Workday Financial Reports

Workday Job Aid for Employees

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.

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.

MC Payroll Distribution Details - Departmental	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.

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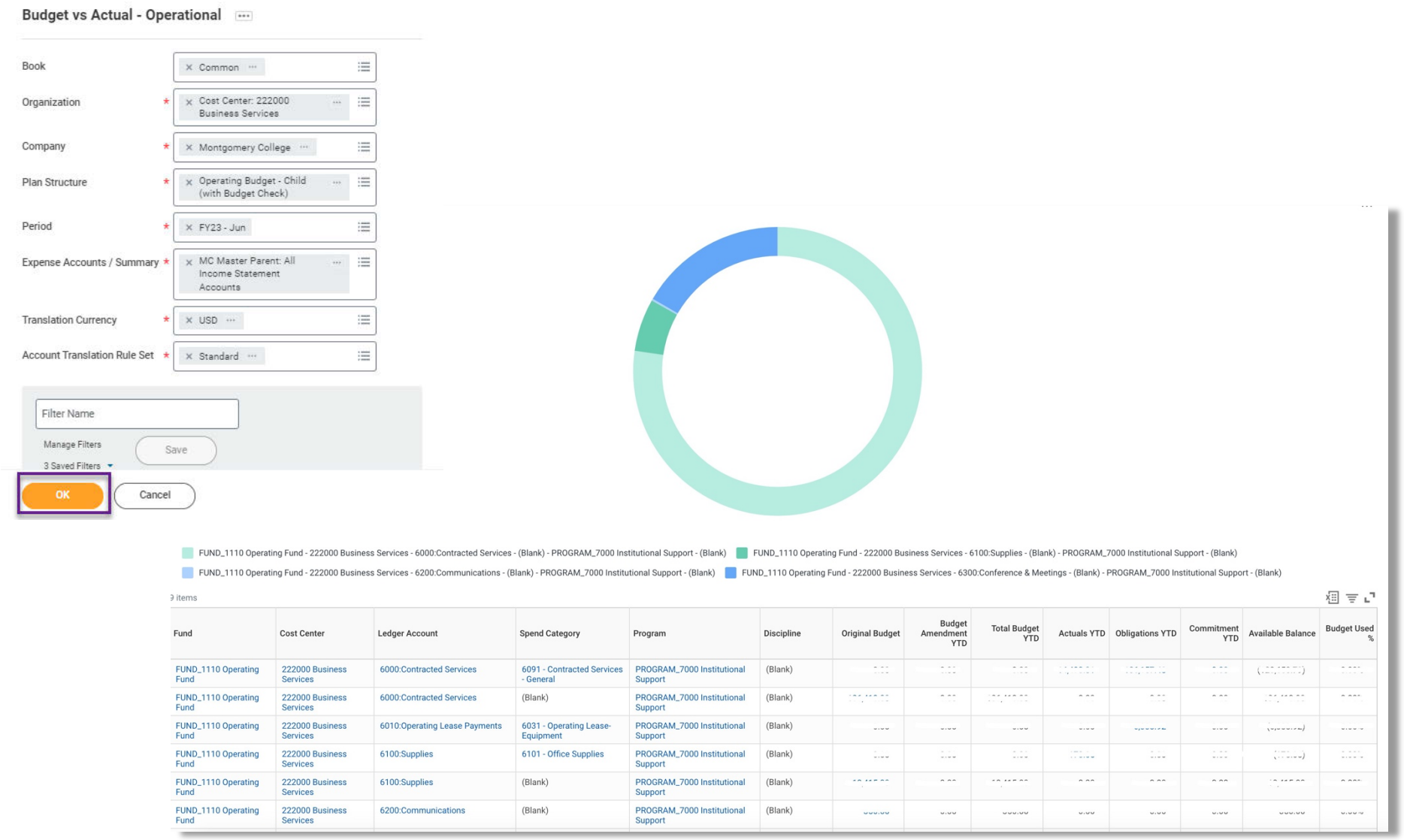

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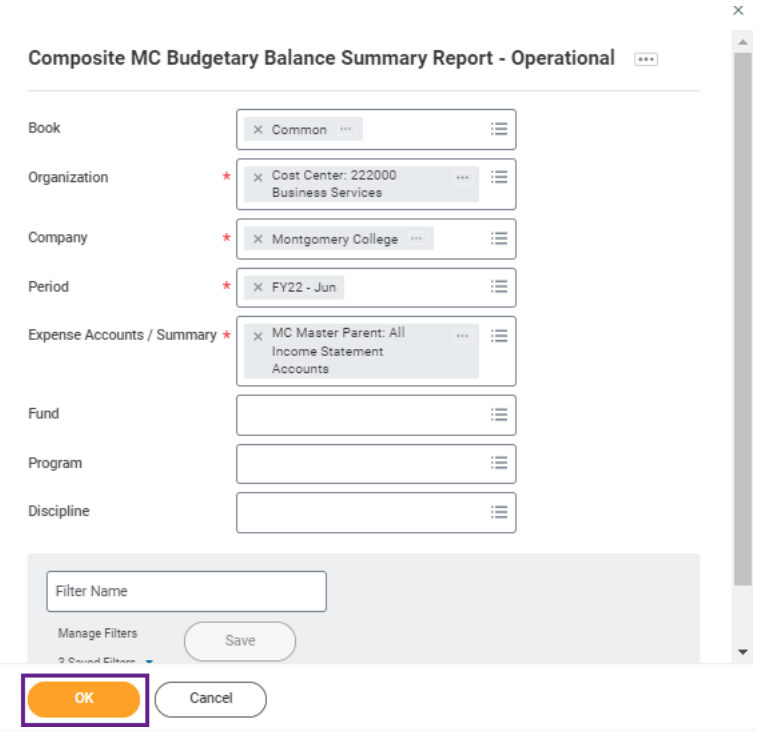

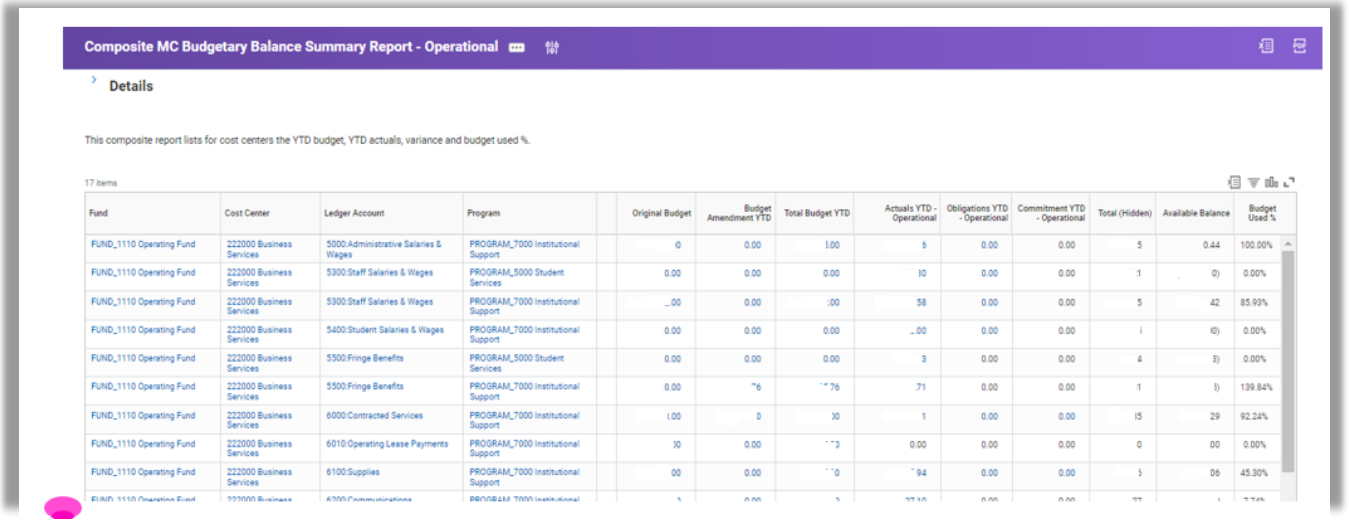

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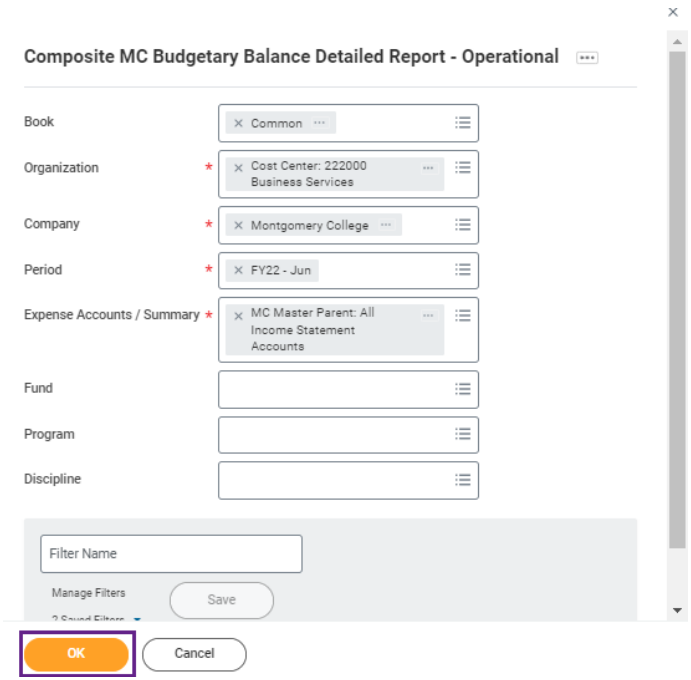
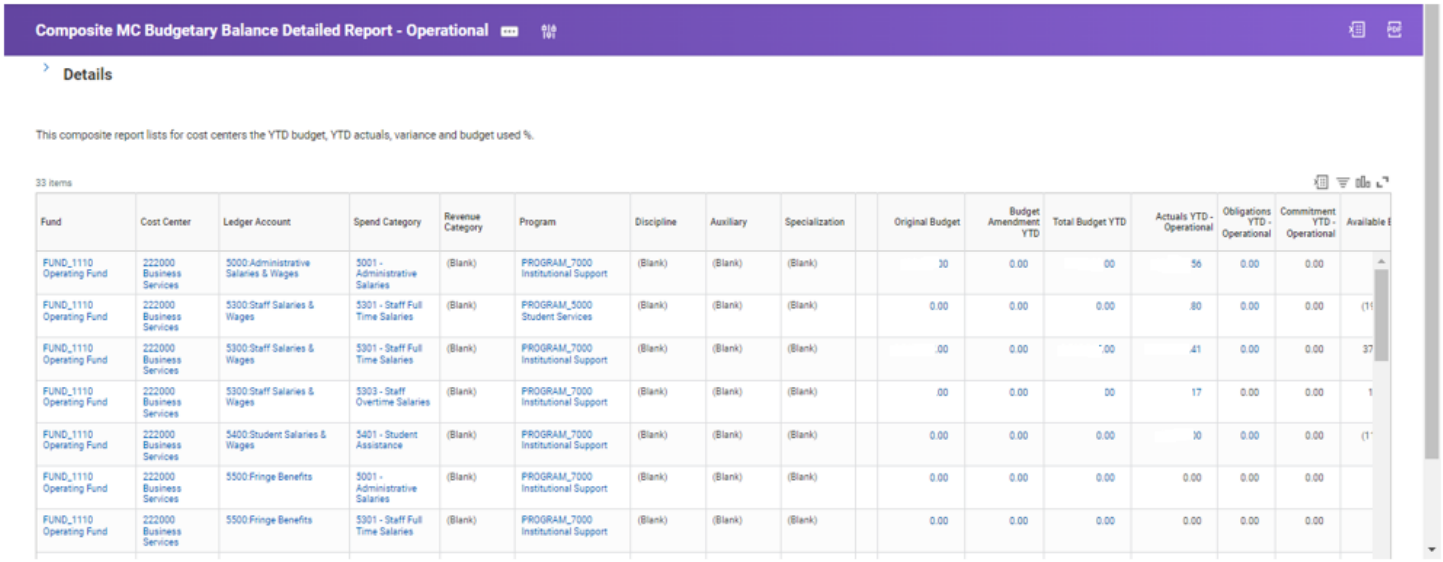
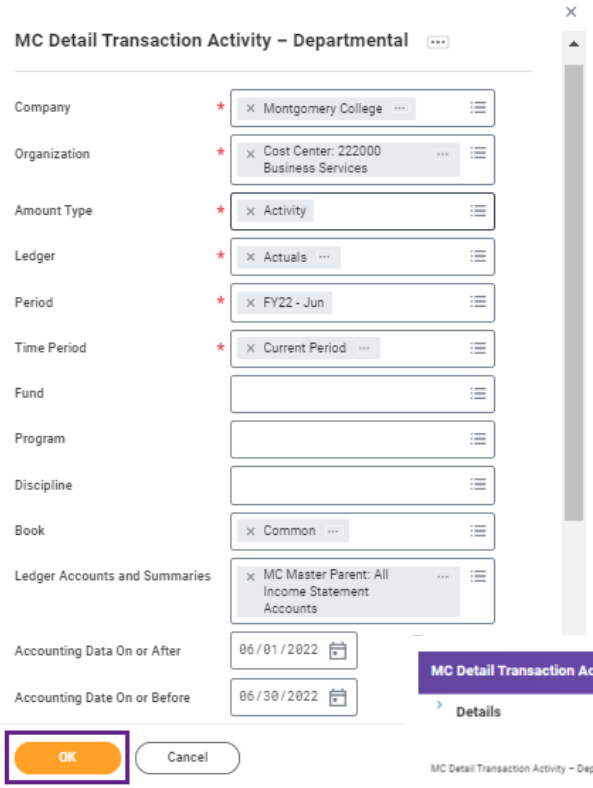
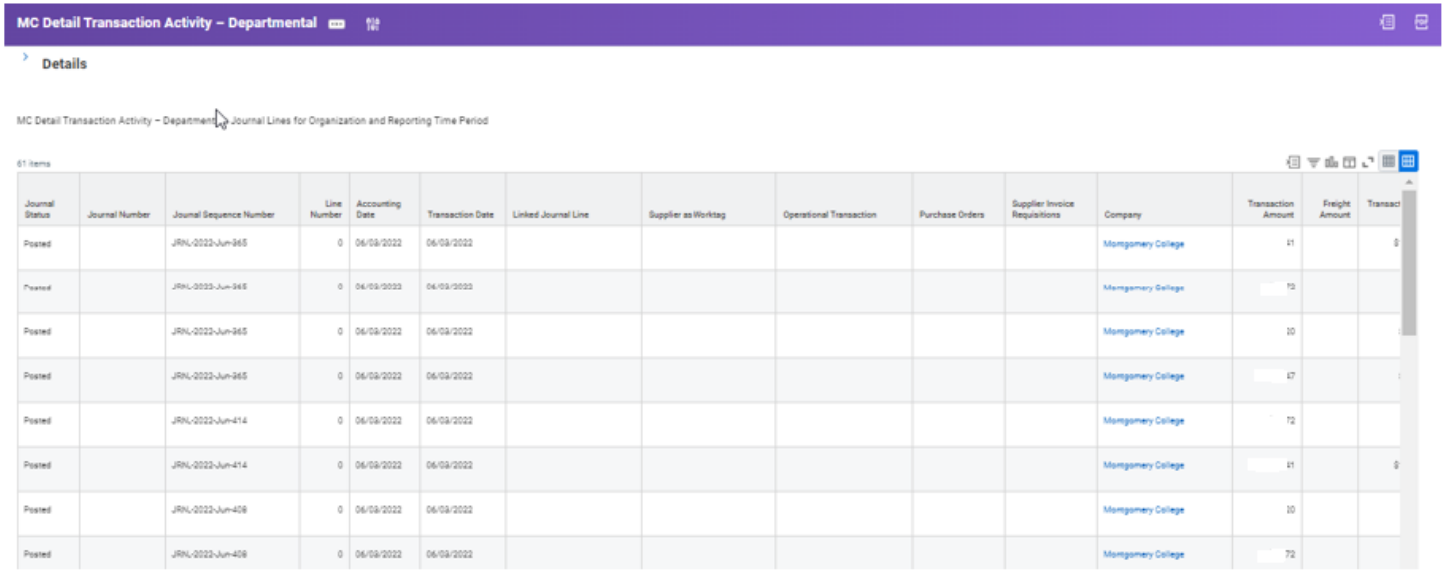
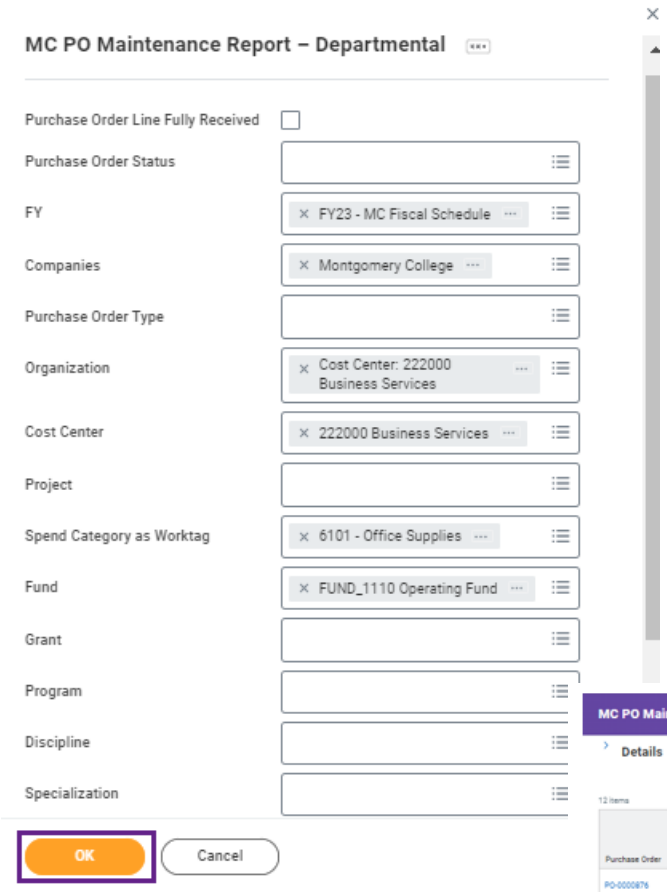
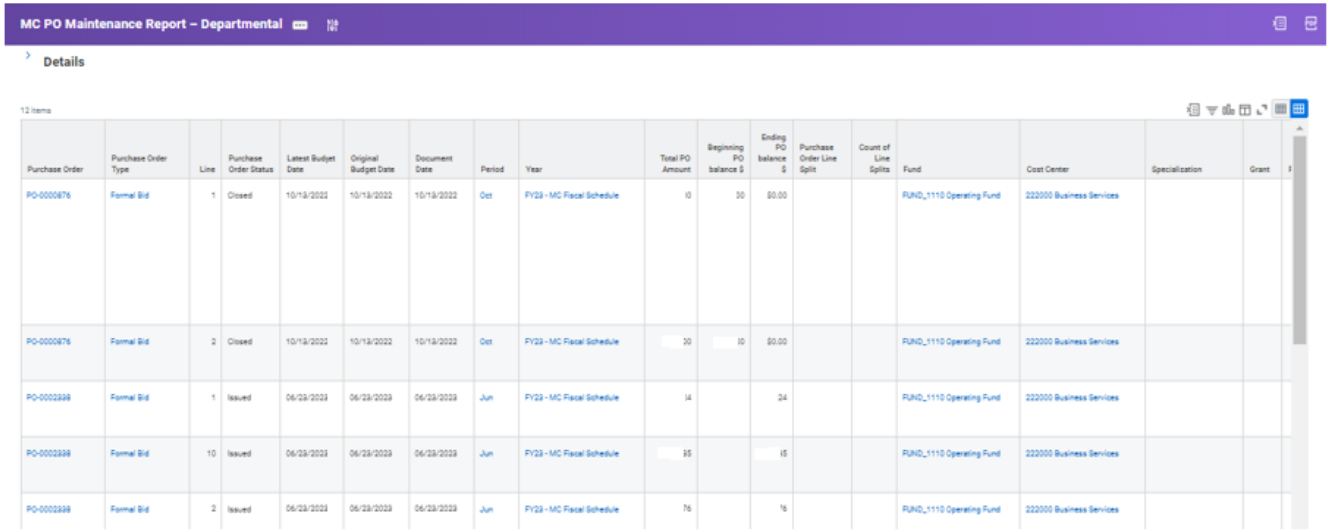





MC Detail Transaction Activity – Departmental
Company
Montgomery College
Organization
Cost Center: 222000 Business Services
Amount Type
Activity
Ledger
Actuals
Period
FY22 - Jun
Time Period
Current Period
Fund
Program
Discipline
Book
Common
Ledger Accounts and Summaries
MC Master Parent: All Income Statement Accounts
Accounting Data On or After
06/01/2022
Accounting Date On or Before
06/30/2022
OK
Cancel


MC Detail Transaction Activity – Departmental
Details
MC Detail Transaction Activity – Department Journal Lines for Organization and Reporting Time Period
61 items
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
Posted
Montgomery College


MC PO Maintenance Report – Departmental
Purchase Order Line Fully Received
Purchase Order Status
FY
FY23 - MC Fiscal Schedule
Companies
Montgomery College
Purchase Order Type
Organization
Cost Center: 222000 Business Services
Cost Center
222000 Business Services
Project
Spend Category as Worktag
6101 - Office Supplies
Fund
FUND_1110 Operating Fund
Grant
Program
Discipline
Specialization
OK
Cancel


MC PO Maintenance Report – Departmental
Details
Purchase Order
Purchase Order Type
Line
Purchase Order Status
Latest Budget Date
Original Budget Date
Document Date
Period
Year
Total PO Amount
Beginning PO balance $
Ending PO balance $
Purchase Order Line Split
Count of Line Splits
Fund
Cost Center
Specialization
Grant

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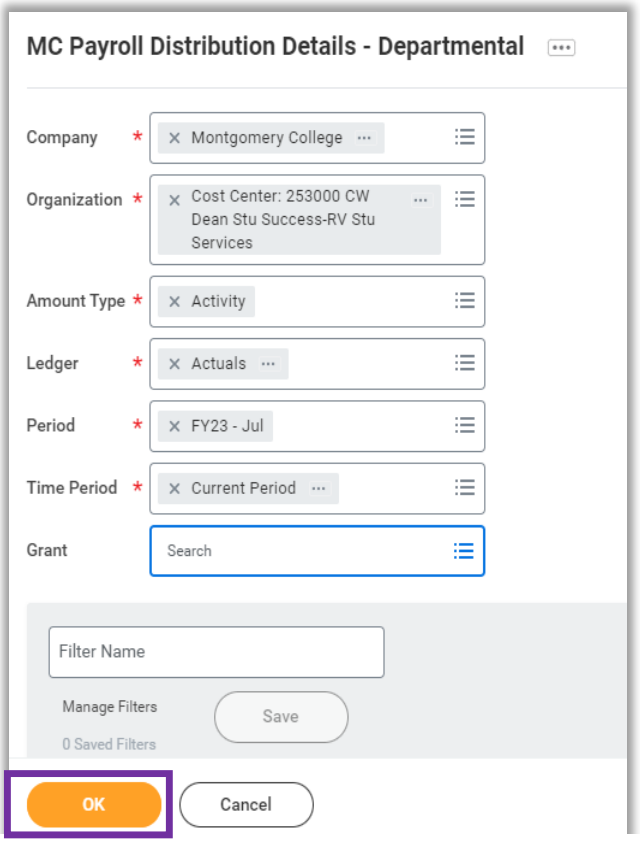

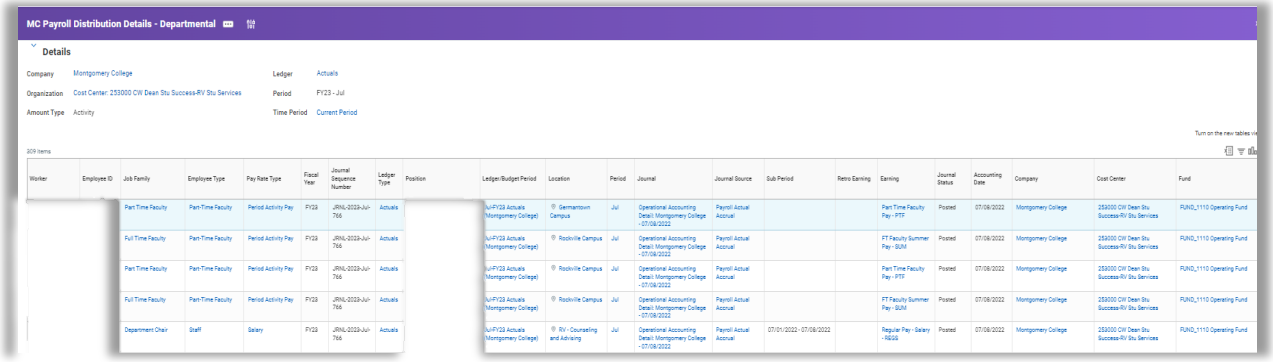

MC Payroll Distribution Details - Departmental Report Instructions

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 ( ) 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.