UR Financials Project
Company Level Reporting SIG

February 18, 2014
Agenda

1. **Description of the Company Level Reporting SIG (~ 30 mins)**
   - Goals
     - A note regarding Non-Company Level Reporting SIG
   - Project Plan
   - How to think about reporting activities in Workday
     - Business Questions (the What’s, the By’s & the How’s, the Why’s)
     - Introduction to a decision tree to help find reports
   - Additional materials: Report Book and List of Reports – as of 2/3
     - A couple more notes (and a note about Microsoft Excel)

2. **Overview of Key Features and Workday Report Types (~10 mins)**
   - Saved Filters and Required Prompts
   - Financial Statement Functionality
   - Summary / Pivot-like Reports
   - Detailed / Spreadsheet-like Reports

3. **Early Training: FDM Type Reports and Financial Statements (~45 mins)**
Primary purposes of the Reporting SIG’s

Informal & Early Training:
• Members will receive greater demonstrations and informal training.

Running & Reviewing Reports:
• Members will run reports and help validate key reports in Workday.

Potential for Report Writer Access post Go-Live:
• As members become more experienced with Workday Reporting some members may be able to gain Report Writer access.

Overall Goal
• Via the informal and early training of this reporting SIG you will be able to run key reports in Workday to obtain the information you need to “run your business”.

Non- Company Level
• SIG will be formed after WD22 is implemented in early April.
• WD22 provides needed security.
• Reporting will be much more streamlined for users.
Planned Meetings – 6 planned meetings in Feb & March. April – June meetings will be planned in the future.

**Informal Training:**
- Accessing, running & saving report filters
- Introduction to scheduling reports and the W:Drive
- Review report book and report types
- Financial Statements
- Key Reports
- Introduction to report security and business objects

**Reviewing Reports:**
- Run & test key reports
- Stump the experts
- Financial Statement definitions
- Advanced report scheduling
- Advanced business object details

**April / May timeframe:** Should be viewed as an opportunity to “Stump the Experts” and ensure that you are able to obtain the information you need.
How to think about reporting activities in Workday...

• But, first, a few things to reiterate –

- We are here to help!
- Via the informal and early training of this reporting SIG we want you to be able to run key reports in Workday to obtain the information you need to “run your business”.

  – We all know that FRS and Cognos are going away, and;
  – Workday has some great reporting capabilities and its only getting better and better with each release, but;
  – There are some challenges with Workday reporting and its different than FRS and Cognos, so;

• Where do we go from here? How do you get the information you need?
How to think about reporting activities in Workday...

• **1st line of defense:** Common and key reports were replicated (as best as they could be) in Workday.
  – But, not everything will be exactly like-for-like.

• **A Broader Approach:** Think about these questions:
  – **What metrics?**
    • Debits / Credits, Activity, Payments, Balances, etc.
  – **How? By what dimensions?**
    • How are the metrics being displayed?
    • Time, FDM elements, Organizational elements, etc.
  – **Why?**
    • Why do I need this information? Budget Variance analysis? Summary activity by months? Etc.
How to think about reporting activities in Workday...

- Viewing reports in the “Broader Approach” is a little more difficult at first, but will ultimately help you in finding the most efficient and effective Workday reports that best meet your needs.

- In future meetings, a decision tree approach will be introduced to help with the “Broader Approach:”

**Decision-Tree Concept:**

- What’s
- By / How’s
- Why’s

Criteria

Report 1

Report 2
Additional materials – see the UR Financials Link

• “Report Book” was developed in November
  – Shows key concepts and key types of reports

• Workday Report List (active list)
  – Shows all of the reports in Workday

• Note about Microsoft Excel
  – Exporting data into Excel will most likely be needed to best answer some reporting questions.
  – Knowing how to create Pivot Tables and Subtotals in Excel will most likely help in answering some of your reporting questions.

• UR Financials Link:
  http://www.rochester.edu/adminfinance/urfinancials/?page_id=25812
Additional material – A few more notes:

• Three more last notes
  1. This is a Company Level Reporting SIG
     • Prompting is more flexible
     • Greater amount of choices
     • Greater knowledge needed with the FDM
  2. Again, keep in mind that non-Company Level users will have less flexibility and more streamlined reporting.
  3. Most of you have access to reports we will review, but not all. If you can’t run a report, please note it and inform me after meeting.
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3. Early Training: FDM Type Reports and Financial Statements (~45 mins)
Overview of Key Features And Workday Report Types

1. Key Features
   – Saving your prompt answers (Workday calls this “Saving your Filters”)
     • This feature allows you to save and recall your prompts very quickly.
     • Most reports, but not all reports have this feature
   – Required prompts – almost every report has the following prompts
     • Company
     • Year
     • Ledger Accounts / Ledger Account Summary

2. Overview of Report Types

   More about all this in the future

   Financial Statement Functionality
   Summary / Pivot-Like Reports
   Detailed / Spreadsheet-like Report
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Early training - FDM Type Reports

1. Ledger Account Lookup Reports
   - View Ledger Accounts Hierarchy Outlined
   - View Ledger Accounts Hierarchy
   - View Ledger Account Summary

2. Spend Category / Revenue Lookup Reports
   - View Spend Categories Outlined (separate version for Rev)
   - View Spend Categories (separate version for Rev)
   - View Trackable Spend Categories

3. FAO Lookup Reports
   - View FAO by Company (5 Custom Orgs)
   - View FAO by Company (Grant Only)
   - View FAO by Custom Org Attributes (5 Custom Orgs)
   - View FAO by Grant Attributes (Grant Only)
Early training - FDM Reports showed

1. **Demos showed the following features:**
   - Searching and running a report
   - Filtering in Workday after report is executed
   - Using the top header related action button
   - Anything in blue is actionable
   - Exporting to Excel
   - Sending to a PDF to print
   - Saving Saved Filters

2. **Demos showed the following data:**
   - How to find Ledger Accounts
   - How to find Spend or Rev Categories
   - How to find FAO’s and related reporting attributes like Company, Cost Center, Fund, A21 codes, Management Codes, NACUBO, On-Off Campus
Early training – Financial Statement Functionality (Next meeting, too)

- **Financial Statement Functionality**: This reporting function generates formatted, easily printable, and drillable financial statement “type” reports. The function produces reports based on Workday Ledger Accounts and pre-defined “Financial Statement Definitions”. The content of the report depends on the options selected at run time.

**Four Sections:**

- (1) Report Definition & Display Bys
- (2) Report Content & Time Periods
- (3) Comparative Content & Time Periods
- (4) Report Options
Early training – Financial Statement Functionality
(Next meeting, too)

1. Financial Statement
2. Prompts:
   - Company: Any that you have access to
   - Financial Statement Definition:
     • “Active Definitions by Category”
     • “000 – Statement of Activities”
     • “Ledger Expense and Revenue Account Activity (WD06)”
   - Display by Option:
     • “Company” → “Total”
   - Report Content:
     • Ledger: Actuals
     • Year: FY2014
   - Options:
     • Yes for:
       - Include Adjustments
       - Include Final Allocations
       - Include Pro Forma Journals
Early training – Demo examples (see excel File)

1. Example 1 – Total

2. Example 2 – Display by Qtrs

3. Example 3 – Include Details

4. Example 4 – July through January

5. Example 5 – Drill and View By
   – View Spend Categories in Supplies
   – View Cost Center
Next Meeting 2/25

- Review the kickoff meeting

- Continue Financial Statement Functionality

- Summary Reports by:
  - Workday Ledger Accounts
  - Company
  - FAO’s