### Concepts

[Concept: Account Certification Dashboard in AP&C on page 243](#)

#### Examples

[Example: Map Aliases to Ledger Account Summaries in AP&C on page 267](#)

### Concept: Account Certification Dashboard in AP&C

The Account Certification dashboard is a configurable workspace in Adaptive Planning and Consolidation (AP&C), enabling you to monitor progress of your account certifications in a single place. You can select the account certification reports and custom reports you want to display on the dashboard using the Maintain Dashboards report. To add links to account certification reports, custom reports and external links, click Edit.

Workday provides these reports as worklets that you can add to your Account Certification dashboard:

- Account Certification Definitions for Balance Sheet Accounts - Identifies account certification definitions for each balance sheet account. It also indicates if there are no account certifications for specific balance sheet accounts.
- Balance Sheet Certification Progress Report - Tracks the certification progress for balance sheet ledger accounts.
- Number of Account Certifications by Status - Tracks account certifications by their statuses.

The value you enter on the Dashboard prompts will apply to all reports displayed on the dashboard. Example: When you enter Company A for the *Company/Company Hierarchy* prompt and *Feb-2020* for the Fiscal Period prompt, Workday displays all certification status reports on the dashboard for the selected prompts.

Once you configure the dashboard, you can add it as a worklet to your Home page.

Related Information

### Tasks

[Steps: Process Account Certifications in AP&C](#) on page 233

[Configure Account Certification Dashboard in AP&C](#) on page 242

## Close and Consolidation Hub in AP&C

### Steps: Set Up Close and Consolidation Hub in AP&C

#### Prerequisites

Configure access to roles for the relevant company or company hierarchy.

#### Context

The Close and Consolidation hub in Adaptive Planning and Consolidation (AP&C) enables you to complete and view close and consolidation tasks and reports from a central location. With the relevant close and consolidation data and security permissions, accountants can use the hub to view and maintain their close and consolidation processes. The hub includes these sections:

- Overview
- Data
- Close Tasks
- Period Close
- Financial Reports
- Balancing Reports
- Dashboards
- Rules and Configuration
- Suggested Links

#### Steps

##### 1. Set Up Hubs.

Use the Close and Consolidation Hub row to customize these content types for the hub:

- Announcement headers.
- Suggested links.
- Text on cards.

You can customize hub navigation to prevent specific sections from displaying in the hub, even when users have the relevant close and consolidation data and security permissions. Example: If your company doesn't use the revaluation task, you can hide the task from view.

Note: You can't customize the hub for individual users. Any changes you make to the hub affect all users.

##### 2. (Optional) Replace the default data visualization cards on the Overview page of the hub with insights from your own custom reports.

See [Steps: Replace Default Overview Cards on the Close and Consolidation Hub in AP&C with Custom Reports](#) on page 245.

- 3. [Edit Domain Security Policies.](#)
  - a. Configure the *Manage: Close and Consolidation Hub* domain in the Advanced Close and Consolidation functional area to secure access to the Close and Consolidation Hub.
  - b. Configure domain security policies for the Consolidation Data report data source on the *Process: Consolidation Data Capture* domain in the Advanced Close and Consolidation functional area to secure access to the hub cards.
- 4. [Activate Pending Security Policy Changes.](#)

**Steps: Replace Default Overview Cards on the Close and Consolidation Hub in AP&C with Custom Reports**

**Prerequisites**

**Context**

You can customize the cards on the Overview page of the Close and Consolidation hub in Adaptive Planning and Consolidation (AP&C) to replace the default data visualization cards with insights from your own custom reports.

You can also:

- Customize the title and subtitle on the cards.
- Set up overflow menus that displays links to other tasks, reports, dashboards, or external resources.

To enable Workday to display a custom report on a card, the report must use the:

- *Matrix* report type.
- *Chart* output type.
- Share with all authorized users sharing option.

**Steps**

- 1. Access the Create Custom Report task.  
Set up your custom report so that Workday can display it on a card.

- a) Select the Matrix report type.
- b) Select a report data source or data source filter that has report fields as required or optional prompts that you can map to the Consolidation Grouping and Close Period filter prompts on the hub.
- c) On the Prompts tab, add a row to the Prompt Defaults grid to map a report prompt to the Consolidation Grouping filter prompt on the hub:

Field	Default Type	Default Value	Required	Do Not Prompt at Runtime
Select <i>Company</i> or <i>Company/ Hierarchy</i>	<i>Determine default value at runtime</i>	<i>Consolidation Group</i>	Select.	Select.

- d) When the report data source or data source filter has start and end date prompts, add 2 rows to the Prompt Defaults grid to map those prompts to the Close Period filter prompt on the hub:

Field	Default Type	Default Value	Required	Do Not Prompt at Runtime
Select the start date report field.	<i>Determine default value at runtime</i>	<i>Fiscal Period Start Date</i>	Select.	Select.

Field	Default Type	Default Value	Required	Do Not Prompt at Runtime
Select the end date report field	<i>Determine default value at runtime</i>	<i>Fiscal Period End Date</i>	Select.	Select.

- e) When the report data source or data source filter has an accounting period prompt, add a row to the Prompt Defaults grid to map that prompt to the Close Period filter prompt on the hub:

Field	Default Type	Default Value	Required	Do Not Prompt at Runtime
Select the accounting period report field.	<i>Determine default value at runtime</i>	<i>Close Period</i>	Select.	Select.

- f) Add rows for all other prompts on the report data source or data source filter, and select the Do Not Prompt at Runtime check box for each row.
- g) On the Output tab, select the output type *Chart*.
- h) On the Share tab, select Share with all authorized users.
- i) Complete your report configuration to display the data you want to show on the hub.
- j) Click OK.

Security: *Custom Report Creation* domain in the System functional area.

## 2. Access the Maintain Hubs task.

- a) For the Close and Consolidation hub, select **Action > Configure Overview**.
- b) On the Configure Hub by Admin task, click Edit for the card you want to replace with your custom report.

Security: *Set Up: Tenant Setup - General* and *Set Up: Tenant Setup - Hub* domains in the System functional area.

## 3. Complete the Edit Card by Admin task to replace the default card.

- a) On the Informational Text tab, select Customize Title and enter a new title for the card.
- b) Select Customize Subtitle and enter a new subtitle for the card.  
When you don't enter a new subtitle, Workday displays the subtitle from the default card.
- c) On the Overflow Menu tab, add rows to the grid to set up an overflow menu for the card.  
Select security groups or condition rules to control which users can see the overflow menu items.  
Add subrows to the Links and select items to display in the overflow menu.
- d) On the Custom Report tab, select the custom report you want to display on the card.
- e) Click OK.

Security: *Set Up: Tenant Setup - General* and *Set Up: Tenant Setup - Cards* domains in the System functional area.

## Result

The Close and Consolidation hub in AP&C displays your custom reports on the cards on the Overview page. You can use the filter prompts on the hub to change the filter criteria for the reports displayed on the cards.

## Example

## Next Steps

Related Information

### Concepts

[2025R1 Feature Release Note: Replace Default Overview Cards with Custom Reports on the Close and Consolidation Hub](#)

[Reference: Chart Types](#)

### Reference

[Reference: Close and Consolidation Hub Cards in AP&C](#) on page 248

## Reference: Close and Consolidation Hub Sections in AP&C

This table outlines information on the sections of the Close and Consolidation hub in Adaptive Planning and Consolidation (AP&C):

Section	Description
Overview	Displays these cards by default: <ul style="list-style-type: none"> <li>• Close in Progress - Activity Group Status: Displays the status of each period close activity group for a ledger period with a <i>Close in Progress</i> status.</li> <li>• Consolidation Data: Displays the status of summarized trial balance data.</li> <li>• Ledger Period Status: Displays a count by ledger period status.</li> </ul> <p>You can customize these cards to display insights based on your own custom matrix reports.</p>
Data	Displays the Consolidation Data hub.
Close Tasks	Displays these tasks and report: <ul style="list-style-type: none"> <li>• Intercompany Elimination Out of Balance Report</li> <li>• Create Journal</li> <li>• Schedule Allocation Run</li> <li>• Run Revaluation</li> <li>• Equity Pickup</li> <li>• Run Noncontrolling Interest</li> <li>• Run Account Certification Sets</li> </ul>
Period Close	Displays these tasks and reports: <ul style="list-style-type: none"> <li>• Mass Update Ledger Period Status</li> <li>• Schedule Mass Update Ledger Period Status</li> <li>• Ledger Period Close Status - Time Period</li> <li>• Ledger Period Journal Status</li> </ul>
Financial Reports	Displays these reports by default: <ul style="list-style-type: none"> <li>• Consolidated Trial Balance</li> <li>• Income Statement</li> <li>• Balance Sheet - Consolidated</li> <li>• Balance Sheet - Non Consolidated</li> <li>• Trial Balance - Composite</li> <li>• Balance Sheet Retained Earnings Reconciliation</li> <li>• Income Statement Retained Earnings Reconciliation</li> </ul>

Section	Description
Balancing Reports	Displays these reports by default: <ul style="list-style-type: none"> <li>• Intercompany Out of Balance Report</li> <li>• Intercompany Payables and Receivables Reconciliation</li> <li>• Cash to Bank Reconciliation - Composite</li> <li>• Payables to Supplier Balances Reconciliation - Composite</li> </ul>
Reports	Displays these reports by default: <ul style="list-style-type: none"> <li>• Find Journals</li> <li>• Find Journal Lines</li> <li>• Account Certification Definitions for Balance Sheet Accounts</li> <li>• Balance Sheet Certification Progress</li> <li>• Currency Translation Adjustment Reconciliation</li> <li>• Currency Translation Adjustment Reconciliation by Company</li> <li>• Foreign Currency Revaluation Report</li> </ul>
Dashboards	By default, Workday displays these dashboards: <ul style="list-style-type: none"> <li>• Account Certification</li> <li>• Cash Management</li> <li>• Financials</li> <li>• Financial Management Overview</li> </ul>
Rules and Configuration	Provides navigation to setup and maintenance tasks for close and consolidation configurations. You can configure settings for: <ul style="list-style-type: none"> <li>• Consolidations</li> <li>• Translation rules and currency rates</li> <li>• Consolidation data capture</li> <li>• Allocations</li> <li>• Transaction matching</li> <li>• Account certification and reconciliation</li> </ul>
Suggested Links	You can configure these links on the Maintain Hubs task.

## Reference: Close and Consolidation Hub Cards in AP&C

Workday displays cards on the Overview page of the Close and Consolidation hub in Adaptive Planning and Consolidation (AP&C) to centralize insights and prioritize relevant tasks. To view these cards, you must have access to the *Manage: Close and Consolidation Hub* domain in the Advanced Close and Consolidation functional area. You can replace the default data visualization cards to display insights from your own custom reports.

This topic outlines the filter options that you can use to view close and consolidation data on the cards, and the purpose of each default card.

You can click Filter on the Overview page to change the criteria for data displayed on the cards, but you can't save these changes. The filters reset each time you sign in to Workday.

Filter Prompt	Description
Consolidation Group	<p>The company or company hierarchy for which you want to view close and consolidation data.</p> <p>Workday populates this prompt with a company or hierarchy on which you have an assigned role. For administrators, Workday doesn't populate this prompt.</p>
Close Period	<p>The fiscal period for which you want to view close and consolidation data.</p> <p>Workday populates this prompt with the earliest period that is in status <i>Open</i> or <i>Close in Progress</i>. For administrators, Workday doesn't populate this prompt.</p>

Workday displays these cards by default on the Overview page:

Card	Description	Data Source and Security
Consolidation Data	<p>Displays the status of summarized trial balance data loaded through the Consolidation Data Capture feature.</p> <p>These are the possible statuses for trial balance files:</p> <ul style="list-style-type: none"> <li>• <i>Approved</i></li> <li>• <i>Cancelled</i></li> <li>• <i>Draft</i></li> <li>• <i>Error</i></li> <li>• <i>Submitted</i></li> </ul> <p>Note: Workday excludes trial balance files with <i>Replaced</i> status.</p> <p>You can use the Trial Balance link to navigate to the Consolidation Data Hub. This link only displays if you have access to the <i>Process: Consolidation Data Capture</i> domain.</p>	<ul style="list-style-type: none"> <li>• Consolidation Data report data source on the <i>Process: Consolidation Data Capture</i> domain.</li> <li>• <i>Process: Consolidation Data Capture</i> domain in the Advanced Close and Consolidation functional area.</li> </ul>
Ledger Period Status	<p>Displays a count by ledger period status. When a ledger period has a status of <i>Close in Progress</i>, the Close in Progress count is equal to the number of closed period close activity groups.</p> <p>Note: Workday excludes ledger periods with these statuses:</p> <ul style="list-style-type: none"> <li>• <i>Created</i></li> </ul>	<ul style="list-style-type: none"> <li>• Ledger Period Status Activity for Financial Reporting report data source on the <i>Set Up: Ledger and Book</i> domain.</li> <li>• <i>Process: Period End</i> domain in the Common Financial Management functional area.</li> </ul>

Card	Description	Data Source and Security
	<ul style="list-style-type: none"> <li>• <i>Open for Journal Activity</i></li> <li>• <i>Open for Journal and Payroll Activity</i></li> </ul> <p>You can use the View More link to access the Mass Update Ledger Period Status task. This link only displays when you have access to the <i>Process: Period End</i> domain.</p>	
Close in Progress - Activity Group Status	<p>Displays the status of each period close activity group for a ledger period with a <i>Close in Progress</i> status. When the ledger period doesn't have a <i>Close in Progress</i> status, the card doesn't display any results.</p> <p>You can use the View More link to access the Mass Update Ledger Period Status task. This link only displays when you have access to the <i>Process: Period End</i> domain.</p>	<p>These domains in the Common Financial Management functional area:</p> <ul style="list-style-type: none"> <li>• <i>Process: Period End</i></li> <li>• <i>Set Up: Ledger and Book</i></li> </ul>

## Financial Reporting in AP&C

### Steps: Create and Schedule Groups of Financial Reports in AP&C

#### Prerequisites

- Define fiscal reporting time periods.
- Define financial statement profiles.

#### Context

Schedule groups of financial reports in Adaptive Planning and Consolidation (AP&C) to run at the same time. You can create different report groups to meet your needs. For a report group, you can burst a set of reports by company or cost center, generating a separate report for each company or cost center in the set.

#### Steps

1. [Save Filters](#).

Save report filters for the financial reports that you want to include in your report group. Saved filters define preset run parameters for reports. You can use them to run recurring reports more quickly,

and as criteria when you create a schedule group of reports. You can create saved filters to use in report groups for:

- Financial statements (run with or without using a report profile) and the Manager Financial Report.
- Trial balance
- Ledger detail
- Custom reports (through the Report Writer)

## 2. [Group Reports.](#)

Group financial reports so that you can schedule them to run as a single unit. You can include a bursting set in the report group to generate multiple versions of each report by company or cost center. A bursting set eliminates the need to run each company or cost center report individually.

## 3. [Schedule Reports or Report Groups.](#)

### Result

At the scheduled time, Workday generates all financial reports in the report group by company or cost center, if the report group includes a bursting set.

### Example

- Create a report group for month-end reporting and schedule it to run after period close.
- Use report groups to schedule financial statements for reporting to the U.S. Securities and Exchange Commission (SEC), such as:
  - Annual Form 10-K.
  - Quarterly Form 10-Q.

Related Information

### Tasks

[Burst Reports](#)

## Create Reporting Time Periods in AP&C

### Prerequisites

- Set up the fiscal or summary schedule you can use to create reporting time periods.
- Security: *Reports: Financial Accounting* domain in the Financial Accounting functional area.

### Context

Reporting time periods define the years and periods that you can use to report on financial transactions in Adaptive Planning and Consolidation (AP&C). You can create time periods relative to the report time, or use specific years and periods. You use reporting time periods to build predefined profiles for financial statements.

Workday delivers various common reporting time periods. You can use any of these Workday-delivered time periods in a financial statement profile, or define your own fiscal time periods.

Note: To create new time periods, use the delivered time periods as examples.

### Steps

1. Access the Create Reporting Time Period task.

2. As you complete the task, consider:

Field	Description
Schedule Type	Determines the type of reporting period you're creating, depending on whether it is on a fiscal schedule. The default selection is Fiscal, which allows you to view and set options specific to the fiscal period or summary schedule.
Fiscal Schedule	Set this field to use a specific fiscal year or period.
Summary Schedule	Select a summary schedule if you plan to use a summary period. The summary schedule can be specific or relative to the report run date.
Inactive	To override the default tenant time period, select the Inactive check box.

3. As you complete the Year and Period sections, consider:

Field	Description
Use Report Run	<p>Base the reporting time on the period you select at the time of report run. You can further adjust this time by using the Add or Subtract option.</p> <p>For reporting time period following a fiscal schedule, you can clear this check box to select a specific fiscal year, period, or summary schedule.</p>
Add or Subtract	<p>Use this option to move the reporting year or period backward or forward relative to the report run period. If you specify a negative number, the reporting time period will move to before the report run period, by the specified number of periods. If you specify a positive number, the reporting time period will move to after the report run period, by the specified number of periods. This field can only be set when you select the Use Report Run check box.</p> <p>Example: To create a time period for the previous year of the report run period, enter <i>-1</i> under Year.</p>
Use Specific	<p>For reporting time period based on a specific fiscal year, select the fiscal year under Year.</p> <p>For reporting time period based on a specific summary schedule, select the summary period under Period.</p> <p>If you select to Use Report Run for year and Use Specific for period, the reporting time period will cover the specified period during the report run year.</p>

Field	Description
	This option is only available for the fiscal schedule reporting time.

4. As you complete the Periods to Include section, consider:

Field	Description
Periods to Include	Enter the number of fiscal or summary periods up to and including the report run or specified period.  Example: Enter 4 Periods to Include to see a full-year quarterly report when using a quarterly fiscal summary schedule.
Year To Date	Select to include cumulative activities for all periods from the beginning of the fiscal year to the report run or specified period. Clear to include activities from only the specified period.
Year From Date	For fiscal schedules, select to include cumulative activities from the period after the report run or specified period to the end of the fiscal year.  If you select a summary period, this option will report from the next summary period. If you do not select a summary period, this option will report from the next month.
Plan to Date	Select to include plan activities from the inception of the fiscal financial plan to the report run or specified period.
Summary Schedule to Date	Select to include all periods in the summary schedule up to and including the report run period, for all years.
Include all Periods in Previous Summary Schedules	Select to include all periods in the previous summary schedule up to and including the report run period, irrespective of the year.
Include Periods Based on Period Selection in Summary Schedules (To Date)	Select to include all periods in the summary schedule up to and including the report run period, for all summary periods in the report.
Summary Schedule from Date	Select to include all periods in the summary schedule that occur after the report run period, for all years.
Include all Periods in Future Summary Schedules	Select to include all periods in the summary schedule that occur after the report run period, irrespective of the year.
Include Periods Based on Period Selection on Summary Schedules (From Date)	Select to include all periods in the summary schedule that occur after the report run period, for all summary periods in the report.

## Result

You can use the fiscal reporting time periods you created to build reports for financial statements.

## Create Trial Balance Reports in AP&C

### Context

The Workday trial balance in Adaptive Planning and Consolidation (AP&C) is a list of all the ledger accounts with balances for your company. You can only view and report on ledger accounts to which you have security permission.

When run for a single company, the report lists the:

- Ledger account.
- Beginning balance.
- Total debit amount.
- Total credit amount.
- Ending balance for the reporting period.

When run for multiple companies, you can select from these display options:

- Company: Displays an ending balance column for each company that you include in the report request.
- Summary: When running the report for a multilevel company hierarchy, displays an ending balance column for each subordinate company hierarchy.
- Total: For a company hierarchy, displays an ending balance column with the total amount for each company in the company hierarchy.

When run for multiple fiscal schedules, Workday:

- Summarizes journal lines by journal date instead of accounting period and fiscal year. You can then run financial statements for either the primary or alternate fiscal schedules.
- Determines the correct fiscal period based on the fiscal schedule you select.

Workday also delivers a standard composite consolidated trial balance report that is useful for reporting on company hierarchies. Use Workday Report Writer to copy and configure column and row types that enable you to:

- View a list of companies and their respective totals.
- View intercompany entries.
- View elimination entries.
- Define calculations for columns and row types.
- Select fields that you want summarized.
- Select fields for which you want to view detailed data.
- Configure filter conditions.
- Define prompt defaults.

Note: Filters and data are specific to your Workday tenant, and might be different than the values used in the standard composite trial balance report. Use any value in the report as guidance.

Related Information

### Concepts

[Concept: Currency Translation in AP&C](#) on page 130

### Tasks

[Steps: Create Composite Reports](#)

[Steps: Set Up Consolidations in AP&C](#) on page 179

Concept: Financial Reporting in AP&C

Workday provides standard financial accounting reports in Adaptive Planning and Consolidation (AP&C) so you can analyze activity and meet financial statement needs. You can display, download, and print Workday reports in tabular or graphical formats. Workers can report only on ledger accounts to which they have permission using configurable ledger account security.

You can run reports in any currency that you have configured. When you select a translation currency on a report, Workday translates amounts recorded in the company base currency rather than the transaction currency. To revalue journals recorded in currencies other than the company currency, access the Run Revaluation task.

Statutory Reporting

In addition to standard reports, Workday provides these tools to create statutory reports:

- The Report Writer for customizing standard reports.
- Journal Connector for loading accounting data from an external source into Workday.
- Integration with a third-party service to enable statutory reporting.

Standard Financial Reports

Most financial reports are fiscal period based, meaning that once you run a report for a closed period, you can't change its content.

Workday delivers standard reports and a financial statement generator. Use the financial statement generator to define the content of the report by specifying rows and time periods.

Custom Reports and Data Sources

You can create your own reports using the Workday Report Writer tool. Workday defines financial information to enable you to add required data to your report.

For a list and description of report data sources (RDSs) and RDS filters used in Financial Reporting, access the Data Sources report and filter on Category by:

- Financials
- Financial Accounting
- Financial Reconciliation and Close

Related Information

Concepts

[Concept: Currency Translation in AP&C](#) on page 130

Tasks

[Steps: Maintain Access to Ledger Accounts in AP&C](#) on page 27

Reference: Workday-Delivered Reports for Financial Close in AP&C

This table lists some of the Workday-delivered reports in Adaptive Planning and Consolidation (AP&C) that enable you to:

- Gain visibility into your data.
- Track the status of account certifications.

Report	Description	Subreports and Security
Account Certification Definitions for Balance Sheet Accounts	Lists all balance sheet ledger accounts and their associated account certification definitions.	<i>Set Up: Account Certifications</i> domain in the Financial Accounting functional area.

Report	Description	Subreports and Security
Balance Sheet Certification Progress	<p>Use this report (secured to the <i>Report Execution</i> domain in the Tenant Non-Configurable functional area) to display ledger balances versus amounts to certify with variances. Also, the report indicates if a given account certification has:</p> <ul style="list-style-type: none"> <li>• Has started</li> <li>• Not started</li> <li>• Isn't created</li> </ul>	<p>The 3 subreports:</p> <ul style="list-style-type: none"> <li>• Sub Report - Journal Lines for Account Certification - Ledger Amount, secured to the <i>Reports: Financial Accounting</i> domain in the Financial Accounting functional area.</li> <li>• Sub Report - Account Certification Lines By Status, secured to the <i>Process: Account Certifications - Reporting</i> domain in the Financial Accounting functional area.</li> <li>• Sub Report - All Balance Sheet Ledger Accounts with Optional Ledger Account Filter, secured to the <i>Reports: Financial Accounting</i> domain in the Financial Accounting functional area.</li> </ul>
Balance Sheet - Consolidated	Use this report to view a consolidated balance sheet across companies in a hierarchy.	<i>Report Execution</i> domain in the Tenant Non-Configurable functional area.
Balance Sheet - Non Consolidated	Use this report to view a balance sheet for a single company.	<i>Report Execution</i> domain in the Tenant Non-Configurable functional area.
Balance Sheet Retained Earnings Reconciliation	Use this report to reconcile the current year retained earnings calculated from balance sheets and income statements.	<i>Report Execution</i> domain in the Tenant Non-Configurable functional area.
Currency Translation Adjustment Reconciliation	<p>Use this report (secured to the <i>Report Execution</i> domain in the Tenant Non-Configurable functional area) to:</p> <ul style="list-style-type: none"> <li>• Reconcile currency translation gains and losses by ledger account for a single company.</li> <li>• Compare the currency translation adjustment for the current period with the prior period.</li> </ul> <p>View derived journal entries by drilling on the</p>	<p>These 3 subreports secured to the <i>Reports: Financial Accounting</i> domain in the Financial Accounting functional area:</p> <ul style="list-style-type: none"> <li>• Sub Report - Current Period CTA Derivation (Standard).</li> <li>• Sub Report - Journal Lines Translated for CTA Gain (Standard).</li> <li>• Sub Report - Journal Lines Translated for CTA Loss (Standard).</li> </ul>

Report	Description	Subreports and Security
	<p>Currency Translation Gain and Loss accounts in the Reconciliation section of this report.</p> <p>You can run this report for a single company only.</p>	
Currency Translation Adjustment Reconciliation by Company	<p>Use this report (secured to the <i>Report Execution</i> domain in the Tenant Non-Configurable functional area) to:</p> <ul style="list-style-type: none"> <li>Reconcile currency translation gains and losses by ledger account for a company or company hierarchy.</li> <li>View derived journal entries by drilling on the Currency Translation Gain and Loss accounts in the Reconciliation section of this report.</li> </ul>	<p>These 3 subreports secured to the <i>Reports: Financial Accounting</i> domain in the Financial Accounting functional area:</p> <ul style="list-style-type: none"> <li>Sub Report - Current Period CTA Derivation (Standard).</li> <li>Sub Report - Journal Lines Translated for CTA Gain (Standard).</li> <li>Sub Report - Journal Lines Translated for CTA Loss (Standard).</li> </ul>
Income Statement Retained Earnings Reconciliation	Use this report to reconcile the current year retained earnings calculated from income statements.	<i>Report Execution</i> domain in the Tenant Non-Configurable functional area.
Intercompany Elimination Out of Balance Report	<p>Use this report to reconcile:</p> <ul style="list-style-type: none"> <li>Intercompany accounts in an Elimination rule.</li> <li>Differences with the Suspense account in the Consolidated Trial Balance report.</li> </ul> <p>The report displays Intercompany and Intercompany Affiliate Elimination Ledger account differences in both transaction and translated currencies.</p> <p>The report by default runs for all Elimination rules, but you can select to run it for a specific rule.</p> <p>Clear the Include all Intercompany Affiliates option if you want to run the report for affiliates that are only under the company hierarchy.</p>	<i>Reports: Financial Accounting</i> domain in the Financial Accounting functional area.
Ledger Year Beginning Balances by Company	Use this report (secured to the <i>Report Execution</i> domain in the Tenant Non-Configurable	These 2 subreports secured to the <i>Reports: Financial Accounting</i>

Report	Description	Subreports and Security
	functional area) to display the ledger year beginning balances for a company or company hierarchy in: <ul style="list-style-type: none"> <li>• Ledger Currency</li> <li>• Translation Currency</li> </ul>	domain in the Financial Accounting functional area: <ul style="list-style-type: none"> <li>• Sub Report - Beginning Balance Journal Lines.</li> <li>• Sub Report - Beginning Balance Journal Lines Translated.</li> </ul>
Number of Account Certifications by Status	Provides the number of account certifications grouped by Account Certification status. Drill-down provides details of ledger accounts included in each Account Certification along with other pertinent data.	<i>Process: Account Certifications - Reporting</i> domain in the Financial Accounting functional area.
View Intercompany Reconciliation Report	Use this report to view intercompany differences due to unmatched intercompany journal lines. This report enables you to: <ul style="list-style-type: none"> <li>• View unreconciled intercompany balances by: <ul style="list-style-type: none"> <li>• Intercompany pair.</li> <li>• Elimination rule.</li> <li>• Transaction currency.</li> </ul> </li> <li>• View intercompany reconciliation balances in translation currency, and by time period and amount types.</li> <li>• Drill down into unmatched journal lines and amounts to understand the source of differences.</li> </ul> <p>When you run this report, you select a company or hierarchy to view its intercompany reconciliation balances. To ensure a complete view, you must have access to any companies with which the selected company has intercompany transactions.</p> <p>The tiles in the Reconciliation Differences in Absolute Values section display the totals for certain sources of difference in absolute values. An absolute value</p>	<i>Reports: Financial Accounting</i> in the Financial Accounting functional area.

Report	Description	Subreports and Security
	<p>is a number's distance from zero, regardless of whether the number is positive or negative. We use absolute values on these tiles to indicate the total magnitude of differences, and to avoid positive and negative differences netting each other out.</p> <p>You can click the tiles to filter the grid to display journal lines relevant to:</p> <ul style="list-style-type: none"> <li>• Differences due to unmatched intercompany journal lines.</li> <li>• Differences due to translated currency amounts.</li> <li>• Both sources of difference.</li> </ul> <p>The report doesn't support:</p> <ul style="list-style-type: none"> <li>• Alternate ledger currencies.</li> <li>• Commitment or Budget ledger types.</li> </ul> <p>You should only use this report when using the Intercompany Matching feature. Otherwise, you should continue to use the existing Intercompany Elimination Out of Balance report.</p>	
View Ledger Period Statuses	Use this report to view reference IDs of all ledger period statuses.	<i>Process: Period End</i> in the Common Financial Management functional area.

You can also access the Workday Standard Reports report to view a list of all Workday-delivered reports.

Related Information

### Concepts

Concept: [Financial Reporting in AP&C](#) on page 255

## Reference: Additional Options Prompt on Journal Lines for Financial Reporting RDS in AP&C

This table describes details of the Additional Options prompt in Adaptive Planning and Consolidation (AP&C) on the Journal Lines for Financial Reporting Data Source (RDS):

Prompt	Description
Calculate Ledger Amount for Translated Beginning Balances	Enables you to convert loaded journals to the company currency of the report.

Prompt	Description
	The Ledger Beginning Balance and Translated Beginning Balance amounts display separately in the report.
Exclude Adjustment Journals	Select to exclude adjustment journals.
Exclude Allocation Journals	Select to exclude allocation journals.
Exclude Pro forma Journals	Select to exclude pro forma journals. Workday places unposted allocation journals in <i>Pro Forma</i> status.
Include In Progress Journals	Select to include journals with <i>In Progress</i> status.
Include Reserved Journals	Select to include reserved journals. Workday places journals in <i>Reserved</i> status as soon as a requisition passes budget check.
Report by Accounting Date using Plan Structure	When using plan structures, select to report by accounting date instead of budget date.

Related Information

### Concepts

[Concept: Business Objects, Data Sources, and Fields](#)

## Example: Composite Income Statement Report in AP&C

This example illustrates how you can create a custom report in Adaptive Planning and Consolidation (AP&C) that displays a detailed income statement. Composite reporting uses matrix report types as sub reports to enable you to combine data into 1 report. Use financial-specific report data sources (RDS) to define the *primary business object's* row and column:

- Types.
- Groupings.
- Calculations.

### Context

As a company accountant, you need an actuals income statement with configurable rows and columns that:

- Lists the amounts for Current Period Year-to-date.
- Lists the Last Year Current Period Year-to-date.
- Calculates net income or loss.
- Displays certain expenses in detail.
- Displays revenue in summary.

Note: Filters and data are specific to your Workday tenant and might be different than the values suggested in this example. Use the information as a guide.

### Prerequisites

- Have the appropriate security permissions:
  - For ledger account segments.
  - To all journals, including accounting and operational journals.

- Create a basic matrix report consisting of the ledger accounts and activity for each cost center. To provide source data into your Composite Report Income Statement, use the report as a sub report. Use:
  - *Journal Lines for Financial Reporting* as the data source.
  - One of these data source filters:
    - *Journal Lines for Company and Reporting Time Period.*
    - *Journal Lines for Organization and Reporting Time Period.*

Define the report to include:

- Default prompts for company.
- Amount type.
- Ledger.
- Period and time period.

## Steps

1. Access the Create Custom Report task.
2. Enter:

Field	Value
Report Name	A unique name for your composite report income statement
Report Type	<i>Composite</i>

3. Click OK.
4. From the available action menu of column C1, select Define > Control Field.
5. Enter:

Field	Value
Column Name	<i>Ledger Account</i>
Business Object	<i>Ledger Account</i>

6. Click OK.
7. From the available actions menu of column C2, select Define > Data.
8. Enter:

Field	Value
Column Name	<i>Current YTD</i>
Sub report	Select the basic matrix sub report for journal lines you previously created. Workday populates the Map Sub Report Prompts grid with prompt values you defined in the sub report.

9. In the Map Sub Report Prompts grid, enter:

Prompt field	Value Type	Value
Company	<i>Specify Value</i>	Select your company
Amount type	<i>Specify Value</i>	Activity

Prompt field	Value Type	Value
Period	<i>Specify Value</i>	Period (Example: 2013 - Mar)
Time period	<i>Specify Value</i>	Current period YTD

10. Select Field to Aggregate > Amount.

11. In the Style field, select Workday Styles > Default.

12. Click OK.

13. From available actions menu of column C3, select Define > Data.

14. Enter:

Field	Value
Column Name	<i>Prior YTD</i>
Sub report	Select the basic matrix sub report for journal lines you previously created. Workday populates the Map Sub Report Prompts grid with prompt values you defined in the sub report.

15. In the Map Sub Report Prompts grid, enter:

Prompt Field	Value Type	Value
Company	<i>Specify Value</i>	Name of your company
Amount type	<i>Specify Value</i>	Activity
Period	<i>Specify Value</i>	Period (Example: 2013 - Mar)
Time period	<i>Specify Value</i>	Current period YTD

16. Select Field to Aggregate > Amount.

17. In the Style field, select Workday Styles > Default.

18. Click OK.

19. From the available actions menu of row R1, select Define > Lookup Data.

20. Enter:

Field	Value
Row Name	<i>Revenue</i>
Row Label Override	<i>Revenue</i>

21. In the Filter Data in Sub Report grid, enter:

Field	Detailed Instances to Include
Ledger Account	<ul style="list-style-type: none"> <li>• <i>4000: Revenue</i></li> <li>• <i>4500: Other Income</i></li> <li>• <i>4900: Sales Discounts</i></li> <li>• <i>4999: Management Fee Revenue</i></li> </ul>

22. In the Outline Options section, select Options > Reverse the Sign.

23. Click OK.

24. From the available actions menu of row R2, select Define > Lookup Data.

25. Enter:

Field	Value
Row Name	<i>Cost of Sales</i>
Row Label Override	<i>Cost of Sales</i>

26. In the Filter Data in Sub Report grid, enter:

Field	Detailed Instances to Include
Ledger Account	<ul style="list-style-type: none"> <li>• <i>5000: Cost of Sales</i></li> <li>• <i>5100: Billable Travel Expenses</i></li> <li>• <i>5900: Purchase Discounts</i></li> </ul>

27. Click OK.

28. From the available actions menu of row R3, select Define > Calculation.

29. Enter:

Field	Value
Row Name	<i>Gross Profit</i>
Calculation Type	<i>Sum</i>
Rows	<ul style="list-style-type: none"> <li>• <i>Revenue</i></li> <li>• <i>Cost of Sales</i></li> </ul>

30. In the Outline Options section, select Options > Reverse the Sign.

31. Click OK.

32. From the available actions menu of row R4, select Define > Empty.

33. Enter:

Field	Value
Row Name	<i>Empty Row 1</i>

34. Click OK.

35. Starting with row R5, add these values:

Reference	Name/ Override	Row Type	Calculation	Options	Ledger Account > Detailed Instances to Include
R5	Salaries & Benefits	<i>Look Up Data</i>			<ul style="list-style-type: none"> <li>• <i>6000: Salaries &amp; Wages</i></li> <li>• <i>6010: Benefits Expenses</i></li> <li>• <i>6020: Employer Paid Taxes</i></li> </ul>

Reference	Name/ Override	Row Type	Calculation	Options	Ledger Account > Detailed Instances to Include
					<ul style="list-style-type: none"> <li>• 6030: <i>Retirement</i></li> <li>• 6040: <i>Bonus - Quarterly</i></li> </ul>
R6	Legal Service & Fees	<i>Look Up Data</i>			6400: <i>Legal &amp; Service Fees</i>
R7	Contingent Labor	<i>Look Up Data</i>			6600: <i>Contingent Labor Expense</i>
R8	Employee- Related Expense	<i>Look Up Data</i>			<ul style="list-style-type: none"> <li>• 6850: <i>Staff Meeting Food</i></li> <li>• 6860: <i>Employee Expense</i></li> </ul>
R9	Travel & Entertainment	<i>Look Up Data</i>			6800: <i>Travel &amp; Entertainment</i>
R10	Marketing	<i>Look Up Data</i>			6200: <i>Marketing</i>
R11	Facilities & Rent	<i>Look Up Data</i>			<ul style="list-style-type: none"> <li>• 6100: <i>Facilities</i></li> <li>• 6300: <i>Office &amp; Administrative</i></li> <li>• 7200: <i>Utilities</i></li> </ul>
R12	IT Expense	<i>Look Up Data</i>			<ul style="list-style-type: none"> <li>• 6500: <i>Information Technology</i></li> <li>• 6700: <i>Depreciation</i></li> <li>• 7500: <i>Repairs &amp; Maintenance</i></li> </ul>
R13	Amortization	<i>Look Up Data</i>			6790: <i>Amortization Expense</i>
R14	Miscellaneous Expense	<i>Look Up Data</i>			<ul style="list-style-type: none"> <li>• 6900: <i>Insurance</i></li> </ul>

Reference	Name/ Override	Row Type	Calculation	Options	Ledger Account > Detailed Instances to Include
					<ul style="list-style-type: none"> <li>• 7300: Taxes &amp; Licenses</li> <li>• 7310: Postage Expense</li> <li>• 7400: Spend</li> <li>• 7800: Bad Debt</li> <li>• 7900: Other Expenses</li> <li>• 7999: Other Direct Costs</li> </ul>
R15	Total Operating Expense	Calculation	Sum Range Starting Row <ul style="list-style-type: none"> <li>• R5 (Salaries &amp; Benefits)</li> </ul> Ending Row <ul style="list-style-type: none"> <li>• R14 (Miscellaneous Expense)</li> </ul>		
R16	Empty Row 2	Empty			
R17	Other Income & Expenses	Look Up Data			<ul style="list-style-type: none"> <li>• 8000: Interest Income</li> <li>• 8100: Interest Expenses</li> <li>• 8200: Impairment Expense</li> <li>• 8300: Motor Pool Allocation</li> </ul>

Reference	Name/ Override	Row Type	Calculation	Options	Ledger Account > Detailed Instances to Include
					<ul style="list-style-type: none"><li>8500: <i>Telecommunications Allocation</i></li><li>9000: <i>Gain/Loss on Sale of Assets</i></li></ul>
R18	Income Taxes	<i>Look Up Data</i>			<i>8900: Income Taxes</i>
R19	Net Income	<i>Calculation</i>	<i>Sum Rows:</i> <ul style="list-style-type: none"><li><i>R3 (Gross Profit)</i></li><li><i>R15 (Total Operating Expense)</i></li><li><i>R17 (Other Income/Expenses)</i></li><li><i>R18 (Income Taxes)</i></li></ul>	<i>Reverse the Sign</i>	

36.Click the Run or Preview button to view the report.

Result

The matrix report RDS accesses the journal line as its primary object. The income statement definition:

- Uses Reporting Time Periods as relative time spans.
- Includes journal lines that are in *Posted* or *Pro Forma* status.
- Excludes journals that are *Canceled*, in *Error*, or in *Draft* status.

Depending on which fields you designated as drillable on the matrix sub report, some of the detailed data for column and row groups you can view include:

- Company.
- Cost Center.
- Ledger Account.
- Revenue Category.
- Region.
- Spend Category.

You can:

- Share the report definition with organization members that have the appropriate security level.

- Produce the report output in table format.
- Use your income statement as the basis for other composite financial reports.

Related Information

Tasks

[Steps: Create Composite Reports](#)

Example: Map Aliases to Ledger Account Summaries in AP&C

This example illustrates how you can run a standard income statement and balance sheet in Adaptive Planning and Consolidation (AP&C).

Context

As an accounting manager, you need to produce an income statement and balance sheet for an urgent board meeting. You decide to use and configure the Workday-delivered income statement and balance sheet by mapping Workday aliases to your ledger account summaries.

Note: Ledger account summaries are specific to your Workday tenant and might be different from the values suggested here.

Prerequisites

Security:

- Access to the *Aliases* domain.
- Appropriate ledger account segment security permissions to all journals, including the accounting and operational journals.
- *Reports: Financial Accounting* domain in the Financial Accounting functional area.

Steps

1. Access the Map Standard Aliases task.
2. From the Business Object prompt, select Ledger Account Summary.
3. Map these Workday-delivered aliases to your ledger account summaries:

Field	Value
<div>_BS_Current_Assets_Row1 _BS_Current_Assets_Row2 _BS_Current_Assets_Row3</div>	<div>Map the ledger account summary you want to display in the first, second, and third rows of the Current Assets section for the Balance Sheet.  Example:  1: Corporate: Cash and Cash Equivalents 2: Corporate: Receivables 3: Corporate: Investments</div>
<div>_BS_Current_Liabilities_Row1 _BS_Current_Liabilities_Row2 _BS_Current_Liabilities_Row3 _BS_Current_Liabilities_Row4 _BS_Current_Liabilities_Row5</div>	<div>Map the ledger account summary you want to display in the first to fifth rows of the Current Liabilities section for the Balance Sheet.  Example:  1: Corporate: Accounts Payable 2: Corporate: Notes Payables 3: Corporate: Interest Payable</div>

Field	Value
	4: Corporate: Customer Deposits 5: Corporate: Short Term Loans
_BS_Equity_Row1 _BS_Equity_Row2 _BS_Equity_Row3 _BS_Equity_Row4 _BS_Equity_Row5	Map the ledger account summary you want to display in the first to fifth rows of the Equity section for the Balance Sheet.  Example: 1: Corporate: Capital Stock 2: Corporate: Retained Earnings 3: Corporate: Currency Translation Adjustments 4: Corporate: Accumulated Other Comprehensive Income 5: Corporate: Treasury Stock
_BS_Noncurrent_Assets_Row1 _BS_Noncurrent_Assets_Row2 _BS_Noncurrent_Assets_Row3	Map the ledger account summary you want to display in the first to third rows of the Noncurrent Assets section for the Balance Sheet.  Example: 1: Corporate: Property, Plant, and Equipment 2: Corporate: Goodwill 3: Corporate: Other Noncurrent Assets
_BS_NonCurrent_Liabilities_Row1 _BS_NonCurrent_Liabilities_Row2 _BS_NonCurrent_Liabilities_Row3	Map the ledger account summary you want to display in the first to third rows of the Noncurrent Liabilities section for the Balance Sheet.  Example: 1: Corporate: Long Term Debt 2: Corporate: Deferred Revenue 3: Corporate: Other Noncurrent Liabilities
_IS_Expense_Row1 _IS_Expense_Row2 _IS_Expense_Row3 _IS_Expense_Row4 _IS_Expense_Row5 _IS_Expense_Row6	Map the ledger account summary you want to display in the first to sixth rows of the Expense section for the Income Statement.  Example: 1: Corporate: Salary and Benefits 2: Corporate: Other Employee Related Expenses 3: Corporate: Contingent Labor 4: Corporate: Operating Expenses 5: Corporate: Facilities Related Expenses 6: Corporate: Misc. Expenses

Field	Value
_IS_Other_Revenue_Expense_Row1 _IS_Other_Revenue_Expense_Row2 _IS_Other_Revenue_Expense_Row3	Map the ledger account summary you want to display in the first to third rows of the Other Revenue or Expense section for the Income Statement.  Example: 1: Corporate: Interest Expense 2: Corporate: Income Taxes 3: Corporate: Other Income
_IS_Revenue_Row1 _IS_Revenue_Row2	Map the ledger account summary you want to display in the first and second rows of the Revenue section for the Income Statement.  Example: 1: Corporate: Total Income 2: Corporate: Operating Income

4. Click OK and Done.

### Result

You can run the standard income statement and balance sheet.

### Next Steps

When you select Copy from the related actions menu of the income statement and balance sheet, Workday automatically creates custom financial reports. You can then edit the custom reports according to your company needs.

Related Information

#### Concepts

[Concept: Custom Reports](#)

#### Tasks

[Create Custom Reports](#)

[Create Reports from Business Object Instances](#)

## Financial Reporting with OfficeConnect in AP&C

### Steps: Set Up Your Tenant for OfficeConnect for Financial Management in AP&C

#### Prerequisites

Note: The solutions described in this section are not part of the Workday Service. See [Legal Notice](#) for details.

Before you set up your tenant for OfficeConnect, you must:

- Set up the Workday Financial Management area.
- Meet eligibility requirements as described in [Enable OfficeConnect for Workday Financial Management in AP&C](#).

## Context

You can set up your tenant for OfficeConnect in Adaptive Planning and Consolidation (AP&C) to use with Financial Management data.

## Steps

1. [Enable OfficeConnect for Workday Financial Management in AP&C.](#)
2. Create or edit a security policy for these security domains:
  - *Set Up: Financial Reporting and Analytics Data Model.* The users in the groups you add to this policy are able to set up the financial reporting data model. Add a security group with View permissions, such as Finance Administrator.
  - *Access Workday Financials OfficeConnect.* The users in the groups you add to this policy have permission to log in to Workday from OfficeConnect using the financial modeled data source. Add a security group with View and Modify permissions.

See [Edit Domain Security Policies](#).

3. [Activate Pending Security Policy Changes.](#)
4. [Set Up the Financial Reporting Data Model in AP&C.](#)
5. Install OfficeConnect on the computer of each financial analyst.

You can install OfficeConnect either as an:

- An Administrator. See [Install OfficeConnect as an Administrator](#).
- An end user. See [Install OfficeConnect as an End User](#).

6. [Add OfficeConnect Tenants \(Workday\).](#)

Use the API client settings Workday generated when you enabled OfficeConnect for Workday Financial Management.

Related Information

### Concepts

[Concept: Currencies and Currency Translation](#)

[Concept: Reporting on the Financial Modeled Data Source](#)

[Concept: Differences in OfficeConnect Between Financials and Planning Data Sources](#)

### Tasks

[Add OfficeConnect Tenants](#)

## Enable OfficeConnect for Workday Financial Management in AP&C

### Prerequisites

Security: *Set Up: Tenant Setup - Financials* domain in the System functional area.

### Context

You can enable OfficeConnect for your tenant to use it with Workday Financial Management data in Adaptive Planning and Consolidation (AP&C).

### Steps

1. Access the Tenant Setup report.
2. Navigate to Financials > OfficeConnect.
3. Select Enable OfficeConnect.

4. Click the API Client link.
- Copy these values and save somewhere for a later step:
- Client ID
  - Workday REST API Endpoint
  - Authorization Endpoint

See also [FAQ: Troubleshooting OfficeConnect for Workday Financial Management](#).

Related Information

**Tasks**

[Add OfficeConnect Tenants](#)

**Set Up the Financial Reporting Data Model in AP&C**

**Prerequisites**

Security: *Set Up: Financial Reporting and Analytics Data Model* domain in the System functional area.

**Context**

Set up the financial reporting data model in Adaptive Planning and Consolidation (AP&C) before you sign in to Workday in OfficeConnect. By defining the reporting data model, you're curating the Workday Financials data model (FDM), so that you only expose the components of the FDM needed for reporting. When you set up the financial data model, Workday creates the financial modeled data source.

**Steps**

1. Access the Set Up Financial Reporting and Analytics Data Model task.
2. As you complete this task, consider:

Option	Description
Company	<p>Select the primary top-level hierarchy for the company to report on.</p> <p>The company you select determines the Account Set value and the Fiscal Schedule value.</p> <p>In the Alternate Company Hierarchies field, optionally select one or more additional company hierarchies to use.</p>
Ledger Accounts	<p>Select the top-level hierarchy that includes the accounts to report on and analyze.</p> <p>The company you select determines the Account Set value.</p> <p>In the Alternate Account Top-Level Hierarchies field, optionally select one or more additional ledger account hierarchies to use.</p> <p>The Default Amount Field is summarized by ledger debit minus credit. When creating a report in OfficeConnect, you can select a different amount field, such as Natural Amount, by applying a filter to the worksheet or workbook.</p>
Time	<p>Select a Fiscal Summary Schedule that represents a time period in the selected Fiscal Schedule that's between year and the posting interval period, such as quarter.</p> <p>Workday creates a three-tier time hierarchy in the reporting data model that goes from year (based on Fiscal Schedule) to</p>

Option	Description
	<p>the selected Fiscal Summary Schedule to the posting interval period.</p> <p>Example: FY2021 &gt; Quarter &gt; Month</p> <p>The company hierarchy that you select determines the Fiscal Schedule value.</p>
Currency	<p>Select the default currency to use when reporting on the Corporate currency or any company hierarchy level.</p> <p>When reporting on a single company, Workday uses the ledger currency for that company by default.</p> <p>Select the Default Translation Rule Set that defines the translation method to apply based on ledger account type when Workday performs currency translation. In OfficeConnect, you can select a different translation rule set by applying a filter to the worksheet or workbook.</p>
Versions	<p>Journal lines and plan lines are selected by default. To report on plan lines, you must select the financial plan structures.</p> <p>You can select from a limited number of plans.</p>
Effective Date	<p>Select the default effective date that determines the dimension hierarchies and values in your model elements. The date can be:</p> <ul style="list-style-type: none"> <li>Dynamic. Select a date relative to the current date (or the current date itself).</li> </ul> <p>Example: Prior Period End Date. If the period is monthly and the current date is April 5, 2022, then the effective date is March 31, 2022. If the period is monthly and the current date is May 5, 2022, then the effective date is April 30, 2022.</p> <ul style="list-style-type: none"> <li>Static. Commonly used static dates that the system populates. These dates are auto-generated based on the model's selected fiscal schedule and summary schedule. The list updates automatically over time.</li> </ul> <p>Example: The date of the end of each interval posting period for the past 12 months.</p> <ul style="list-style-type: none"> <li>Custom: Define custom dates that represent something specific to the company. These dates are available for selection indefinitely.</li> </ul> <p>Example: An org change that occurred on <i>mm/dd/yyyy</i>.</p> <p>A change in the date applies to all users of the model.</p> <p>Note: OfficeConnect displays the effective date as a label under Labels &gt; Model &gt; Model Effective Date so that users know which effective date is used.</p>
Dimensions	<p>Select the optional dimensions, such as worktags and organizations, to drill down into the data. If you add a hierarchical dimension, select a hierarchy to use. If you don't specify a hierarchy, Workday includes the values as a flat list.</p>

Option	Description
	<p>The dimensions you select determine how report creators can filter and group the data.</p> <p>In Alternate Top-Level Hierarchies, optionally select one or more additional hierarchies to use. You have to select a primary hierarchy before you can add alternate hierarchies.</p>
Show Details	<p>Manage the journal and plan line details users can view for a report cell when they click Show Details for deeper analysis. You can:</p> <ul style="list-style-type: none"> <li>• Delete any optional fields.</li> <li>• Search for and add fields.</li> <li>• Reorder the fields to change the display and sort order.</li> </ul> <p>If you don't change anything, Show Details displays the default set of fields from OfficeConnect reports.</p> <p>Note: The number of fields you configure to display in the OfficeConnect worksheet impacts performance. A large number of rows and columns creates larger and slower reports.</p>

## Result

Workday creates the financial modeled data source using the components you defined in the financial reporting data model. You can use this modeled data source when you sign in to Workday from OfficeConnect.

Related Information

## Concepts

[Concept: The Financial Reporting Data Model in AP&C](#) on page 276

## Average Daily Balance Reporting with OfficeConnect in AP&C

### Prerequisites

Create an OfficeConnect report with the data for which you want to generate average daily balances. See [.././././././adaptive-planning/en-us/reporting-and-analysis/officeconnect/using-officeconnect/officeconnect-reporting-workbooks/xur1623711193958.dita](#).

Review these topics to familiarize yourself with OfficeConnect terminology, such as account element, date elements, labels, and so on:

- [.././././././adaptive-planning/en-us/reporting-and-analysis/officeconnect/using-officeconnect/officeconnect-overview/tjm1623711190927.dita](#).
- [.././././././adaptive-planning/en-us/reporting-and-analysis/officeconnect/using-officeconnect/officeconnect-overview/rdk1623711188333.dita](#).
- [.././././././adaptive-planning/en-us/reporting-and-analysis/officeconnect/using-officeconnect/officeconnect-report-elements/qmj1623711197333.dita](#).

Review these topics to familiarize yourself with OfficeConnect and Financial Management:

- [OfficeConnect - Financial Management - Getting Started](#).
- [OfficeConnect: Use OfficeConnect with Financial Management Data](#).

## Context

You can calculate and report on the average daily balance using OfficeConnect in Adaptive Planning and Consolidation (AP&C) under Financial Management for any:

- Given account.
- Multiple accounts.
- Account summary over different time spans.

This enables you to assess interest required against the respective balance averages.

If you want to validate or verify a cell amount in OfficeConnect, you can use Expand or Expand to Leaf Level on the parent Time element in OfficeConnect. Then, switch the Amount Type for its children to Ending Balance.

Similarly, if you want to get to-date ending balances for each day in an Average Daily Balance cell, you can:

- Apply a Time Context, such as Period to Date.
- Use Expand or Expand to Leaf Level on the parent Time element in OfficeConnect.

Note: Because Workday calculates Average Daily Balance on daily ending balances, Workday doesn't display journal line rows with the Show Details function when you use Average Daily Balance in OfficeConnect. To view the daily ending balances, you can expand the time element of the ending balance to daily or leaf level node.

Differences Between OfficeConnect for Average Daily Balance and Average Daily Balance Job Processing  
Average Daily Balance in OfficeConnect for Financial Management:

- Is calculated in real time.
- Doesn't require you to run the Average Daily Balance job that requires the Report Writer.
- Doesn't require you to create Average Daily Balance rules and assign them to a company.
- Supports currency translation.

## Steps

1. Log in to OfficeConnect.
2. Open the OfficeConnect report that you created.
3. In the report, select and highlight the row, column, or cell for the data that you want to convert to Average Daily Balance.
4. In the Elements tab, expand Dimensions and then Amount Type.
5. Right-click Average Daily Balance and then select Apply to Selection.
6. From the Toolbar, click Refresh.  
Workday updates the highlighted data to display the Average Daily Balance for the selected time period.
7. (Optional) Click the Review tab to confirm that the amount type is Average Daily Balance.
8. (Optional) From the Toolbar, click Label to apply descriptive text in your report for some of the elements you've used. See [../.../adaptive-planning/en-us/reporting-and-analysis/officeconnect/using-officeconnect/officeconnect-reporting-workbooks/zvg1623708831138.dita](https://workday.com/adaptive-planning/en-us/reporting-and-analysis/officeconnect/using-officeconnect/officeconnect-reporting-workbooks/zvg1623708831138.dita).

Examples:

- Use Amount Type as a label type to help display the amount type name of Average Daily Balance or Ending Balance.
- If using Time Context, use both the Time and Context label types to display them together.  
Example: June Year to Date.

9. (Optional) To apply to-date average daily balances for the data in the report, you can use Time Context.

a) Highlight the time period in the report to which you want to apply to-date balances.

Example: To calculate period to date average daily balances, select monthly time period in your report.

b) For the selected time period, from the Toolbar, select Expand.

Workday displays all days in the selected time period.

c) Select the days in the selected time period.

d) In the Elements tab, expand Time and then Context.

e) Select the relevant Time Context.

Example:

- If you've highlighted and expanded the monthly time period, right-click Period to Date and then select Apply to Selection.
- If you've highlighted and expanded the Quarter time period, right-click Quarter to Date and then select Apply to Selection.

f) Select the values that you want to display or hide and then select Keep Only or Remove Only from the toolbar. See: [../.../adaptive-planning/en-us/reporting-and-analysis/officeconnect/using-officeconnect/officeconnect-reporting-workbooks/vwe1623708876751.dita](https://workday.com/adaptive-planning/en-us/reporting-and-analysis/officeconnect/using-officeconnect/officeconnect-reporting-workbooks/vwe1623708876751.dita).

Related Information

### Tasks

Steps: [Set Up Your Tenant for OfficeConnect for Financial Management in AP&C](#) on page 269

## Concept: Time Context with Average Daily Balance in AP&C

You can use Time Context based on the Financial Reporting Data model in OfficeConnect to calculate to - date average daily balances in Adaptive Planning and Consolidation (AP&C). Time Context enables you to build a report over a specified to - date range. Example: Period to Date, Quarter to Date, or Year to Date.

Example: You can apply a Quarter to Date time context element for a single period (Feb) to get Jan 1 – Feb 28, or can apply the time element for a specific date (Feb 17) to get Jan 1 – Feb 17.

Note:

To use Time Context, you must have the latest OfficeConnect client installed. See [Check Your OfficeConnect Version](#).

When using Time Context with Expand or Expand to Leaf Level, Workday recommends using it with the same to - date anchor period. It can be a year, quarter, or period. Example: YTD + Year (2023), QTD + Quarter (FY23-Q2), or PTD + Period (FY23-May).

OfficeConnect expands time that is based on the parent time anchor and its hierarchy in the Elements tab. Example: If you specify May+QTD, OfficeConnect will only expand for the month of May. If you want to see the average daily balance for the full 2nd quarter (April1 to June 30), you must specify Q2+QTD.

You can use Time Context like Period to Date for a specific date. Example: If you want to calculate average daily balance till Jan 15, you can specify Jan 15 + PTD. However, if you use a specific day or date, you can expand it as the day has no leaf - level children.

To see PTD average daily balance for only Jan 1-6, use Jan+PTD, expand it, and then use the Keep Only or Remove Only options to keep or remove the necessary rows. Similarly, you could use Q2+QTD, expand it, and keep or remove the necessary rows.

If you aren't using Time Context, OfficeConnect calculates the average daily balance only for the period end. Example: If the time period in the report is quarter and you don't specify Quarter to Date, OfficeConnect only calculates the average daily balance for the quarter. When you expand the quarter to daily, the expanded balances are daily ending balances and not average daily balances.

## Concept: OfficeConnect and Reporting on the Financial Modeled Data Source in AP&C

You can use the OfficeConnect and financial model data source in Adaptive Planning and Consolidation (AP&C) to query Workday Financial Management data directly, enabling easy, performant, reporting.

OfficeConnect is a Microsoft Excel add-in that enables you to create reports in Excel using financial data in Workday from the financial model data source. With OfficeConnect, you can create financial reports using the Excel interface you're familiar with, using data backed by Workday, such as journal lines.

OfficeConnect updates the data when you run or refresh your report in real time. These reports are based on model elements like ledger accounts, time period, and worktags.

You might want to use OfficeConnect to perform ad hoc analysis on journal line data.

When creating and editing a report, you can:

- Use formatting capabilities of Excel.
- Use cell formulas and calculations of Excel.
- Expand and collapse hierarchies in the data model.
- Filter Workday data.

Example: You can use OfficeConnect for Financial Reporting to:

- Create an income statement.
- Create a balance sheet.
- Perform ad hoc dimension analysis.
- Perform salary and benefit analysis.
- Calculate product and customer margin.

Workday supports OfficeConnect only on Windows operating systems.

Related Information

### Concepts

[Concept: Currencies and Currency Translation](#)

[Concept: Caching and Refreshing the Financial Modeled Data Source](#)

## Concept: The Financial Reporting Data Model in AP&C

The financial reporting data model in Adaptive Planning and Consolidation (AP&C) is a curated subset of components selected from the Workday financial data model (FDM). The reporting data model determines which information from the FDM, such as which company hierarchies, ledger account hierarchies, and dimensions, is available for analyzing and reporting on in OfficeConnect.

When you set up the financial reporting data model, Workday creates the financial modeled data source that you can access from OfficeConnect.

When you sign in to Workday from OfficeConnect using the financial data source, OfficeConnect displays most of the information in the reporting data model in the Elements tab. You can drag and drop individual elements, such as a company or ledger account, from the Elements tab into the worksheet.

OfficeConnect summarizes the data in your Workday ledger accounts as determined by the intersection of the elements you place in the worksheet.

The financial reporting data model includes these elements:

Model Elements	Description
Company	The primary top-level company hierarchy you can report on. One or more alternate company hierarchies you can report on.
Ledger Accounts	The primary account top-level hierarchy you can report on. One or more alternate ledger account hierarchies you can report on.

Model Elements	Description
Time	<p>The three-tier time hierarchy defined in the reporting data model. Typically, the hierarchy goes from year to quarter to month/period:</p> <ul style="list-style-type: none"> <li>• Year is based on the Fiscal Schedule.</li> <li>• Quarter is based on the configured Fiscal Summary Schedule.</li> <li>• Month/Period is based on the posting interval period.</li> </ul> <p>Example: FY2021 &gt; Quarter &gt; Month</p>
Currency	<p>Defines:</p> <ul style="list-style-type: none"> <li>• The default currency to use when reporting on the Corporate currency or any company hierarchy level.</li> <li>• The translation method to apply based on ledger account type when Workday performs currency translation.</li> </ul>
Versions	The scenarios used for comparison: Journal Line or Plan Lines.
Effective Date	The default effective date that determines the dimension hierarchies and values in your model elements (prepopulated dynamic and static dates, or custom dates defined by an administrator).
Dimensions	<p>The list of optional dimensions, such as worktags and organizations, that you can use to group and filter the data.</p> <p>For hierarchical dimensions, a primary top-level hierarchy and optionally one or more alternate hierarchies.</p> <p>Required dimensions don't count toward your maximum number of dimensions that can have alternate hierarchies.</p>
Show Details	The contributing journal line, plan line, and transaction details that users can view for a data point.

The financial reporting data model:

- Includes aggregated data at the ledger account level.
- Summarizes the amount field by Ledger Debit Minus Credit. When creating a report in OfficeConnect, you can select a different amount field, such as Natural Amount, by applying a filter to the worksheet or workbook. You can't change the amount field at the row, column, or cell level.
- Specifies a default translation rule set to use for currency translation. You can select a different translation rule set by applying a filter to the worksheet or workbook. You can't change the translation rule set at the row, column, or cell level.
- Includes these amount types:
  - Ending Balance (default)
  - Beginning Balance
  - Beginning Balance Translation Adjustment
  - Adjusted Beginning Balance
  - Activity
- Displays intercompany eliminations in OfficeConnect at the lowest common parent level.

### Considerations for Plan Lines

When working with plan lines, keep these considerations in mind:

- Only Workday Financial Plan Lines are supported.

- You can't disable the currency translation adjustment (CTA) account, which might affect your partial balance sheet plans.
- Revisit the dimensions selected for the model to ensure that the selected plan structure dimensions are also in the model, or add them.

Example: If a plan uses Cost Center as its dimension, the model doesn't require that specific dimension to be present. For reporting purposes, you need to add the same dimensions to the model so that they're available in reports.

- When applying a plan version in a report, specify the company (or companies) and time periods for the report.

Example: Even if a plan name says 2012 Company A Plan, the time period for 2012 and Company A aren't automatically applied and should be applied to the row, column, cell, or worksheet filter.

- When using dimensions for plan lines that are intended only for journal lines:
  - *Journal Status*: Plan lines have a default status of Posted because there's no journal status for plan lines.
  - *Journal Source*: Plan lines have a blank status and appear under Journal Source (Uncategorized/Blanks) because there are no journal sources for plan lines.
  - *Match Status*: Plan lines have a match status of Not Matched and can't be changed.

Note: These fields can't be ignored for plan lines because the same summarized Plan Value would be applied for every instance of Journal Status.

- You can now include a new dimension called Plan Entry Document Status in the financial reporting data model to filter on the financial plan line status explicitly (Available, Draft, In Progress). Otherwise, all available Plan Entry Document Statuses are included.
- If your plan is at a higher summary level than period, OfficeConnect uses the last period for any activity on that plan and the last period's end date to match up with its translation exchange rate.

Example: If your plan is at the quarterly level for Q3 (Jul-Sep), the plan amount registers activity in September and uses the September 30 end date for the currency translation exchange rate. A similar impact would apply to a plan amount meant to cover an entire year.

- All plan amounts entered in Workday Budgets are considered as period activity (plan amount for a specific time period). If you enter plan ending balances as plan amounts, use the Amount Type of "Activity" when reporting on ending balances for these plans.

#### Related Information

#### Concepts

[Concept: Currencies and Currency Translation](#)

[Concept: Modeled Data Sources](#)

#### Tasks

[Set Up the Financial Reporting Data Model in AP&C](#) on page 271

## Concept: Differences Between OfficeConnect and Report Writer in AP&C

This section describes the differences between reporting on journal line data in Adaptive Planning and Consolidation (AP&C) using OfficeConnect with the financial modeled data source and using Workday Report Writer with a Workday-delivered data source.

### Eliminations

OfficeConnect supports intercompany elimination rules only. OfficeConnect doesn't support other elimination rules, such as interworktag or noncontrolling interest (NCI).

OfficeConnect displays intercompany eliminations at the lowest common parent level.

## Currency Translation Adjustment

OfficeConnect only uses Translation Loss account and its posting conditions for currency translation adjustment.

## Current Year Retained Earnings

OfficeConnect doesn't automatically calculate the current year retained earnings. To include current year retained earnings in your worksheet, add a row that aggregates net revenue and expenses.

## Filtering Data

OfficeConnect filters data differently than Report Writer. In Report Writer, data source filters, built-in prompts, and report filters all filter the data displayed in the report in an additive way, further constraining the data that ultimately is displayed.

OfficeConnect uses default values for filtering data in the report, and you can define filters at different levels. The filters you define at the different levels might conflict with each other, so OfficeConnect follows predefined precedence rules to determine what data to display.

Example: Cells override rows.

## Breadth of Data

When you create a report in Report Writer, you specify a data source and data source filter to determine the data that the report displays.

When you create a report in OfficeConnect, the modeled data source contains data that comes from multiple security domains. The data you see in a report in OfficeConnect is all data you have access to in all applicable domains. As a result, the data in your OfficeConnect report is a union of data you have access to in multiple domains.

## Rounding and Significant Digits with Currency Translation

Significant digits and rounding are important when performing arithmetic operations. When you report on a currency that's different than the ledger currency, the report performs currency translation.

When performing currency translation, OfficeConnect and Report Writer round numbers at different times. This difference in rounding might lead to a small, but noticeable difference in numbers when you compare reports using the same data from each tool.

- OfficeConnect retains all significant digits without rounding when performing internal calculations. OfficeConnect leaves all formatting decisions, such as rounding, to the user. Retaining the precision until the last possible moment improves performance when performing currency translation.
- Users can specify rounding for the entire workbook by accessing Workbook Properties and on the Format tab, select how to round data for OfficeConnect. Users can also leverage the Excel rounding functionality.
- Report Writer performs currency translation for each journal line and then rounds the value before performing other calculations.

If you compare the numbers in an OfficeConnect worksheet to a Workday Report Writer report with the same data, there might be a difference in numbers due to the different method of handling significant digits.

## Time Period Planning

If your plan is at a higher summary level than period, OfficeConnect uses the last period for any activity on that plan and the last period's end date to match up with its translation exchange rate.

Example: If your plan is at the quarterly level for Q3 (Jul-Sep), the plan amount registers activity in September and uses the September 30 end date for the currency translation exchange rate. A similar impact would apply to a plan amount meant to cover an entire year.

In contrast, Report Writer uses the first period in the summary period but the end period for the translation rate. In the prior example, the plan amount registers activity in July, but uses the September 30 end date for the currency translation exchange rate.

Related Information

**Concepts**

[Concept: OfficeConnect and Reporting on the Financial Modeled Data Source in AP&C](#) on page 276

## Financial Analytics in AP&C

### Configure Financial Metrics Reporting in AP&C

**Context**

Configure definitions for the Financial Metrics report in Adaptive Planning and Consolidation (AP&C) for your companies and company hierarchies. The report enables accountants and financial analysts to provide executives with a quick snapshot of key metrics such as liquidity, balance sheet, and profit/loss.

**Steps**

1. Access the Create/Edit Financial Metrics Definition task.
2. As you complete the task, consider:

Option	Description
Company	Select one or more companies and company hierarchies that the financial metrics definition applies to. All must use the same fiscal schedule and belong to the same account set.  Financial metrics default to the company of the user but the user who runs the report can change it. If the user has a financial reporting role in more than 1 company, Workday uses the highest company within the highest hierarchy node.
Translation Currency	The currency of the report. You can run the report in any currency in which you have exchange rates for conversion.
Account Translation Rule Set	If the company currency differs from the translation currency, select a translation rule set to calculate the translated amounts. You can use the default rate or any other translation rule sets of the company.
Default Time Period	The relative time period choices that Workday provides, such as current period year to date (YTD), last 12 periods, and last year. The user who runs the report can change this selection.
Book	Narrow the activity in the reporting metrics to a specific book.

3. Select each Metric, whether to Display the metric, and the Measures used to calculate the metrics, including the key Account/Account Summary for each measure.

## Result

Users permitted to view financial metrics information (such as executives) can run the Financial Metrics report. They can click the Change Selection button to select a different company, translation currency, and relative time period than the ones from the definition.

## Concept: Financial Executive Scorecard in AP&C

The Financial Executive Scorecard is a configurable dashboard in Adaptive Planning and Consolidation (AP&C) that gives you insight into important performance indicators for your organization. With the Financial Executive Scorecard, you can:

- Create snapshots of your organization key financial metrics for a given fiscal period.
- Review the financial performance of your business in a consolidated view.

You can customize the dashboard with worklets that you want to display from the Reports and Dashboards profile group.

Workday provides these scorecard components:

- Composite reports enabled as worklets for the dashboard.
- Financial Executive Scorecard Sub-Report - Published report that provides initialized, calculated, and published scorecard metric values.
- *Scorecard* prompt set that specifies the metric set, organization, and period for the subreport.
- *Financial Executive* metric set that defines the organizations, fiscal schedule, and published period for the scorecard metrics.
- Standard financial metrics.

The Financial Executive Scorecard reports use these layouts to display these metrics:

Report	Layout	Using these Metric Calculations and Metrics
Financial Executive Scorecard - Net Income	KPI Card	WD Matrix Report Metric Calculation <ul style="list-style-type: none"> <li>• Net Income</li> </ul>
Financial Executive Scorecard - Revenue per Employee	KPI Card	WD Simple Arithmetic Metric Calculation <ul style="list-style-type: none"> <li>• Revenue per Employee</li> </ul>
Financial Executive Scorecard - Spend per Employee	KPI Card	WD Simple Arithmetic Metric Calculation <ul style="list-style-type: none"> <li>• Spend per Employee</li> </ul>
Financial Executive Scorecard - Operations	KPI List	WD Simple Arithmetic Metric Calculation: <ul style="list-style-type: none"> <li>• Profit %</li> <li>• Gross Margin %</li> </ul> WD Matrix Report Metric Calculation: <ul style="list-style-type: none"> <li>• Total Revenue</li> <li>• Total Spend</li> </ul> WD Headcount Metric Calculation:

Report	Layout	Using these Metric Calculations and Metrics
		<ul style="list-style-type: none"> <li>Financial Employee Count</li> </ul>
Financial Executive Scorecard - Financial Ratios	KPI List	WD Simple Arithmetic Metric Calculation <ul style="list-style-type: none"> <li>Debt to Equity Ratio</li> <li>Return on Equity Ratio</li> <li>Current Ratio</li> </ul>

You can drill down on the delivered worklets to review descriptions and report details of each worklet.

You can also access the Financial Executive Scorecard on Android, iPad, and iPhone devices.

### Scorecard Setup

To set up the Financial Executive Scorecard, you must:

1. Enable scorecard in your Workday tenant.
2. Configure security policies on the *Metric Management*, *Manage: Metric Values*, *Metrics in Review*, and *Published Metrics* domains.
3. Configure the *Financial Executive* scorecard on the Metric Set Details profile group.
4. Map financial scorecard standard aliases to your ledger account summaries, ledger types, and account translation rule set in your tenant.
5. Initialize, calculate, review, and publish metric values for Workday-delivered metrics on the Process profile group.
6. Configure the dashboard by clicking **Maintain Dashboards** on the **Reports and Dashboards** profile group.

Related Information

### Examples

[Example: Set Up a Financial Executive Scorecard in AP&C](#) on page 294

## Concept: Report Administrator Dashboard in AP&C

The Report Administrator dashboard is a configurable workspace in Adaptive Planning and Consolidation (AP&C), enabling you to monitor report performance in a single place. You can select the reports you want to display in the default menu using the **Maintain Dashboards** report. To add links to custom reports and external links, click **Edit**.

Security: *Custom Report Administration* in the System functional area.

Workday provides these reports as worklets that you can add to your Report Administrator dashboard:

- Custom Report Exceptions by Owner

Contain reports:

- That fail exception audits, organized by report owner.
- Enabled as worklets but not available on any dashboards.
- Temporary reports past their deletion date.
- That you can't share with any users.
- Containing items marked **Do Not Use**.
- Custom Reports Not Run

A list of reports not run in the tenant for the past 365 days. Helps to identify reports that might have fallen off user radars or might no longer have value.

- Recently Created and Modified Reports  
Reports added or modified in the last 90 days. This can help you measure or identify needed education and change management activities specific to these updates.
- Recently Updated Calculated Fields  
A list of calculated fields created or modified in the last 7 days. Useful when researching when report results unexpectedly change.
- Scheduled Reports That Will Fail  
Proactively identify actively scheduled reports with scheduling exceptions and that will fail on their next scheduled run. A commonly caught error is a nonexpired report schedule associated with a user who is no longer authorized to run the report.
- Slowest Reports Run in Background  
A worklet that displays the average report execution time, in milliseconds. Sorted with the slowest average time at the top. By default, the report returns results from the last 90 days, however you can adjust the number of days.

You can also add tasks including these to the Dashboard Menu for quick access:

- All Custom Reports
- Create Calculated Field
- Create Custom Report
- Delete Custom Report
- Delete Temporary Report Definition
- Edit Custom Report
- Edit Report Performance Log Settings
- Hide Workday Delivered Report
- Maintain Dashboards
- Process Monitor
- Report fields
- Schedule a report.
- Transfer Ownership of Custom Reports
- View Custom report
- View Report Performance Logs

Note: When you hide standard reports, Workday doesn't display them in searches. If you can't find a specific report, access the Hide Workday Delivered Report task to determine if you hid it.

Once you configure the dashboard, you can add it as a worklet to your Home page. You can also access the Report Administrator dashboard on Android, iPad, and iPhone devices.

Related Information

**Concepts**

[Concept: Dashboards](#)

**Tasks**

[Steps: Set Up Dashboards and Landing Pages](#)

**Reference: Metric Calculations for Financials in AP&C**

Use Workday-delivered calculations in Adaptive Planning and Consolidation (AP&C) to gain greater insight when you define custom metrics for your financial scorecard.

Calculation	Description	Organization Types	Configuration Options
WD Matrix Report	Enables you to build custom metric values using matrix reports.	Business Unit	Matrix Report Company

Calculation	Description	Organization Types	Configuration Options
	<p>Calculation:</p> <p>Summarizes aggregation fields specified on the matrix report.</p> <p>Metric Examples:</p> <ul style="list-style-type: none"> <li>• Total revenue</li> <li>• Total expense</li> <li>• Net income</li> </ul> <p>Use the Simple Arithmetic calculation to create ratios or percentages such as:</p> <ul style="list-style-type: none"> <li>• Operating margin</li> <li>• Profit margin</li> <li>• Revenue per employee</li> </ul>	<p>Business Unit Hierarchy</p> <p>Cost Center</p> <p>Cost center Hierarchy</p> <p>Company</p> <p>Company Hierarchy</p> <p>Custom Organization</p> <p>Custom Organization Hierarchy</p> <p>Location Hierarchy</p> <p>Project</p> <p>Project Hierarchy</p>	<p>Ledger</p> <p>Amount Type</p> <p>Time Period</p> <p>Period</p> <p>Plan Structure<sup>1</sup></p> <p>Plan Names<sup>1</sup></p> <p>Ledger Accounts and Summaries</p> <p>Translation Currency</p> <p>Account Translation Rule<sup>2</sup></p> <p>Aggregation Field</p>
WD Number of Days	<p>Enables you to build custom metrics using number of days.</p> <p>Calculation</p> <p>Calculates number of days for the configuration options you select.</p> <p>Aggregation Metric Example</p> <p>Number of days: Quarter to Date</p> <p>Use Simple Arithmetic calculation to create ratios or percentages such as:</p> <p>Days Sales Outstanding (DSO)</p> <p>Days Payables Outstanding (DPO)</p>	<p>Business Unit</p> <p>Business Unit Hierarchy</p> <p>Company</p> <p>Company Hierarchy</p> <p>Cost Center</p> <p>Cost Center Hierarchy</p> <p>Custom Organization</p> <p>Custom Organization Hierarchy</p> <p>Location Hierarchy</p> <p>Project</p> <p>Project Hierarchy</p>	Time Period

When you use a report field that requires translation, you must enter the Translation Currency and the Account Translation Rule Set.

Related Information

#### Concepts

[Concept: Workday Scorecards](#)

#### Tasks

[Steps: Create Custom Metrics and Scorecards](#)

Reference

[Reference: Metric Calculations for Dependent Metrics](#)

Example: Set Up a Custom Financial Scorecard in AP&C

This example illustrates how you can build custom financial scorecard in Adaptive Planning and Consolidation (AP&C) to make important analytic information available from your home page, dashboard, or scorecard worklet.

Context

Teresa Serrano is Chief Financial Officer at Global Modern Services. In a meeting with the Chief Human Resources Officer Logan McNeil, she notices that Logan uses a management reporting dashboard to gain insight into workforce operations.

Teresa talks to the Scorecard Administrator Norman Chan about developing custom financial scorecards in Adaptive Planning and Consolidation that:

- Displays revenue, net income, and profit margin for January 2013.
- Uses analytic indicators to display performance and trend.
- Enables her to view more detailed information to gain greater insight.
- Enables other vice presidents to provide comments and recommendations when profit is at risk of being below target.

Note: Ledger account summaries, company hierarchies, and matrix reports are specific to your Workday tenant and might be different from the values suggested here.

Prerequisites

- On the Edit Tenant Setup - Reporting and Analytics task, select the Enable Scorecarding check box to enable custom scorecards.
- Have an existing actual or plan matrix report to produce aggregate value for the metrics. You can also create custom matrix reports by copying these 2 delivered standard reports:
  - Financial Scorecard Metric for Journal by Company.
  - Financial Scorecard Metric for Journal by Cost Center.
- Have the appropriate security permissions for ledger account segments to all journals, including the accounting and operational journals.
- Security:
  - These domains in the System functional area:
    - *Metric Management*
    - *Manage Metric Values*
- *Reports: Financial Accounting* domain in the Financial Accounting functional area.

Steps

- Create a custom analytic scorecard.
  - a) Access the Create Analytic Scorecard Profile task.

Field	Value
<i>Name</i>	Financial Executive Scorecard
<i>Organization Type</i>	Company Hierarchy
<i>Top Level Node</i>	1CON Consolidation - Corporate

Field	Value
<i>Fiscal Schedule</i>	Standard Corporate Schedule

- b) Click OK to display the scorecard profile.
- c) Click the Metric Set Details profile group.
- d) Click Edit.
- e) Enter or confirm these field values:

Field	Value
<i>Inactive</i>	Unchecked
<i>Organization Type</i>	Company Hierarchy
<i>Include Content</i>	Checked
<i>Metric Calculation Scope</i>	Node including subordinates
<i>Top Level Node</i>	1CON Consolidation - Corporate
<i>Levels From Top</i>	1
<i>Additional Nodes</i>	Blank
<i>Fiscal Schedule</i>	Standard Corporate Schedule
<i>Published Period</i>	2012 - Dec
<i>Metric Processing Period</i>	Workday automatically populates the next period of 2013 - Jan.

- f) Click OK and then click Done.
- Create a custom metric for Net Income.
  - a) Access the View Analytic Scorecard Profile report.
  - b) From the Analytic Scorecard Profile prompt, select Custom-> Financial Scorecard.
  - c) Click OK to display the Financial Scorecard profile.
  - d) Click the Metrics profile group.
  - e) Click Create Custom Metric and confirm or enter these values:

Field	Value
<i>Metric Set</i>	Financial Scorecard
<i>Metric Name</i>	Net Income
<i>Workday Metric Calculation Name</i>	WD Matrix Report

- f) Click OK.
- g) On the Metric Source tab, enter:

Field	Value
<i>Track Target</i>	Checked

Field	Value
<i>Target Source</i>	Matrix Report

h) Click the Calculation Configuration tab.

i) In the Actual Amount section, enter:

Field	Value
<i>Matrix Report</i>	(Actuals) Matrix Report for Financial Scorecard Metrics by Company

j) In the Map Matrix Report Prompts grid, enter:

Prompt Field	Value Type	Value
<i>Company</i>	Specify Value	1CON Consolidation-Corporate
<i>Ledger</i>	Specify value	Actuals
<i>Amount Type</i>	Specify value	Activity
<i>Time Period</i>	Specify Value	Current Period YTD
<i>Period</i>	Use Value from Metric Calculation	Metric Period
<i>Ledger Accounts and Summaries</i>	Specify Value	Corporate: Total Revenue Corporate: Total Expenses
<i>Translation Currency</i>	Specify value	USD
<i>Account Translation Rule Set</i>	Specify value	Consolidations

k) On the Aggregation Field, select Debit Minus Credit Amount.

l) In the Target Amount section, enter:

Field	Value
<i>Matrix Report</i>	(Plan) Matrix Report for Financial Scorecard Metrics by Company

m) In the Map Matrix Report Prompts grid, enter:

Prompt Field	Value Type	Value
<i>Company</i>	Specify Value	1CON Consolidation-Corporate
<i>Ledger</i>	Specify value	Actuals
<i>Amount Type</i>	Specify value	Activity
<i>Time Period</i>	Specify Value	Last Year - Current Period YTD
<i>Period</i>	Use Value from Metric Calculation	Metric Period
<i>Plan Structure</i>	Specify Value	Budget
<i>Ledger Accounts and Summaries</i>	Specify Value	Corporate: Total Revenue Corporate: Total Expenses

Prompt Field	Value Type	Value
<i>Translation Currency</i>	Specify value	USD
<i>Account Translation Rule Set</i>	Specify value	Consolidations

n) On the Aggregation Field, select Debit Minus Credit Amount.

o) On the Thresholds tab, enter:

Field	Value
<i>Threshold Type</i>	Percentage of target
<i>Threshold Direction</i>	Increasing is better
<i>Bad Upper Limit</i>	0.9
<i>Warning Upper Limit</i>	0.95

p) On the About This Metric header, enter:

Field	Value
<i>About This Metric</i>	Net income is calculated by taking revenue and adjusting for the cost of doing business, depreciation, interest, taxes, and other expenses.

q) Click OK and then click Done.

- Create a custom metric for total revenue.

a) Click Create Custom Metric and confirm or enter these values:

Field	Value
<i>Metric Set</i>	Financial Executive Scorecard
<i>Metric</i>	Revenue
<i>Workday Metric Calculation Name</i>	WD Matrix Report

b) Click OK.

c) On the Metric Source tab, enter:

Field	Value
<i>Track Target</i>	Checked
<i>Target Source</i>	Matrix Report

d) Click the Calculation Configuration tab.

e) In the Actual Amount section, enter:

Field	Value
<i>Matrix Report</i>	(Actuals) Matrix Report for Financial Scorecard Metrics by Company

f) In the Map Matrix Report Prompts grid, enter:

Prompt Field	Value Type	Value
<i>Company</i>	Specify Value	1CON Consolidation-Corporate
<i>Ledger</i>	Specify value	Actuals

Prompt Field	Value Type	Value
<i>Amount Type</i>	Specify value	Activity
<i>Time Period</i>	Specify Value	Current Period YTD
<i>Period</i>	Use Value from Metric Calculation	Metric Period
<i>Ledger Accounts and Summaries</i>	Specify Value	Corporate: Total Revenue
<i>Translation Currency</i>	Specify value	USD
<i>Account Translation Rule Set</i>	Specify value	Consolidations

g) On the Aggregation Field, select Credit Minus Debit Amount.

h) In the Target Amount section, enter:

Field	Value
<i>Matrix Report</i>	(Plan) Matrix Report for Financial Scorecard Metrics by Company

i) In the Map Matrix Report Prompts grid, enter:

Prompt Field	Value Type	Value
<i>Company</i>	Specify Value	1CON Consolidation-Corporate
<i>Ledger</i>	Specify value	Actuals
<i>Amount Type</i>	Specify value	Activity
<i>Time Period</i>	Specify Value	Last Year - Current Period YTD
<i>Period</i>	Use Value from Metric Calculation	Metric Period
<i>Plan Structure</i>	Specify Value	Budget
<i>Ledger Accounts and Summaries</i>	Specify Value	Corporate: Total Revenue
<i>Translation Currency</i>	Specify value	USD
<i>Account Translation Rule Set</i>	Specify value	Consolidations

j) On the Aggregation Field, select Credit Minus Debit Amount.

k) On the Thresholds tab, enter:

Field	Value
<i>Threshold Type</i>	Percentage of target
<i>Threshold Direction</i>	Increasing is better
<i>Bad Upper Limit</i>	0.9

Field	Value
<i>Warning Upper Limit</i>	0.95

l) On the About This Metric header:

a. Enter:

Field	Value
<i>About This Metric</i>	Revenue is the amount of money a company actually receives during a specific period, including discounts and deductions for returned merchandise. It's the top line or gross income figure less costs, to determine net income.

b. Click the Link icon. For Link Type, select Report Link and then select Report Link 1. Click OK.

m) To link the custom metric scorecard to other reports, expand Report Links and enter:

Field	Value
<i>Tag</i>	View Top 10 Customers by Revenue
<i>Drill To</i>	Top 10 Customers by Revenue

n) Click the Map Prompts button and enter:

Prompt	Value Type	Field	Value
<i>Company</i>	Use Value From Metric	Organization	Leave Blank
<i>Ledger</i>	Specify default value	Leave Blank	Actuals
<i>Time Period</i>	Specify default value	Leave Blank	Current Period YTD
<i>Period</i>	Use Value From Metric	Period	Leave Blank
<i>Account Translation Rule Set</i>	Specify default value	Leave Blank	Consolidations
<i>Translation Currency</i>	Specify default value	Leave Blank	USD
<i>Revenue Accounts</i>	Specify default value	Leave Blank	Corporate: Total Revenue

o) Click Done.

p) Click OK and then click Done.

- Create a custom metric for Profit Margin.

a) Click Create Custom Metric and confirm or enter these values:

Field	Value
<i>Metric Set</i>	Financial Scorecard
<i>Metric</i>	Profit Margin

Field	Value
<i>Workday Metric Calculation Name</i>	WD Simple Arithmetic

b) Click OK.

c) On the Metric Source tab, select:

Field	Value
<i>Actual Source</i>	Workday Algorithm
<i>Track Target</i>	Checked
<i>Target Source</i>	Workday Algorithm

d) Click the Calculation Configuration tab and select:

Field	Value
<i>Operand A</i>	Net Income
<i>Operand B</i>	Blank
<i>Operator 1</i>	Divide
<i>Operand C</i>	Revenue
<i>Operand D</i>	Blank
<i>Operand E</i>	Blank
<i>Operand F</i>	Blank

e) On the Thresholds tab, enter:

Field	Value
<i>Threshold Type</i>	Percentage of target
<i>Threshold Direction</i>	Increasing is better
<i>Bad Upper Limit</i>	0.9
<i>Warning Upper Limit</i>	0.95

f) On the About This Metric header, enter:

Field	Value
<i>About This Metric</i>	Profit Margin is calculated as net income divided by total revenue or profits divided by sales. Profit margins are expressed as a percentage and measures how much out of every dollar of sales a company actually keeps earning. Example: a 20% profit margin means that the company has a net income of \$0.20 for each dollar of total revenue earned.

g) Click OK.

h) Click the Calculation Configuration tab and confirm that the Expression displays *Net Income/Revenue*.

i) Click Done.

- Create a custom dashboard.
  - a) Click the Reports and Dashboards profile group.
  - b) Click Create Custom Dashboard and enter:

Field	Value
<i>Dashboard</i>	Financial Scorecard

- c) Click OK.
- d) Enter these dashboard settings:

Field	Value
<i>Prompt Set</i>	Scorecard
<i>Domain</i>	Metric Management
<i>Dashboard Icon</i>	Actuals vs Budget
<i>Max Worklets Allowed</i>	6
<i>Configurable by User</i>	Unchecked

- e) Click OK and then click Done.
- Create scorecard report.
    - a) Click Create Scorecard Report and enter:

Field	Value
<i>Report Name</i>	Sub Report - Scorecard
<i>Dashboard</i>	Financial Scorecard

- b) On the Metrics grid, enter these values:

Metric	Formatting Style
<i>Revenue</i>	Thousands (1 Decimal Place) K
<i>Net Income</i>	Leave Blank
<i>Profit Margin</i>	Percentage - 2 Decimal Places

- c) On the Layout Options section, confirm Enable Drilling To is checked and for the Target prompt, select Target Value.
  - d) On the Share Option section, select Share with all authorized users.
  - e) Click OK and then click Done.
- Display the Financial Scorecard in Worklets.
    - a) Click the Reports and Dashboards profile group.
    - b) Click Maintain Dashboards.
    - c) Locate the *Financial Scorecard* you created.
    - d) Click the Edit button.
    - e) On the Dashboards Prompts tab, enter these values:

Prompt Field	Label for Prompt	Default Type	Default Value
<i>Metric Set</i>	Metric Set	<i>Specify default value</i>	Financial Scorecard
<i>Metric Organization</i>	Metric Entity	<i>Specify default value</i>	1CON Consolidation-Corporate

Prompt Field	Label for Prompt	Default Type	Default Value
<i>Metric Period</i>	Metric Period	<i>Specify default value</i>	Jan 2013

- f) On the Required Worklets tab, add this worklet to the grid:

Field	Value
<i>Worklet</i>	Sub Report - Scorecard
<i>Worklet Size</i>	1x (for all worklets)

- g) Click Map Prompts and then Done.  
h) Click OK and then click Done.
- Initialize and calculate the metric set.
    - a) Click the Process profile group to generate values for the current processing period.
    - b) Verify that the current processing period is 2013 - Jan.
    - c) Click Initialize.

Workday automatically populates these values:

Field	Value
<i>Metric Set</i>	Financial Scorecard
<i>Period</i>	2013 - Jan
<i>Run Frequency</i>	Run Now
<i>Processing Type</i>	Process metric set for current period.

- d) Check Confirm.  
e) Click OK and then click Done.  
f) Click the Process profile group to refresh the process Status.

Workday initializes the metric values in the *Financial Scorecard* metric set and displays a message when complete. Confirm that the process is complete before moving to the next processing step.

- g) Click Calculate.

Workday automatically populates these values:

Field	Value
<i>Metric Set</i>	Financial Scorecard
<i>Period</i>	2013 - Jan
<i>Run Frequency</i>	Run Now

- h) Check Confirm.  
i) Click OK and then click Done.  
j) Click the Process profile group to refresh the process Status.

Workday calculates the metric values in the *Financial Scorecard* metric set and displays a message when complete.

- Publish the metric set.

- a) Click Publish.

Workday automatically populates these values:

Field	Value
<i>Metric Set</i>	Financial Scorecard

Field	Value
<i>Period</i>	2013 - Jan
<i>Run Frequency</i>	Run Now

- b) Select Confirm.
- c) Click OK and then click Done.
- d) Click the Process profile group to view the process Status.
- View the Financial Scorecard in the Dashboard.
  - a) Search for the Financial Scorecard custom dashboard you created.
  - b) From the related actions menu of the scorecard name, select Custom Dashboard > Run to display the Key Performance Indicator (KPI) card worklets on the dashboard.

## Result

Norman Chan gives Teresa security permissions to see the financial scorecard. On the *Financial Scorecard* custom dashboard, Workday displays these Financial Scorecard worklets in the KPI card layout:

- Revenue.
- Net Income.
- Profit Margin.

The KPI-style worklets display as green, yellow, or red to indicate how well Global Modern Services is meeting defined targets. Using the Gear icon, Teresa can refresh the data for each worklet. She can select View More to view details for:

- Metric Period.
- Metric Organization.
- Metric Set.

Teresa can:

- Use the *Top 10 Customers by Revenue* link to drill down to view the Top 10 Customers by Revenue report.
- Review comments and recommendations from vice presidents.

## Example: Set Up a Financial Executive Scorecard in AP&C

This example illustrates how you can build a financial executive scorecard in Adaptive Planning and Consolidation (AP&C) to create snapshots of your organizations financial metrics for a fiscal period.

### Context

Teresa Serrano is Chief Financial Officer at Global Modern Services and wants to gain insight into important financial performance indicators for her company for July 2017.

Teresa talks with the Scorecard Administrator Norman Chan about developing a custom financial executive scorecard that displays these financial metrics for the consolidated company in Adaptive Planning and Consolidation:

- Net income.
- Revenue and spend per employee.
- Financial ratios.
- Financial operation metrics.

Note: Ledger account summaries and company hierarchies are specific to your Workday tenant and might be different from the values suggested here.

## Prerequisites

- Control access to ledger accounts and ledger account segments to all journals, including accounting and operational journals.
- Security:
  - These domains in the System functional area:
    - Metric Management*
    - Manage Metric Values*
  - Management Dashboard: Financial Executive Scorecard* domain in the Financial Management functional area.
  - Reports: Financial Accounting* domain in the Financial Accounting functional area.

## Steps

- Enable custom scorecards.
  - On the Edit Tenant Setup - Reporting and Analytics task, select the Enable Scorecarding check box to enable custom scorecards.
- Configure the financial executive scorecard and map aliases.
  - Access the View Analytic Scorecard Profile report.
  - From the Scorecard prompt, select Delivered -> Financial Executive Scorecard.
  - Click OK.
  - From the Financial Executive Scorecard profile, click the Metric Set Details profile group.
  - Click Configure.
  - Enter these field values:

Field	Value
<i>Inactive</i>	Unchecked
<i>Skip Review</i>	Unchecked
<i>Metric Calculation Scope</i>	Node including subordinates
<i>Top Level Node</i>	1CON Consolidation - Corporate
<i>Fiscal Schedule</i>	Standard Corporate Schedule
<i>Published Period</i>	2017 - Jun
<i>Metric Processing Period</i>	Workday automatically populates the next period of 2017 - Jul.

- Click OK and then click Done.
- Click Map Aliases.
- Map these aliases to your mapped tenant values:

Business Object	Standard Aliases	Mapped Tenant Value
Ledger Type	_Actuals	Actuals
Ledger Account Summary	_FIN_Scorecard_Cost_of_Sales	Cost of Sales
Ledger Account Summary	_FIN_Scorecard_Current_Assets	Current Assets
Ledger Account Summary	_FIN_Scorecard_Current_Liabilities	Current Liabilities
Ledger Account Summary	_FIN_Scorecard_Total_Equity	Total Equity
Ledger Account Summary	_FIN_Scorecard_Total_Expense	Total Expense

Business Object	Standard Aliases	Mapped Tenant Value
Ledger Account Summary	_FIN_Scorecard_Total_Liabilities	Total Liabilities
Ledger Account Summary	_FIN_Scorecard_Total_Revenue	Total Revenue
Account Translation Rule Set	_FinAggAccountTranslationRuleSet	Consolidations
Custom Organization	_Top_Level_Company_Hierarchy	CON Consolidation - Corporate

j) Click OK and then click Done.

- Initialize metric values.

a) From the Financial Executive Scorecard profile, click the Process profile group.

b) Click Initialize.

c) Workday automatically populates these values:

Field	Value
<i>Metric Set</i>	Financial Executive Scorecard
<i>Period</i>	2017 - Jul
<i>Run Frequency</i>	Run Now
<i>Processing Type</i>	Process metric set for current period

d) Check Confirm.

e) Click OK and then click Done.

f) Click the Process profile group to update the status.

Workday initializes the metric values for the *Financial Executive Scorecard* and displays a notification when complete.

- Calculate and review metric values.

a) Click Calculate.

b) Workday automatically populates these values:

Field	Value
<i>Metric Set</i>	Financial Executive Scorecard
<i>Period</i>	2017 - Jul
<i>Run Frequency</i>	Run Now

c) Check Confirm.

d) Click OK and then click Done.

Workday calculates the metric values for the *Financial Executive Scorecard* and displays a notification when complete.

e) Click Start Review.

f) Workday automatically populates these values:

Field	Value
<i>Metric Set</i>	Financial Executive Scorecard
<i>Period</i>	2017 - Jul

Field	Value
<i>Run Frequency</i>	Run Now

- g) Check Confirm.
- h) Click OK and then click Done.
- i) Click the Process profile group to update the process Status.

Workday reviews the metric values for the *Financial Executive Scorecard* and displays a notification when complete.

- Publish metric values.

- a) Click Publish.
- b) Workday automatically populates these values:

Field	Value
<i>Metric Set</i>	Financial Executive Scorecard
Period	2017 - Jul
<i>Run Frequency</i>	Run Now

- c) Check Confirm.
- d) Click OK and then click Done.
- e) Click the Process profile group to update the process Status.

Workday publishes the metric values for the *Financial Executive Scorecard* and displays a notification when complete.

- Display the Financial Executive Scorecard in Worklets.

- a) From the Financial Executive Scorecard profile, click the Reports and Dashboards profile group.
- b) Click Maintain Dashboards.
- c) Locate the *Financial Executive Scorecard* you created.
- d) Click Edit .
- e) On the Dashboard Prompts tab, enter these values:

Prompt Field	Label for Prompt	Default Type	Default Value
<i>Metric Set</i>	Metric Set	<i>Specify Default Value</i>	Financial Executive Scorecard
<i>Metric Organization</i>	Metric Entity	<i>Specify Default Value</i>	1CON Consolidation - Corporate
<i>Metric Period</i>	Metric Period	<i>Specify Default Value</i>	2017 - Jul

- f) Click OK.
- g) On the Required Worklets tab, add these Financial Executive Scorecard worklets to the grid:

Field	Value
<i>Worklet</i>	<ul style="list-style-type: none"> <li>• Financial Executive Scorecard - Net Income</li> <li>• Financial Executive Scorecard - Revenue per Employee</li> <li>• Financial Executive Scorecard - Operations</li> <li>• Financial Executive Scorecard - Financial Ratios</li> </ul>

Field	Value
	<ul style="list-style-type: none"> <li>Financial Executive Scorecard - Spend per Employee</li> </ul>
<i>Worklet Size</i>	1x (for all worklets)

- h) Click OK and then click Done.
- i) Click Done.
- Configure the home page to display the Financial Executive Scorecard.
  - a) From your Home page, click the Configure Applications (gear) icon to display the Configure Worklets page.
  - b) Under Optional Worklets, add a row and select the Financial Executive Scorecard worklet.
  - c) Click OK and then click Done.

Workday displays the Financial Executive Scorecard on your home page.

- d) Click to open the Financial Executive Scorecard.

### Result

Workday displays these Financial Executive Scorecard worklets in the KPI card layout:

- Net Income.
- Financial ratios.
- Revenue and spend per employee.
- Financial operation metrics.

Related Information

### Concepts

[Concept: Financial Executive Scorecard in AP&C](#) on page 281

## Optimize Financial Management Performance in AP&C

### Reference: Financial Management Tenant Configuration Guidelines in AP&C

This table includes tenant configuration guidelines for Adaptive Planning and Consolidation (AP&C) that Workday recommends for:

- Allocations
- Account Certifications
- Budgets
- Consolidation Data Capture
- Retained Earnings

Component	Issues and Causes	Configuration Guidelines
Allocations	<p>Issue: Slow performance or failure when processing allocations.</p> <p>Cause: You've assigned a large number of worktags to the target and offset of allocations.</p>	<p>Removing unnecessary worktags from the process, especially if you're mapping worktags from source, will help speed up allocation calculations and can significantly reduce journal line output.</p> <p>Security: <i>Set Up: Allocations</i> domain in the Financial Accounting functional area.</p> <ol style="list-style-type: none"> <li>1. Access the Create Allocation Definition task.</li> <li>2. In the Target and Offset sections, remove unnecessary worktags from the Worktag Mapping grid.</li> </ol> <p>See also, <a href="#">Improving Expense Allocation Processing Time</a>.</p>
	<p>Issue: Unable to select any ledger period for a new fiscal year on the Allocation Work Area report.</p> <p>Cause: You haven't opened the new fiscal year and the ledger periods in the new fiscal year.</p> <p>Note: The new fiscal year has a <i>Created</i> status and not an <i>Open</i> status.</p>	<p>Open the fiscal year and the ledger periods.</p> <p>Security: <i>Process: Period End</i> in the Common Financial Management functional area.</p> <ol style="list-style-type: none"> <li>1. Access the Mass Update Ledger Period Status task.</li> <li>2. Select the new fiscal year you want to open.</li> <li>3. Select All Periods to open all ledger periods for the fiscal year.</li> <li>4. Click OK.</li> </ol>
Account Certifications	<p>Issue: Account certification business process is auto approving journals with activity and where the account balance is not zero.</p> <p>Cause: You may have configured the Account Certification with an incorrect worktag hierarchy.</p> <p>When you configure Worktag values, which may include hierarchies, on the Account Certification, all Worktag values on the journal lines and the account certification must match, otherwise the business process will not submit the certification for approval.</p>	<p>Ensure you have configured the Account Certification with the correct Worktag values, which may include hierarchies.</p>

Component	Issues and Causes	Configuration Guidelines
	<p data-bbox="557 205 1097 359">Issue: Service Representative who is assigned as an Account Certifications Reviewer and Account Certifications Preparer is unable to view an Account Certification Workbook.</p> <p data-bbox="557 380 1068 443">Cause: The service representative may not have a company role assigned.</p>	<p data-bbox="1114 205 1464 268">Assign a company role to the service representative.</p> <ol data-bbox="1154 285 1472 982" style="list-style-type: none"> <li data-bbox="1154 285 1472 411">1. Access the company to which you want to assign the service representative a role.</li> <li data-bbox="1154 415 1472 541">2. From the related actions of the company, select Role &gt; Assign Roles.</li> <li data-bbox="1154 546 1472 609">3. Select an effective date and click OK.</li> <li data-bbox="1154 613 1472 982">4. Perform 1 of these actions: <ul style="list-style-type: none"> <li data-bbox="1227 695 1472 789">• Assign any role to the service representative.</li> <li data-bbox="1227 793 1472 982">• Create a new company role and assign the new role to the service representative.</li> </ul> </li> </ol> <p data-bbox="1114 999 1464 1062">This assigns a company role to the service representative.</p>

Component	Issues and Causes	Configuration Guidelines
Budgets	<p>Issue: Unable to submit a plan for a period using the Submit Plan task.</p> <p>Cause: You may have a critical validation that is preventing you from submitting the plan.</p> <p>Note: Deleting the critical validation is not enough. You need to also update the Budget Entry Line to submit the plan.</p>	<ol style="list-style-type: none"><li>1. Remove the critical validation on the Budget Entry Line.</li><li>2. Create a new custom validation of <i>Warning</i> to replace the critical validation.<ol style="list-style-type: none"><li>a. Access the Maintain Custom Validations report.<p>Security: <i>Set Up: Custom Validations</i> in the Common Financial Management System functional area.</p></li><li>b. For Budget Line, add a validation of Warning that will ignore the critical error you had.<p>The Warning validation will display a warning but will not prevent you from submitting your plan.</p></li><li>c. Access the period for which you were unable to submit the plan.</li><li>d. From the related actions of the Plan Period, select Plan Period &gt; Maintain Budget.</li><li>e. Enter the necessary Ledger Account/ Summary and Worktags and click OK.</li><li>f. Confirm the Plan Line values and click OK.<p>Workday validates the Budget Line with the new Warning validation that</p></li></ol></li></ol>

Component	Issues and Causes	Configuration Guidelines
Consolidation Data Capture	<p>Issue: User is unable to view a diagnostic audit file generated from a Consolidated Data Capture run.</p> <p>Cause: User may not have access to the audit file.</p>	<p>Assign user access to the audit file.</p> <ol style="list-style-type: none"> <li>1. Access the View Domain report.</li> <li>2. Depending on your configuration needs, select 1 or both of these domains: <ul style="list-style-type: none"> <li>• Integration Process</li> <li>• Integration Event</li> </ul> </li> <li>3. From the related actions of the domain, select Domain &gt; Edit Security Policy Permissions.</li> <li>4. Ensure the user is a member of the security group configured/ defined within the security policy.</li> <li>5. If the user is not a member of the security group, add the user to the security group.</li> <li>6. Access the Activate Pending Security Policy Changes task.</li> <li>7. Enter a comment and click OK.</li> <li>8. Select Confirm and click OK.</li> </ol>

Component	Issues and Causes	Configuration Guidelines
Retained Earnings	<p><b>Issue:</b> Worktags types that you removed from the Retained Earnings field continue to display on journals when you roll forward retained earnings.</p> <p><b>Cause:</b> The tenant-level worktag configuration only impacts activity balances and doesn't affect balances that you roll forward from prior years.</p>	<ol style="list-style-type: none"> <li>1. Identify the beginning balance journal lines from prior years from which to remove worktag types during roll forward.</li> <li>2. Create a summarized reversal manual journal that includes all of worktag types for the journal.</li> <li>3. Create a second summarized reversal manual journal and exclude the worktag types you don't want to roll forward.</li> <li>4. Roll forward the second new journal.</li> </ol> <p>See <a href="#">Roll Year-End Balances Forward in AP&amp;C</a> on page 210.</p>

### Reference: Tenant Configuration Guidelines for Custom Reporting in AP&C

This table includes tenant configuration guidelines for Adaptive Planning and Consolidation (AP&C) that Workday recommends for custom reporting.

Issues	Causes	Configuration Guidelines
<p>You're noticing poor performance when creating custom reports using the Last Updated Moment report field with these filters:</p> <ul style="list-style-type: none"> <li>• Greater Than</li> <li>• Greater Than or Equal to</li> <li>• Lesser Than</li> <li>• Lesser Than or Equal to</li> <li>• Equal to</li> </ul>	<p>You're using 1 of these report data sources and filters combinations:</p> <ul style="list-style-type: none"> <li>• Journal Lines for Financial Reporting report data source with <i>Journal Lines for Company and Reporting Time Period</i> data source filter.</li> <li>• Journals data source with <i>Journal Filter</i> data source filter.</li> </ul>	<p>When creating custom reports:</p> <ul style="list-style-type: none"> <li>• Replace the data source with Journal Lines report data source.</li> <li>• Replace the data source filter with <i>Journal Line Filter with Last Updated in Date Range</i> data source filter.</li> </ul> <p>See <a href="#">Create Custom Reports</a>.</p>
You're noticing poor performance when creating custom reports.	You may be using non-indexed report fields.	Ensure you are using the available indexed report fields for the custom reports.
You're getting an incorrect balance when running a trial balance for more than a single reporting period.	<p>You may be running a composite trial balance by selecting Repeating Column Group as period.</p> <p><b>Note:</b> Workday doesn't support using Repeating Column Group</p>	Instead of using the Repeating Column Group, copy the columns for the report and hard code the year on the sub report prompt to have the time period equal to the previous or prior year.

Issues	Causes	Configuration Guidelines
	for period mapping over multiple fiscal years.	Example: You want to create trial balances for 3 years using the Time Period prompt. Create the layout of the report and copy each column on the report 2 times. For each year that you copy, change the Beginning Balance time period to Last Year – Current Period.

## Reference: Tenant Configuration Guidelines for Journals in AP&C

This table includes tenant configuration guidelines that Workday recommends in Adaptive Planning and Consolidation (AP&C) for processing journals.

Issues	Causes	Configuration Guidelines
Errors when importing journals using the Accounting Journal Connector.	You don't have a suspense account and associated account posting rules.	<p>Removing unnecessary worktags from the process, especially if you're mapping worktags from source, will help speed up allocation calculations and can significantly reduce journal line output.</p> <p>Security: <i>Set Up: Allocations</i> domain in the Financial Accounting functional area.</p> <ol style="list-style-type: none"> <li>1. Access the Create Allocation Definition task.</li> <li>2. In the Target and Offset sections, remove unnecessary worktags from the Worktag Mapping grid.</li> </ol> <p>See also, <a href="#">Improving Expense Allocation Processing Time</a>.</p>
Poor performance when processing high-volume journals.	<p>You have selected several worktags when configuring Include Worktag Types in the Retained Earnings section of Edit Tenant Setup – Financials task and haven't yet adopted the Redesignated Retained Earnings Reporting framework.</p> <p>For information on adopting the Redesignated Retained Earnings Reporting framework, see <a href="#">Redesignated Retained Earnings Reporting</a>.</p>	<p>When you include several worktags on the Retained Earnings section, Workday groups retained journal lines in many different combinations. This can affect performance for high-volume journals.</p> <p>Security: <i>Set Up: Tenant Setup – Financials</i> in the System functional area.</p> <ol style="list-style-type: none"> <li>1. Access the Edit Tenant Setup – Financials task.</li> <li>2. Configure no more than 3 different worktag types</li> </ol>

Issues	Causes	Configuration Guidelines
		for the Retained Earnings section.  See <a href="#">Reference: Edit Tenant Setup - Financials</a> .
Missing interworktag payables or receivables accounts in journals with worktag balancing.	You haven't configured default ledger accounts for interworktag payables and receivables account posting types.	If you've enabled worktag balancing, configure the default accounting posting rule for the Interworktag Payables and Interworktag Receivables accounts.  <i>Security: Set Up: Accounting Rules</i> in the Common Financial Management functional area.  <ol style="list-style-type: none"> <li>1. Access the View Account Posting Rule Set report.</li> <li>2. Click Edit Default Ledger Accounts.</li> <li>3. Select default posting rules from the Default Ledger Account prompt for InterWorktag Payables and InterWorktag Receivables.</li> </ol> See <a href="#">Set Up Account Posting Rules in AP&amp;C</a> on page 23.
Poor performance when importing high-volume journals using a web service.	You might be importing journals with a high volume of journal lines using the <i>Submit Accounting Journal</i> web service.	Use the <i>Import Accounting Journal</i> web service to import journals with a high volume of journal lines.
Unable to import journals using the Accounting Journal Connector.	You haven't specified values for all required fields, including these in your input file for the Accounting Journal Connector: <ul style="list-style-type: none"> <li>• Ledger Type</li> <li>• Journal Source</li> </ul>	Confirm that you have specified values for all required fields in the Workday-defined XML or Comma-Separated Value (CSV) input file for the Accounting Journal Connector.  See: <ul style="list-style-type: none"> <li>• <a href="#">Reference: Accounting Journal Connector CSV File Format</a>.</li> <li>• <a href="#">Reference: Accounting Journal Connector XML Schema</a>.</li> </ul>
Unable to submit a journal for review.	You may have incorrectly configured your business process security policy for the <i>Review</i> action, where only the Initiator was enabled for the <i>Action</i> step, wherein multiple groups, like Accountant,	Ensure all groups who can create a journal are also enabled on the <i>Review</i> action step in the business process security policy.

Issues	Causes	Configuration Guidelines
	Accounting Managers were enabled to create journals.	
Unable to load journals that contain an Alternate Account set using the <i>Import Accounting Journal</i> web service.	<p>You are importing journals that may contain incorrect alternate ledger mappings using these options:</p> <ul style="list-style-type: none"> <li>• <i>Create Journal with Errors</i> = N</li> <li>• <i>Submit</i> = Y</li> </ul>	<p>Import journals using these options instead:</p> <ul style="list-style-type: none"> <li>• <i>Create Journal with Errors</i> = Y</li> <li>• <i>Submit</i> = N</li> </ul> <p>If alternate ledger accounts are properly mapped, Workday will create the journals with a <i>Created</i> status. You can then post the journals later.</p> <p>If any of the alternate ledger accounts are not mapped properly, Workday will still generate the journal with a <i>Created</i> status but you won't be able to post them. You can then review the journals and correct or cancel them.</p>
Operational journals are erroring out.	You haven't configured a default ledger account for each account posting rule type.	<p>Ensure you have selected the default ledger account for all account posting rule types.</p> <p>Security: <i>Set Up: Accounting Rules</i> in the Common Financial Management functional area.</p> <ol style="list-style-type: none"> <li>1. Access the View Account Posting Rule Set report.</li> <li>2. Click Edit Default Ledger Accounts.</li> <li>3. Select a default ledger account for any or all account posting types.</li> </ol> <p>See <a href="#">Set Up Account Posting Rules in AP&amp;C</a> on page 23.</p>
Poor performance when adding attachments to journals.	You are using the related action of Journal > Edit to attach documents to the journal.	Workday recommends that you use the related action of Journal > Add/Change Attachments to attach documents to a journal.
Unable to close the ledger period because the journals are not being posted and remain in Created status.	<p>You are using the <i>Check Budget (Financial)</i> business process and have configured the Batch/Job step for Budget Check with the Don't wait for this step to complete, move immediately to the next step option enabled.</p> <p>When you enable this option on the Batch/Job, the process to</p>	Ensure that the Batch/Job step for Budget Check has the Don't wait for this step to complete, move immediately to the next step unchecked. This will ensure the journals are created and complete budget check with the correct status.

Issues	Causes	Configuration Guidelines
	create journals and complete budget check evaluation are not complete before moving on to the next step.	

## Custom Validations in AP&C

### Steps: Set Up Custom Validations in AP&C

#### Prerequisites

Security: *Business Process Administration* domain in the System functional area.

#### Context

You can use custom validations in Adaptive Planning and Consolidation (AP&C) to help workers identify transaction issues. The custom validations you can create varies by transaction type. Create custom validations to:

- Alert transaction approvers to conditions that need additional review.
- Display warning or error messages when workers create a transaction that meets the conditions for the validation.
- Prevent workers from submitting invalid transactions until they resolve an error.

#### Steps

1. (Optional) Access the Maintain Condition Rule Categories task.  
To organize your custom validation rules, define the condition rule categories by selecting the *Custom Validation Rule* option.
2. [Set Up Custom Validation Severity and Conditions in AP&C](#) on page 307
3. [Configure Custom Validation Messages in AP&C](#) on page 309.

#### Next Steps

You can use Object Transporter (OX) to migrate custom validations from 1 tenant to another. Example: You can test custom validations in your Sandbox tenant, then migrate them to your Production tenant.

Related Information

#### Concepts

[Concept: Object Transporter 2.0](#)

### Set Up Custom Validation Severity and Conditions in AP&C

#### Prerequisites

Security: *Set Up: Custom Validations* domain in the Common Financial Management functional area.

#### Context

Create condition rules in Adaptive Planning and Consolidation (AP&C) to have Workday generate errors or warnings during transaction validation.

## Steps

1. Access the Maintain Custom Validations report.
2. Select the type of transaction.
3. Click New Validation.

As you select the Severity level, consider:

Option	Description
<i>Critical</i>	Prevents workers from submitting an invalid transaction.
<i>Warning</i>	Alerts workers but doesn't prevent transaction submission and approval.

4. As you complete the task, consider:

Option	Description
Description	The message Workday displays to workers when you don't configure a validation message.
Category	Assigning a category makes the validation rule easier to find later. You can create <i>Custom Validation Rule</i> categories using the Maintain Condition Rule Categories task.
Derived Logic	The statement that you've defined through the rule conditions. The field displays: <ul style="list-style-type: none"> <li>• Existing statements.</li> <li>• New statements after you define and save them.</li> </ul>
Copy Condition from Rule	You can copy and modify an existing validation rule to create a new one.

5. As you complete the Rule Conditions, consider:

Option	Description
And / Or	When 2 or more statements exist in the expression, set this condition to control how the statements relate to each other.
( )	Use parentheses for 3 or more statements and a combination of <i>And</i> and <i>Or</i> conditions. Example: <i>(A and B) or C</i> .
Source External Field or Condition Rule	The field or condition rule you select as the source determines which other options are available.
Relational Operator	These options depend on the data type.
Comparison Value	Based on the Comparison Type, select a comparison field or enter a value to compare to the source.

6. (Optional) Select Test Validations to test the custom validation performance.

Specify an existing transaction to test the validation on.

Note: Workday doesn't support testing for the benefits transactions types.

**Next Steps**

Write custom validation messages.

**Configure Custom Validation Messages in AP&C**

**Prerequisites**

- Define custom validations by transaction type.
- Security: *Set Up: Custom Validations* domain in the Common Financial Management functional area.

**Context**

Create custom validation messages in Adaptive Planning and Consolidation (AP&C) to display to workers when Workday triggers a transaction validation. If you don't create a custom message, Workday displays the description of the custom validation instead.

**Steps**

1. Access the Maintain Custom Validations report.
2. Select the type of transaction.
3. From the related action on a validation, select Validation > Configure Validation Message.
4. Enter a custom validation message.

Your message can include static Text as well as dynamic External Field values from report fields and calculated fields.

**Result**

When workers create transactions that meet the conditions you configure for the validations, Workday displays the error or warning message.

**Example**

For the Expense Report transaction type, you configure a message for the *Airfare Exceeds \$600 (USD)* validation:

Field	Value
Text	<i>Airfare exceeds \$600 (USD) for</i>
Extended Field	<i>Expense Report</i>

The resulting error message is *Airfare exceeds \$600 for Expense Report: EXP-00004471*.

**Concept: Transaction Revalidation in AP&C**

When you view certain transactions in Adaptive Planning and Consolidation (AP&C) that use custom validations, Workday carries forward any custom validation errors and warnings from the last time you saved the transaction. Because Workday isn't validating every time, you can view transactions quickly, which is useful if you have many custom validations and transactions lines. Use the View Exceptions button on the view report for the transaction to verify whether errors and warnings still apply. Workday displays exceptions on the Errors & Warnings tab.

Transaction revalidation applies to:

- Accounting journals
- Ad hoc bank transactions
- Ad hoc bank transaction templates

- Ad hoc payments
- Asset registration
- Expense reports
- Ledger accounts
- Payment elections
- Spend authorizations

Workday always checks transactions against the latest custom validations whenever you create, edit, submit, or approve the transactions. If you view a previously valid transaction and take a related action on it, Workday ensures that it's still valid and has no exceptions.

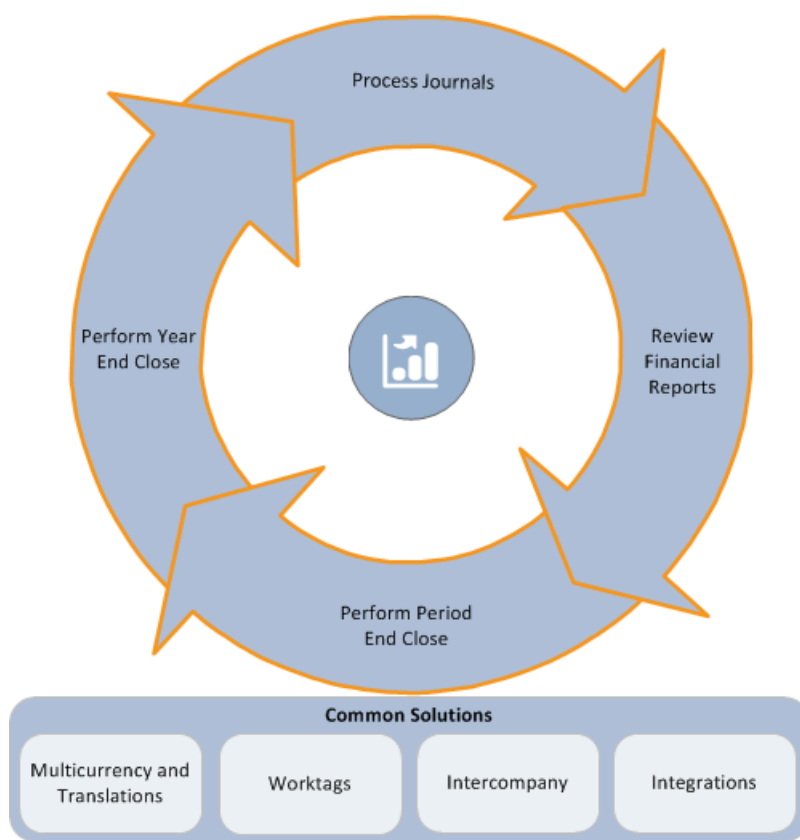
## Concept: Financial Accounting in AP&C

Workday Financial Accounting in Adaptive Planning and Consolidation (AP&C) enables you to satisfy the information requirements of investors, creditors, and regulatory authorities in the post-Sarbanes-Oxley business environment.

Workday Financial Accounting in AP&C combines a unique, event-driven accounting approach with a built-in control framework. It enables you to use a robust multicompany, multicurrency model for delivering financial records and reports with speed, accuracy, and complete auditability.

The architecture also enables you to adapt to changes in your business as well as new rules and regulations. With Workday Financial Accounting in AP&C, you're able to manage all of your accounting activity and report on that activity anytime.

This diagram illustrates the flow of financial accounting activities in Workday across a period. It displays common solutions that you can use throughout the fiscal year to enable your work.



Within a given period, you can use Workday Financial Accounting in AP&C to process:

- *Manual accounting journals* to record accounting data not associated with operational transactions.

- *Recurring journals* to create recurring journals to automate the generation of accounting journals that you create on a repetitive basis.
- *Pro Forma allocations* to see the impact of allocations when you view your financial results. The operational journals that the allocation processing creates have a status of pro forma (rather than posted). You can include the pro forma operational journals in reporting throughout the period to see the allocation impact.

You can use Workday Financial Accounting in AP&C to review:

- *Activity reports* that provide visibility into your financial activity.
- *Trial balances* for either an individual company basis or a consolidated entities basis.
- *Interim financial statements* that you can also define to meet your reporting needs. You can run and review your financial statements at any time. Workday financial statements also enable you to perform comparative reporting with other time periods or with financial plans.

While performing period close, you can:

- Record depreciation and decide how often to post that information. When you record depreciation, you can view all unposted depreciation up to that period and decide what to post.
- Finalize and post allocations you've processed in the period. You can include or exclude finalized allocations when you run financial statements.
- Run equity pickup to calculate equity earnings of a wholly or partially owned consolidated subsidiary onto the books of the parent.
- Run revaluations to revalue the foreign currency balances at period end and analyze their impact. You can create the revaluation journal manually, or use the report to create it automatically using revaluation rules.
- Update ledger period status to control activities that are available for update.
- Create adjusting journals to mark journals as adjustments and post these adjusting journals to the period in which they apply. You can include or exclude adjustments when you run financial statements.
- Close the ledger period to control journal entry and journal posting, and compute actual and budget account balances. After you close a period, you can no longer post anything to it.
- Produce consolidated financial statements to report consolidated financial information on companies using the company hierarchies that you define in Workday. You can perform consolidated reporting throughout the period, and include elimination information in the reporting at any time.

While performing year-end close, you can:

- Roll balances forward to accumulate the balance sheet balances and roll them forward to the new year. Workday enables you to repeat this task until you're ready to close the year.
- Roll translated beginning balances forward to have Workday automatically roll forward translated beginning balances. You can drill down on translated amounts to view the journal line in the company currency and the translation currencies.
- Close the year at any time after you've closed all periods. Closing the year rolls forward the balances one last time. You can reopen the year if necessary.

In addition to these period activities, you can use:

- *Multicurrency* to process transactions that occur in a currency other than the base currency of the recording company.
- *Translations* to define different account translation rules for different needs.
- *Worktags* to tag transactions and supporting data. Use worktags to gain a multidimensional view of your business so that you can easily find and report on information.
- *Intercompany accounting* to manage and report on business events transacted between related companies.
- *Integrations* to upload third-party financial data into Workday and to send data between the systems.

Related Information

### Concepts

[Concept: Journal Processing in AP&C on page 54](#)

[Concept: Financial Reporting in AP&C on page 255](#)

[Concept: Worktags](#)

### Tasks

[Steps: Set Up Financial Accounting Structure in AP&C on page 7](#)

[Steps: Set Up Plans or Budgets in AP&C on page 312](#)

[Steps: Set Up Currency Translations in AP&C on page 122](#)

[Close Ledger Periods in AP&C on page 208](#)

[Close a Ledger Year in AP&C on page 213](#)

## Financial Budgets in AP&C

### Budgets and Plans in AP&C

#### Steps: Set Up Plans or Budgets in AP&C

##### Context

In Adaptive Planning and Consolidation (AP&C), you can use plans and budgets in Workday to manage your plans, forecasts, and actuals. You can create an unlimited number of plans and budgets for:

- A Financial plan type.
- Comparative reporting and analysis, giving you insight into plan versus actuals ledgers when you generate financial statements.

You can use the same dimensions and ledger accounts for actuals and plan or budget data to streamline comparative reporting.

##### Steps

1. [Define Plan Structures in AP&C on page 314.](#)

Create a plan structure to provide the foundation for your plans or budgets.

2. Access the Maintain Entry Types task.

Define entry types to identify the plan lines for specific plan types, such as financial plans or position budgets. Workday uses entry types for reporting purposes when you roll over and close plans and budgets.

You associate an entry type with a structure and company or company hierarchy when you create a template.

Security: *Set Up: Budget General* domain in the Budgets functional area.

3. Access the Mass Update Entry Types task.

Assign entry types to existing structures and budget amendment types. Workday updates existing plan lines and sets default types for future lines.

You can only run this task the first time you roll your budget forward.

Security: *Set Up: Budget General* domain in the Budgets functional area.

4. (Optional) Access the Map Award and Award Proposal Plan Structures task.

Map award proposal and award plan structures to create an award plan template directly from an award proposal budget that already exists.

Security: *Set Up: Budget* domain in Budgets functional area.

5. (Optional) If you select Use Amendments/Approval on your plan structure, configure the *Plan Event* and *Budget Amendment Event* business processes and their security policies:

- [Edit Business Processes](#).
- [Edit Business Process Security Policies](#).

6. (Optional) Access the Maintain Budget Amendment Types task.

Define your budget amendment types.

7. (Optional) Assign identification numbers to budget amendments.

Configure your ID Definition on the ID Generator for Budget Amendment field on any of these tasks:

- Edit Tenant Setup - Financials or Tenant Setup > Financials, for your tenant.
- Edit Company ID Definitions, for individual companies.

Security:

- *Set Up: Tenant Setup - Financials* in the System functional area.
- *Set Up: System* in the System functional area.
- *Set Up: Company General* in the Common Financial Management functional area.

8. (Optional) Set up custom validations to run on plan lines in tasks, reports, workbooks, and web service imports.

See [Steps: Set Up Custom Validations](#).

9. (Optional) Access the Create Budget Fringe Rate Table task.

Define tables to store and maintain fringe rates for selection during plan or budget detail entry.

Example: Create tables for different fiscal years to populate standard fringe rates into yearly position budgets.

Security: *Set Up: Budget General* domain in the Budgets functional area.

10. (Optional) Access the Edit Consolidation Details task.

To plan by and report on company hierarchies, configure these consolidation details:

- Fiscal Schedule
- Account Set
- Default Reporting Currency

Security: *Set Up: Consolidation* domain in the Financial Accounting functional area.

11. [Create Plans or Budgets in AP&C](#) on page 317.

Create a plan template to:

- Associate the structure with 1 or more companies or company hierarchies.
- Build the periods and duration.

12. If you select Use Amendments/Approval on your plan structure:

- [Submit a Plan or Budget for Approval in AP&C](#) on page 323.
- [Amend Plans or Budgets in AP&C](#) on page 324.

Once approved, create amendments to make any changes to the plan or budget.

## Result

You can now use your plans and budgets to compare plan to actuals when you generate financial statements.

**Next Steps**

Workday provides a number of standard reports to help you manage your plans and budgets. For a list, access the Workday Standard Reports report and select the *Plans* category.

Related Information

**Tasks**

[Create ID Definitions and Sequence Generators](#)

**Reference**

[Reference: Budget Reports in AP&C](#) on page 327

[Reference: Edit Tenant Setup - Financials](#)

**Define Plan Structures in AP&C**

**Prerequisites**

- Create fiscal schedules, summary schedules, years, and periods.
- Define account sets, account types, and ledger account summaries.
- To use the Book prompt or add Book Code as a structured dimension, and configure your books.
- Security: *Set Up: Budget General* domain in the Budgets functional area.

**Context**

Plan structures in Adaptive Planning and Consolidation (AP&C) are the foundation for plans and budgets in Workday. The structures determine:

- The type of plan or budget.
- The fiscal schedule and periods on which to build the periods and duration.
- The ledger accounts and dimensions available to include when defining plans and budgets.
- Whether plans and budgets require approval and other key attributes.

You can use the same structure for multiple companies and company hierarchies.

**Steps**

1. Access 1 of these tasks:
  - Create Plan Structure
  - Edit Plan Structure
2. As you complete the task, consider:

Option	Description
Use Amendments/Approval	<p>Select to:</p> <ul style="list-style-type: none"><li>• Enable amendments on existing plans and budgets.</li><li>• Require approval for new plans and budgets.</li></ul> <p>Select this check box for true parent and child plans.</p> <p>When you select this check box, Workday displays only approved entries in the totals for the Actuals vs. Budgets worklet and these reports:</p> <ul style="list-style-type: none"><li>• Budgetary Balance Report</li><li>• Financial Budgetary Balance</li></ul>

Option	Description
	<ul style="list-style-type: none"> <li>• Manager Budgetary Balance Report</li> <li>• Manager Financial Budgetary Balance</li> </ul> <p>Otherwise, Workday calculates the totals for the plans and budgets in all statuses, including <i>Approved</i> and <i>Denied</i>.</p>
Use Contextual Amendments	<p>Select to amend plans or budgets that you create using this structure in context of your current budget and current spend.</p> <p>When you select this check box, Workday displays the running total of your budget and these columns on budget amendment tasks:</p> <ul style="list-style-type: none"> <li>• Current Plan Amount</li> <li>• Current Spend</li> <li>• Remaining Plan</li> <li>• Percentage Change</li> <li>• Total Plan</li> <li>• Proposed Remaining Plan</li> </ul> <p>For awards, Workday also displays the Award Amount field when you amend the award budget.</p> <p>You can change this setting at any time.</p>

3. As you complete the Structured Dimensions tab, consider:

Option	Description
Account Set	<p>Your selection must match the account set for:</p> <ul style="list-style-type: none"> <li>• The companies you plan by.</li> <li>• The company hierarchies you plan by.</li> </ul>
Organizing Dimension Type	<p>Requires that you enter a plan or budget for 1 dimension value at a time per plan or budget, and per period. This entry method streamlines review and approval.</p> <p>Example: You can select <i>Region</i> on the Organizing Dimension Type prompt to view all the plan balances by region on the Current Plan Report.</p>
Book	<p>Once you select a book on the plan structure, you can't delete the book.</p> <p>For true parent and child plan structures, you must manually ensure that the parent and child books match. You don't need to match the books for virtual parent and child plan structures.</p> <p>Workday doesn't support close for plans that use a book.</p>
Must Be Empty	<p>Select to require that a transaction not contain a specific dimension.</p>

Option	Description
	Example: You want a plan for transactions that impact certain cost centers and funds, but not any projects. You can specify that the project worktag must be empty on the transaction.
Dimension	<p>Select the dimensions you want as available worktags when you create or amend plans and budgets that use this structure.</p> <p>For multicurrency reporting, include the <i>Ledger Account</i> dimension. Workday translates currencies based on ledger accounts and ledger account summaries.</p> <p>Workday doesn't support budgetary roll forward or close for position budgets with <i>Company</i> as a dimension.</p>
Required	Select to require the dimension for entry on each plan line. If you select the dimension as the Organizing Dimension Type, you must require entry of the dimension.
Primary Worktag	<p>Select to display the worktag in its own column rather than as additional worktags on the plan lines. When you maintain or amend your plan or budget:</p> <ul style="list-style-type: none"> <li>• Workday displays primary worktag columns in the order that you configure on your plan structure.</li> <li>• Primary worktag columns enable you to enter line information faster.</li> </ul> <p>Because <i>Company</i> and <i>Ledger Account</i> are required dimensions that automatically display, you can't select them as primary dimensions.</p> <p>You can designate up to 10 worktags as primary worktags for each plan structure.</p>
Top Level Hierarchy	<p>Since dimension members can be part of multiple hierarchies, determine the uppermost hierarchy and select it as the top-level hierarchy.</p> <p>To plan and report by company hierarchies, select a top-level hierarchy for the <i>Company</i> structured dimension.</p>
Hierarchy Level	If you select a top-level hierarchy, select a hierarchy level on this prompt. This configuration enables you to include or exclude dimensions as worktags when you create or amend plans or budgets made from this structure.

Option	Description
Dimensions to Include	<p>When you select a company or company hierarchy for the <i>Company</i> structured dimension, you can't also select the:</p> <ul style="list-style-type: none"> <li>• Superior or subordinate companies.</li> <li>• Company hierarchies at any other level.</li> </ul> <p>This restriction prevents double-counting budget between superior and subordinate companies and company hierarchies.</p>

## Result

You can now create a plan or budget for your company based on this structure.

When you select the Use Amendments/Approvals check box on a plan structure with plan lines, Workday automatically moves plans from *Available* status to *Draft* status. :

You can only clear the Use Amendments/Approvals check box on a plan structure with plan lines if all of the plans are in *Draft* status. Workday moves these plans to *Available* status.

When you select books on plan structures, you can report on books by using the Journal Lines for Financial Reporting report data source in custom reports.

## Next Steps

To compare structures, access the Plan Structures report.

Once you create plans or budgets based on the structure, you can only revise the structure definition in these ways:

- Rename the structure.
- Add additional optional structured dimensions to the structure.
- Exclude structured dimensions as long as no plan lines exist with those dimensions.
- Select the Primary Worktag check box on a structured dimension.
- Select or clear the Use Amendments/Approvals check box even if plan lines exist.

Related Information

### Concepts

[Concept: Plan Structures in AP&C](#) on page 326

### Tasks

[Steps: Set Up Plans or Budgets in AP&C](#) on page 312

[Create Financial Plan Structures for Adaptive Planning](#)

[Steps: Publish Financial Plans from Adaptive Planning](#)

## Create Plans or Budgets in AP&C

### Prerequisites

- Define a plan structure that matches the fiscal schedule and account set for the companies and company hierarchies.
- For multicurrency plans, define a currency rate type and conversion rates for currencies used in the plan.
- Security: *Set Up: Budget General* domain in the Budgets functional area.

## Context

After you define the plan structure in Adaptive Planning and Consolidation (AP&C), you create a template to specify the configuration for your plan or budget. On the template, you configure these options for use on your plan or budget:

- Companies. For financial plans, you can plan by company hierarchies.
- Currencies.
- Time periods.

You can create many templates from a single structure to maximize efficiency as you build plans or budgets:

- Across companies and company hierarchies.
- From year to year.

For financial plan structures, you can create a single plan template for multiple companies and company hierarchies. If you plan by companies, Workday also supports plan lines in currencies foreign to the managing company.

## Steps

1. Access the Create Plan Template task.
2. As you complete the task, consider:

Option	Description
Plan Structure	When creating child plans or budgets, only top-level parent plan structures are available for selection.
Company	For multicompany financial plan structures, select the related companies that are available for this plan and plan lines.  If you don't use an account set on the structure, Workday validates that the companies and companies hierarchies use the same account set.
Plan Name	(Optional) Specify a plan or budget name for the Financial plan type for the selected structure.
Plan Group	Displays only for parent and child plans or budgets when you enter a plan or budget name. Workday appends Budget Group to that name for the plan group name, which you can change here or on the Edit Budget Group Name task. The plan group groups together all linked members of the plan or budget family -- the parent, child, and associated grandchild plans or budgets.  Use the Plan Group report to view and compare all plans or budgets in a hierarchy plan, including the baseline, cost, and revenue plans or budgets for a company.
Default Entry Type	Identifies the entry type for original plan lines for the template.

Option	Description
Default Reporting Currency	<p>For multicurrency financial plans, select a default currency to use on reports. The default currency is usually the company base currency.</p> <p>Workday uses the standard conversion rate defined for the currency rate type to convert the different currencies to the specified default currency.</p> <p>When a report has a Translation Currency prompt, the report returns currency based on the value you entered in the prompt.</p>
Enable Multicurrency	<p>(Optional) For multicurrency financial plans, select this check box to enter plan lines in currencies other than the company base currency. The plan will reflect the same currencies as the actual transactions.</p> <p>You can enable multicurrency if you make a plan using companies only.</p>
Currency Rate Type for Budget	<p>To convert amounts from child level plans to virtual parent level plans with company hierarchies, Workday uses:</p> <ul style="list-style-type: none"> <li>• The currency rate type that you select on these prompts.</li> <li>• The default reporting currency on the consolidation details of your company hierarchy.</li> <li>• The accounting date on your journal lines for spend conversions.</li> </ul>
Currency Rate Type for Budget Spend	<p>To convert company-level spend transactions to company hierarchy currencies on plan lines, Workday uses:</p> <ul style="list-style-type: none"> <li>• The currency rate type that you select on these prompts.</li> <li>• The default reporting currency on the consolidation details of your company hierarchy.</li> <li>• The accounting date on your journal lines for spend conversions.</li> </ul>
Enable for Allocations	<p>(Optional) Select to enable the plan or budget as a source or target when creating allocations.</p> <p>Include only 1 template in allocations for each unique combination of company, plan structure, and fiscal year. To enable allocations for a new template using the same combination of company, plan structure, and fiscal year:</p> <ol style="list-style-type: none"> <li>Access the Edit Plan Template task.</li> <li>Clear Enable for Allocations.</li> </ol>

Option	Description
	<p>Workday disables this option for plan templates with these configurations:</p> <ul style="list-style-type: none"> <li>• Company hierarchies</li> <li>• Multicompany</li> <li>• Multicurrency</li> <li>• True Child</li> <li>• True Parent</li> </ul>
Default Balanced Amendment	<p>(Optional) For financial plans, select this check box to select Balanced Amendment automatically on all amendments created for this plan or budget.</p> <p>You can change this setting when you create or edit amendments if you have access to the <i>Create Unrestricted Budget Amendment (Segmented)</i> domain.</p>
Validate Expense Account Amendments	<p>(Optional) Select the level of severity that you want to validate expense account amendments when they're less than the current spend. You can leave this prompt empty.</p> <p>Workday only displays this prompt if you select Use Contextual Amendments on your plan structure.</p> <p>You can change this setting on the Edit Plan Template task. Workday only validates budget amendments that:</p> <ul style="list-style-type: none"> <li>• You create or edit while you have a critical or warning validation configured.</li> <li>• Have a ledger account that's marked as an Expense Source.</li> </ul>
From To	<p>To define the duration, select the start and end periods. Select the year and either:</p> <ul style="list-style-type: none"> <li>• Period, for entry by period.</li> <li>• Summary Schedule, for entry by summary schedule.</li> </ul>

### Result

Workday creates and displays the plan or budget duration and periods based on the specified company, plan structure, and From and To periods.

You can select the Inactive check box on the Edit Plan Template task to inactivate financial plans.

### Next Steps

Input plan or budget amounts or upload them into Workday using the Enterprise Interface Builder.

You can edit your financial plan templates on the Edit Plan Template task after plan lines exist to correct errors or accommodate unplanned events.

Related Information

### Tasks

[Steps: Set Up Plans or Budgets in AP&C](#) on page 312

[Maintain Currency Conversion Rates](#)

[Create Ledger Account Types in AP&C](#) on page 21

## Maintain Budget in AP&C

### Prerequisites

- Create plan periods for each combination of plan structure and company or company hierarchy.
- To plan by company hierarchies, configure the Default Reporting Currency on the Edit Consolidation Details task.
- Security: *Process: Budget* domain in Budgets functional area.

### Context

You can enter or update data to define plans or budgets and forecasts for each period in your plan or budget duration in Adaptive Planning and Consolidation (AP&C). You can then use this data as the basis for comparative reporting. If the plan or budget requires approval, you can update details for each period until you submit the plan or budget.

### Steps

1. Access the Maintain Budget task.
2. As you complete the first part of the task, consider:

Option	Description
Company	You can only enter details for 1 currency and 1 company or company hierarchy at a time.
Organizing Dimension	The organizing dimension type applies to all plan details for the period, summary period, or duration.
Plan Currency	<p>Workday converts plan credit and debit amounts from this currency into the company base currency according to the conversion rate that you set up.</p> <p>For multicurrency financial plans, you can add plan lines with identical ledger accounts and worktags if you use different currencies on each plan line.</p>

3. As you complete the second part of the task, consider:

Option	Description
Ledger Account/Summary	<p>For each plan line, select a unique combination of ledger account and worktags.</p> <p>With structured dimensions, you can select the specified ledger account summaries. Without structured dimensions, you can only select the accounts in the specified ledger account summary.</p>
Worktags	For plans or budgets with structured dimensions, you can only select worktags

Option	Description
	specified in the plan structure. These structured dimensions also determine which worktags are optional or required. If you don't configure structured dimensions, you can select any worktag enabled for plans or budgets.

**Example**

For a financial plan, you could set a travel plan with 10,000 USD for cost center 10001. You could configure this plan in 2 ways:

- Set a plan for travel expense to 10,000 USD for cost center 10001. With this configuration, workers in region A can consume the entire travel plan for the cost center without any allocated expenses used by another region.
- Set a plan for travel expenses to 4,000 USD for cost center 10001, region A, and 6,000 USD for cost center 10001, region B. With this configuration, you allocate the plan by region within this cost center.

**Next Steps**

- Generate financial statements that compare actuals ledgers to plans or budgets across years or periods.
- Use the View Plan report to view the plan details by period.

**Edit Plan Templates in AP&C**

**Prerequisites**

Security: *Set Up: Budget General* domain in the Budgets functional area.

**Context**

You can edit your plan templates in Adaptive Planning and Consolidation (AP&C) after plan lines exist to correct errors or accommodate unplanned events.

**Steps**

1. Access the Edit Plan Template task.
2. As you complete the task, consider:

Option	Description
Inactive	You can only inactivate financial plans.  Changes to this setting might impact existing report, dashboard, and scorecard references. If you select this option, you cancel all <i>Budget Amendment Event</i> and <i>Planning Event</i> business processes for this plan.
Company	You can add or remove companies or company hierarchies from financial plans. If your plan is associated with a true plan hierarchy, you can only add or remove companies.
Enable Multicurrency	You can change this setting at any time except when:

Option	Description
	<ul style="list-style-type: none"> <li>Plan lines exist. You can't clear this check box.</li> <li>You've selected a currency rate type.</li> <li>You include company hierarchies on your plan template.</li> </ul>
Enable for Allocations	<p>You can change this setting on your financial plan template for all plan structure types except:</p> <ul style="list-style-type: none"> <li>Multicompany</li> <li>Multicurrency</li> <li>True Child</li> <li>True Parent</li> <li>Virtual Parent</li> </ul>
Default Balanced Amendment	You can change this setting when your template isn't associated with a virtual parent plan structure.
Validate Expense Account Amendments	<p>Select to validate if budget amendments on expense accounts are less than current spend. Workday only validates expense account amendments that you create or edit while this check box is checked.</p> <p>Workday only displays this check box if you select Use Contextual Amendments on your plan structure.</p>
To	<p>You can add periods to financial plans when the plan:</p> <ul style="list-style-type: none"> <li>Has any status other than <i>Available</i> or <i>In Worksheets</i>.</li> <li>Isn't associated with a true plan hierarchy.</li> </ul>

Related Information

### Concepts

[Concept: Inactive Financial Plans in AP&C](#) on page 327

## Submit a Plan or Budget for Approval in AP&C

### Prerequisites

- Enter or upload plan or budget values.
- On the plan or budget structure, select the option to require approvals and amendments.
- Configure the *Plan Event* business process and corresponding security policy.
- For all plans and budgets in hierarchies (both multicompany and single company), you must approve the parent before you can submit a child.

### Context

You can review a company's plan or budget in Adaptive Planning and Consolidation (AP&C) to ensure that it's complete, then submit for approval. You can use the approved plan or budget in financial reporting.

## Steps

1. Access the Submit Plan task.
2. Select the Plan Structure and Company for the plan or budget that requires approval.  
For multicompartment plans or budgets, you can only submit for 1 company at a time. Workday only moves the overall plan or budget to *Available* status after you submit and approve every individual company's plan or budget.
3. Submit the plan or budget for approval.

## Result

For a true parent-child plan hierarchy, Workday issues a validation upon submission if the linked child amounts exceed the parent amounts. You can then adjust the amounts and resubmit.

If you configured custom validations for plan lines, Workday issues those validations upon submission. You can access the Plan Lines with Custom Validations report to view plan lines with validation errors and warnings.

Workday initiates the *Plan Event* business process and sends an inbox item to the reviewer to approve or deny the plan or budget. Once approved, you can only change the plan or budget values with amendments.

Related Information

### Tasks

Steps: [Set Up Plans or Budgets in AP&C](#) on page 312

## Amend Plans or Budgets in AP&C

### Prerequisites

- Select the Use Amendments/Approval check box on your plan structure.
- Select the Use Contextual Amendments check box on your plan structure to amend in context of your:
  - Current budget.
  - Current spend.

Select the check box for plans or plan hierarchies with company hierarchies.

- Approve the original plan or budget. For multicompartment plans or budgets, submit and approve every individual company's plan or budget.
- For unbalanced amendments, you must be assigned to a segment-based security group on the *Create Unrestricted Budget Amendment (Segmented)* domain in the Budgets functional area.
- Configure the *Budget Amendment Event* business process and corresponding security policy.

### Context

To change an approved plan or budget in Adaptive Planning and Consolidation (AP&C), you can:

- Create a budget amendment.
- Copy or copy and reverse an amendment you already created.
- Revise an amendment as long as that amendment has any status except *Available*.

You can then submit the budget amendment for approval.

In Workday, amendments are changes, not replacement amounts.

For true hierarchical plans, amendments can impact both the parent and child plans.

## Steps

1. Access 1 of these tasks:
  - Create Budget Amendment.
  - Create Budget Amendment for Organization if you use organization-based roles.
2. As you complete the first part of the task, consider:

Option	Description
Company	You can only enter details for 1 currency and 1 company or company hierarchy at a time.
Plan Currency	<p>Workday converts plan credit and debit amounts from this currency into the company base currency according to the conversion rate that you set up.</p> <p>For multicurrency financial plans, you can add amendment lines with identical ledger accounts and worktags if you use different currencies on each amendment line.</p>

3. As you complete the second part of the task, consider:

Option	Description
Ledger Account/Summary	For each budget amendment line in this grid, select a unique combination of ledger account and worktags. If your selections match with an existing plan line on the plan or budget you want to amend, Workday automatically populates the existing values into the grid.
Restricted	On the Create Budget Amendment for Organization task, Workday displays Yes when you don't have access to view current budget and spend for the budget amendment line.
Percentage Change Amount Change Total Plan	<p>On the Create Budget Amendment task, you can amend by entering positive or negative values on the Amount Change column. Workday converts negative values into credits and positive values into debits when you submit the amendment.</p> <p>On the Create Budget Amendment for Organization task, you must use the Amount Change column to amend when you don't have access to view current budget and current spend. Workday displays zeroes on all of the other columns.</p> <p>If you select Use Contextual Amendments on the plan structure and use the Create Budget Amendment task or if you have access to view current budget and current spend on the Create Budget Amendment for Organization task, enter:</p> <ul style="list-style-type: none"> <li>• A percent change to a plan line.</li> <li>• The amount a plan line needs to change by.</li> </ul>

Option	Description
	<ul style="list-style-type: none"> <li>A new total amount on the plan line.</li> </ul> <p>When you enter a value on 1 of these columns, the other 2 automatically update.</p>

## Result

If you configured these validations, then Workday issues the validations when you attempt to submit the budget amendment:

- Custom validations for plan lines.
- Expense account amendment validations.

Workday initiates the *Budget Amendment Event* business process. For hierarchical plans or budgets, you can route amendments to both parent and child approvers.

## Next Steps

- If you configure custom validations for plan lines, use the Plan Lines with Custom Validations report to view plan lines with validation errors and warnings.
- Use these reports to view all changes to a plan or budget.
  - Find Budget Amendments
  - Find Budget Amendments for Organization

Related Information

### Concepts

[Concept: Amendments to Plan Hierarchies in AP&C](#) on page 337

### Tasks

[Steps: Set Up Plans or Budgets in AP&C](#) on page 312

[Create Custom Business Processes](#)

## Concept: Plan Structures in AP&C

### Plan Types

In Adaptive Planning & Consolidation (AP&C), you must use the Financial plan type as the basis for financial plans and when creating parent-child plan hierarchies. You can use financial plans to control spend during spend and staffing transactions.

### Schedule and Plan Entry By

In Adaptive Planning and Consolidation, Workday uses your Plan Entry By selection to create each time period that you define a plan or budget for.

Plan Entry by	Description
Period	Base the periods on the periods of the fiscal schedule.
Summary Schedule	Base the periods on a summarized group of fiscal periods, such as quarterly or half yearly.
Duration	For financial plans, a single period that spans the entire time frame of the plan or budget.

For financial plans, Workday uses your fiscal schedule together with your Plan Entry by selection and time frame to create periods and duration. Your Schedule selection must match the fiscal schedule for:

- The companies you plan by, as set on the Edit Company Accounting Details task.
- The company hierarchies you plan by, as set on the Edit Consolidation Details task.

### Structured Dimensions

Structured dimensions in Adaptive Planning and Consolidation determine whether transactions are subject to budget. If a transaction has worktags that match the structured dimension criteria, the transaction is subject to that budget.

For company hierarchies, you can only select company hierarchies with subordinate companies that use the same:

- Account set.
- Currency.
- Fiscal schedule.

### Fringe

Consider disabling fringe in Adaptive Planning and Consolidation when:

- Workday doesn't include fringe benefits on your commitments, obligations, or actuals.
- You don't budget for fringe.

Related Information

#### Tasks

[Define Plan Structures in AP&C](#) on page 314

## Concept: Inactive Financial Plans in AP&C

When you inactivate financial plans in Adaptive Planning and Consolidation (AP&C), Workday:

- Cancels all related *Planning Event* business processes.
- Cancels all related budget amendments that aren't in *Available* status.
- Disables all fields and options on the Edit Plan Template task except the Inactive check box.

You can't see inactive financial plans on these tasks and reports:

- Create Budget Amendment
- Find Budget Amendment
- Maintain Budget
- Submit Budget
- View Plan

You can't inactivate financial plans when the plan is part of a plan hierarchy, because the plans and budgets in your hierarchy will fall out of sync.

## Reference: Budget Reports in AP&C

Workday delivers a number of standard reports in Adaptive Planning and Consolidation (AP&C) to give you greater insight into the health and progress of your plans and budgets. We provide these financial reports to help you manage your plans and budgets. For a complete, descriptive list of Workday delivered standard reports for plans and budgets, access the Workday Standard Reports report and select these report categories:

- *Planning*
- *Plans*
- *Set Up Plan*

Name	Security	Description
Budget Check Exceptions	<i>Reports: Company Financial Budgets and Reports: Manager Financial Budgets</i> domains in the Budgets functional area.	Displays the budgetary balance for a budget check exception. Use this report to identify transactions that have failed budget check during the budget check process.
Budgetary Balance	<i>Reports: Company Financial Budgets</i> domain in the Budgets functional area.	Displays the budgetary balance for a financial plan for a company.
Current Plan	<i>Process: Budget</i> domains in the Budgets functional areas.	Displays all details about the current plan or budget for a company or company hierarchy.
Manager Budgetary Balance	<i>Reports: Manager Financial Budgets</i> domain in Budgets functional area.	Displays the budgetary balance for a financial plan for an organization.

Workday also delivers an Actuals vs. Budget worklet, enabling you to see graphical analytics that compare your plan to your ledger account actuals. To set up the Actuals vs. Budget worklet, access the Configure Plan Worklet task and select:

- Company.
- Year.
- Business Plan, or the plan or budget for the company.
- Ledger Accounts for which to compare plan to actuals.

## Example: Create Financial Plan to Actuals Composite Reports with Eliminations in AP&C

This example illustrates how to set up a composite report in Adaptive Planning and Consolidation (AP&C) that displays:

- Company plan lines and actuals.
- Intercompany transaction elimination options.

### Context

You want to create a composite report that applies intercompany transaction eliminations to your financial plan and actuals for comparison and viewing.

### Prerequisites

- Set up elimination rules for your intercompany ledger accounts.
- Enable intercompany affiliate worktags on intercompany elimination:
  - Plan lines for an existing plan.
  - Journal lines.
- Security: these domains in the System functional area:
  - *Custom Report Creation*
  - *Manage: All Custom Reports*

### Steps

1. Access the Copy Standard Report to Custom Report task.

2. Select *Financial Plan to Actuals* from the Standard Report Name prompt.
3. Click OK.
4. Enter *Financial Plan to Actuals with Eliminations* in the Name field.
5. Click OK.
6. Access the Edit Custom Report task.
7. Select *Financial Plan to Actuals with Eliminations-Financial Plan Consolidation Sub-Report* from the Report Name prompt.
8. Click OK.
9. In the Prompt Defaults grid on the Prompts tab, clear the Do Not Prompt at Runtime check box for these fields:
  - Eliminations Only for Plan
  - Perform Intercompany Eliminations for Plan
10. Click OK.
11. Access the Edit Custom Report task.
12. Select *Financial Plan to Actuals with Eliminations* from the Report Name prompt.
13. Select Edit from the related actions menu of the C3 column header.
14. On the Value Type column in the Map Sub Report Prompts grid, select *Prompt User for Value at Run Time* for these prompt fields:
  - Eliminations Only for Plan
  - Perform Intercompany Eliminations for Plan
15. Click OK.
16. Access the Prompts tab in the report settings.
17. Select the Populate Undefined Prompt Defaults check box.
 

When you select the check box, Workday populates the Prompt Defaults grid with undefined prompt defaults based on the configurations on the subreport. The check box automatically clears once Workday finishes updating the Prompt Defaults grid.
18. On the Prompt Defaults grid, clear the Do Not Prompt at Runtime check box for these fields:
  - Eliminations Only
  - Perform Intercompany Eliminations
19. Click OK.
20. Click Run.
 

Select these check boxes to display only intercompany transaction eliminations lines on your reports:

  - Eliminations Only
  - Perform Intercompany Eliminations
  - Eliminations Only for Plan
  - Perform Intercompany Eliminations for Plan

When you don't select the check boxes, Workday displays all plan lines and actuals on your reports.

## Result

When you run your custom report, you can compare your data and check for any variances on:

- All plan lines and actuals with eliminations.
- Only intercompany eliminations for plan and actuals.

Related Information

## Concepts

[Concept: Composite Reports](#)

Setup Considerations: Consolidations and Eliminations in AP&C on page 173

Tasks

Steps: Create Composite Reports

Plan Hierarchies in AP&C

Setup Considerations: Plan Hierarchies in AP&C

You can use this topic to help make decisions when planning your configuration and use of plan hierarchies in Adaptive Planning and Consolidation (AP&C). It explains:

- Why to set them up.
- How they fit into the rest of Workday.
- Downstream impacts and cross-product interactions.
- Security requirements and business process configurations.
- Questions and limitations to consider before implementation.

Refer to detailed task instructions for full configuration details.

What They Are

Workday plan hierarchies enable you to link plans and budgets in a hierarchical structure, making it easier to control and report on multiple plans and budgets simultaneously.

Virtual parent-child plans link multiple child plans to 1 parent plan while true parent-child plans link 1 child to 1 parent.

Business Benefits

- Parent plans contain their own budget amounts or aggregate amounts from linked child plans. This enables you to view the details for the parent and linked child plans in 1 place.
- Plan hierarchies improve reporting efficiency by enabling you to consecutively link high-level budgets to subordinate-level budgets that increase in granularity with each level. As you progress through the levels, the budget details become more refined.
- You can use virtual plan hierarchies to consolidate budget and plan amounts from different plan types for improved control and reporting.

Use Cases

- You can use a plan hierarchy to report on summary plan amounts using a parent budget and report on more granular plan amounts using child budgets.
- You can link child budgets from different companies to a parent budget in a virtual plan hierarchy.
- You can ensure that child budget amounts don't exceed the budget limits set at the parent in a true plan hierarchy.

Questions to Consider

Question	Considerations
How do you create and manage budget amounts?	<p>You can use 1 of these hierarchy types to manage budget amounts:</p> <ul style="list-style-type: none"><li>• True plan: Use when you need to enter budget amounts at multiple levels with varying levels of granularity. You can create an unlimited number of hierarchy levels.</li></ul>

Question	Considerations
	<ul style="list-style-type: none"> <li>Virtual plan: Use to consolidate individual budget entries virtually at a summary level and link position and financial plan types to the same parent plan structure. You can only create 2 hierarchy levels.</li> </ul>
How do you want amendments to update existing plans or budgets?	<ul style="list-style-type: none"> <li>Use a true plan hierarchy to amend the parent and each child plan level individually. Amendments on the parent plan don't impact the child, but amendments on child or grandchild plans can cascade up to the parent.</li> <li>Use a virtual plan hierarchy to make an amendment on a child budget plan that impacts the parent summary. You can make amendments on the child plan or budget but not the parent.</li> </ul>
How do you want to report on plans or budgets in a hierarchy?	You can use structured dimensions for reporting. Example: On a child plan, you report at the individual cost center level. On the parent plan, you report at the cost center hierarchy level. The child-level report provides a detailed view, whereas the parent-level report returns a summary view.

### Recommendations

To avoid double-counting budget amounts when converting historical transactions into hierarchies, Workday recommends being aware of:

- Existing budgets you link to your new plan hierarchy.
- The sources for the amounts in the budgets that you link in your new plan hierarchy.

### Requirements

Child plans are a subset of the parent plan so they must have the same summary schedule as or a more granular schedule than the parent plan.

For virtual plan hierarchies, parents must include at least 1 structured dimension from the children.

For true plan hierarchies:

- Use a Financial plan type for both parent and child plan structures.
- Children must include all structured dimensions from the parent.

### Limitations

- True parent structures only support 1 child per level.
- Virtual parent structures don't contain their own plan lines.
- You can't amend virtual parent budgets or plans.
- Workday only supports 2 hierarchy levels for virtual plan hierarchies. Virtual child plans can't be a parent to another child plan.

### Tenant Setup

No impact.

## Security

Users with access to the *Set up: Budget General* domain in the Budgets functional area can configure plan hierarchies.

## Business Processes

No impact.

## Reporting

Reports	Considerations
Child Budget Exceptions	<ul style="list-style-type: none"> <li>• Use to view child plan line amounts that exceed the parent summary.</li> <li>• Supports plans in true plan hierarchies.</li> </ul>
Plan Consolidation	<ul style="list-style-type: none"> <li>• Use to create aggregated reports based on multiple financial plans.</li> <li>• Supports plans in virtual plan hierarchies.</li> </ul>
Plan Structure Hierarchy Name	<ul style="list-style-type: none"> <li>• Use to compare the structure dimensions and schedules of parent and child plans.</li> <li>• Supports plans in true plan or virtual plan hierarchies.</li> </ul>
View Plan	<ul style="list-style-type: none"> <li>• Use to create reports on individual financial plans.</li> <li>• Supports plans in virtual plan hierarchies.</li> </ul>

## Integrations

No impact.

## Connections and Touchpoints

Workday offers a Touchpoints Kit with resources to help you understand configuration relationships in your tenant. Learn more about the [Workday Touchpoints Kit](#) on Workday Community.

Related Information

### Tasks

[Amend Plans or Budgets in AP&C](#) on page 324

[Define Plan Structures in AP&C](#) on page 314

[Edit Plan Templates in AP&C](#) on page 322

## Steps: Create Plan Hierarchies in AP&C

### Prerequisites

Security: *Set Up: Budget General* domain in Budgets functional area.

### Context

You can set up your plans or budgets in Adaptive Planning and Consolidation (AP&C) so that you have greater control in managing them at all levels of your organization. You can link plan structures to create plan hierarchies.

You can create 2 types of plan hierarchies:

- True plan hierarchies enable you to control child and grandchild plans using your parent. You can link a parent to 1 child and that child to 1 grandchild, and so on; Workday doesn't limit the number of hierarchy levels.
- Virtual plan hierarchies enable you to report across multiple plan structures. The parent has no lines of its own, and reflects the total of all its children. You can link a parent to many children, or a child to many parents; Workday limits you to 2 hierarchy levels.

## Steps

1. [Define Plan Structures in AP&C](#) on page 314.

Create a plan structure with these settings:

- *Financial* as the Plan Type.
- For true hierarchies, Use Amendments/Approval checked.
- For true hierarchies, Required checked for all dimensions on the Structured Dimensions tab.

This structure becomes the primary or parent structure once you use it to create a child or link it to another structure with the same settings.

For virtual hierarchies, create all parent and child structures. Child structures must have:

- In Plan Entry by, the same time periods as the parent or a subset of these time periods.
- The same structured dimensions as the parent. Children can have more, but if they're required on the parent, they're required on the children.

2. Create or link plan structures for a true hierarchy or a virtual hierarchy:

- See [Create or Link True Child Plan Structures in AP&C](#) on page 334.
- See [Link Virtual Child Plan Structures in AP&C](#) on page 335.

3. (Optional) Create all additional subordinate plan structures:

- To create a grandchild structure for a true hierarchy, create or link another structure from the related actions menu of the child structure.
- To create another child structure for a virtual hierarchy, link another structure.

4. [Create Plans or Budgets in AP&C](#) on page 317.

Create plan templates for your hierarchy.

For true hierarchies, create plan templates from the parent plan structure. Workday generates templates for each child structure within the hierarchy at the same time, and links parent and child plans.

For virtual hierarchies, create child plan templates before you create your parent template. When you create your parent template, you can select multiple child templates in the Linked Virtual Children Budgets prompt.

5. [Maintain Budget in AP&C](#).
6. [Submit a Plan or Budget for Approval in AP&C](#) on page 323.

## Result

The resulting plan includes all details from all members in the hierarchy.

## Next Steps

For virtual plan hierarchies with company hierarchies, you can use these reports to view plan lines for all your company hierarchies and companies:

- Current Plan
- Plan Consolidation

Related Information

### Concepts

[Concept: Hierarchies in Plans and Budgets in AP&C](#) on page 336

[Concept: Amendments to Plan Hierarchies in AP&C](#) on page 337

### Reference

[Reference: Valid True Plan Hierarchy Relationships in AP&C](#) on page 338

[Reference: Virtual Plan Hierarchy Relationships in AP&C](#) on page 340

## Create or Link True Child Plan Structures in AP&C

### Prerequisites

- Create a plan structure to be the parent.
- Security: *Set Up: Budget General* domain in Budgets functional area.

### Context

Parent plan structures in Adaptive Planning and Consolidation (AP&C) must use these settings to create a link to a child-level structure:

- *Financial* as the Plan Type.
- Use Amendments/Approval checked.
- Required checked for all dimensions on the Structured Dimensions tab.

You create a plan hierarchy by creating a child plan structure for your intended parent plan structure, or by linking a plan structure to your intended parent plan structure. The settings of this child plan structure must match the parent settings, but can have additional structured dimensions.

### Steps

1. Access the Create Child Plan Structure or Link Child Plan Structure tasks from the related actions menu of your intended parent plan structure.  
If you choose the linking method, Workday only displays eligible structures in the True Child Budget Structure prompt.
2. Select *True Parent-Child* as the Hierarchy Type.  
You can use the Edit Plan Structure Hierarchy Name task anytime to revise the name.
3. In Plan Entry by, select the same time periods as the parent or a subset of these time periods.  
Workday automatically populates the same time periods as the parent. You can change these default time periods as long as you select a subset of the parent time periods.
4. (Optional) On the Structured Dimensions tab, add more dimensions to give more detail to your plan.  
Workday automatically populates structured dimensions with Required checked from the parent plan structure.  
  
If you plan to create a subordinate plan structure from this child plan, select Required on your additional dimensions. The grandchild plan structure must contain all dimensions from the child and all are required. This procedure applies to all hierarchy levels.

### Result

The child plan structure you created is now linked to the parent plan structure.

You can detach a child plan structure from a parent if no plan lines exist in child plan structure. Access the Detach Child Plan Structure task from the related actions menu of the child plan structure. After detaching the child plan structure, both the parent and child are available for linking again.

**Next Steps**

Create your hierarchical plan using these linked plan structures on the Create Plan Template task.

Related Information

**Concepts**

[Concept: Hierarchies in Plans and Budgets in AP&C](#) on page 336

**Tasks**

[Steps: Create Plan Hierarchies in AP&C](#) on page 332

[Create Plans or Budgets in AP&C](#) on page 317

**Reference**

[Reference: Valid True Plan Hierarchy Relationships in AP&C](#) on page 338

**Link Virtual Child Plan Structures in AP&C****Prerequisites**

- Create all parent and child plan structures.
- Security: *Set Up: Budget General* domain in Budgets functional area.

**Context**

Financial and project plan type structures in Adaptive Planning and Consolidation (AP&C) are eligible to be the primary or parent structure in a hierarchy. In financial plan type structures, you can include child structures with financial.

You can create a plan hierarchy by linking a plan structure to your intended parent structure. Child structures must have:

- In Plan Entry by, the same time periods as the parent or a subset of these time periods.
- At least 1 structured dimension in common with the parent. Dimension members must be the same as the parent or a subset of these dimension members.

**Steps**

1. Access the Link Child Plan Structure task from the related actions menu of your intended parent plan structure.  
Workday only displays eligible structures in the Virtual Child Budget Structure prompt.
2. Select *Virtual Parent-Child* as the Hierarchy Type.  
You can use the Edit Plan Structure Hierarchy Name task anytime to revise the name.

**Result**

The child plan structure is now linked to the parent plan structure.

You can detach a child structure from a parent if no plan lines exist. Access the Detach Child Plan Structure task from the related actions menu of the child structure.

**Next Steps**

Create your hierarchical plan using these linked structures with the Create Plan Template task.

Related Information

**Tasks**

[Steps: Create Plan Hierarchies in AP&C](#) on page 332

[Create Plans or Budgets in AP&C](#) on page 317

**Reference**

Reference: [Virtual Plan Hierarchy Relationships in AP&C](#) on page 340

**Concept: Hierarchies in Plans and Budgets in AP&C**

You can use hierarchical relationships to link your plans and budgets in Adaptive Planning and Consolidation (AP&C). Workday provides 2 unique hierarchy types, true parent-child and virtual parent-child. With these plan hierarchies:

- Your organizations can create separate plan structures.
- You can generate structures at different levels of detail.

In Workday, the plan structure is the linking mechanism for these relationships.

**True and Virtual Hierarchy Comparison**

This table compares true and virtual plan hierarchies:

	True Hierarchy	Virtual Hierarchy
Purpose	Defines a top-down process for plan entry. The parent plan structure defines the summary details and the plan amount, which are passed down to its child plan structure.	Enables you to link an unlimited number of plan structures to create aggregated reports.
Hierarchy Levels	<ul style="list-style-type: none"> <li>• Unlimited number of hierarchy levels.</li> <li>• Parent-child relationship is a 1-to-1 relationship.</li> </ul>	<ul style="list-style-type: none"> <li>• 2 hierarchy levels.</li> <li>• Parent can have many children, and child can have many parents.</li> <li>• Plans or budgets used in a true hierarchy can also be a virtual child.</li> </ul>
Plan Types	Financial	Parent and children must be Financial.
Structured Dimensions	<ul style="list-style-type: none"> <li>• Child must have all structured dimensions of the parent.</li> <li>• Child can have more structured dimensions than the parent.</li> <li>• Must be required.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent can have any structured dimension as long as it exists on at least 1 child.</li> <li>• Child can have more structured dimensions than the parent.</li> <li>• Can be optional, but if they're required on the parent, they must be required on all children.</li> </ul>
Dimension Members	Child must be a subset or the same as the parent.	Child must be a subset or the same as the parent.
Time Periods	Child must be a subset or the same as the parent so it can roll up into the parent time periods.	<ul style="list-style-type: none"> <li>• Child must be a subset or the same as the parent so it can roll up into the parent time periods.</li> </ul>

	True Hierarchy	Virtual Hierarchy
		<ul style="list-style-type: none"> <li>Child must contain at least 1 time period defined in the parent.</li> </ul>
Amounts	<ul style="list-style-type: none"> <li>Child must be equal to or less than the parent.</li> <li>Amendments on the child cascade up to the parent.</li> </ul>	<ul style="list-style-type: none"> <li>Parent has no amounts of its own because virtual parents are summarized totals of their children.</li> <li>Cannot be entered or changed directly in the parent.</li> </ul>

### Concept: Amendments to Plan Hierarchies in AP&C

When you amend a plan in Adaptive Planning and Consolidation (AP&C) that's part of a true plan hierarchy, the changes can impact both the parent and child plan. These changes depend on the amendment type. In general, amendments to a child plan can cascade up to the parent, with some exceptions that depend on whether the amendment is balanced or unbalanced.

For virtual plan hierarchies, you can only amend at the child plan or budget level. Amendment behavior is identical to that of plans and budgets not in hierarchies.

In Workday, you can restrict who has the ability to make unbalanced amendments. Assign these users to a segment-based security group on the *Create Unrestricted Budget Amendment (Segmented)* domain security policy. When they amend, they can edit the Balanced Amendment check box.

Amendment Type	True Parent	True Child
Balanced	Amendments to the parent don't impact the child plan. You can increase the parent plan with no impact to the child plan. However, you can't decrease the parent plan amount below the child amount.	Full debit and credit amounts cascade up to amend the parent plan regardless of the amount on the parent. The only exception is when there's a net zero change to the parent.  Example: You amend a child plan with a 10,000 USD debit for <i>Cost Center 1</i> and a 10,000 USD credit for <i>Cost Center 2</i> . There's no change to the parent plan because the amendment is a transfer from one cost center to another.
Unbalanced	Only increases the difference of the child plan increase, not the full amount of the amendment debit on the child.  Example: You amend a 100,000 EUR child plan with an amendment debit of 60,000 EUR. The original parent plan was 150,000 EUR, so the new parent plan becomes 160,000 EUR.	<ul style="list-style-type: none"> <li>Amendment credits on the child plan don't decrease the parent.</li> <li>Amendment debits on the child plan only impact the parent when they cause the child debits to exceed the parent debits.</li> </ul>

## Approval Routing

You can configure the *Budget Amendment Event business process definition* and security policy to manage approval and routing for amendments to parent and child plans. You configure the order in which approval takes place by editing the definition steps. Example: To ensure that the hierarchy manager can review the amendment before the individual cost center manager, you can use these security groups in this order:

1. Cost Center Hierarchy Manager
2. Cost Center Manager

Workday routes amendments to plan hierarchies as a single event in the business process. Even though you can route them to different approvers, any actions taken on an amendment at any level impacts the entire hierarchy. These actions include:

- **Approvals:** To move the plan to an approved state, approve the amendment at all hierarchy levels. If the amendment in the child plan is net zero within the hierarchy, the parent plan doesn't route for approval.
- **Denials:** If an amendment is denied at any level, it's denied at all levels and the plan won't reach an approved state.
- **Send backs:** If an amendment is sent back for changes at any level, all plans are sent back and any changes at this point are made on all of the plans. These changes then go through the approval process again. Example: If a manager deletes a line on the child amendment, Workday removes that line from the parent amendment as well.

Related Information

### Tasks

[Amend Plans or Budgets in AP&C](#) on page 324

## Reference: Valid True Plan Hierarchy Relationships in AP&C

This table describes valid relationship rules for true plan hierarchies in Adaptive Planning and Consolidation (AP&C), to use when you create child plan structures that are compatible to parent plan structures:

	Parent	Children and Grandchildren
Hierarchy Relationship	Can have only 1 child.	<ul style="list-style-type: none"> <li>• Can have only one parent.</li> <li>• Each child can have only 1 child.</li> <li>• Can have multiple levels of grandchildren, with 1 member at each level.</li> </ul>
Dimensions	All are required.	<ul style="list-style-type: none"> <li>• All are required.</li> <li>• Must include all dimensions from the parent.</li> <li>• All dimensions must roll up to the parent's top level dimension.</li> <li>• Dimension members can be a subset of the parent dimension.</li> </ul> <p>Example: If the parent structure includes <i>Cost Center Hierarchy 1</i>, then the child structure can include <i>Cost Center</i></p>

	Parent	Children and Grandchildren
		<p><i>Hierarchy 1.1</i> or individual cost centers within that hierarchy.</p> <ul style="list-style-type: none"> <li>Can have additional <i>Required</i> or <i>Optional</i> structured dimensions to give more granular plans.</li> </ul> <p>Example: For the parent plan, you choose <i>Cost Center Hierarchy</i> as your organizing dimension. On the child plan you include <i>Cost Center 1</i> and <i>Cost Center 2</i>. At the grandchild level, you can drill further into those cost centers by identifying specific regions within them as dimensions to give you a more granular plan.</p>
Time Periods	Largest time periods. The parent time periods can't be smaller than any of its children.	<p>Must be a subset or the same as the parent so it can roll up into the parent time periods.</p> <p>Example: If the parent uses a summary schedule of quarterly for plan entry, the child and any grandchildren can be quarterly or by period, but not use the duration plan entry.</p>
Accounts	Must include all accounts from the child and all grandchildren.	Parent accounts must include all accounts from the child and all grandchildren.
Amount	Controls the amounts available to the child and grandchild plans.	<ul style="list-style-type: none"> <li>Can't exceed the amount of the parent plan. Amounts must roll up to be within the parent plan amount.</li> </ul> <p>Example: If the parent plan is 100,000 EUR, the child plan can have 4 rows, 25,000 EUR each. An associated grandchild can have 3 rows of 25,000 EUR and later be amended to increase by up to an additional 25,000 EUR.</p> <ul style="list-style-type: none"> <li>Can be less than the parent amount.</li> </ul> <p>Workday includes a validation during the submit plan process to ensure that the child plan</p>

	Parent	Children and Grandchildren
		amounts don't exceed those of the parent. Use the Child Budget Exceptions report to identify which child plan lines exceed the amount of the parent.
Amendments	Don't impact child plans.	<ul style="list-style-type: none"> <li>• Must be within the parameters of the parent plan.</li> <li>• Cascade up to the parent to amend the corresponding line of the parent, if the child plan is amended to exceed that of the parent. Workday doesn't cascade these amendments if the parent is configured for unbalanced amendments.</li> <li>• Unbalanced amendments to the child don't cascade if: <ul style="list-style-type: none"> <li>• The child amount is decreased.</li> <li>• The parent plan amount is not exceeded.</li> </ul> </li> <li>• Adding a new row and amount to a child plan, adds a new row to the parent as well.</li> </ul>

### Reference: Virtual Plan Hierarchy Relationships in AP&C

This table describes rules for relationships in virtual plan hierarchies in Adaptive Planning and Consolidation (AP&C), to use when you create child plan structures that are compatible with parent plan structures:

	Parent Plans	Child Plans
Hierarchy Relationship	Can have many child plans.	<ul style="list-style-type: none"> <li>• Can have many parent plans.</li> <li>• Can't have child plans.</li> <li>• Plan in a true hierarchy can also be a virtual child.</li> </ul>
Structured Dimensions	<ul style="list-style-type: none"> <li>• Can have <i>Optional</i> structured dimensions.</li> <li>• Must include all dimension members used in child plans, to ensure that the plans add up correctly.</li> </ul>	<ul style="list-style-type: none"> <li>• Must share at least 1 structured dimension with the parent plan.</li> <li>• Dimension members must be the same as or a subset of the parent dimension.</li> </ul>

	Parent Plans	Child Plans
	<ul style="list-style-type: none"> <li>Can have any structured dimension as long as it exists on at least 1 child plan.</li> </ul>	<ul style="list-style-type: none"> <li>Can have additional <i>Required</i> or <i>Optional</i> structured dimensions for more granular plans.</li> </ul>
Time Periods	<p>Can't have a smaller time period than any of its child plans.</p> <p>Example: If the parent plan uses a quarterly summary schedule for plan entry, the child plans can use either a quarterly or a period schedule, but not duration.</p>	
Accounts	Must include all child plan accounts.	
Amount	Have no amounts of their own because virtual parent plans are summarized totals of their child plans.	
Amendments	Can't be amended.	Can be amended.

## Reference: Plan Hierarchy Reports in AP&C

For a full picture of your plan hierarchies in Adaptive Planning and Consolidation (AP&C), use these reports:

Name	Plan Hierarchy Type	Securities	Description
Child Budget Exceptions	True	<i>Reports: Company Financial Budgets and Reports: Manager Financial Budgets</i> domains in the Budgets and Planning functional areas	Displays the child plan line amounts that exceed the amount on parent.
Plan Consolidation	Virtual	<i>Reports: Manager Financial Budgets</i> domain in the Budgets functional area	<p>Displays consolidated reporting of ledger account summaries for your financial plans and position budgets. The report supports reporting by:</p> <ul style="list-style-type: none"> <li>Virtual parent plan structures, including any virtual child plans.</li> <li>Virtual child plan structures.</li> </ul>
Plan Structure Hierarchy Name	True, Virtual	<i>Process: Budget and Reports: Manager</i>	Compares the primary and subordinate plan

Name	Plan Hierarchy Type	Securities	Description
		<i>Budgets</i> domains in the Budgets and Planning functional areas	structure dimensionality and schedules.
View Plan	Virtual	<i>Process: Budget</i> and <i>Manage: Project Budget</i> domains in the Budgets and Projects functional areas	Displays a Linked Plans tab that lists all child plans.

## Adaptive Planning

### Concept: Adaptive Planning in AP&C

Adaptive Planning and Consolidation (AP&C) provides a unified experience and a single source of truth for:

- Accountants using Workday consolidation.
- Financial analysts using Adaptive Planning.

You can still add the Consolidation capability to your AP&C instance of Adaptive Planning. The Consolidation capability in Adaptive Planning enables you to plan for intercompany elimination and other consolidation needs.

To read the documentation for financial accounting and budgets in AP&C, see:

- [Concept: Financial Accounting in AP&C](#) on page 310.
- [Steps: Set Up Plans or Budgets in AP&C](#) on page 312.

To read the documentation for Adaptive Planning, see:

- [Adaptive Planning Help Center](#).
- Use the links provided in the next sections to get you started.

### Overview of the Process

After the accounting team completes financial accounting and financial budget tasks in Workday, the financial analyst can load the actuals data into Adaptive Planning. In Adaptive Planning, financial analysts can change and analyze data for budgets, forecasts, and what-if analysis. Then, the analyst can publish approved financial plans as drafted financial budgets for the accounting team to view in Workday reports.

### Financial Planning Configuration Manager

Overview:	After you set up your financial accounting and financial budgets in Workday, use the Manage Financial Planning Configuration task in Workday to configure data sources, loaders, and integration tasks in the Design Integrations area of Adaptive Planning.
Actions:	<a href="#">Manage Financial Planning Configurations</a> . As part of your AP&C process, you can also: <ul style="list-style-type: none"> <li>• Complete the Translated Currency prompt on the Currency page to enable translated</li> </ul>

	<p>currency. See <a href="#">Concept: Translated Currencies</a>.</p> <ul style="list-style-type: none"> <li>• Select the Enable Balance Sheet check box on the Actuals page to load actuals data into balance sheet accounts.</li> </ul>
Result:	<p>Creates in Adaptive Planning:</p> <ul style="list-style-type: none"> <li>• Orchestration task in Design Integrations. This task creates the Workday data source and loaders for your metadata and data.</li> <li>• FPA-Activation task. This integration task runs the loaders for the initial build of your model. It also loads the actuals data.</li> <li>• FPI-Incremental task in Design Integrations. This task creates the future schedules for the loaders. It only displays when you defined the Refresh Schedules section of the configuration manager.</li> </ul>

### Integration Tasks and Loaders

Overview:	<p>In Design Integrations of Adaptive Planning, the planning configuration manager created the tasks. The tasks run the loaders that build your model.</p>
Actions:	<ol style="list-style-type: none"> <li>1. (Optional) <a href="#">View and Run Tasks</a>. The tasks run automatically, but if you don't want to wait, you can manually run them.</li> <li>2. <a href="#">Activate Scheduled Tasks for Planning Configuration Manager</a>. You must activate the FPI-Incremental task before it starts automatically running.</li> <li>3. After the loaders, run, go to Modeling &gt; Versions in Adaptive Planning to check the actuals version hierarchy and confirm that sub-versions have the Translated Currency check box enabled.</li> </ol>
Result:	<p>The Orchestration task creates:</p> <ul style="list-style-type: none"> <li>• Workday data source.</li> <li>• Loaders for data and metadata.</li> </ul> <p>The FPA-Activation task adds:</p> <ul style="list-style-type: none"> <li>• Levels, dimensions, attributes, and account hierarchies.</li> <li>• Actuals versions, including the currency versions.</li> <li>• Calendar structure.</li> <li>• Currencies.</li> </ul> <p>The FPA-Activation task also imports the initial actuals data for each translated currency. The loaders only populate data into standard sheets, which include these account hierarchies:</p> <ul style="list-style-type: none"> <li>• General ledger accounts.</li> </ul>

	<ul style="list-style-type: none"> <li>• Custom accounts.</li> <li>• Assumptions accounts.</li> </ul> <p>The FPI-incremental task is ready to automatically run in order to keep your data current.</p>
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### Complete the Model

Overview:	<p>There are still steps in Modeling that the loaders don't complete:</p> <ul style="list-style-type: none"> <li>• Plan versions: You get 1 plan version by default, but you can create many more for different purposes.</li> <li>• Sheets: You can build sheets to provide an interface for viewing and changing the data.</li> </ul>
Actions:	<ul style="list-style-type: none"> <li>• <a href="#">Create Plan Versions.</a></li> <li>• <a href="#">Steps: Build Standard Sheets.</a></li> </ul> <p>You can also use modeled and cube sheets for multi-dimensional planning. You can then link these accounts to your standard accounts. Or you can use formulas to pull data into standard accounts. See:</p> <ul style="list-style-type: none"> <li>• <a href="#">Steps: Build Modeled Sheets.</a></li> <li>• <a href="#">Steps: Build Cube Sheets.</a></li> <li>• <a href="#">Add Links to Accounts.</a></li> <li>• <a href="#">Concept: Formula Building Blocks.</a></li> </ul>
Result:	<p>Plan versions display in the version prompts for Sheets, Reports, Dashboards, and OfficeConnect.</p> <p>Sheets you built are available from Dashboards, Sheets, or Assumptions. See <a href="#">Open Sheets</a>.</p>

### Working with Data

Overview:	<p>During the planning process, you can change the data while using the various analysis tools to study and compare the changes.</p> <p>You can also leverage machine learning (ML) features.</p>
Actions:	<p>You can make changes to the data with:</p> <ul style="list-style-type: none"> <li>• Sheets: Manually enter data. See <a href="#">Open Sheets</a></li> <li>• <a href="#">Create Planning Data Loaders</a>: Load planning data from another source.</li> <li>• <a href="#">Concept: Import Data</a>: Use spreadsheets to load planning data.</li> <li>• <a href="#">Create Personal Scenarios</a>: Test changes before you merge them into the version.</li> <li>• <a href="#">Create Machine Learning Forecasts</a>: Use ML algorithms to populate data in versions.</li> </ul>

	<p>You can use these tools to analyze the data:</p> <ul style="list-style-type: none"> <li>• <a href="#">Steps: Set Up Dashboards</a>: Build dynamic dashboards with charts and sheets.</li> <li>• <a href="#">Create Basic Matrix Reports</a>: Create ad hoc reports with custom calculations, filters, and drilldown.</li> <li>• <a href="#">Create OfficeConnect Reports</a>: Connect Microsoft Excel, Word, and PowerPoint to Adaptive Planning data.</li> <li>• <a href="#">Steps: Set Up Anomaly Detection</a>: Use machine learning to highlight unexpected data.</li> </ul>
Result:	You can analyze data and present your analysis.

### Publishing Plans

Overview:	As an option, you can publish approved financial plans as drafted financial budgets for the accounting team to view in Workday reports.
Actions:	<ul style="list-style-type: none"> <li>• <a href="#">Publish Plans from Adaptive Planning</a>.</li> <li>• <a href="#">Schedule Publish Plans</a>.</li> </ul>
Result:	<p>The data of the Adaptive Planning version publishes as a drafted financial budget. From there, you can:</p> <ul style="list-style-type: none"> <li>• Preview plans in Workday using the View Plan task.</li> <li>• Generate Management Reporting. See <a href="#">Reference: Budget Reports in AP&amp;C</a> on page 327.</li> <li>• Execute budgetary control. See <a href="#">Submit a Plan or Budget for Approval in AP&amp;C</a> on page 323.</li> </ul>