



THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Workday Wednesday: Reading the Ledger Summary – Distributed Report

November 10th, 2021



RESOURCES AVAILABLE

Workday Reporting Training Course

- <https://wpl.ubc.ca/browse/irp-training/courses/wpl-irp-rpt>

Ledger Summary Report Training Video

- <https://ubc.ca.panopto.com/Panopto/Pages/Viewer.aspx?id=8382b11b-7a3d-4910-8b81-abf700730a6e>

AGENDA

- 1 | Security Roles and Ledger Summary Reports
- 2 | Ledger Summary – Distributed Report
- 3 | Ledger Summary – Balances at Cost Center Level Only - Distributed
- 4 | Q+A



SECURITY ROLES AND LEDGER SUMMARY REPORTS

SECURITY ROLES AND LEDGER SUMMARY REPORTS

Cost Center Financial Payroll
Analyst

Cost Center Financial Analyst



All financial information for
assigned Cost Centers and
worktags. View only role.

Worktag Budget Owner
(Cost Center, Program, etc.)



Ledger Summary report.
Approval role.

Finance HCM Partner/Analyst



All financial information for
assigned Cost Centers and
worktags. Approval role.

SECURITY ROLES AND LEDGER SUMMARY REPORTS

Program/Grant/Gift Manager



All financial information for
assigned worktag.
Approval role.

Program/Grant Financial
Analyst



All financial information for
assigned worktag. NO payroll
view.
View only role.



LEDGER SUMMARY – DISTRIBUTED REPORT

LEDGER SUMMARY – DISTRIBUTED REPORT

The Ledger Summary – Distributed report shows the balances for all ledger accounts under Assets, Liabilities, Revenues, and Expenses for a worktag (Cost Center, Program, etc.) for a defined period

Ledger Account	Beginning Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Year-To-Date Total	Ending Balance	Commitments YTD	Obligations YTD
Assets	(862.69)	1,062.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,062.69	200.00	0.00	0.00
1080:Petty Cash	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00
1500:Prepaid Expenses	(1,062.69)	1,062.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,062.69	0.00	0.00	0.00
Liabilities	(808,036.37)	208.25	(1,700.34)	(49,149.21)	(1,327.98)	4.80	(130,570.55)	(881.20)	3,059.50	(180,356.73)	(988,393.10)	0.00	0.00
2015:AP Unapplied On-Account Payments	(1,200.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,200.00)	0.00	0.00
2050:AP Payroll	(32.38)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(32.38)	0.00	0.00
2055:AP Payroll Taxes	(1.50)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1.50)	0.00	0.00
2065:AP Payroll Withholding	0.00	0.00	0.00	80.63	0.00	0.00	0.00	0.00	0.00	80.63	80.63	0.00	0.00
2070:AP Payroll Accrued Liabilities	(192,405.72)	208.25	(1,700.34)	191,110.19	(1,327.98)	4.80	1,932.50	(881.20)	3,059.50	192,405.72	0.00	0.00	0.00
2085:AP Accrued Administrative Leave	(216,380.48)	0.00	0.00	(240,340.03)	0.00	0.00	(70,455.68)	0.00	0.00	(310,795.71)	(527,176.19)	0.00	0.00
2100:AP Deferred Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2193:Deferred Revenue Tuition	(398,016.29)	0.00	0.00	0.00	0.00	0.00	(62,047.37)	0.00	0.00	(62,047.37)	(460,063.66)	0.00	0.00
Carry Forward	4,733,189.73												
Revenue	0.00	3,051,209.00	1,075,860.00	208,986.36	110.00	19,370.30	1,045,051.33	2,260.00	0.00	5,402,846.99	5,402,846.99	0.00	0.00
4100:Non-Government Grants, Contracts and Donations	0.00	110.00	110.00	27,610.00	110.00	110.00	0.00	0.00	0.00	28,050.00	28,050.00	0.00	0.00

RUNNING THE REPORT

Q ledger summary - distributed

Search Results 4 items

Tasks and Reports

Ledger Summary - Distributed

To provide summary of transactions (Actual Revenue and Expenditures) in a given organization by account for each month and fiscal Year-To-Date-Total as well as Commitments and Obligations. Prompts: Organization, Period,...

Navigate to the report in Workday

Ledger Summary - Distributed

Instructions

This report only allows to run by Fiscal Year (end issues with the Carry Forward and Ending Balance Summary - Distributed

Organization *

Search

My Organizations

Period *

To easily find worktags accessible by you, select your worktag under 'My Organizations'

Period *

×

FY2022 - Nov

Worktags

Filter Name

Manage Filters

0 Saved Filters

Save

OK

Cancel

Select the Period and click OK

READING THE REPORT – COMMITMENTS VS. OBLIGATIONS

Commitments – Purchase Requisitions and Job Requisitions

- ✓ Purchase Requisitions are considered commitments until the Purchase Order is approved
- ✓ Job Requisition is an HR business process for advertising vacant positions. Once this business process is approved, the system will generate a commitment against that vacant position.

Obligations – Open POs and active employees on payroll

- ✓ Approved Purchase Orders are considered obligations
- ✓ Once an employee is hired, the future salary related to that position will be considered an obligation. Payroll obligations in this report are only shown until the end of a fiscal year or the appointment, whichever is earlier.

READING THE REPORT

Click the grey arrow to expand categories

IF a month does not appear it means there are no transactions in that month

9 items

Ledger Account		Actual Expenditures										Ending Balance	Commitments YTD	Obligations YTD
		Beginning Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Year-To-Date Total			
Assets		(862.69)	1,062.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,062.69	200.00	0.00	0.00
Liabilities		(808,036.37)	208.25	(1,700.34)	(49,149.21)	(1,327.98)	4.80	(130,570.55)	(881.20)	3,059.50	(180,356.73)	(988,393.10)	0.00	0.00
Carry Forward		4,733,189.73												
Revenue		0.00	3,051,209.00	1,075,860.00	208,986.36	110.00	19,370.30	1,045,051.33	2,260.00	0.00	5,402,846.99	5,402,846.99	0.00	0.00
Expenses		0.00	158,954.05	121,169.55	169,533.44	191,263.58	130,437.77	206,911.18	177,473.36	(3,267.04)	1,152,475.89	1,152,475.89	0.00	547,295.26
Total Revenues - Expenses	4,733,189.73	0.00	2,892,254.95	954,690.45	39,452.92	(191,153.58)	(111,067.47)	838,140.15	(175,213.36)	3,267.04	4,250,371.10	4,250,371.10	0.00	(547,295.26)
Prepaid Expenses														
Balance Available														8,436,2

The report is divided into Assets, Liabilities, Revenues, and Expenses.

READING THE REPORT

Ledger Account		Beginning Balance	Apr	May	Jun	Jul	Aug	
Expenses		0.00	158,954.05	121,169.55	169,533.44	191,263.58	130,437.77	206
5000:Salaries Faculty		0.00	24,060.10	22,007.25	64,516.71	20,911.10	21,653.53	82
5010:Salaries Staff		0.00	59,214.54	59,455.28	61,502.58	73,894.77	71,740.73	64
5020:Salaries Student		0.00	5,151.91	3,740.87	1,517.73	173.45	3,233.91	4
5100:Benefits		0.00	19,105.33	18,137.12	25,866.97	21,691.93	18,984.24	30
6100:Professional Fees		0.00	327.80	5,993.55	479.24	5,857.14	230.00	4
6300:Supplies and Sundries		0.00	12,783.79	1,975.87	8,093.62	17,805.65	14,090.08	10
6390:Supplies and Sundries Internal		0.00	0.00	0.00	1,156.36	78.20	160.00	Aug 1

In this example, we'll review
Supplies and Sundries for the
month of August

READING THE REPORT

You can export to PDF or Excel

Criteria View by: Select a Field... and then by: Select a Field... Refresh

45 items

Journal	Journal Source	Business Document	Accounting Date	Budget Date	Ledger Account	Fund	Cost Center	Grant	Project	Gift	Program	Translated Debit Amount	Translated Credit Amount	Operational Transaction	Purch
UBC The University of British Columbia - 2021-08-01 - Tax Integration ITC/Self-Assess...	Xternal System - Tax Self-Assess/ITC		2021-08-01	2021-08-18	6300:Supplies and Sundries	FD000 General Purpose Operating	Provost and VP Academic -				Provost and VP	2.00	0.00		
5000:Salaries Faculty															
							0.00	24,060.10	22,007.25	64,516.71	20,911.10	21,653.53	82,378.07		21,555.00

Click and drag to expand your window

READING THE REPORT

Or view by selected parameters

Criteria View by: Select a Field... and then by: Select a Field... Refresh

45 items

Journal	Journal Source	Business Document	Accounting Date	Budget Date	Ledger Account	Fund	Cost Center	Grant	Project	Gift	Program	Translated Debit Amount	Translated Credit Amount	Operational Transaction	Purch
UBC The University of British Columbia - 2021-08-01 - Tax Integration ITC/Self-Assess...	Xternal System - Tax Self-Assess/ITC		2021-08-01	2021-08-18	6300:Supplies and Sundries	FD000 General Purpose Operating	Provost and VP Academic -				Provost and VP	2.00	0.00		
5000:Salaries Faculty						0.00	24,060.10	22,007.25	64,516.71	20,911.10	21,653.53	82,378.07	21,555.06		

You can click on any column header to filter

READING THE REPORT

There are many options for search parameters. Such as searching by PO#, employee, etc.

Journal	Journal Source	Business Document	Accounting Date	Budget Date	Ledger Account	Fund	Cost Center	Grant	Project	Gift	Program	Translated Debit Amount	Translated Credit Amount	Operational Transaction	Purchase Order	Supplier, Customer or Employee	Line Memo	External Reference ID	Worktags
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READING THE REPORT

Criteria

View by: Select a Field...
Select a Field...

and then by: Select a Field...

Refresh

45 items

Journal

Activity

Budget Date

Business Document

Cost Center

Customer

Customer Contract as Worktag

Employee as Worktag

External Reference ID

Fund

Gift

Gift Initiative

Grant

Internal Loan

Journal Source

Ledger Account

Operational Transaction

Period

Program

Project

Revenue Category

Spend Category as Worktag

Sponsor

Supplier as Worktag

Accounting Date	Budget Date	Ledger Account	Fund	Cost Center	Grant	Project	Gift
2021-08-01	2021-08-18	6300:Supplies and Sundries	FD000 General Purpose Operating				
2021-08-01	2021-05-21	6300:Supplies and Sundries	FD000 General Purpose Operating				
		0.00	34,000.00	6,000.00		0.00	
		4,733,189.73	0.00	2,892,254.95	954,690.45	39,452.92	

In this example, we've filtered to view by Journal Source. You can see the breakdown of Expense Reports and Supplier Invoice totals below.

Criteria

View by: Journal Source

and then by: Select a Field...

Refresh

4 items

Journal Source	Sum of Translated Debit Minus Credit Amount
Expense Report	6,916.53
Supplier Invoice	7,171.55
Xternal System - Tax Self-Assess/ITC	2.00
Total	14,090.08

Let's see what happens when we click the total for Expense Reports

READING THE REPORT

Journal	Journal Source	Business Document	Accounting Date	Budget Date	Ledger Account	Fund	Cost Center	Grant	Project	Gift	Program	Translated Debit Amount	Translated Credit Amount	Operational Transaction	Purchase Order	Supplier, Customer or Employee	Line Memo	External Reference ID	Worktags
Operational Journal: UBC The University of British Columbia - 2021-08-01	Expense Report	Expense Report #	2021-08-01	2021-06-28	6300:Supplies and Sundries	FD000 General Purpose Operating	Cost Center				Program where expense was charged	99.35	0.00	Expense Report #		Employee who submitted expense report	Memo		Worktags and other info related to expense

Expense Item:
Gifts

Function:
FN000 Instruction

More (3)

You can click on the Expense Report # to navigate to the expense for more information. This is also the case for POs, Supplier Invoices, etc.

READING THE REPORT

Ledger Summary - Distributed

Organization

Period FY2022 - Nov

38 items

Ledger Account	Actual Expenditures											Ending Balance	Commitments	Encumbrances YTD
	Beginning Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Year-To-Date Total				
Assets	(862.69)	1,062.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,062.69	200.00		0.00
1080:Petty Cash	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00		0.00
1500:Prepaid Expenses	(1,062.69)	1,062.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,062.69	0.00		0.00
Liabilities	(200.00)	200.00	(1,062.69)	(1,062.69)	(1,062.69)	(1,062.69)	1.00	(1,062.69)	(201.00)	2,062.69	(1,062.69)	(200.00)		0.00

If you want to export the entire report to PDF or Excel, go back to the report and find these icons on the top right.

LEDGER REPORTS – Q&A



Q

Why do benefit costs sometimes post to the Cost Center instead of the detailed worktag where the Costing allocation is set up?



A

While the cause is currently unknown, the ISC runs a monthly report to identify these cases and then processes an accounting journal to move the benefits to the same worktag as the salary cost.

LEDGER REPORTS – Q&A



Q

I did a costing allocation however my salary and benefit costs still have been moved?



A

This is currently a manual process that Vancouver Payroll staff complete. Due to the significant volumes they are many months behind. The status of PAAs is updated every Wednesday on the UBC Finance Website.

To find out what period they are currently processing go to:

<https://finance.ubc.ca/payroll/contact-payroll>



LEDGER SUMMARY – BALANCES AT COST CENTER LEVEL ONLY - DISTRIBUTED

WHY IS THIS REPORT USEFUL?

This report shows those transactions that have been charged directly to a cost center.

Generally, all transactions should be charged to Program, Grant, Gift and never directly to the cost center.

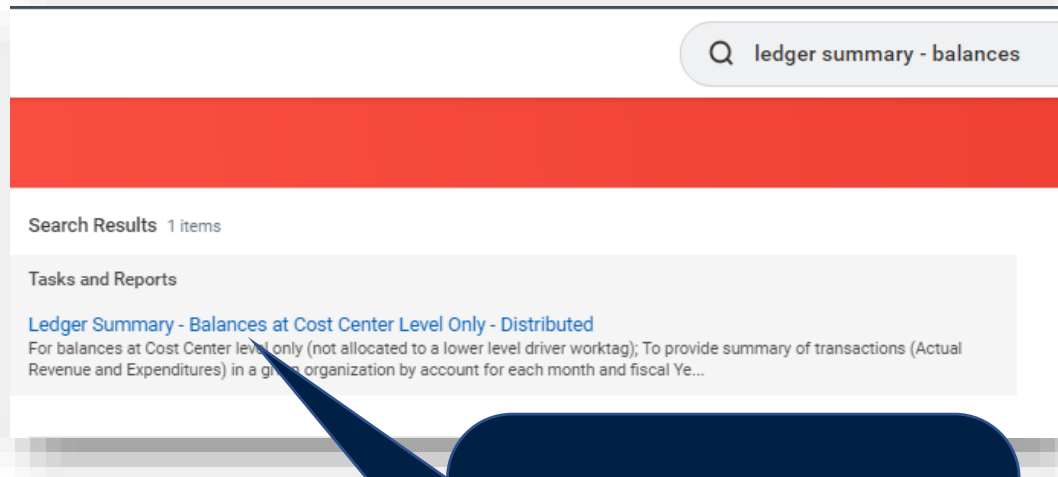
You will also be able to see if a costing allocation has not been done, has expired or was done incorrectly. No worker costing allocations should be done directly to the Cost Center. If you do not complete the costing allocation when you hire a worker their salary and benefit costs default to the Cost center.

LEDGER SUMMARY – BALANCES AT COST CENTER LEVEL ONLY – DISTRIBUTED

The Ledger Summary – Balances at Cost Center Level Only – Distributed report shows the balances for all ledger accounts under Assets, Liabilities, Revenues, and Expenses that are charged to the Cost Center only.

Ledger Account	Beginning Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Year-To-Date Total	Ending Balance	Commitments YTD	Obligations YTD
Assets													
Liabilities			(227.67)	(170.17)	228.89	56.03	(988.18)	644.19	456.91				
2050:AP Payroll													
2070:AP Payroll Accrued Liabilities			(227.67)	(170.17)	228.89	56.03	(988.18)	644.19	456.91				
Carry Forward	(5,409,131.51)												
Revenue		128,798.28						(128,798.28)					
4900:Recurring Funding		128,798.28						(128,798.28)					
Expenses		266,184.84	10,055.55	285.44	(120,631.88)	(137,522.77)	5,653.95	5,014.44	46.67	29,086.24	29,086.24		35,599.20
5000:Salaries Faculty		214,442.48	10,434.38		(98,916.26)	(113,704.98)	730.62			12,986.24	12,986.24		
5010:Salaries Staff							1,888.82	1,888.82		3,777.64	3,777.64		9,444.10
5020:Salaries Student		6,270.48	(359.05)		(374.22)		2,770.80	2,770.80		11,078.81	11,078.81		21,455.55
5100:Benefits		45,471.88	(19.78)	127.62	(21,341.40)	(23,817.79)	122.44	121.47	46.67	711.11	711.11		4,699.55
6300:Supplies and Sundries				42.52			141.27			183.79	183.79		
6390:Supplies and Sundries Internal				115.30				233.35		348.65	348.65		

RUNNING THE REPORT



A screenshot of the Workday search interface. At the top, a search bar contains the text "ledger summary - balances". Below the search bar, a red horizontal bar is visible. Underneath, the text "Search Results 1 items" is displayed. A section titled "Tasks and Reports" contains a link for "Ledger Summary - Balances at Cost Center Level Only - Distributed" with a brief description: "For balances at Cost Center level only (not allocated to a lower level driver worktag); To provide summary of transactions (Actual Revenue and Expenditures) in a given organization by account for each month and fiscal Ye..."

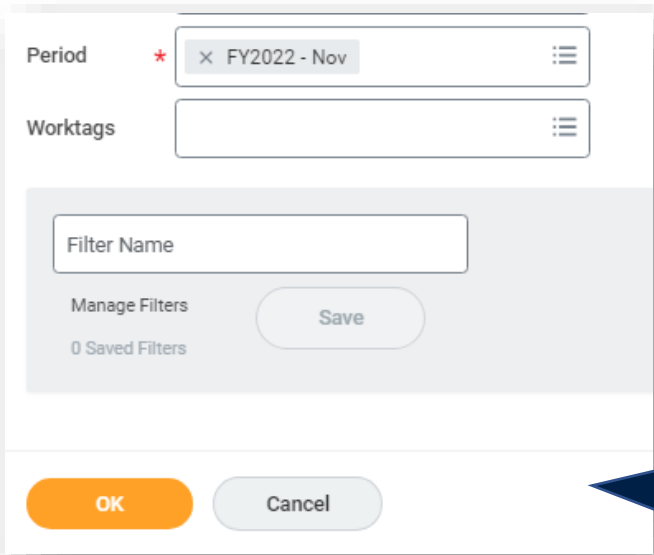
Navigate to the report in Workday

Ledger Summary - Balances at Cost Center Level Only - Distributed

Instructions This report only allows to run by Fiscal Year (ending the month selected in the Period issues with the Carry Forward and Ending Balance.

Organization *

Run at the Cost Center Level by selecting a Cost Center in the Organization field.



A screenshot of the report configuration dialog box. It includes fields for "Period" (set to "FY2022 - Nov") and "Worktags". Below these is a "Filter Name" input field, a "Manage Filters" button, and a "Save" button. At the bottom, there are "OK" and "Cancel" buttons.

Select the Period and click OK

READING THE REPORT

Ledger Summary - Balances at Cost Center Level Only - Distributed

Organization

Period FY2022 - Nov

15 items

Ledger Account		Beginning Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Year-To-Date Total	Ending Balance
Assets												
Liabilities				(227.67)	(170.17)	228.89	56.03	(988.18)	644.19	456.91		
Carry Forward		(5,409,131.51)										
Revenue			128,798.28						(128,798.28)			
Expenses			266,184.84	10,055.55	285.44	(120,631.88)	(137,522.77)	5,653.95	5,014.44	46.67	29,086.24	29,086.24
5000:Salaries Faculty			214,442.48	10,434.38		(98,916.26)	(113,704.98)	730.62			12,986.24	12,986.24
5010:Salaries Staff								1,888.82	1,888.82		3,777.64	3,777.64
5020:Salaries Student			6,270.48	(359.05)		(374.22)		2,770.80	2,770.80		11,078.81	11,078.81

Salaries should never be charged to the Cost Center directly. This report is helpful in identifying any salaries that require a different Costing Allocation, to charge the salary to a lower worktag, such as a Program or Grant.

READING THE REPORT

Ledger Summary - Balances at Cost Center Level Only - Distributed

Organization

Period FY2022 - Nov

15 items

Ledger Account	Actual Expenditures											
		Beginning Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Year-To-Date Total	Ending Balance
Assets												
Liabilities				(227.67)	(170.17)	228.89	56.03	(988.18)	644.19	456.91		
Carry Forward	(5,409,131.51)											
Revenue			128,798.28						(128,798.28)			
Expenses			266,184.84	10,055.55	285.44	(120,631.88)	(137,522.77)	5,653.95	5,014.44	46.67	29,086.24	29,086.24
5000:Salaries Faculty			214,442.48	10,434.38		(98,916.26)	(113,704.98)	730.62			12,986.24	12,986.24
5010:Salaries Staff								1,888.82	1,888.82		3,777.64	3,777.64
5020:Salaries Student			6,270.48	(359.05)		(374.22)		2,770.80	2,770.80		11,078.81	11,078.81

In this example, we'll look at the student salaries charged to this Cost Center for October. Click on the blue amount for more information.

READING THE REPORT

Criteria View by: Select a Field... and then by: Select a Field... Refresh

4 items

Journal	Journal Source	Business Document	Accounting Date	Budget Date	Ledger Account	Fund	Cost Center	Grant	Project	Gift	Program	Translated Debit Amount	Translated Credit Amount	Operational Transaction	Purchase Order	Supplier, Customer or Employee	Line Memo	External Reference ID	Worktags
Operational Accounting Detail: UBC The University of British Columbia - 2021-10-15	Payroll Actual Accrual		2021-10-15	2021-10-15	5020:Salaries Student	FD000 General Purpose Operating						679.90	0.00	2021 10 15 - CAN Regular - Complete		Employee name			

In this column, you'll be able to see the employees whose salaries are being charged to the Cost Center. You'll then want to process a [Costing Allocation change](#) for this employee and their position.

READING THE REPORT

Ledger Summary - Balances at Cost Center Level Only - Distributed

Organization Period FY2022 - Nov

15 items

Ledger Account		Actual Expenditures											Commitments YTD	Obligations YTD
		Beginning Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Year-To-Date Total	Ending Balance		
Assets														
Liabilities				(227.67)	(170.17)	228.89	56.03	(988.18)	644.19	456.91				
Carry Forward		(5,409,131.51)												

If you want to export the entire report to PDF or Excel, go back to the report and find these icons on the top right.



Next Workday Wednesday: November 17th from 11:00am – 12:00pm

Topic: Internal Service Delivery
[Registration link](#)

