MC MONTGOMERY COLLEGE

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 the accounting team 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
MC Income Statement	View an Income Statement by Company or Company Hierarchy. The report also compares YTD Actuals against Prior YTD Actuals.
MC Balance Sheet	View a Balance Sheet by Company or Company Hierarchy. The report also compares YTD Actuals against Prior YTD Actuals.
Trial Balance	View a Trial Balance by Company or Company Hierarchy. This report displays the beginning balance, debit amount, credit amount, and ending balance.
Consolidated Trial Balance	View a Trial Balance consolidated across companies. The consolidated trial balance displays only the ending balance for each company. A company hierarchy enabled for consolidation is required.
Find Journals	Find one or more journals at a header level detail. From this report, you can drill into the journal to see the journal lines that make up the entry. The more search criteria you provide, the more targeted the list that is returned.
Find Journal Lines	Find one or more journals at a more granular line level detail. From this report you will be able to view the debits and credits of each journal. The more search criteria you provide, the more targeted the list that is returned.
Ledger Detail	View a summary by period or the details of a ledger. The report enables you to report on the detail in the ledger. The summary provides, by period, a beginning balance, activity, and ending balance. It also provides a snapshot of trending over periods and enables you to quickly identify periods for further review.
Ledger Account Activity Summary	View each ledger account and its debit, credit, and net amounts. You can drill into the net amount to see journal entry details.
View Account Posting Rule Set	Manage your account posting rules. Accounting posting rules tell the system how to determine what ledger account to post the journal that results from an operational transaction. Each posting rule is for a specific operational transaction. You must edit these rules to specify the conditions and the ledger accounts to use. For each account posting rule in the set, the report shows the default ledger account, a description, and the posting rule conditions. You can edit and test each posting rule from this report. In addition, you can edit

	default ledger accounts and the account posting rule set name. Required prompt: Account Posting Rule Set Optional prompt: none.
Journal Entry Exception Audit	View each journal entry with an exception. Displays errors and warnings, the classification or type of error, where the problem exists, and a description of the problem or a possible solution. Required prompt: Company Optional prompt: none.
Assets to Ledger Reconciliation	View the differences, by ledger account, between an asset's operational balance and ledger balance as of the last day of a specified report period. Enables you to reconcile asset cost or accumulated depreciation. For each spend category within a ledger account, you can optionally view the worktag combinations with activity and with differences. For performance, you can optionally disable the worktag combinations by unchecking the field, Enable Worktag Variance. To determine the ledger account to assign the asset to, the report evaluates each capital asset against the Spend or Accumulated Depreciation account posting rules. If you select the asset cost option, the report defaults the balance sheet ledger accounts, but you can change or clear them. If you do not specify a ledger account, the report looks in all accounts in the Spend account posting rule for operational balances. For accurate results, you must roll forward balances for the ledger year prior to the ledger period that you run the report for. Required prompts: Company, Asset Book, Ledger Period Optional prompts: Ledger Accounts, Spend Categories, Balancing Worktag, Enable Worktag Variance.
Expense Payables to Worker Expense Balances Reconciliation	Use this report to assist in reconciling your expense payable ledger accounts. Based on the account posting rules, displays all ledger accounts that have expense payables posted to them and displays the employees that have outstanding expense reports. The report highlights differences between operational accounts and the ledger including timing differences and accounting journals posted to the accounts. Required prompts: Company, Ledger Period Optional prompt: none.
Payables to Supplier Balances Reconciliation	View differences between your operational supplier account balances and your accounts payable ledger accounts. Assists you in reconciling your accounts payable ledger accounts to your operational supplier account balances. Details, based on account posting rules, include all ledger accounts that have accounts payable postings and the suppliers that have open items, timing differences between your operational supplier account balances and your accounts payable ledger accounts and the accounting journals posted to the accounts. Required prompts: Company, Ledger Period Optional prompt: none.
Receivables to Customer Balances Reconciliation	View differences between operational accounts and the ledger. Assists you in reconciling your accounts receivable ledger accounts to your operational customer account balances. Details, based on account posting rules, include all ledger accounts that have accounts payable posted to them including the customers that have open items, timing differences between operational accounts and the ledger, and accounting journals

	posted to the accounts. Required prompts: Company, Ledger Period Optional prompt: none.
Banner-to-Workday Crosswalk Query	Look up the Workday worktag that corresponds to the previous Banner value.
Budget vs. Actual – Operational	This composite report lists for cost centers the YTD budget, YTD actuals, variance and budget used % by fund, cost center, ledger account, program 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 for expense accounts 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 YTD budget, YTD actuals, variance and budget used % by fund, cost center, ledger account, program. 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?
Composite MC Budgetary Balance Detailed Report - Operational	This composite report lists for cost centers the YTD budget, YTD actuals, variance and budget used % by fund, cost center, ledger account, program, spend category, revenue category, discipline. 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?

Composite MC Budgetary Balance Summary Report - Operational ...

Organization	*	✕ Cost Center: 222000 Business Services ...
Company	*	✕ Montgomery College ...
Plan Name		
Period	*	✕ FY22 - Jun
Expense Accounts / Summary	*	✕ MC Master Parent: All Income Statement Accounts

Filter Name

Manage Filters   Save

0 Saved Filters

OK   Cancel

Composite MC Budgetary Balance Summary Report - Operational ...

| Organization | Cost Center: 222000 Business Services | Period | FY22 - Jun |
| Company | Montgomery College | Expense Accounts / Summary | MC Master Parent: All Income Statement Accounts |

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

11 items

Fund	Cost Center	Ledger Account	Program	Original Budget	Budget Amendment YTD	Total Budget YTD	Actuals YTD	Obligation YTD	Commitments YTD	Budget Used %
FUND_1110 Operating Fund	222000 Business Services	5000:Administrative Salaries & Wages	PROGRAM_7000 Institutional Support					0.00	0.00	3.83%
FUND_1110 Operating Fund	222000 Business Services	5300:Staff Salaries & Wages	PROGRAM_7000 Institutional Support					0.00	0.00	3.16%
FUND_1110 Operating Fund	222000 Business Services	5400:Student Salaries & Wages	PROGRAM_7000 Institutional Support					0.00	0.00	0.00%
FUND_1110 Operating Fund	222000 Business Services	5500:Fringe Benefits	PROGRAM_7000 Institutional Support					0.00	0.00	100.00%