Workday Financial Reports
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*all blue text is a hyperlink
**Budget vs Actuals by Org**

**Report Usage**
End users are able to view Budget vs Actuals by Org results for a given fiscal period and specific worktags. Report will populate current period and YTD results.

**Prompt Selection (recommended)**
1. Leave these fields as the default
2. Select your Organization from "My Organization" or "My Organization Hierarchy" (if applicable)
3. Select appropriate Fund (i.e. 11 Operating Fund or 81 SLUCare)
4. Period is the month you want to run the report (if the month is not closed your results may not be accurate)
5. Select any additional worktags, i.e. Program, etc. (This will only work for worktags that you budget to)

**Versions Available**
- CR – FIN – Budget vs Actuals by Org - [Workday Link](#)
- CR – FIN – Budget vs Actual SLUCare (SLUCare cost centers) - [Workday Link](#)
- CR – FIN – Budget vs Actual SLUCare – Org Selection (Specialties or Programs) - [Workday Link](#)

**Sample Results**

<table>
<thead>
<tr>
<th>Operating revenues and other support</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>Last Year YTD Actuals</th>
<th>Prior Period YTD Actuals</th>
<th>Current Period Actuals</th>
<th>YTD Actuals</th>
<th>YTD Expenditure</th>
<th>YTD Actuals with Expenditures</th>
<th>01/29/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating revenues and other support</td>
<td>58,833</td>
<td>58,833</td>
<td>108,033</td>
<td>73,227</td>
<td>10,370</td>
<td>90,995</td>
<td>0</td>
<td>90,995</td>
<td>58,135</td>
</tr>
<tr>
<td>Operating expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Operating expenses</td>
<td>0,852,380</td>
<td>0,661,219</td>
<td>1,994,380</td>
<td>1,733,415</td>
<td>2,500,000</td>
<td>2,072,095</td>
<td>1,910,350</td>
<td>3,882,460</td>
<td>881,146</td>
</tr>
<tr>
<td>SLUCare cost centers</td>
<td>3,205,527</td>
<td>3,502,444</td>
<td>3,795,705</td>
<td>1,469,187</td>
<td>2,293,209</td>
<td>1,941,437</td>
<td>1,810,254</td>
<td>3,794,760</td>
<td>201,246</td>
</tr>
<tr>
<td>Transfers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>3,305,527</td>
<td>3,502,444</td>
<td>3,795,705</td>
<td>1,469,187</td>
<td>2,293,209</td>
<td>1,941,437</td>
<td>1,810,254</td>
<td>3,794,760</td>
<td>201,246</td>
</tr>
</tbody>
</table>
1. By clicking the arrow next to data in blue you can choose dimensions to drill by.
2. You can select another dimension to drill in to the data further. Select the second dimension in the “and then by” box and click the Refresh button.

### Details

The variance column shows negative numbers due to the way deductions are handled.

#### Journal Source

<table>
<thead>
<tr>
<th></th>
<th>01 - July</th>
<th>02 - August</th>
<th>03 - September</th>
<th>04 - October</th>
<th>05 - November</th>
<th>06 - December</th>
<th>07 - January</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Hoc Bank Transaction</td>
<td>0</td>
<td>-23,229</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-23,229</td>
<td></td>
</tr>
<tr>
<td>Allocation</td>
<td>60,675</td>
<td>65,639</td>
<td>67,174</td>
<td>69,053</td>
<td>1,284</td>
<td>0</td>
<td>264,037</td>
<td></td>
</tr>
<tr>
<td>Banner Student AR</td>
<td>0</td>
<td>1,440</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3,360</td>
<td></td>
</tr>
<tr>
<td>Concur GL</td>
<td>408</td>
<td>89</td>
<td>929</td>
<td>771</td>
<td>247</td>
<td>90</td>
<td>204</td>
<td>2,739</td>
</tr>
</tbody>
</table>

#### Operating Expenses

<table>
<thead>
<tr>
<th></th>
<th>01 - July</th>
<th>02 - August</th>
<th>03 - September</th>
<th>04 - October</th>
<th>05 - November</th>
<th>06 - December</th>
<th>07 - January</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLU Parent: Income statement</td>
<td>(3,335,527)</td>
<td>(3,582,446)</td>
<td>(1,765,729)</td>
<td>(1,598,187)</td>
<td>(283,220)</td>
<td>(1,981,407)</td>
<td>(1,810,358)</td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Total

<table>
<thead>
<tr>
<th></th>
<th>01 - July</th>
<th>02 - August</th>
<th>03 - September</th>
<th>04 - October</th>
<th>05 - November</th>
<th>06 - December</th>
<th>07 - January</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>(3,335,527)</td>
<td>(3,582,446)</td>
<td>(1,765,729)</td>
<td>(1,598,187)</td>
<td>(283,220)</td>
<td>(1,981,407)</td>
<td>(1,810,358)</td>
<td></td>
</tr>
</tbody>
</table>
**Fund Balance Report**

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**Report Usage**

End users are able to view fund balances for Designated (Fund 20-24), Construction (Fund 71) and Agency (Fund 91) through a selected fiscal period and specific organization. The actuals will include details such as transactions and journal lines.

**Prompt Selection (recommended)**

1. Select your Organization from “My Organization” or “My Organization Hierarchy” (if applicable)
2. Period reflects the accumulative results as of the end of the month (if the month is not closed your results may not be accurate)
3. Leave this field as the default
4. Select any additional worktags, i.e. Program, Gift, Project etc.

**Versions Available**

- CR – FIN – Fund Balance - [Workday Link](#)
- CR – FIN – Fund Balance - Clinical Trials (Fund 32) - [Workday Link](#)

**Sample Results**

<table>
<thead>
<tr>
<th>Gift</th>
<th>Project</th>
<th>Program</th>
<th>Cost Center</th>
<th>Fund</th>
<th>Beginning Balance</th>
<th>YTD Revenue</th>
<th>YTD Expenses</th>
<th>YTD Transfers</th>
<th>Calculated Ending Balance</th>
<th>Ending Balance</th>
<th>YTD Inc/Dec</th>
<th>YTD Pre/Inc</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Etflk)</td>
<td>(Etflk)</td>
<td>202020 Campus Store</td>
<td>0230 Campus Store</td>
<td>24 Designated Unrestricted</td>
<td>59,981.29</td>
<td>1,611.64</td>
<td>714.82</td>
<td>(193.40)</td>
<td>60,684.88</td>
<td>60,684.88</td>
<td>0.00</td>
<td>0.00</td>
<td>60,684.88</td>
</tr>
</tbody>
</table>

---

*For detail on Fund Balance for Clinical Trials (Fund 32), please run the CR - FIN - Fund Balance - Clinical Trials report***
1. By clicking the arrow next to data in blue you can choose dimensions to drill by
2. By clicking on any blue value you can view the transaction detail
Report Usage
End users are able to view budget, actual, revenue and expenses for a selected “repeat by” dimension, (i.e. Cost Center, Gift, Program, etc.) for a given fiscal period and specific worktags.

Prompt Selection (recommended)
1. Select the dimension you would like your report to repeat by
2. Leave these fields as the default
3. Select your Organization from “My Organization” or “My Organization Hierarchy” (if applicable)
4. Period is the month you want to run the report (if the month is not closed your results may not be accurate)
5. Select SLU Virtual University Budget or SLUCare
6. Select the correct Plan Name that corresponds with your selection for #5
7. Select any additional worktags, i.e. Program, Gift, Project etc.
   • This will only work for worktags that you budget to
   • To limit your results to Operating for your selected dimensions Select Fund 11

Sample Results (more examples on next slide)
## Statement of Account

**CR – FIN – Statement of Account**

<table>
<thead>
<tr>
<th>Revised Budget</th>
<th>Beginning Balance</th>
<th>Current Period Actuals</th>
<th>YTD Actuals</th>
<th>YTD Encumbrance</th>
<th>YTD Actuals &amp; Encumbrance</th>
<th>Budget Available</th>
<th>Percentage Used</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fund Balance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(4,839,455.97)</td>
</tr>
<tr>
<td><strong>Operating revenues and other support:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Operating expenses:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>1,783,793.24</td>
<td>0</td>
<td>149,318.24</td>
<td>1,079,099.63</td>
<td>734,812.43</td>
<td>1,813,912.06</td>
<td>(30,118.82)</td>
<td>102%</td>
</tr>
<tr>
<td><strong>Net operating results</strong></td>
<td>(1,783,793.24)</td>
<td>0</td>
<td>(149,318.24)</td>
<td>(1,079,099.63)</td>
<td>(734,812.43)</td>
<td>(1,813,912.06)</td>
<td>(30,118.82)</td>
<td>102%</td>
</tr>
<tr>
<td>Transfers In (Out)</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Non-Operating</strong></td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Net Activity</td>
<td>(1,783,793.24)</td>
<td>0</td>
<td>(149,318.24)</td>
<td>(1,079,099.63)</td>
<td>(734,812.43)</td>
<td>(1,813,912.06)</td>
<td>(30,118.82)</td>
<td>102%</td>
</tr>
</tbody>
</table>
CR - FIN - Income Statement Trend by Org

Instructions
SLUCare must select GAAP Book Code

Organization * 1
Fund 2
Period * X FY2021 - 11 - May 3
Time Period * X Current Period YTD 4
Book X Department 5
Worktags 6

Filter Name
Manage Filters
0 Saved Filters

Sample Results

Report Usage
This report displays monthly trend of the income statement with a total. The periods in the trend can be selected to show YTD, Last 12 months, last three months, etc.

Prompt Selection (recommended)
1. Select your Organization from “My Organization” or “My Organization Hierarchy” (if applicable)
2. Select appropriate Fund (i.e. 11 Operating Fund)
3. Period is the most current month that will populate and trend backwards from there
4. Time Period is the duration of time you want to run the report for, i.e. YTD, Last 4 months, etc.
5. Leave this field as the default
6. Select any additional worktags, i.e. Program, Activity Code, Location, Specialty, Function etc.

CR - FIN - Income Statement Trend by Org - Workday Link
Another option is to select April and Last 6 periods to see results for 11/2020 – 04/2021
End users are able to view monthly or year-to-date activity by selected ledger accounts. If no Ledger Account selection is made the results will be similar to a Trial Balance report (i.e. includes balance sheet and income statement accounts).

**Prompt Selection (recommended)**
1. Select your Organization from “My Organization” or “My Organization Hierarchy” (if applicable)
2. Report can be run by Activity, Beginning Balance or Ending Balance
3. Period is the month you want to run the report (if the month is not closed your results may not be accurate)
4. Time Period is the duration of time you want to run the report for, i.e. Current Period, Current Period YTD, etc.
5. Select any additional worktags, i.e. Program, Gift, Project etc.
6. Leave this field as the default
7. Select individual Ledger Accounts or Account Summaries to narrow your results.

**Sample Results**

<table>
<thead>
<tr>
<th>Ledger Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030 Cash</td>
<td>0.00</td>
</tr>
<tr>
<td>1104 Int/Inv/Op Due To/Our Form</td>
<td>671.75</td>
</tr>
<tr>
<td>3420 Transfers - Current Year</td>
<td>134.74</td>
</tr>
<tr>
<td>4400 Auxiliary Room and Board</td>
<td>-787.09</td>
</tr>
<tr>
<td>4402 Auxiliary Fee</td>
<td>-995.73</td>
</tr>
<tr>
<td>5102 Books, Subscriptions, Periodicals</td>
<td>314.33</td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
</tr>
</tbody>
</table>
1. By clicking on the value in blue you can populate the detailed transactions that make up that number.
# Report of Transactions - Org

## Report Usage
End users are able to view monthly or year-to-date balances or activity by selected ledger accounts. The default ledger account selections will produce results for revenue, expenses and transfers.

## Prompt Selection (recommended)
1. Leave this field as the default
2. Select your Organization from "My Organization" or "My Organization Hierarchy" (if applicable)
3. Select appropriate Fund (e.g. 11 Operating Fund)
4. Select Fiscal Year
5. Period is the month you want to run the report (if the month is not closed your results may not be accurate)
6. Optional prompt to search by Journal Number
7. Optional prompt to search by External Reference ID
8. Select a date range instead of Period (#5)
9. You can leave as the default or clear and select specific ledger accounts (if left blank you will get results for all ledger accounts, i.e. balance sheet and income statement)
10. Search by person who originated the transaction
11. Search person who approved the transaction
12. Select a specific transaction type
13. Optional selections for Amounts
14. Select any additional worktags, i.e. Program, Gift, Project etc.

[Workday Link]
1. Functions like Excel filter – click the heading to open filter options
2. Select multiple options to narrow search results
Report Demo
Data audits are reports used to view a list of Workday dimensions and their related worktags

- Available Data Audit reports (not everyone will have access to all of these)
  - Data Audit - Cost Center and Cost Center Hierarchies
  - Data Audit – Spend Categories and Spend Category Hierarchies
  - Data Audit - Revenue Categories and Revenue Category Hierarchies
  - Data Audit – Ledger Account and Ledger Account Summaries
  - Data Audit - Activity Code and Activity Code Hierarchies
  - Data Audit – Awards
  - Data Audit - Programs and Program Hierarchies
  - Data Audit - Projects and Project Hierarchies
  - Data Audit - Functions and Function Hierarchies
  - Data Audit - Fund and Fund Hierarchies
  - Data Audit - Specialty and Specialty Hierarchies

*all blue text is a hyperlink*
Other Helpful Reports

Additional reports may not be available to everyone:

- **PRISM - LBD002 Labor Distribution Details** – View labor distribution details
- **CR - FIN - Find Suppliers** - View details for selected suppliers
- **CR - FIN - Find Supplier Payments Status** - View payment status of supplier invoices
- **My Procurement Card Transaction Verifications** - View your procurement card transaction verifications
- **CR - FIN - Internal Service Delivery by Org** – View Internal Service Deliveries, including status

*all blue text is a hyperlink*
Additional Resources

- wdfinance@slu.edu – email for Workday Finance requests and issues
  - Natasha Seidl, Lisa Zoia, Crystal Santa Cruz
- Business Manager Training (courses available in Skillsoft)
  - Workday Training How to Run Reports for Business Managers
  - Business Manager Training Workday Reporting Procurement
  - Business Manager Training Workday Reports Procurement Part Two
  - Business Manager Training FY22 Budget Process
  - SLU Business Manager Training Workday Reporting for Budgeting and Forecasting SLUCare
  - SLU Business Manager Training Budgeting and Forecasting SLUCare
- Crosswalk: Financial Reports
- Job Aid Library
- Office Hours
  - May 20th 9-10am
  - May 27th 9-10am
  - June - TBD

Questions?

*all blue text is a hyperlink*