FINANCE

Financial Reporting

WHAT'S NEW
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DID YOU KNOW?

- Workday has over 100+ standard reports that are available based on your security role. To access these reports, simply click on your profile icon, then click on "Sitemap", then select the task name that you want and the reports available in that category will be listed.
- Dashboards are customized web pages within Workday that provide a centralized view of key data, reports and tasks relevant to a user's role. Most used financial dashboards include UMD Top Financial Management Reports and Department Financial Reporting Dashboards. To add a dashboard to your Menu, select "Menu" then Add (+ Add), then in the search bar, type the dashboard name mentioned above and click on the + sign to the right of the name to add it to your menu.

New Reports

1. **RPT354 FIN ACCT Year to Date Expenses** - An organizational report that shows 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, Other Operating Expenses, and Non-Operating Capital & Other actual amounts. Totals will be given for each Driver Worktag.
2. **RPT3327 FIN ACCT Trial Balance –** The custom report provides the balance sheet and Income Statement in one report. The rows contain line-item details that match the line items in the balance sheet and income statements in the UMD Top Financial Management reports. The balance sheet provides the beginning balance, the current fiscal year selected activity (YTD), and ending balance. The income statement provides the current fiscal year activity (YTD) only.
3. **RPT3341 FIN ACCT Committee for Review of Student Fees - CRSF** – The purpose of this report is to allow for the comparison of budget to actuals for the Operating Budget. Note: The Operating Budget does not include Grants or Capital Projects.
4. **RPT3353 FIN ACCT Supplier Invoice Accrual** – The main purpose of this report is to generate the year-end accounts payable accrual for GAAP financial reporting purposes. Detail views in this report include the invoice or adjustment number, company, status, supplier, invoice date, memo, discount date, due date, invoice amount, amount due and adjustment for entered supplier invoices. Required prompt: None. Optional prompts: Company, Supplier Hierarchy, Supplier Status, Invoice Number, Supplier Reference Number, Invoice Status, Invoice Date, Only Invoices on Hold, Only Intercompany Invoices, Only Direct Intercompany Invoices, Payment Status, Adjustment Reasons, Invoice Due Date, Created by Worker, Approved by Worker, Purchase Order, External PO Number.

5. **Projects Dashboard** - This dashboard houses four (4) project reports:
    a. RPT3348 FIN ACCT Capital Projects Sources and Uses report by Project and USource
    b. RPT3349 FIN ACCT Capital Project Sources and Uses – List (originally RPT3333)
    c. RPT3350 FIN ACCT Capital Project Sources and Uses (originally RPT3306)
    d. RPT3361 FIN ACCT Capital Project Sources and Uses - Active

Enhancements and Bug Fixes

Financial Accounting Reports:

6. **RPT345 FIN ACCT USource Driver Worktags by Org** - This report lists the budget and actuals information for USource Driver Worktags by organization levels, and was enhanced to include the PO number to the detail view. Additionally, a fix was made to the report to include USource(s) with a budget but no actuals.
7. **RPT617 FIN ACCT Labor Report Summary By Employees** – This report was enhanced to enable Workday Worksheets. To leverage Workday Worksheets, click on the Profile icon, then click on “Drive”. Then click on the blue button, + New at the top left of the screen. Select Workbook to create a Workbook. Name the Workbook with a meaningful title, then click on Create. A Google Workbook will appear. On the upper right-hand corner is a blue button, “Add Live Data” click on this and select the report.
8. **RPT745 Transaction Details** – Similar to the KFS General Ledger details report, this report was enhanced to include Employee and Merchant data (far right columns on the report) for T-card and P-card transactions.
9. **RPT1298 FIN ACCT GASB045 Income Statement by Natural Class –** Signage issue was fixed on Non-Operating (Revenues) Expenses, Other Revenues, and Transfers sections.
10. **RPT1299 FIN ACCT GASB044 Income Statement by Federal Function –** Signage issue was fixed on Non-Operating (Revenues) Expenses, Other Revenues, and Transfers sections.
11. **RPT 3126 FIN ACCT GASB046 Income Statement Variance by Federal Function –** Signage issue was fixed on Non-Operating (Revenues) Expenses, Other Revenues, and Transfers sections.
12. **RPT3127 FIN ACCT GASB047 Income Statement Variance by Natural Class –** Signage issue was fixed on Non-Operating (Revenues) Expenses, Other Revenues, and Transfers sections.
13. **RPT3284 FIN ACCT Employee Labor Summary by Fiscal Period –** The labor summary report was updated to replace the "fiscal period" value with a concatenation of two other data fields - fiscal year and period. Workday considers the "fiscal period" field as a secured field and is not accessible to everyone. By replacing the field with the fiscal year and period fields, everyone will be able to see the fiscal period dates.

Plant Accounting Reports:

15. Added Primary Project Hierarchy and Optional Project Hierarchy to the details and "View By" to the following reports
    a. RPT587 FIN ACCT Income Statement Operating Budget vs. Actuals
    b. RPT793 FIN ACCT Multi-Year Income Statement
    c. RPT829 FIN ACCT Income Statement by Month
    d. RPT830 FIN ACCT Income Statement by Fund Type
    e. RPT859 FIN ACCT Multi Year Capital Spending
    f. RPT595 FIN ACCT Balance Sheet by Month
    g. RPT854 FIN ACCT Multi-Year Balance Sheet
    h. RPT855 FIN ACCT Balance Sheet by Fund Type
    i. RPT3189 FIN ACCT Project Driver Worktags by Org

Please note: There is a new Financial Reporting ServiceNow form to report financial reporting issues, enhancements, and new report requests. By selecting "Other Reporting" subtopic, you can also ask questions or request additional training for you or your area. 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.