

Overview

Use this job aid as a resource to view financial reports in Workday.

Getting Started

There are many Workday-delivered and custom reports that facilitate the financial accounting reporting capabilities for end users. Descriptions for the most common financial accounting reports employees will use on a regular basis are included below. Access these reports by using the Search field in Workday and typing the report name and then selecting the report. Use the fields on the initiation page of the report to narrow your search as needed and then click OK.



Workday Financial Reports

Workday Job Aid for Employees

Financial Reports

Report Name	Description
Banner-to-Workday Crosswalk Query	Look up the Workday worktag that corresponds to the previous Banner value.
Budget vs. Actual – Operational	This budget vs actual report lists for cost centers the Original Budget, YTD budget, YTD actuals, YTD Obligations, YTD Commitments, Available Balance and budget used % by fund, cost center, ledger account, spend category, program, discipline in both graph and data view. This report is prompted for a given org, plan and fiscal period. This reports answers questions such as: What is the budget versus actuals variance by cost center? What is the budget used percentage by cost center?
Composite MC Budgetary Balance Summary Report - Operational	This composite report lists for cost centers the Original Budget, YTD budget, YTD actuals, YTD Obligations, YTD Commitments, Available Balance and budget used % by fund, cost center, ledger account, program. This report is prompted for a given org and fiscal period. This reports answers questions such as: What is the budget versus actuals variance by cost center? What is the budget used percentage by cost center?
Composite MC Budgetary Balance Detailed Report - Operational	This composite report lists for cost centers the Original Budget, YTD budget, YTD actuals, YTD Obligations, YTD Commitments, Available Balance and budget used % by fund, cost center, ledger account, spend category, revenue category, program, discipline, auxiliary, specialization. This report is prompted for a given org, plan and fiscal period. This reports answers questions such as: What is the budget versus actuals variance for expense accounts by cost center? What is the budget used percentage by cost center?
MC Detail Transaction Activity - Departmental	This report lets you see the detail of transactions in your cost center(s) including the journal status, journal source, supplier, transaction amount, ledger account and spend category. Prompts for this report include the cost center, journal source, period, discipline and ledger. This report answers questions such as: What are the detailed transactions in my cost center? This report can be run for actuals, commitments and obligations by selecting different Ledger options in the prompt.
MC PO Maintenance Report - Departmental	With this report, users can view the purchase orders for their cost center(s). Information such as the PO number, PO status, total PO amount, spend category, quantity ordered and received, requester, received date and payment date and more. Prompts for this report include FY, PO status, companies, organization, cost center, project, spend category, fund, grant, program, discipline and specialization.



Workday Financial Reports

Workday Job Aid for Employees

This report enables authorized users to filter, view and export payroll accounting details by assigned cost centers and accounting period(s). Use this report to confirm payroll earnings expensed by pay period and employee.
employee.



Budget vs Actual - Operational = Book × Common … × Cost Center: 222000 :== Organization Business Services Company × Montgomery College … 🗙 Operating Budget - Child Plan Structure (with Budget Check) = Period × FY23 - Jun × MC Master Parent: All = Expense Accounts / Summary Income Statement Accounts 1000 Translation Currency × USD ··· = Account Translation Rule Set × Standard … Filter Name Manage Filters Save 3 Saved Filters Cancel

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Fund	Cost Center	Ledger Account	Spend Category	Program	Discipline	Original Budget	Budget Amendment YTD	Total Budget YTD	Actuals YTD	Obligations YTD	Commitment YTD	Available Balance	Budget Used %
FUND_1110 Operating Fund	222000 Business Services	6000:Contracted Services	6091 - Contracted Services - General	PROGRAM_7000 Institutional Support	(Blank)							()	
FUND_1110 Operating Fund	222000 Business Services	6000:Contracted Services	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	101, 110,000	100	101,110,00		0.00	0.00	101, 110,000	
FUND_1110 Operating Fund	222000 Business Services	6010:Operating Lease Payments	6031 - Operating Lease- Equipment	PROGRAM_7000 Institutional Support	(Blank)	0.00	0.00	0.00	0.00			(0,000.002)	
FUND_1110 Operating Fund	222000 Business Services	6100:Supplies	6101 - Office Supplies	PROGRAM_7000 Institutional Support	(Blank)	5.55	0.00	0.00		0.00	:.::	(:==:)	0.00%
FUND_1110 Operating Fund	222000 Business Services	6100:Supplies	(Blank)	PROGRAM_7000 Institutional Support	(Blank)		0.00		0.00	0.00	0.00	:0.000 m	0.000
FUND_1110 Operating Fund	222000 Business Services	6200:Communications	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	000.00	0.00	000.00	0.00	0.00	0.00	000.00	0.0010



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organization	Business	Services									
Company	* × Montgome	ery College	:=								
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Composite MC Bu	Igetary Balance Detailed Report - Operational 🛛 🚥
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Company	★ X Montgomery College … :=
Period	* × FY22-Jun :Ξ
Expense Accounts / Summ	Nary * XMC Master Parent: All := Income Statement Accounts
Fund	:=
Program	:=
Discipline	:=
Filter Name Manage Filters	Save
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Composite MC Budgetary Balance Detailed Report - Operational 🚥 🏥

Details

This composite report lists for cost centers the YTD budget, YTD actuals, variance and budget used %.

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Fund	Cost Center	Ledger Account	Spend Category	Revenue Category	Program	Discipline	Auxiliary	Specialization		Original Budget	Budget Amendment YTD	Total Budget YTD	Actuals YTD - Operational	Obligations YTD - Operational	Commitment YTD - Operational	Available E
FUND_1110 Operating Fund	222000 Business Services	5000:Administrative Salaries & Wages	5001 - Administrative Salaries	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	(Blank)	(Blank)		20	0.00	00	56	0.00	0.00	*
FUND_1110 Operating Fund	222000 Business Services	5300:Staff Salaries & Wages	5301 - Staff Full Time Salaries	(Blank)	PROGRAM_5000 Student Services	(Blank)	(Blank)	(Blank)		0.00	0.00	0.00	.80	0.00	0.00	(11
FUND_1110 Operating Fund	222000 Business Services	5300:Staff Salaries & Wages	5301 - Staff Full Time Salaries	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	(Blank)	(Blank)		.00	0.00	1.00	.41	0.00	0.00	37
FUND_1110 Operating Fund	222000 Business Services	5300 Staff Salaries & Wages	5303 - Staff Overtime Salaries	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	(Blank)	(Blank)		00.	0.00	00	17	0.00	0.00	1
FUND_1110 Operating Fund	222000 Business Services	5400:Student Salaries & Wages	5401 - Student Assistance	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	(Blank)	(Blank)		0.00	0.00	0.00	10	0.00	0.00	(1 ,
FUND_1110 Operating Fund	222000 Business Services	5500:Fringe Benefits	5001 - Administrative Salaries	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	(Blank)	(Blank)		0.00	0.00	0.00	0.00	0.00	0.00	
FUND_1110 Operating Fund	222000 Business Services	5500:Fringe Benefits	5301 - Staff Full Time Salaries	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	(Blank)	(Blank)		0.00	0.00	0.00	0.00	0.00	0.00	



MC Detail Transaction A	ctivity – Departmenta	
Company	K × Montgomery College	. :=
Organization	K X Cost Center: 222000 Business Services	··· :=
Amount Type	* Activity	:=]
Ledger	k × Actuals …	:=
Period	× FY22 - Jun	:=
Time Period	k Current Period	:=
Fund		≔
Program		:=
Discipline		:=
Book	× Common …	:=
Ledger Accounts and Summaries	× MC Master Parent: All Income Statement Accounts	:=
Accounting Data On or After	06/01/2022	MC Detail Transac
Accounting Date On or Before	06/30/2022	> Details

ctivity – Departmental 🚥 👔



MC Detail Transaction Activity - Department Journal Lines for Organization and Reporting Time Period

61 items												×Ξ	⊤ ih 🗆	. r 💷 🗉
Journal Status	Journal Number	Journal Sequence Number	Line Number	Accounting Date	Transaction Date	Linked Journal Line	Supplier as Worktag	Operational Transaction	Purchase Orders	Supplier Invoice Requisitions	Company	Transaction Amount	Freight Amount	Transact
Posted		JRNL-2022-Jun-365	0	06/08/2022	06/03/2022						Montgomery College	11		\$
Posted		JRNL-2023-Jun-945	0	04/09/2022	06/09/2022						Mangamery Gallage	12		
Posted		JRNL-2022-Jun-365	0	06/08/2022	06/03/2022						Mongomery College	20		-
Posted		JRNL-2022-Jun-365	0	06/08/2022	06/03/2022						Montgomery College	17		
Posted		JRN-2022-Jun-414	0	06/08/2022	06/03/2022						Morrgomery College	. 12		
Posted		JRN-2022-Jun-414	0	06/08/2022	06/03/2022						Moregomery College	11		\$
Posted		JRNL-2022-Jun-408	0	06/08/2022	06/03/2022						Morrgomery College	20		
Posted		JRNL-2022-Jun-408	0	06/09/2022	06/03/2022						Montgomery College	72		



MC PO Maintenance Repo	rt – Departmental 🚥	Â																	
Purchase Order Line Fully Received																			
Purchase Order Status	:=																		
FY	\times FY23 - MC Fiscal Schedule \cdots \equiv																		
Companies	\times Montgomery College \cdots $\vdots \equiv$																		
Purchase Order Type																			
Organization	× Cost Center: 222000 ···· i≡ Business Services																		
Cost Center	× 222000 Business Services ··· ⋮																		
Project	:=																		
Spend Category as Worktag	\times 6101 - Office Supplies \cdots \equiv																		
Fund	× FUND_1110 Operating Fund … ⋮≡																		
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Program		MC PO Main	tenance Report	– Department	aleen 184													a	Ð
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Specialization	:=	12 itema															k∃ ⊽ th	🗆 J 🔳 🔳	1
OK Cancel)	Purchase Order	Purchase Order Type	Line Order Status	Latest Budget	Original Budget Date	Document Date	Period	Year	Total PO Amount	Beginning PO balance \$	Ending PO belance §	Purchase Order Line Split	Count of Line Splits	Fund	Cost Center	Specialization	Grant 8	
		P00000876	Formel Bid	1 Closed	10/14/2024	10/18/2022	1010/2022	ve	FT23 - NU FISCE SCREDUE		~	80.00			FUND_1110 Operating Fund	222000 Business Services			
		PO-0000876	Formal Bid	2 Closed	10/12/2022	10/12/2022	10/13/2022	Oet	FV23 - MC Facal Schedule	20	10	\$0.00			FUND_1110 Operating Fund	222000 Business Services			
		P0-0002838	Formal Bid	1 Issued	06/23/2023	06/23/2023	06/23/2023	nc	FV23 - MC Fiscal Schedule	μ		24			FUND_1110 Operating Fund	222000 Business Services			
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		PO-0002338	Formel Bid	2 issued	06/23/2023	06/23/2023	06/23/2023	Jun	FY23 - MC Fiscal Schedule	76		ъ			RUND_1110 Operating Fund	222000 Business Services			



MC Payroll	Distribution Details - Depar	tmental	
Company *	× Montgomery College …	∷≡	
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MC Payroll Distribution Details - Departmental 🚥 🙀																					
Ŭ Details																					
Company	Montgomery C	ollege		Ledger	Act	tuals															
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Worker	Employee ID	Job Family	Employee Type	Pay Rate Type	Fiscal Year	Journal Sequence Number	Ledger Type	Position	Ledger/Budget Period	Location	Period	Journal	Journal Source	Sub Period	Retro Earning	Earning	Journal Status	Accounting Date	Company	Cost Center	Fund
<u>–</u>		Part Time Faculty	Part-Time Faculty	Period Activity Pay	F128	JRNL-2023-Jul- 766	Actuals	[A/FY23 Actuals Montportery College)	 Germantown Campus 	Jul	Operational Accounting Detail: Montpomery College +07/08/2022	Payrol Actual Accrual			Part Time Faculty Pay - PTF	Posted	07/08/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND_1110 Operating Fund
		Full Time Faculty	Part-Time Faculty	Period Activity Pay	F123	JRML-2023-Jul- 766	Actuals		A/FY28 Actuals Montportery College)	Rockville Campus	Ju	Operational Accounting Detail: Montpornery College - 07/09/2022	Payrol Actual Accrual			FT Faculty Summer Pay - SUM	Posted	07/08/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND_1110 Operating Fund
		Part Time Faculty	Part-Time Faculty	Period Activity Pay	FI23	JRNL-2023-Jul- 766	Actuals		N/FY23 Actuals (Montpomery College)	Rockville Campus	JU	Operational Accounting Detail: Montgomery College - 07/08/2022	Payroll Actual Accrual			Part Time Faculty Pay - PTF	Posted	07/08/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND_1110 Operating Fund
		Full Time Faculty	Part-Time Faculty	Period Activity Pay	FY23	JRNL-2023-Jul- 766	Actuals		A/FY23 Actuals (Montpomery College)	Rockville Campus	JU	Operational Accounting Detail: Montgomery College - 07/08/2022	Payroll Actual Accrual			FT Faculty Summer Pay - SUM	Posted	07/08/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND_1110 Operating Fund
	- 1	Department Chair	Staff	Salary	FY23	JRNL-2023-Jul- 766	Actuals		Uul-FY23 Actuals Montgomery College)	RV - Counseling and Advising	Jul	Operational Accounting Detail: Montgomery College - 07/08/2022	Payroll Actual Accrual	07/01/2022-07/08/2022		Regular Pay - Salary - RESS	Posted	07/06/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND_1110 Operating Fund

Program	Discipline	Specialization	Grant	Agency	Auxiliary	Activity	Gift	Object Class	Spend Category	Revenue Category	Ledger Account	Ledger Account Type	Ledger/Budget Amount for Natural Debit or Credit	Ledger/Budget Debit Amount	Ledger/Budget Credit Amount	Result Line Hours
FROGRAM_5000 Student Services		255202 Student Life/Students GT							5102 - Faculty Part Time Salaries		5100:Faculty Salaries & Wages	Expense	.00	.00		. 18
FROGRAM_5000 Student Services									5130 - Faculty Summer Salaries		5100:Faculty Salaries & Wages	Expense	.67	.67		0
FROGRAM_5000 Student Services									5102 - Faculty Part Time Salaries		5100.Faculty Salaries & Wages	Expense	. 32	35		61
FROGRAM_5000 Student Services									5130 - Faculty Summer Salaries		5100:Faculty Salaries & Wages	Expense	69	. 69		0
FROGRAM_5000 Student Services									5101 - Faculty & Counselor Full Time Wages		5100:Faculty Salaries & Wages	Expense	41	.41		40



Y Workday Financial Reports

Workday Job Aid for Employees

MC Payroll Distribution Details - Departmental Report Instructions

- 1. Parameter selection
 - a. Organization select from authorized list to report on. Multiple Organizations can be selected for reporting.
 - b. Period select **Current and Prior** to choose recent accounting period, as needed. For previous periods, select **All** > **FY** > **Month**, as needed.
 - c. Time Period select **Current Period**, to report on chosen accounting period. If needed, multiple periods can be reported via desired option.
 - d. Grant to pre-filtered report output by Grant, select from authorized list and only payroll related Grant data will be returned.
- 2. Click on OK.
- 3. On-line report is displayed.
- 4. To filter data on-line, click on column header(s) and enter desired option(s)
- 5. To export data to Excel spreadsheet, click on WD export Icon ($^{\textcircled{1}}$) and download the data.
- 6. Once downloaded, the data can be reviewed and summarized, as needed.
- 7. Payroll periods can be reviewed by filtering on Accounting Date.