Transact to Workday Reconciliation Reporting – Helpful Tips

Introductory Comments – Scope of Documentation

Each department or college unit, which is generating sales revenue on the Transact eMarket platform, is responsible for completing their own reconciliations.

This documentation is not attempting to serve as policy*.*

The next several slides offer a series of helpful tips and reporting approaches that might assist with reconciling to Workday. Each department's situation is unique. Reconciliation standards must be determined between the department and FAU Financial Affairs, and not as a result of this documentation.

Understanding the Process Cycle

Cycle Step 1

A sale is successfully transacted against an eMarket store. At that moment, cash is deposited into the FAU bank depository. As such, cash is posted in real time.

Cycle Step 2

The transaction is assigned a unique **transaction id** number. At the end of day, TRANSACT automatically runs its own settlement process. The **transaction amount**, **detail code** and **transaction id** for all sales for the day are compiled into a data file and sent to an FAU local server for processing.

Cycle Step 3

At the close of business, a Workday integration process runs which picks up the file described in cycle step 2. This process loads all of the days data into Workday Finance as a journal entry. The detail codes are translated to their SmartTag equivalent for the benefit of Workday posting.
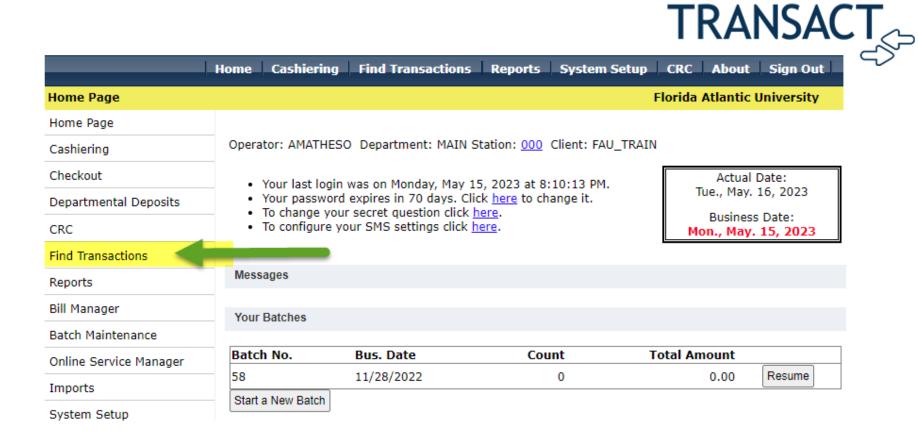
Reconciliation Goal:

Match the unique **transaction id** number from TRANSACT to the Workday Journal Entry memo

Timing Note:

A day or more difference between the time the sales transaction in TRANSACT occurs vs. Workday's journal posting is likely.
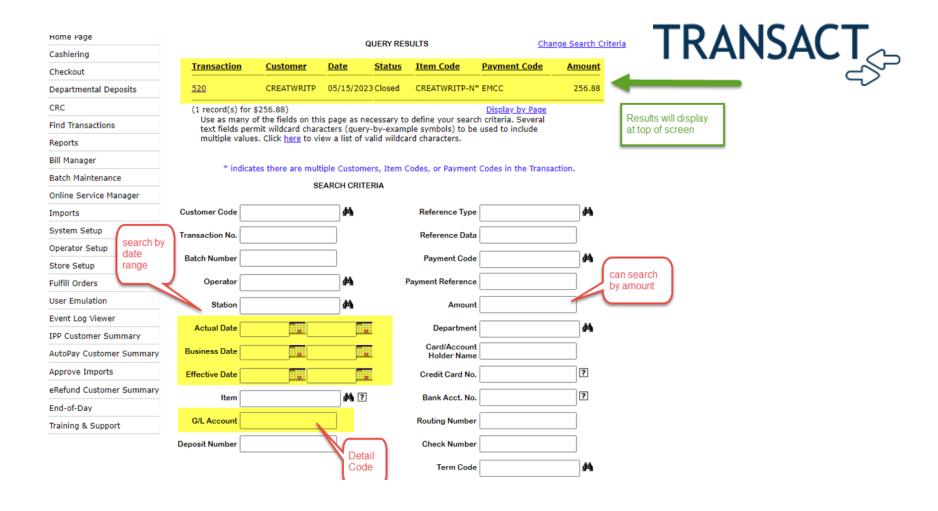
Run Find Transactions Report from TRANSACT

Query results will populate in table at the top of screen

Identify the unique transaction id to match with Workday

Transaction	**Customer**	**Date**	**Status**	**Item Code**	**Payment Code**	**Amount**
1003	TECHRUNWAY	06/12/2023	Closed	TECHRUNWAY-M	EMCPCC	2.00
1004	PAYREPMTS	06/12/2023	Closed	PAYREPMTS-O	EMCPCC	2.00
1005	TECHRUNWAY	06/12/2023	Closed	TECHRUNWAY-M	EMCPCC	1.50

QUERY RESULTS — Change Search Criteria

(3 record(s) for $5.50)   Display All
1

Use as many of the fields on this page as necessary to define your search criteria. Several text fields permit wildcard characters (query-by-example symbols) to be used to include multiple values. Click here to view a list of valid wildcard characters.

* indicates there are multiple Customers, Item Codes, or Payment Codes in the Transaction.

SEARCH CRITERIA

Customer Code / Transaction No. / Batch Number / Operator

Reference Type / Reference Data / Payment Code / Payment Reference

Home Page, Cashiering, Checkout, Departmental Deposits, CRC, Find Transactions, Reports, Bill Manager, Batch Maintenance, Online Service Manager, Imports, System Setup, Operator Setup, Store Setup, Fulfill Orders, User Emulation, Event Log Viewer

Identify the unique transaction id to match with Workday

Run FAU_FIN Find Journal Lines in Workday

FAU_FIN_Find Journal Lines ⋯

| Instructions | IMPORTANT: If using the prompt "Journals added/updated after what date" remember that you should only be looking at journals with status of POSTED if you want to see anything posted after the date selected. |

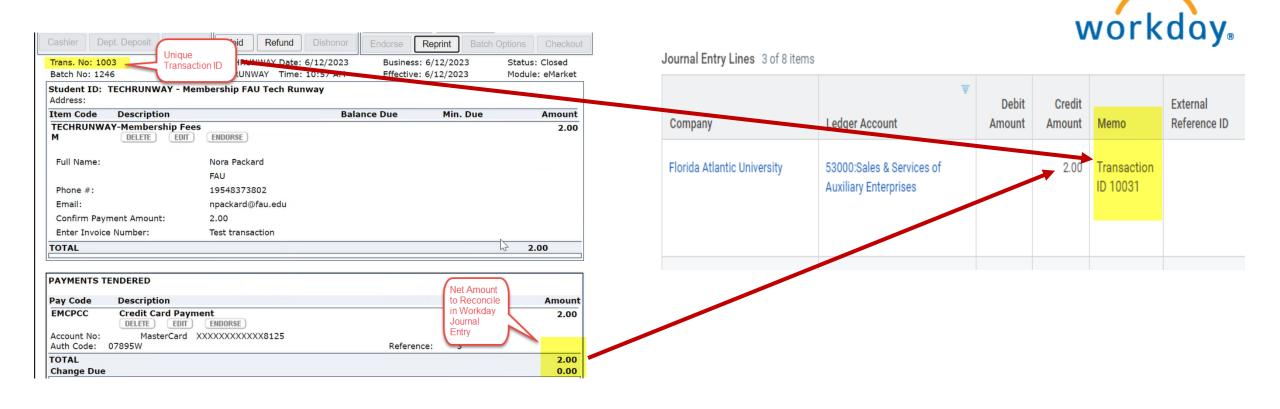| Company | * | ✕ Florida Atlantic University ⋯ |
Year	*	✕ FY2023 ⋯
Period	*	✕ 11 - May ⋯
Ledger		✕ Actuals ⋯
Book Code (FAU uses COMMON BOOK)		✕ Common Book ⋯
Journal Number		
Journal Entry Status		✕ Posted
Accounting Date on or after		MM/DD/YYYY
Accounting Date on or before		MM/DD/YYYY
Journal Sources		✕ Banner Student Integration

Journal Sources	✕ Banner Student Integration ⋯
Created by	
Absolute Debit or Credit Amount (Less than)	0
Enter a Banner Detail Code (Student)	
Enter a Banner Document Code (Student Integration)	
Journals Added/Updated after what date:	MM/DD/YYYY --:--:-- AM

workday.

Line memo displays the unique transaction ID from TRANSACT as three-digit ID (Ex. 503) + 1 Digit line sequence (Ex.1) for (ex. 5031)

This is a sample line on the overall journal entry. Highlighted, our sample transaction id 1003 is shown next to the same net amount to reconcile from Transact

Line memo displays the unique transaction ID from TRANSACT as three-digit ID (Ex. 503) + 1 Digit line sequence (Ex.1) for (ex. 5031)

If more than one item was added to the cart at checkout, and purchased on the same order, then both items share the same unique order ID. However, they transfer to the workday journal entry with increasing sequence numbers (1005 sequence line 1 and sequence line 2 in this example)