

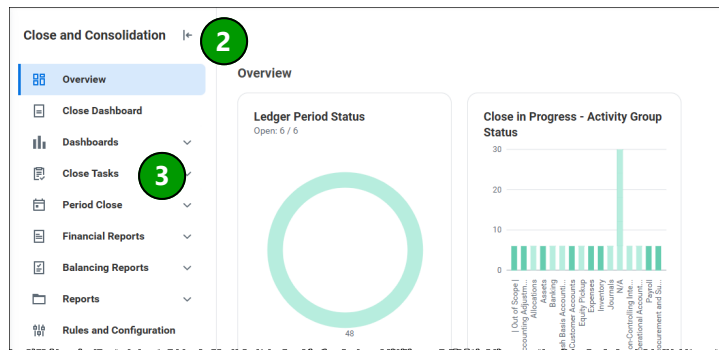
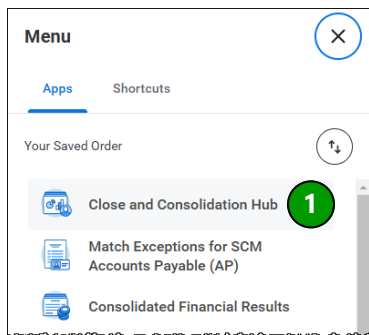


Close and Consolidation Hub

The Close and Consolidation Hub is available to Financial Analysts in Workday. This Hub provides users with links to tasks, dashboards, and reports used during the monthly close period. Use this guide for details of what information is available within the different tabs of the Hub.

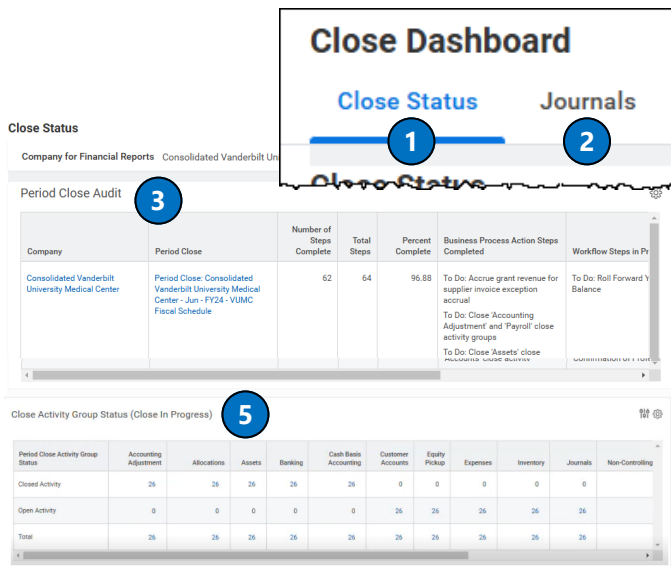
Navigation

1. Access the Close and Consolidation from the Workday Menu.
2. Click the icon to hide or reveal the left menu panel.
3. Navigate through the different pages of the Hub using the selections on the left.



Close Dashboard

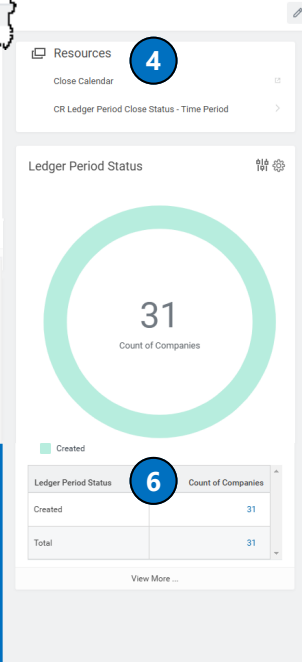
1. The **Close Status** tab displays several reports that provide activity and status information during close. (see items 3 -6 below)
2. The **Journals** tab displays various lists to access Journals during the close process, primarily journals still in progress.
3. The **Period Close Audit** displays workflow information by close period, including which specific close activities are still in progress.
4. Links to additional resources including the Close Calendar which displays details around responsible person(s) and target close days for specific activities.



5. The **Close Activity Group Status (Close in Progress)** displays which activity groups are closed versus which are still open in the close period.

6. The **Ledger Period Status** displays the status by number of companies.

Note: any blue text or number can be selected for more information.










Close and Consolidation Hub—continued

Additional Tabs

1. The **Dashboards** tab houses additional dashboards that may be used throughout the close process.
2. The **Close Tasks** tab includes general tasks that are used throughout the close process.
3. The **Period Close** tab includes links to tasks and/or reports to be updated throughout the close process.

Note: *your security access will determine what you see and/or can access from the Hub.*

Close and Consolidation |←

-  Overview
-  Close Dashboard
-  Dashboards ▾
-  Close Tasks ▾
-  Period Close ▾

Reports & Links





1. Use the **Financial Reports** tab to quickly access the listed financial report(s) within the Hub.
2. The **Balancing Reports** tab includes links to applicable reports.
3. Use the **Reports** tab to access other helpful reports typically used during the close process.
4. **Rules and Configuration** includes rules and configurations for some of the processes used during the close process, notably Consolidations and Allocations.


Note: *not all configuration is applicable or in scope for VUMC.*

5. **Suggested Links** includes links to other common tasks and reports used during the close process.

****Important Note****

Reports and tasks included in the Close and Consolidation Hub in Workday will run and display within the Hub, even if accessed from pages outside of the Hub. For example, running a report that is included in the Hub from the search bar in Workday, will open the Close and Consolidation Hub and prompt you to run the report.

-  Financial Reports ▾
-  Balancing Reports ▾
-  Reports ▾
-  Rules and Configuration

-  Suggested Links ▾