FINANCE

Financial Reporting

WHAT'S NEW
Released May 23, 2025

1. **RPT345 FIN ACCT USource Driver Worktags by Org** – The following changes have been made to this report:
   a. This report will now show USources that have had no activity during the fiscal year. Prior to this change, the report only listed USources that had activity – actuals amounts incurred during the fiscal year.
   b. If a USource appears within both the "USOURCES UNDER SPECIFIED COST CENTER" and "OTHER USOURCES THAT HAVE AMOUNTS TAGGED WITH THE SPECIFIED COST CENTER" sections, the amounts will reflect the charges that are tied to the two different cost centers.
   c. A new prompt called "**Include Inactive USources**" has been added. Checking this box will cause the report to include USources that are marked as Inactive. When unchecked, inactive USources are not included.

2. **RPT595 FIN ACCT Balance Sheet by Month** - When running this report, Balancing Unit or Balancing Unit Hierarchies should be used. The label on the Organization prompt has been changed to "Balancing Unit."

3. **RPT587 FIN ACCT Income Statement Operating Budget vs. Actuals** – Updated the Original Budget column to display the original budget amount. Prior to this fix, the original budget and revised budget amounts were always the same.

4. **RPT612 FIN ACCT Labor Report Summary with Chart** – Prior to this change, the report was retrieving labor related records from specific financial journals. The report has been changed to retrieve all Salaries & Wages and Fringe Benefit journal lines.

5. **RPT615 FIN ACCT Labor Report Entries** – Several changes have been made to this report. They are:
   a. Prior to this change, the report was retrieving labor related records from specific financial journals. The report has been changed to retrieve all Salaries & Wages and Fringe Benefit journal lines.
   b. Added a new column containing the **Employee's Last and First Name**.
   c. Added a new column containing the **Journal Source**.
   d. Added a new column containing the **Journal Status**. This will allow you to see if the entry is a posted entry or a proforma entry.
   e. Updated the sorting of the report to place empty worker entries at the bottom of the report.

6. **RPT617 FIN ACCT Labor Report Summary By Employees** – Several changes have been made to this report. They are:
   a. Prior to this change, the report was retrieving labor related records from specific financial journals. The report has been changed to retrieve all Salaries & Wages and Fringe Benefit journal lines.
   b. Added a new column containing the **Employee's Last and First Name**.
   c. Changed the column heading of Employee to **Employee as Worktag**. This column contains the employee's first and last name which Workday

provided. Filtering on employees is easier with this column since Workday will list all the employee names, and you can select the ones you want.

   d. Added a new column containing the **Employee's Position type**. This will make it easier to filter specific groups of employees.

7. **RPT744 –** Added **Journal Sequence Number** to the report.

8. **RPT854 FIN ACCT Multi-Year Balance Sheet** –
   a. Changed the label on the Organization prompt has been changed to "Balancing Unit."
   b. Added "Journal Sequence Number" field to the drill down reports
   c. Updated the sub report to have only Balance sheet ledger account in the row grouping. This is done to prevent the data doesn't exceed the 12,000 limit.

9. **RPT855 FIN ACCT Balance Sheet by Fund Type** - Changed the label on the Organization prompt has been changed to "Balancing Unit."

10. **RPT858 FIN ACCT GASB Workiva Income Statement –** This is a central report that is used by the College Park Controller's Office during the mid-year and year-end reconciliations. The report has been changed to provide the GASB hierarchy from the Ledger Account definitions.

11. **RPT1549 FIN ACCT GASB Workiva Balance Sheet –** This is a central report that is used by the College Park Controller's Office during the mid-year and year-end reconciliations. The report has been changed to provide the GASB hierarchy from the Ledger Account definitions.

12. **RPT3128 FIN ACCT Grant Driver Worktags by Org** –
   a. In the Original Budget and Revised Budget subreports:
      i. Changed the report prompt "Time Period" to "Award Life to Date (Award)"
      ii. Took out row groupings Grant/Grant Hierarchy, Company and Cost center
      iii. Updated "maximum Number of Rows" to 12,000
      iv. Added drill down fields "Object Class" and "Is Original"
   b. Updated the Revised Budget subreport to retrieve Budget amendments that have a status of "available" or is empty.

13. **RPT3227 FIN ACCT Schedule T Report** -   This report is only used by Central Plant Fund users. Changes include:
   a. Added a filter criterion to include all funds starting with "482" and "484". This will include Usources and will exclude fabricated assets.
   b. Took out the constraint "Project is not empty"
   c. Added a column "Usource"

14. **RPT3284 FIN ACCT Employee Labor Summary By Fiscal Period** - A detailed report of employee labor charges, that has 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.

15. **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.

In an effort to clean up data within the Workday system and create monitoring controls for data, the following reports were created:

16. **RPT3288 FIN ACCT Transactions with No HEFC** – This is a Central Office report that will be used to correct problems with the Workday data. It will list journal lines that have no Higher Education Function code.

17. **RPT3289 FIN ACCT Transactions with Multiple Driver Worktags** – This is a Central Office report that will be used to correct problems with the Workday data. It will list journal lines that have multiple driver worktags.

18. **RPT3290 FIN ACCT Transactions with No Balancing Unit** – This is a Central Office report that will be used to correct problems with the Workday data. It will list journal lines that have no Balancing Unit.

19. **RPT3291 FIN ACCT Transactions with No Cost Centers** – This is a Central Office report that will be used to correct problems with the Workday data. It will list journal lines that have no Cost Center.

20. **RPT3292 FIN ACCT Transactions with No Driver Worktag** – This is a Central Office report that will be used to correct problems with the Workday data. It will list journal lines that have no Driver Worktag.

21. **RPT3293 FIN ACCT Transactions with Revenue and Spend Categories** – This is a Central Office report that will be used to correct problems with the Workday data. It will list journal lines that have both Revenue and Spend Category codes.

22. **RPT3294 FIN ACCT Revenue Spend Categories with Account Type Mismatch** – This is a Central Office report that will be used to correct problems with the Workday data. It will list journal lines that have Account type codes that do not match what is expected with the Revenue or Spend category codes.

23. **RPT3295 FIN ACCT Transactions with No Revenue and Spend Categories** – This is a Central Office report that will be used to correct problems with the Workday data. It will list journal lines that have no Revenue nor Spend category code.

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Please note: When submitting a ServiceNow ticket for reporting, please provide as much detail as possible including the report name, report number, the report parameters used to run the report (images are helpful), and specific details (line item, ledger account, etc.) on the issue.