



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

TRANSACT

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Home Page Florida Atlantic University

[Home Page](#)

[Cashiering](#)

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[Find Transactions](#)

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[Bill Manager](#)

[Batch Maintenance](#)

[Online Service Manager](#)

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[System Setup](#)

Operator: AMATHESO Department: MAIN Station: [000](#) Client: FAU_TRAIN

- Your last login was on Monday, May 15, 2023 at 8:10:13 PM.
- Your password expires in 70 days. Click [here](#) to change it.
- To change your secret question click [here](#).
- To configure your SMS settings click [here](#).

Actual Date:
Tue., May. 16, 2023

Business Date:
Mon., May. 15, 2023

Messages

Your Batches

Batch No.	Bus. Date	Count	Total Amount
58	11/28/2022	0	0.00

[Start a New Batch](#) [Resume](#)



Query results will populate in table at the top of screen

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Operator Setup
Store Setup
Fulfill Orders
User Emulation
Event Log Viewer
IPP Customer Summary
AutoPay Customer Summary
Approve Imports
eRefund Customer Summary
End-of-Day
Training & Support

QUERY RESULTS

[Change Search Criteria](#)

Transaction	Customer	Date	Status	Item Code	Payment Code	Amount
520	CREATWRITP	05/15/2023	Closed	CREATWRITP-N*	EMCC	256.88

(1 record(s) for \$256.88)

[Display by Page](#)

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

Station

Reference Type

Reference Data

Payment Code

Payment Reference

Amount

Actual Date

Business Date

Effective Date

Item

G/L Account

Deposit Number

Department

Card/Account Holder Name

Credit Card No.

Bank Acct. No.

Routing Number

Check Number

Term Code

TRANSACTION

Results will display
at top of screen

search by
date
range

can search
by amount

Detail
Code



Identify the unique transaction id to match with Workday

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Fulfill Orders

User Emulation

Event Log Viewer

Matheson

TBB Customer Summary

QUERY RESULTS

[Change Search Criteria](#)

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

(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

Reference Type

Transaction No.

Reference Data

Batch Number

Payment Code

Operator

Payment Reference



Identify the unique transaction id to match with Workday

Cashier Dept. Deposit **Trans. No: 1003** Refund Dishonor Endorse **Reprint** Batch Options Checkout

Batch No: 1246 RUNWAY Date: 6/12/2023 Business: 6/12/2023 Status: Closed
RUNWAY Time: 10:57 AM Effective: 6/12/2023 Module: eMarket

Student ID: TECHRUNWAY - Membership FAU Tech Runway
Address:

Item Code	Description	Balance Due	Min. Due	Amount
TECHRUNWAY-Membership Fees				2.00
M				

Full Name: Nora Packard
FAU
Phone #: 19548373802
Email: npackard@fau.edu
Confirm Payment Amount: 2.00
Enter Invoice Number: Test transaction

TOTAL 2.00

PAYMENTS TENDERED

Pay Code	Description	Amount
EMCPCC	Credit Card Payment	2.00
	Account No: MasterCard XXXXXXXXXXXX8125 Auth Code: 07895W	
	Reference: 5	
TOTAL		2.00
Change Due		0.00



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	* <input type="text" value="x Florida Atlantic University ..."/>
Year	* <input type="text" value="x FY2023 ..."/>
Period	* <input type="text" value="x 11 - May ..."/>
Ledger	<input type="text" value="x Actuals ..."/>
Book Code (FAU uses COMMON BOOK)	<input type="text" value="x Common Book ..."/>
Journal Number	<input type="text"/>
Journal Entry Status	<input type="text" value="x Posted"/>
Accounting Date on or after	<input type="text" value="MM/DD/YYYY"/>
Accounting Date on or before	<input type="text" value="MM/DD/YYYY"/>
Journal Sources	<input type="text" value="x Banner Student Integration ..."/>

Journal Sources	<input type="text" value="x Banner Student Integration ..."/>
Created by	<input type="text"/>
Absolute Debit or Credit Amount (Less than)	<input type="text" value="0"/>
Enter a Banner Detail Code (Student)	<input type="text"/>
Enter a Banner Document Code (Student Integration)	<input type="text"/>
Journals Added/Updated after what date:	<input type="text" value="MM/DD/YYYY"/> <input type="text" value="--:--:-- AM"/>





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



Cashier Dept. Deposit **Trans. No: 1003** Refund Dishonor Endorse Reprint Batch Options Checkout

Batch No: 1246 RUNWAY Date: 6/12/2023 Business: 6/12/2023 Status: Closed
RUNWAY Time: 10:57 AM Effective: 6/12/2023 Module: eMarket

Student ID: TECHRUNWAY - Membership FAU Tech Runway
Address:

Item Code	Description	Balance Due	Min. Due	Amount
TECHRUNWAY-Membership Fees M				2.00

Full Name: Nora Packard
FAU
Phone #: 19548373802
Email: npackard@fau.edu
Confirm Payment Amount: 2.00
Enter Invoice Number: Test transaction

TOTAL 2.00

PAYMENTS TENDERED

Pay Code	Description	Amount
EMCPCC	Credit Card Payment	2.00

Account No: MasterCard XXXXXXXXXXXX8125
Auth Code: 07895W Reference: 5

TOTAL 2.00
Change Due 0.00

Journal Entry Lines 3 of 8 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID
Florida Atlantic University	53000:Sales & Services of Auxiliary Enterprises		2.00	Transaction ID 10031	



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)

Trans. No: 1005 Operator: TECHRUNWAY Date: 6/12/2023 Business: 6/12/2023 Status: Closed
Batch No: 1246 Station: TECHRUNWAY Time: 7:32 PM Effective: 6/12/2023 Module: eMarket

Student ID: TECHRUNWAY Address: Tech Runway

Item Code	Description	Balance Due	Min. Due	Amount
TECHRUNWAY-Membership M				1.00
Full Name: Adam Matheson				
FAU (Test Transaction 4)				
Phone #: 561-297-3137				
Email: amatheso@fau.edu				
Confirm Payment Amount: 1.00				
Enter Invoice Number: Test Transaction				
TECHRUNWAY-Membership Fees M				0.50
Full Name: Adam Matheson				
FAU (Test Transaction 5)				
Phone #: 561-297-3137				
Email: amatheso@fau.edu				
Confirm Payment Amount: .50				
Enter Invoice Number: Test Transaction				
TOTAL				1.50

Unique ID is the same for both items (1005)

Line Item 1

Line Item 2

Net Amount for Order



Florida Atlantic University	53000:Sales & Services of Auxiliary Enterprises	1.00	Transaction ID 10051
Florida Atlantic University	53000:Sales & Services of Auxiliary Enterprises	0.50	Transaction ID 10052

order 1005 (1)

order 1005 (2)