Workday Finance Training

COURSE CONTENT

About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

The Workday Finance Training course by Multisoft Systems offers a comprehensive overview of the Workday Financial Management system, tailored for professionals seeking to enhance their financial management skills using this advanced software. This course covers key aspects such as financial accounting, business assets, banking and settlement, expenses, procurement, and projects.

Module 1: Core Concept and Navigation

- ✓ Core Concepts
- ✓ Tenant
- ✓ Basic Navigation
- ✓ Functional Area

Module 2: Organization and Work tags

- ✓ Overview
- ✓ Security Policies
- ✓ Organization
- ✓ Reorganization
- ✓ Create Company
- ✓ Bank Setup
- ✓ Create Bank Routing Rule
- ✓ Organization Hierarchy
- ✓ Cost Center Organization
- ✓ Work tags

Module 3: Financial Accounting Setup

- ✓ Setup Currency
- ✓ Fiscal Schedule
- ✓ Account Set
- ✓ Account Control Rule Set
- ✓ Accounting Posting Rule Set
- ✓ Account Translation Rule Set
- ✓ Default Reporting Book
- ✓ Journal Reversal Option
- ✓ Company Accounting Details
- ✓ Create Ledger

- ✓ Ledger Period
- ✓ Maintain Ledger Period
- ✓ Custom Validation

Module 4: Process Accounting Journals

- ✓ Overview
- ✓ Financial accounting flow
- ✓ Financial Transaction flow
- ✓ Accounting Journals
- ✓ Create Journal
- ✓ Copy, Repost, Cancel Journal
- ✓ Journal Approval Procedure
- ✓ Create Recurring Journal Entry Template
- ✓ Journal Setup

Module 5: Create and Process Journal EIB

- ✓ Create Journal EIB
- ✓ Populate journal information
- ✓ Load Journal EIB
- ✓ Process Journal

Module 6: Review Period Close

- ✓ Allocation
- ✓ Revaluation
- ✓ Consolidation
- ✓ Translation
- ✓ Balance carries forward

Module 7: Security

- ✓ Functional Areas
- ✓ Domain Security Policies for Functional Area
- ✓ Business Process Security Policies for Functional Area
- ✓ Create Security Group
- ✓ View Security Group
- ✓ Security Analysis for Workday Account

Module 8: Suppliers

- ✓ Overview
- ✓ Supplier setup
- ✓ Create Supplier
- ✓ Spend Categories and Purchase Item

Module 9: Supplier Invoices

- ✓ Overview
- ✓ Security Policies
- ✓ Create Supplier Invoice and Adjustment

Module 10: Customer

- ✓ Overview
- ✓ Customer setup
- ✓ Create Customer
- ✓ Revenue Categories and Sales Item
- ✓ Customer Validation

Module 11: Customer Invoices and Customer Receipts

- ✓ Overview
- ✓ Create Customer Invoices and Adjustment

- ✓ Record customer payment -On account, short payment
- ✓ Create Customer Refund

Module 12: Settlement

- ✓ Overview
- ✓ Create settlement run
- ✓ Cash flow

Module 13: Close and Report

- ✓ Overview
- ✓ Period close
- ✓ Bank Reconciliation
- ✓ Financial Reporting

Module 14: Workday Reporting

- ✓ Overview
- ✓ Reporting terminology

Module 15: Expenses

- ✓ Create Expense Report
- ✓ Settlement of Expense Report
- ✓ Create Travel Expense Report
- ✓ Create Spend Authorizations