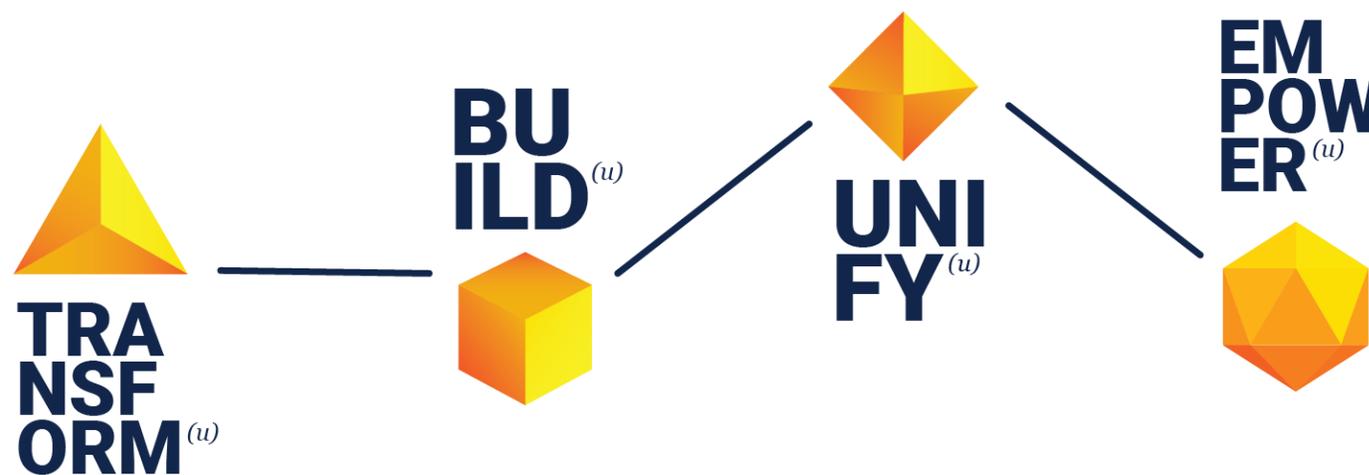


THE ENTERPRISE TRANSFORMATION | **FINANCIALS**

Workday Reporting Seminar



Seminar Goals

- This seminar is a lecture-style offering.
- The content in today's course is the same as the accompanying web-based training: *Workday Reporting*, with added time for demos of some frequently used reports.
- Please hold your questions. Time is allotted at the end for Q&A.



Seminar Purpose

- The purpose of this seminar is to introduce important Workday Reporting terminology and processes. Attendees will learn about general reporting functionality such as how to find, run, and manipulate reports in Workday.
- This training will highlight some commonly used reports, but it is not the forum to review details about specific reports or when to run them in any specific area.
- Questions on reports in specific areas such as Financial Accounting, Procurement, Expenses, etc. should be directed to ServiceNow or addressed in future Reporting Open Lab Sessions after go live.

Agenda

- Course Objectives
- Finding Reports in Workday
- Workday Report Prompts
- Running Reports in Workday
- Manipulating Reports in Workday
- Custom Workday Report Examples
- Course Review

Safe Harbor

The information delivered within this presentation was originally published in May 2019.

This information, while accurate at the time, is subject to change.

Course Objectives

By the end of this course, users will be able to:

- Employ Workday's search bar, embedded reports, Worklets, and Dashboards to find reports.
- Use Workday's report prompts and prompt filters efficiently.
- Utilize the Notify Me Later feature and the My Reports page.
- Edit, reorganize, sort, and filter data in Workday reports.
- Export Workday reports to Excel, PDFs, and Workday Worksheets.

Learning Methods

There are two types of learning methods that will be utilized during today's seminar:

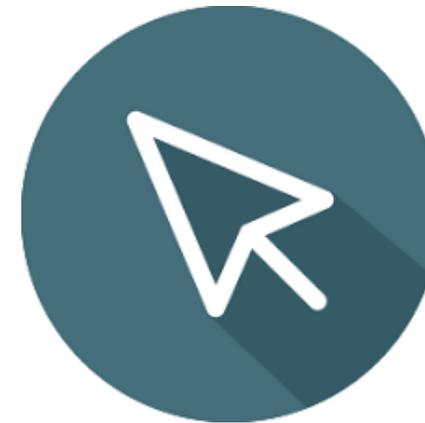
Knowledge Checks

Instructors will ask users a question on a previously discussed Workday topic.



Demonstrations

Instructors will introduce a topic and show how to complete a process in Workday. Users will watch and reserve any questions for the Q&A portion at the end of the seminar.



Finding Reports in Workday

Workday Reporting Overview

- Workday reports can be categorized in many ways, based on the business process, the security role, etc. However, there are generally two kinds of Workday reports - delivered and custom.
- **Delivered reports** are pre-built and maintained by Workday. These standard reports can be very useful, but sometimes lack certain details required for Georgia Tech.
- **Custom reports** are built and maintained by Georgia Tech to accommodate Georgia Tech's unique business requirements.

Workday Reporting Security

- **Workday Security Roles** are security elements assigned to positions, dictating what individuals may see and execute in the system.
- Your roles determine what reports you are able to run, and also the information you can see in those reports.
- If you are unable to find a specific report, you most likely don't have the security role to access the report.

Overview of Finding Reports

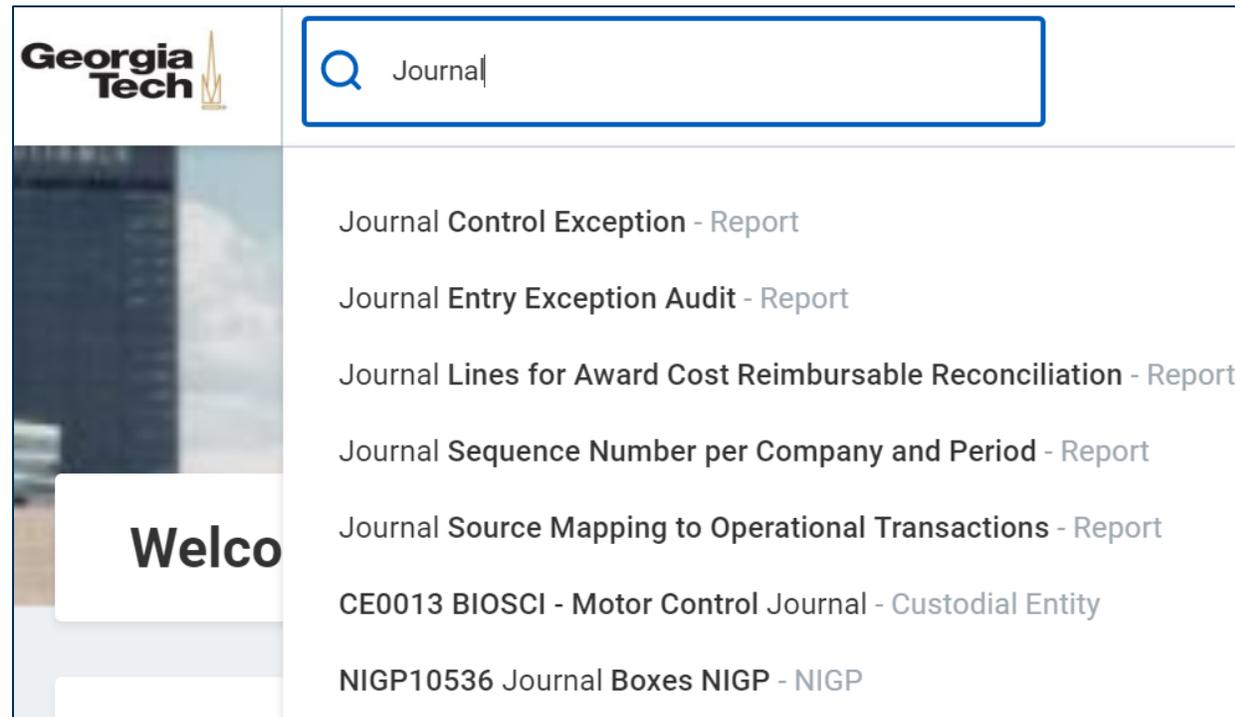
- There are many methods to find or navigate to reports in Workday, but the four most common ways are to use:
 - The Workday Search Bar
 - Embedded reports
 - Workday Dashboards
 - The Favorites Worklet

The Workday Search Bar

- The first way to find reports is to type the report name into the **Workday Search Bar**.
- The advantage of this method is that it is the easiest way to navigate to a report if you know its name.
- The disadvantage of this method is that you must know and remember at least part of the report's name.

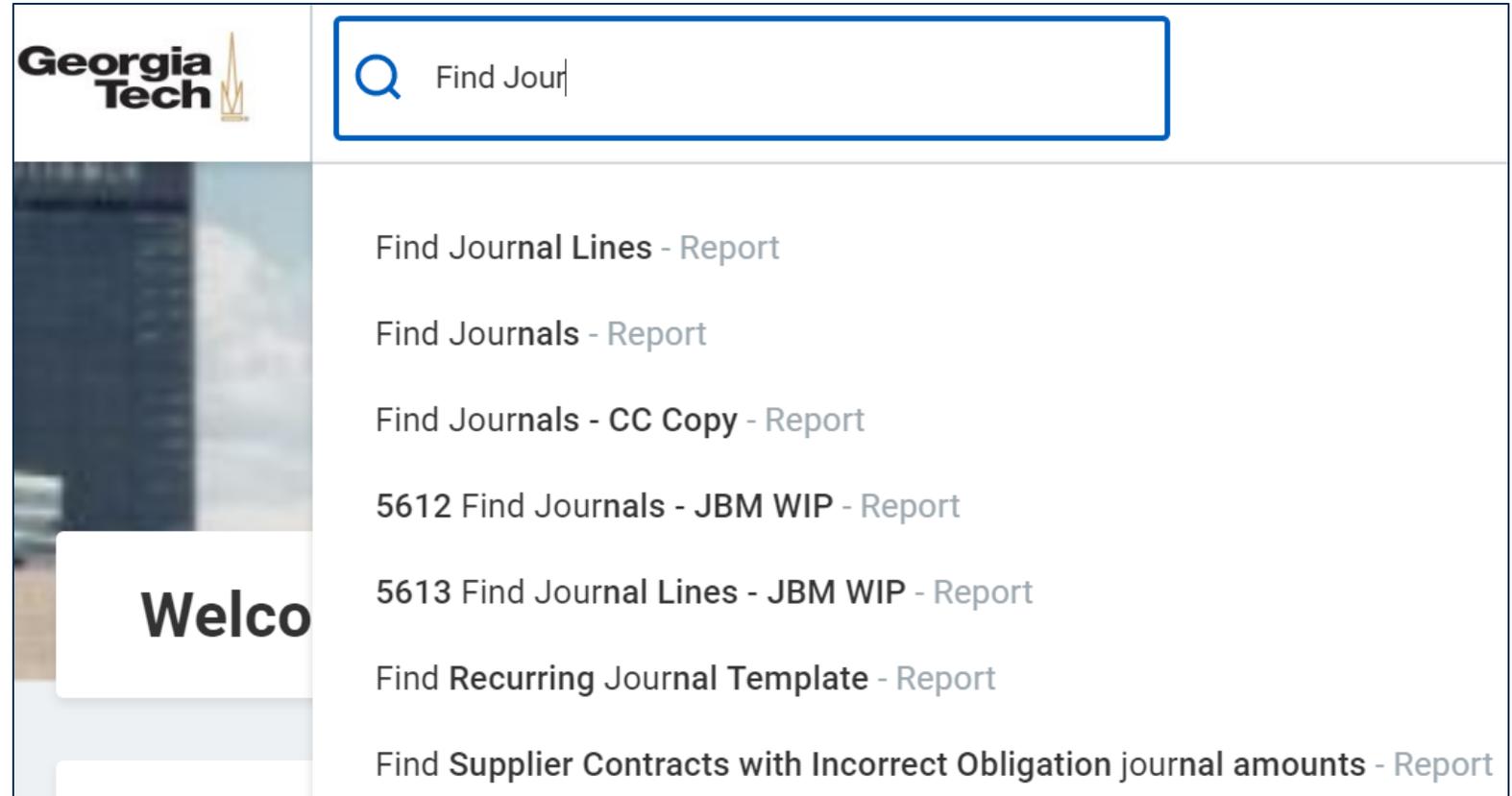
The Workday Search Bar (cont.)

- If you can't remember the exact report name, partial search terms may work.
 - Ex) If you're looking for a report about Journals you can type Journal in the search bar, and Workday will return the seven most relevant results.



The Workday Search Bar (cont.)

- If the Journal report you're searching for isn't in the initial results list, try starting your search with the word "find," as many delivered Workday reports begin with this key search term.

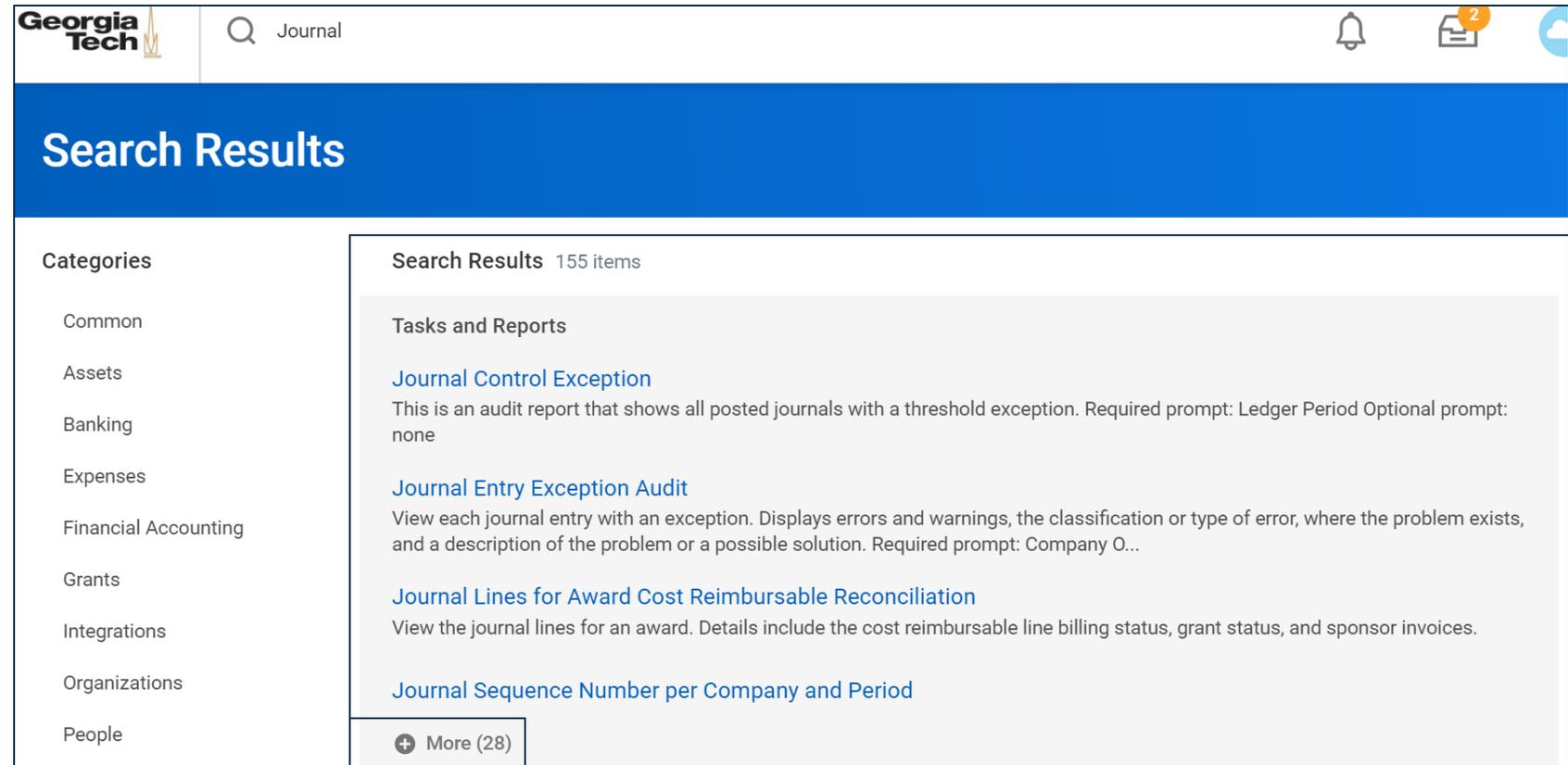


The screenshot shows the Workday search bar interface. On the left, there is a vertical navigation pane with the Georgia Tech logo at the top and a blurred image below. A white box with the text "Welco" is overlaid on the bottom part of the navigation pane. The main search area on the right contains a search bar with a magnifying glass icon and the text "Find Jour". Below the search bar, a list of search results is displayed:

- Find Journal Lines - Report
- Find Journals - Report
- Find Journals - CC Copy - Report
- 5612 Find Journals - JBM WIP - Report
- 5613 Find Journal Lines - JBM WIP - Report
- Find Recurring Journal Template - Report
- Find Supplier Contracts with Incorrect Obligation journal amounts - Report

The Workday Search Bar (cont.)

- If you're still unable to locate the Journal report you're searching for, select the magnifying glass in the search bar and Workday returns all Journal related results.



The screenshot shows the Workday search interface. At the top, the search bar contains the text 'Journal'. Below the search bar, a blue header reads 'Search Results'. On the left side, there is a 'Categories' sidebar with a magnifying glass icon next to the search bar. The main content area shows 'Search Results 155 items' under the heading 'Tasks and Reports'. The results list includes:

- [Journal Control Exception](#)
This is an audit report that shows all posted journals with a threshold exception. Required prompt: Ledger Period Optional prompt: none
- [Journal Entry Exception Audit](#)
View each journal entry with an exception. Displays errors and warnings, the classification or type of error, where the problem exists, and a description of the problem or a possible solution. Required prompt: Company O...
- [Journal Lines for Award Cost Reimbursable Reconciliation](#)
View the journal lines for an award. Details include the cost reimbursable line billing status, grant status, and sponsor invoices.
- [Journal Sequence Number per Company and Period](#)

At the bottom of the results list, there is a button labeled '+ More (28)'.

Embedded Reports in Workday

- **Embedded reports** are found directly within certain transactions and tasks in Workday. You can export, filter, and sort embedded reports on the screens in which they appear.
 - Ex) Spend Authorizations have a tab titled Balances, which is a report reflecting commitment details by expense item.

▼ Spend Authorization Information

Company [CO503 Georgia Institute of Technology](#)

Start Date 02/15/2019

End Date 02/15/2019

Description GTRI Test

Business Purpose (empty)

Currency [USD](#)

▼ Spend Authorization Details

Reimbursement Payment Type [Check](#)

Justification (empty)

Expense Report(s) (empty)

Cash Advance Repayments (empty)

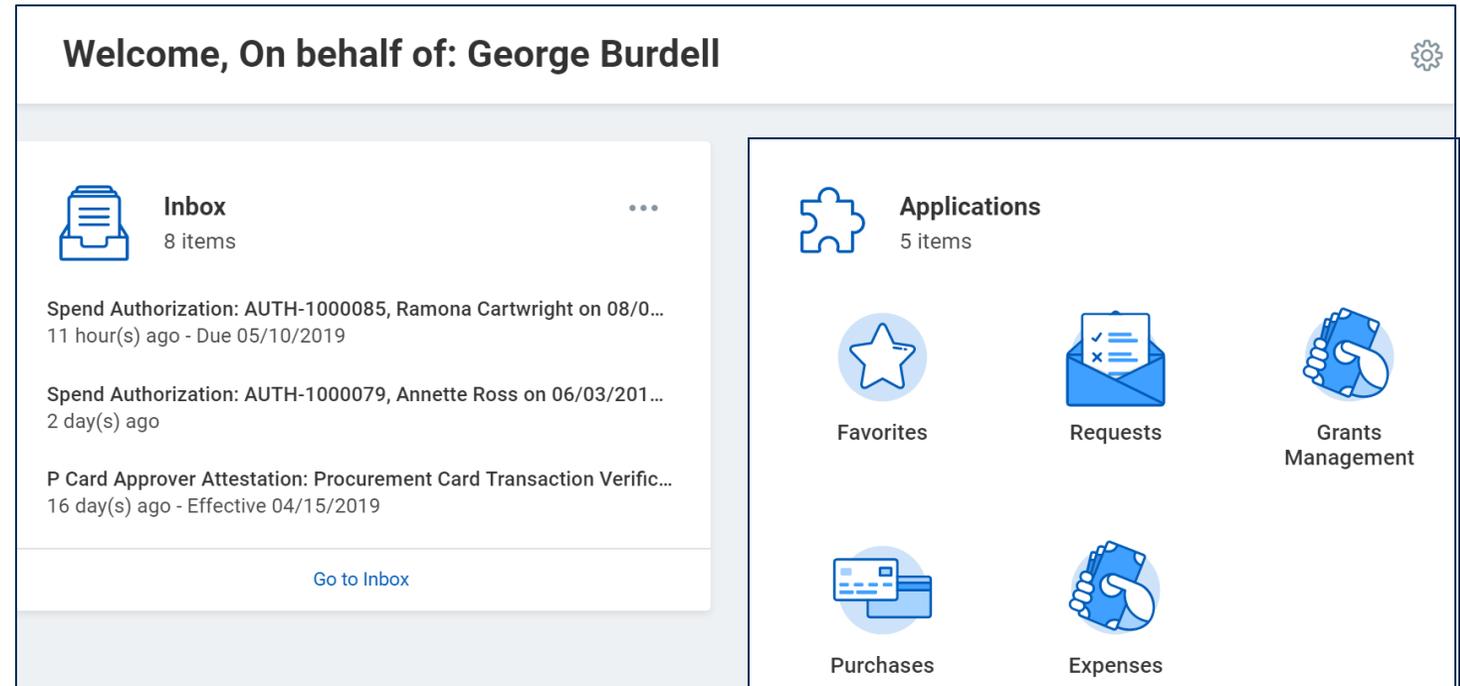
Spend Authorization Lines
Process History
Balances

Balances 1 item 🔍 📄 🗑️ 📊 🏠

Expense Item	Commitment Amount	Commitment Amount Liquidated	Commitment Amount Remaining	Currency
Mileage Personal Vehicle - Domestic	75.00	0.00	0.00	USD
Total:	75.00	0.00	0.00	

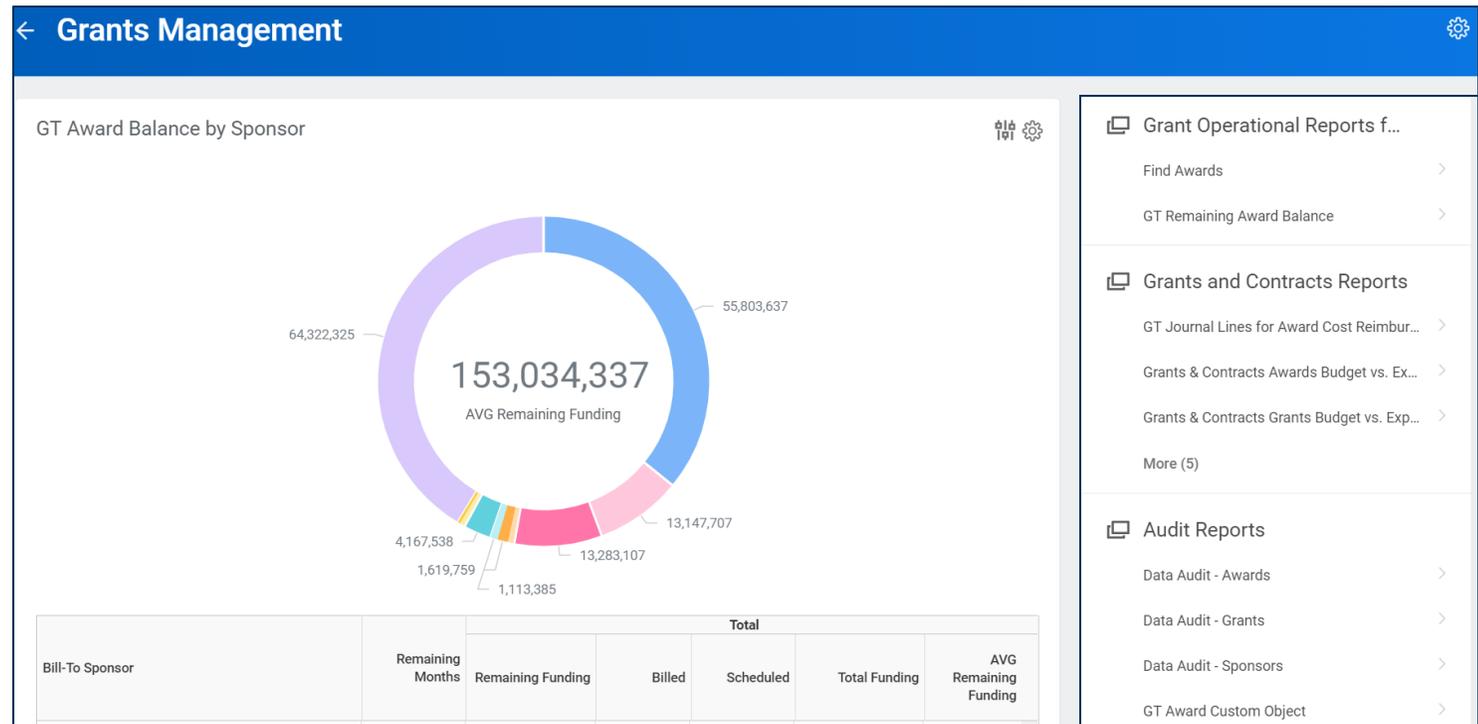
Workday Dashboards

- **Worklets** are icons found in the Applications section of the Workday home screen, grouping together a set of similar actions, tasks, or reports. Users can configure which Worklets appear here, but they may be limited based on security roles.



Workday Dashboards (cont.)

- Selecting a Worklet may bring you to a **dashboard**, which organizes reports, financial data, and tasks related to a Workday area on a single page.
- Here we see the **Grants Management dashboard**, which has links to reports such as the **Find Awards** or **Data Audit - Grants** reports on the right side.



The Favorites Worklet

- **Favorites** is a Worklet located on your home screen. Once selected, favorites allows you to easily find favorited reports that you commonly use.

To view a report, click the report name. To start a task, click the task name.

Manage Favorites

Favorite Reports
Shared Custom Reports

Favorite Reports 6 items

Task
My Reports
View Procurement Roll Forward
Administrative Payout Report
Gift Balance Report
Average Expense Report Total
Annual Wage Change Report

Finding Reports Knowledge Check

Which of the following is a page which organizes reports, financial data, and tasks related to a Workday area ?

- A) Dashpage
- B) Dashboard
- C) Dashload
- D) Dashscreen



Finding Reports Knowledge Check

Which of the following is a page which organizes reports, financial data, and tasks related to a Workday area ?

- A) Dashpage
- B) Dashboard**
- C) Dashload
- D) Dashscreen



Workday Report Prompts

Overview of Report Prompts

- The first screen that displays after navigating to a report will have the report **prompts**.
- Prompts help narrow the information a report returns by looking for specific “slices” of data when generating a report.
- Knowing how to use prompts effectively can help you locate the data you need. This section will discuss important tips for using prompts efficiently.

Required Prompt Fields

- Some report prompts include required fields that must be entered to run a report, indicated by a red asterisk. For example, the fields **Company, Year, and Period** are all required fields on the Find Journals – CR report.

Find Journals - CR
Actions

Company	*	<input style="width: 100%;" type="text" value="x C0503 Georgia Institute of Technology"/>	⋮
Year	*	<input style="width: 100%;" type="text" value="x FY20"/>	⋮
Period	*	<input style="width: 100%;" type="text" value="x Jul"/>	⋮
Ledger		<input style="width: 100%;" type="text"/>	⋮
Book		<input style="width: 100%;" type="text"/>	⋮
Journal Number		<input style="width: 100%;" type="text"/>	
External Reference ID		<input style="width: 100%;" type="text"/>	
Status		<input style="width: 100%;" type="text"/>	⋮
Accounting Date On or After		<input style="width: 100%;" type="text" value="MM / DD / YYYY"/>	📅
Accounting Date On or Before		<input style="width: 100%;" type="text" value="MM / DD / YYYY"/>	📅

Date Prompt Fields

- Use date prompts whenever possible. Pulling data from a particular time period narrows the number of results in a report, improving the speed in which the report displays. For example, the field **Accounting Date on or After**.

Find Journals - CR Actions

Company	*	<input type="text" value="X C0503 Georgia Institute of Technology"/>	⋮
Year	*	<input type="text" value="X FY20"/>	⋮
Period	*	<input type="text" value="X Jul"/>	⋮
Ledger		<input type="text"/>	⋮
Book		<input type="text"/>	⋮
Journal Number		<input type="text"/>	
External Reference ID		<input type="text"/>	
Status		<input type="text"/>	⋮
Accounting Date On or After		<input type="text" value="07 / 01 / 2019"/>	📅
Accounting Date On or Before		<input type="text" value="MM / DD / YYYY"/>	📅

Multi-Select Prompt Field Values

- To select/deselect all items in a prompt field, use **Ctrl+A** on a PC, or **Command+A** on a Mac to highlight all of the options.
- Once the blue bar to the left of the values appears, use the spacebar to check/uncheck the values.
- This will be demoed in the following slide.

Demonstration – Finding Reports and Using Report Prompts

Scenario:

- Greg Jones is a Financial Manager and he wants to view a report for all Expense Reports created over the last week that are in paid status.

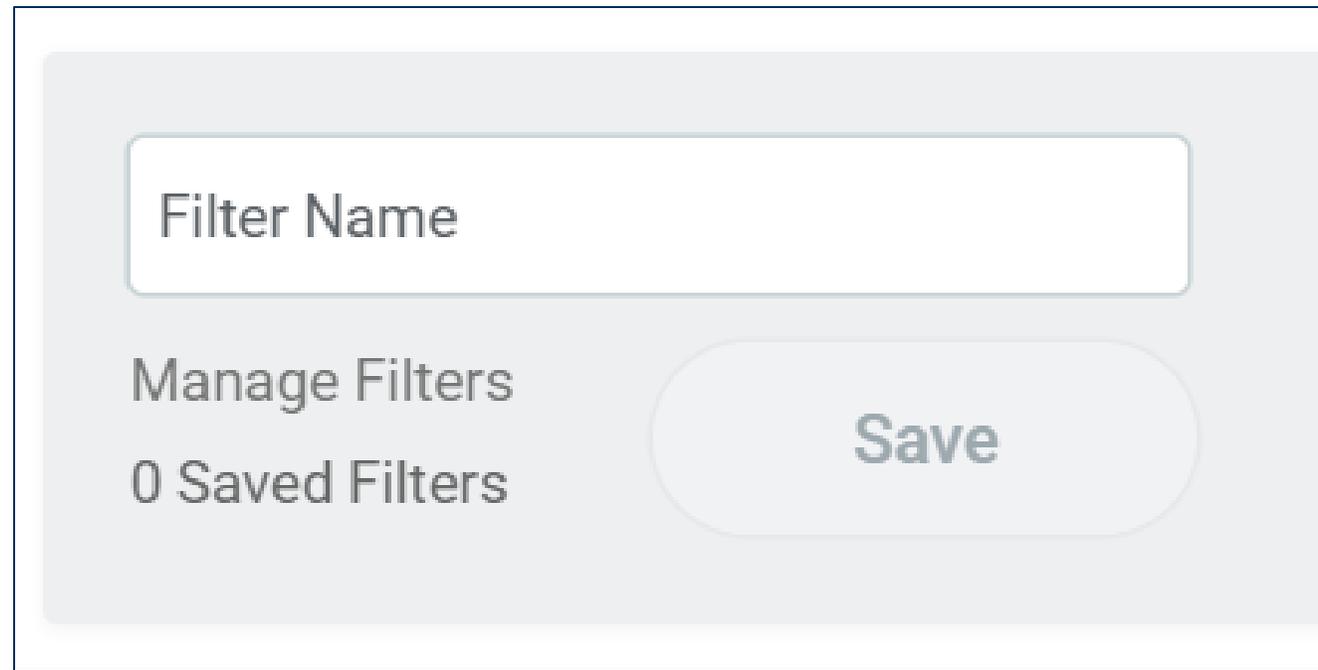
In this demonstration, we'll show how to:

1. Search **Find Expense Reports by Organization – CR**
2. Use the report prompts to narrow the data returned in the report



Saving Filters Overview

- If you often enter the same values in a prompt, you can create a **filter** to save those values. Once saved, you can select your filter and it will auto-populate the prompt with the same values.



The screenshot shows a user interface for creating a filter. It features a text input field labeled "Filter Name" at the top. Below the input field, on the left, is the text "Manage Filters" and "0 Saved Filters". On the right, there is a large, rounded rectangular button labeled "Save".

Steps to Save Filters

1. For any report prompt, enter the values in the prompt fields you will reuse in the future. Be careful when adding dates to filters, since these often change.
2. Name the filter with a meaningful title that you will understand in the future, and select **Save**.
3. When you navigate to the report prompt, the filter will now appear in the **Saved Filter** drop-down area at the bottom of the page. You can delete a filter by selecting the x button when hovering over it, or view, edit, and delete all filters by selecting the **Manage Filters** link.

Demonstration – Saving Filters

Scenario:

- Alexandra Cheng is a Financial Manager, and one of her primary responsibilities is to review Spend Authorizations. Consequently, she often uses the **Find Spend Authorizations by Organization – CR** report, and wants to create a filter to more efficiently use the report.

In this demonstration, we'll show how to:

1. Search **Find Spend Authorizations by Organization – CR**
 2. Enter reusable prompt field values
 3. Name and save the filter
 4. Manage created filters
- Note: we will use this saved filter in a demo shortly



Considerations on Saving Filters

- Filters are user-specific, meaning filters cannot be shared by users. Users must individually create filters to utilize them.
- Filters are also report-specific, meaning filters are not shared between reports. Users must create filters on individual reports to utilize them.
- Finally, not all reports allow filters to be saved on their prompts.

Report Prompts Knowledge Check

Which of the following is NOT true about to Workday prompts?

- A) Filters allow users to save frequently used values in prompts.
- B) Some prompts have required fields.
- C) Date fields on prompts are not useful.
- D) Entering more fields on prompts narrows results on a report.



Report Prompts Knowledge Check

Which of the following is NOT true about to Workday prompts?

- A) Filters allow users to save frequently used values in prompts.
- B) Some prompts have required fields.
- C) Date fields on prompts are not useful.**
- D) Entering more fields on prompts narrows results on a report.



Running Reports in Workday

Overview of Running Reports

- **Workday Report Performance** is defined as the speed it takes to generate a report, and it is heavily dependent on the amount of data generated in a report.
- Although there are few required fields on most prompts, the more fields that are entered in a prompt generally results in shorter wait times when generating reports. This is because the prompt is narrower, so there is less data that Workday needs to search through and return.
- This section will discuss some tips for running reports.

Demonstration – Find Spend Authorization Report - CR

Scenario:

- Alexandra Cheng can now use the saved filter to run the **Find Spend Authorizations by Organization – CR** report.

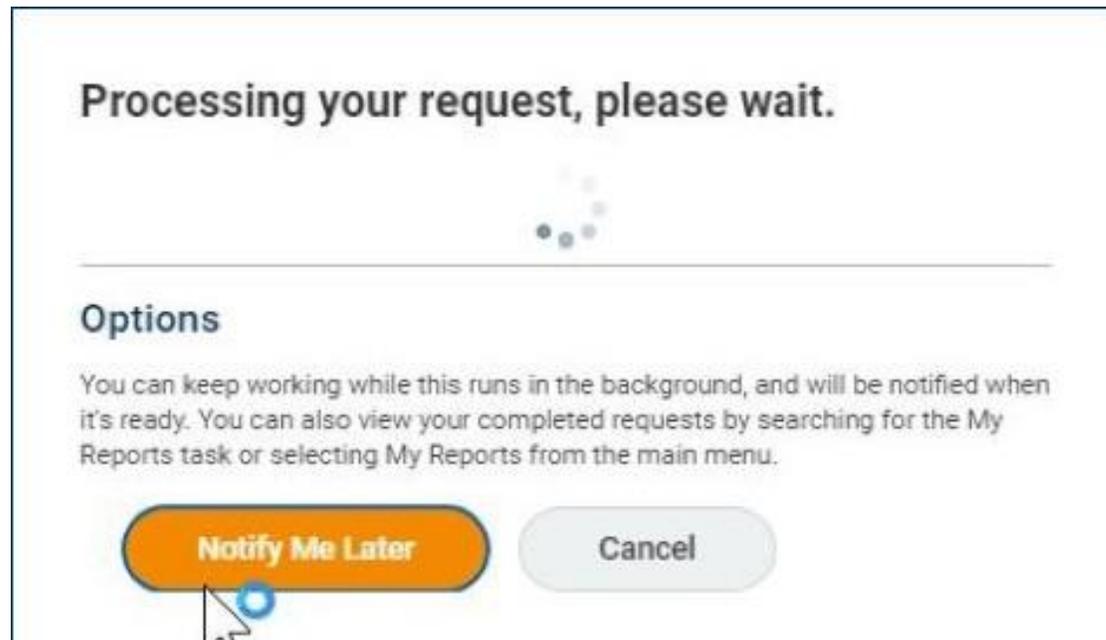
In this demonstration, we'll show how to:

1. Search **Find Spend Authorizations by Organization – CR**
2. Use a saved filter
3. Select OK to run the report



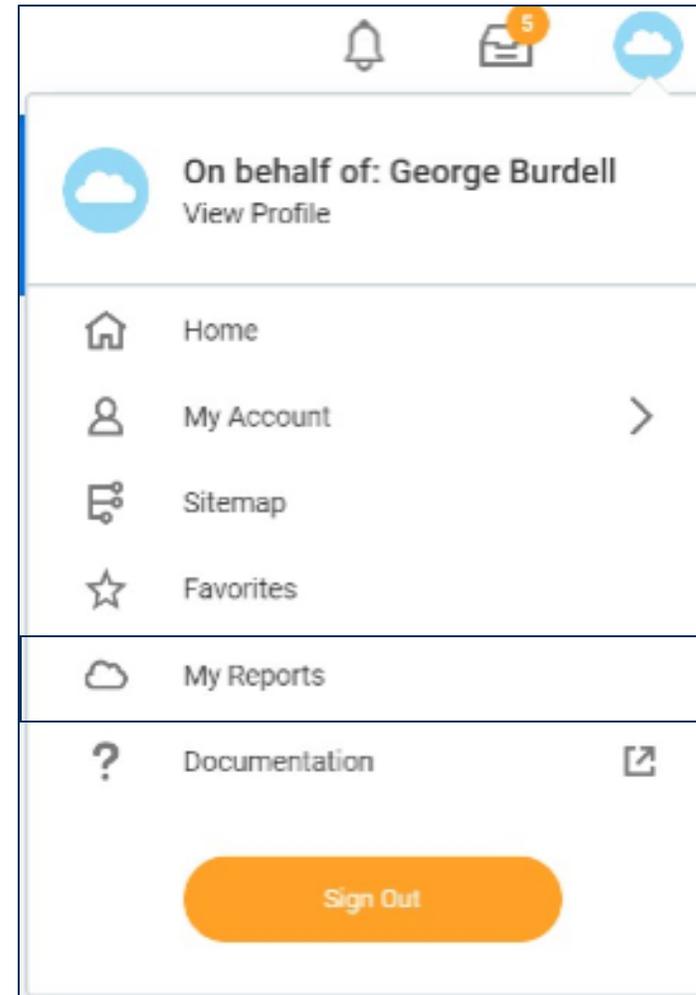
Notify Me Later

- However, not all Workday reports run as quickly as we saw in the previous demo. For reports that take longer to run, you can select the **Notify Me Later** button when running a report, and Workday will provide a notification when it is ready.



Accessing the My Reports Page

- To find scheduled reports or reports run in the background via the **Notify Me Later** option, visit the **My Reports** page. This is a virtual storage area for larger report outputs.
- To access **My Reports**, select the Profile icon in the top right corner in Workday.



Considerations on Running Reports

- **Understanding prompt fields:** If you're unsure of a field in the prompt, running the report and seeing the data it returns or viewing the prompt field choices can help clarify the meaning.
- **Working while waiting:** Workday functionality allows you to work in several tabs or windows at the same time. Therefore, you can open a new Workday tab and do other tasks in Workday while you wait for the report to generate in the initial tab.
- **Canceling reports:** If you run a report and realize that it is taking too long, you can always select the cancel button. Doing so will return you to the report prompt to narrow your search.

Manipulating Reports in Workday

Overview of Manipulating Reports

- Once you've run a report, there is a lot more you can do to manipulate the data returned.
- Some tips on manipulating data in reports are included in this section of the course, and will be illustrated through a demonstration of the **Find Journals - CR** report. Topics that will be discussed include:
 - Selecting hyperlinks
 - Toggling fullscreen
 - Editing and reorganizing columns
 - Expanding charts
 - Sorting and filtering within columns
 - Exporting reports (Excel, PDF, Worksheets)
 - Using Related Actions

Demonstration – Manipulating Reports

Scenario:

- Jose Gonzalez is an Accountant who often creates Accounting Journals. To review all Accounting Journals created over the past month, he uses the **Find Journals - CR** report.

In this demonstration, we'll show how to:

1. Search **Find Journals – CR** and manipulate the report by:
 - Selecting hyperlinks
 - Toggling fullscreen
 - Editing and reorganizing columns
 - Expanding charts
 - Sorting and filtering within columns
 - Exporting reports
 - Using Related Actions



Manipulating Reports Knowledge Check

Which of the following is true about manipulating reports in Workday ?

- A) It is not possible to sort or filter columns in Reports.
- B) You may only export reports to excel in Workday.
- C) You can reorganize report columns, but you can't hide them.
- D) The Related Actions button allows you to drill deeper into reports.



Manipulating Reports Knowledge Check

Which of the following is true about manipulating reports in Workday ?

- A) It is not possible to sort or filter columns in Reports.
- B) You may only export reports to excel in Workday.
- C) You can reorganize report columns, but you can't hide them.

D) The Related Actions button allows you to drill deeper into reports.





Custom Workday Reports

Custom Workday Reports

- Custom Workday reports are currently being developed.
- The exact names and content of these reports are still yet to be determined, but the goal is to create a set of reports which can be accurately and efficiently used for reporting purposes.
- Some reports may be delivered slightly after go-live.
- We will now review some examples of the Workday alternatives for prior PeopleSoft reports.

Demonstration – Expense Budgetary Balance Report - GTCR

Scenario:

- Samantha Brown is a Financial Manager. To view details on the expenses for her department (cost center), she runs the **Expense Budgetary Balance Report - GTCR**.
- This report is the Workday replacement for the 38 report in PeopleSoft.

In this demonstration, we'll show how to:

1. Search **Expense Budgetary Balance Report - GTCR**
2. See financial data per Ledger Account:
 - Original Budget, Budget Amendments, and Current Budget
 - Commitments, Obligations, and Actuals
 - Available Balance



Demonstration – Find Journal Lines - CR

Scenario:

- Raj Singh is a Financial Manager. To view Journal Line details by his department (Cost Center) or specific funding sources (Worktags), he runs the **Find Journal Lines – CR**.
- This Workday report is similar to the Revenue Ledger 48 and Expense Ledger 68 reports in PeopleSoft. It displays Journal Line level details for all Operational and Accounting Journals.

In this demonstration, we'll show how to:

1. Search **Find Journal Lines – CR**
2. See Journal Line data such as:
 - Journal Number, Journal Status, Journal Source, Ledger Account, Spend and Revenue Category, Debits and Credits
 - Driver Worktags and Related Worktags



Demonstration – Sponsored Transactions in Grants - (SABER)

Scenario:

- Kevin Ellis is a Grant Manager that would like to view his portfolio to review and manage any action items on sponsored awards.

In this demonstration, we'll show how to:

1. Search the **Sponsored Transactions in Grants - (SABER)** report to view Grants financial data



Requesting New Workday Reports

- If available reports do not meet your business needs, there will be a form in the ServiceNow portal to request new reports.
- This form will require you to describe the business need and impact of the report, and will also allow you to provide design specifications such as data fields, report prompts, security considerations, and output formats.

Course Conclusion

Objectives Recap

Now that you have completed this course, you should be able to:

- Employ Workday's search bar, embedded reports, Worklets, and Dashboards to find reports.
- Use Workday's report prompts and prompt filters efficiently.
- Utilize the Notify Me Later feature and the My Reports page.
- Edit, reorganize, sort, and filter data in Workday reports.
- Export Workday reports to Excel, PDFs, and Workday Worksheets.

Key Workday Reporting Functionality

- Workday provides data in real time, improving efficiency and allowing for more timely analysis and decision making.
- Many Workday report dimensions allow users to drill into the details of the report data or navigate to the corresponding transactions.
- Users have options for saving prompts for routine use and can easily export to excel or print to PDF.

Course Review

- Workday reports can be categorized in many ways, based on the business process, the security role, etc. However, there are generally two kinds of Workday reports – delivered and custom.
- Your security roles determine what reports you are able to run, and also the information you can see in those reports.
- There are many methods to find or navigate to reports in Workday, but the four most common ways are to use:
 - The Workday Search Bar
 - Embedded reports
 - Workday Dashboards
 - The Favorites Worklet

Course Review

- **Worklets** are icons found in the Applications section of the Workday home screen, grouping together a set of similar actions, tasks, or reports.
- Selecting a Worklet may bring you to a **dashboard**, which organizes reports, financial data, and tasks related to a Workday area on a single page.
- The first screen that displays after navigating to a report will have the report **prompts**, which helps narrow the information a report returns by looking for specific “slices” of data.

Course Review

- Prompt fields with a red asterisk are required, and date fields can be especially helpful with narrowing the data returned in a report.
- If you often enter the same values in a prompt, you can create a **filter** to save those values. Once saved, you can select your filter and it will auto-populate the prompt with the same values.
- For reports that take longer to run, you can select the **Notify Me Later** button when running a report, and Workday will provide a notification when it is ready. Once ready, it can be viewed in the **My Reports** page.

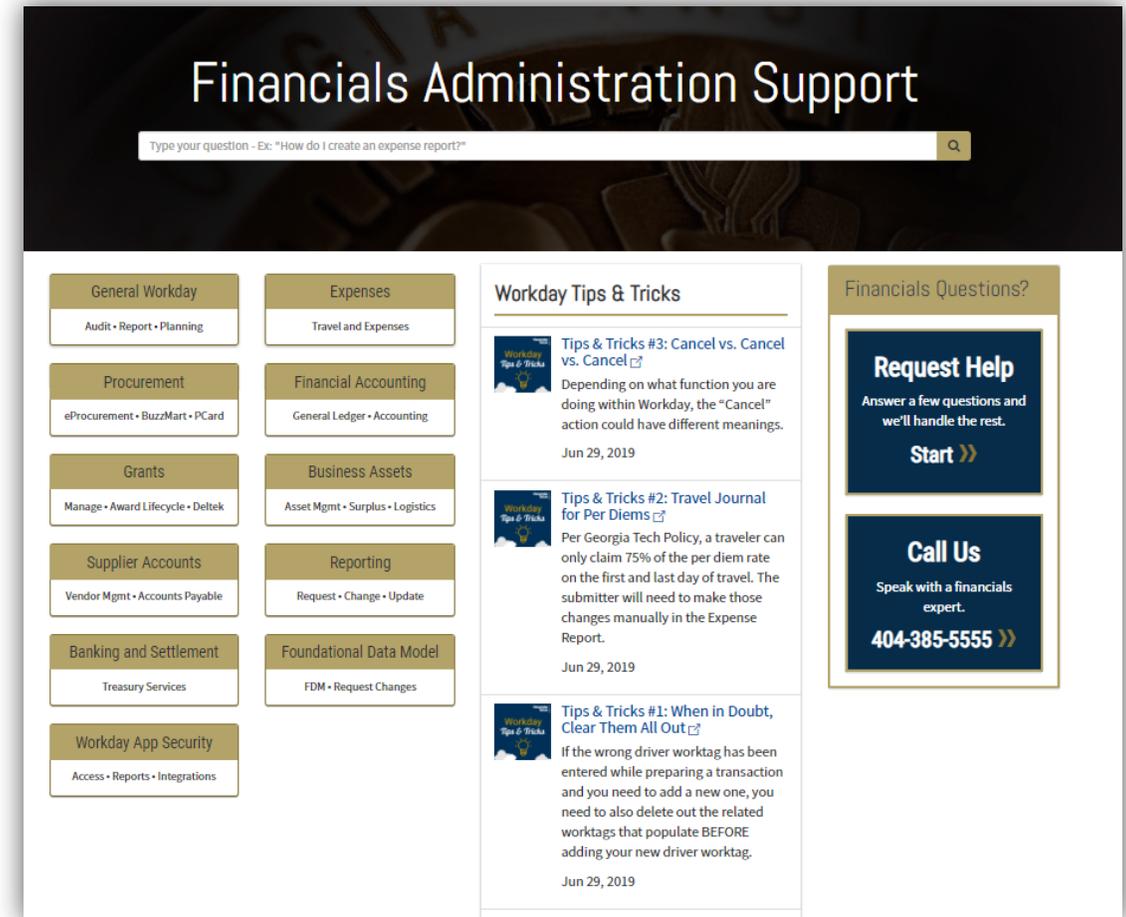
Course Review

- There are many ways to manipulate a report after running it. Some options include:
 - Selecting hyperlinks
 - Toggling fullscreen
 - Editing and reorganizing columns
 - Expanding charts
 - Sorting and filtering within columns
 - Exporting reports (Excel, PDF, Worksheets)
 - Using Related Actions

Questions?

Next Steps & Resources

- Visit the **Services & Support Portal for Financials Administration** at services.gatech.edu/financials.
 - Submit the **Request Help** form to log a new ticket or contact the Financials Service Desk Monday-Friday from 8:00am-5:00pm at **404-385-5555** or erp.ask@gatech.edu.
 - Access Workday FAQs, Tips and Tricks, and job aids via the Portal search bar or the tiles organized by Business Service.



The screenshot shows the 'Financials Administration Support' portal. At the top, there is a search bar with the placeholder text 'Type your question - Ex: "How do I create an expense report?"'. Below the search bar, the page is organized into several sections:

- General Workday:** Audit • Report • Planning
- Expenses:** Travel and Expenses
- Procurement:** eProcurement • BuzzMart • PCard
- Financial Accounting:** General Ledger • Accounting
- Grants:** Manage • Award Lifecycle • Deltek
- Business Assets:** Asset Mgmt • Surplus • Logistics
- Supplier Accounts:** Vendor Mgmt • Accounts Payable
- Reporting:** Request • Change • Update
- Banking and Settlement:** Treasury Services
- Foundational Data Model:** FDM • Request Changes
- Workday App Security:** Access • Reports • Integrations

On the right side, there are two columns of content:

- Workday Tips & Tricks:**
 - Tips & Tricks #3: Cancel vs. Cancel** - Depending on what function you are doing within Workday, the "Cancel" action could have different meanings. Jun 29, 2019
 - Tips & Tricks #2: Travel Journal for Per Diems** - Per Georgia Tech Policy, a traveler can only claim 75% of the per diem rate on the first and last day of travel. The submitter will need to make those changes manually in the Expense Report. Jun 29, 2019
 - Tips & Tricks #1: When in Doubt, Clear Them All Out** - If the wrong driver worktag has been entered while preparing a transaction and you need to add a new one, you need to also delete out the related worktags that populate BEFORE adding your new driver worktag. Jun 29, 2019
- Financials Questions?**
 - Request Help** - Answer a few questions and we'll handle the rest. [Start >>](#)
 - Call Us** - Speak with a financials expert. **404-385-5555 >>**

Next Steps & Resources

- **Ask a Peer**

- Workday Peers provide peer-to-peer support across campus for common Workday tasks and basic navigational questions.

- Find a Workday Peer by Department or Process Area at

transformation.gatech.edu/ask-a-peer.

Need Help? Ask a Peer Report an issue or contact the ERP helpdesk
services.gatech.edu

Workday Peers provide peer-to-peer support across campus for common Workday tasks and basic navigational questions.

How does it work?

There are nearly 100 Workday Peers embedded across campus to help you through basic questions during the Workday go live. Peers can help you with tasks such as filling out a spend authorization or expense report, starting a requisition, managing PCard transactions, and some navigational and functional questions.

Peer Office Hours

Use the table below to identify which Peer is the best to contact for your question. You can search by department or process area.

Find a Peer by Name

Peers by Department - Any -

Peer by Process Areas - Any -

Apply Reset



