Overview

This QRG is designed to walk users through steps to see Internal Loan balances and transfers. By the end of this QRG, users will be able to see outstanding Internal Loan balances and payments during the fiscal year.
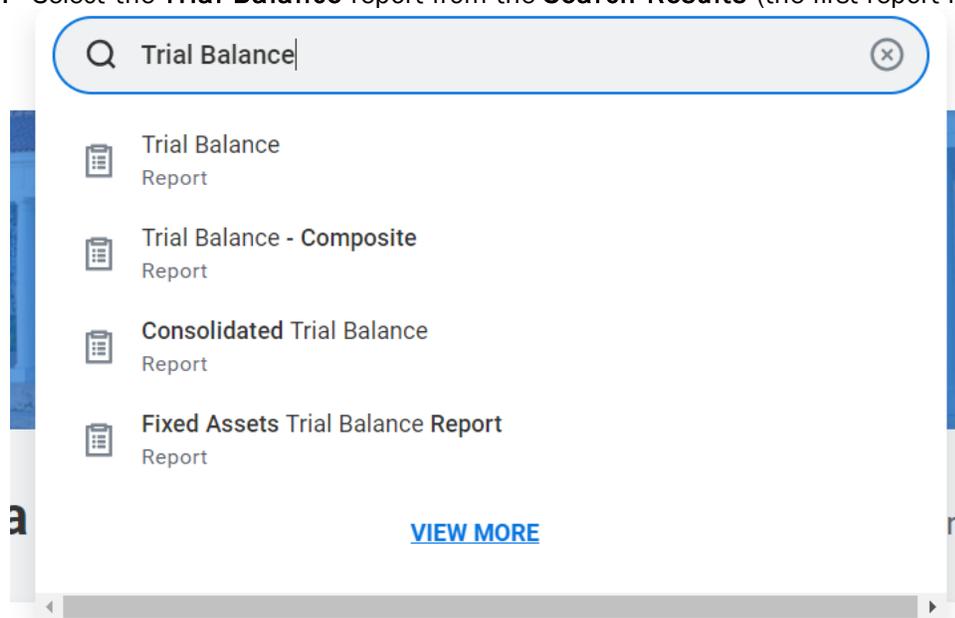
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Payment Transfers

Option 1:

On the Workday **Home** screen:
1. Type **Trial Balance** in the search field.
2. Select the **Trial Balance** report from the **Search Results** (the first report in list shown below.)

On the **Trial Balance** screen:
3. Complete the following required fields:
   - **Company** – select the appropriate company.
   - **Ledger** – select **Actual**.
   - **Year** – select the appropriate financial year.
   - **Ledger Account/Summary** – 8904: Non-Mandatory Transfers

- **Worktags** –Spend Categories (SCO742: Transfer Internal Loan Principal & SCO817: Transfer Internal Loan Interest) and included your Cost Centers
- **Display Worktag Type** – Loan and Spend Category

NOTE	All fields on the Trial Balance screen not mentioned above are optional, but they help narrow down the search.

4. Select **OK**.

Option 2:

On the Workday **Home** screen:

1. Type **Expendable Fund Balance Summary** in the search field.
2. Select the **Expendable Fund Balance Summary** report from the **Search Results**.

On the Expendable Fund Balance Summary screen:

3. Complete the following required fields:

- Company – select the appropriate company.
- Book – select **Common Reporting Book**.
- Period – select the appropriate period.
- Worktags – Loan Worktags

4. Select **OK.**

By running either of these two reports, you will be able to see principal and interest transfers for internal loan payments. The year-to-date principal payments transactions will be coded to 8904: Non-Mandatory Transfers with the Spend Category Worktag SCO742 as well as the Loan Worktag. The year-to-date interest payments transactions will be coded to 8904: Non-Mandatory Transfers with the Spend Category Worktag SCO817 as well as the Loan Worktag.

The above parameters can also be used in the UBI Journal Lines report if UBI is preferred over Workday.

Outstanding Balances

On the Workday **Home** screen:
1. Type **Trial Balance** in the search field.
2. Select the **Trial Balance** report from the **Search Results**.

On the **Trial Balance** screen:

3. Complete the following required fields:
- **Company** – select the appropriate company.
- **Ledger** – select **Actual**.
- **Year** – select the appropriate financial year.
- **Ledger Account/Summary** – 1998: Internal Loan Receivables & 2998: Internal Loan Payables
- **Worktags** – Loan Worktags
- **Display Worktag Type** – Designated & Loan

NOTE	All fields on the Trial Balance screen not mentioned above are optional, but they help narrow down the search.

4. Select **OK**.

By running this report, you will be able to see the outstanding principal and interest balance for internal loans. This report cannot be run by using the Cost Center Worktag or Designated Worktag as these balances have been moved to an Institutional Cost Center and Institutional Designated. The outstanding principal balance will be on Designated DN002069 IN-Internal Loan Principal- . The outstanding interest balance will be on Designated DN001842.