REPORT GROUP	REPORTS	REPORT DESCRIPTION	REPORT DETAILS
Driver Worktag Reports **Reports that provide revenues, expenses, and possibly budgets for an individual driver worktag: Gift, Grant, Project and Usource**	RPT112 FIN ACCT Usource Month End	A financial report that provides revenue and expenses on a specific usource driver worktag or on a organization hierarchy. The rows expand to usources within an organizational hierarchy and the columns provide budget, actuals, commitments and obligations information by each usource. The column entitled, "YTD Activity Count" launches view by criteria as well as **drill-to-reports**: Month End commitment Details, Month End Obligation Details, Year to Date Actuals Details, Month End Labor Details, and Month End Summary Details.	This report includes revised revenue and expense budget amounts, month-to-date and year-to-date actuals, committed and obligated encumbrances, budget remaining amount and percentage remaining, and the usource beginning and ending fund balance amounts. This report is the equivalent of the KFS FBM092 report.
	RPT354 FIN ACCT Year to Date Expenses	A financial report that displays all driver worktags for the entered organization along with their year-to-date expenses.	Expenses are broken out into two categories: Operating Expenses and Non-Operating Capital & Other. The report will break out the expenses into the following columns: Salary & Wages, Benefits, Expense Pool, Other Operating Expenses, and Non-Operating Capital & Other actual amounts. Totals will be given for each driver worktag and for each column.
	RPT3128 FIN ACCT Grant Driver Worktags by Org	A financial report that provides revenue and expenses on a specific grant driver worktag or on a grant hierarchy. The rows list the selected grant or the grants within the grant hierarchy in the rows. The columns provide budget (grant inception to date), actuals (month and project to date), commitments and obligations information by each grant, as well as the remaining budget.	This report includes related award; award starting and ending dates; grant sponsors; principal investigator; grant department and cost center; original and revised budget amounts; current, year-to-date and project-to-date actuals; committed and obligated encumbrances; budget balance available amount and percent used; and the grant's fund balance amount.
	RPT3188 FIN ACCT Gift Driver Worktags by Org	A financial report that provides revenue and expenses (NET) on a specific gift driver worktag or on a organization. The rows list the selected gifts or the gifts within an organization in the rows. The columns provide current period and YTD actuals (gifts are fiscal year based), commitments and obligations information by each gift, as well as the remaining budget.	This report includes gift managers, inactive flag, and gift department as well as original and revised budget amounts, current and year-to-date actuals, committed and obligated encumbrances, and budget balance available amount.
	RPT3189 FIN ACCT Project Driver Worktags by Org	A financial report that provides revenue and expenses (NET) on a specific project driver worktag or on a organization. The rows list the selected projects or the projects within an organization in the rows. The columns provide current period and YTD actuals (projects are fiscal year based), commitments and obligations information by each project, as well as the remaining budget.	This report includes original and revised construction budget amounts; current, year-to-date, project-to-date actuals; committed and obligated encumbrances; and budget balance available amount.
	RPT3309 FIN ACCT Award Month End	A financial report that provides grant budget and actual details based on an award.	Grants, that are part of the selected award, appear in the rows and the columns include details on the award, budget, actuals (month and inception to date), cost center, fund, commitments, and obligations, and budget balance available. This report has drill-to reports that can be launched by clicking the down-arrow next to the activity count number in the "Inception to Date Activity Count". The drill-to reports are: ITD labor details, ITD commitments details, ITD obligations details, ITD actuals details, ITD summary details.
	RPT3350 FIN ACCT Capital Project Sources and Uses	A financial report that provides project details based on an project or project hierarchy.	This report provides the sources and uses for capital projects in the rows, and the budget, current month actuals, YTD actuals and project inception-to-date (ITD), commitments, obligations and comparison between budget and actuals, with and without commitments and obligations.
	RPT3371 Grants Budget, Revenue and Expenses	A financial report that provides budget and actuals information on a specific grant or on a grant hierarchy.	This report includes related award, award starting and ending dates, grant sponsors, principal investigator, grant department and cost center, original and revised budget amounts, current amount, billed amount, current, year-to-date and project-to-date actuals, committed and obligated encumbrances, balance available amount and percent used, and the grant's fund balance amount.
	RPT3402 FIN ACCT Grant Driver Worktag Report by Time Period	A financial report that provides detailed information on a specific grant or on grants which are linked to specific grant hierarchies. Through the "Time Period" prompt, the report can produce actual expenditures for alternative time periods beyond the fiscal period.	This report includes related award; award starting and ending dates; grant sponsors; principal investigator; grant department and cost center; original and revised budget amounts; current, year-to-date and project-to-date actuals; committed and obligated encumbrances; budget balance available amount and percent used; and the grant's fund balance amount.
Labor **Labor reports that provide summary reports by salary and fringe benefits, as well as detail reports that provide employee or transactional labor report entries. Reports can be run on fiscal period or pay period.**	RPT612 FIN ACCT Labor Report Summary with Chart	This chart provides a visual representation of salaries, wages, and fringe benefits.	The chart defaults to a donut chart, but can be changed to a line, bubble, clustered column/bar, stacked column/bar, 100% column/bar, overlaid area, stacked area, or 100% area. Required prompts: "Company, Organization, Amount Type, Ledger, and Period." Optional prompts: "Worktags, and Ledger Accounts/Summaries."
	RPT613 FIN ACCT Labor Report Summary by Spend Category	This composite report provides personnel expenses (salaries and fringe benefits) by spend category (to the driver worktag level) and by fund for the period specified.	Required prompts: Company, Organization, Amount Type, Ledger, Period, and Time Period. Optional prompts: Worktags and Ledger Accounts/Summaries.
	RPT614 FIN ACCT Labor Employee Summary - Fringe Rate	A detailed report on employee labor charges that have been posted and broken down by pay dates within a specific fiscal period.	This report is structured by: employee name, employee ID, cost center, then labor charges appear in the columns by pay date 1, pay date 2, and prior cumulative (FYTD) period amounts. Required prompts: "Company and Period." Optional prompts: "Organization, Worktags, and Pay Date."
	RPT615 FIN ACCT Labor Report Entries	Based on the prompt inputs, this report will return all journal line entries that are associated with Salaries & Wages or Fringe benefits.	This will include labor entries that have empty workers and pay components. Entries with empty workers are placed at the end of the report.
	RPT617 FIN ACCT Labor Report Summary by Employees	This report lists the salaries and wages for each employee for the fiscal period selected.	The report can also be run to provide year-to-date fiscal period information. The employee's ID, position, and driver worktag are included in the report. Required prompts: "Company, Organization, Amount Type, Ledger, Period, and Time Period." Optional prompts: "Worktags, and Ledger Accounts/Summaries."
	RPT3284 FIN ACCT Employee Labor Summary by Fiscal Period	A detailed report of employee labor charges, that have been posted for the selected fiscal period.	The report will contain employee information such as name and ID along with the employee labor charges. The amounts displayed are salary, fringe rate, other fringe benefits and totals for the fiscal period. Additionally, the year to date salaries, fringe rates, other fringe benefits and totals are also displayed.
	RPT3285 FIN ACCT Employee Labor Summary by Payroll Period	A detailed report of employee labor charges, that have been posted for the selected payroll period.	The report will contain employee information such as name and ID and will breakout the employee labor charges by payroll ending dates. The amounts displayed are salary, fringe rate, other fringe benefits and totals for the fiscal period. Additionally, the year to date salaries, fringe rates, other fringe benefits and totals are also displayed.
Procurement / Accounts Payable **Procurement and Accounts Payable reports that help find and reconcile purchase orders and invoices.**	My Supplier Invoice Requests	This Workday standard report enables the initiator and approver to view the supplier invoice requests they created.	Report details include supplier, supplier invoice (number and date), request status, and request amount.
	RPT483 SUPPLIER ACCOUNTS Supplier Detail	Uses the Suppliers data source to return supplier data, searchable by tax ID. Intended for use by campus departments and central purchasing.	No required prompts. Optional prompts include: "Supplier Name/ID/Tax ID/Status/Category/Group/Contacts, address information, Parent Supplier and 1099 Applicability."
	RPT688 SUPPLIER ACCOUNTS Supplier Invoices in Match Exception with Upcoming Due Date	This report provides invoices that are coming due that are in a match exception status for a selected organization. Match exceptions can occur for many reasons such as quantity delivered does not match Purchase Order (PO), or item delivered does not match PO, etc.	This report provides organization details for each supplier invoice (invoice number, invoice date, received date, invoice amount, etc.) and match exception reasons. Required prompts include: "Company, Organization". Optional prompts include: "Supplier, Worktags, and Invoice Due Date On or Before [date]."
	RPT689 SUPPLIER ACCOUNTS Invoices Lines for Organization	This report provides invoice line item details by organization.	This report provides line details for each supplier invoice (invoice number, invoice date, received date, invoice amount, etc.) and payment status. Required prompts include: "Company, Organization". Optional prompts include: "Supplier, Invoice Number, and Document Date (after/before) [date]."
	RPT893 Find Supplier Contracts for My Organizations	This report provides supplier contract lines. Allows cost center procurement reviewers and driver worktag managers to review reports by organizations.	The report displays on line per supplier for each supplier contract and has the following required prompts: "Company and Organization". Optional prompts include: "Worktags, Supplier, Contract, Contract Status, Buyer, Requisition, Requisition Requester, Contact Line Start (before / after), Contract Line End (before / after) [dates]."
	RPT256 PROCUREMENT Find Purchase Orders for My Organizations	This report provides the purchase order lines and line splits for an organization.	This report provides purchase order line item details for the organization level selected. The supplier and requisition information is included in the report, along with the total PO amount. Required prompts include: "Company and Organization". Optional prompts include: "Worktags, Supplier, Purchase Order, Purchase Order Status, Purchase Order Buyer, Requisition, Requisition Requester, Document date (start and end dates)", as well as filters fo include canceled or closed purchase orders.
	RPT707 PROCUREMENT Procurement Card Transaction Journal Lines for Organization	This report provides journal line details for procurement card transactions.	This report provides procurement card transaction details for an organization. Required prompts include: "Company, Organization, and Year." Optional prompts include: "Year, Period, Cardholder, and Accounting Date on (after/before) date."
	RPT1032 Find Payments	This advanced report enables settlement specialists to find payments. The report uses the Payments report data source.	This report is a lookup report to retrieve payment information. Optional prompts only include various views of the data including by payment and worker information.
	RPT1171 Find Ad Hoc Payment Lines by Organization	Find Ad Hoc Payment Lines by Organization	Find ad hoc payments by line for a selected organization. Only one required report prompt: "Organization".

REPORT GROUP	REPORTS	REPORT DESCRIPTION	REPORT DETAILS
Financial Statements - Income Statement **Financial Statement reports which shows revenues and expenses for a particular reporting period.**	RPT793 FIN ACCT Multi-Year Income Statement	The Multi-Year Income Statement provides three years of historical revenues and expenses data for an organization for the fiscal year (YTD) period selected.	Columns display revenue and expenses amounts for the three years prior to the fiscal period selected. Rows include object code line items grouped by operating revenues, operating expenses, non-Operating capital and other, and transfers. The worktags' report prompt can be used to filter the report by fund. Required prompts: company, ledger, and period. Optional prompts: book, elimination entries, and worktags.
	RPT829 FIN ACCT Income Statement by Month	The "Income Statement by Month" report provides 13 months of revenue and expenses for an organization and a specific period. To show monthly activity, select "Activity" in the amount type prompt. To show a rolling forward balance from month to month, select "Ending Balance."	The income statement uses journal lines for the financial reporting data source and compares 13 months of activity up to the fiscal period selected. Note that the report can cross fiscal years. To run the report on a cumulative month actuals basis, select ending balance for roll forward monthly balances. Required prompts: company, organization, period, and amount type. Optional prompts: worktags, book, and eliminations.
	RPT830 FIN ACCT Income Statement by Fund Type	The "Income Statement by Fund Type" provides for a particular organization and time period, revenues and expenses by each fund type.	The revenue, and spend line items display YTD Actuals by fund, . Required prompts: company, organization, and period. Optional prompts: book, eliminations, and worktags.
	RPT859 FIN ACCT Multi-Year Capital Spending	This report pulls out non-operating capital and other category of capital equipment, equipment other, federal equipment, land and structures, and library purchases for an organization for two full prior periods and the year-to-date information for the period selected. It compares project actuals to the construction projects budget.	The report provides the last two full years' worth of information, including YTD actuals for the fiscal period selected. The construction project's budget FYTD and project inception to date actuals, as well as obligations are included. Required prompts: company, organization, and period. Optional prompts: book and worktags.
	RPT989 FIN ACCT Income Statement by Organization	This report allows you to view an Income Statement (revenues and expenses) for an organization hierarchy. The rows list the line item details for revenue and spend categories and the "Repeat By" selection will show in the columns for executive, division, department, and cost center.	The income statement displays by revenue and spend line items by organization level from Executive to Cost Center. Actuals are YTD for the fiscal period selected. Required prompts: company, organization, repeat by [org. hierarchy] and period. Optional prompts: book, eliminations, and worktags.
	RPT3392 FIN ACCT Multi-Year Income Statement with Drill-To-Reports	The "Multi-Year Income Statement with Drill-to-Reports" is an object-level summary of the financial revenues and expenses. This report is modled after "RPT793 FIN ACCT Multi-Year Income Statement" report. This report has **drill-to-reports**.	Columns display revenue and expenses amounts for the two years prior to the fiscal period selected. Rows include object code line items grouped by operating revenues, operating expenses, non-operating capital and other, and transfers. The worktags' prompt can be used to filter the report by fund. Required prompts: company, ledger, and period. Optional prompts: book, elimination entries, and worktags. Additionally this report has drill-to-reports giving details by ledger account and expansion by cost center hierarchies.
Financial Statements - Income Statement Budget vs Actual **Financial Statement reports which compares revenues (actuals) and expenses (actuals) to the annual operating and revised operating budget for a particular reporting period.**	RPT587 FIN ACCT Income Statement Operating Budget vs Actuals	The purpose of this report is to allow for the comparison of budget to actuals for the operating budget. The rows contain line item details by revenue and spend category and the columns contain prior year and current year budget vs actual data.	The operating budget does not include grants or capital projects. To review grants budget to actuals use report "RPT3128 FIN ACCT Grant Driver Worktags by Org" and for Projects use report "RPT3189 FIN ACCT Project Driver Worktags by Org".
	RPT853 FIN ACCT Budget vs. Actual Scorecard	The "Budget vs Actual Scorecard" provides key performance indicators at a surplus / (deficit) line item details and by organizational structure.	The "RPT853 FIN ACCT Budget vs. Actual Scorecard" compares the operating budget to YTD actuals for the surplus / (deficit) total revenue less expense, surplus / (deficit) after capital and other, and surplus / (deficit) after transfers by organization and includes variances and favorable (unfavorable) trends.
	RPT3396 FIN ACCT Income Statement Operating Budget vs. Actuals with Drill-To-Reports	Modeled after "RPT587 FIN ACCT Income Statement Operating Budget vs Actuals", this provides drill-down reports by ledger account or cost center hierarchies for each line item.	The operating budget does not include grants or capital projects. To review grants budget to actuals use report "RPT3128 FIN ACCT Grant Driver Worktags by Org" and for Projects use report "RPT3189 FIN ACCT Project Driver Worktags by Org".
Financial Statements - Balance Sheet **Financial Statement reports which diplays the organization's assets, liabilities, and fund balance for a particular reporting period.**	RPT595 FIN ACCT Balance Sheet by Month	This report provides assets, liabilities, and fund balance for the 12 months prior to the fiscal year and month chosen balancing unit. A balancing unit in Workday is a foundational financial worktag representing the lowest organizational level (cost center) at which assets and liabilities are tracked for balance sheet reporting. It ensures that all financial transactions are in balance (total debits equal total credits) at this specific level.	Required prompts: "Company, Balancing Unit, and Period". Optional prompts: "Book and Eliminations."
	RPT854 FIN ACCT Multi-Year Balance Sheet	This report displays assets, liabilities, and fund balance for the three years prior to the current fiscal period selected for a balancing unit. A balancing unit in Workday is a foundational financial worktag representing the lowest organizational level (cost center) at which assets and liabilities are tracked for balance sheet reporting. It ensures that all financial transactions are in balance (total debits equal total credits) at this specific level.	Required prompts: "Company, Balancing Unit, and Period". Optional prompts: "Book and Eliminations."
	RPT855 FIN ACCT Balance Sheet by Fund Type	This report provides assets, liabilities, and fund balance by fund for a balancing unit by by fund. A balancing unit in Workday is a foundational financial worktag representing the lowest organizational level (cost center) at which assets and liabilities are tracked for balance sheet reporting. It ensures that all financial transactions are in balance (total debits equal total credits) at this specific level.	Required prompts: "Company, Balancing Unit, and Period". Optional prompts: "Book and Eliminations."
Financial Statements - Fund Balance **Financial Statements that provide inception to date fund balance amounts at an organization or driver worktag level for multiple years or by fund type.**	RPT856 FIN ACCT Multi-Year Fund Balance by Driver Worktag	This report allows you to view the fund balance by Workday driver worktags by organization.	This report provides fund balance by driver worktag for two fiscal periods prior to the current fiscal period selected. Required prompts: "Company, Organization, and Period." Optional prompts: "Worktags, Book, and Eliminations."
	RPT857 FIN ACCT Multi-Year Fund Balance by Fund Type	This report allows you to view the fund balance by fund type for an organization.	This report provides fund balance by driver worktag for two fiscal periods prior to the current fiscal period selected. Required prompts: "Company, Organization, and Period." Optional prompts: "Worktags, Book, and Eliminations."
Other Reports **Crosswalk reports, transactional details and other reference reports**	Trial Balance	This Workday standard report provides the beginning balance, debits (transactions), credit (transactions), and ending balance by general ledger account by Company.	Use the "Display by Option" to include driver worktag, or revenue / spend category, amonth other display information.
	RPT745 FIN ACCT Transaction Details	Lists the journal lines transactional detail for the specified organization and/or driver worktags.	This report provides transaction level details for the organization selected. Narrow down the data by selecting a particular driver worktag (gift, grant, project, and usource) and ledger actuals. The report will automatically default to pull in all transactions actuals, commitments, and obligations.
	UMD Cost Centers and Hierarchies	This customized report provides cost centers information by company.	The report provides the executive, division, department, cost center manager, cost center financial analyst, cost center procurement reviewer, and cost center costing specialist for each cost center.
	KFS Account to Driver Worktag Report	A crosswalk that provides the Workday driver worktag for a KFS account.	The report provides the KFS account number and the corresponding driver worktag: grant, gift, project, or usource.

For new report requests, report enhancements, or training, please submit a ServiceNow ticket at <u>support.umd.edu</u> for Financial Reporting.