

Workday Financial Reporting Training – New/Refresher

March 27, 2026

Welcome to Financial Reporting Training – New / Refresher

Before the Session

Take the courses:

- [Finding and Viewing Reports in Workday](#)
- [Using Worktags](#)

During the Session



Mute your microphone



Ask questions in chat



A live transcript is available in the Zoom control

After the Session

Slides will be shared

Recording of the video will be shared

Introductions

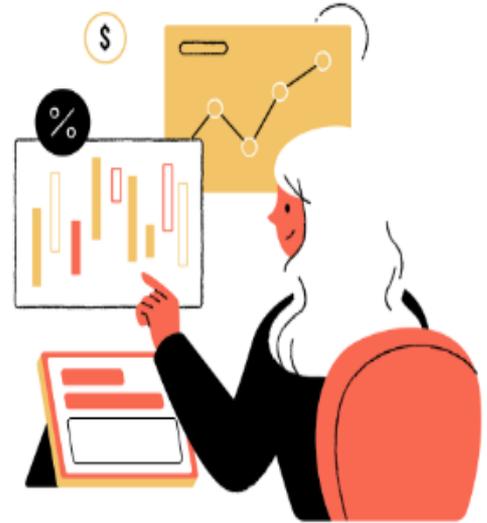


Tess Moeller

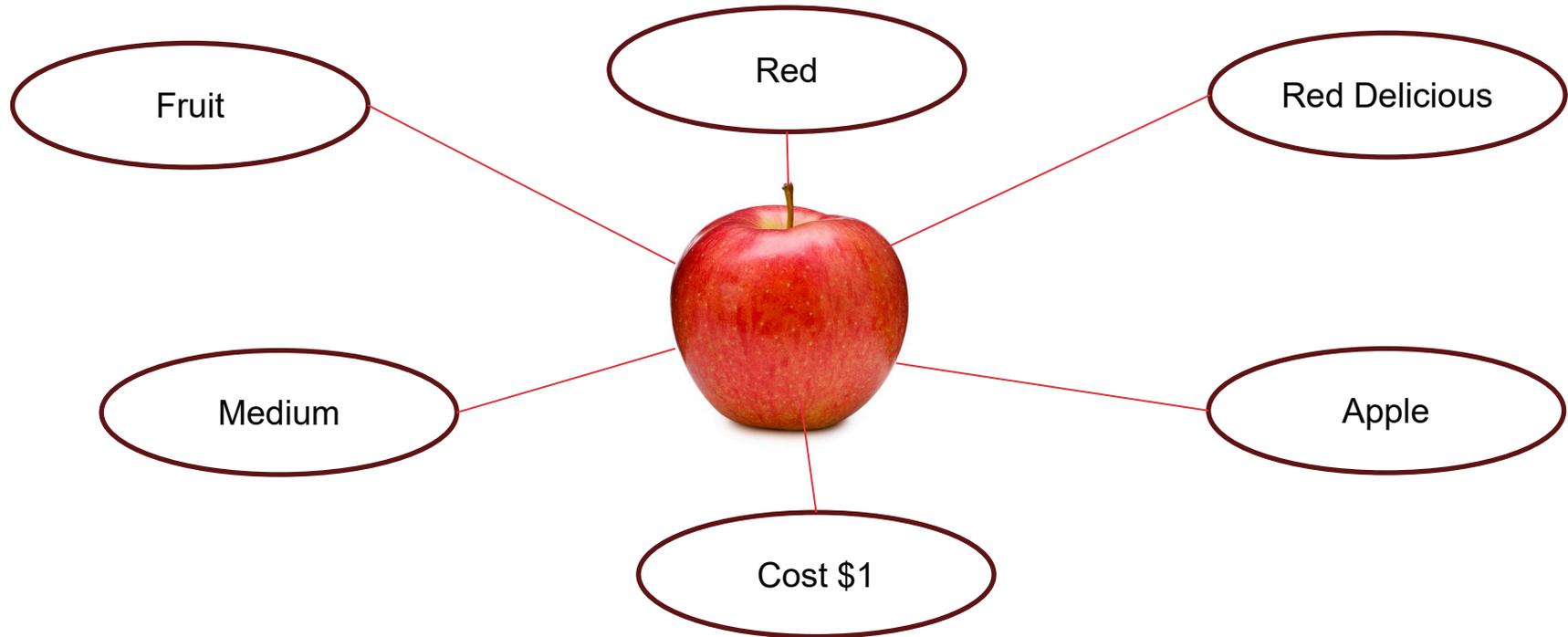
Director, Financial Reporting

Agenda

- Workday Foundation Data Model
- Dashboards
- Workday Financial Reports (Standard and Custom)
- Resources
 - Financial Reporting Webpage
 - Job Aids
 - ServiceNow

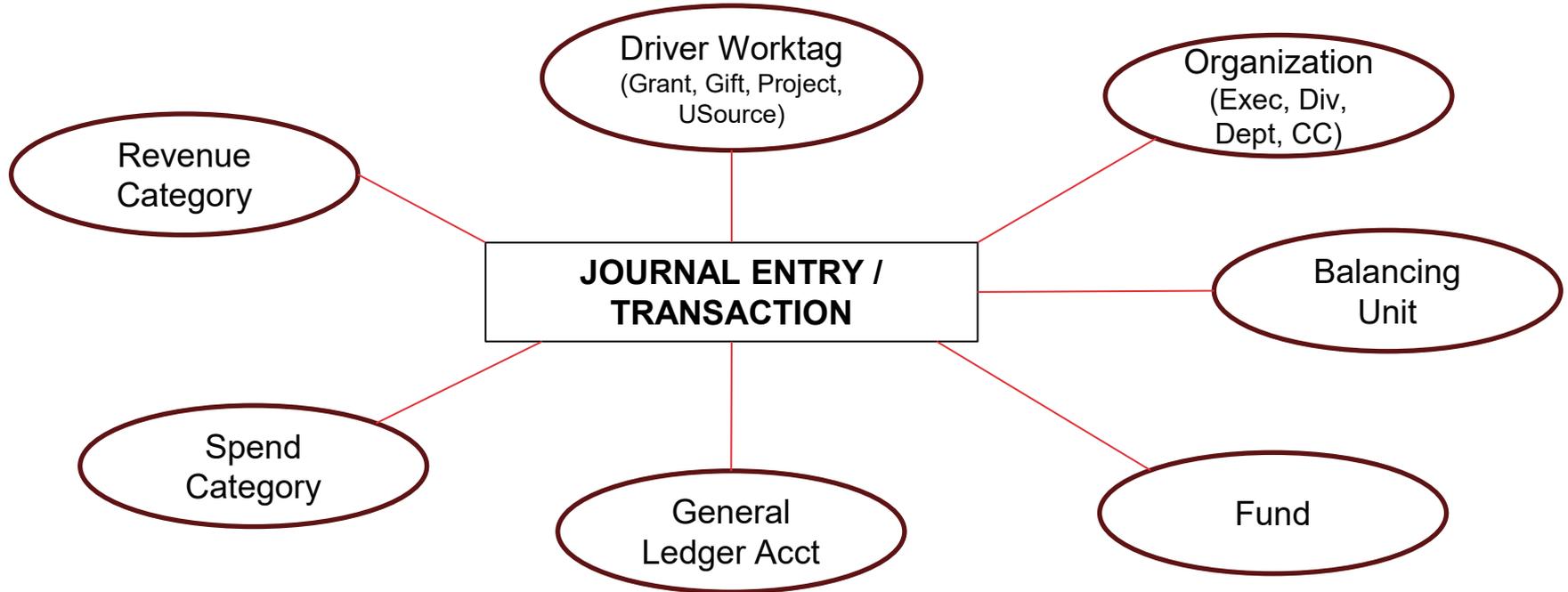


Workday Foundation Data Model (FDM)



Workday has different descriptors or “worktags” associated with each transaction

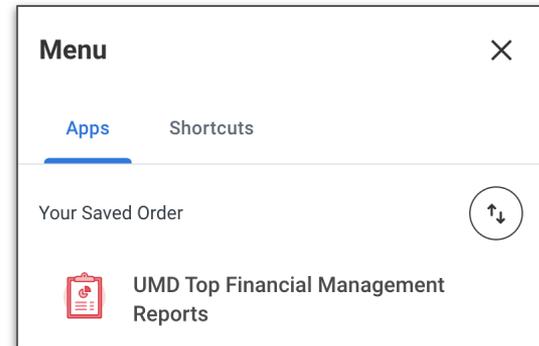
Workday Foundation Data Model (FDM)



Dashboards

Dashboards

Dashboards will provide a landing page for frequently used applications / reports. The easiest way to find reports is to use a dashboard. There are standard reports delivered by Workday and custom reports that have “RPT”.



Note:

- **Security Roles** determine what you can and cannot see in Workday

Frequently Used Dashboards

To add a dashboard to your Menu:

☰ MENU

⊕ Add

On the top left corner of the Workday homepage, click on “Menu” at the bottom of the screen, click on “Add”, then type the name of the dashboard, select it and click on the + sign to the right.

Access to the following dashboards are contingent upon your security

- **UMD Top Financial Management Reports** – this dashboard contains financial reports that assist with financial management and reconciliations. All reports within this dashboard designated with an “RPT” followed by a series of numbers is managed by the Financial Reporting team. All standard reports, procurement, accounts payable, grant, and UHR reports are managed by the ERPS (Enterprise Resource Planning Services) reporting team.
- **Department Financial Reporting** – a condensed version of the UMD Top Financial Management Reports, this dashboard provides you with the key reports needed for financial management.

Frequently Used Dashboards (con't)

- Maryland Procurement & AP** – this dashboard provides self-service access to procurement, procurement card, campus services requests, payment requests, accounts payable reports, and policies.



- Principal Investigators and Grant Managers Dashboard** - A compilation of useful reports and tasks for grant managers and principal investigators. Always include one of these four prompts when running the Labor Management report (Worker, Grant, Principal Investigator, Award). Portfolio tab has portfolio of awards, grants, tasks, reports and job aids.

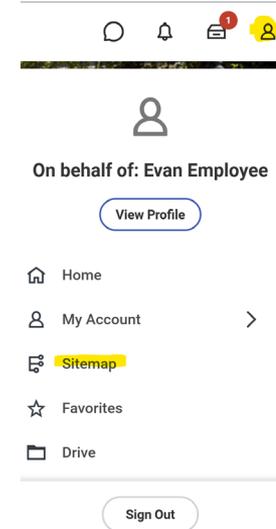


Reports in Workday

Workday Standard Reports

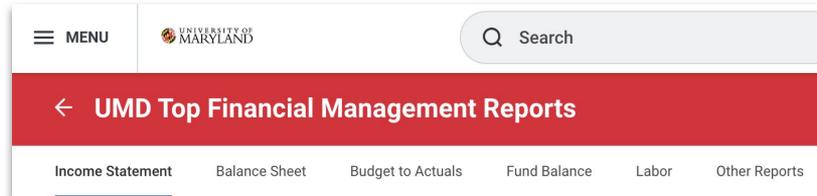
Workday comes with over 1,000 standard reports.

To access these reports, click on your profile, then “Sitemap”.



Custom Reports

Custom reports are designated with an “RPT”. Using the dashboard or search method, select a financial report. Then, enter the report parameters. Note that the report parameters vary by report. Required fields are marked with a red asterisk *.



Workday Financial Reports

UMD Top Financial Management Reports Dashboard

Financial Statements

- Budget vs Actual Reports (Org and Driver Worktags)
- Income Statement Reports (Org reports)
- Balance Sheet Reports (balancing unit)

Fund Balance

Fund balance information by driver worktag or for multiple years

Labor Reports

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

Procurement / Accounts Payable

Procurement and Accounts Payable reports that help find and reconcile purchase orders and invoices

General Accounting Reports

GASB reports used by central accounting to produce external financial statements. RPT745 Transaction Details report is included in this section to view journal entry transactions.

Other Reports

Crosswalk reports, transactional details and other reference reports

Reports and Analytics

- Top 5 financial reports
 - RPT829 FIN ACCT Income Statement by Month
 - RPT112 FIN ACCT USource Month End
 - RPT3128 FIN ACCT Grant Driver Worktags by Org
 - RPT745 FIN ACCT Transaction Details
 - RPT587 FIN ACCT Income Statement Operating Budget vs. Actuals
- Running Reports
 - Report Inventory list – see [Report Inventory List](#)
 - Report prompts – see [Workday Financial Reports Tips and Tricks](#)
 - Shortcuts – see [Workday Financial Reporting Cheat Sheet](#)
 - Report not found – security issue
 - “Notify Me Later” – Notifications is in-box for reports run in background.

Reports and Analytics (con't)

- Data Analytics
 - Expansion / Collapse of rows
 - “Anything blue you can drill down into”
 - Filters (view by criteria and column filters)
 - Report tools
 - Export report to Excel, PDF, or Worksheet
 - Filters
 - Charts
 - Grid preferences

Resources

- Financial Reporting [webpage](#)
 - Workday Financial Reports
 - Workday Financial Reporting – What’s New
 - Workday Financial Reporting – Tips and Tricks
 - Financial Reporting training videos
 - Glossary
 - FAQs
- Job aids – available on financial reporting webpage as well as in the Department Financial Reporting dashboard under the tab entitled, “Job Aids”
- Financial Reporting ServiceNow – support.umd.edu, select “Finance”, select “Financial Reporting”, on the right, select “Open a Case for Financial Reporting”

Thank you!

