

Financial Reporting Inventory List

Important Note: *Security Roles define access to these reports.* If you can't find a report listed, or get no data when running a report, you don't have the right security role. Please submit a ServiceNow ticket to the Security team.

Searchability: To find information in this document more quickly, use the keyboard shortcut Ctrl+F to search for specific words, reports numbers, etc.

Report	Report Description	Report Purpose	Security Role
Single Worktag Lookup Reports			
RPT112 FIN ACCT Usource Month End	A financial report that provides detailed information on a specific USource driver worktag or on USource driver worktags which are linked to a specific organization unit. This report includes revised revenue and expense budget amounts, month-to-date, year-to-date, project life to date, and prior year actuals. Committed and obligated encumbrances are included for the current fiscal period selected. Budget and percentage remaining balances are based on the current fiscal period. The report also provides the usource(s) beginning and ending fund balance amounts. All amounts are shown as their natural balance (revenues as credits (-) and expenses (+) as debits). This report is the equivalent of the KFS FBM092 report.	RPT112 FIN ACCT USource Month End can be used to view at an Organization or USource level the budget, actuals, commitments, obligations, and budget remaining balance by USource. From this report, drill to reports for revenue and expense actuals (month and ytd), and monthly labor, commitments and obligations can be launched by clicking on the down arrow to the right of the "YTD Activity Count" column, number count.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
RPT3128 FIN ACCT Grant Driver Worktags by Org	A financial report that provides detailed information on a specific Grant or on Grants which are linked to specific Grant hierarchies. 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.	RPT3128 FIN ACCT Grant Driver Worktags by Org can be used to view at an Grant Hierarchy or Grant level the budget, actuals, commitments, obligations, and budget remaining balance by Grant. From this report, drill to reports for revenue and expense actuals (month and ytd), and monthly labor, commitments and obligations can be launched by clicking on the down arrow to the right of the "YTD Activity Count" column, number count.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst - Grant Financial Analyst - Award Contract Analyst
RPT3309 FIN ACCT Award Month End	A financial report that provides detailed information on a specific Award or on Grants which are linked to that award. This report includes Grant, Award: Award Starting and Ending dates; Grant Sponsors; Principal Investigator and Cost Center; Current Amount and Revised budget amounts; Current, year-to-date and project-to-date actuals; Committed and obligated encumbrances; budget balance available amount and Percent available.	RPT3309 FIN ACCT Award Month End reports can be used to view all Grants associated with an Award (required prompt) and its budget, actuals, commitments, obligations, and budget remaining balance by Grant. From this report, drill to reports for revenue and expense actuals (month and ytd), and monthly labor, commitments and obligations can be launched by clicking on the down arrow to the right of the "YTD Activity Count" column, number count.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst - Grant Financial Analyst - Award Contract Analyst
RPT3348 FIN ACCT Capital Projects Sources and Uses report by Project and Usource	A financial report that provides detailed information on a specific Project or on Projects which are linked to specific USources. This report includes Original, revenue, expense construction budget amounts; Current, year-to-date, project-to-date actuals; Committed and obligated encumbrances; and Budget balance available amount.	This report can be used to evaluate the complete year-to-date or project-to-date project expenditures and remaining budget.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
RPT3437 FIN ACCT Gift Month End	A financial report that provides detailed information on a specific Gift driver worktag or on Gift driver worktags which are linked to specific cost centers or cost center/gift hierarchies. 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.	RPT3437 FIN ACCT Gift Month End can be used to view at an Organization, Gift Hierarchy or Gift level the actuals, commitments, obligations, by Gift. From this report drill to reports for revenue and expense actuals (month and ytd), and monthly labor, commitments and obligations can be launched by clicking on the down arrow to the right of the "YTD Activity Count" column, number count.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
Transaction Level Detail			
RPT615 FIN ACCT Labor Report Entries	Based on the inputted prompt, 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.	RPT615 FIN ACCT Labor Report Entries provides payroll journal entries for the fiscal period selected by pay date, employee and spend category. The report defaults to current period, but other time periods can be selected by clicking on the menu for Time Period prompt.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst - The user should also have access to Payroll Details domain
RPT745 FIN ACCT Transaction Details	Lists the journal lines transactional detail for the specified organization and/or driver worktags. Required prompts include Company, Organization, Year, and Period. In the Ledger prompt, select actuals to see only posted entries; otherwise, actuals, commitments, and obligations will be reported.	RPT745 FIN ACCT Transaction Details can be used to find journal entry transactions for an organization and/or driver worktag. The report will provide monthly transaction details only, so select multiple months to get YTD information. To narrow your search enter in specific Driver Worktags. Use the "Journal Entry Status No Restrictions" prompt to find Canceled, Correct in Progress, Created, Error, In Progress, Posted (default), Pro forma, Reserved, and Unposted journal entries. The Journal Source can be used to find transaction types.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
Procurement & AP			
My Supplier Invoice Request	This report enables the initiator and approver to view the supplier invoice requests they created.	This report enables the initiator and approver to view the supplier invoice requests they created.	
RPT256 PROCUREMENT Purchase Orders Line Item Details for Organizations	Accesses the Purchase Order Lines and Line Splits data source to return PO data regardless of amount. Report is intended to be department facing with a required Organization prompt. Optional prompts include Company, Supplier, Buyer, PO, PO Status, Document Before/After Dates.	RPT256 PROCUREMENT Purchase Orders Line Item Details for Organizations report can be used to view a list, by organization, of purchase order lines in various statuses. Purchase Order, Cost Center, PO Status, Supplier, Spend Category, Line Amount, and Requisition # are just a few fields reported.	- Accounting Manager - Accounts Payable Analyst - Accounts Payable Data Entry Specialist - Finance Analyst - Cost Center Financial Analyst - Cost Center Procurement Reviewer - Dining Services Accounts Payable Data Entry Specialist - Dining Services Accounts Payable Manager
RPT632 PROCUREMENT Procurement Manager's Report	View every business process of the specified type that is awaiting action, who it is waiting for, how long it has been waiting and how many days past due it is. Enables you to determine which business processes that are awaiting action.	RPT632 PROCUREMENT Procurement Manager's Report can be used to view every business process of the specified type that is awaiting action, who it is waiting for, how long it has been waiting and how many days past due it is. Enables you to determine which business processes that are awaiting action.	- Accounts Payable Manager - Business Process Access (Procurement View Only) - FM Accounts Payable Data Entry Specialist - FM Accounts Payable Manager
RPT689 SUPPLIER ACCOUNTS Invoices Lines for Organization	Provides unpaid, partially paid, and paid invoices for an organization. The report can be refined to look up the invoice status by supplier.	RPT689 SUPPLIER ACCOUNTS Invoices Lines for Organization can be used to view the invoice status, paid, partially paid, or unpaid for an organization or supplier. Please note that payment information is not yet available in this report. Please refer to RPT1171 to find the payment information.	- Accounting Manager - Accounts Payable Analyst - Accounts Payable Data Entry Specialist - Finance Analyst - Cost Center Financial Analyst - Cost Center Procurement Reviewer - Dining Services Accounts Payable Data Entry Specialist - Dining Services Accounts Payable Manager - FM Accounts Payable Data Entry Specialist - FM Accounts Payable Manager

RPT707 PROCUREMENT Procurement Card Transaction Journal Lines	View procurement card transactions by organization or cardholder for a month(s) selected.	RPT707 PROCUREMENT Procurement Card Transaction Journal Lines can be used to view procurement card transactions by an organization or cardholder for the month(s) selected. The Period prompt will only provide the information for the month or months selected. It does not provide year-to-date information.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
RPT1171 Find Ad Hoc Payment Lines by Organization	An organizational report that provides payment information.	RPT1171 Find Ad Hoc Payment Lines by Organization provides payment information by invoice line item (payee, transaction date, driver worktag, and payment type). The payment status of approved, awaiting payment acknowledgement, awaiting settlement, canceled, complete (paid), draft, and escheated is provided in this report.	- Accounting Manager - Accounts Payable Analyst - Accounts Payable Data Entry Specialist - Finance Analyst - Cost Center Financial Analyst - Cost Center Procurement Reviewer - Dining Services Accounts Payable Data Entry Specialist - Dining Services Accounts Payable Manager - FM Accounts Payable Data Entry Specialist - FM Accounts Payable Manager
RPT3449 PROCUREMENT Requisitions Line Item Details for Organizations	Accesses the Requisition Lines and Line Splits data source to return Requisitions data regardless of amount. Report is intended to be department facing with required prompts Company and Organization. Optional prompts include Requisition, Supplier, Requisition Status, Worktags and Document Before/After Dates. It also displays workflow data like Initiator, Awaiting Persons and Days Since Assignment.	RPT3449 PROCUREMENT Requisitions Line Item Details for Organizations can be used to look up requisition information as well as finding bottlenecks to the requisition event by looking at the Awaiting First Person in the procurement process flow. The report contains requisition and associated purchase order, contract, supplier, spend category, driver worktag, and memo details information by line item.	- Accounting Manager - Finance Analyst - Cost Center Financial Analyst - Cost Center Procurement Reviewer - Cost Center Manager
Department Level Overview - Budget to Actual			
RPT354 FIN ACCT Year-to-date Expenses	An organizational report that will show 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.	Use RPT354 FIN ACCT Year-to-date Expenses to view actual expenses for each of the four driver worktags (grant, gift, project, and usource).	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst - Grant Financial Analyst - Award Contract Analyst - Gift Financial Analyst
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. All actual expenses for the four driver worktags (grants, gifts, projects, and usources) are included in the actuals, but the budget is only the operating budget.	RPT587 FIN ACCT Income Statement Operating Budget vs. Actuals is useful for comparing at an organizational level the operating budget vs actual expenses for a fiscal period. This report can be used for department financial performance reporting and in the preparation of the operating budget.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
RPT853 FIN ACCT Budget vs. Actual Scorecard	This report allows you to view an Income Statement for a Company or Company Hierarchy at a Surplus/(Deficit) situation from an operating, after capital and after transfers viewpoint. Expansion of the line items provides information at a cost center hierarchy level.	RPT853 FIN ACCT Budget vs. Actual Scorecard can be used to determine surplus or (deficit) situations at an organization level. Use this report to determine financial performance for organization and a unit's tolerable variance (5%) against Operating Revenue.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
Department Level Overview - Revenues & Expenses			
RPT793 FIN ACCT Multi-Year Income Statement	The Multi-Year Income Statement with Drill-To-Reports is an object-level summary of the financial revenues and expenses. 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' report 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	RPT793 FIN ACCT Multi-Year Income Statement can be used to see organizational or driver worktags 3 year trends in financial performance.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
RPT829 FIN ACCT Income Statement by Month	This composite report allows you to view an Income Statement for a Company or Company Hierarchy. 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 Elimination Entries.	Use RPT829 FIN ACCT Income Statement by Month to view and reconcile monthly transactions for a unit or driver worktag. This report contains only actuals, no budget information. The report defaults to "Activity" which shows each of the 13 month's activity. Alternatively, select "Ending Balance" in the "Amount Type" report prompt to get a rollforward (cumulative) amount.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
RPT830 FIN ACCT Income Statement by Fund Type	This composite report allows you to view an Income Statement for a Company or Company Hierarchy. The Income Statement uses Journal Lines for the Financial Reporting data source and displays YTD Actuals by fund, revenue, and spend line items. Required prompts: Company, Organization, and Period. Optional prompts: Book, Eliminations, and Worktags.	RPT830 FIN ACCT Income Statement by Fund Type presents actual revenues and spend by fund hierarchy (unrestricted, restricted, etc.). The report is helpful in showing the fund classifications of accounting transactions at an organization or driver worktag level.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
Department Level Overview - Labor Reports			
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.	RPT613 FIN ACCT Labor Report Summary by Spend Category provides salaries and wages and fringe benefits by spend category and fund hierarchy (unrestricted, restricted, etc.). There is no employee details on the main report. Row expansion provides spend categories such as faculty, staff, graduate assistants, then by driver worktag. This report can be used to evaluate labor by spend category for an organization or driver worktag. This report defaults to the selected month's activity and current period. Select "Ending Balance" in the "Amount Type" prompt, AND select "Current Period YTD" in the "Time Period" prompt to get YTD information. Note that there are drill-to-labor reports available in the three driver worktag reports: RPT112 FIN ACCT USource Month End, RPT3128 FIN ACCT Grant Driver Worktags by Org, and RPT3437 FIN ACCT Gift Month End.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst - The user should also have access to Payroll Details domain

RPT617 FIN ACCT Labor Report Summary by Employees	This matrix 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.	RPT617 FIN ACCT Labor Report Summary by Employees provides salaries and wages and fringe benefits by employee. This report can be used to evaluate labor for each employee based on an organization or driver worktag. The report will only include salary expenses related to the organization or driver worktag selected. This report defaults to the selected month's activity and current period. Select "Ending Balance" in the "Amount Type" prompt, AND select "Current Period YTD" in the "Time Period" prompt to get YTD information. Note that there are drill-to-labor reports available in the three driver worktag reports: RPT112 FIN ACCT USource Month End, RPT3128 FIN ACCT Grant Driver Worktags by Org, and RPT3437 FIN ACCT Gift Month End.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst - The user should also have access to Payroll Details domain
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.	Use RPT3284 FIN ACCT Employee Labor Summary by Fiscal Period to get fiscal period year-to-date labor information by employee and fiscal period. Use the "Ledger" prompt to view payroll obligation transactions.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst - The user should also have access to Payroll Details domain
RPT3285 FIN ACCT Employee Labor Summary by Payroll 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 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.	Use RPT3285 FIN ACCT Employee Labor Summary by Payroll Period to get year-to-date labor information by employee and payroll period. The fiscal period selected details are shown by payroll ending date, while prior periods are lumped together. Use the "Ledger" prompt to view payroll obligation transactions.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst - The user should also have access to Payroll Details domain
Department Level Overview - Fund Balance			
RPT856 FIN ACCT Multi-Year Fund Balance by Driver Worktag	This composite report allows you to view the Fund Balance by Workday driver worktags by organization. It provides the two previous full fiscal years and compares it to the Fund Balance for the fiscal period selected. Required prompts: Company, Organization, and Period. Optional prompts: Fund Hierarchies, Worktags, Book, and Eliminations.	RPT856 FIN ACCT Multi-Year Fund Balance by Driver Worktag provides fund balance by driver worktag or organization. The rows represent the driver worktags and the columns provide fund, balancing unit, cost center, the two fiscal years prior and the current selected fiscal period. Note that fund balance represents a rollforward of the KFS fund balance, plus Workday surplus/deficit amounts.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
RPT857 FIN ACCT Fund Balance by Fund Type	This composite report allows you to view the Fund Balance by Workday driver worktags by organization. It provides the two previous full fiscal years and compares it to the Fund Balance for the fiscal period selected. Required prompts: Company, Organization, and Period. Optional prompts: Worktags, Book, and Eliminations.	RPT857 FIN ACCT Multi-Year Fund Balance by Driver Worktag provides the selected fiscal period fund balance by driver worktag or organization. The rows contain the funds with the columns represent two fiscal years priors and the current fiscal period select. Note that fund balance represents a rollforward of the KFS fund balance, plus Workday surplus/deficit amounts.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
Department Level Overview - Balance Sheet			
RPT595 FIN ACCT Balance Sheet by Month	This composite report provides assets, liabilities, and fund balance for the 12 months prior to the fiscal year and month chosen for a Company or Company Hierarchy. Required prompts: Company, Organization (Balancing Unit), and Period. Optional prompts: Book and Eliminations.	RPT595 FIN ACCT Balance Sheet by Month displays assets, liabilities, and fund balance for a particular balancing unit. Balancing units represent organizational hierarchies in Workday at a department level. Balance Sheet amounts are roll forward balances from the organization's inception. So, by default the Amount Type is "Ending Balance". Amount type can be changed to Activity to see the current month's activity related to assets, liabilities and fund balance.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
RPT854 FIN ACCT Multi-Year Balance Sheet	This composite report displays assets, liabilities, and fund balance for the three years prior to the current fiscal period selected for a Company or Company Hierarchy. Required prompts: Company and Period. Optional prompts: Book, Eliminations, and Worktags.	RPT854 FIN ACCT Multi-Year Balance Sheet displays assets, liabilities, and fund balance for a particular balancing unit. Balancing units represent organizational hierarchies in Workday at a department level. Balance Sheet amounts are roll forward balances from the organization's inception. This balance sheet report provides ITD totals for the prior three years.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst
RPT855 FIN ACCT Balance Sheet by Fund Type	This composite report provides assets, liabilities, and fund balance by fund for a Company or Company Hierarchy. Required prompts: Company, Organization (Balancing Unit), and Period. Optional prompts: Book, Eliminations, and Worktags.	RPT855 FIN ACCT Balance Sheet by Fund Type displays assets, liabilities, and fund balance for a particular balancing unit. Balancing units represent organizational hierarchies in Workday at a department level. Balance Sheet amounts are roll forward balances from the organization's inception. This balance sheet report provides ITD totals by fund.	- Accountant - Accounting Manager - Finance Analyst - Cost Center Financial Analyst