



**WORKDAY FINANCIAL
REPORTING MANUAL**

4/2025

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1. FINANCIAL REPORTING BASICS

a) Financial Reporting KFS to Workday

Key financial reporting differences between KFS vs. Workday

- KFS Reporting came from a data warehouse, where the Workday Reports are compiled from the live production system.
- KFS Reporting was a day old. In Workday, the report's information is in real time.
- In Workday, Revenue, Liabilities, and Net Position appear as positive in the financial statements.
- In Workday, a number in brackets represents revenue, expenditure deductions, or a deficit.
- In Workday, the Income Statement reports include all funds by default.
- In Workday, line-item roll-ups are based on the Management tab of the KFS090 Financial Reports.
- In Workday, revenue Categories (RC) are for revenues and Spend Categories (SC) are for expenses.
- In Workday, KFS Accounts are separated into four driver worktags. The KFS Account number is nested in the driver worktag name.
- In Workday, KFS Object Codes (4-digit number) are nested in the revenue or spend category name.

Data in Workday

KFS accounts are separated into four driver worktags:

- USource (US)
- Grant (GR)
- Gift (GF)
- Project (PJ)

KFS Account Codes are nested in the driver worktag name.

GF001741 UMCP | BSOS **4391350** Bauman Program

KFS Object Codes = line items (e.g., office supplies, tuition, salaries, etc.)

Operational Worktags use **Revenue Categories (RC)** for revenues or **Spend Categories (SC)** for expenses.

KFS Object Codes are nested in the revenue or spend category.

Undergraduate Nonresident Full Time - RC00003 **0102**

The following information provides a crosswalk between the KFS090 reports contained within each tab and how these tabs were incorporated or not incorporated into Workday. The financial reports contained within Workday emulate the reports contained within the "Management" tab of the KFS090.

Workday Reports

The majority of the KFS090 Management Tab reports have been reproduced in Workday. The following provides the crosswalk of the KFS090 Report tabs to Workday.



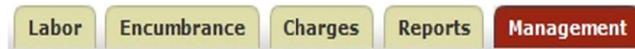
The Income Statement and Balance Sheet reports have been replaced by the KFS090 Management Reports. The Management reports are in the **UMD Top Financial Management Reports** dashboard.

The Budget, position data, and vacant positions will be available in **Adaptive Planning**.

Ledger Details can be accessed in Workday by using RPT745 FIN ACCT Transaction Details.

Workday Reports

The majority of the Internal Management Financial Management reports have been reproduced in Workday.



Labor reports will be available within the **UMD Top Financial Management Reports** dashboard on the Labor tab.

Encumbrance is called Obligation in Workday and is embedded within reports where applicable.

Charges & Reports (KFS090) is available in Workday when you drill down into a specific line item, called the Detail View, in a Workday report.

Management reports are housed in the **UMD Top Financial Management Reports** dashboard and will be the standard for financial statement reporting.

b) Workday - Logging in

The link to access the Workday is:

<https://www.myworkday.com/wday/authgwy/umd/login.html>

On the left-hand side, under the Workday logo, select SSO login.



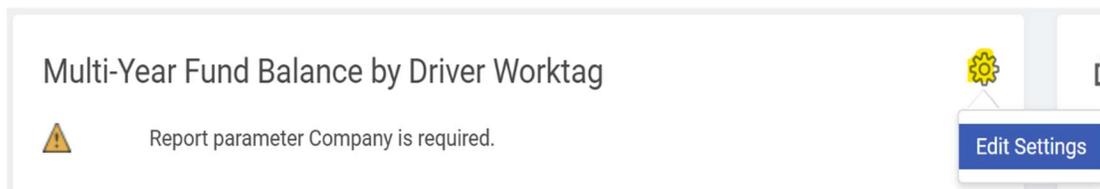
Sign into the Central Authentication Service (CAS) login, using your credentials. You will land on the Workday home page.



c) Accessing Reports

There are two types of reports: 1) reports that have been developed specifically for the University of Maryland and partner institutions that went live on Workday and 2) standard Workday reports. The developed reports begin with “RPT”. Standard reports do not contain “RPT”. Developed reports can be accessed in two ways:

1. **Dashboards** – In Workday, dashboards are a conglomeration of reports (by area or function) in one location to facilitate access to the reports. This is a one-stop shop for reports. To add a Workday dashboard to your menu, click on the Menu button on the far-left corner, then click on “Add+”, and then type in the name of the dashboard. Workday will present possible matches as soon as you begin typing. Once the dashboard has been added, some tabs may contain a preview of the report (see image below). Simply click on the gear to the right of the report title (highlighted below) and select “Edit Settings.” A report prompt page will appear. Enter the required fields, then click “OK,” then “Done”. The Preview report will appear.



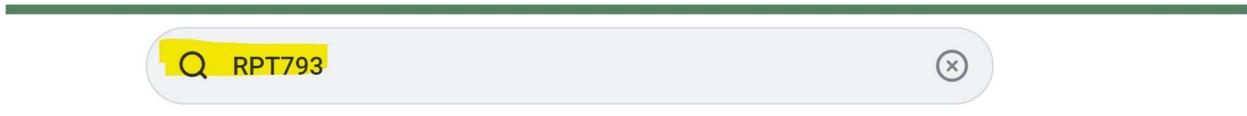
Below is a list of financial dashboards with the key financial dashboards highlighted in bold text (access to dashboards is based on your security access):

Dashboard
Accounts Payable KPIs
Budget Office
Department Financial Reporting
Executive Financial Management Reports
General Accounting
Grants Management (Central)
Maryland Procurement & AP
Principal Investigators and Grant Managers Dashboard
UMD Top Financial Management Reports

2. The “Search” bar can be used to find tasks, people, and reports in Workday.



In the “Search” bar, type in the report letters, RPT, and the report number for which you want to review. There is no space between the RPT and the number (e.g., RPT793).



Workday does not provide a list for all developed reports. You can view the description of each report by clicking on the “View More” blue link in the search results and selecting the tab “Tasks and Reports” to get the report description. The following example shows this for RPT793:

Top Results
People (0)
Tasks and Reports (1)
Learning (0)
All Categories ▾

Tasks and Reports

[RPT793 FIN ACCT Multi-Year Income Statement](#)

Report

The Multi-Year Income Statement is an object level summary of the financial revenues and expenses. Columns displays revenue and expenses amounts for the four 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. By default, only unrestricted budget and actual balances are presented. The filters button can be used to revert to all sub-fund groups.

Workday comes with **standard** Workday delivered reports. These can be accessed by clicking on the profile icon,  on the far right on the Workday home page. Then, click on “**Sitemap**” to see a list, by category, of standard Workday delivered reports.

 **My Account** >
 **Sitemap**

d) [List of Financial Reports](#)

Below is the list of the Top Financial Management Reports with their descriptions:

Report Name	Description
Financial Statements	
RPT793 FIN ACCT Multi-Year Income Statement	The Multi-Year Income Statement is an object-level summary of the financial revenues and expenses. Columns display revenue and expenses amounts for the four 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.
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

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Report Name	Description
	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.
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.
RPT989 FIN ACCT Income Statement by Organization	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 by revenue and spend line items, YTD Actuals are at an organization level from Executive to Cost Center. Required prompts: Company, Organization, Repeat by [org. hierarchy] and Period. Optional prompts: Book, Eliminations, and Worktags.
RPT859 FIN ACCT Multi-Year Capital Spending	This composite report pulls out Non-Operating Capital and Other categories of Capital Equipment, Equipment Other, Federal Equipment, Land and Structures, and Library Purchases. The report provides the last two full years' worth of information, including YTD actuals for the fiscal period selected. The construction project's budget FYTD and Project Inception to date as well as obligations are included. Required prompts: Company, Organization, and Period. Optional prompts: Book and Worktags.
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, Organization (Balancing Unit), and Period. Optional prompts: Book, Eliminations, and Worktags.
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.
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.
RPT345 USource Driver Worktag by Org	A financial report that provides detailed information on a specific USource driver worktag or on USource driver worktags which are linked to specific cost centers or balancing unit hierarchies. This report includes original and revised budget amounts, Current and Year-To-Date actuals, Committed and obligated encumbrances, budget balance available amount and Percentage Used, and the USource Fund Balance amount.

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Report Name	Description
RPT3128 Grant Driver Worktag	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.
RPT3188 Gift Driver Worktag	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.
RPT3189 Project Driver Worktag	A financial report that provides detailed information on a specific Project or on Projects which are linked to specific cost centers or balancing unit hierarchies. This report includes Original and revised construction budget amounts; Current, year-to-date, project-to-date actuals; Committed and obligated encumbrances; and Budget balance available amount.
RPT587 Income Statement - Operating Budget to Actuals	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. To review Grants Budget to Actuals, use report "RPT314 GRANTS Award Budget to Actuals" and for Projects use report "RPT724 FIN ACCOUNTING Income Statement Project Budget vs. Actuals".
RPT724 FIN ACCT Income Statement Project Budget vs Actuals	The purpose of this report is to compare budget to actuals for construction and capital projects for a fiscal period and inception to date. Required prompts: Company, Organization (Project or Project Hierarchy), Period, and Budget Structure. Optional prompts: Book, Worktags, and Ledger Account/Summary.
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 specific cost centers or balancing unit hierarchies. This report includes revised revenue and expense budget amounts, month-to-date and year-to-date actuals, Committed and obligated encumbrances, Budget Remaining amount and Percentage Remaining, and the USource Beginning and Ending Fund Balance amounts. This report is the equivalent of the KFS FBM092 report.
RPT3268 FIN ACCT Grant Month End	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

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Report Name	Description
	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.
Fund Balance	
Report Name	Description
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.
RPT857 FIN ACCT Multi-Year 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.
Labor	
Report Name	Description
RPT612 FIN ACCT Labor Report Summary with Chart	This chart provides a graphic representation of Salaries, Wages, and Fringe Benefits. The chart defaults to a donut chart, but can be changed to a line, bubble, clustered column/bar, stacked column/bar, 100% column/bar, overlaid area, stacked area, or 100% area. Required prompts: Company, Organization, Amount Type, Ledger, and Period. Optional prompts: Worktags, and Ledger Accounts/Summaries.
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.
RPT614 FIN ACCT Labor Report Entries	A detailed report on employee labor charges that have been posted and broken down by pay dates within a specific fiscal period. This report is structured by: Employee Information: Employee Name - Employee ID - Cost Center, then Labor Charges appear in the columns by Pay Date 1, Pay Date 2, and Prior Cumulative (FYTD) Period Amounts. Required prompts: Company and Period. Optional prompts: Organization, Worktags, and Pay Date.
RPT617 FIN ACCT Labor Report	This composite 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

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Report Name	Description
Summary by Employees	included in the report. Required prompts: Company, Organization, Amount Type, Ledger, Period, and Time Period. Optional prompts: Worktags, and Ledger Accounts/Summaries.
General Accounting Reports	
Report Name	Description
RPT789 FIN ACCT GASB Balance Sheet Variance	This composite reports FYTD Actuals against Prior FYTD Actuals and the variance year-over-year. The rows in this report are defined using Workday GASB hierarchy and roll-ups. Required prompts: Company, Ledger, and Period. Optional prompts: Book, Translation Currency, and Account Translation Rule Set.
RPT858 FIN ACCT GASB Workiva Income Statement	This advanced report provides Income Statement data in a format that is downloadable and compatible with the UM College Park Office of the Controller's Workiva system. It facilitates the review of an Income Statement for either a Company or a Cost Center Hierarchy. Additionally, there is an option to display the data according to their natural ledger account GASB classes for both revenue and expenditure categories, or by GASB natural classes for revenue and non-Operating Expense Spend categories, with Operating expenses categorized by federal functions. The report draws from the Journal Lines for Financial Reporting data source and aggregates the Ending Balance Actuals for each line item. Summarization occurs by Driver Worktags, Revenue/Expenditure categories, Higher Education Function Code, and Cost Center, with Major Group and Minor Group columns established for each line based on the Governmental Accounting Standards Board (GASB) Hierarchy. Required prompts include Company (preset to UMD College Park), Amount Type (preset to Ending Balance), Period (preset to the current fiscal period), and Time Period (preset to Year-to-Date). Optional prompts: Organizing Operating Expense by Federal Function, Worktags, and Book.
RPT1298 FIN ACCT GASB045 Income Statement by Natural Class	This composite report enables the viewing of an Income Statement for a company or company hierarchy, categorized by natural revenue and expenditure classes. It is utilized for Governmental Accounting Standards Board (GASB) reporting and reconciliations. The Income Statement leverages the Journal Lines for Financial Reporting data source, organizing revenue and expenditure amounts according to their UMD GASB classifications.
RPT1299 FIN ACCT GASB044 Income Statement	This composite report facilitates the analysis of Income Statement amounts for a company or its hierarchy, categorized by natural revenue and expenditure classes. For Operating Expenses, the amounts are grouped by Higher Education Functions. The report presents columns corresponding to Fund types where each fund type will contain YTD amounts for the selected fiscal period. It is designed for use on the GASB reporting and reconciliations. The Income

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Report Name	Description
by Federal Function	Statement utilizes the Journal Lines for Financial Reporting data source, organizing revenue and expenditure amounts according to their UMD GASB classifications.
RPT1549 FIN ACCT GASB Workiva Balance Sheet	This advanced report presents Balance Sheet data in a downloadable format compatible with the UM College Park Office of the Controller’s Workiva system. It enables the viewing of a Balance Sheet for either a Company or a Balancing Unit Hierarchy. The data is organized according to the natural ledger account GASB classifications for assets, liabilities, and fund balances. Utilizing the Journal Lines for Financial Reporting data source, the report aggregates the Year-to-Date Ending Balance Actuals for each line item. Summarization occurs by Driver Worktags, ledger accounts, Higher Education Function Code, and Balancing Unit, with Major Group and Minor Group columns established for each line based on the GASB Hierarchy. Required prompts: Company (defaulting to UMD College Park), Amount Type (defaulting to Ending Balance), Period (defaulting to the current fiscal period), and Time Period (defaulting to Year to Date). Optional prompts: Worktags and Book.
RPT3126 FIN ACCT GASB046 Income Statement Variance by Federal Function	This composite report facilitates the analysis of Income Statement variances for a company or its hierarchy, categorized by natural revenue and non-operating expenditure classes. For Operating Expenses, the amounts are grouped by Higher Education/Federal functions. The report presents YTD amounts for the selected fiscal period, the corresponding period from the previous year, the variance between these amounts, and the percentage increase from the previous year to the current year. It is designed for use in GASB reporting and reconciliations. The Income Statement utilizes the Journal Lines for Financial Reporting data source, organizing revenue and expenditure amounts according to their UMD GASB classifications.
RPT3127 FIN ACCT GASB047 Income Statement Variance by Natural Class	This composite report facilitates the analysis of Income Statement variances for a company or its hierarchy, categorized by natural revenue and expenditure classes. The report presents YTD amounts for the selected fiscal period, the corresponding period from the previous year, the variance between these amounts, and the percentage increase from the previous year to the current year. It is designed for use in GASB reporting and reconciliations. The Income Statement utilizes the Journal Lines for Financial Reporting data source, organizing revenue and expenditure amounts according to their UMD GASB classifications.
RPT855 FIN ACCT Balance Sheet by Fund Type	This composite report displays the Balance Sheet (Assets, Liabilities, and Fund Balance) by fund for a specified balancing unit. Required prompts: Company, Balancing Unit, and Period. Optional prompts: Worktag, Book, and Eliminations.

Report Name	Description
RPT270 FIN ACCT GASB USM Statements of Revenues, Expenses, Changes in Net Position	This composite report compares the Income Statement for the current FYTD Actuals against Prior FYTD Actuals. The rows in this report are the line item details with GASB roll-ups. Required prompts: Company and Period. Optional prompts: Worktags.
RPT745 FIN ACCT Transaction Details	Lists the journal lines transactional detail for the specified organization and/or driver worktags.

e) Report Prompts

Report prompts define what is included in the report. Your security profile defines what you can enter in the prompts. Required report prompts are marked with a red asterisk (*).

Keep in mind that all Workday transactions require a fund worktag and are recorded in the Common Book by default. Be mindful of the report prompt label. For Driver worktag reports, you must enter the driver worktag. For example, if it is a grant driver worktag report, you must enter a grant or grant hierarchy (which starts with a GH); otherwise, an error message will appear.

The following walks you through the criteria of an example report: RPT793 FIN ACCT Multi-Year Income Statement.

To access RPT793 FIN ACCT Multi-Year Income Statement, use the **Department Financial Reporting dashboard**. This dashboard has been specifically designed for middle management, cost center managers, and driver worktag financial accountants. RPT793 can be found in the Unit Reporting tab, in the Department Level Overview – Revenues & Expenses. Click on the link for RPT793 FIN ACCT Multi-Year Income Statement.

RPT793 FIN ACCT Multi-Year Income Statement
✕

Instructions Suggestions for running this report:

Company - Select Company

Book - Leave the default of Common Book. Central Accounting may choose to select GAAP.

Perform Intercompany Eliminations - Leave unchecked to incorporate Intercompanies

Perform Interworktag Eliminations - Leave unchecked to incorporate Interworktags

Optional - Enter a Filter Name and Save your criteria for future use

Version: 2.03

Company *

Organization *

Period *

Book

Perform Intercompany Eliminations

Perform Interworktag Eliminations

Worktags

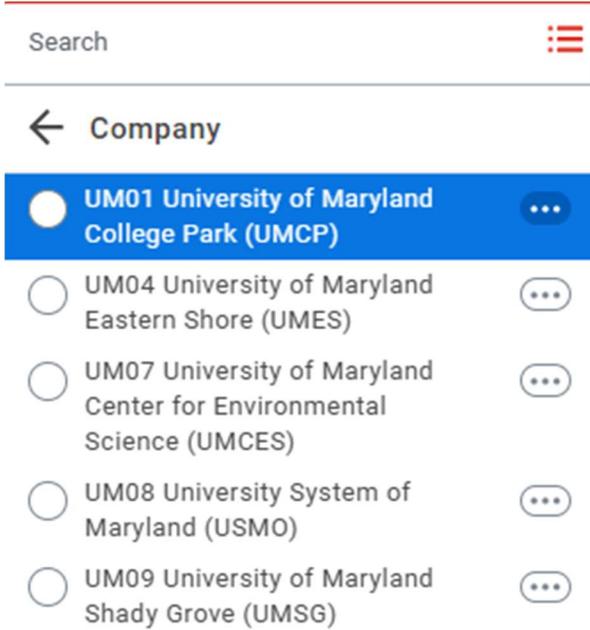
Cancel
OK

PROMPTS:

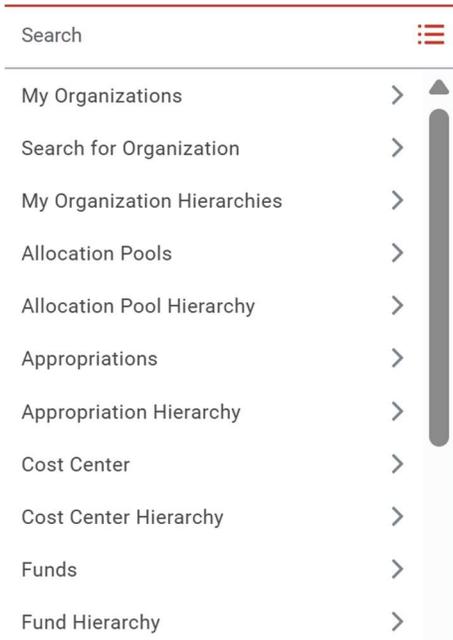
Instructions – some of the reports do provide suggestions for running the report.

Company – represents University of Maryland, College Park and all the institutions supported: University of Maryland, Eastern Shore; University of Maryland Center for Environmental Services; University System of Maryland Office; and University of Maryland, Shady Grove.

Select the three bars to access the Menu and select the company.



Organization provides the ability to select different data views contained in the report. These represent different worktags that define the data. My Organizations and My Organizations Hierarchies contain the cost center hierarchy and/or driver worktags that the user has access to. Hierarchies are groupings of that selection criteria. So, for example, Funds is a list of each fund (Fund: FD40100 State Operating, Fund: FD40105 Cost Share, State, etc.), whereas Fund Hierarchy are the groupings of the Funds (Fund Hierarchy: Current Funds Unrestricted – E&G, Fund Hierarchy: Current Funds Restricted). To find a list of cost center hierarchies, funds, driver worktags, and general ledger accounts, run the reports located on the Other Reports tab of the **UMD Top Financial Management Reports Dashboard**.



Some key worktags include:

Cost Center: Cost Cener hierarchy data is organized at the Company level (Institution), Executive, Division, Department, down to a cost center level. Sub-departments are reflected as Cost Centers in Workday.

Fund Hierarchy: Fund hierarchy includes Agency Funds, Current (Unrestricted or Restricted), Endowment Funds, Loan Funds, and Plant Funds.

Driver Worktags: Driver worktags are separated into four categories: Gift, Grant, Project and USource. To see financial performance for a particular driver worktag, enter the Workday driver worktag or KFS Account in the Organization prompt.

Note: Budget structures are different for each of the driver worktags. This requires separate reports for each driver worktag when comparing actuals vs. budget. Reports with actual data only contain all four driver worktags.

Balancing Unit: Select the balancing unit to generate balance sheets. If a cost center hierarchy (division, department, or cost center is entered), the report will display all zeroes.

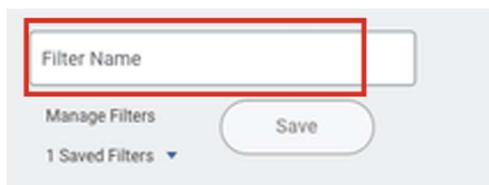
Period – the desired fiscal period.

Book – the default book for all transactions is “Common Book”. GAAP book is used to capture plant and accrual entries at interim and year-end.

Eliminations – leave these unchecked. This is for the purpose of creating consolidated financial statements.

Worktags – see above for key worktags.

Save report parameters for reuse. Enter a useful name in the Filter Name field.



Click the blue down-arrow to access the saved filters.

To go back to the Org Filter dialogue box to select another Division or Department, simply click on the following icon: 

f) Foundation Data Model structure (FDM) and Worktags

What is the Foundation Data Model?

The Foundation Data Model (FDM) is the core of the entire Workday platform.



- The FDM is a **multi-dimensional data framework** that supports financial, managerial, and statutory reporting in Workday.
- **The organizations and worktags** UMD uses in transactions are defined by and configured through the FDM.
- It supports both Finance and HCM and **drives security and workflows**.

Benefits of Worktags and the FDM

Here are some of the benefits of worktags and the FDM:

- **The FDM allows for flexible reporting.** You can run reports based on one or a combination of several worktags.
- **In Workday, you don't need to know a specific code to categorize a transaction.** You can search worktags by name or keyword.
- **Data integrity is controlled through business process approvals and other validations.** If a user assigns an incorrect worktag to a transaction, an approver can send it back for revision along with comments.

Types of Worktags

There are four primary types of worktags, each of which have subtypes of worktags.

Instructions: Click on each worktag type below to learn more.



Types of Worktags

There are four primary types of worktags, each of which have subtypes of worktags.

Instructions: Click on each worktag type below to learn more.



Driver worktags are the primary worktags entered on a transaction. When creating a transaction, you start by selecting a driver worktag, which *drives* the auto-populating of related worktags. They are similar to KFS Accounts.

Example Subtypes: Grant, Gift, Project, USource

Types of Worktags

There are four primary types of worktags, each of which have subtypes of worktags.

Instructions: Click on each worktag type below to learn more.



Related worktags are associated with driver worktags. They auto-populate when a driver worktag is entered. Sometimes they are called **Additional Worktags** in Workday.

Example Subtypes: Fund, Cost Center, Balancing Unit, Higher Ed Function Code

Types of Worktags

There are four primary types of worktags, each of which have subtypes of worktags.

Instructions: Click on each worktag type below to learn more.



Operational worktags categorize income and expenses on transactions. They are manually added to a transaction. They are similar to KFS object codes.

Example Subtypes: Revenue Category, Spend Category, Ledger Account

Optional worktags are additional tags that can be selected in the Additional Worktags field, which auto-populates the required related worktags based on the driver worktag you select. Examples of optional worktags include Assignee, Detail Code, and Review Required. These worktags are centrally managed and created, and they are not required on all transactions

Worktag Configuration

When a driver worktag is set up, its related worktags are assigned as default worktags.

This is how related worktags auto-populate onto transactions when a driver worktag is selected.

In this example, the Elevate USource driver worktag has the appropriate Fund, Cost Center, Balancing Unit, and Higher Ed Function Code configured as default worktags.

The screenshot shows the configuration page for the worktag 'US990001 | Elevate | USource'. The page includes tabs for Details, Members, Staffing, Unavailable to Fill, Roles, and Security Groups. The 'Details' tab is active, showing the following information:

- Availability Date: (blank)
- Type: USource
- Subtype: USource
- Visibility: Everyone

Below this information is a section titled 'Related Worktags' with a table listing 4 items:

Worktag Type	Default Required	Default Worktag
Fund	Yes	FD90001 Elevate Fund
Cost Center	Yes	CC900001 Elevate Cost Center
Balancing Unit	Yes	BU90001 Elevate Balancing Unit
ED Function Code		HE9001 Elevate Higher Ed Function Code

Driver Worktags

Here are the key points about driver worktags.

Driver worktags are the primary worktags assigned to a transaction.

Driver worktags are configured to have default related worktags, so that when you select the driver worktag on a transaction, its related worktags auto-populate.

Driver worktags are closely related to KFS accounts.

UMD uses Grant, Project, Gift, and USource driver worktags.

Grant Driver Worktags

Here are the key points about Grant driver worktags.



- Grant worktags are used to **manage sponsored awards and research activity**.
- They allow you to **track sources of funding** for sponsored awards ranging from federal and non-federal to other grants managed by your campus' Sponsored Programs, Accounting, and Compliance (SPAC) division.
- Grant worktags may also be used to **manage internal awards**.
- Grant worktags are identified in KFS as ledger 4 and 5 accounts.

Gift Driver Worktags

Here are the key points about Gift driver worktags.



- Gift worktags are used to **manage expenses against spendable gifts, endowment funds, and investments**.
- They can also **reflect donor contributions** to endowed gifts, spendable gifts, and private scholarships.
- Fiscal oversight of Gift worktags happens at both the unit level and the central accounting office.
- Gift worktags are identified primarily as ledger 4 accounts in KFS.

Project Driver Worktags

Here are the key points about Project driver worktags.



- Project worktags are used to **capture expenditures for activities and events with a defined beginning and end date.**
- They are used for capital and construction projects, large equipment and fabricated projects, and other service projects that are often managed by Plant Accounting or Facilities Management.
- Project worktags are identified in KFS as ledger 8 accounts.

USource Driver Worktags

Here are the key points about USource driver worktags.



- USource worktags **encompass all other university-specific needs.** The general guideline is that if a transaction is not related to a Grant, Gift, or Project, you will use a USource worktag.
- USource worktags include:
 - State (KFS ledger 1)
 - DRIF (KFS ledger 2)
 - E&G (KFS ledger 2)
 - Auxiliary, ICA, CVS (KFS ledger 3)
 - Plant Reserves (KFS ledger 7)
 - Agency (KFS ledger 9)

Related Worktags

Here are the key points about related worktags.

Related worktags are those that auto-populate onto a transaction based on the driver worktag selected. Sometimes they are called **Additional Worktags** in Workday.

Do not remove related worktags that default onto a transaction. Otherwise you will be unable to submit the transaction for approval.

The FDM in Workday is configured using validation logic to enforce the existence of connections and combinations between driver and related worktags.

Examples of related worktags: Fund, Cost Center, Balancing Unit, Higher Ed Function Code, and Assignee.

Fund Worktags

Here are the key points about Fund worktags.

A Fund is a **financial area or purpose** within the University **that must be independently tracked**.

UMD ensures public accountability by segregating the University's financial activity into funds according to the **sources and purposes of the income** it receives.

Funds can roll up into **fund groups and fund hierarchies** which help you to navigate between related funds, define which roles have access to fund information, and generate reports on grouped funds.

Fund worktags are identified in KFS as SubFund Groups.

Cost Center Worktags

Here are the key points about Cost Center worktags.

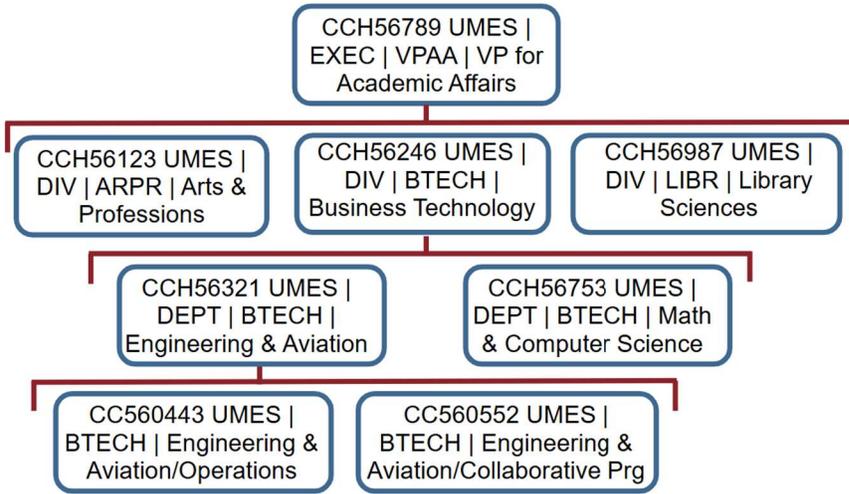
<p>Cost Centers are granular subdivisions of a company, such as a department, institute, or major program.</p>	<p>A Cost Center identifies a unit to which expenses are charged.</p>
<p>Examples of Cost Centers:</p> <ul style="list-style-type: none"> • President's Office • Women's Sports • Animal & Avian Sciences Department 	<p>Cost Center worktags are identified as Org Codes in KFS.</p>

Cost Center Hierarchies

Cost centers are grouped into hierarchies. Here are the key points about cost center hierarchies.

- Cost center hierarchies are not worktags, but it is important to know that multiple cost centers can be grouped together to create a hierarchy, similar to USource driver worktags.
- Reporting for each cost center rolls up into the cost center hierarchy.
- Cost center hierarchies are broken down into executive, divisional, and departmental levels.
- Cost center hierarchies are similar to divisions in KFS.

Cost Center Hierarchies



Shown here is a simplified cost center hierarchy illustrating the parent-child relationship of UMES cost center hierarchies from the executive, division, and department levels down to the cost center.

Cost center hierarchies begin with the prefix CCH.

Cost centers begin with the prefix CC.

Balancing Unit Worktags

Here are the key points about Balancing Unit worktags.

Balancing Unit worktags serve to **track assets and liabilities** for the purpose of creating a balance sheet.

Balancing Unit worktags are related worktags to cost centers and will default onto transactions.

Balancing Unit worktags are most closely related to divisions in KFS.

Higher Ed Function Code Worktags

Here are the key points about Higher Ed Function Code worktags.

<p>Higher Ed Function Code worktags are used to indicate the specific purpose of an activity.</p>	<p>Higher Ed Function Code usage ensures that UMD adheres to statutory reporting requirements to the National Association of College and University Business Officers (NACUBO).</p>	<p>Examples of Higher Ed Function Codes:</p> <ul style="list-style-type: none"> • Research • Scholarship • Plant • Student Services
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Assignee Worktags

Here are the key points about Assignee worktags.

<p>Assignee worktags are used to tag funding on a project or grant to an “owner” who serves as a custodian of the project or grant.</p>	<p>These worktags can be used as criteria in reports to show all sources of funding for the Assignee.</p>
<p>Assignee worktags are required on grant driver worktags, but are optional on other drivers.</p>	<p>Examples of Assignee worktags:</p> <ul style="list-style-type: none"> • Grant principal investigator • Faculty for startups

Operational Worktags

Here are the key points about operational worktags.

Operational worktags serve to **categorize revenues, expenses, and their corresponding ledger** on operational transactions.

With few exceptions, operational worktags **must be manually assigned** to a transaction.

They are most closely related to Object Codes in KFS.

The three types of operational worktags are Revenue Category, Spend Category, and Ledger Account.

Revenue Category Worktags

Here are the key points about Revenue Categories.

- Revenue Category worktags are used on transactions to **classify types of income at a detailed level for internal reporting purposes**.
- They are used to **derive the revenue ledger account**.
- Revenue Categories are similar to KFS Revenue Object Codes.

Examples of Revenue Category worktags are:

- Tuition
- Grant Proceeds
- Concessions Income
- Student Activities Fees

Spend Category Worktags

Here are the key points about Spend Categories.

- Spend Category worktags are used on transactions to **classify expenses at a detailed level for internal reporting purposes.**
- They are used to **derive the expense ledger account.**
- Spend Categories are similar to KFS Expense Object Codes.

Examples of Spend Category worktags are:

- Insurance
- Office Supplies
- Payroll
- Postage and Mail

Ledger Account Worktags

Here are the key points about Ledger Accounts.

- Ledger Account worktags provide a **level of detail needed for core financial statements.**
- On operational transactions, such as a supplier invoice or purchase order, they are **automatically derived through account posting rules.**
- Ledger Account summaries will be used to group accounts into reporting categories for university financial reports.
- Ledger Accounts are similar to KFS Object Codes.

Ledger Account Types

There are five types of Ledger Accounts.

Assets	Liabilities	Fund Balance	Revenue	Expense
<p>Examples:</p> <ul style="list-style-type: none"> • Cash • Accounts Receivable • Endowment Investments 	<p>Examples:</p> <ul style="list-style-type: none"> • Vouchers Payable • Payroll Deductions Payable 	<p>Examples:</p> <ul style="list-style-type: none"> • Endowment Fund Balance • Plant Fund Balance 	<p>Examples:</p> <ul style="list-style-type: none"> • Sales and Services • Housing • Royalty and Licensing 	<p>Examples:</p> <ul style="list-style-type: none"> • Instructional Supplies • Utilities • Library Purchases

Revenue Categories and Ledger Accounts

In this example, the Ledger Account is **41100: Undergraduate Tuition**, and it is broken down further into many Revenue Categories, such as Undergraduate Resident Full Time, Undergraduate Nonresident Part Time, and Special Program Undergraduate Resident.

Ledger Account	Revenue Categories
41100: Undergraduate Tuition 	Revenue Category: Undergraduate Resident Full Time - RC00002 - 0101
	Revenue Category: Undergraduate Nonresident Full Time - RC00003 - 0102
	Revenue Category: Undergraduate Resident Part Time - RC00004 - 0103
	Revenue Category: Undergraduate Nonresident Part Time - RC00005 - 0104
	Revenue Category: UGRAD Differential Tuition Pricing - RC00006 - 0105
	Revenue Category: Special Program Undergraduate Resident - RC00014 - 0120
	Revenue Category: Special Program Undergraduate Nonresident - RC00015 - 0122

Spend Categories and Ledger Accounts

In this example, the Ledger Account is **56400: Other Supplies and Materials**, and it is comprised of many Spend Categories such as Food, Building Supplies, Housekeeping Supplies, and Office Equipment.

Ledger Account	Spend Categories
56400: Other Supplies and Materials	Spend Category: Food - SC00122 - 3400
	Spend Category: Operations and Maintenance - SC00124 - 3505
	Spend Category: Supplies and Materials Pool - SC00239 - 3900
	Spend Category: Other Supplies and Materials - SC00260
	Spend Category: Building Supplies - SC00245 - 3910
	Spend Category: Housekeeping Supplies - SC00246 - 3912
	Spend Category: Purchases for Resale - SC00254 - 3928
	Spend Category: Medical Supplies - SC00255 - 3930
	Spend Category: Food for Resale - SC00256 - 3936
	Spend Category: Medical Drugs and Chemicals - SC00257 - 3946
	Spend Category: Duplicating and Printing Supplies - SC00258 - 3948
	Spend Category: Audio Visual Supplies - SC00259 - 3950
	Spend Category: Other Supplies and Materials - SC00260
	Spend Category: Office Equipment < \$5,000 - SC00261 - 3953
	Spend Category: Oxygen and Medical Gas - SC00262 - 3964
	Spend Category: Radioactive Material - SC00263 - 3967
	Spend Category: Radiation Producing Machines - SC00264 - 3968
	Spend Category: Biological Select Agents/Toxins - SC00265 - 3969
	Spend Category: High Hazard Chemicals/Toxic Gases - SC00266 - 3970
	Spend Category: Class 3B/4 Laser Purchases under \$5000 - SC00267 - 3971
	Spend Category: Explosives - SC00268 - 3972
	Spend Category: WP Supplies - SC00286 - 4031
	Spend Category: Academic DP Supplies - Capital - SC00288 - 4035
Spend Category: Administrative DP Supplies - Capital - SC00292 - 4041	

How do Worktags relate to KFS?

You may be familiar with Kual Financial System (KFS) values. KFS values and attributes have equivalent values and worktags in Workday.

KFS Value or Attribute	Workday Value	Worktag Type
Chart/Campus	Company	
Account	Driver worktag	driver worktag
Department or Sub-department	Cost Center	related worktag
Executive, Division	Cost Center Hierarchy	
Object Code	Revenue Category	operational worktag
Object Code	Spend Category	operational worktag

KFS-to-Workday Reports

Use these reports to search for the correct worktag for a transaction based on its KFS equivalent.

Workday Report Name	Report Description
KFS Account to Driver Worktag	This report shows KFS Account numbers and their equivalent driver worktags in Workday.
KFS Department/Subdepartment to Cost Center	This report shows KFS department and sub-department codes and their equivalent cost centers in Workday.
KFS Object Code to Workday Value	This report shows KFS object codes and their equivalent Workday revenue category, spend category, and ledger account.

Remember the following:

- Key Workday values and their KFS equivalents are:

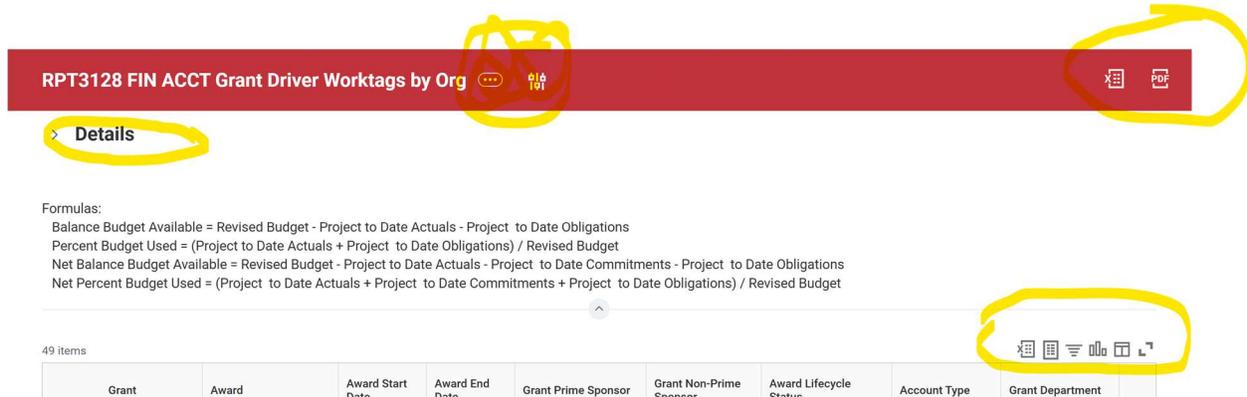
Workday	KFS
Company	Chart/Campus
Driver Worktag	Account
Cost Center	Department or Sub-department
Cost Center Hierarchy	Executive, Division
Revenue/Spend Category	Object Code

- These Workday reports will help you determine the correct worktag based on its KFS equivalent:
 - **KFS Account to Driver Worktag**
 - **KFS Department/Subdepartment to Cost Center**
 - **KFS Object Code to Workday Value**

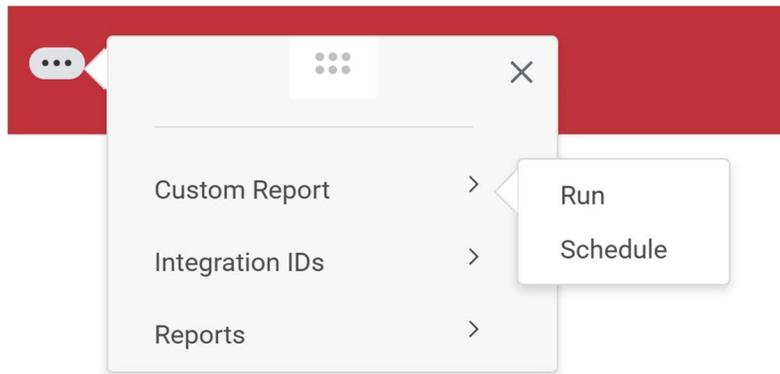
2. FINANCIAL REPORTING ANALYTICS

a) Navigating the Report

Once the report has been run, there are several functions available depending on the report. The following example for RPT3128 FIN ACCT Grant Driver Worktag by Org walks through each navigation element on this report.



The three dots to the right of the Report title is called the “related actions” button. Selectable values are Custom Report, which allows the user to “Run” or “Schedule” the report, Integration IDs, to view report IDs, and Reports, to schedule future processes of the report.



To return to the report prompts web page, click on this icon.

To export the report to Excel or PDF, and return the report criteria selected (e.g., company, worktag, and fiscal period), click these icons, respectively. Once exported, the information can be analyzed or printed, but there is no drill down capability.

> **Details**

To see the report parameters selected for the report, click on the arrow to the left of “Details”. Not all reports have additional information added to the header of the report. See “Formulas” in the image above on page 32.



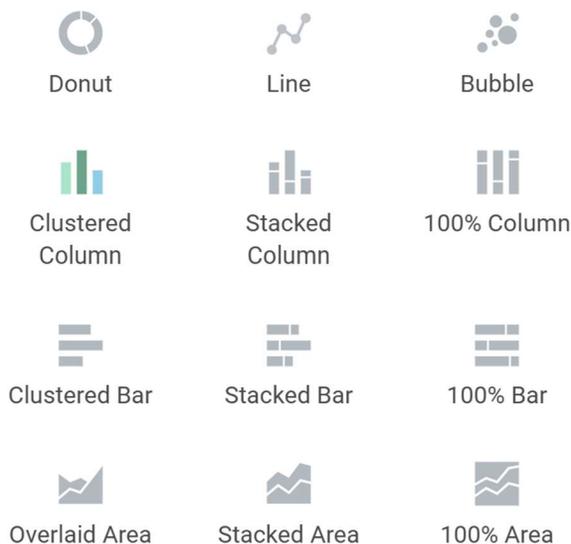
These icons are contained in the white bar and will export the report to Excel and Workday Worksheets (Google Sheets), respectively. The download will not contain the report criteria selected, just the report data. The Workday Worksheets are interactive worksheets that connect to Workday’s live data. The report must be enabled to be exported as a Workday Worksheet.



The filter button can be utilized to narrow down the search criteria or select only specific funds, general ledger accounts, or other worktag criteria. The Add Filter allows you to select a column within the report to filter on, set a filter condition (e.g., is or is not equal to, or is empty), and a value. This filter ability can also be accessed by clicking on a column heading. If the column heading is used, the data can be sorted in ascending or descending order.



If selected, the information contained in the report will be graphically represented. By selecting the configure symbol (), different graph options can be used:



The view/edit grid preferences allow the ability to freeze the first column, hide columns, or re-order columns. Click on the icon, select the column heading to be frozen, hidden, or re-ordered, then click on the three dots to the right to perform the action.

 This toggle expands the table or collapses it.

b) Data Analysis and Detailed Views

Workday has a very robust data analysis capability that allows for different views and analyses of the report content. The report layouts and content vary among the reports. Please be mindful of the row and column descriptions. The following example provides data analysis for RPT793 FIN ACCT Multi-Year Income Statement.

RPT793 provides line items for Operating Revenues, Operating Expenses, Non-Operating Capital and Other, and Transfers in the rows. The chevron  will expand the line items. Tuition for undergraduate tuition is expanded down to the revenue category.

OPERATING REVENUE	
▼	Tuition
▼	Undergraduate Tuition
▼	Undergraduate Resident
	Special Program Undergraduate Resident - RC00014 - 0101
	Undergraduate Resident Full Time - RC00002 - 0101
	Undergraduate Resident Part Time - RC00004 - 0103
>	Undergraduate Non-Resident
>	Undergraduate Res/Non-Res

The columns in this report represent the last three years for the fiscal period selected. The information is cumulative fiscal YTD information. Remember the expression, “anything blue you can drill down into” in performing data analysis. With the selection tool, hover to the right of the blue number that you want to drill down into and click on the down arrow. A window will appear with different worktag selection criteria.

View By

- Balancing Unit
- Bank Account
- Book Code
- Business Unit
- Company
- Cost Center
- Cost Center Department
- Cost Center Division
- Cost Center Executive
- Customer

[View Details](#)
[Export to Excel \(All Columns\)](#)
[Export to PDF](#)

The \$9,751,483.16 represents Undergraduate Resident Part-Time Tuition (RC00004) for FY-2025 – March.

9,751,483.16

Let’s suppose the individual running this report wants to see this revenue by the Cost Center Department and selected this option. A detailed view opens that pulls into the report the criteria selected. Note that the criteria selected appears in the rows.

Criteria View by: **Cost Center Department** and then by: Select a Field... Refresh

2 items

Cost Center Department	Total Amount
CCH01680 UMCP DEPT GENU Tuition	-9,751,483.16
Total	-9,751,483.16

Now the person wants to know what the charges were by month. Enter the second criteria in the “and then by” field, then hit the Refresh button. In this case, “Period” is selected. Note: the second criteria selected will appear in the columns.

WORKDAY FINANCIAL REPORTING MANUAL

Criteria View by: Cost Center Department and then by: Period Refresh

2 items PDF XLS Filter Bar Grid

Cost Center Department	Jul	Aug	Sep	Oct	Nov	Dec	
CCH01680 UMCP DEPT GENU Tuition	-8,543,948.88	1,954,610.40	2,383,132.14	27,809.28	-3,536.61	-11,365,610.11	5,0
Total	-8,543,948.88	1,954,610.40	2,383,132.14	27,809.28	-3,536.61	-11,365,610.11	5,0

A few things to point out:

1. The same capabilities exist in the detailed view. The results showing in this detailed view can be exported to a PDF, Excel or Workday Worksheets. A filter can be applied to the data. **Note that if a filter is set and then the report is exported to Excel, Worksheets, or a PDF the filter settings are not applied.**
2. The two icons to the far right allow the collapse and expansion of the rows, respectively. It is currently set for expansion.
3. The numbers in the detailed view of the report are still blue, so that means more data analysis and drilling into the reports!
4. Click on the column heading to perform more analysis by using a filter condition or sort by ascending and descending order. See below for Ledger Account.
5. The detailed view shows the natural accounting debit or credit of the line amount selected. In this case the revenue shows as an accounting credit, whereby in the main report the amount shows as a positive number.

Ledger Account	Ledger Type
↑ Sort Ascending ↓ Sort Descending	
Filter Condition * <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">is</div>	
Value * <div style="border: 1px solid #ccc; height: 20px; margin-bottom: 5px;"></div>	
Filter	

When clicking on the down arrow next to the blue number, one of the blue link options is “View Details”. This option provides the details of summary transactions that selected. Using the RPT793

arrow next to the blue link options is “View Details” provides the details of make up the amount FIN ACCT Multi-Year

Income Statement example, the image below shows the detailed view that makes up the undergraduate part-time tuition revenue.

Criteria View by: and then by:

25 items

Journal	Journal Source	Operational Transaction	Ledger Account	Ledger Type	Journal Status	Accounting Date	Line Number	Journal Number	Book Code	Ledger Amount
<input type="text" value="Q"/>	Conversion		41100:Undergraduate Tuition	Actuals	Posted	07/31/2024	38336	JRN-000038		\$
<input type="text" value="Q"/>	Conversion		41100:Undergraduate Tuition	Actuals	Posted	08/31/2024	38104	JRN-000039		\$1,954,61

Click on the magnifying glass in the first column, entitled “Journal,” to see the journal entry details. Blue text or numbers provide further drill down capabilities and analysis.

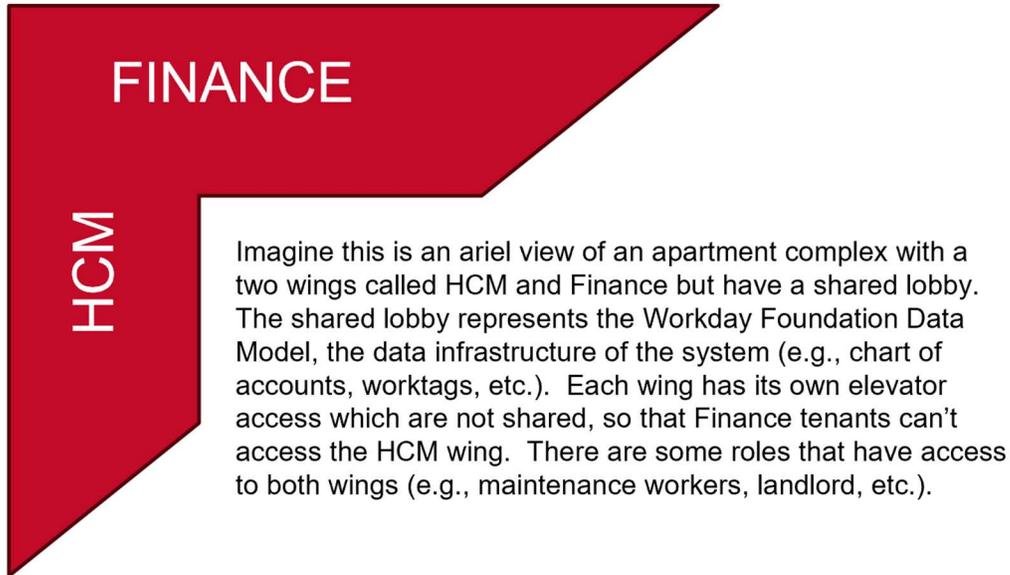
c) Security and Other Information

What is Role Based Security?

- A security role allows a person to see or do things within Workday.
- Security roles are generally assigned to positions (not the employee) and determines what data you can view, including reports.
- An employee can have multiple security roles that allow them to do different things. Think of a set of keys that help you unlock different functions.
- If an employee leaves the organization, the security role(s) will transfer to the new hire.



How does Reporting Security work?



How do I know if I don't have access?

Best way to check your access is to run "Role Assignments for Worker Position" by entering this report title in the "Search" bar.

Enter your name in the Worker field, then click "OK". Check the Elevate Resource Hub under Resources & Training, then Learning Hubs, then Security, for security role definitions.

Role Assignments for Worker Position X

Effective Date * 04/13/2025

Worker * [Redacted]

Position [Redacted]

Roles [Redacted]

Include Inherited Role Assignments

Include Inactive Organizations

Cancel OK

How do I know what security access role I need?

To determine what access you need to run a report, go to the Elevate homepage and select **Resources & Training**, then select **Learning Hubs**. Select **Worktags and Reports**. Then select **Crosswalks and Guides** link. Select the **Reporting Crosswalk** icon.



RPT587 FIN ACCT Income Statement Operating Budget... < > ↗ ✕

Report
RPT587 FIN ACCT Income Statement Operating Budget vs. Actuals

Description
 The purpose of this report is to allow for the comparison of budget to actuals for the Revised Operating Budget. Note: The Revised Operating Budget does not include rollforward amounts for Grants or Capital Projects. To review Grants Budget to Actuals use report "RPT314 GRANTS Award Budget to Actuals" and for Projects use report "RPT724 FIN ACCOUNTING Income Statement Project Budget vs. Actuals - Org Filter"

Area
 Finance

Legacy Report Name
 KFS090 Overview | Income Statement - Budget versus Actuals | Summary

Legacy System
 KFS Web

Security Role(s)
 Its intended audience are Managers, Financial Analysts/Auditor, and Accountants

Institution(s)
 UMCES, UMCP, UMES, USMO

NOTE: Security roles assignments require manager approval.

How can I gain access?

THE SECURITY TEAM PROVIDES ACCESS TO WORKDAY AND REPORTING

To gain access to a unit, driver worktag, or report, go to <https://support.umd.edu/esc>

- Select "Workday" in the black bar.
- Select the top left option, "Workday Request Forms"
- Select "Add or Remove a Worker's Workday Security Role"
- Complete the form



3. REFERENCE

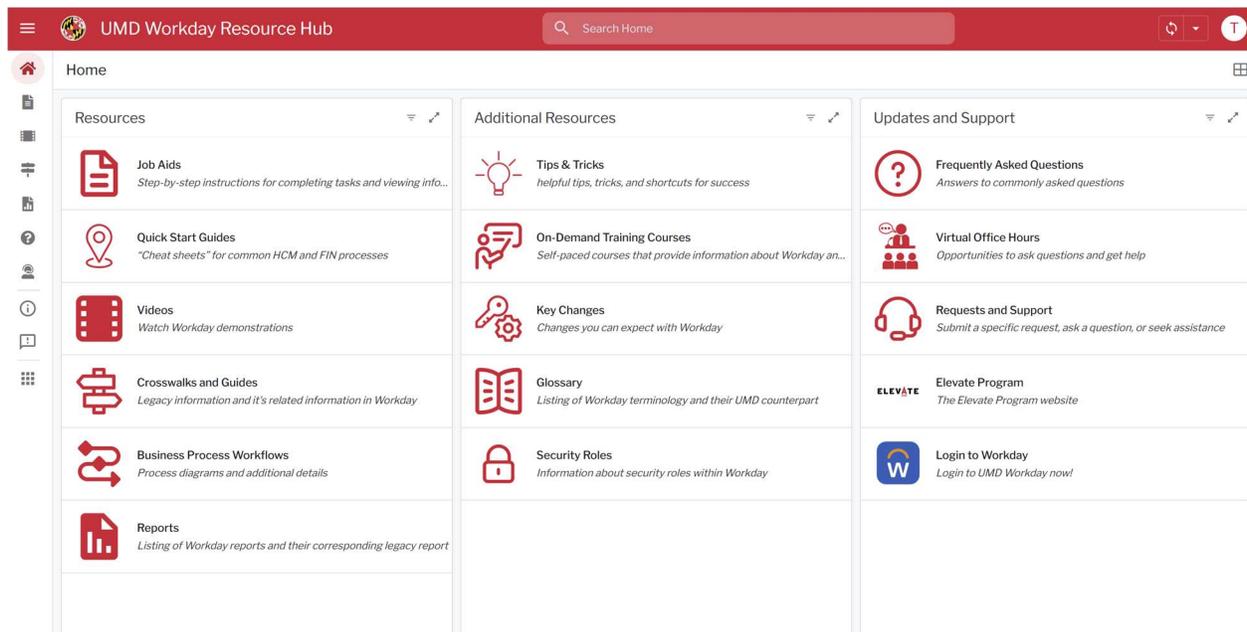
a) Financial Reporting webpage

The Financial Reporting webpage found at finance.umd.edu/financial-reporting provides the following resources:

1. Financial Statements and Supplemental Schedules – the Workday Financial Reports lists all the reports that the Finance Reporting team is responsible for. All Workday standard reports and all other reports not listed are managed by the WES reporting team (dit-erp-reporting in ServiceNow Workday IT Support).
2. Workday Financial Reporting – What’s New provides information on report enhancements, fixes, or new reports, reporting dashboards, and general updates on reporting.
3. Workday Financial Reporting – Tips and Tricks contains the Workday Financial Reporting Cheat Sheet. A quick start reference guide for staff new to Workday Financial Reporting.
4. Quick links are also available with training videos, a glossary, and frequently asked questions for financial reporting and other finance areas.

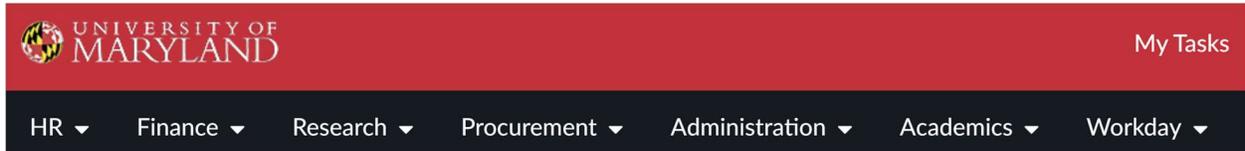
b) Elevate Resource Hub

On the Elevate home page under the Resources & Training tab are on-demand training sessions and the UMD Workday Resource Hub. The UMD Workday Resource Hub contains the following resources:



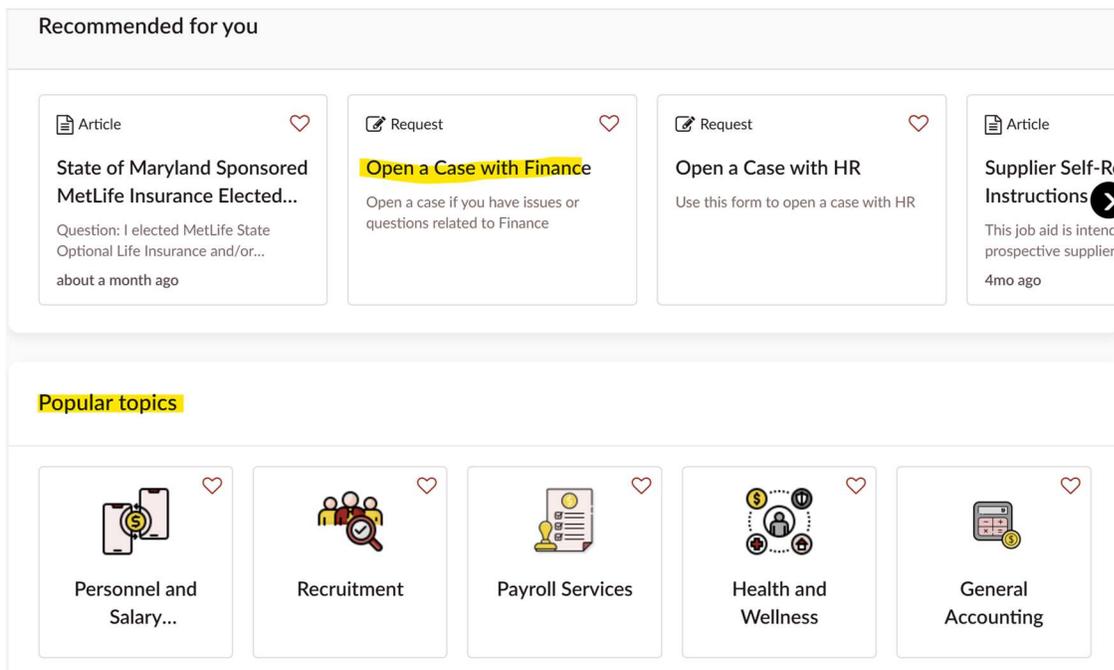
c) Service Now Support Ticketing System

For Workday issues, go to support.umd.edu. At the Service Now home page, there are several categories in the black bar. Click on the down arrow of the category which best aligns with your needs. Sub-categories exist under each category.

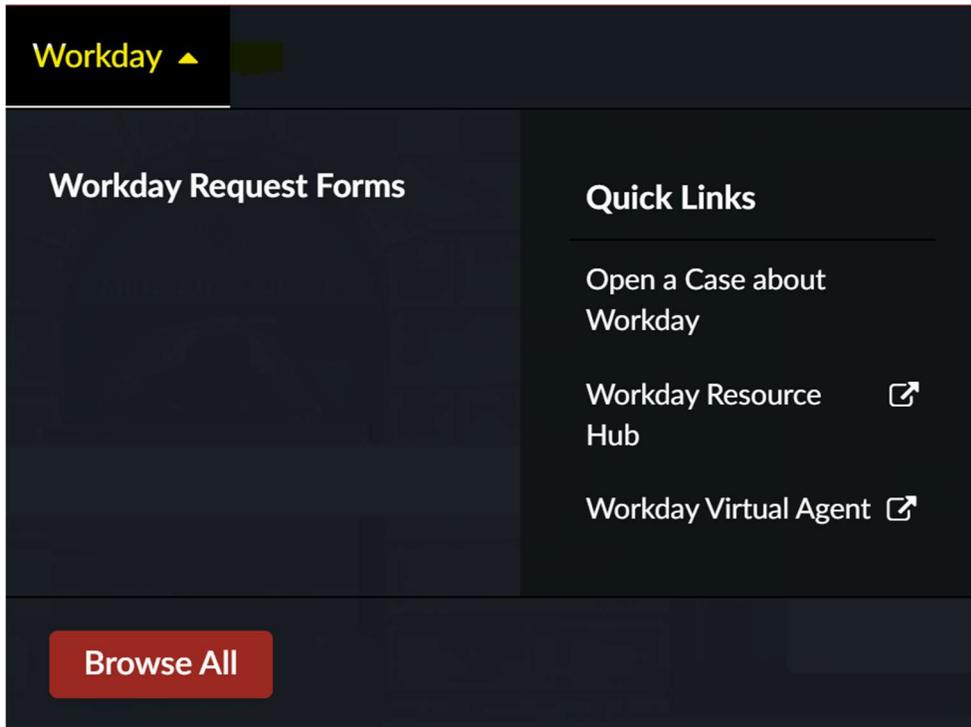


Below this bar is the box entitled “Open a Case with Finance”. Select this option to enter a Service Now ticket. Complete the Service Now case form completely. Provide as much detailed information as possible, including the financial report the issue is concerning report parameters, report screenshots, or supporting documentation to the case, so that it can be appropriately addressed.

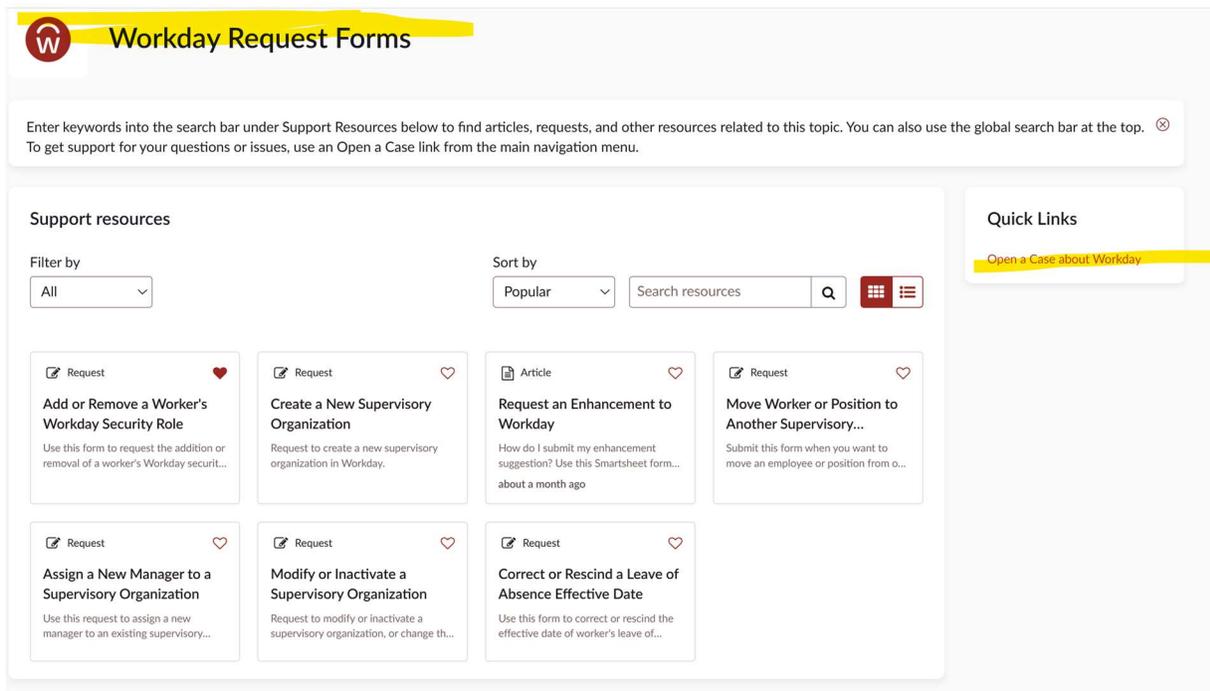
Also note the knowledge articles that are also available.



Submit Service Now tickets that relate to Workday enhancements or Workday security directly to the WES (Workday Enterprise Services) support group by selecting the Workday menu, as shown below:

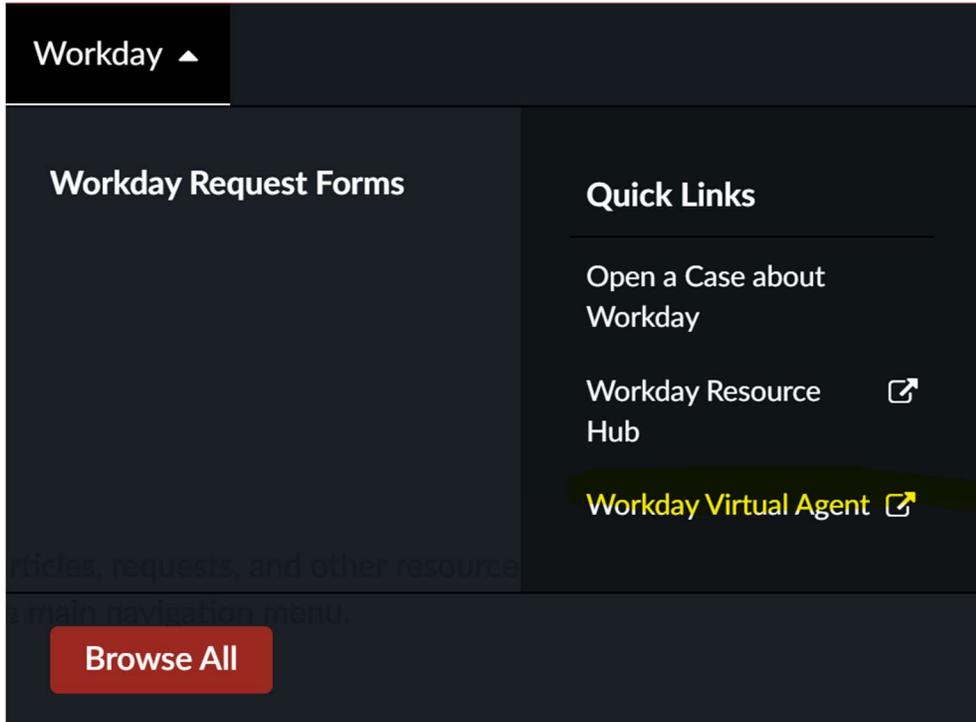


Select Workday Request Forms.



Complete the appropriate form completely with as much information as possible.

For general assistance with the Workday system, the Division of IT has created an AI tool, the UMD Virtual Agent. This tool can be accessed through the Workday tab in Service Now. As with all AI technologies, be mindful that the solution may not be 100% accurate. Be concise and precise in entering in your inquiry.



 **UMD Workday Virtual Agent**



Hello and welcome to the UMD Workday Virtual Agent! Whether you're looking for specific processes, need access to training materials, or are searching for support resources, I'm here to guide you by providing helpful links and information. Let's get started—ask me anything, and I'll point you in the right direction!

Type your question here...