

### 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
<b>Banner-to-Workday Crosswalk Query</b>	Look up the Workday worktag that corresponds to the previous Banner value.
<b>Budget vs. Actual – Operational</b>	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?
<b>Composite MC Budgetary Balance Summary Report - Operational</b>	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?
<b>Composite MC Budgetary Balance Detailed Report - Operational</b>	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?
<b>MC Detail Transaction Activity - Departmental</b>	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.
<b>MC PO Maintenance Report - Departmental</b>	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*

<b>MC Payroll Distribution Details - Departmental</b>	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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**Budget vs Actual - Operational** ...

Book

Organization

Company

Plan Structure

Period

Expense Accounts / Summary

Translation Currency

Account Translation Rule Set

Filter Name

Manage Filters

3 Saved Filters



■ FUND\_1110 Operating Fund - 222000 Business Services - 6000:Contracted Services - (Blank) - PROGRAM\_7000 Institutional Support - (Blank)
 ■ FUND\_1110 Operating Fund - 222000 Business Services - 6100:Supplies - (Blank) - PROGRAM\_7000 Institutional Support - (Blank)
 ■ FUND\_1110 Operating Fund - 222000 Business Services - 6200:Communications - (Blank) - PROGRAM\_7000 Institutional Support - (Blank)
 ■ FUND\_1110 Operating Fund - 222000 Business Services - 6300:Conference & Meetings - (Blank) - PROGRAM\_7000 Institutional Support - (Blank)

9 items

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)	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)	0.00
FUND_1110 Operating Fund	222000 Business Services	6000:Contracted Services	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	(0.00)	0.00
FUND_1110 Operating Fund	222000 Business Services	6100:Supplies	6101 - Office Supplies	PROGRAM_7000 Institutional Support	(Blank)	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00
FUND_1110 Operating Fund	222000 Business Services	6200:Communications	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# Workday Financial Reports

## Workday Job Aid for Employees

### Composite MC Budgetary Balance Summary Report - Operational

Book: X Common

Organization: X Cost Center: 222000 Business Services

Company: X Montgomery College

Period: X FY22 - Jun

Expense Accounts / Summary: X MC Master Parent: All Income Statement Accounts

Fund:

Program:

Discipline:

Filter Name

Manage Filters

Save

OK

Cancel

### Composite MC Budgetary Balance Summary Report - Operational

#### Details

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

17 Items

Fund	Cost Center	Ledger Account	Program	Original Budget	Budget Amendment YTD	Total Budget YTD	Actuals YTD - Operational	Obligations YTD - Operational	Commitment YTD - Operational	Total (Hidden)	Available Balance	Budget Used %
FUND_1110 Operating Fund	222000 Business Services	5000:Administrative Salaries & Wages	PROGRAM_7000 Institutional Support	0	0.00	1.00	5	0.00	0.00	5	0.44	100.00%
FUND_1110 Operating Fund	222000 Business Services	5300:Staff Salaries & Wages	PROGRAM_5000 Student Services	0.00	0.00	0.00	30	0.00	0.00	1	0	0.00%
FUND_1110 Operating Fund	222000 Business Services	5300:Staff Salaries & Wages	PROGRAM_7000 Institutional Support	.00	0.00	.00	58	0.00	0.00	5	42	85.93%
FUND_1110 Operating Fund	222000 Business Services	5400:Student Salaries & Wages	PROGRAM_7000 Institutional Support	0.00	0.00	0.00	.00	0.00	0.00	1	0	0.00%
FUND_1110 Operating Fund	222000 Business Services	5500:Fringe Benefits	PROGRAM_5000 Student Services	0.00	0.00	0.00	3	0.00	0.00	4	3	0.00%
FUND_1110 Operating Fund	222000 Business Services	5500:Fringe Benefits	PROGRAM_7000 Institutional Support	0.00	.76	.76	71	0.00	0.00	1	3	139.84%
FUND_1110 Operating Fund	222000 Business Services	6000:Contracted Services	PROGRAM_7000 Institutional Support	1.00	0	30	1	0.00	0.00	15	29	92.24%
FUND_1110 Operating Fund	222000 Business Services	6010:Operating Lease Payments	PROGRAM_7000 Institutional Support	30	0.00	.73	0.00	0.00	0.00	0	00	0.00%
FUND_1110 Operating Fund	222000 Business Services	6100:Supplies	PROGRAM_7000 Institutional Support	00	0.00	.70	.94	0.00	0.00	3	06	45.30%

# Workday Financial Reports

## Workday Job Aid for Employees

### Composite MC Budgetary Balance Detailed Report - Operational

Book: X Common ...

Organization: \* X Cost Center: 222000 Business Services ...

Company: \* X Montgomery College ...

Period: \* X FY22 - Jun ...

Expense Accounts / Summary: \* X MC Master Parent: All Income Statement Accounts ...

Fund: ...

Program: ...

Discipline: ...

Filter Name

Manage Filters

Save

OK

Cancel

### Composite MC Budgetary Balance Detailed Report - Operational

#### Details

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

33 items

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
FUND_1110 Operating Fund	22200 Business Services	500 Administrative Salaries & Wages	5001 - Administrative Salaries	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	(Blank)	(Blank)	30	0.00	30	56	0.00	0.00	
FUND_1110 Operating Fund	22200 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	(1)
FUND_1110 Operating Fund	22200 Business Services	5300 Staff Salaries & Wages	5301 - Staff Full Time Salaries	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	(Blank)	(Blank)	.00	0.00	.00	.41	0.00	0.00	37
FUND_1110 Operating Fund	22200 Business Services	5300 Staff Salaries & Wages	5303 - Staff Overtime Salaries	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	(Blank)	(Blank)	0.00	0.00	0.00	17	0.00	0.00	1
FUND_1110 Operating Fund	22200 Business Services	5400 Student Salaries & Wages	5401 - Student Assistance	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	(Blank)	(Blank)	0.00	0.00	0.00	.30	0.00	0.00	(1)
FUND_1110 Operating Fund	22200 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	22200 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	

# Workday Financial Reports

## Workday Job Aid for Employees

MC Detail Transaction Activity – Departmental

Company \* X Montgomery College ...

Organization \* X Cost Center: 222000 Business Services ...

Amount Type \* X Activity ...

Ledger \* X Actuals ...

Period \* X FY22 - Jun ...

Time Period \* X Current Period ...

Fund

Program

Discipline

Book X Common ...

Ledger Accounts and Summaries X 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 – Departmental 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	Transact
Posted		JRN-2022-Jun-365	0	06/08/2022	06/08/2022						Montgomery College	41		0
Posted		JRN-2022-Jun-365	0	06/08/2022	06/08/2022						Montgomery College	10		
Posted		JRN-2022-Jun-365	0	06/08/2022	06/08/2022						Montgomery College	20		
Posted		JRN-2022-Jun-365	0	06/08/2022	06/08/2022						Montgomery College	47		
Posted		JRN-2022-Jun-414	0	06/08/2022	06/08/2022						Montgomery College	72		
Posted		JRN-2022-Jun-414	0	06/08/2022	06/08/2022						Montgomery College	41		0
Posted		JRN-2022-Jun-408	0	06/08/2022	06/08/2022						Montgomery College	10		
Posted		JRN-2022-Jun-408	0	06/08/2022	06/08/2022						Montgomery College	72		

# Workday Financial Reports

## Workday Job Aid for Employees

### MC PO Maintenance Report – Departmental

Purchase Order Line Fully Received

Purchase Order Status

FY

Companies

Purchase Order Type

Organization

Cost Center

Project

Spend Category as Worktag

Fund

Grant

Program

Discipline

Specialization

**OK** Cancel

### MC PO Maintenance Report – Departmental

Details

13 Items

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	F
PO-0000876	Formal Bid	1	Closed	10/18/2021	10/18/2022	10/18/2022	Oct	FY23 - MC Fiscal Schedule	10	10	0.00			FUND_1110 Operating Fund	222000 Business Services			
PO-0000876	Formal Bid	2	Closed	10/18/2021	10/18/2022	10/18/2022	Oct	FY23 - MC Fiscal Schedule	10	10	0.00			FUND_1110 Operating Fund	222000 Business Services			
PO-0002398	Formal Bid	1	Issued	06/28/2023	06/28/2023	06/28/2023	Jun	FY23 - MC Fiscal Schedule	14		14			FUND_1110 Operating Fund	222000 Business Services			
PO-0002398	Formal Bid	10	Issued	06/28/2023	06/28/2023	06/28/2023	Jun	FY23 - MC Fiscal Schedule	15		15			FUND_1110 Operating Fund	222000 Business Services			
PO-0002398	Formal Bid	2	Issued	06/28/2023	06/28/2023	06/28/2023	Jun	FY23 - MC Fiscal Schedule	76		76			FUND_1110 Operating Fund	222000 Business Services			

### MC Payroll Distribution Details - Departmental

Company \*

Organization \*

Amount Type \*

Ledger \*

Period \*

Time Period \*

Grant

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Filter Name

Manage Filters

0 Saved Filters

MC Payroll Distribution Details - Departmental

Details

Company: Montgomery College | Ledger: Actuals  
 Organization: Cost Center: 253000 CW Dean Stu Success-RV Stu Services | Period: FY23 - Jul  
 Amount Type: Activity | Time Period: Current Period

205 Items

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	Revs Earning	Earning	Journal Status	Accounting Date	Company	Cost Center	Fund
		Part Time Faculty	Part Time Faculty	Period Activity Pay	FY23	JRNL-2023-JUL-768	Actuals		JULFY23 Actuals (Montgomery College)	① Germantown Campus	JUL	Operational Accounting Detail (Montgomery College) - 07/08/2022	Payroll Actual		Part Time Faculty Pay-PTP	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-768	Actuals		JULFY23 Actuals (Montgomery College)	① Rockville Campus	JUL	Operational Accounting Detail (Montgomery College) - 07/08/2022	Payroll Actual		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	FY23	JRNL-2023-JUL-768	Actuals		JULFY23 Actuals (Montgomery College)	① Rockville Campus	JUL	Operational Accounting Detail (Montgomery College) - 07/08/2022	Payroll Actual		Part Time Faculty Pay-PTP	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-768	Actuals		JULFY23 Actuals (Montgomery College)	① Rockville Campus	JUL	Operational Accounting Detail (Montgomery College) - 07/08/2022	Payroll Actual		FT Faculty Summer Pay-SUM	Posted	07/08/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND,1110 Operating Fund	
		Department Chair	Staff	Salary	FY23	JRNL-2023-JUL-768	Actuals		JULFY23 Actuals (Montgomery College)	① Bk - Counseling and advising	JUL	Operational Accounting Detail (Montgomery College) - 07/08/2022	Payroll Actual	07/01/2022-07/08/2022	Regule Pay- Salary -SSB	Posted	07/08/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND,1110 Operating Fund	

Program	Discipline	Specialization	Grant	Agency	Auxiliary	Activity	Gift	Object Class	Speed 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
PROGRAM_5000 Student Services		255202: Student Life/Students GT							S102 - Faculty Part Time Salaries		5100 Faculty Salaries & Wages	Expense	.00	.00		18
PROGRAM_5000 Student Services									S130 - Faculty Summer Salaries		5100 Faculty Salaries & Wages	Expense	.67	.67		0
PROGRAM_5000 Student Services									S102 - Faculty Part Time Salaries		5100 Faculty Salaries & Wages	Expense	.35	.35		61
PROGRAM_5000 Student Services									S130 - Faculty Summer Salaries		5100 Faculty Salaries & Wages	Expense	.69	.69		0
PROGRAM_5000 Student Services									S101 - Faculty & Counselor Full Time Wages		5100 Faculty Salaries & Wages	Expense	.41	.41		40

**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.