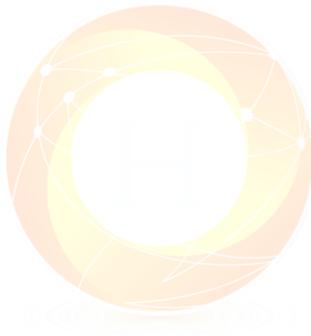


oHo Training

Workday Financials Tutorial

Version 1.7.3



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Table of Contents

1	Introduction – Reporting Strategy Overview	4
1.1	Workday = Primary Reporting Tool used for Reporting	4
1.2	Cognos Financial Data Warehouse = Frozen in July 2014	4
1.3	Salary Data & Other Datamarts (i.e Cumulative Salary) = Limited change	5
2	Primary differences between Workday Reporting and Cognos	6
2.1	Workday = Structured Financial Statement Reports	6
2.1.1	Cognos = Multiple summary & detailed reports to create Financial Statements	6
2.2	Workday = Saving Multiple Prompt Filters in One Report	7
2.2.1	Cognos = Saving One Prompt Filter in Multiple Reports	7
2.2.2	Editing Saved Filters	9
2.3	Workday = Drilling into report details; and Viewing by Worktags (i.e. slicing / dicing)	9
2.3.1	Cognos = Re-running Repots with new attributes or Running Multiple Reports	9
3	Financial Statement Functionality	12
3.1	Description	12
3.2	Replacements for the following reports:	12
3.3	Financial Statement Overview – Screen shot	12
3.4	Worktag Prompt and Display by Option Prompt	13
3.5	Report Content and Comparative Content Sections	15
3.6	Report Content Start Period and Comparative Start Period	16
3.7	Report Options	17
3.8	Saving your prompt selections (i.e. Saving Your Filters)	18
3.9	Exporting directly into Microsoft Excel	19
3.10	Analyzing the report	20
3.10.1	Drill to the transaction details	20
3.10.2	View By Additional Worktags (Slice and Dice the result set by Worktags)	21
3.10.3	Filtering the result set further	22
3.10.4	Creating Charts and Graphs from the result set	22
3.10.5	Exporting results to Excel	23
3.10.6	Printing	23
4	Trial Balance	24
4.1	Description	24
4.2	Replacements for the following reports	24
4.2.1	FRS Trial Balance (FBD043)	24
4.3	Report Layout – Screen shot	24
4.4	Prompts	25
4.5	Analyzing the Report	26
5	Ledger Reports	27
5.1	Description	27
5.2	Replacements for the following reports	27
5.3	Report Layout – Screen shot – Ledger Detail	27
5.4	Prompts	29
5.5	Analyzing the Report	30
6	Pivot-like Reports (Summary Reports)	31
6.1	Description	31

6.2	Replacements for the following reports	31
6.3	Report Layout – Screen shots –	31
6.3.1	One FAO with 3 Rows, 2 Columns, 1 Metric, Faceted Filtering:	31
6.3.2	Multiple FAO's with 4 Rows, 2 Columns, 1 Metric:	32
6.3.3	Cost Center with 4 Rows, 2 Columns, 1 Metric:	33
6.3.4	Cost Center with 2 Rows, 2 Columns, 1 Metric:	33
6.3.5	Cost Center with 2 Rows, 2 Columns, 2 Metrics:.....	34
6.3.6	Cost Center with 2 Rows, 2 Columns, 3 Metrics:.....	35
6.3.7	Ledger Account Summary with 3 Rows, 1 Columns, 5 Metrics:	35
6.4	Prompts	36
6.5	Analyzing the Report	37
7	Spreadsheet-like Reports (Detail Reports)	38
7.1	Description.....	38
7.2	Replacements for the following reports	38
7.3	Report Layout – Screen shots –	38
7.3.1	8 Columns with FYTD Amounts with Subtotaling:	38
7.3.2	7 Columns with FYTD Amounts with Outline Totaling:	39
7.3.3	57 Columns with Debits and Credits (data dump into Excel or Access):.....	39
7.4	Prompts	40
7.5	Analyzing the Report	41
7.5.1	Drill to Journal	41
7.5.2	Limited drilling and viewing by Worktags	41
7.5.3	Filtering the result set further	41
7.5.4	Exporting results to Excel.....	41
7.5.5	Printing	41
8	Find Journal Lines (Search Reports)	42
8.1	Description.....	42
8.2	Replacements for the following reports	42
8.2.1	Monthly Transaction Details.....	42
8.2.2	Transaction Search Reports	42
8.2.3	Any transaction search report	42
8.3	Report Layout – Screen shots –	42
8.3.1	Approximately 12 - 20 Columns.....	42
8.4	Prompts	42
8.5	Analyzing the Report	44
9	Worklets.....	45
9.1	Description.....	45
9.2	Default Worklets	45
9.3	Customized Worklets.....	46

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

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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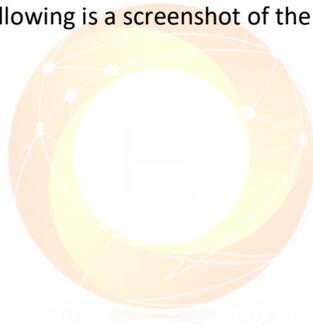
2 Primary differences between Workday Reporting and Cognos

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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Financial Statement

Company * 010 Central Administration  

Financial Statement Definition * Consolidated Statement of Activities (UR Chart of Accounts)  

Translation Currency * USD  

Account Translation Rule Set

Worktags 

Display By Option * Company  

Hierarchy

Report Content

Ledger/Budget Structure * Actuals  

Book X Common  

Year * FY2014  

Summary Period 

Period 

Show Calculation Details

Comparative

Ledger/Budget Structure 

Book 

Year 

Summary Period 

Period 

Show Details

Show Variances

Show Percent Remaining

Report Content Start Period

Year To Date

Project Life to Date

Budget to Date

Grant Life to Date

From Period 

Comparative Start Period

Year To Date

Project Life to Date

Budget to Date

Grant Life to Date

From Period

Options

Perform Eliminations

Include Adjustments

Include Final Allocations

Include Pro forma Journals

Expand to Detail

Mark as Final



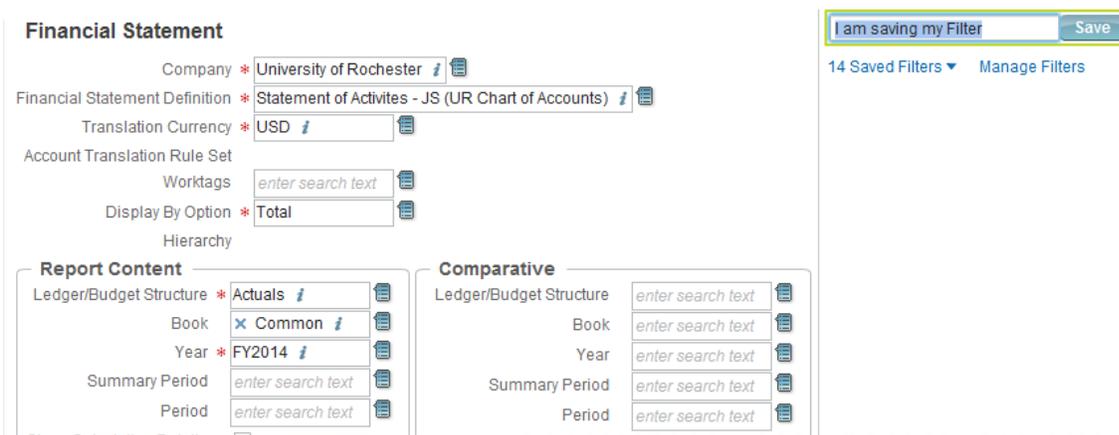
2.2 Workday = Saving Multiple Prompt Filters in One Report

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.

Report	Saved Filter		
Financial Statement	024	Edit	Delete
Financial Statement	024 Balance Sheet	Edit	Delete
Financial Statement	024 Statement of Activities	Edit	Delete
Financial Statement	cc41129	Edit	Delete
Financial Statement	DMP - Perc Test	Edit	Delete
Financial Statement	Strong 2 OPS	Edit	Delete
Financial Statement	Time Period Test	Edit	Delete
Financial Statement	UR Balance Sheet with Details	Edit	Delete
Financial Statement	UR Statement of Activities	Edit	Delete
Financial Statement	UR Total - All Ledgers	Edit	Delete
Financial Statement	UR Total Balance Sheet	Edit	Delete
Financial Statement	UR Total - BS	Edit	Delete
Financial Statement	WD03 - FBD043	Edit	Delete
Financial Statement	WD06 - Monthly Ledger Account Expenses	Edit	Delete

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.

Edit Saved Filter:
024 Balance Sheet [f](#)

Saved Filter: 024 Balance Sheet
Report/Task: Financial Statement

Company * 024 M Warner Graduate School [f](#) [c](#)

Financial Statement Definition * Balance Sheet (UR Chart of Accounts) [f](#) [c](#)

Translation Currency * USD [f](#) [c](#)

Account Translation Rule Set

Worktags [c](#)

Display By Option * Company [c](#)

Hierarchy

Report Content

Ledger/Budget Structure * Actuals [f](#) [c](#)

Book * Common [f](#) [c](#)

Year * FY2014 [f](#) [c](#)

Summary Period [c](#)

Period [c](#)

Show Calculation Details

Comparative

Ledger/Budget Structure [c](#)

Book [c](#)

Year [c](#)

Summary Period [c](#)

Period [c](#)

Show Details

Show Variances

Show Percent Remaining

Report Content Start Period

Year To Date

Project Life to Date

Budget to Date

Grant Life to Date

From Period

Comparative Start Period

Year To Date

Project Life to Date

Budget to Date

Grant Life to Date

From Period

Options

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)

The screenshot shows a Workday financial report interface. On the left, a navigation tree includes '050 Strong Memorial Hospital', 'Statement of Activities - JS', 'Actuals', 'Common', 'July FY2014 through June FY2014', and 'USD'. The main table displays financial data for FY2014:

	FY2014
Revenues	
Total Revenue	1,500.00
Expenses	
Total Expenses	28,211.78
Profit/Loss	(26,711.78)

A 'View By' dropdown menu is open on the right, listing various categories for slicing the data, such as 'Ad Hoc Payee', 'Applicant', 'Bank Account', 'Book Code', 'Company', 'Company for FAO', 'Contingent Worker', 'Cost Center', 'Customer', 'Employee', 'Fund', 'Grant', 'Intercompany Affiliate', 'Job Profile', 'Journal Source', 'Ledger/Budget Period', 'Ledger Account', 'Ledger Account Type', and 'Object Class'. The 'Total Expenses' row in the table is highlighted in green, and a small tooltip shows 'FY2014'.

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Picture below shows a View By Spend Category and Period.



Total Expenses - FY2014 : 28,211.78 (by Spend Category and Period)

74 items

Spend Category	July	August	September	October	November	Sum
Union Non 1199 (SC58550)	75,872.53	363,467.19	(78,376.55)	0	0	360,963.17
Nursing Extra Compensation (SC57950)	4,290.92	201,308.56	4,375.55	0	0	209,975.03
Events (SC49650)	0	20,806.46	20,133.38	87,112.00	0	128,051.84
Allocations Materials (SC36600)	32,500.00	65,000.00	0	0	0	97,500.00
Fellow and Postdoc (SC57750)	0	4,605.67	46,338.27	0	0	50,943.94
Group Universal Life Securian (SC65850)	3,491.96	404.00	35,018.04	0	0	38,914.00
Union Dues BU7 (SC67450)	15,891.00	16,900.00	0	0	0	32,791.00
Allocations EDC Advancement (SC31900)	0	0	25,000.00	0	0	25,000.00
Allocations Soccer Men (SC41400)	393.60	15,118.58	637.03	0	0	16,149.21
Allocations Baseball (SC40250)	0	9,720.68	4,278.14	0	0	13,998.82
Salary Reallocation Sponsored Awards (SC58850)	12,319.37	0	0	0	0	12,319.37
Equipment Fabricated (SC64100)	3,081.63	7,190.00	0	0	0	10,271.63
Allocations Primary Data Center - NYSERDA (SC38850)	0	0	7,211.24	0	0	7,211.24
Construction General Contractor (SC62750)	4,956.00	1,799.62	0	0	0	6,755.62
Allocations Athletics Football (SC40200)	82.70	822.42	5,389.56	0	0	6,294.68
Net Pay Checks (SC66850)	4,379.55	0	0	0	0	4,379.55
Library Books (SC63850)	0	2,696.38	1,600.00	0	0	4,296.38
Allocations Facilities Storage Amortization (SC37850)	0	0	4,096.21	0	0	4,096.21
Allocations 300 Science Parkway Data Center Operations and Maintenance (SC36900)	0	0	3,773.11	0	0	3,773.11
Resident (SC58250)	0	3,585.71	0	0	0	3,585.71
Education and Training Development Cost Benefits (SC16400)	0	3,556.00	0	0	0	3,556.00

Financial Statement

Summarize Data

Basic Advanced

Select the fields to summarize and click Refresh Data.

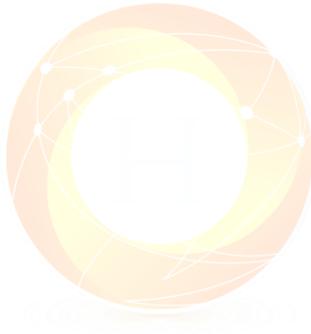
Row:

Spend Category

Column:

Period

Refresh



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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.

Financial Statement

14 Saved Filters ▾ Manage Filters

Company *

Financial Statement Definition *

Translation Currency *

Account Translation Rule Set

Worktags

Display By Option **Company**

Hierarchy

Report Content

Ledger/Budget Structure *

Book

Year *

Summary Period

Period

Show Calculation Details

Comparative

Ledger/Budget Structure

Book

Year

Summary Period

Period

Show Details

Show Variances

Show Percent Remaining

Report Content Start Period

Year To Date

Project Life to Date

Budget to Date

Grant Life to Date

From Period

Comparative Start Period

Year To Date

Project Life to Date

Budget to Date

Grant Life to Date

From Period

Options

Perform Eliminations

Include Adjustments

Include Final Allocations

Include Pro forma Allocations

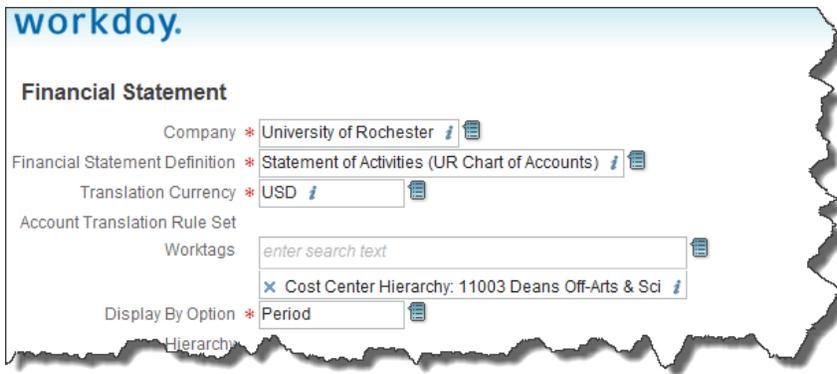
Expand to Detail

Mark as Final

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 Activities - 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:Advertisinn	0.00	0.00	200.00	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

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

The screenshot displays two side-by-side panels for configuring report and comparative data. The 'Report Content' panel on the left includes fields for Ledger/Budget Structure (Actuals), Book (Common), Year (FY2014), Summary Period, and Period, along with a checkbox for 'Show Calculation Details'. The 'Comparative' panel on the right includes fields for Ledger/Budget Structure (Actuals), Book (Common), Year (FY2013), Summary Period, and Period, along with checkboxes for 'Show Details', 'Show Variances', and 'Show Percent Remaining'. A large watermark for 'OHIO TRAINING' is visible in the background.

Section	Field	Value
Report Content	Ledger/Budget Structure	Actuals
	Book	Common
	Year	FY2014
	Summary Period	enter search text
	Period	enter search text
Show Calculation Details		<input type="checkbox"/>
Comparative	Ledger/Budget Structure	Actuals
	Book	Common
	Year	FY2013
	Summary Period	enter search text
	Period	enter search text
	Show Details	<input type="checkbox"/>
Show Variances	<input type="checkbox"/>	
Show Percent Remaining	<input type="checkbox"/>	

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.

The screenshot displays a configuration interface for report content and comparative data. It is divided into four main sections:

- Report Content:** Includes fields for Ledger/Budget Structure (set to * Actuals), Book (set to X Common), Year (set to * FY2014), Summary Period (set to enter search text), and Period (set to X September). There is also a checkbox for Show Calculation Details.
- Comparative:** Includes fields for Ledger/Budget Structure, Book, Year, Summary Period, and Period, all set to enter search text. It also has checkboxes for Show Details, Show Variances, and Show Percent Remaining.
- Report Content Start Period:** Includes checkboxes for Year To Date, Project Life to Date, Budget to Date, and Grant Life to Date. The From Period is set to X FY2013 - April.
- Comparative Start Period:** Includes checkboxes for Year To Date, Project Life to Date, Budget to Date, and Grant Life to Date. The From Period is set to From Period.

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



091 UR Medical Faculty Group
 Statement of Activites - JS
 Actuals
 Common
 April FY2013 through September FY2014
 USD
 11/06/2013 03:13 PM

	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

Options

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

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)

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.

Financial Statement

Company * University of Rochester ⓘ

Financial Statement Definition * Statement of Activites - JS (UR Chart of Accounts) ⓘ

Translation Currency * USD ⓘ

Account Translation Rule Set

Worktags ⓘ

Display By Option * Total ⓘ

Hierarchy

Report Content

Ledger/Budget Structure * Actuals ⓘ

Book * Common ⓘ

Year * FY2014 ⓘ

Summary Period ⓘ

Period ⓘ

Comparative

Ledger/Budget Structure ⓘ

Book ⓘ

Year ⓘ

Summary Period ⓘ

Period ⓘ

I am saving my Filter Save

14 Saved Filters ▾ Manage 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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Options

Perform Eliminations

Include Adjustments

Include Final Allocations

Include Pro forma Allocations

Expand to Detail

Mark as Final

OK
Send to Excel
Cancel

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.

The screenshot displays a financial statement window titled "Total Expenses - FY2014 : 28,211.78 (Details)". The window shows a table with 1,197 items. The table has the following columns: Journal Entry, Journal Source, Transaction, Accounting Date, Book Code, Ledger Account, Debit Amount, Credit Amount, Translation Currency, Memo, and Worktags. The table contains four rows of data, each representing a journal entry. The second and third rows are highlighted in light blue, indicating they are the selected items for the drill-down. The first row shows a debit of 30,000.00 to ledger account 61050:Computing Services. The second row shows a credit of 27,000.00 to ledger account 65450:Preconstruction Expense. The third row shows a credit of 28,000.00 to ledger account 65450:Preconstruction Expense. The fourth row shows a debit of 30,000.00 to ledger account 61050:Computing Services. The Worktags column contains detailed information about the cost center, fund, and spend category for each entry.

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: Custc Services External (SCS 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: Custc Services External (SCS 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.

The screenshot shows a financial reporting interface. On the left, there is a navigation tree with '050 Strong Memorial Hospital' selected. Below it, a summary table for 'FY2014' shows 'Total Revenue' at 1,500.00 and 'Total Expenses' at 28,211.78. A 'View By' dropdown menu is open, listing various categories such as 'Ad Hoc Payee', 'Applicant', 'Bank Account', 'Book Code', 'Company', 'Company for FAO', 'Contingent Worker', 'Cost Center', 'Customer', 'Employee', 'Fund', 'Grant', 'Intercompany Affiliate', 'Job Profile', 'Journal Source', 'Ledger/Budget Period', 'Ledger Account', 'Ledger Account Type', 'Location', and 'Object Class'. A blue triangle icon is positioned next to the 'Total Expenses' value in the summary table.

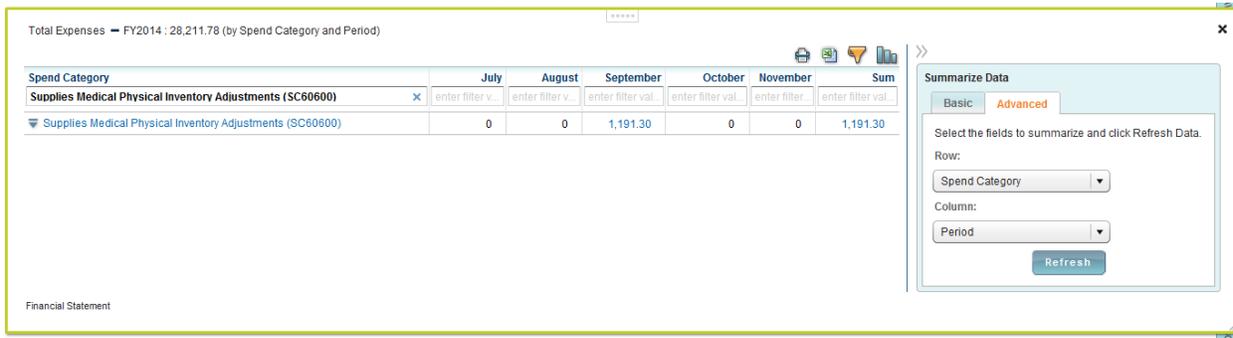
Picture below shows a View By Spend Category and Period

Spend Category	July	August	September	October	November	Sum
Union Non 1199 (SC58550)	75,872.53	363,467.19	(78,376.55)	0	0	360,963.17
Nursing Extra Compensation (SC57950)	4,290.92	201,308.56	4,375.55	0	0	209,975.03
Events (SC49550)	0	20,806.46	20,133.38	87,112.00	0	128,051.84
Allocations Materials (SC38600)	32,500.00	65,000.00	0	0	0	97,500.00
Fellow and Postdoc (SC57750)	0	4,605.67	46,338.27	0	0	50,943.94
Group Universal Life Securian (SC65850)	3,491.96	404.00	35,018.04	0	0	38,914.00
Union Dues BU7 (SC67450)	15,891.00	16,900.00	0	0	0	32,791.00
Allocations EDC Advancement (SC31900)	0	0	25,000.00	0	0	25,000.00
Allocations Soccer Men (SC41400)	393.60	15,118.58	637.03	0	0	16,149.21
Allocations Baseball (SC40250)	0	9,720.68	4,278.14	0	0	13,998.82
Salary Reallocation Sponsored Awards (SC58850)	12,319.37	0	0	0	0	12,319.37
Equipment Fabricated (SC64100)	3,081.63	7,190.00	0	0	0	10,271.63
Allocations Primary Data Center - NYSEDA (SC38850)	0	0	7,211.24	0	0	7,211.24
Construction General Contractor (SC62750)	4,956.00	1,799.62	0	0	0	6,755.62
Allocations Athletics Football (SC40200)	82.70	822.42	5,389.56	0	0	6,294.68
Net Pay Checks (SC66850)	4,379.55	0	0	0	0	4,379.55
Library Books (SC63850)	0	2,696.38	1,600.00	0	0	4,296.38
Allocations Facilities Storage Amortization (SC37850)	0	0	4,096.21	0	0	4,096.21
Allocations 300 Science Parkway Data Center Operations and Maintenance (SC36900)	0	0	3,773.11	0	0	3,773.11
Resident (SC58250)	0	3,585.71	0	0	0	3,585.71

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.



Total Expenses - FY2014 : 28,211.78 (by Spend Category and Period)

Spend Category	July	August	September	October	November	Sum
Supplies Medical Physical Inventory Adjustments (SC60600)	enter filter v.	enter filter v.	enter filter val.	enter filter val.	enter filter.	enter filter val.
Supplies Medical Physical Inventory Adjustments (SC60600)	0	0	1,191.30	0	0	1,191.30

Summarize Data

Basic | **Advanced**

Select the fields to summarize and click Refresh Data.

Row:

Spend Category

Column:

Period

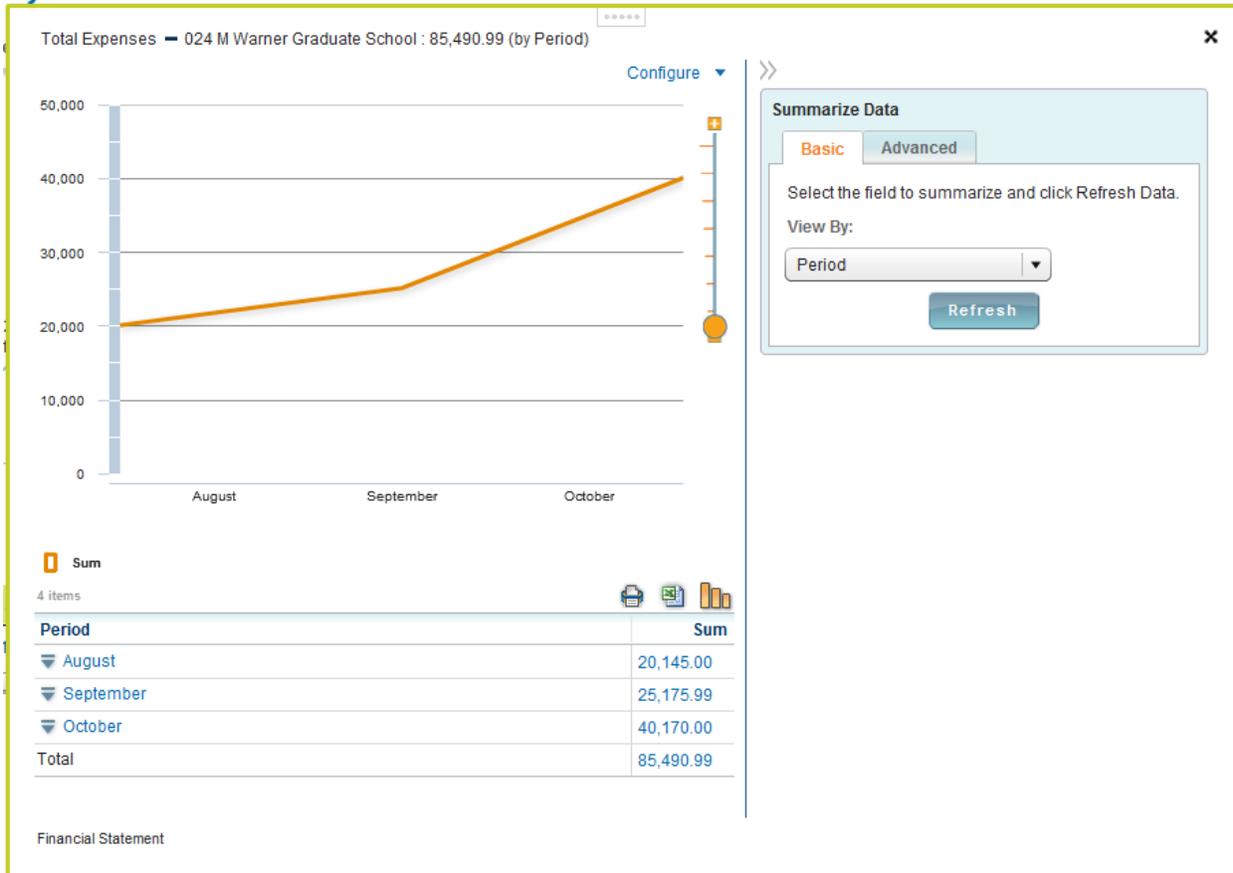
Refresh

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.



Total Expenses - 024 M Warner Graduate School : 85,490.99 (by Period)

Configure

Summarize Data

Basic | **Advanced**

Select the field to summarize and click Refresh Data.

View By:

Period

Refresh

Sum

4 items

Period	Sum
August	20,145.00
September	25,175.99
October	40,170.00
Total	85,490.99

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.

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

The user can select the following prompts:

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

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

Trial Balance

Company * 020 River Campus Colleges ⓘ

Ledger * Actuals ⓘ

Book X Common ⓘ

Year * FY2014 ⓘ

Summary Period enter search text ⓘ

Period enter search text ⓘ

Worktags enter search text ⓘ

Fund Affiliate enter search text ⓘ

Display By Option Company

Display Worktag Type enter search text ⓘ

Company Currency USD ⓘ

Translation Currency * USD ⓘ

Account Translation Rule Set

Options

Perform Eliminations

Include Adjustments

Include Final Allocations

Include Pro forma Allocations

Mark as Final

Untitled Filter

4 Saved Filters ▾ Manage Filters

OK Send to Excel Cancel

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

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 - 3,536 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
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 Medicine and Dentistry	HRMS		09/01/2013	HRMS integration	14,500.00	
		Total:							29,000.00

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**

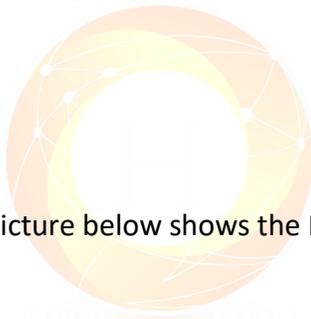
Details by Ledger Account - 3,301 Items

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
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

5.4 Prompts

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.

Ledger Detail

Company *	University of Rochester <i>i</i>
Year *	FY2014 <i>i</i>
Summary Periods	<i>enter search text</i>
Periods	<i>enter search text</i>
Ledger *	Actuals <i>i</i>
Display Worktag Type	<i>enter search text</i>
	<input checked="" type="checkbox"/> Spend Category
Worktags	<i>enter search text</i>
Fund Affiliate	<i>enter search text</i>
Book	<input checked="" type="checkbox"/> Common <i>i</i>
Ledger Accounts *	<i>enter search text</i>
	<input checked="" type="checkbox"/> UR Chart of Accounts: All UR Expenses <i>i</i>
Company or Hierarchy Currency	USD <i>i</i>
Translation Currency *	USD <i>i</i>
Account Translation Rule Set	
Include Adjustments	<input checked="" type="checkbox"/>
Include Final Allocations	<input checked="" type="checkbox"/>
Include Pro forma Journals	<input checked="" type="checkbox"/>
Mark as Final	<input type="checkbox"/>
Summarize by Period	<input checked="" type="checkbox"/>

Untitled Filter

7 Saved Filters ▾ Manage Filters

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

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

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

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 & Dissert 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 Suroerv	OP136541 Liver Transplant	60100:Supplies Dietary	Amortization (SC49850)	0	0	\$34	0	0	\$34

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

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

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	
		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

Cost Center	Financial Activity Object ID (FAO)	Expenses											
		50400:Budget Vacancy and Turnover			50500:Budget Vacancy and Turnover			50600:Budget Wage and Salary Pi			51200:Benefit Adjustments		
		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%



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

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

Transaction Summary Report - by Multiple Financial Activity Objects (WD01)

Company *

Ledger Account Summary *

- UR Chart of Accounts: All UR Revenues #
- UR Chart of Accounts: All UR Expenses #

Year *

Period

Cost Center

Financial Activity Object (FAO Name)

Financial Activity Object ID (FAO ID)

Book Common #

Journal Sources

Untitled Filter

4 Saved Filters ▾ Manage Filters

OK Cancel

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

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 transaction 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:

- Subtotaling in the blue rows

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	AJE000029960 - 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.

Transaction Details Report (Large) - by multiple Cost Centers, by multiple financial fields (WD02 WD12) /

Instructions Please make your selections below prior to running this report. Please note this report is large -- users may need to schedule this report in order to bring back the result set.

Company * University of Rochester /

Ledger Account Summary * enter search text
UR Chart of Accounts: All UR Expenses /

Year * enter search text
FY2014 /

Period enter search text

Summary Schedule Rollup * UR Fiscal Schedule Quarters

Cost Center enter search text

UR Operating Program enter search text

Grant enter search text

UR Gift enter search text

Gift enter search text

Project enter search text

UR Loan Program enter search text

UR Debt Service enter search text

Financial Activity Object (FAO Name)

Financial Activity Object ID (FAO ID) enter search text

Ledger enter search text

Spend Category enter search text

Revenue Category enter search text

Financial Account Category (FAC Name)

Financial Account Category ID (FAC ID) enter search text

Book enter search text

Fund enter search text

Journal Sources enter search text

Journal Entry Status enter search text

Memo (contains)

UR Total

8 Saved Filters Manage Filters

OK Cancel

7.5 Analyzing the Report

7.5.1 Drill to Journal training at your desk

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 analyze 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

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 Administration		test

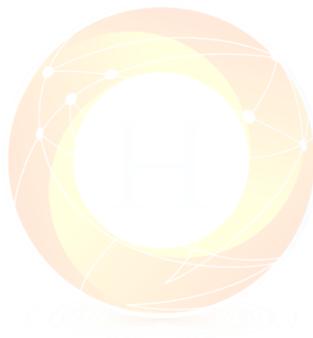
8.4 Prompts

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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Find Journal Lines

Company *	<input type="text"/>	
Period *	<input type="text" value="enter search text"/>	
Ledger	<input type="text" value="enter search text"/>	
Book	<input type="text" value="X Common"/>	
Journal Number	<input type="text"/>	
Status	<input type="text" value="enter search text"/>	
Accounting Date On or After	<input data-bbox="617 546 771 577" type="text" value="_/_/_"/>	
Accounting Date On or Before	<input data-bbox="617 598 771 630" type="text" value="_/_/_"/>	
Journal Sources	<input type="text" value="enter search text"/>	
Originated by	<input type="text" value="enter search text"/>	
Approved by	<input type="text" value="enter search text"/>	
Ledger Accounts	<input type="text" value="enter search text"/>	
Worktags	<input type="text" value="enter search text"/>	
Adjustment Journal	<input type="checkbox"/>	
Reversed Journal	<input type="checkbox"/>	
Recurring Journal	<input type="checkbox"/>	
Intercompany Journal	<input type="checkbox"/>	
Threshold Met	<input type="checkbox"/>	
Journal Line Amount Equal To	<input type="text" value="0"/>	
Journal Line Amount Greater Than	<input type="text" value="0"/>	
Journal Line Amount Less Than	<input type="text" value="0"/>	

JG
k

8.5 Analyzing the Report

- Limited analysis due to the purpose of this report.

9 Worklets

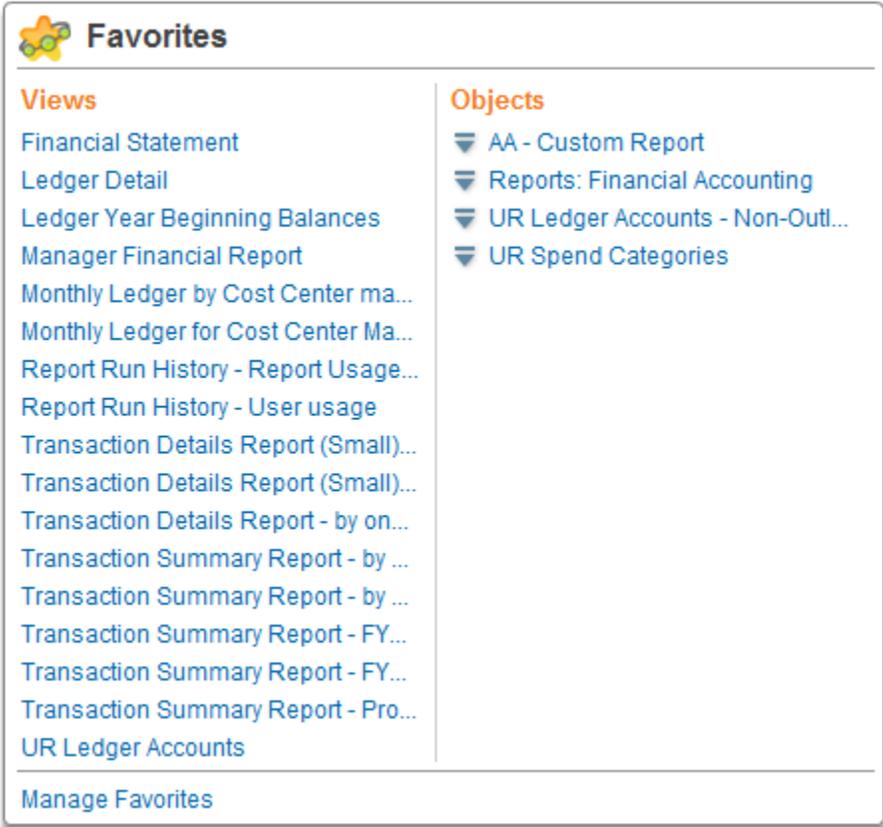
9.1 Description

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”.



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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
View More ...	

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