Quick Guide to Financial Reports in Workday for Faculty

Which report should I use?

It is crucial in Workday that you choose a report that is appropriate for the account you are interested in. Different types of budget have different specific reports that work for them. If you use the wrong report, Workday may not warn you of an error; it could just show you zeroes, or even incorrect numbers. The table lists the reports that are appropriate for different types of accounts/budgets.

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>Code in Workday</th>
<th>Workday report that shows your spending so far this fiscal year</th>
<th>Workday report that shows your “balance remaining”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department or Program</td>
<td>CC</td>
<td><em>Haverford Actuals by Organization—Ledger Accounts</em> (search <em>Hav Act</em> in Workday) or <em>Haverford Budget vs. Actuals by Organization—Ledger Accounts</em> (search <em>Hav Bud</em> in Workday)</td>
<td><em>Haverford Budget vs. Actuals by Organization—Ledger Accounts</em> (search <em>Hav Bud</em> in Workday)</td>
</tr>
<tr>
<td>Startup Account or Named Chair or Fac. Research Fund or “Agency” Fund</td>
<td>GF or AG or some GR</td>
<td><em>Haverford Actuals by Organization—Ledger Accounts</em> (search <em>Hav Act</em> in Workday)</td>
<td>Workday report still being built. For now, get your balance as of Jun 30, 2017 from Jaspersoft, and subtract your FY18 spending as reported by <em>Haverford Actuals by Organization—Ledger Accounts</em></td>
</tr>
<tr>
<td>Federal Grant</td>
<td>Some GR</td>
<td><em>Haverford Actuals by Organization—Ledger Accounts</em> (search <em>Hav Act</em> in Workday) or <em>Haverford Budget vs. Actuals by Grant</em> (search <em>Hav Bud</em> in Workday)</td>
<td><em>Haverford Budget vs. Actuals by Grant</em> (search <em>Hav Bud</em> in Workday) (Note: full budgets broken down by category only for grants started after 6/30/17)</td>
</tr>
</tbody>
</table>

**Important note:** All of these reports will only reflect charges that have been approved in Workday. For expense reports, supplier invoices, or requisitions, those approvals are often fairly quick (often a few days). For P-Card transactions, the process can be longer, since first the charges need to be "reconciled" by the financial analyst for the account, and then that is followed by a Workday approval process.
How to read a departmental budget report (or any operating budget report)

For demonstration, see screencasts (Mac, Windows)

Step 1: Create the report in Workday

- Log into Workday
- At the magnifying glass in the upper left of Workday, type Hav Bud and once it shows you options, select Haverford Budget vs. Actuals by Organization---Ledger Accounts
- Under Select your CC, DIV, or Internal Grant, select My Organizations and select your department.
- Under Period, select Current and Prior Periods and then the most recent month
- Under Budget Name, select Operating (for the current fiscal year if you are given a choice)
- Click OK at the bottom left of the page

Now you have two options: review the report in Workday, or output to Excel and use a macro to create a simplified report. The Workday report takes some practice to interpret but has the advantage that you can drill down to learn about individual charges. The Excel approach produces a report tailored to department chairs’ needs.

Step 2, Workday Option for reading the report:

- To track departmental spending except for student wages
  - Ignore the first two items (Revenue and the Compensation item under Expenses)
  - Use lines 2-6 under Expenses (Food, Supplies, Minor Equipment, Other Expenses, Services & Contracting, Transfers, Travel & Training). Each of these five rows shows your budget for the year (column 1) and spending so far this year (column 3). You may find other columns useful as well.
  - You can break down lines 2-6 into subcategories by clicking the arrows on the left margin of each line, e.g., if you click on the arrow to the left of Other Expenses, you will see a breakdown into Dues and Membership and EMS Charges. You can continue dividing into subcategories until you reach the “ledger account level”, which starts with a number.
  - If you click on any dollar figure, you can get a breakdown of what it means. This is especially relevant for column 3, where you can see all the individual expenses so far this year.
- To track student wages
  - Click the arrow to the left of Compensation
  - Click the arrow to the left of Salaries
  - Now the fourth line should be Student Wages – you can see the budgeted dollar figure (column 1), the total amount spent this fiscal year (column 3), and the amount remaining (column 4)

Step 2, Excel Option for reading the report:

- Download the spreadsheet Operating_Budget_Template_with_Macro.xlsm and open it in Excel. You must open this spreadsheet in such a way as to enable Macros. On a Mac, when you open the spreadsheet, it should ask you if you want to enable Macros and you should say yes (not the default choice...). In Windows, Excel might first ask you if you want to Enable Editing, to which you should say yes, and then it might ask if you want to Enable Content, to which you should say yes. (Windows seems to remember these choices once you have opened the spreadsheet once.)
- The template spreadsheet is intentionally blank. There’s a macro lurking, ready to run in a moment...
- Go to the Workday report you created in Step 1, a click on the Export to Excel icon (at upper right of table; looks like an open notebook). This will download an Excel file to your computer. Open this file in Excel. (In Windows, if Excel asks if you want to Enable Editing, say yes.)
- Highlight the whole spreadsheet by clicking the little triangle to the left of the “A” and above the “1”. Then do an Excel Copy (on a Mac, Edit...Copy or Command-C; in Windows, Home...Copy)
- Go to the blank template, click in Cell A1, and do an Excel Paste (on a Mac, Edit...Paste or command-V; in Windows, Home...Paste). You should see a copy of the Workday data copied into the blank template.
- Now find the Macro (on a Mac, go to Tools...Macro...Macros; in Windows, View...Macro...View Macros). This should open a window that shows one option called ProcessBudget already highlighted. Click Run
- After the macro runs, you should see a summary budget on a new sheet in the spreadsheet.