oHo Training

Workday Financials Tutorial

Version 1.7.3

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1 Introduction – Reporting Strategy Overview

The purpose of this document is to provide an overview of Workday Reporting for Company Level and Financial Report users. This document excludes Accounts Payable and Grant specific reporting, but many of the Workday features describe in this document will also apply to these two groups. In addition, some Grant specific reports will leverage the reports outlined in this document.

Disclaimer: The material presented in this document is provided to introduce reporting concepts, types of Workday reports, and reporting capabilities. The final report layouts are still in process and will continue to evolve to Go-Live. In addition, features in WD22 (April 2014) will be incorporated in the final report build to best meet users needs.

1.1 Workday = Primary Reporting Tool used for Reporting

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Upon Go-Live, Workday will be the primary reporting tool used for financial reporting. Workday will be updated with one year of historical summary / balance data in order to produce reports with prior year analysis.

1.2 Cognos Financial Data Warehouse = Frozen in July 2014

Upon Go-Live, the Cognos Financial Data Warehouse will be frozen in July 2014 after fiscal year close. However, Cognos will still be accessible in FY2014 and after for historical reporting needs. The Cognos Data Warehouse will still be in the FRS Chart of Account terms.

1.3 Salary Data & Other Datamarts (i.e Cumulative Salary) = Limited change

Upon Go-Live, Cumulative Salary and other Cognos datamart systems will be accessed in a similar manner as of today; but will be in Workday terminology.

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2 Primary differences between Workday Reporting and Cognos

2.1 Workday = Structured Financial Statement Reports

2.1.1 Cognos = Multiple summary & detailed reports to create Financial Statements

The first major difference between Workday and Cognos is Workday's ability to create Financial Statements such as the Statement of Activities and the Balance Sheet. Cognos does not provide Financial Statements.

The following is a screenshot of the Financial Statement Function front screen in Workday.

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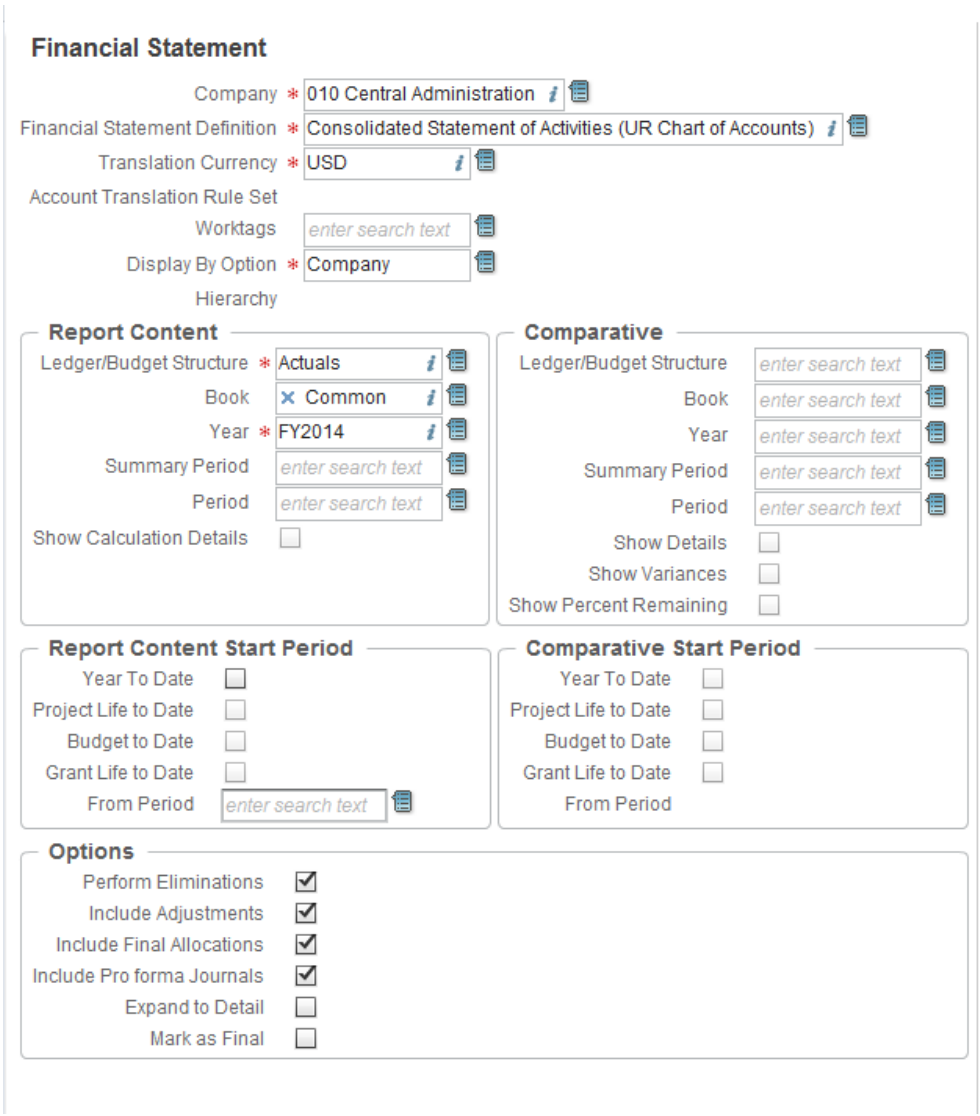


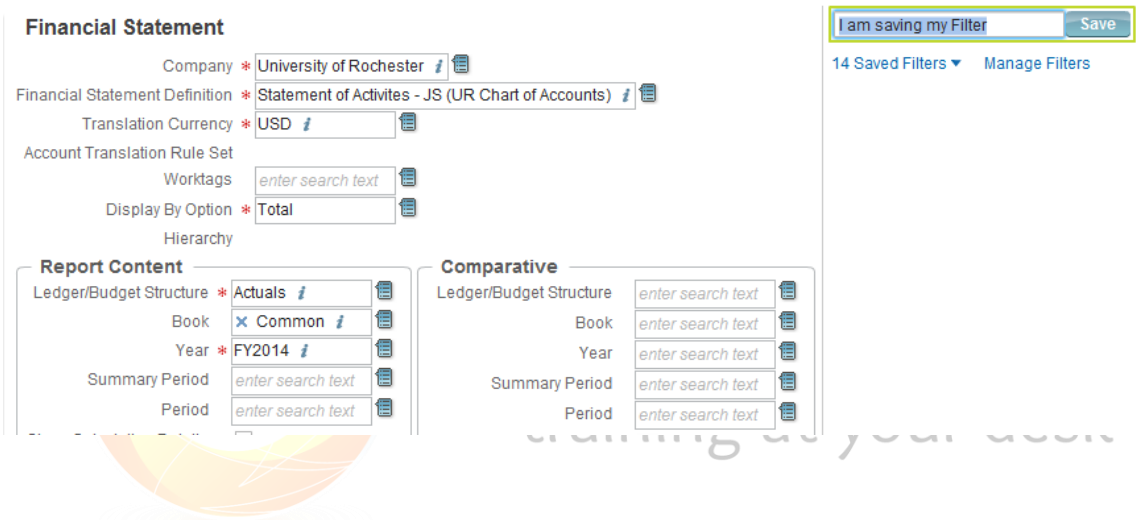
2.2 Workday = Saving Multiple Prompt Filters in One Report

2.2.1 Cognos = Saving One Prompt Filter in Multiple Reports

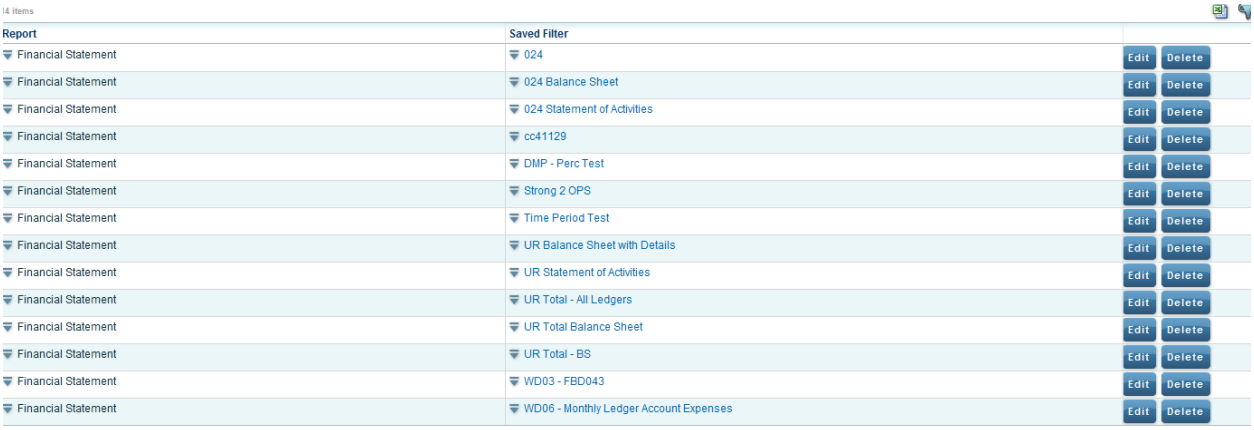
In Workday, users will have the ability to save their prompt filters (i.e. save their answers to the prompts) for almost every report. A user can save an unlimited amount of prompt filters and also manage the prompt filters for each report that allows for it (which is most).

In Cognos, users need to copy / save a report each time the user wants to save different prompt filters.

The following is a screenshot showing a user saving their prompts. Also note the user has 14 Saved Filters for this one report.

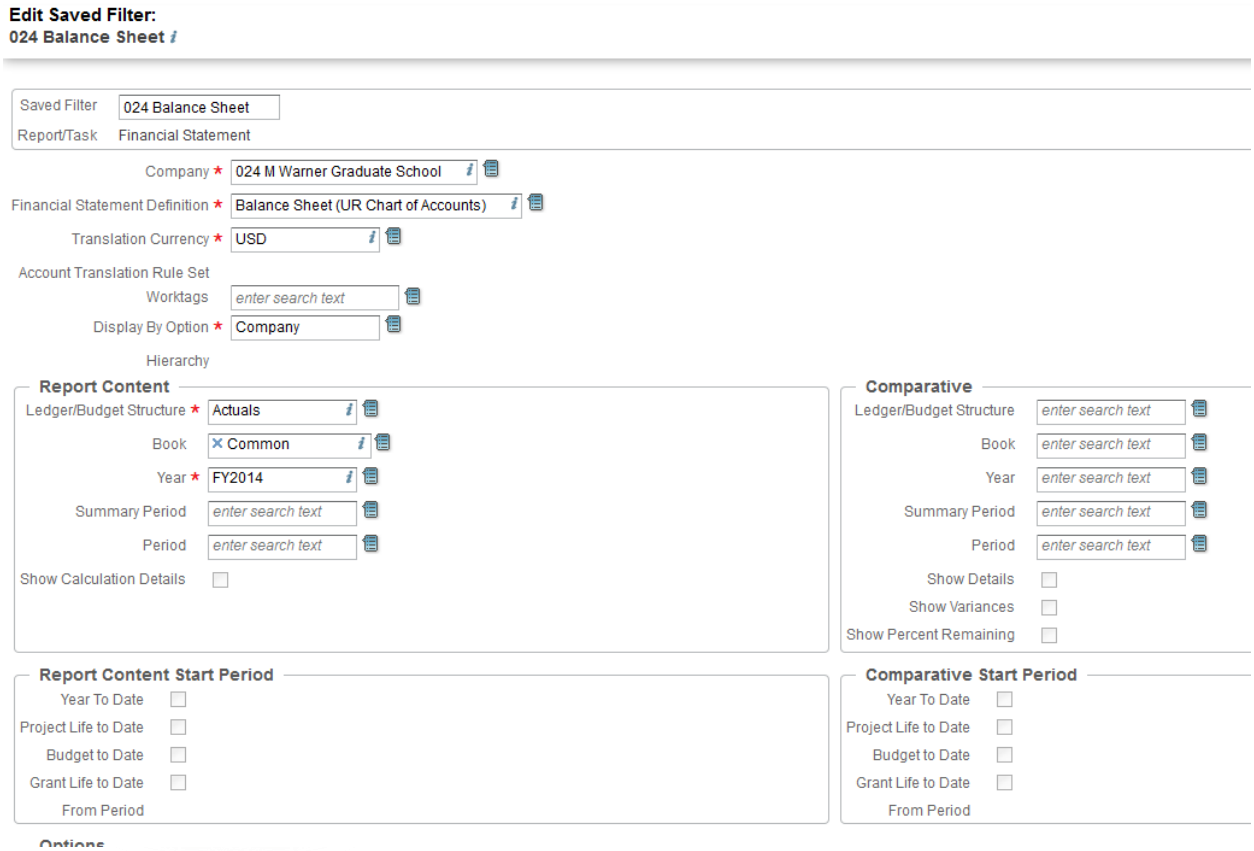


The user can then manage each Filter separately. The following is a screenshot showing the user's 14 Saved Filters. Notice the "Edit" button.



2.2.2 Editing Saved Filters

In the previous example, the user had 14 Saved Filters --- in the below picture the user is editing the 024 Balance Sheet Filter to change their selections.



2.3 Workday = Drilling into report details; and Viewing by Worktags (i.e. slicing / dicing)

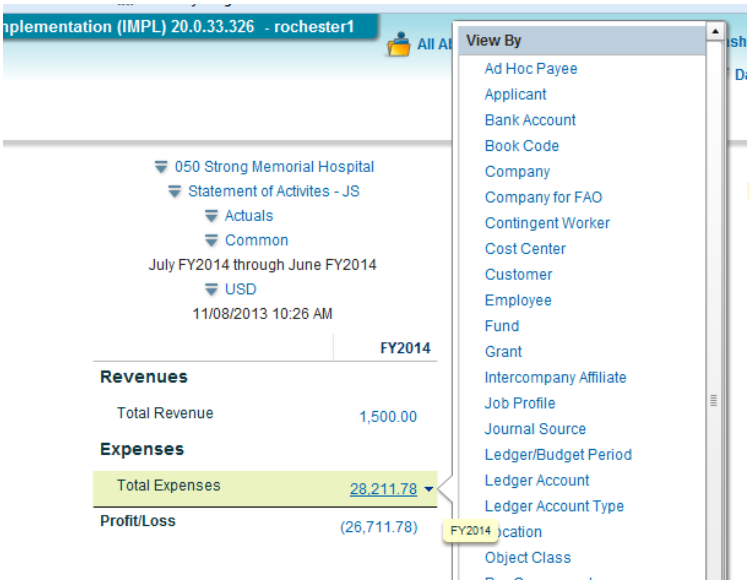
2.3.1 Cognos = Re-running Repots with new attributes or Running Multiple Reports

In Workday, users have the ability to drill, slice, and dice their report in numerous ways. In Section 3 of this document, these features are explored more fully, but this is a very powerful tool in Workday.

In Cognos, users would need to re-run a report with new attributes or run multiple reports to replicate this feature.

See the following screenshots for example.

The following is a screenshot the Worktag View By feature (i.e. slicing the data)



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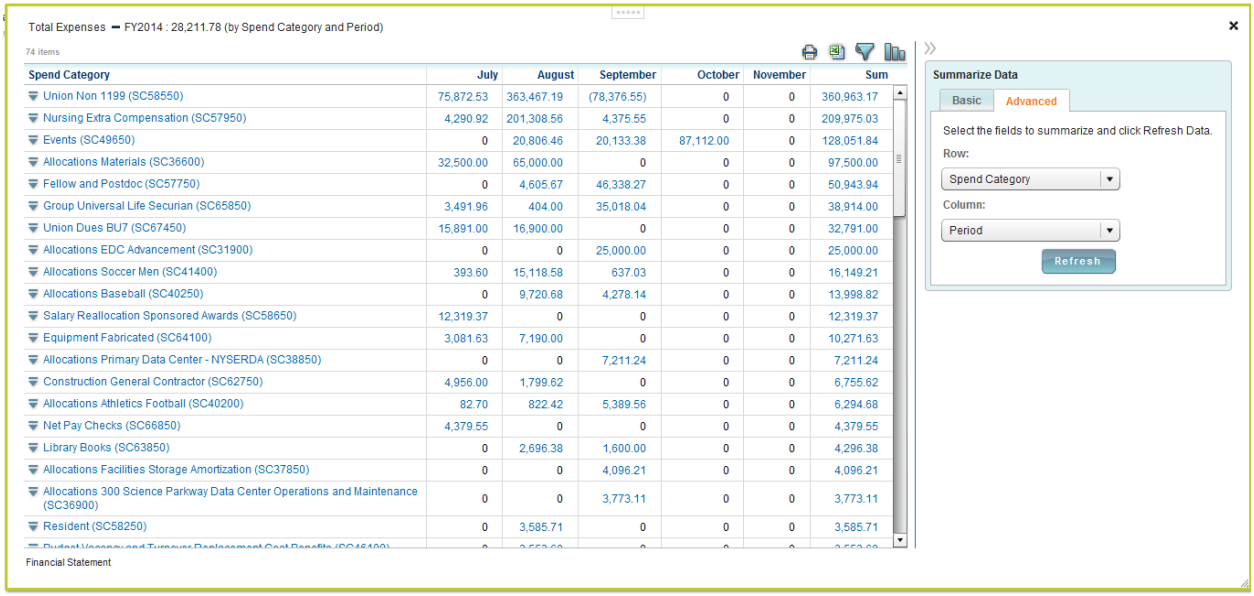
Picture below shows a View By Spend Category and Period.



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3 Financial Statement Functionality

3.1 Description

The Financial Statement Functionality provides users the ability to select a variety of Financial Statement Definition templates. The primary use is to allow users to create traditional financial statements such as the Statement of Activities and Balance Sheet, but users will also use this functionality to review reports by Workday Ledger Accounts.

3.2 Replacements for the following reports:

Statement of Activities

Balance Sheet

Ledger Activity and/or Ledger Balance Reports

Management Expense Report

Monthly Ledger

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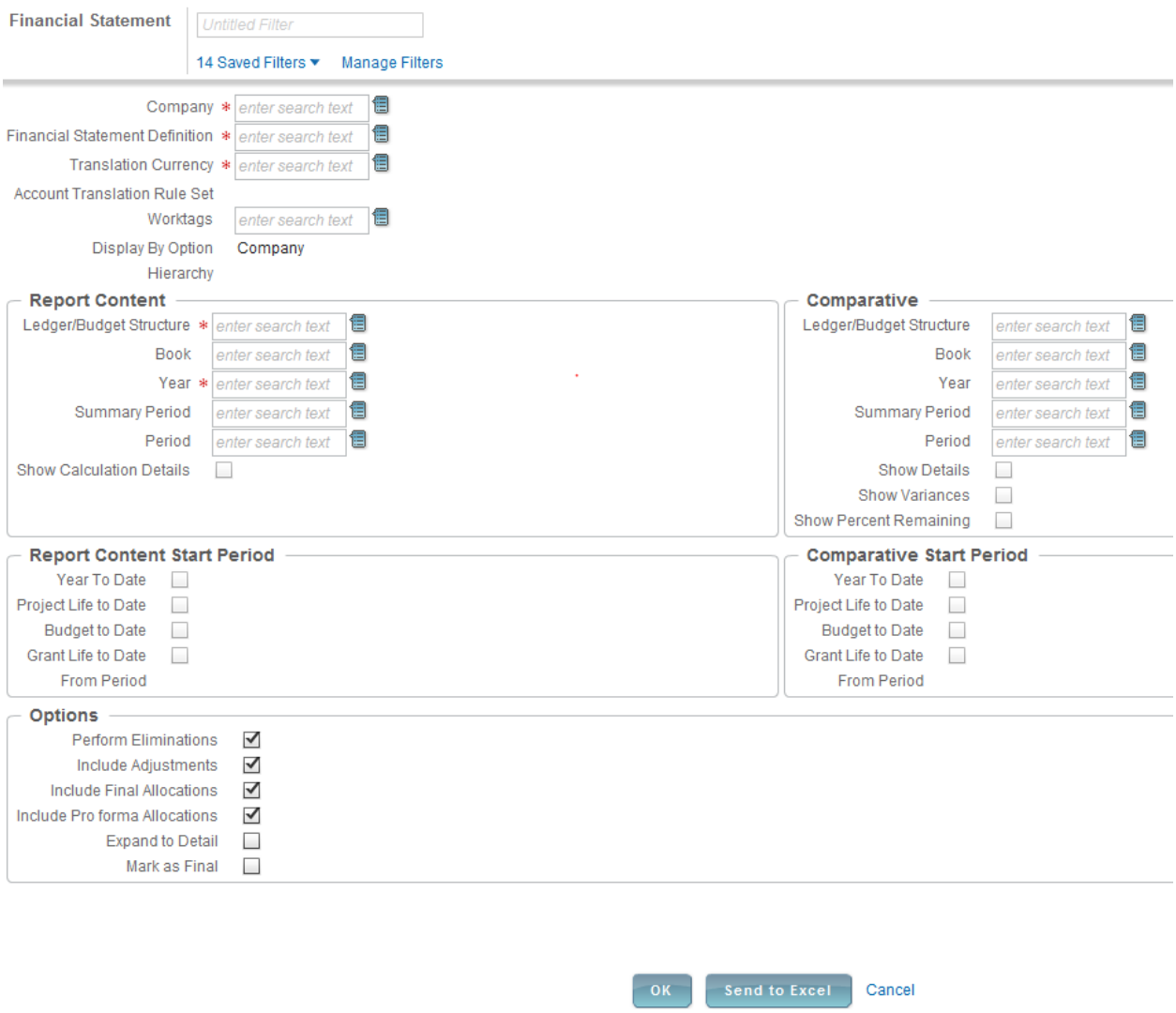
3.3 Financial Statement Overview – Screen shot

The primary selections in the Financial Statement are the following:

- Company
- Financial Statement Definition (i.e. Statement of Activities, Balance Sheet, etc)
- Translation Currenty (note: defaulted to US after company selection)
- Worktags
- Display by Option

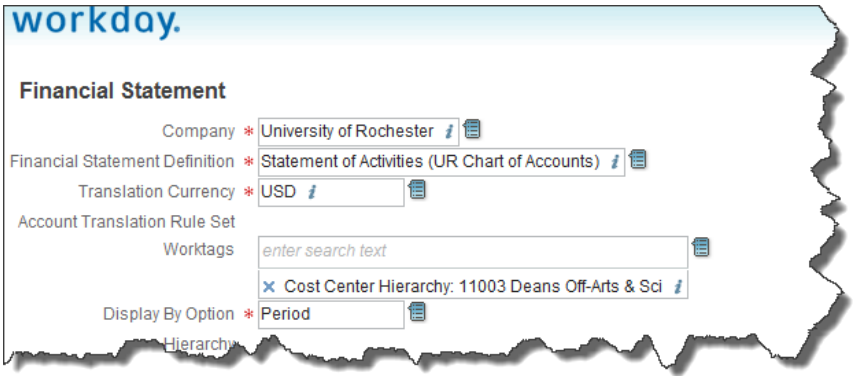
The picture below shows the full prompt screen for the Financial Statement. The user needs to make selections for all of the * Prompt Fields.



3.4 Worktag Prompt and Display by Option Prompt

A user can filter the report by selecting a particular Worktag or Worktag Hierarchy; and the user can then display these Worktag selections as column headers on the report output.

Picture below shows the selection of Cost Center Workday and Displaying by Months. (Period in Workday)



Picture below shows the output of selecting one Cost Center and Displaying by Period (i.e. months).

Financial Statement | Change

University of Rochester
Statement of Activites - JS
Actuals
Common
July FY2014 through June FY2014
USD
11003 Deans Off-Arts & Sci
11/07/2013 02:50 PM

	July FY2014	August FY2014	September FY2014	October FY2014	November FY2014	December FY2014	January FY2014	February FY2014	March FY2014	April FY2014	May FY2014	June FY2014
Revenues												
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses												
50400:Budget Vacancy and Turnover	0.00	0.00	268.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50500:Budget Vacancy and Turnover Replacement C	0.00	0.00	(7,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50600:Budget Wage and Salary Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51500:Budget Wage and Salary Program Benefits	0.00	0.00	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60000:Supplies Clinical Engineering Lab	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60100:Supplies Dietary	0.00	0.00	73.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61000:Advertising	0.00	0.00	220.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3.5 Report Content and Comparative Content Sections

A user has the ability to select the report content to be one of the following:

- Ledger Actuals
- Ledger Budgets

A user also has the ability to select the comparison values to compare the Report Content by the following:

- Ledger Actuals
- Ledger Budgets

A user could then compare by the following:

- **Actuals This Year vs Actuals Prior Year**
- **Actuals This Year vs Budgets This Year**
- **Budgets This Year vs Budgets Prior Year**

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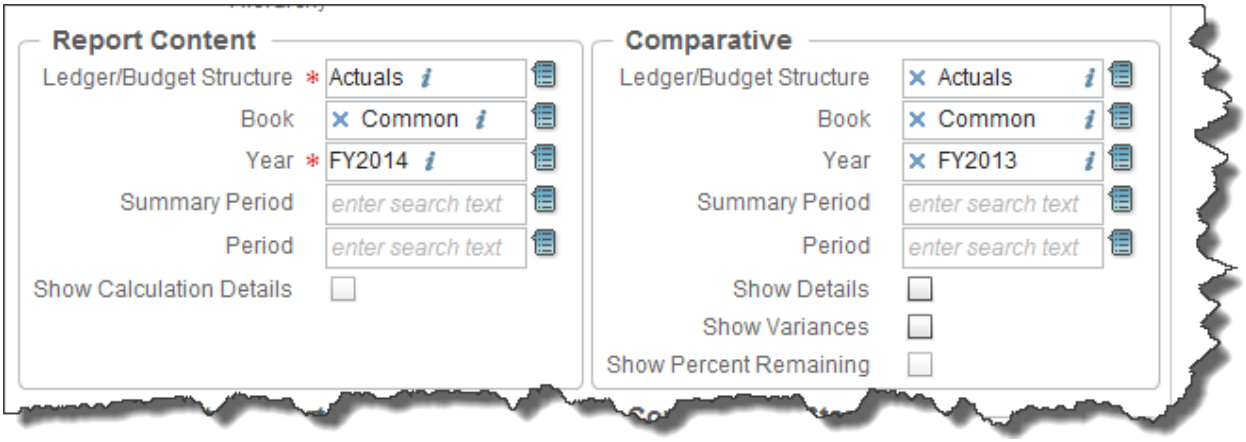
Picture below shows the selection of Actuals This Year vs Actuals Prior Year.

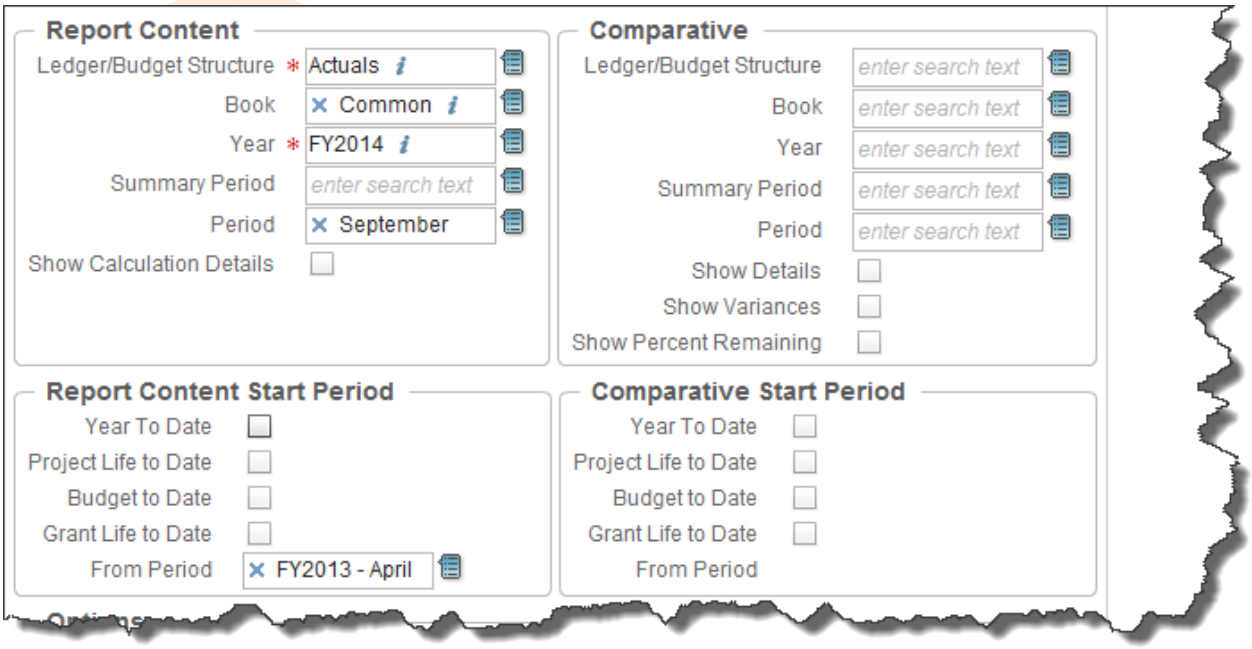


3.6 Report Content Start Period and Comparative Start Period

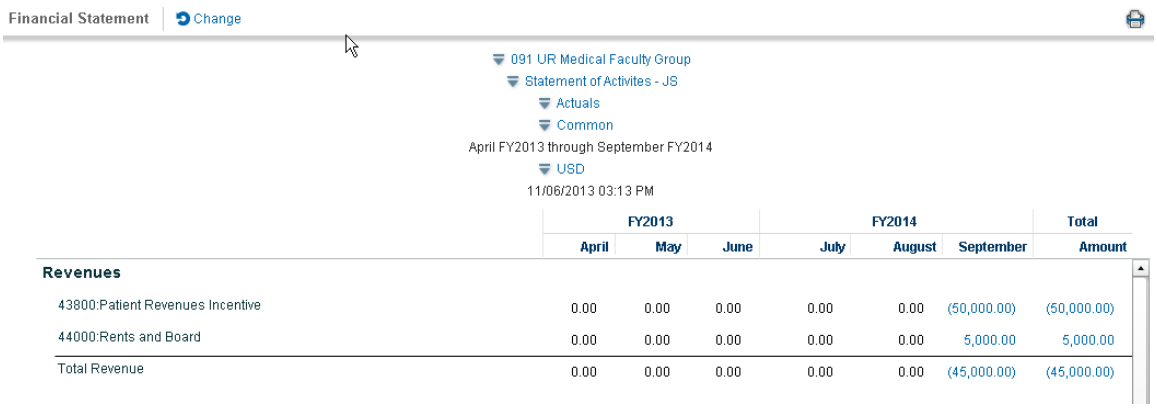
A user has the ability to select time periods for the Report Content and Comparative Content by the following:

- One specific Period (Month)
- Multiple Periods (Months)
- Summary Period (Quarters)
- Yearly Total
- Year to Date
- From Period

Picture below shows the selection of Actuals from April 2013 through September 2014.



Picture below shows the Statement of Activities report with the above date range.



	FY2013			FY2014			Total
	April	May	June	July	August	September	Amount
Revenues							
43800:Patient Revenues Incentive	0.00	0.00	0.00	0.00	0.00	(50,000.00)	(50,000.00)
44000:Rents and Board	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Total Revenue	0.00	0.00	0.00	0.00	0.00	(45,000.00)	(45,000.00)

3.7 Report Options

A user has the ability to select the following to include or exclude from the report contents:

- Perform Eliminations
- Include Adjustments
- Include Final Allocations
- Include Pro Forma Allocations
- Expand to Detail
- Mark as Final

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The picture below shows the Ledger Details in the Revenue Ledger Category (using “Expand to Detail”).

University of Rochester
Statement of Activites - JS
Actuals
Common
July FY2014 through June FY2014
USD
11/07/2013 05:03 PM

	FY2014
Revenues	
40000:Tuition	20,229.43
40200:Student Fees	1,628,392.00
41000:Sponsored Awards Revenue	232,200.00
41100:Program Income	11,000.00
42000:Gifts	140,987.00

3.8 Saving your prompt selections (i.e. Saving Your Filters)

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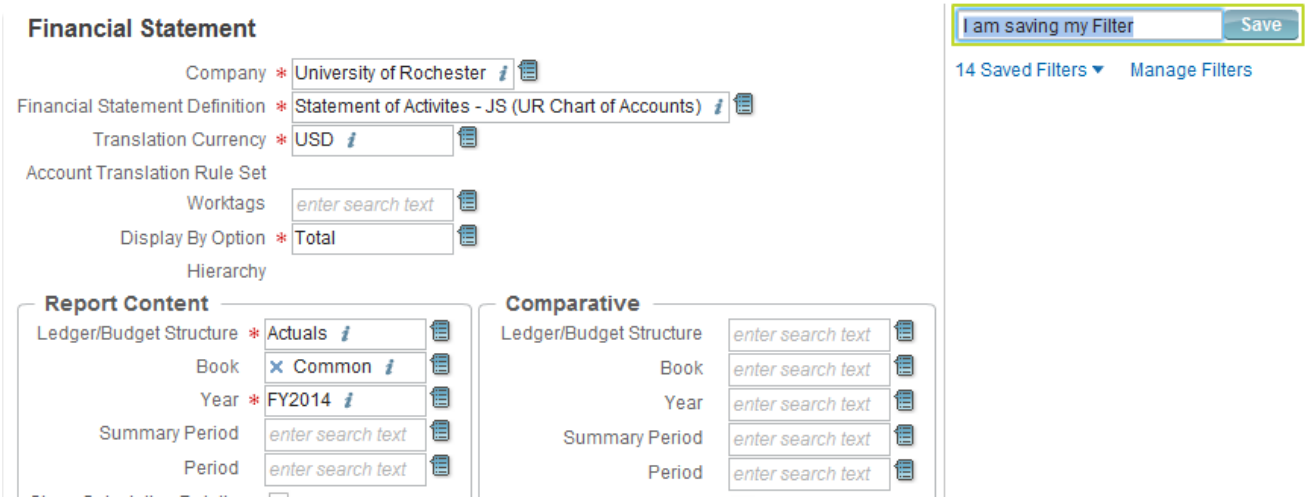
The picture below shows the ability how a user can save their prompt selections by using the featured in Workday called “Saving Your Filters”.

This particular user has 14 Saved Filters.



3.9 Exporting directly into Microsoft Excel

The picture below shows a button called “Send to Excel” – when a user selects this button the report content will be sent directly to Microsoft Excel.

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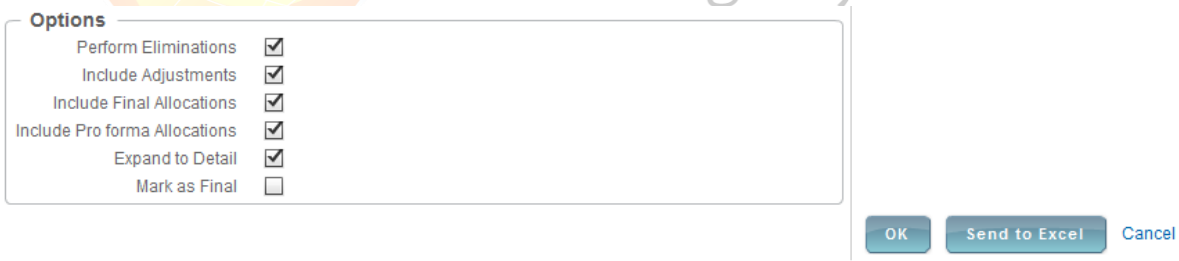


3.10 Analyzing the report

3.10.1 Drill to the transaction details

The user has the ability to drill into any number that is highlighted in **blue** by simply clicking the number.

Picture below shows a blue number and the subsequent drill into the details.

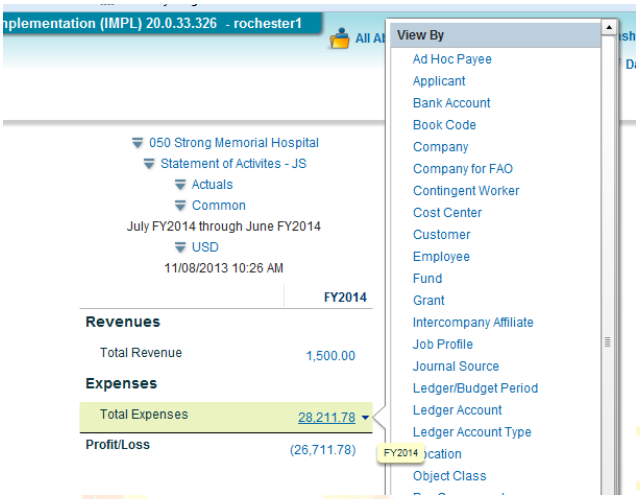
The drill path allows the user to drill into the Journal Line transaction details. The picture below shows the Journal Lines of the drill path.

Journal Entry	Journal Source	Transaction	Accounting Date	Book Code	Ledger Account	Debit Amount	Credit Amount	Translation Currency	Memo	Worktags
	Manual		09/03/2013		61050:Computing Services	30,000.00		USD	Accrue Equipment Maintenance Invoice	Cost Center: CC31514 Fiscal Serv & Admin Fund: Current Fund - U Spend Category: Group Life Securian (SC6585 UR Operating Program OP231515 Financial S
	Manual		09/03/2013		65450:Preconstruction Expense	27,000.00		USD	Cafeteria	Cost Center: CC36540 Patient Care Fund: Current Fund - U Spend Category: Custo Services External (SC5 UR Operating Program OP232507 Food & Nut Food
	Manual		09/03/2013		65450:Preconstruction Expense		28,000.00	USD	Cafeteria	Cost Center: CC36540 Patient Care Fund: Current Fund - U Spend Category: Custo Services External (SC5 UR Operating Program OP232507 Food & Nut Food
	Manual		09/03/2013		61050:Computing Services	30,000.00		USD		Cost Center: CC31514 Fiscal Serv & Admin Fund: Current Fund - U Spend Category: Group

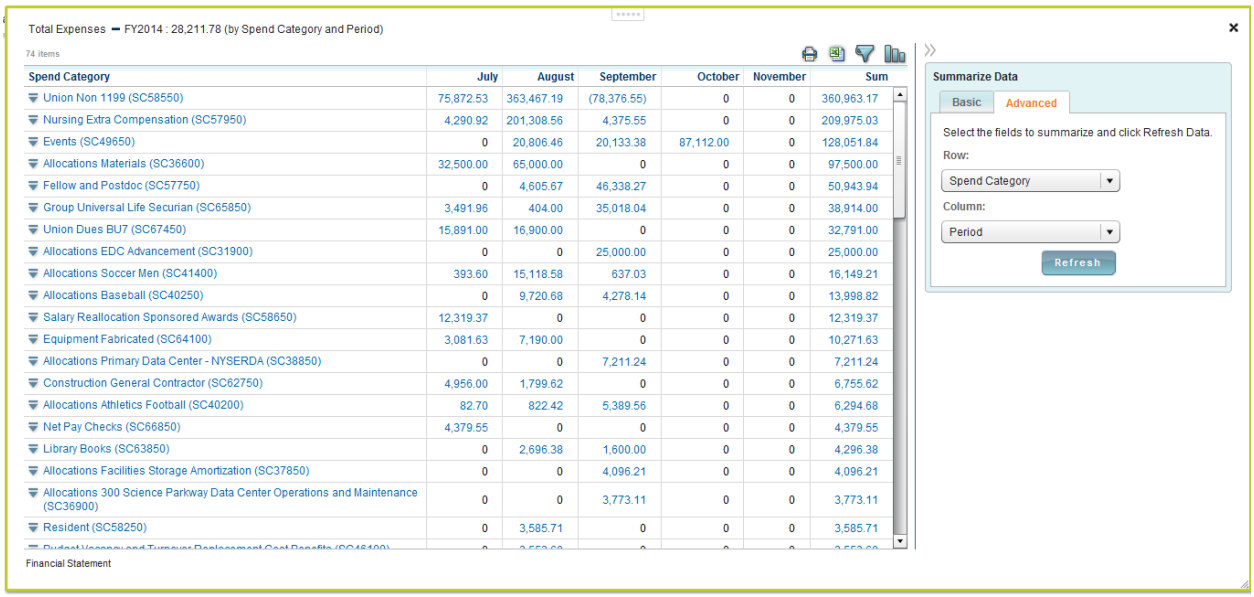
3.10.2 View By Additional Worktags (Slice and Dice the result set by Worktags)

The user has the ability to slice and dice any highlighted blue number by available Worktags by using the related action triangle ( ).

- The user can select two Worktags to view the data by.
- The user can then drill into the details of the newly created view.



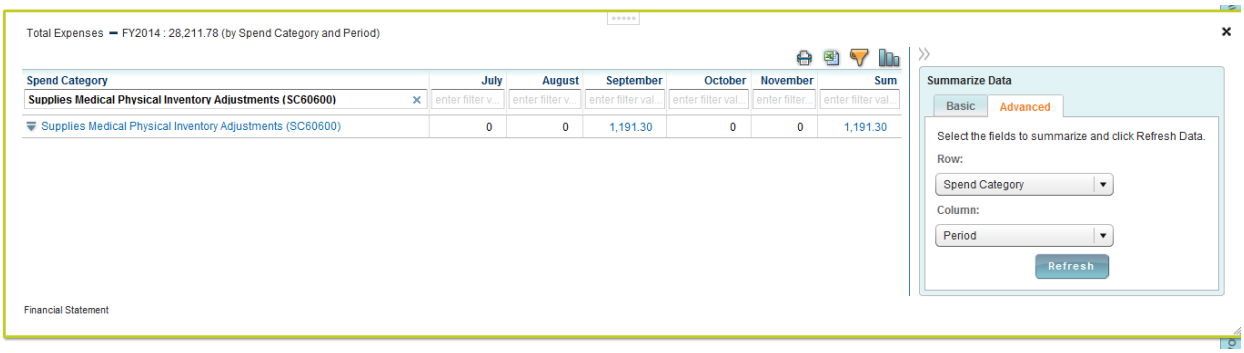
Picture below shows a View By Spend Category and Period



3.10.3 Filtering the result set further

The user has the ability to further filter the result set by using the filter icon.

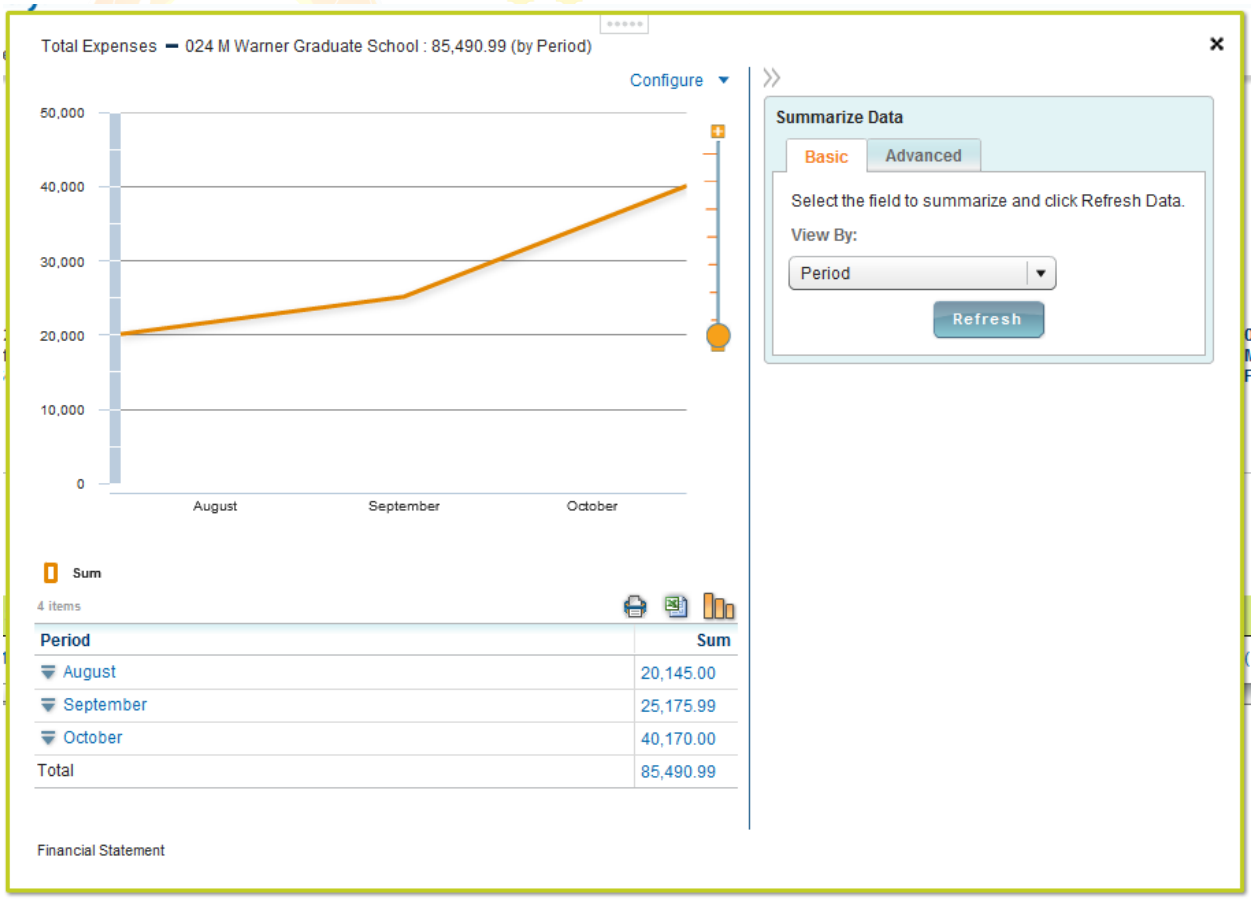
The picture below shows a selection of one Spend Category using the filter function.



3.10.4 Creating Charts and Graphs from the result set

The user has the ability to create a variety of charts and graphs from the View By result set by using the graph icon. The picture below shows a line graph of Expenses for three months.

Note: Users have the choice of selecting a variety of chart types.



3.10.5 Exporting results to Excel

The user has the ability to export the results to Microsoft Excel by using the Excel Icon.

3.10.6 Printing

The user has the ability to print the report to a PDF by using the printer icon.

The picture below shows a PDF view of a Balance Sheet.

Financial Statement

11:24 AM
11/08/2013
Page 1 of 1

Company: 024 M Warner Graduate School
Financial Statement Definition: Balance Sheet
Financial Entry Type: Actuals
Book: Common
Reporting Period: As of 06/30/2014
Reporting Currency: USD
Run: 11/08/2013 11:21 AM

Financial Statement

	FY2014
Assets	
10000:Claim on Cash	(24.00)
10100:DNU	0.00
11215:Receivables NYS Pools UPL	1,575.00
11250:Receivables Organ Sharing	24.00
Total Assets	1,575.00
Liabilities	
20000:Trade Payable	(20,001.00)
20040:Construction Retainage Payable	(86,003.00)
20290:Intercompany Payable System Generated	(1,062.99)
20440:Accrued Payroll Taxes	20,001.00
Total Liabilities	(87,065.99)
Net Assets	
30000:Net Assets Current Year	85,490.99
Total Net Assets	85,490.99
Total Liabilities and Net Assets	(85,490.99)

4 Trial Balance

4.1 Description

View a trial balance by companies / company. The consolidated trial balance displays only the ending balance.

4.2 Replacements for the following reports

4.2.1 FRS Trial Balance (FBD043)

4.3 Report Layout – Screen shot

The report layout displays:

- Ledger Accounts

  By
- Beginning Balance
- Debit Amount
- Credit Amount
- Ending Balance

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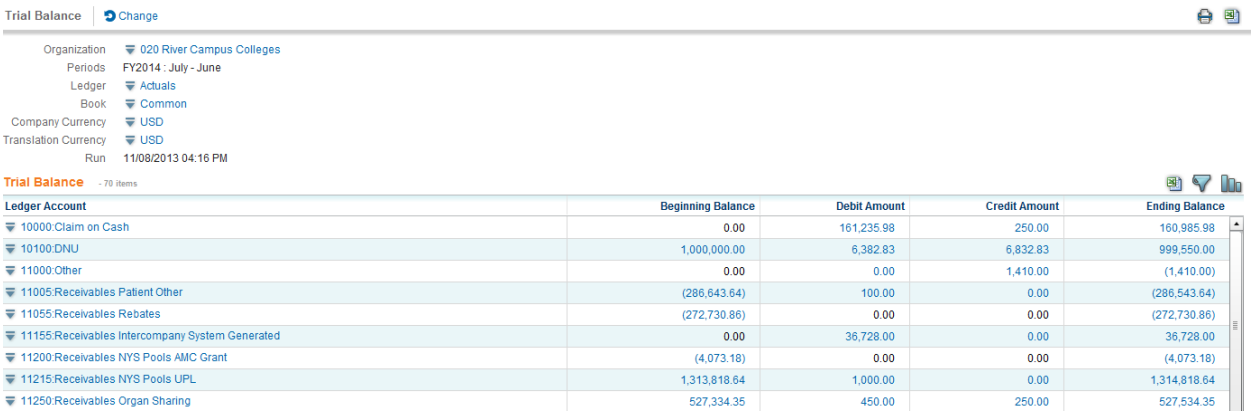
The picture below shows the standard report layout of a Trial Balance.



Trial Balance | Change

Organization: 020 River Campus Colleges
Periods: FY2014 : July - June
Ledger: Actuals
Book: Common
Company Currency: USD
Translation Currency: USD
Run: 11/08/2013 04:16 PM

Trial Balance - 70 items

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
10000:Claim on Cash	0.00	161,235.98	250.00	160,985.98
10100:DNU	1,000,000.00	6,382.83	6,832.83	999,550.00
11000:Other	0.00	0.00	1,410.00	(1,410.00)
11005:Receivables Patient Other	(286,643.64)	100.00	0.00	(286,543.64)
11055:Receivables Rebates	(272,730.86)	0.00	0.00	(272,730.86)
11155:Receivables Intercompany System Generated	0.00	36,728.00	0.00	36,728.00
11200:Receivables NYS Pools AMC Grant	(4,073.18)	0.00	0.00	(4,073.18)
11215:Receivables NYS Pools UPL	1,313,818.64	1,000.00	0.00	1,314,818.64
11250:Receivables Organ Sharing	527,334.35	450.00	250.00	527,534.35

4.4 Prompts

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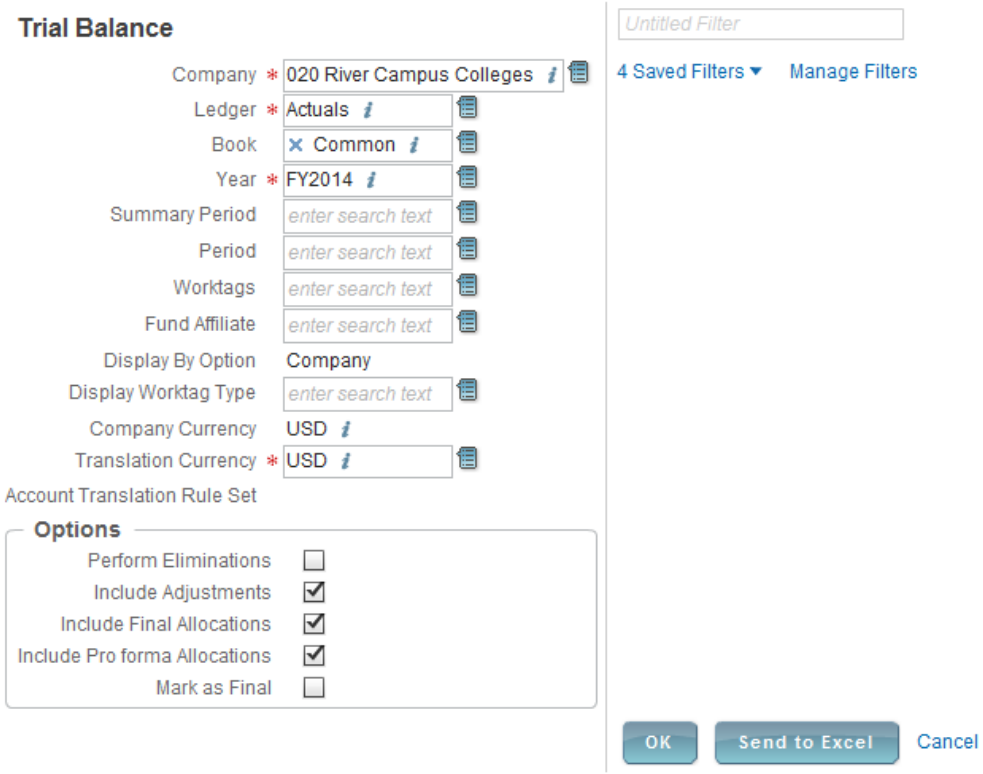
The user can select the following prompts:

- Company
- Ledger
- Book
- Year
- Summary Period
- Period
- Worktags
- Fund Affiliate
- Display by Option
- Display by Worktag Type

The picture below shows the Prompt screen of the Trial Balance Report.



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4.5 Analyzing the Report

- Drill to transaction details
- View by Additional Worktags (slice and dice the result set by Worktags)
- Filtering the result set further
- Creating Charts and Graphs from the result set
- Exporting results to Excel
- Printing

The user has the ability to analyze the Trial Balance in the above stated features. Please review section 3.10 for these details.

5 Ledger Reports

5.1 Description

View Ledger Detail and Ledger Summary Reports by using the following Workday delivered reports:

- Ledger Detail
- Ledger Account Activity Summary
- Ledger Account Activity Summary By Source

5.2 Replacements for the following reports

- FRS Trail Balance (FBD043)
- Ledger Expenses by time periods
- Ledger Details
- Monthly Transaction Details

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5.3 Report Layout – Screen shot – Ledger Detail

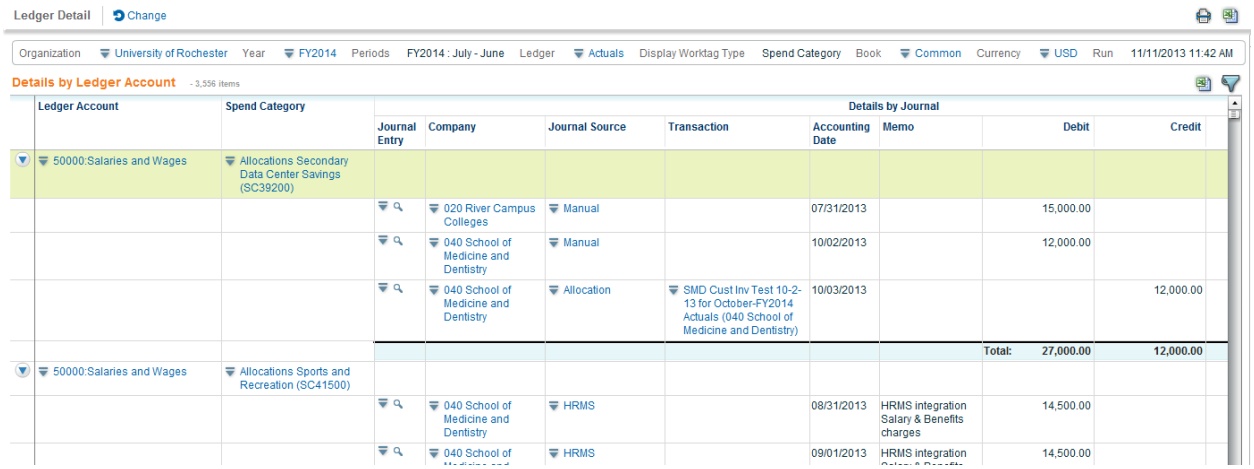
The report layout displays:

- Ledger Accounts

  By

- Period (optional)
- Worktags (optional)
- Beginning Balance
- Debit
- Credit
- Ending Balance

The picture below shows the standard report layout including Spend Category included.



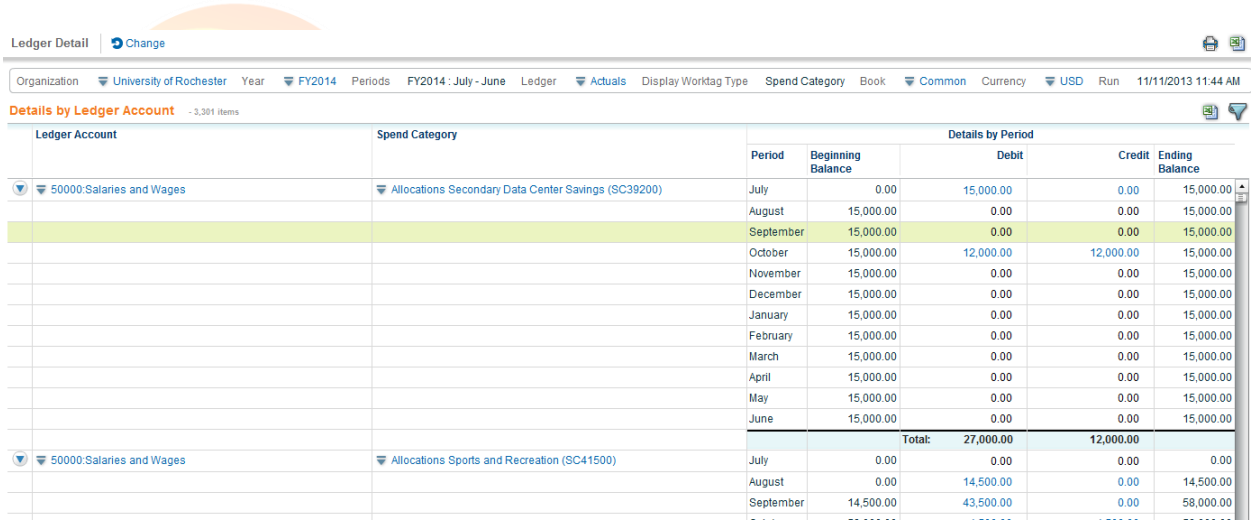
Ledger Detail | Change

Organization: University of Rochester | Year: FY2014 | Periods: FY2014 : July - June | Ledger: Actuals | Display Worktag Type: Spend Category | Book: Common | Currency: USD | Run: 11/11/2013 11:42 AM

Details by Ledger Account - 3,556 items

Ledger Account	Spend Category	Details by Journal							
		Journal Entry	Company	Journal Source	Transaction	Accounting Date	Memo	Debit	Credit
50000:Salaries and Wages	Allocations Secondary Data Center Savings (SC39200)								
			020 River Campus Colleges	Manual		07/31/2013		15,000.00	
			040 School of Medicine and Dentistry	Manual		10/02/2013		12,000.00	
			040 School of Medicine and Dentistry	Allocation	SMD Cust Inv Test 10-2-13 for October-FY2014 Actuals (040 School of Medicine and Dentistry)	10/03/2013			12,000.00
							Total:	27,000.00	12,000.00
50000:Salaries and Wages	Allocations Sports and Recreation (SC41500)								
			040 School of Medicine and Dentistry	HRMS		08/31/2013	HRMS integration Salary & Benefits charges	14,500.00	
			040 School of	HRMS		09/01/2013	HRMS integration	14,500.00	

The picture below shows the standard report layout including Spend Category by Period.



Ledger Detail | Change

Organization: University of Rochester | Year: FY2014 | Periods: FY2014 : July - June | Ledger: Actuals | Display Worktag Type: Spend Category | Book: Common | Currency: USD | Run: 11/11/2013 11:44 AM

Details by Ledger Account - 3,301 items

Ledger Account	Spend Category	Details by Period				
		Period	Beginning Balance	Debit	Credit	Ending Balance
50000:Salaries and Wages	Allocations Secondary Data Center Savings (SC39200)	July	0.00	15,000.00	0.00	15,000.00
		August	15,000.00	0.00	0.00	15,000.00
		September	15,000.00	0.00	0.00	15,000.00
		October	15,000.00	12,000.00	12,000.00	15,000.00
		November	15,000.00	0.00	0.00	15,000.00
		December	15,000.00	0.00	0.00	15,000.00
		January	15,000.00	0.00	0.00	15,000.00
		February	15,000.00	0.00	0.00	15,000.00
		March	15,000.00	0.00	0.00	15,000.00
		April	15,000.00	0.00	0.00	15,000.00
		May	15,000.00	0.00	0.00	15,000.00
		June	15,000.00	0.00	0.00	15,000.00
				Total: 27,000.00	12,000.00	
50000:Salaries and Wages	Allocations Sports and Recreation (SC41500)	July	0.00	0.00	0.00	0.00
		August	0.00	14,500.00	0.00	14,500.00
		September	14,500.00	43,500.00	0.00	58,000.00

5.4Prompts

The user can select the following prompts:

- Company
- Year
- Summary Periods
- Periods
- Ledger
- Display Worktag Ledger
- Worktags
- Fund Affiliate
- Book
- Ledger Accounts

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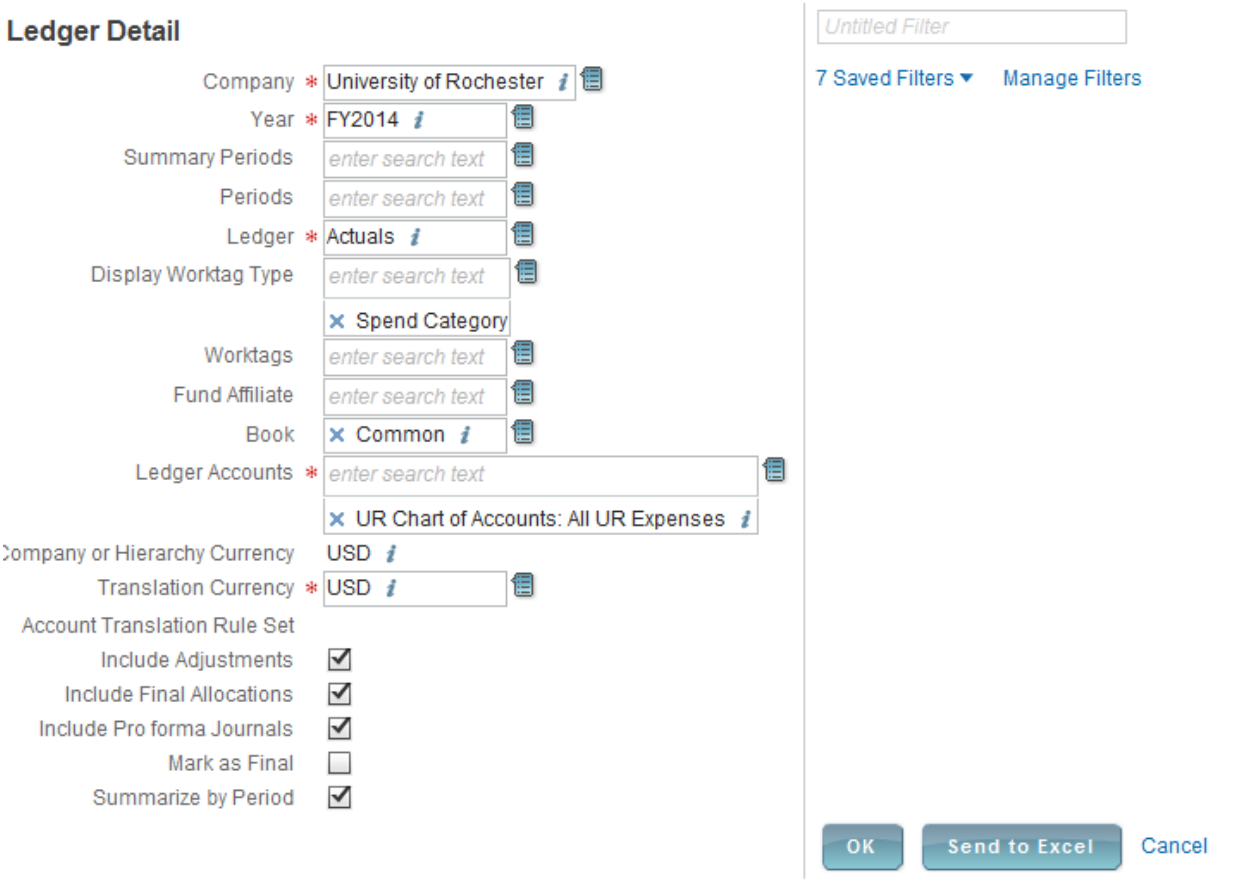
The picture below shows the Prompt screen of the Ledger Detail Report.



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5.5 Analyzing the Report

- Drill to transaction details
- View by Additional Worktags (slice and dice the result set by Worktags)
- Filtering the result set further
- Creating Charts and Graphs from the result set
- Exporting results to Excel
- Printing

The user has the ability to analyze the Ledger Detail in the above stated features. Please review section 3.10 for examples of these features.

6 Pivot-like Reports (Summary Reports)

6.1 Description

Pivot-Like Reports in Workday are called “Matrix Reports” and have the ability to display transaction summaries by the following:

- 4 Row Types
- 2 Column Types
- Many Metric Types: Actuals, Budgets, Debits, Credits, or Calculated Fields like “Variance to Budget”
- Analytical Indicators

6.2 Replacements for the following reports

- Monthly Ledger Report (all versions – Date Range, Sponsored Accounts, Multiple Accounts, FBM090, etc.)
- FRS Account Activity Crosstab (By Months, By Ledger, By Subcode)
- FRS Account Summaries by Subcodes, etc.
- Department Level Summaries by Subcodes, etc.
- Actuals vs Budget Reports by Subcodes
- Current Month vs FYTD Expense Reporting
- SL Snapshots
- Any Summary Report not covered in Sections 3 - 5

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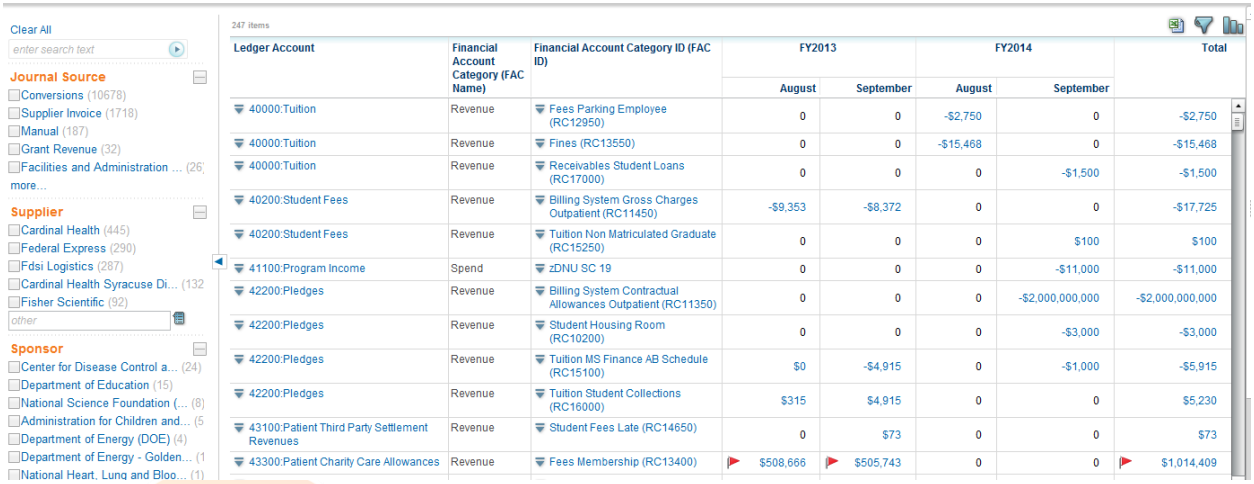
6.3 Report Layout – Screen shots –

6.3.1 One FAO with 3 Rows, 2 Columns, 1 Metric, Faceted Filtering:

- 3 Rows: Ledger Account, Financial Account Category Name, Financial Account Category ID
- 2 Columns: Year and Months

- 1 Metric: Actual Spend
- Faceted Filtering
- Analytical Indicator of Red Flag >= $100k



Clear All

enter search text

Journal Source
- Conversions (10678)
- Supplier Invoice (1718)
- Manual (187)
- Grant Revenue (32)
- Facilities and Administration ... (26
- more...

Supplier
- Cardinal Health (445)
- Federal Express (290)
- Fdsi Logistics (287)
- Cardinal Health Syracuse Di... (132
- Fisher Scientific (92)
- other

Sponsor
- Center for Disease Control a... (24)
- Department of Education (15)
- National Science Foundation (... (8)
- Administration for Children and... (5
- Department of Energy (DOE) (4)
- Department of Energy - Golden... (1
- National Heart, Lung and Bloo... (1)

247 items

Ledger Account	Financial Account Category (FAC Name)	Financial Account Category ID (FAC ID)	FY2013		FY2014		Total
			August	September	August	September	
40000:Tuition	Revenue	Fees Parking Employee (RC12950)	0	0	-$2,750	0	-$2,750
40000:Tuition	Revenue	Fines (RC13550)	0	0	-$15,468	0	-$15,468
40000:Tuition	Revenue	Receivables Student Loans (RC17000)	0	0	0	-$1,500	-$1,500
40200:Student Fees	Revenue	Billing System Gross Charges Outpatient (RC11450)	-$9,353	-$8,372	0	0	-$17,725
40200:Student Fees	Revenue	Tuition Non Matriculated Graduate (RC15250)	0	0	0	$100	$100
41100:Program Income	Spend	zDNU SC 19	0	0	0	-$11,000	-$11,000
42200:Pledges	Revenue	Billing System Contractual Allowances Outpatient (RC11350)	0	0	0	-$2,000,000,000	-$2,000,000,000
42200:Pledges	Revenue	Student Housing Room (RC10200)	0	0	0	-$3,000	-$3,000
42200:Pledges	Revenue	Tuition MS Finance AB Schedule (RC15100)	$0	-$4,915	0	-$1,000	-$5,915
42200:Pledges	Revenue	Tuition Student Collections (RC16000)	$315	$4,915	0	0	$5,230
43100:Patient Third Party Settlement Revenues	Revenue	Student Fees Late (RC14650)	0	$73	0	0	$73
43300:Patient Charity Care Allowances	Revenue	Fees Membership (RC13400)	$508,666	$505,743	0	0	$1,014,409

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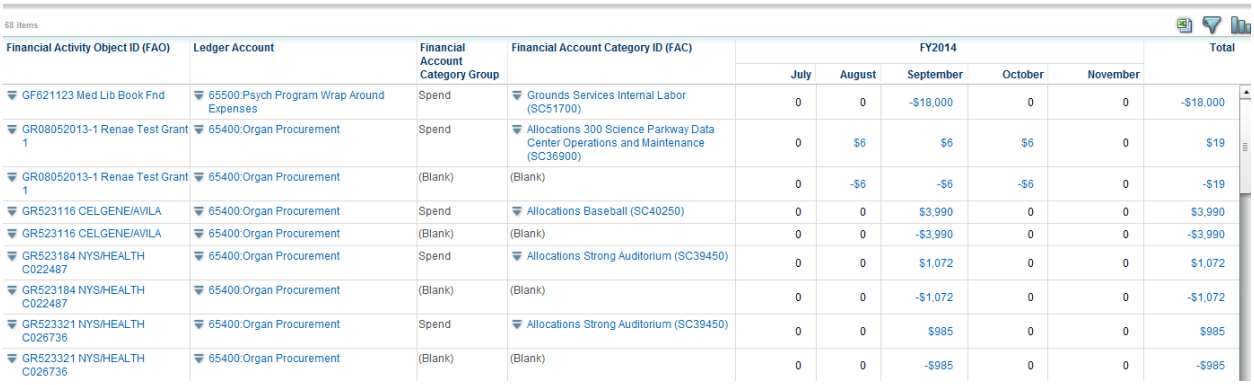
6.3.2 Multiple FAO's with 4 Rows, 2 Columns, 1 Metric:

- 4 Rows: Financial Activity Object (FAO), Ledger Account, Financial Account Category Name, Financial Account Category ID
- 2 Columns: Year and Months
- 1 Metric: Actual Spend
- Analytical Indicator of Red Flag >= $100k

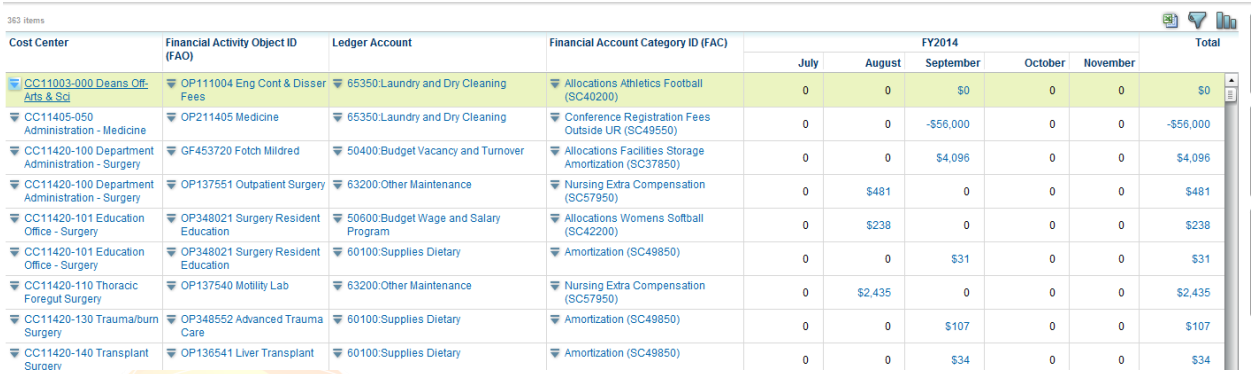


68 items

Financial Activity Object ID (FAO)	Ledger Account	Financial Account Category Group	Financial Account Category ID (FAC)	FY2014					Total
				July	August	September	October	November	
GF621123 Med Lib Book Fnd	65500:Psych Program Wrap Around Expenses	Spend	Grounds Services Internal Labor (SC51700)	0	0	-$18,000	0	0	-$18,000
GR08052013-1 Renae Test Grant 1	65400:Organ Procurement	Spend	Allocations 300 Science Parkway Data Center Operations and Maintenance (SC36900)	0	$6	$6	$6	0	$19
GR08052013-1 Renae Test Grant 1	65400:Organ Procurement	(Blank)	(Blank)	0	-$6	-$6	-$6	0	-$19
GR523116 CELGENE/AVILA	65400:Organ Procurement	Spend	Allocations Baseball (SC40250)	0	0	$3,990	0	0	$3,990
GR523116 CELGENE/AVILA	65400:Organ Procurement	(Blank)	(Blank)	0	0	-$3,990	0	0	-$3,990
GR523184 NYS/HEALTH C022487	65400:Organ Procurement	Spend	Allocations Strong Auditorium (SC39450)	0	0	$1,072	0	0	$1,072
GR523184 NYS/HEALTH C022487	65400:Organ Procurement	(Blank)	(Blank)	0	0	-$1,072	0	0	-$1,072
GR523321 NYS/HEALTH C026736	65400:Organ Procurement	Spend	Allocations Strong Auditorium (SC39450)	0	0	$985	0	0	$985
GR523321 NYS/HEALTH C026736	65400:Organ Procurement	(Blank)	(Blank)	0	0	-$985	0	0	-$985

6.3.3 Cost Center with 4 Rows, 2 Columns, 1 Metric:

- 4 Rows: Cost Center, FAO (Financial Activity Object), Ledger Account, FAC (Financial Account Category)
- 2 Columns: Year and Months
- 1 Metric: Actual Spend
- Analytical Indicator of Red Flag >= $100k



363 items

Cost Center	Financial Activity Object ID (FAO)	Ledger Account	Financial Account Category ID (FAC)	FY2014					Total
				July	August	September	October	November	
CC11003-000 Deans Off-Arts & Sci	OP111004 Eng Cont & Disser Fees	65350:Laundry and Dry Cleaning	Allocations Athletics Football (SC40200)	0	0	$0	0	0	$0
CC11405-050 Administration - Medicine	OP211405 Medicine	65350:Laundry and Dry Cleaning	Conference Registration Fees Outside UR (SC49550)	0	0	-$56,000	0	0	-$56,000
CC11420-100 Department Administration - Surgery	GF453720 Fotch Mildred	50400:Budget Vacancy and Turnover	Allocations Facilities Storage Amortization (SC37850)	0	0	$4,096	0	0	$4,096
CC11420-100 Department Administration - Surgery	OP137551 Outpatient Surgery	63200:Other Maintenance	Nursing Extra Compensation (SC57950)	0	$481	0	0	0	$481
CC11420-101 Education Office - Surgery	OP348021 Surgery Resident Education	50600:Budget Wage and Salary Program	Allocations Womens Softball (SC42200)	0	$238	0	0	0	$238
CC11420-101 Education Office - Surgery	OP348021 Surgery Resident Education	60100:Supplies Dietary	Amortization (SC49850)	0	0	$31	0	0	$31
CC11420-110 Thoracic Foregut Surgery	OP137540 Motility Lab	63200:Other Maintenance	Nursing Extra Compensation (SC57950)	0	$2,435	0	0	0	$2,435
CC11420-130 Trauma/burn Surgery	OP348552 Advanced Trauma Care	60100:Supplies Dietary	Amortization (SC49850)	0	0	$107	0	0	$107
CC11420-140 Transplant Surgery	OP136541 Liver Transplant	60100:Supplies Dietary	Amortization (SC49850)	0	0	$34	0	0	$34

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6.3.4 Cost Center with 2 Rows, 2 Columns, 1 Metric:

- 2 Rows: Cost Center and FAO
- 2 Columns: Ledger Type and Ledger
- 1 Metric: Actual Spend
- Analytical Indicator of Red Flag >= $100k

15 items

Cost Center	Financial Activity Object ID (FAO)	Expenses							
		50400:Budget Vacancy and Turnover	50600:Budget Wage and Salary Program	60100:Supplies Dietary	61100:Human Subjects	61500:Consultants	61600:Insurance	61700:Outside Services	63200:Other Maintenance
CC11490-000 Nursing School	GR08262013#1 RME USAF Div 060 #1	0	0	0	$117	0	0	0	0
CC11490-610 Budget And Finance - SON	OP015890 SCHNur Oper FD	0	0	0	0	0	0	0	0
CC11490-610 Budget And Finance - SON	OP217499 Son Is	$942	0	0	0	0	0	0	0
CC11490-612 Education Administration - SON	GF450828 Klainer End Award-nu	0	0	0	0	$4,000	0	0	0
CC11490-612 Education Administration - SON	OP211490 Nursing School	0	0	$10	0	0	0	0	0
CC11490-612 Education Administration - SON	OP214424 Stud Registrar	0	0	0	0	0	0	$1,390	0
CC11490-612 Education Administration - SON	(Blank)	0	0	0	0	0	0	0	0
CC11490-614 Research - SON	GR523184 NYS/HEALTH C022487	0	0	0	0	0	0	0	0
CC11490-614	GR523321								

6.3.5 Cost Center with 2 Rows, 2 Columns, 2 Metrics:

- 2 Rows: Cost Center and FAO
- 2 Columns: Ledger Type and Ledger
- 2 Metrics: Actual Spend and Budget
- Analytical Indicator of Red Flag >= $100k

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Cost Center	Financial Activity Object ID (FAO)	Expenses									
		50400:Budget Vacancy and Turnover		50500:Budget Vacancy and Turnover Replacement Cost		50600:Budget Wage and Salary Program		51200:Benefit Adjustments		60100:Supplies Dietary	6 S
		Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget
CC11003-000 Deans Off-Arts & Sci	OP111004 Eng Cont & Disser Fees	0	0	$56,000	-56,000	0	0	0	0	0	0
CC11171-000 Musicology	OP211165 Cond & Ensembles	$109	-109	0	0	0	0	0	0	0	0
CC11171-000 Musicology	OP211177 Opera	0	0	0	0	0	0	0	0	$23	-23
CC11171-000 Musicology	OP211271 Faculty Support	$463	-463	0	0	0	0	0	0	0	0
CC14039-000 ESM-Dean Of Students	OP214054 Alumni Relations	0	0	0	0	0	0	0	0	$39	-39
CC14039-000 ESM-Dean Of Students	OP214063 Ensemble Library	0	0	0	0	0	0	$527	-527	$42	-42
CC14039-000 ESM-Dean Of Students	OP214066 Media Production	0	0	0	0	0	0	0	0	$34	-34

6.3.6 Cost Center with 2 Rows, 2 Columns, 3 Metrics:

- 2 Rows: Cost Center and FAO
- 2 Columns: Ledger Type and Ledger
- 3 Metrics: Actual Spend, Budget, Variance Against Budget

18 items

		Expenses											
		50400:Budget Vacancy and Turnove			50500:Budget Vacancy and Turnover			50600:Budget Wage and Salary Pi			51200:Benefit Adjustments		
Cost Center	Financial Activity Object ID (FAO)	Actuals	Budget	Variance	Actuals	Budget	Variance	Actuals	Budget	Variance	Actuals	Budget	Variance
CC11003-000 Deans Off-Arts & Sci	OP111004 Eng Cont & Disser Fees	0	0	0.0%	$56,000	-56,000	0.0%	0	0	0.0%	0	0	0.0%
CC11171-000 Musicology	OP211165 Cond & Ensembles	$109	-109	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%
CC11171-000 Musicology	OP211177 Opera	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%
CC11171-000 Musicology	OP211271 Faculty Support	$463	-463	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%
CC14039-000 ESM-Dean Of Students	OP214054 Alumni Relations	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%
CC14039-000 ESM-Dean Of Students	OP214063 Ensemble Library	0	0	0.0%	0	0	0.0%	0	0	0.0%	$527	-527	0.0%
CC14039-000 ESM-Dean Of Students	OP214066 Media Production	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%
CC17108-000 Financial And HR Services	GF453250 Jack L Frank FD	$85	-85	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%

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6.3.7 Ledger Account Summary with 3 Rows, 1 Columns, 5 Metrics:

- 3 Rows: Ledger Account Summary, Period, Spend Category
- 1 Columns: Year
- 5 Metrics: Current Month Spend, Current YTD Spend, Prior YTD, Prior Year End, % of Final

Ledger Account Summary	Period	Spend Category Hierarchy	FY2013					FY2014				
			Current Month	Current YTD	Prior YTD	Prior Year End	% of Final	Current Month	Current YTD	Prior YTD	Prior Year End	% of Final
UR Chart of Accounts: Business and Professional	July	Consultants	0	0	0	0	0	0	296	0	0	0
UR Chart of Accounts: Business and Professional	June	Consultants	0	0	0	296	0	0	0	0	0	0
UR Chart of Accounts: Business and Professional	October	Consultants	0	0	0	0	0	0	296	0	0	0
UR Chart of Accounts: Allocations	August	Allocations Student Services	0	0	0	0	0	0	100	0	0	0
UR Chart of Accounts: Other Expense	September	Allocations Student Services	0	0	0	0	0	0	0	0	0	0
UR Chart of Accounts: Salaries and Wages	August	Clerical	0	0	0	0	0	0	90	0	0	0
UR Chart of	August	Preconstruction										

6.4 Prompts

The user can from many prompts, but the typical prompts will be:

- Company
- Ledger Account and Summary
- Year
- Periods
- Cost Center
- Financial Activity Object
- Journal Sources

The picture below shows the Prompt screen of a typical Summary Report.

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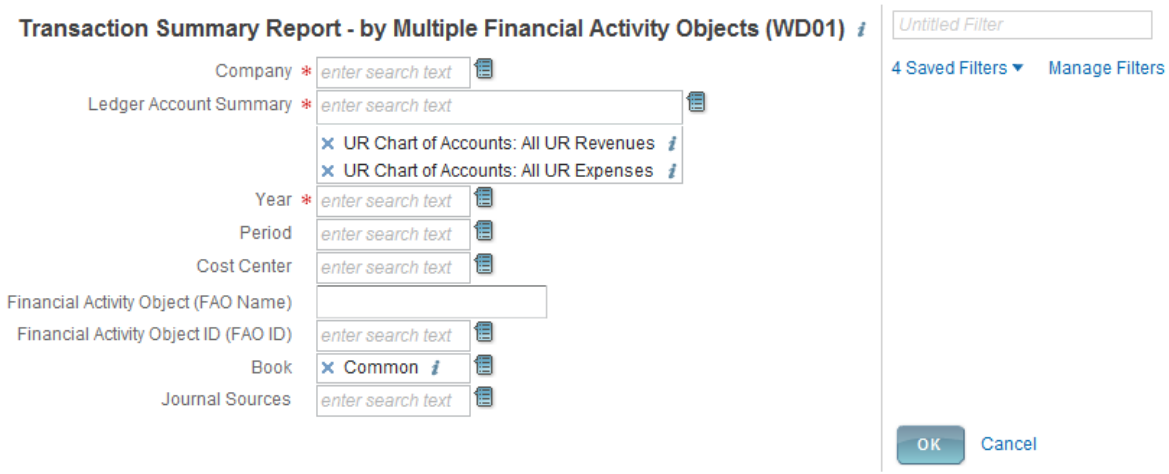

6.5 Analyzing the Report

- Drill to transaction details
- View by Additional Worktags (slice and dice the result set by Worktags)
- Filtering the result set further
- Creating Charts and Graphs from the result set
- Exporting results to Excel
- Printing

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The user has the ability to analyze the Ledger Detail in the above stated features. Please review section 3.10 for examples of these features.

7 Spreadsheet-like Reports (Detail Reports)

7.1 Description

Spreadsheet-like Reports in Workday are called “Advanced Reports” and these reports have the ability to display transacition details by the following:

- Unlimited Columns (essentially there is not a limit)
- Unlimited Metrics (essentially there is not a limit)
- Subtotaling and Outline totaling
- Analytical Indicators
- But, very limited drilling into the data

7.2 Replacements for the following reports

- Monthly Transaction Details
- Any transaction details report not fulfilled by the drilling into reports in sections 3 - 6

7.3 Report Layout – Screen shots –

7.3.1 8 Columns with FYTD Amounts with Subtotaling:

- Subototaling in the blue rows

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Financial Account Category (FAC Name)	Ledger Account	Financial Account Category ID (FAC ID)	Line Memo	Accounting Date	Journal Source	Journal	Amount
Spend	50000:Salaries and Wages	Allocations Secondary Data Center Savings (SC39200)	Monthly	10/02/2013	Manual	AJE000054046 - 040 School of Medicine and Dentistry - 10/02/2013	12,000.00
		Allocations Secondary Data Center Savings (SC39200)					12,000.00
Spend	50000:Salaries and Wages	Allocations Sports and Recreation (SC41500)	HRMS Salary Charge	09/10/2013	HRMS	AJE000012404 - 040 School of Medicine and Dentistry - 09/10/2013 - HRMS integration Salary & Benefits charges	14,500.00
Spend	50000:Salaries and Wages	Allocations Sports and Recreation (SC41500)	HRMS Salary Charge	09/17/2013	HRMS	AJE000026960 - 040 School of Medicine and Dentistry - 09/17/2013 - HRMS integration Salary & Benefits charges	14,500.00
Spend	50000:Salaries and Wages	Allocations Sports and Recreation (SC41500)	HRMS Salary Charge	09/01/2013	HRMS	AJE000031748 - 040 School of Medicine and Dentistry - 09/01/2013 - HRMS integration Salary & Benefits charges	14,500.00
Spend	50000:Salaries and Wages	Allocations Sports and Recreation (SC41500)	Semi Monthly	10/02/2013	Manual	AJE000054046 - 040 School of Medicine and Dentistry - 10/02/2013	4,500.00
		Allocations Sports and Recreation (SC41500)					48,000.00

7.3.2 7 Columns with FYTD Amounts with Outline Totaling:

- Rows can be expanded using the + sign.

Company	Cost Center	FAO	Ledger Account	Ledger Account Type	FAC	FYTD Amount
010 Central Administration						$968,776.62
020 River Campus Colleges						$(7,617,753.02)
021 School of Arts & Sciences						$33,294.95
022 E Hajim School of Engineering						$(2,878.07)
023 W Simon Graduate School						$44,038.71
024 M Warner Graduate School						$85,490.99
030 Eastman School of Music						$74,576.52
040 School of Medicine and Dentistry						$1,140,186.61
050 Strong Memorial Hospital						$113,211.78
060 School of Nursing						$35,035.42
070 Memorial Art Gallery						$(607,545.36)

7.3.3 57 Columns with Debits and Credits (data dump into Excel or Access):

- A report like this could be used to build additional reports in Excel or Access
- First 10 columns are visible in the below picture

Journal	Accounting Date	Company	Cost Center	Fund	Financial Activity Object (FAO Name)	Financial Activity Object ID (FAO ID)	UR Operating Program	Grant	UR Gift
Operational Journal: 010 Central Administration - 08/28/2013	08/28/2013	010 Central Administration		Current Fund - Unrestricted					
AJE000061729 - 010 Central Administration - 11/01/2013	11/01/2013	010 Central Administration		Net Investment in Plant Funds - Unrestricted					
AJE000052405 - 010 Central Administration - 09/12/2013	09/12/2013	010 Central Administration		Net Investment in Plant Funds - Unrestricted					
AJE000061733 - 010 Central Administration - 11/01/2013	11/01/2013	010 Central Administration		Net Investment in Plant Funds - Unrestricted					
Operational Journal: 010 Central Administration - 06/01/2014	06/01/2014	010 Central Administration		Special Purpose Fund - Unrestricted	UR Gift	GF620067 Nautilus			GF620067 Nautilus

7.4 Prompts

The user can from many prompts, but the typical prompts will be:

- Company
- Ledger Account and Summary
- Year
- Periods
- Cost Center
- Financial Activity Object
- Journal Sources

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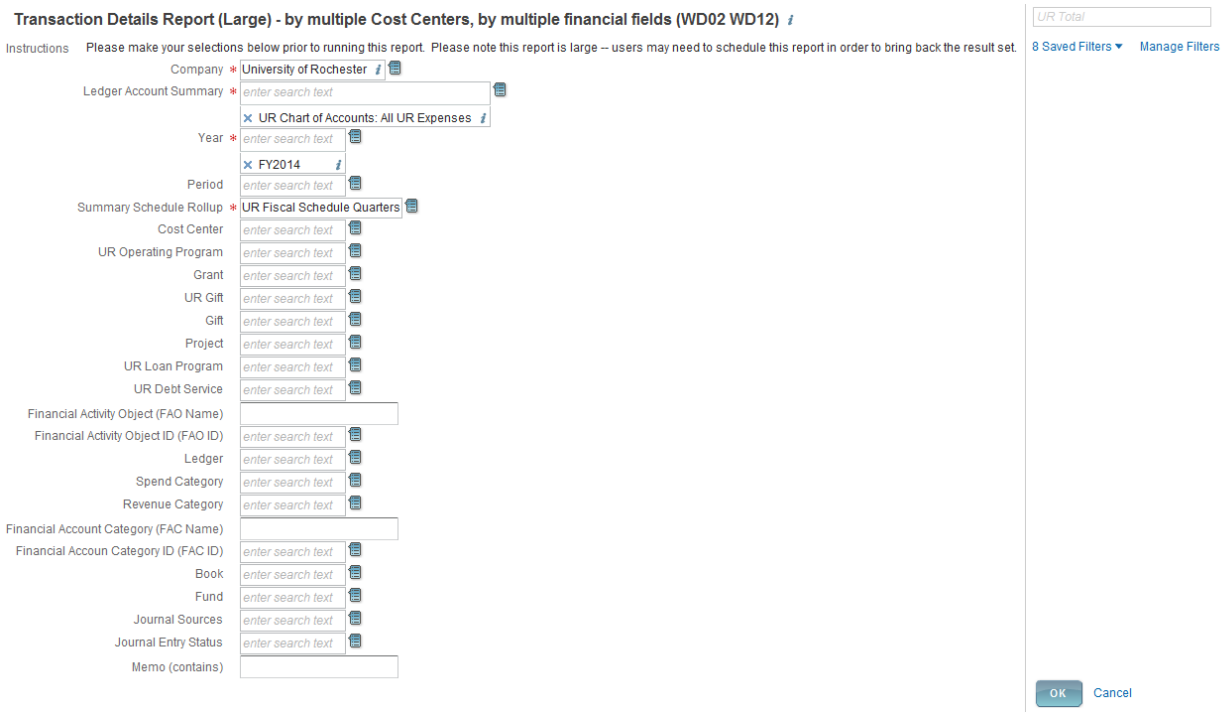
The picture below shows the prompts for the report created in Section 7.3.



7.5 Analyzing the Report

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7.5.1 Drill to Journal

Some of the transaction detail reports will allow the user to drill into the Journal detail.

7.5.2 Limited drilling and viewing by Worktags

7.5.3 Filtering the result set further

7.5.4 Exporting results to Excel

Excellent for exporting to Excel

7.5.5 Printing

The user does not have the same amount of flexibility as summary reports, but the user can still leverage some features to anlayze the report. Please review section 3.10 for examples of these features.

8 Find Journal Lines (Search Reports)

8.1 Description

Find (Search) Reports provide users with the ability to search for Journals and then drill into the Journal details.

8.2 Replacements for the following reports

8.2.1 Monthly Transaction Details

8.2.2 Transaction Search Reports

8.2.3 Any transaction search report

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8.3 Report Layout – Screen shots –

8.3.1 Approximately 12 - 20 Columns

Journal	Journal Number	Company	Status	Accounting Journal Event in Progress	Accounting Date	Total Ledger Debits	Total Ledger Credits	Currency	Source	Ledger	Book Code	Memo
	AJE000001139	010 Central Administration	Posted		08/01/2013	10,000.00	10,000.00	USD	Manual	010 Central Administration : Actuals		Test Reversal
	AJE000001154	010 Central Administration	Posted		08/01/2013	1,000.00	1,000.00	USD	Manual	010 Central Administration : Actuals		hello scott
	AJE000001162	010 Central Administration	Canceled		08/01/2013	1,000.00	1,000.00	USD	Manual	010 Central Administration : Actuals		Test Memo
		010 Central Administration	Posted		08/01/2013	99.80	99.80	USD	Supplier Invoice	010 Central Administration : Actuals		
	AJE000001135	010 Central Administration	Posted		08/02/2013	1,000.00	1,000.00	USD	Manual	010 Central Administration : Actuals		Jim Recording Test
	AJE000001156	010 Central Administration	Canceled		08/03/2013	100.00	100.00	USD	Manual	010 Central		test

8.4 Prompts

The user can select from many prompts, but the typical prompts will be:

- Company

- Ledger Account and Summary
- Year
- Periods
- Journal Number
- Status
- Journal Sources
- Worktags

The picture below shows the typical prompt page for Find Journals

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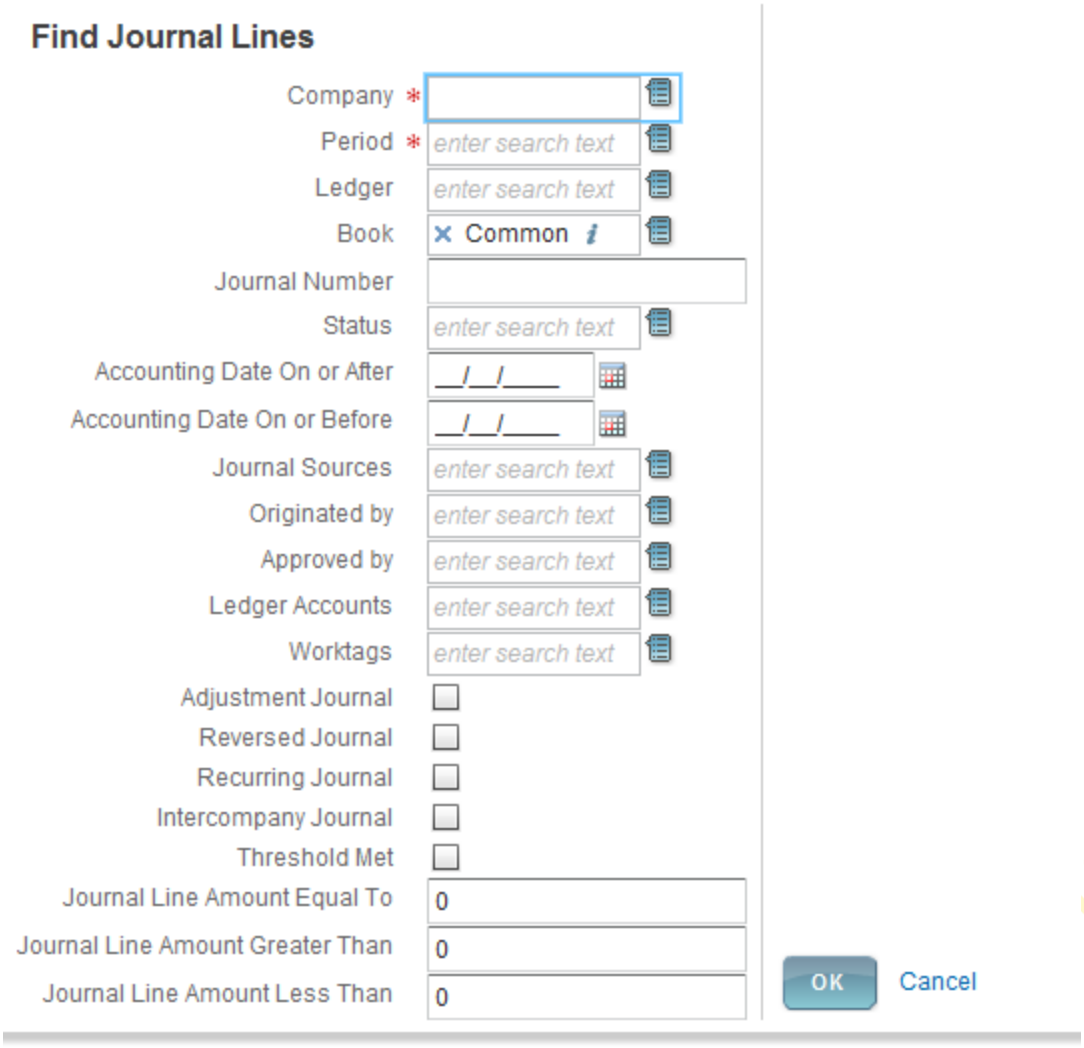


8.5 Analyzing the Report

- Limited analysis due to the purpose of this report.

9 Worklets

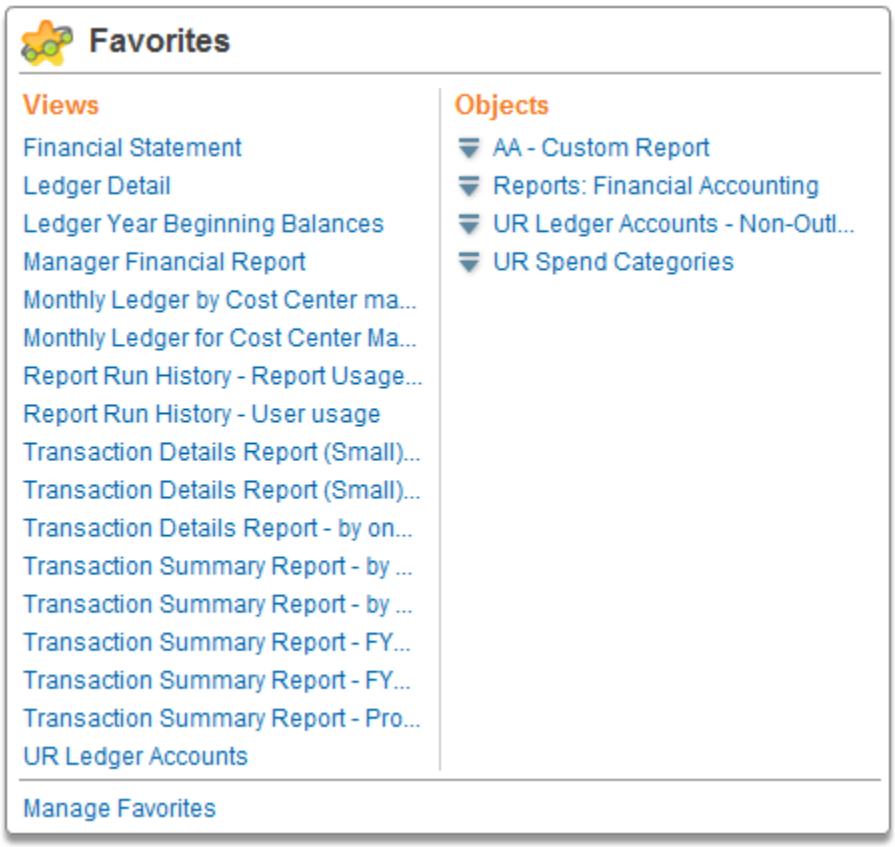
9.1 Description

Worklets are designed to provide users with “at a glance” information to help the user review, monitor, and/or make quick decisions based on a very specific report criteria. Worklets appear on the user’s home screen in Workday and can be lists or graphs.

9.2 Default Worklets

Prior to Go-Live, a set of default Worklets may be created for groups of users.

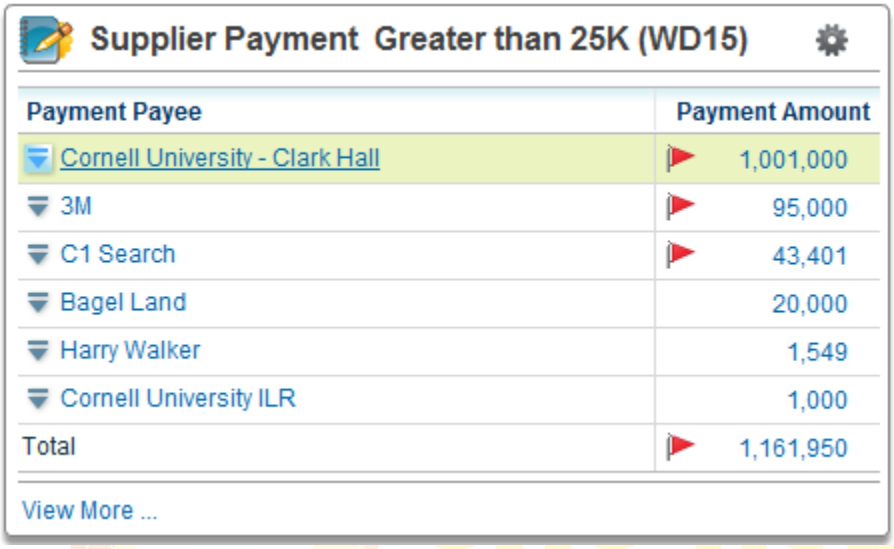
An example of a Default Worklet is “Manage Favorites”. The following is a screen shot of “Manage Favorites”.



9.3 Customized Worklets

Prior to Go-Live, a set of customized Worklets may be created for groups of users. An example of a Customized Worklet is a report that highlights very specific criteria.

The following is an example of a Worklet that highlights Supplier Payments over $25,000 with a Red Flag.



Supplier Payment Greater than 25K (WD15)

Payment Payee	Payment Amount
Cornell University - Clark Hall	1,001,000
3M	95,000
C1 Search	43,401
Bagel Land	20,000
Harry Walker	1,549
Cornell University ILR	1,000
Total	1,161,950

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