Common Reports in Finance (1 *of* 2)

S/N	Legacy Term	Workday	Description
1	FMS Payroll Project Grant Summary report	Payroll Summary – Distributed	• List salaries and benefits' expenses for each employee by PG, including deductions from payroll for personal reimbursements • Determine costing for each unit for budgeting
2	FMS Vendors & Vouchers	Find Supplier Invoices by Organization	• View selected supplier invoices by organization • Available only to Cost Centre Managers and Cost Centre Financial Analysts for their assigned Cost Centres
3	FMS Vendor Search	Find Suppliers	• View selected supplier name, supplier ID, status, supplier category, supplier group, address information, tax information. Available to all users "Employee as Self"
4	FMS nQuery – Find Journals	Find Journal Lines Detail – Distributed	• Find one or more journal lines based on criteria indicated in the prompts, such as dates, originated by, journal source, ledger account, organization Worktags • (Example: All journal lines in FY2021 Annual in Cost Centre FINCC001 with Spend Category "Catering")
5	Ledger Summary (FMS nQuery)	Ledger Summary – Distributed	• Access a summary of transactions (Actual Revenue and Expenditures) in a given organization by ledger account for each month and fiscal Year-To-Date-Total, as well as Commitments and Obligations
6	Over / Under Report (FMS)	Over/Under Report by Cost Center Hierarchies	• Review balance available by Cost Centre Hierarchy / Cost Centre / Worktags (equivalent to FMS PGs) for revenue, expenses, transfers, commitments, and obligations
7	FMS Cash Receipt Search	Find Cash Sale Details – Distributed	• Allow users who have access to local organizational Worktag access to view all the details of cheque/cash deposit.
8	Trial Balance	Trial Balance – Distributed	• Ensure entries in General Ledger are balanced. Amounts shown by account for Balance, Activity, YTD Ending Balance, and Variance % between Prior Fiscal YTD Balance and Variance – Current vs Prior Fiscal YTD.

S/N	Legacy Term	Workday	Description
9	N/A	FDM Cost Centres	• Run a report of all Finance FDM values under a specific Cost Center
10	N/A	Currency Rates as of Date	• View a list of all currency rates at a specific date and time. Report can be prompted by Effective Timestamp, Source Currencies, Target Currencies and Currency Rate Types
11	N/A	Find Expense Report Lines for Organization	• Find expense report line or itemization for all expense reports for your organization or organization hierarchy. Results don't include personal expenses and parent lines for itemizations. Only Cost Center Managers and Cost Center Financial Analysts can access this report for their assigned Cost Centers
12	N/A	Grants Expired and Expiring in 90 days	• Highlight grants that have expired or are soon expiring, and assist the PI/Grant Manager to finalize and close those grants in a timely manner.
13	N/A	Grants Expired and Expiring in 90 days	• Used by PI/Grant Managers to lookup detailed grant info regarding expenses and salaries life to date, as well as future commitments and obligations for effective management and oversight of their grants
14	N/A	Find Purchase Order Line and Line Splits for Organization	• Find purchase order line or itemization for all purchase orders for your organization or organization hierarchy. Only Cost Center Managers and Cost Center Financial Analysts can access this report for their assigned Cost Centers

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