UNIVERSITY OF MARYLAND

Workday Financial Reporting Cheat Sheet

workday.

Version 4.0

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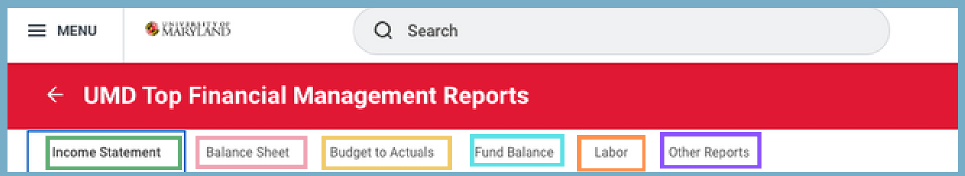
Accessing the reports

You can access reports in two ways.

① **The UMD Top Financial Management Reports App.**
To add apps, see the Add/Edit Applications and Shortcuts Job Aid



② **Using the search bar**
TYPE the report number in the search bar
Click the report in the search results.

Each button on the dashboard expands displaying these reports

Income Statement
RPT793 FIN ACCT Multi-Year Income Statement
RPT830 FIN ACCT Income Statement by Fund Type
RPT989 FIN ACCT Income Statement by Organization
RPT829 FIN ACCT Income Statement by Month
RPT859 FIN ACCT Multi-Year Capital Spending

Balance Sheet
RPT854 FIN ACCT Multi-Year Balance Sheet
RPT855 FIN ACCT Balance Sheet by Fund Type
RPT595 FIN ACCT Balance Sheet by Month

Budget to Actual
RPT587 FIN ACCT Income Statement Operating Budget vs. Actuals
RPT853 FIN ACCT Budget vs. Actuals Scorecard

Fund Balance
RPT856 FIN ACCT Multi-Year Fund Balance by Driver Worktag
RPT857 FIN ACCT Multi-Year Fund Balance by Fund Type

Labor
RPT612 FIN ACCT Labor Report Summary with Chart
RPT613 FIN ACCT Labor Report Summary by Spend Category
RPT615 FIN ACCT Labor Report Entries
RPT617 FIN ACCT Labor Report Summary by Employees

Other Reports
UMD Cost Centers and Hierarchies
KFS Subfund to Workday Fund
KFS Account to Driver Worktag
KFS Department/Subdepartment to Cost Center
KFS Object Code to Workday Value

Once the Report App has been set up, each report tab will have a default preview of the report on the left hand side.
To display the preview:

- **Select the worklet symbol**
- **Select edit settings**
- **Enter the desired report parameters**
- **Click OK and the preview report will appear**

Running the Reports

Standard Workday Reports:

To see the standard Workday reports that come with Workday, click on your profile symbol on the far right of the home page: Then click on "Sitemap":
Select from the list of available reports.

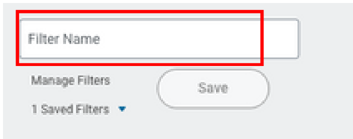
UMD Customized Workday Reports:

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 *.

Example: RPT793 FIN ACCT Multi Year Income Statement

① Company * UM01 for UMCP
② Organization * Select "Cost Center Hierarchy"
③ Period * Select as of Fiscal Period
④ Book Leave as "Common Book" — Common Book
⑤ Perform Intercompany Eliminations — Leave unchecked
⑥ Perform Interworktag Eliminations — Leave unchecked
⑦ Worktags — Can be used for extra filter criteria & campus-wide data, like Fund Hierarchy

⑧ **(OPTIONAL) Save report parameters for reuse.**
Enter a useful name in the Filter Name field.



Click the blue down arrow to access saved filters.

Company:
UM01 - UMCP
UM04 - UMES
UM07 - UMCES
UM08 - USMO
UM09 - UMSG

Organization:
CCH010 - All Cost Centers
CCH011 - Executive Level Cost Centers
CCH012 - Division Level Cost Centers
CCH013 to 017 - Dept Level Cost Centers
CC - Cost Centers

To select ALL, press CTRL + A + Enter
To unselect, press CTRL + A + Delete

For **Central Report Users**, select "**Balancing Unit Hierarchy**" to view by fund type.

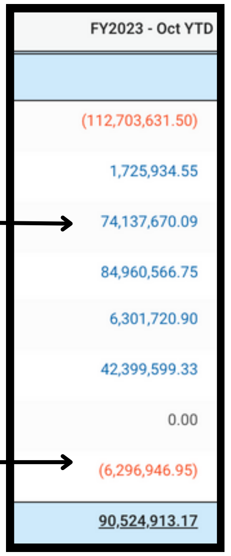
Data Analytics

There are **key differences** between the presentation of the financial statements in KFS compared to Workday.

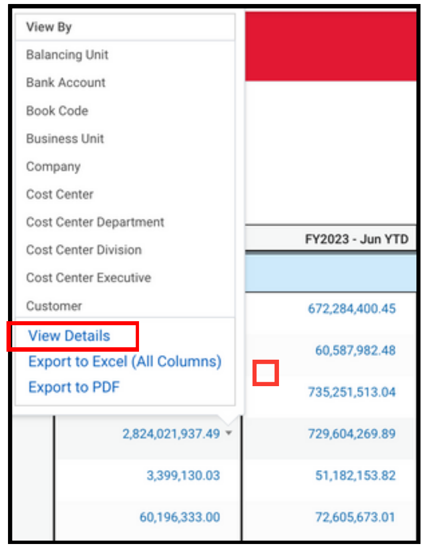
The detailed amounts will be displayed as the natural account (debit (+) or credit (-)).

Revenue, Liabilities, & Fund Balance numbers will be shown as **positive**.

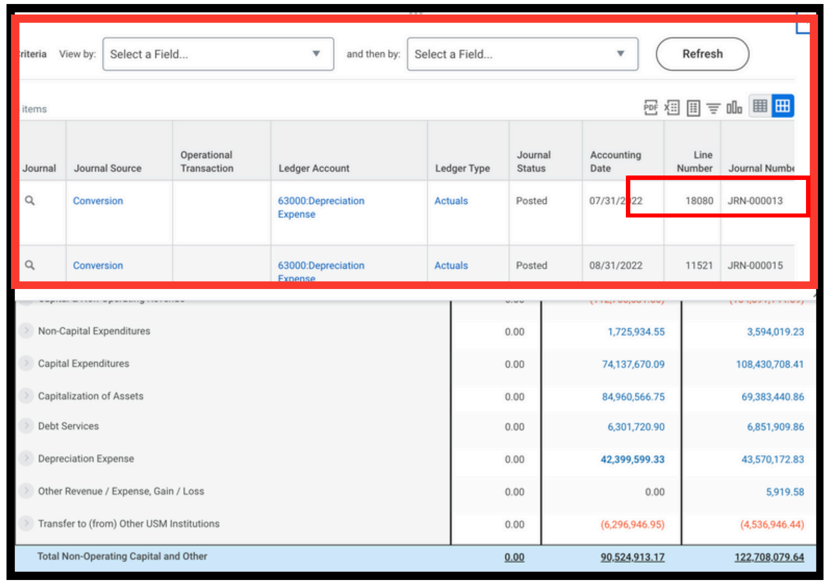
Red negative numbers in brackets represent revenue or expense deductions or a deficit.



Click the dollar amount or the blue arrow and View Details to view transactions details.



Transaction details open in a separate window with options to export, filter, sort, and modify.



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Functionality Review

Filter Function

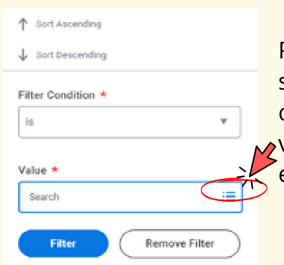
Some filter options include: Fund, Grant, Ledger Account, Period, Project, USource

Filter your results by
- clicking the filter button.

OR
- clicking the blue arrow next to text number/dollar amount

Click refresh

In the detailed window, click the column heading to:
- set a "filter condition"
- set a "value"
- sort information
- add a condition



Provides selection options for value entered.

Click to add filter.

Navigating the Report

Taskbar

Export report to Excel.

Schedule a report to run in the future or on a recurring schedule.

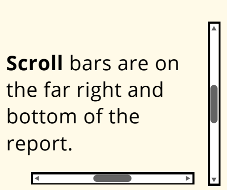
Adjust report parameters.

Export report to a PDF file.

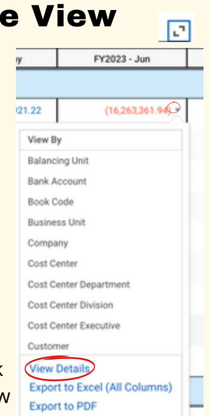
Adjusting the View

Click for full screen view and to reveal scroll bars.

Click for the standard view.



Scroll bars are on the far right and bottom of the report.



Click view details or click the dollar amount to view transactions.

To **expand** on the line items, **Click** on the blue arrow next to the line item to reveal additional functions.

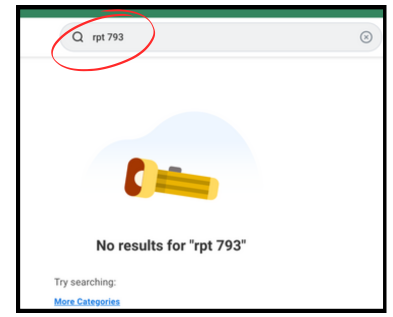
To **collapse** on the line item detail, go to the highest level to collapse.

The lowest level of drill down for the line-item detail is the general ledger account item.

Frequently Asked Questions

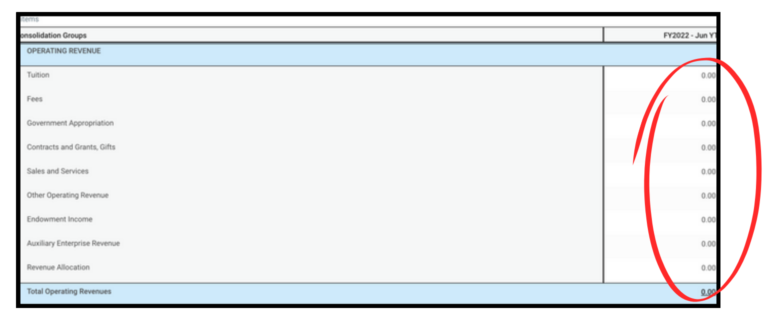
Q: I typed in a report number and name and got back, "No Results Found"?

A: Make sure when typing in your report numbers they have no spaces between RPT and the report number. If you still get an error indicating that there are no results found, the report may not exist as you have it entered. Another possibility is that your role may not grant you access to that report.

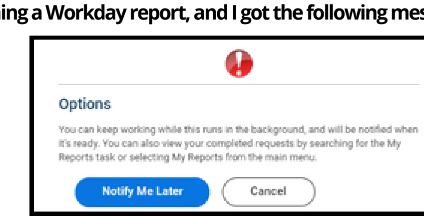


Q: I ran a Balance Sheet report, but all the data is zero?

A: Balance Sheet reports are fund and balancing unit driven reports. Make sure that you select the balancing unit hierarchy or fund hierarchy in the organization prompt depending on your role access.



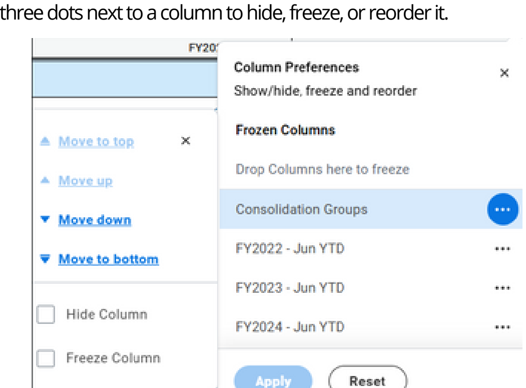
Q: I was running a Workday report, and I got the following message:



A: Due to the large amount of data being pulled, the report runs in the background. Click the blue "**Notify Me Later**" button, and Workday will notify you when it's ready.

Q: How do I rearrange, hide, or freeze the left-hand columns with no data?

A: After running the report, click the **Edit/View Grid preferences icon** on the far right. Then, click the three dots next to a column to hide, freeze, or reorder it.



Q. I downloaded a report, where do I find it?

A: Usually when the report is ready, it will appear on the right hand side of the Workday page. However, if you miss it, you can access the following areas to see if the report has been produced.

The bell is the notification button and the inbox is your "My Tasks". Both will keep a log of your actions. Check these two locations for your report.

In addition, check your web browser's download button

How do I find my KFS Account?

You can use the KFS Account to Driver Worktag report available in the UMD Top Financial Management Reports under "Other Reports" tab. Or, you can type in the KFS Account number in the search field. In Workday, KFS Accounts are now split into grant, gift, project and USource.

KFS accounts are separated into four accounts indicated below:
i. cost centers – Usource (US)
ii. grant – GR
iii. gift – GF
iv. project – PJ

Q. My role has changed. How do I get my security role updated so that I can access my reports?

A: If you and your supervisor need to make adjustments to your security role, complete the Workday Security Request Form. A UID and Directory ID are required to complete the form.

Security Form Link: https://app.smartsheet.com/b/form/cedf7dfc2dd249f29fcdec97ab2b4b91

Workday Resources

Additional resources and information can be found on the Elevate website and by visiting **support.umd.edu.**