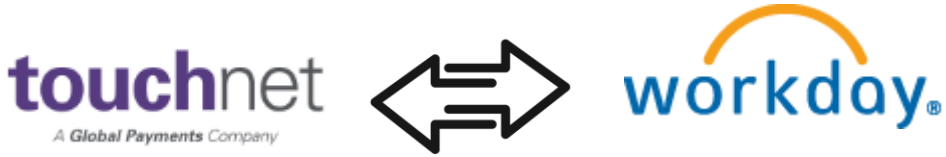
TouchNet Marketplace to Workday Reconciliation Reporting – Helpful Tips

Introductory Comments – Scope of Documentation



Each department or college unit, which is generating sales revenue on the TouchNet Marketplace 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.

Understanding the Process Cycle

Cycle Step 1

A sale is successfully transacted against a Marketplace store (uStore or uPay). At that moment, cash is deposited into the FAU bank depository. As such, cash is posted in real time

Cycle Step 2

The transaction, along with the detail code associated to the transaction, is immediately integrated into the Banner Miscellenous deposits table. All transactions for the day are stored in this table. At end of business that day, a banner process runs which moves all transactions from banner misc. deposits over to an integration table. During the move to the integration table, detail codes are converted to SmartTag accounting strings. All the transactions sit in the integration table, with the SmartTag workday accounting until a Workday Integration process runs later that night.

Cycle Step 3

Each evening, the Workday integration process (mentioned in cycle step 2) runs. This process sums up all amounts for each SmartTag and creates a Workday Journal entry, which posts a batch amount per TAG to Workday. Note that amounts by SmartTag are not posted individually. They summed amounts per SmartTag for that particular integration run are summed and batched for the journal entry post to Workday Finance.

Reconciliation Goal:

On a high level, the goal is to run marketplace reports for a time-period (day, week, month, etc…) and note the sum amount of revenue per each detail code and then run workday financial reports to attempt to match those batch amounts. Keeping in mind, that because of the multiple cycle steps mentioned above, timing is not instant from the time of sale to the posting to Workday.

Run Marketplace Reports to View Order Totals

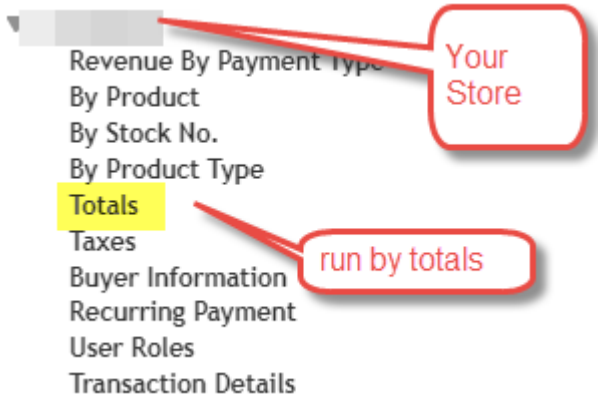
touchnet
A Global Payments Company

Step 1

Marketplace Reports → Stores

Step 2

Under your store; run reports by product, buyer information or totals. The goal being to identify the reconciling sum number for that date range.



Run FAU_FIN Find Journal Lines in Workday

This report allows you to run by detail code, so that you can be certain that the journal entries are associated with the same detail code you are using in your marketplace store

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

ARTERM TouchNet ensures marketplace only

Ledger Account Type

Worktags → Academic Term: ARTERM Touchnet_Marketplace

Supplier as Worktag

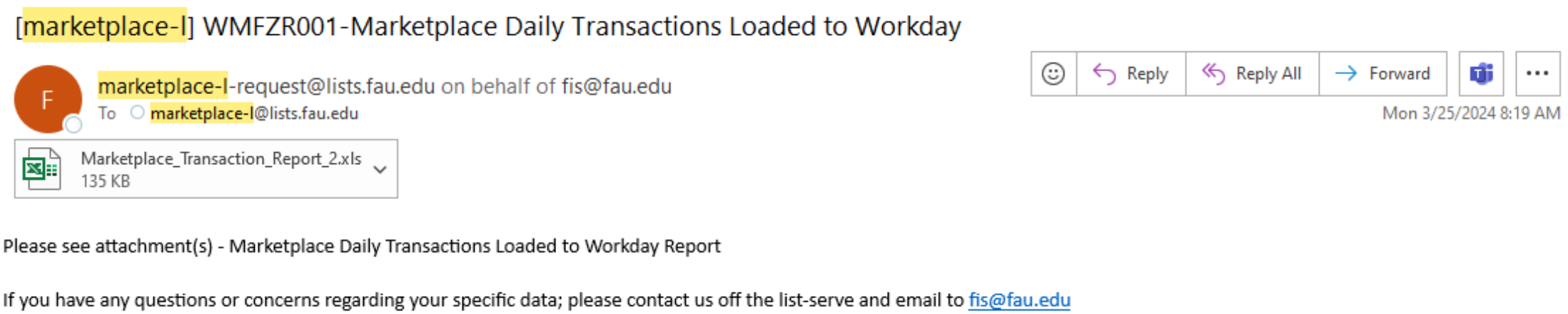
An Additional Resource (1 of 3)

The previously suggested approach, over the last series of slides, which consists of running marketplace reports and match the totals to workday using FAU_FIN Find Journal lines is a legitimate one for purposes of reconciling totals between systems. However, it does not show any detail line data. This is because the integration posts SmartTag totals in summed up batch numbers. It is recognized that having detail about what was posted the night before is helpful. In response to this, we have created a nightly report that is sent to the marketplace-l@lists.fau.edu list-serve. As a marketplace administrator, you should be subscribed to this listserve. This is where important announcememts are sent. It is also where the nightly report named **Marketplace_Transactions_report_2.xls** is sent. The email is sent out under the email title **WMFZR001-Marketplace Daily Transactions Loaded to Workday.**

This report provides the detail level about what is loaded into Workday each night, and can support reconciliation documentation and can help to show which transactions are sent to the integration load tables nightly. Please see the following slide for an example of what this report looks like.

An Additional Resource (2 of 3)

The below image is a sample of how the email will look when it arrives in your inbox; shortly after 8:00(am) each morning.



An Additional Resource (3 of 3)

This is a sample of the report attachment, which itemizes transactions by detail code/TAG and totals

Marketplace - Transactions Loaded to Workday

2024/03/25

DETAIL_CODE	SMART_TAG	REVENUE_CATEGORY	LEDGER_ACCOUNT	DEPOSITS_USER	DOC_CODE	ACTIVITY_DATE	TRANS_DESC	DR_CR_IND	TRANS_AMOUNT
1820	TAG000928	RV0051	53000	REGISTRAR_NONDEGREEAPP	240843	2024/03/24	Non Degree Application Fee	C	30.00
1820	TAG000928	RV0051	53000	REGISTRAR_NONDEGREEAPP	240843	2024/03/24	Non Degree Application Fee	C	30.00
1820	TAG000928	RV0051	53000	REGISTRAR_NONDEGREEAPP	240843	2024/03/24	Non Degree Application Fee	C	30.00
1820	TAG000928	RV0051	53000	REGISTRAR_NONDEGREEAPP	240843	2024/03/24	Non Degree Application Fee	C	30.00
*TOTAL 1820									120.00
1830	TAG000078	RV0052	50500	IEI APPLICATION FEE	240843	2024/03/24	Cont.Ed & Prof. Studies Mkt	C	150.00
*TOTAL 1830									150.00
1887	TAG004842	RV0107	53000	MATHEMPORIUM	240843	2024/03/24	Math Emporium	C	200.00
*TOTAL 1887									200.00
3022	TAG004371	RV0051	53000	STARREZ	240843	2024/03/24	Housing Processing Charge	C	100.00
3022	TAG004371	RV0051	53000	STARREZ	240843	2024/03/24	Housing Processing Charge	C	100.00
3022	TAG004371	RV0051	53000	STARREZ	240843	2024/03/24	Housing Processing Charge	C	100.00
3022	TAG004371	RV0051	53000	STARREZ	240843	2024/03/24	Housing Processing Charge	C	100.00
3022	TAG004371	RV0051	53000	STARREZ	240843	2024/03/24	Housing Processing Charge	C	100.00
3022	TAG004371	RV0051	53000	STARREZ	240843	2024/03/24	Housing Processing Charge	C	100.00
3022	TAG004371	RV0051	53000	STARREZ	240843	2024/03/24	Housing Processing Charge	C	100.00

Conclusion

- There are multiple reports available in marketplace as well as in Workday. The preceding set of slides provides a starting point, and some suggestions. Again, please keep in mind there are timing delays between marketplace and the time it takes for the data integration process to bring data into a journal entry to workday. Also, all the amounts by TAG are summed batch amounts per day. You will likely not be able to find individual, item by item, matches to Workday from Marketplace. Please do not hesitate to reach out to us if assistance is needed.
- **https://helpdesk.fau.edu/TDClient/2061/Portal/Requests/ServiceCatalog?CategoryID=5765**