Running Reports

workday.wsu.edu

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workday.wsu.edu: sign in with your Network ID (NID) and password

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Custom Reports (CR)

Custom Report Abbreviations

Worktag	Definition
Gift (GF)	Main Gift or Endowment Accounts
Grant (GR)	Sponsored Projects
Program (PG)	Non-grant F&A, Operations, Workshops and Gift Subaccounts

Gift	Grant	Program
GF002135	**GR**0000075 8	**PG**00001673

CR FIN Transaction Detail

Provide expense information including supplier names, journal lines, accounting date (posted), budget date (expense incurred), amounts, funding, spend category, ledger account, memos

Narrow results based on Accounting Dates, Worktags, and specific Ledger Accounts such as Expenses and Revenues, Assets or Liabilities

View Actuals, Commitments, and/or Obligations Ledger Types

Run by Cost Center, Gift, Grant, or Program Worktag

View account charges without all the clicking needed in the "budget to actuals" reports

DOES NOT INCLUDE BALANCE TOTALS

Workday Reports for Core and Non-Core Accounts

CR FIN Sources and Uses Summary

NEW!

Can be ran on any PG or GF account

Shows the balances for the Core and Non-Core Program and Spendable Gift Accounts

TIP: Click on any blue hyperlink for detailed information on the Budget Roll Forward, Budget, Retained Earnings, Revenue, and Expenses!

Running CR FIN Sources and Uses Summary Reference Guide

https://jira.esg.wsu.edu/servicedesk/customer/kb/view/220598513

Budget to Actuals Summary Reports (Shows Balances)

CR FIN Core Budget to Actuals with Encumbrances Summary
PG—Operations and F&A Program Funding Worktags

CR FIN Non-Core Budget to Actuals with Encumbrances Summary
PG—Workshop and Gift Subaccounts

Workday Reports for Gift Accounts

CR GFT Gift Summary

Shows both endowed and spendable information.

Shows gift transactions including Programs (Subaccounts) associated with the home gift.

Use to find details associated with gifts and underlying programs.

CR GFT Spendable Summary

Use to find spendable balances.

The following endowment-related ledger accounts are excluded from this report in order to display only those ledgers where the funds are available to spend:

- Ledger 4510 – Gift Contributions Endowed Funds
- Ledger 4640 – Endowment Buy-in
- Ledger 6073 – Gift Fee on Endowments

CR GRA SPS Award Budget to Actuals Summary (Need Award #)

Type your last name in the search field and use the Grants category to bring back a list of grants

OR

Type your grant funding worktag in the search field to find the Award number

Workday Reports for Grants

CR GRA SPS Award Budget to Actuals Summary

Once you have the Award Number, you can run the Budget to Actuals Summary for the grant details

Finding a Custom Report

Custom Reports (CR) are developed and maintained by the Modernization Team

Add the Custom Report Library Worklet to your Home Page

Click on the Gear above your Applications to configure your Worklets
Click on the + on the top Line, which will bring up a blank Worklet
Type in My Custom Report Library then press enter
Click OK in the bottom left corner of the screen

My Custom Report Library

Click on Categories to See Available Reports

Report Access is driven by Security Roles
Some Reports will show a Brief Description of the report

Common Account Information Categories

Budgeting Custom Reports (FIN)
Endowments Gift Custom Reports (GFT)
Finance Custom Reports (FIN)
Grants Custom Reports (GRA)

Run Report

Absence Custom Reports

Banking Custom Reports

Benefits Custom Reports

Budgeting Custom Reports

Business Assets Custom Reports

Compensation Custom Reports

Employment Custom Reports

Endowments Gift Custom Reports

Finance Custom Reports

Grants Custom Reports

Labor Relations Custom Reports

Payroll Custom Reports

Procurement Custom Reports

Programs Custom Reports

Prompts

Reports can have many prompts

You need to manually select prompts

Required prompts have red asterisk*

Empty = returns all

Enter/choose single value or multiple values

 Checkbox = multi select

 Radio button = single select

Date start and end = between, after, before

Relationship with prompts is AND

 Select Supervisory Organization AND Worker

Tip

Prompts Can be
Saved as a Filter in
most reports

CR FIN Sources and Uses Summary

Instructions	This report shows the Sources (Core Budgets and Revenues), Uses (Expenses, Commitments, and Obligations), and Balances (Sources minus Uses) associated with the prompted worktags.
	The "Include Budget Roll Forward and Retained Earnings?" prompt, when selected, will include Budget Roll Forward and Retained Earnings. Likewise, the "Include Commitments and Obligations?" prompt, when selected, will include Commitments and Obligations. Selecting these prompts will add additional data to the report and will change the balance amounts.
	The "Show Cost Center Column?" through "Show Ledger Account Column?" prompts, when selected, will show a column for that worktag. Selecting these prompts will NOT add additional data to the report and will NOT change the balance amounts.
	See "Workday Reporting Guide: Running CR FIN Sources and Uses Summary" for additional instructions at the URL address below:
	https://jira.esg.wsu.edu/servicedesk/customer/kb/view/220598513

Period   *   × FY2022 - Jun

Time Period   *   × Current Period YTD ···

Include Budget Roll Forward and Retained Earnings? ☑

Include Commitments and Obligations? ☑

Show Cost Center Column? ☑

Show Program Column? ☑

Show Spendable Gift Column? ☑

Show Cost Share Grant Column? ☐

Show Alt Reporting Column? ☐

Show Extension Reporting Column? ☐

Show Fund Column? ☐

Show Ledger Account Column? ☐

Cost Center Hierarchy

Cost Center   × CC0315 CAHNRS | Youth and Family ···

OK   Cancel

Filter Name

Manage Filters   Save

1 Saved Filters ▾

× Y&F

OK   Cancel

Saving Report Prompt Filters Reference Guide

https://jira.esg.wsu.edu/servicedesk/customer/kb/view/160380245

Period and Time Period Prompts Determine How Much Data You See

Period prompt is the starting point, or the primary period on which the report will focus.
Time Period prompt features many options that can be used to expand, limit, or adjust the report's date range.

CR FIN Core/Non-Core Cost Center Financial Position Summary ...

Period	*	✕ FY2022 - Jul	☰
Time Period	*	✕ Current Period ...	☰
Plan Name	*	✕ 2022 Core Plan Template 🗗	☰

By selecting a Period of **FY2022-Jul** and a Time Period of **Current Period**, the report will return data for that current period (July 2021)

CR FIN Core/Non-Core Cost Center Financial Position Summary ...

Period	*	✕ FY2021 - Feb	☰
Time Period	*	✕ Current Period YTD ...	☰
Plan Name	*	✕ 2021 Core Plan Template 🗗	☰

By selecting a Period of **FY2021-Feb** and a Time Period of **Current Period YTD**, the report will return data for that fiscal year through the selected period (July 2020- February 2021).

CR FIN Core/Non-Core Cost Center Financial Position Summary ...

Period	*	✕ FY2021 - Apr	☰
Time Period	*	✕ Current Year ...	☰
Plan Name	*	✕ 2021 Core Plan Template 🗗	☰

By selecting a Period of **FY2021-Apr** and a Time Period of **Current Year**, the report will return all transactions for the year in which the period is included (July 2020-June 2021).
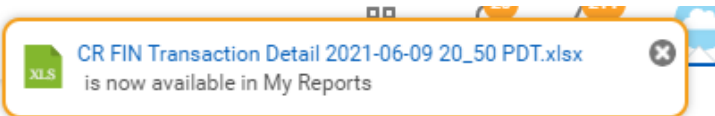
Report Notification "exceeds the limit" or "please wait"

Cancel the message and check prompts to narrow your selection

If prompts are verified and correct

- Click "Notify Me Later"
- Give the report a name and click "OK"
- You will get a notification once the report is available

CR FIN Transaction Detail 2021-06-09 20_50 PDT.xlsx
is now available in My Reports

My Reports

1 item

File Name	Type
CR FIN Transaction Detail 2021-06-09 20_50 PDT.xlsx	Excel

The number of top level instances 206103 exceeds the limit 50000.

Options

You can keep working while this runs in the background, and will be notified when it's ready. You can also view your completed requests by searching for the My Reports task or selecting My Reports from the main menu.

Notify Me Later   Cancel

Send to My Reports

Choose a document format and name the file:

Request Name: * CR FIN Transaction Detail

Format: * Microsoft Excel

You can track the progress in the Process Monitor

OK   Cancel

Report Results

Report Information Can Be Viewed and or Saved as a PDF or Excel Document

Table View

Export

Filters

Chart

Grid Preferences

Full screen

Turn on the new tables view

Tip: Click on the Plugs at the top of the report results to change your prompts for different results

CR FIN Transaction Detail

Running Workday Reports Reference Guide

https://jira.esg.wsu.edu/servicedesk/customer/kb/view/160380221

How to run a report, export a report, print a report, and drill down data to meet your specific needs.

Accessing Available Reports in Workday Reference Guide

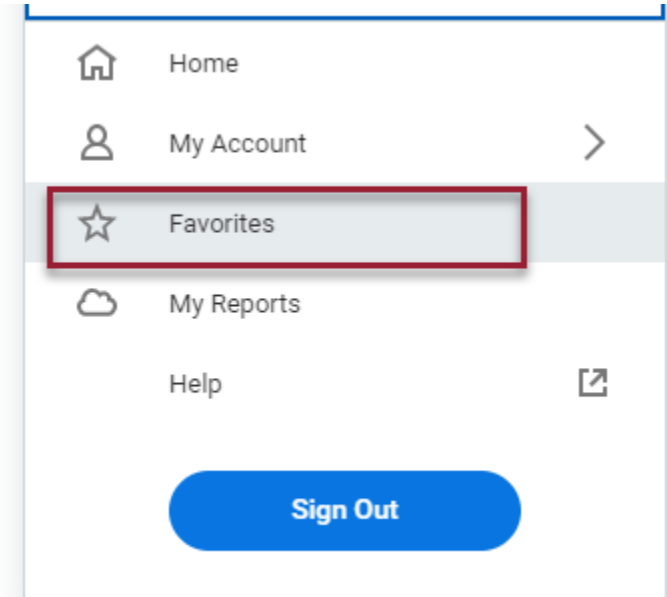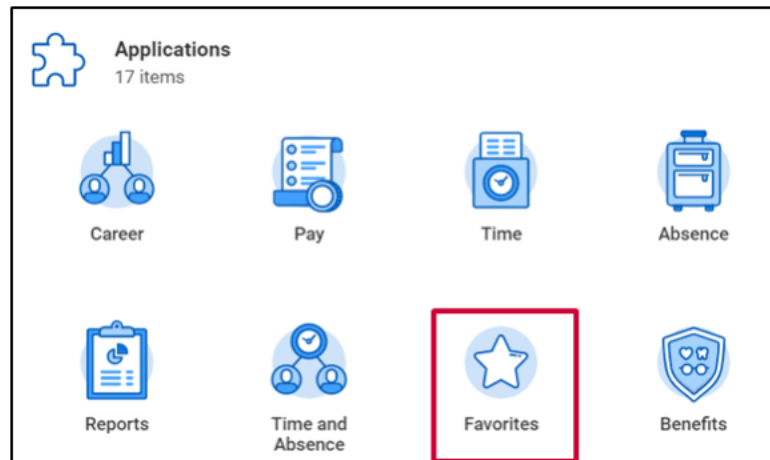https://jira.esg.wsu.edu/servicedesk/customer/kb/view/160380189

How to access delivered and custom reports available for your assigned Workday Security Role(s).

Creating Favorites

Favorites Keep Frequently Used Reports and Tasks Organized in One Easy-to-access Place

Add the Favorites Worklet to your Home Page

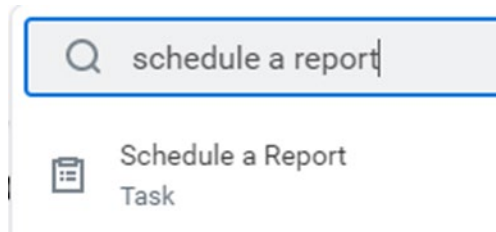Creating Report Favorites Reference Guide
https://jira.esg.wsu.edu/servicedesk/customer/kb/view/160380204
How to save reports to Favorites and save report navigation shortcuts to your Workday Home page

Schedule a Report

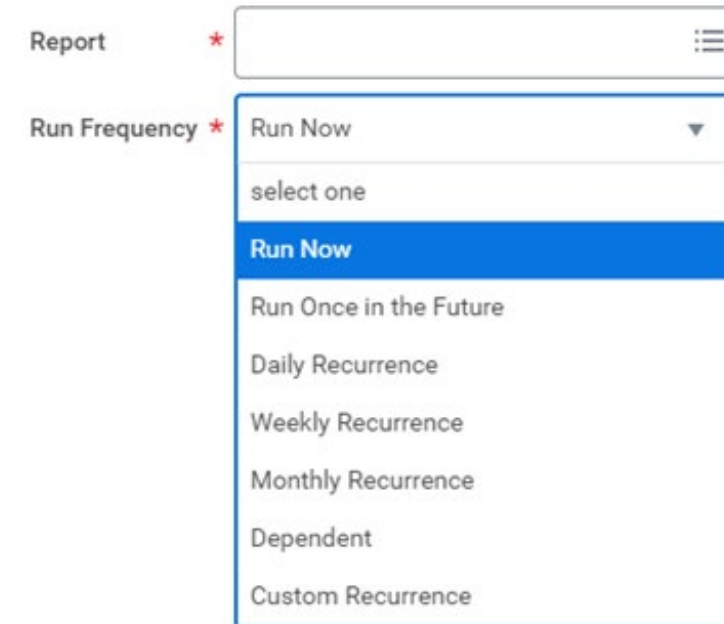Links to reports in your My Reports expire following a default period of 5 days after delivery. Scheduled reports may have different expiration dates, depending on how the schedule was set up. If the blue hyperlink has turned black, you'll need to re-execute the report.

Scheduling a Report and Viewing Status Reference Guide
https://jira.esg.wsu.edu/servicedesk/customer/kb/view/160380252

Workday Resources

Workday Knowledge Base Reference Guides
> https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156962673

Employee as Self Reference Guide
> https://jira.esg.wsu.edu/servicedesk/customer/kb/view/176229145

Training Recordings and Materials
> https://modernization.wsu.edu/reporting_basics/
> https://modernization.wsu.edu/workday-manage-budget/

Online Learning Account
> https://ihr.hrs.wsu.edu/skillsoft *(search content "Workday")*
> Micro Learning: Watch videos at your own pace
> Recorded Instructor-Led Trainings available

On-Demand Training Recordings and Materials
> https://modernization.wsu.edu/training-recordings-and-materials/

Workday Service Help Desk
> https://jira.esg.wsu.edu/plugins/servlet/desk/portal/91
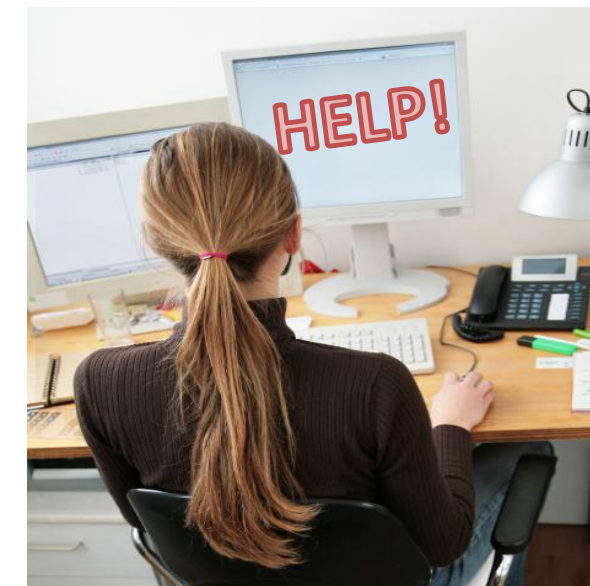
Links to over 100 step-by-step Reference Guides to help with day-to-day tasks