



 **UVA FINANCE**

Workday Reporting



**UNIVERSITY  
of VIRGINIA**



# Introduction | Course Objectives

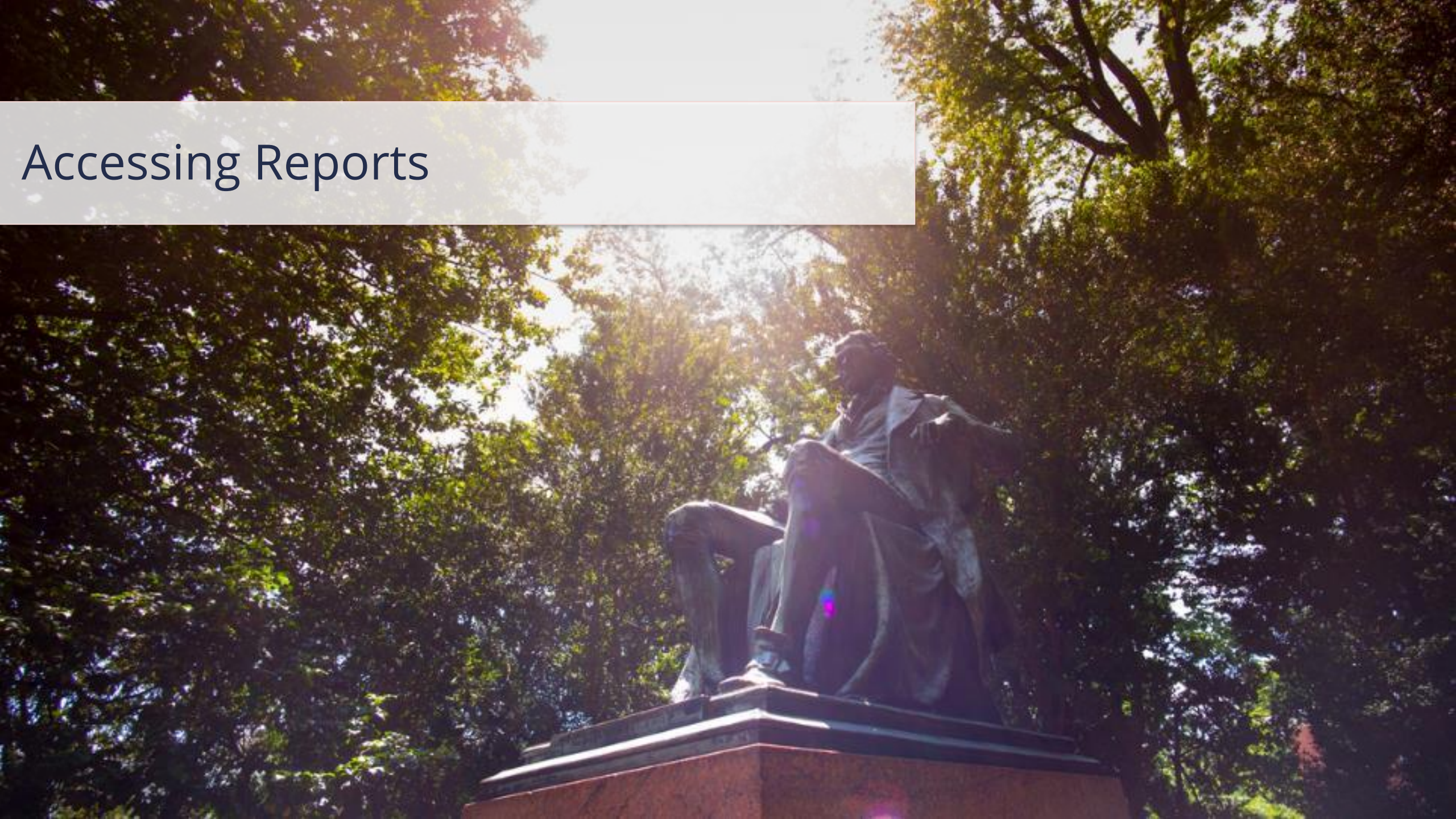
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After completing this course, you will be able to:

- Understand the basics of Workday reports, dashboards and worklets in Workday
- Learn how to access reports and dashboards in Workday
- Identify the various functionalities of reports and dashboards



# Accessing Reports



# Reporting Overview | Key Terms

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Workday Term	Definition
<b>Worklet</b>	A worklet is a compact report displayed as an icon on the Workday Homepage that provides easy access to tasks and reports.
<b>Dashboard</b>	A dashboard is a pre-configured page related to a specific functional area within Workday that allows easy access to reports.
<b>Report</b>	A report is a summary of key organizational data that provides key insights to aid and drive organizational goals.

# Reporting Overview | Key Changes

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Impact Area	Description
<b>Real Time &amp; Drillable Data</b>	Workday Reporting provides real time, drillable data where you can have everything in one place.
<b>Historical Data</b>	Workday will maintain a history of data starting in FY23. FY22 and prior data will be available in UBI.

# Reporting Overview | Key Features

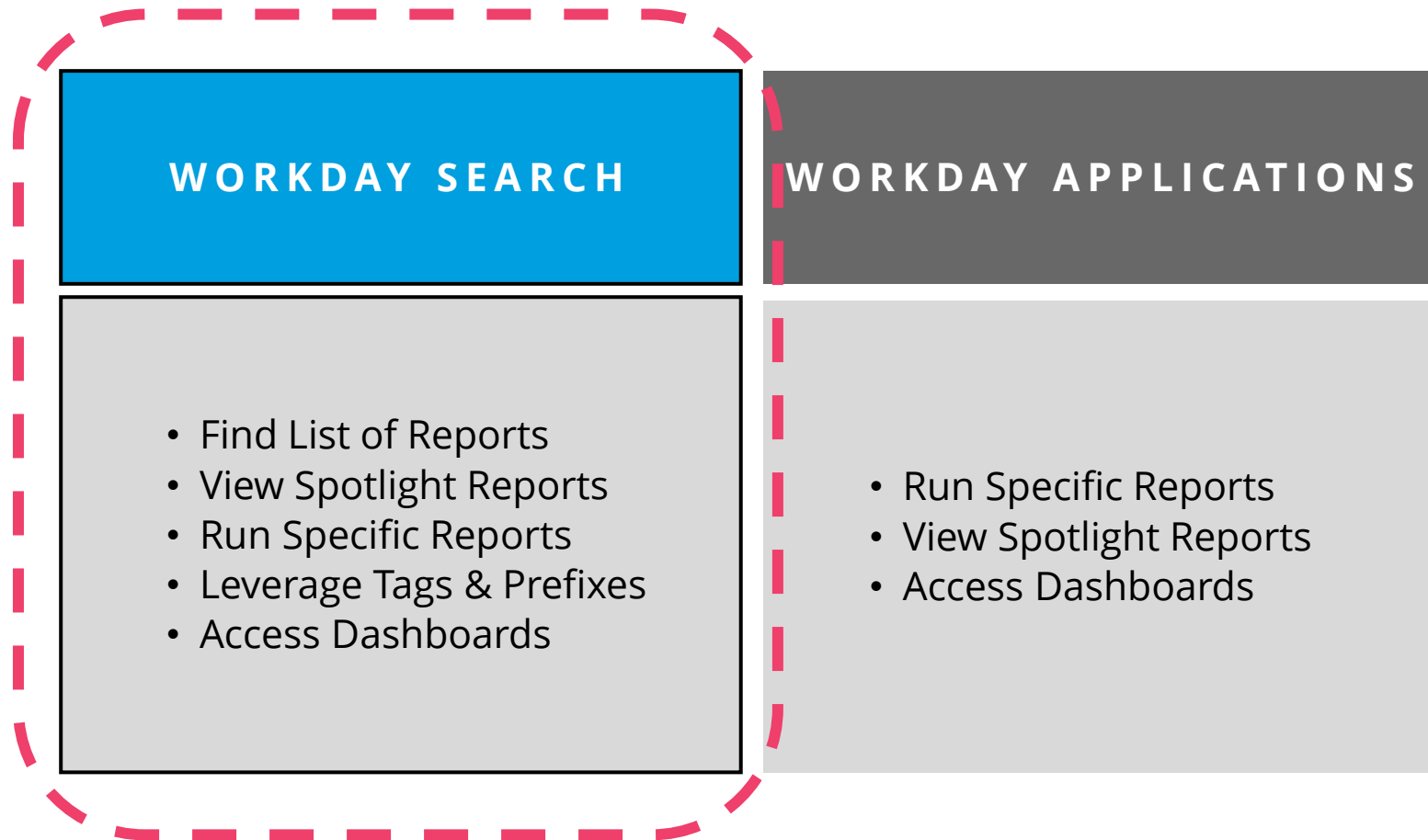
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There are numerous ways to access **reports** and **dashboards** in Workday. The most common options are by typing the name of the report or dashboard in the **search bar** or by selecting the appropriate worklet in your **applications**.

WORKDAY SEARCH	WORKDAY APPLICATIONS
<ul style="list-style-type: none"><li>• Find List of Reports</li><li>• View Spotlight Reports</li><li>• Run Specific Reports</li><li>• Leverage Tags &amp; Prefixes</li><li>• Access Dashboards</li></ul>	<ul style="list-style-type: none"><li>• Run Specific Reports</li><li>• View Spotlight Reports</li><li>• Access Dashboards</li></ul>

# Reporting Overview | Key Features

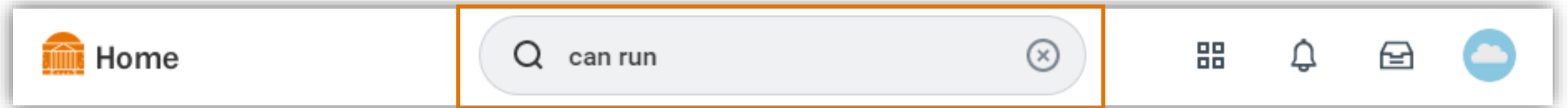
Navigate to the **Workday Toolbar** at the top of the Workday screen to find the **search bar**. From there, you can access reports and dashboards via a simple search. Workday will list the related tasks or reports as soon as you type in a few words.



# Access Reports via Search | List of Reports

From the Workday search bar, you can access **lists of reports** to assist you in identifying what specific report you would like run and view.

 **To Start** – Type “**Can Run**” in the Workday search bar and press enter.



The search results will generate the most common options such as:

- **Common Reports I Can Run** – A list of the **most run reports** based on your security role.
- **Reports I Can Run** – A list of **all reports available to you** based on your security role.
- **UVAFST Custom Reports I Can Run** – A list of all custom reports **tagged with UVAFST** that is available based on your security role.

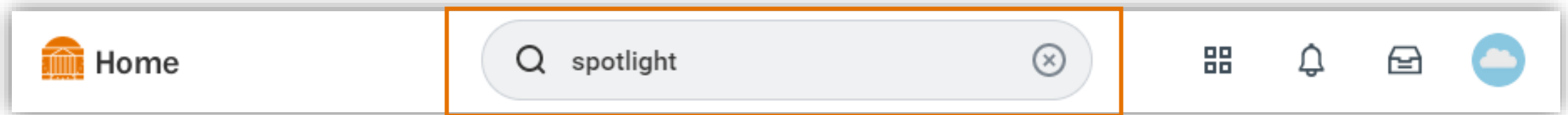
From the generated results, select the appropriate list of reports you want to view in Workday.



# Access Reports via Search | Spotlight Reports


**Spotlight Reports** provide a list of custom and standard reports that support different functions. This is a one stop shop to view all reports related to one area. The **Fiscal Administrator Persona Spotlight Reports** is an example that you can search directly in Workday as it is useful to all generalist finance users.

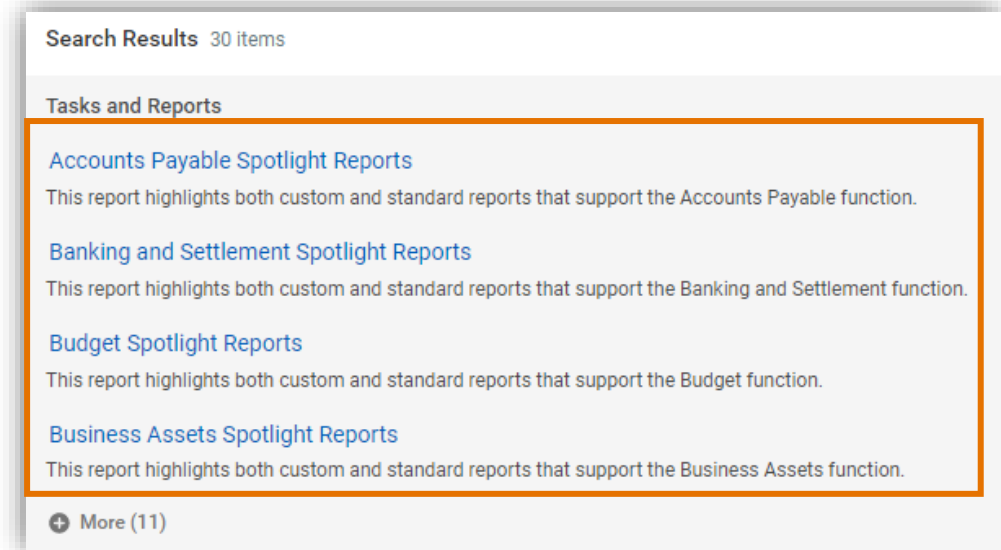
 **To Start** – Type “**spotlight**” in the search bar and press enter.



The search results will provide a list of all spotlight reports.

 **Select the Report** – From the generated results, select the **hyperlinked list of reports** you want to view in Workday.

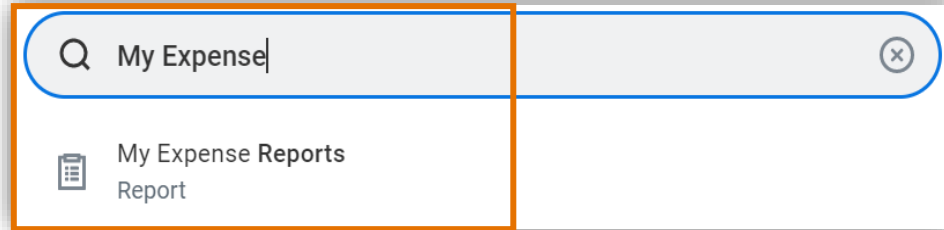
 **Please Note:** *You may not have the ability to view all Spotlight Reports as it depends on your role and security permissions. We recommend to select the report that is most applicable to your function (payroll, expense, grants management, etc.).*




# Access Reports via Search | Specific Reports

From the Workday Search bar, you can also access **specific and custom reports** you would like to run and view.

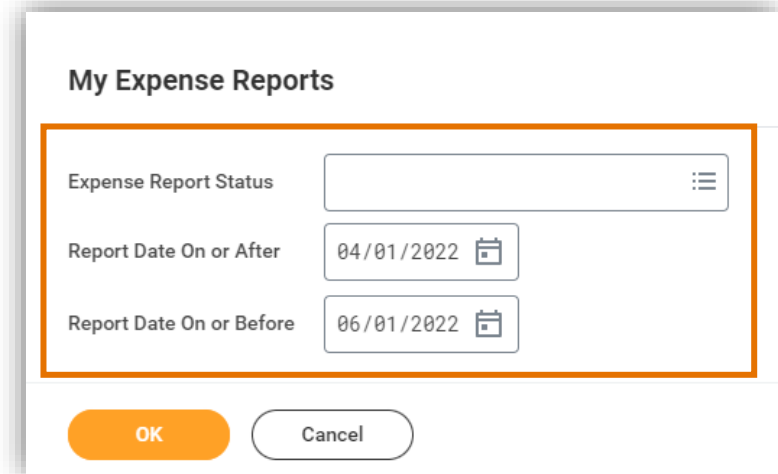
 **To Start** – Type the name of the specific report in the search field. For example, you can search “**My Expense Reports**” and select the report.



A screenshot of a search bar. The search bar contains the text "My Expense" and a magnifying glass icon on the left and a close button on the right. Below the search bar, a dropdown menu is open, showing a single result: "My Expense Reports Report" with a document icon to its left.

 **Report Prompts** – You will then be navigated to a screen with multiple fields. These fields allow you to **filter** criteria to **narrow down** your search and **display specific information**. You can use these fields to **customize** your report to match your **specific needs**.


 **Please Note:** *The available fields will vary from one report to another.*

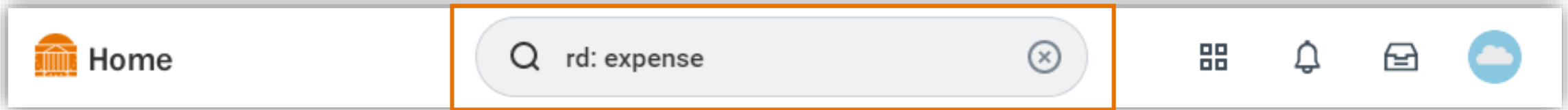


A screenshot of the "My Expense Reports" report configuration screen. The screen has a title "My Expense Reports" at the top. Below the title, there are three filter fields: "Expense Report Status" with a dropdown menu, "Report Date On or After" with a date input field containing "04/01/2022" and a calendar icon, and "Report Date On or Before" with a date input field containing "06/01/2022" and a calendar icon. At the bottom of the screen, there are two buttons: "OK" and "Cancel".

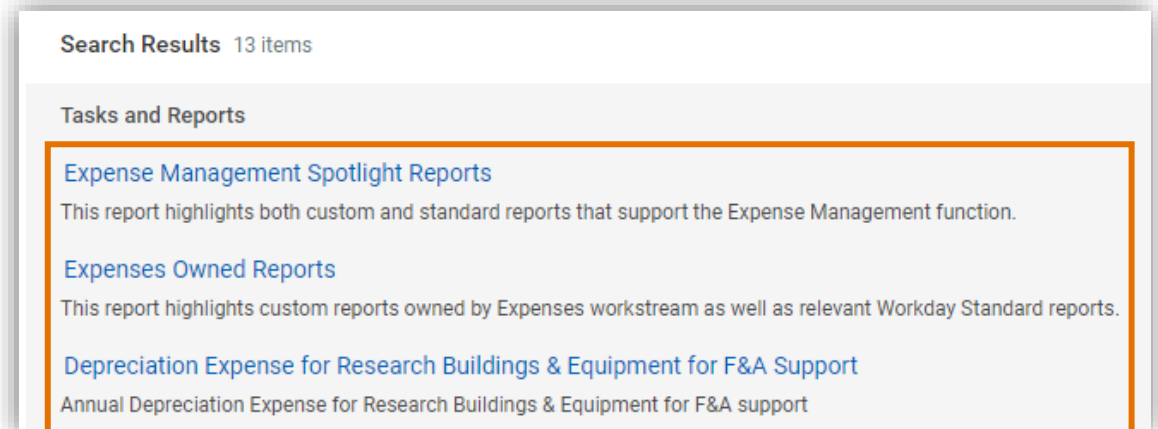
# Access Reports via Search | Tags and Prefixes

Reports are tagged to the specific areas they belong to. Tags can be used with prefixes in the **search** bar to identify what reports you would like to run and view.

 **To Start** – Type “rd:” followed by the report area tag you want to access. For example, you can search “rd: expense” and press enter. The search results will provide a list of reports tagged as “expense”.

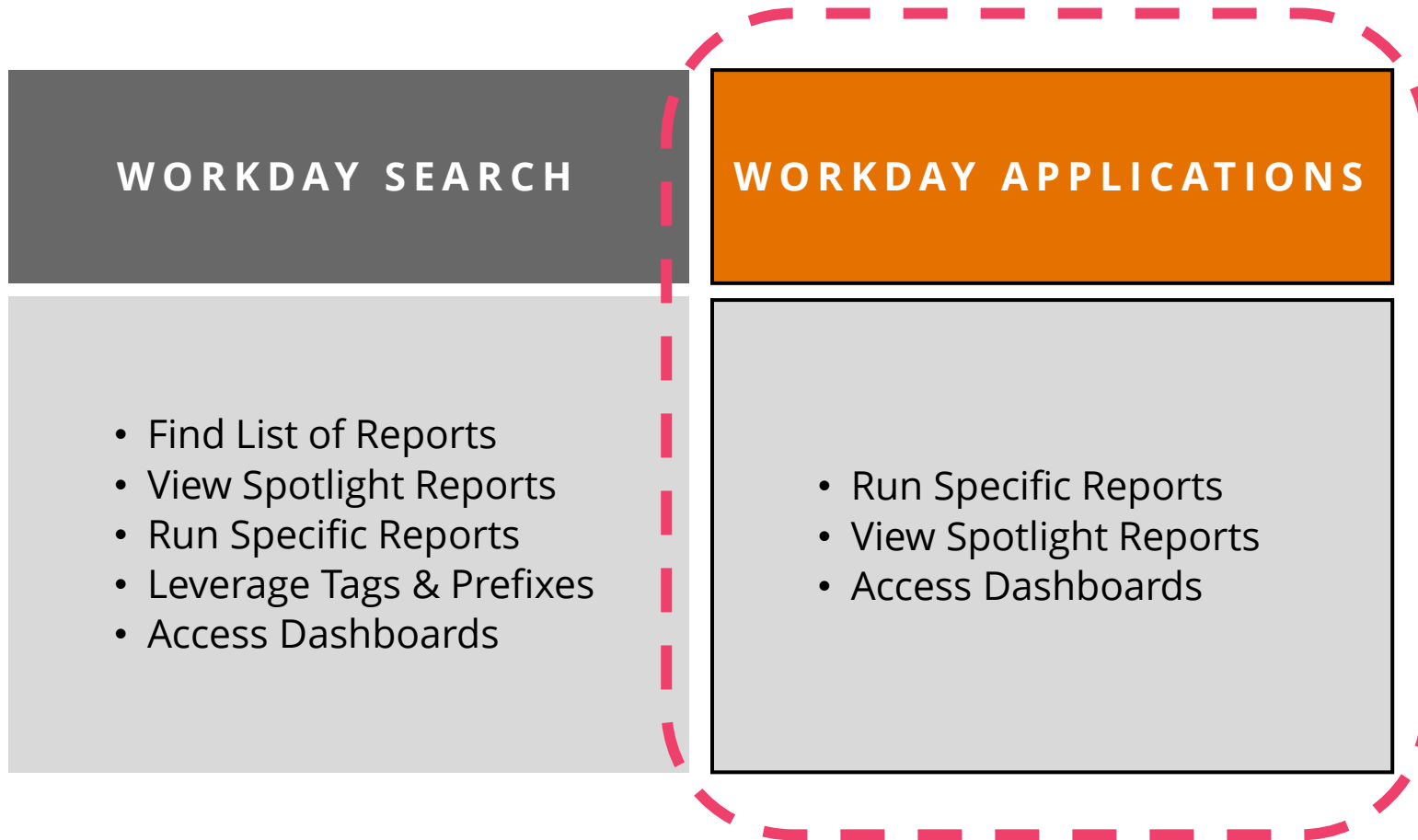


 **Select the Report** – From the generated results, select the hyperlinked report you want to view in Workday.



# Reporting Overview | Key Features

Navigate to the **applications section** on the Workday home page to access your worklets. **Worklets** are compact reports displayed as an icon on **Workday Home Screen** providing easy access to tasks and reports. You add more than one worklet to access reports and dashboards.

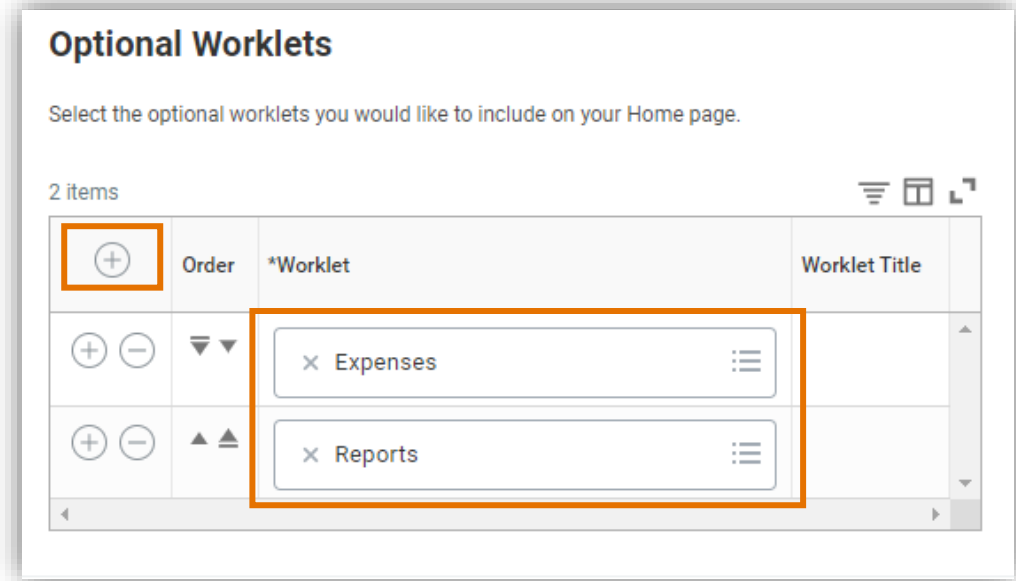
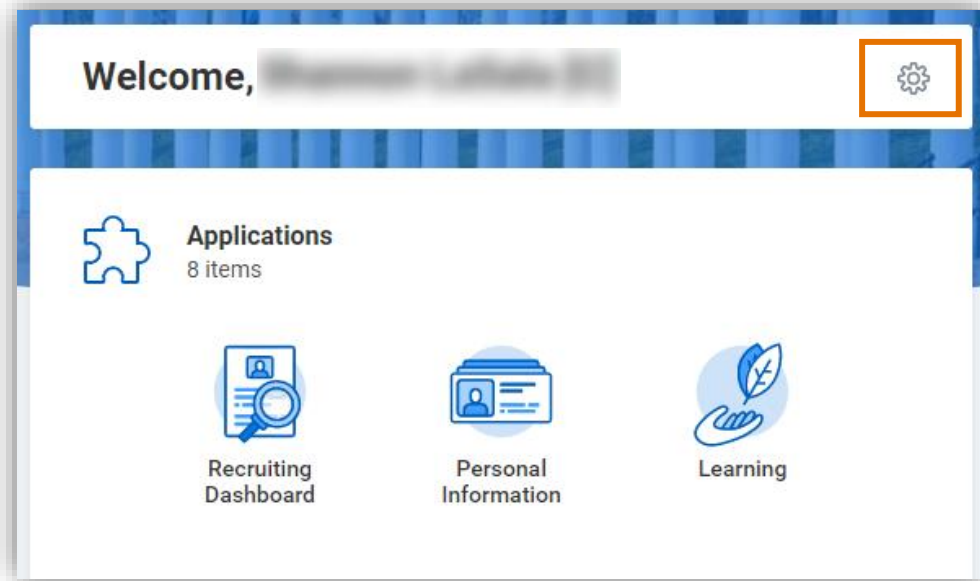


# Access Reports via Worklet | Configure Applications

You can access reports from Workday worklets that are found on your homepage. If you do not see the worklet/application that you want to access, you can configure your applications and add a new worklet.

**To Start** – Select the Configure Applications gear icon, which is next to the Welcome, Your Name banner.

**Add Worklet** – Select + (add) under Optional Worklets to add a worklet. Then type the worklet name in the newly created field and select OK.



Once added, the worklet will now display under Applications on the Workday homepage.



# Access Reports via Worklet | Spotlight Reports


When configuring your applications, you can also add worklets to access Spotlight Reports. Search “**spotlight**” in the Worklet field and select the **spotlight report** you would like to add.

**Optional Worklets**

Select the optional worklets you would like to include on your Home page.

3 items

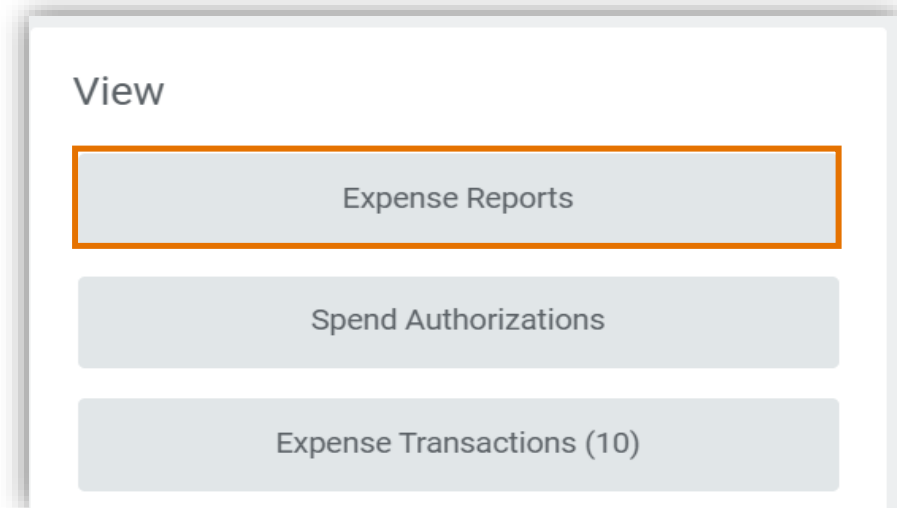
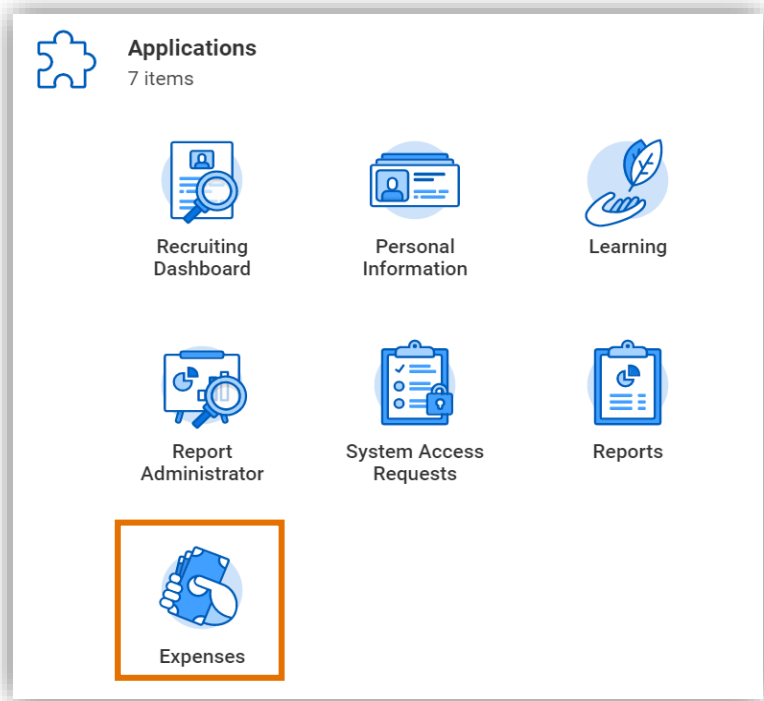
+	Order	*Worklet
+ -	▼ ▼	spotlight
+ -	▲ ▼	<b>Search Results (5)</b>
+ -	▲ ▲	<input checked="" type="radio"/> Accounts Payable Spotlight Reports
		<input type="radio"/> Expense Management Spotlight Reports
		<input type="radio"/> Fiscal Administrator Persona Spotlight Reports
		<input type="radio"/> Payroll Spotlight Reports
		<input type="radio"/> Purchasing Spotlight Reports

 **Please Note:** As mentioned earlier, The **Fiscal Administrator Persona Spotlight Reports** is an example spotlight report that you can add to your applications. You can type this directly in the Worklet field and press enter to add this optional worklet.







# Access Reports via Worklet | Specific Reports

**Access Report** – Select the recently added Worklet to navigate to the appropriate report. For example, Expenses navigates you to Expense Reports.  **Please Note:** Depending on the worklet, you may see different fields or windows displayed to access the appropriate report.



# Access Reports | Best Practices

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-  **Leverage the Search bar** – If you do not know the specific report to run, you can start your search with the word “**Find**” as a lot of Workday reports start with this (e.g., Find Budget Amendments, Find My Expenses, etc.). You can also search **key terms** that are relevant to that report in Workday. For example, you can type “**Expense**” in the search field, and you can run **My Expense Reports** from the search results.
-  **Save Report Prompt Filter Criteria** – Oftentimes, you may use the **exact same filter** of criteria to run the **same report** frequently. Instead of manually selecting your filter criteria each time you run this report, Workday allows you to **save your prompt values** to **reduce** the effort of entering the same fields each time you run a report.
-  **Report Notification** – When your report includes a huge volume of data, it might take a while for Workday to generate a report. You will see a pop-up notification asking if you would like to be notified when the report is ready for you to review. You can choose the **Notify me Later** option and continue with other work as you will receive a notification once it is ready to view in Workday.
  -  **Please Note:** *This option only provides the report as an excel attachment. An alternate suggestion is to cancel the operation and try to filter the original report down to a smaller data set*



# Managing Reports



# Report Functionality | Overview

When viewing a report, there are various **reporting functionalities** available in Workday. Each functionality is displayed in the form of icons that represent various actions you can perform. Please see below an **example image** of a report and the **report functionalities** available.

The screenshot shows a report interface with a blue header bar containing the title "FDM Reference - Activity" and a menu icon. Below the header, there are several icons for report actions. A callout box labeled "Change Selection" points to a list icon. Another callout box labeled "Download/Print" points to a grid icon and a PDF icon. Below the header, there is a table with 6089 items. A callout box labeled "Sort" and "Filter" points to a funnel icon. Another callout box labeled "From Left to Right:" points to a group of icons: a grid icon, a funnel icon, a window icon, and a full screen icon. The table has the following columns: Reference ID, Activity, Activity Hierarchy Level 1, Activity Hierarchy Level 2, Activity Hierarchy Level 3, and Activity Hierarchy Level 4. The first row of data shows Reference ID AC00962 and Activity AC00962 SA-West Coast Wahoos at UVA Law.

Reference ID	Activity	Activity Hierarchy Level 1	Activity Hierarchy Level 2	Activity Hierarchy Level 3	Activity Hierarchy Level 4
AC00962	AC00962 SA-West Coast Wahoos at UVA Law				
AC00962	AC00962 SA-West Coast Wahoos at UVA Law				

# Report Functionality | Change Selection

- **Change Selection** is used to reset, update, or change the prompt settings of the report.
- Select the **Change Selection** icon to change the data displayed in your report. These fields allow you to update or add any **filter** criteria. You can use these prompts to **customize** your report to match your **specific needs**.  
*📢 Please Note: The available fields will vary from one report to another.*

FDM Reference - Activity

FDM Reference - Activity

Inactive

Starting Created Moment MM/DD/YYYY AM

Ending Created Moment MM/DD/YYYY AM

Filter Name

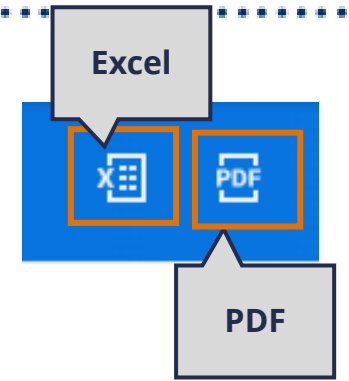
Manage Filters Save

0 Saved Filters

OK Cancel

# Report Functionality | Download/Print Report

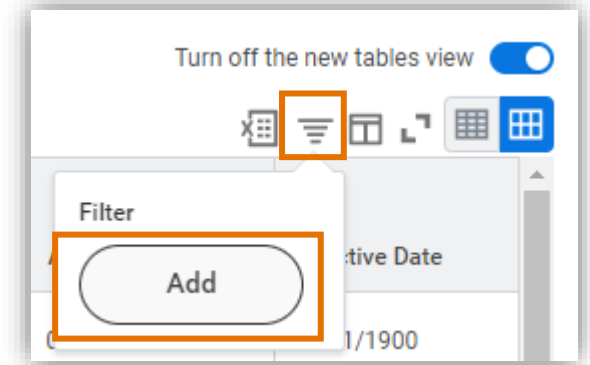
- By selecting the **Download/Print Report** icon you can download a report into a PDF or an excel format by selecting the appropriate icon. Once the report is exported, you can print directly from the document.
- To **download** and **print** a document:
  - Select the icon and then click **Download** button to start downloading. Once finished, you can view the downloaded document at the top right corner of the screen.
  - Open the downloaded document to view and initiate printing.



 **Please Note:** *If you applied any filters to the report, this would not appear in your downloaded report as any changes are only applied to your current view in Workday.*

# Report Functionality | Filtering

- **Filters** can be used to **hide any data** you don't want to see. You can filter reports by selecting the **Filter** icon and click the **Add** button.
- In the dropdown, select the appropriate column for which you want to apply the filter to. From there you can indicate:
  - **Column:** The column you want to apply the filter to.
  - **Filter Condition:** You can select the following options: is, not equal to, or is empty. These conditions identify the type of data you want to contain (is), do not want to contain (not equal to), or contain no data (is empty).
  - **Value:** The specific information that drives your filter (i.e., specific data you want to directly filter in or out).

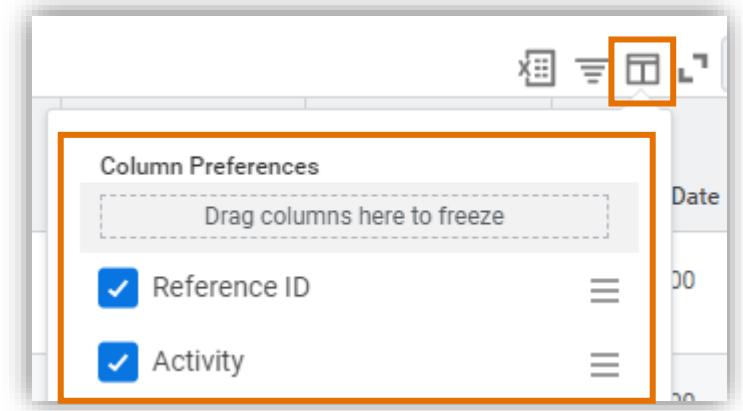
A screenshot of the "Add Filter" dialog box. The dialog has a title "Add Filter" and three input fields: "Column" with a dropdown menu showing "Activity", "Filter Condition" with a dropdown menu showing "is", and "Value" with a text input field containing "x AC00001 AT-Wages-Overtime". Below the input fields are two buttons: "Filter" (highlighted with an orange box) and "Cancel".


**Please Note:** If you applied any filters directly in the report, your download would still include the original prompted dataset. To download the filtered dataset, rerun the report with those selections applied to the filters.

Once applied, these changes will be reflected in your report.

# Report Functionality | Column/Grid Preferences

- **Column/Grid Preferences** is used to change the columns, you see on the screen. You can change your viewing preferences by selecting the Column/Grid Preferences icon.
- After selecting the Column/Grid Preferences icon, you can:
  - **Deselect** the column checkboxes of the columns you want to hide.
  - **Reorder** columns by dragging and dropping columns to a specific order.
  - **Reset** all your viewing preferences by clicking on the reset button and have a full view of the report.
  - **Freeze** columns by dragging the column name to the freeze pane. You can only freeze one column at a time.



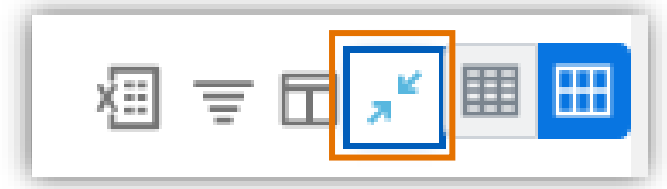
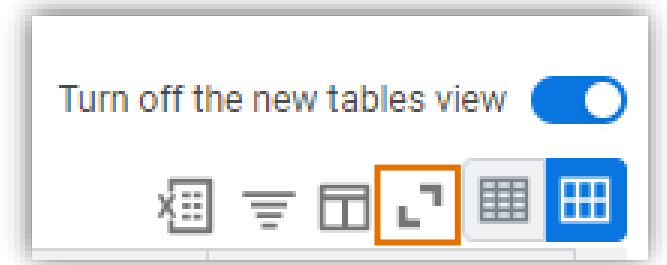
 **Please Note:** If you download or print the report, these changes will not be included as it is only applied to your current view in Workday.

Once applied, these changes will be reflected in your report and will persist in future sessions when you run the report again.

# Report Functionality | Toggle Full Screen View

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- To view the report in **full screen**, click the **Toggle Fullscreen Viewing Mode** icon.
  - This will **hide** the Workday Toolbar, and other Workday functionality displayed above or below the report.
- To **exit out of full screen** mode, select the **Toggle Fullscreen Viewing Mode** icon again.
  - This will **redisplay** the Workday Toolbar and other Workday functionality displayed above or below the report.



# Report Functionality | Demonstration

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 5 minutes



- In this demonstration, you will see how to use the various report functionalities when viewing a report.



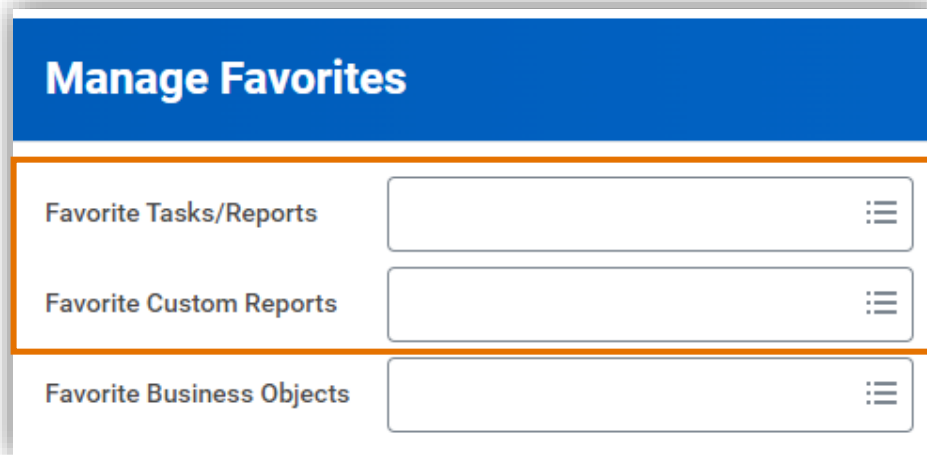
# Manage Favorites | Add or Manage Favorites

When running the same set of reports frequently, you can favorite these reports for easier access. In Workday, you can save these common or custom reports by adding them to your **favorites**.

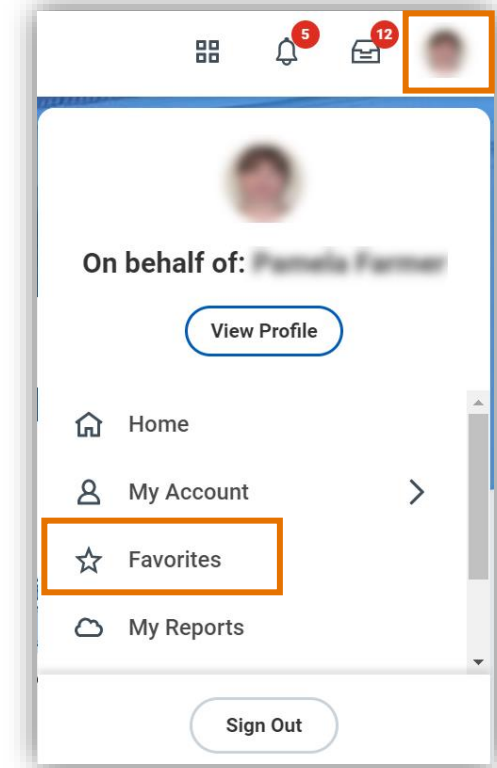
 **To Start** – Select your **Worker Profile** from the Workday Toolbar and click **Favorites**.

 **Manage Favorites** – On the Favorites page, scroll down and select **Manage Favorites**.

- From the Manage Favorites page, enter the Favorite Tasks/Reports and Favorite Custom Reports fields to add specific reports to your favorites.



Manage Favorites	
Favorite Tasks/Reports	<input type="text"/>
Favorite Custom Reports	<input type="text"/>
Favorite Business Objects	<input type="text"/>



# Report Functionality | Add Report to Favorites

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 5 minutes



- In this demonstration, you will see how to add and manage favorites for reports.

# Reporting Overview | Crosswalk (1 of 2)

The crosswalk below displays the current list of Financial reports used today in UBI, and what these reports will look like in Workday.

Workday Report – Post Go Live	UBI Report – Previous
Spend Detail Report Spend Summary by FDM Combination Spend Summary by FDM Worktags with Spend Category General Ledger Details	GA Analysis - Actuals
Budget vs Actual by Cost Center Fund Balance by Cost Center Fund Balance by Assignee Grant Budget vs Actual	GA Summary - BBA
Worker Costing Allocation Information - Payroll	LD Schedules & Salaries
Expendable Fund Balance Summary	GL Cash Balance Summary
FDM Reference reports (available for each Worktag)	GA Reference

# Reporting Overview | Crosswalk (2 of 2)

Workday Report – Post Go-Live	UBI Report – Previous
Revenue Detail Report Revenue Summary by FDM Combination Revenue Summary by FDM Worktags with Revenue Category General Ledger Details	GL Details
Track Purchase Orders Supplier Invoices Details Department Purchasing History Find Supplier Contracts Find Supplier Invoices	AP Reporting
Payroll Accounting Adjustments Period Activity Pay Information	LD Pay Adjustments & Suspense
Customer Contacts Report Customer Receipts Open Customer Invoices with Worktags	Accounts Receivable
FDM Reference reports (available for each Worktag)	GL Reference

# Managing Dashboards



# Dashboard Overview | Introduction

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**Dashboards** are used to consolidate information about a specific topic so that it is easily accessible from a user's home page in Workday.

- Dashboards typically contain data from reports, and key tasks and reports you can initiate within Workday, as well as links to external sources.
- Access to dashboards and their specific Workday content are controlled by security and security roles. Depending on your role, you may have access to more than one dashboard.
  - Generally, all finance users will have access to the **Fiscal Admin Dashboard**.

## What is the Fiscal Admin Dashboard?

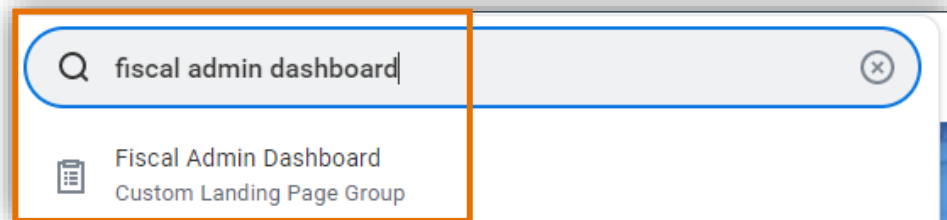
- The **Fiscal Admin Dashboard** is a dashboard that provides a **one-stop shop** for users such as Fiscal Administrator or Operational Support Roles to access common tasks, reports, and other resources needed to perform their daily work.

# Access Dashboard | Search and Worklet

You can access a Dashboard in two ways: by searching directly in Workday or by selecting the Dashboard from the Applications section on the Workday homepage.

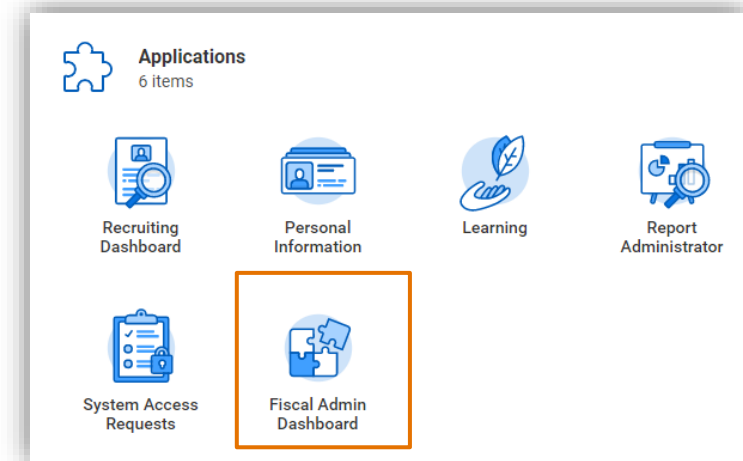
## Access Fiscal Admin Dashboard from Workday Search:

On the Workday Home screen, type the name of the dashboard (example, **Fiscal Admin Dashboard**) in the search field and select the task.



## Access Fiscal Admin Dashboard from Workday Applications:

On the Workday Home screen, select the relevant dashboard worklet (example, **Fiscal Admin Dashboard**) from under the **Applications** section.



**Please Note:** You may have to configure your applications and add the dashboard worklet to your Workday Homepage.

# Fiscal Admin Dashboard | Dashboard View

Please see below an **example image** of the Fiscal Admin Dashboard and **further guidance** for each section.

You will see various tabs, **Landing Page, Purchasing/Spend, Finances, Payroll Costing,** and **Workforce**, that display different sections you can view further details that is relevant to that particular area.

You can update your **preference of data** displayed and visualized by selecting the **Configure and View Chart Data & Settings icons**, respectively. Once your preferences are set, the changes will be saved and implemented when revisiting the dashboard.

Each tab will contain various sections that will visualize the data via **chart** and/or **table**. For further details, you can drill into each area by **selecting the data** within the chart.



You will see **recommendations** for common **tasks** you can initiate, **reports** you can run, and **additional resources** you can view. To start the process, click the option directly in the Fiscal Admin Dashboard.



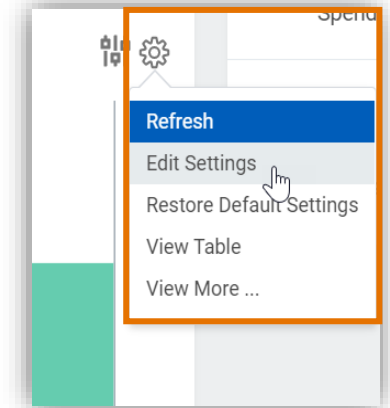
# Fiscal Admin Dashboard | Edit/Configure Sections

When visiting the Fiscal Admin Dashboard for the first time, **you will need to set up each section once in order for the data to display for future visits.** You can set up and modify these sections by using available functionalities. For each of the section, you can change the data view type or edit the required data on the dashboard using the **Configure and View Chart Data** and **Settings** functions in the dashboard.

The image displays two screenshots from the Fiscal Admin Dashboard. The left screenshot shows the 'Processes Awaiting Action' section with a callout box labeled 'Configure and View Chart Data' pointing to a settings menu. This menu includes options for Donut, Line, Bubble, Clustered Column, Stacked Column, 100% Column, Clustered Bar, Stacked Bar, 100% Bar, Overlaid Area, Stacked Area, and 100% Area, along with a 'Configure' button. The right screenshot shows the 'YTD Fund Balance' section with a callout box labeled 'Edit Settings' pointing to a settings menu. This menu includes options for Refresh, Edit Settings, Restore Default Settings, View Table, and View More ...

# Fiscal Admin Dashboard | Edit/Configure Sections

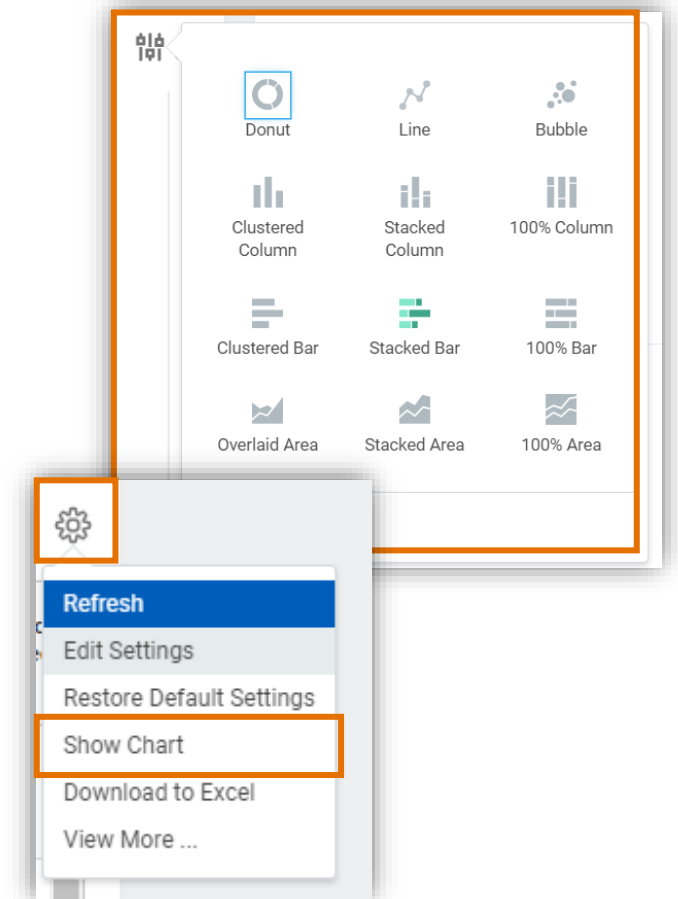
- The **Edit Settings** option allows you to **filter** the data and **view only** relevant data. Once you have made your selections, click **OK** in the Edit Worklet Settings to save changes.
- For Edit Worklet Settings, there may be different fields you can fill out for each section. You will most **commonly filter** by your **Cost Center/Cost Center Hierarchy**.
  - In the Cost Center or Worktags field, enter your cost center. You can also select the Cost Centers by Cost Center Hierarchy if needed.
- You can download and export the report using Download in Excel and Export to Worksheets option, respectively.



It is important to set-up your preferences early on as this will **automatically save** for future visits to the dashboard.

# Fiscal Admin Dashboard | Edit/Configure Sections

- The **Configure and View Chart Data** allows you to select various chart types to view your data (e.g., Donut, Line, Stacked, Column, etc.). Configure allows you to modify your variables on the X and Y Axis and the metrics to be included.
- If you do not see the Configure and View Chart Data icon, click the **Edit Settings** icon and select **Show Chart**. This will now display the icon.



It is important to set-up your preferences early on as this will **automatically save** for future visits to the dashboard.

# Fiscal Admin Dashboard | Access and Review

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 5 minutes



- In this demonstration, you will see:
- How to access and review the FA Dashboard.
  - How to configure and modify the FA Dashboard.

# Course Wrap-Up | Course Summary

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Now that you have completed this course you will be able to:

- Understand the basics of Workday reports, dashboards and worklets in Workday
- Learn how to access reports and dashboards in Workday
- Identify the various functionalities of reports and dashboards

# Course Wrap-Up | Course Evaluation

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Your feedback is important to us!

Please take a moment to complete a brief survey on today's training session.



A sepia-toned photograph of a classical building, likely a university or government structure. The building features a prominent central dome and a portico with columns. In the foreground, a large, ornate statue stands on a pedestal. The scene is set outdoors with trees and a cloudy sky. A white rectangular box is overlaid on the left side of the image, containing the text "Thank you!".

Thank you!