



THE UNIVERSITY OF BRITISH COLUMBIA

# COMMON FINANCE REPORTS

PART 1

April, 2023

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# **AGENDA**

**Ledger Summary – Distributed**

**Ledger Summary – Balances at Cost Center Level Only – Distributed**

**Payroll Summary – Distributed**

**Over/Under Report by Organization Worktags – Distributed**

**Trial Balance – Repeating Columns – Distributed**

**Common Report Issues & Root Causes**

**FDM Reports**

**Security Roles**

**Report Filters**

**Creating Favourite Reports**

**Scheduling Reports**

**Report Icons**





**LEDGER  
SUMMARY -  
DISTRIBUTED**

# Ledger Summary – Distributed: Overview

The Ledger Summary – Distributed report shows the 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. It 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	Actuals				Ending Balance	Commitments Balance to Date	Obligations Balance to Date
	Beginning Balance	Apr	Year-To-Date Total				
Assets	0.00	0.00	0.00	0.00	0.00	0.00	
Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	
Carry Forward	0.00						
Revenue	0.00	0.00	0.00	0.00	0.00	0.00	
Expenses	0.00	137,010.89	137,010.89	137,010.89	0.00	2,695,948.13	
5010:Salaries   Staff	0.00	105,224.54	105,224.54	105,224.54	0.00	2,250,281.32	
5020:Salaries   Student	0.00	0.00	0.00	0.00	0.00	0.00	
5100:Benefits	0.00	25,631.94	25,631.94	25,631.94	0.00	445,666.81	
6300:Supplies and Sundries	0.00	6,099.00	6,099.00	6,099.00	0.00	0.00	
6600:Utilities	0.00	55.41	55.41	55.41	0.00	0.00	
8015:Capital Expenditures   Furnishing, Equipment and Systems	0.00	0.00	0.00	0.00	0.00	0.00	

Frequency: at least monthly

# Ledger Summary – Distributed: Running the Report

**Instructions** This report only allows to run by Fiscal Year (ending issues with the Carry Forward and Ending Balance. F Summary - Distributed

**Organization \*** Search

**Period \*** ← My Organizations

**Worktags**

- Cost Center: CC00016  
Finance | Allard School of Law
- Cost Center: CC00501  
Finance | Conferences and Accommodation | SHCS
- Cost Center: CC00578  
Finance | Housing | SHCS
- Cost Center: CC00641  
Finance | VPFO
- Cost Center: CC00749  
Finance | Finance Strategies and Operations | AVP  
Finance and Operations - UBCO
- Cost Center: CC00917  
Finance | VP Development and Alumni Engagement
- Cost Center: CC00942 DNU  
Finance | VP External Relations (inactive)

Filter Name

Manage Filter

0 Saved Filter

OK

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

**Period \*** × FY2024 - Apr

**Worktags**

- Current and Prior Periods >
- All Periods >

Select the period

**Worktags**

Enter the Program/Grant/Gift/Project worktag and hit OK

Filter Name

Manage Filters

1 Saved Filters ▾

Save

OK Cancel

\* Individuals with the Cost Center Financial Analyst role will have to enter both the Cost Center and Program/Grant/Gift/Project worktag. Individuals with a lower lever financial analyst role can enter just the program/grant/gift/project worktag.



# Ledger Summary – Distributed Overview: Running the Report

## Tips and Tricks

Use the worktags field to filter your reports:

### Ledger Summary - Distributed

**Instructions** This report only allows to run by Fiscal Year (ending t  
cause issues with the Carry Forward and Ending Balar  
Ledger Summary - Distributed

**Organization \***  Cost Center: CC00749 ...  
Finance | Finance Strategies  
and Operations | AVP  
Finance and Operations -  
UBCO

**Period \***  FY2024 - Apr

**Worktags**  Program: PM004084 UBCO- ...  
Finance | Finance Strategies  
and Operations | AVP  
Finance and Operations -  
UBCO  
 Employee: Carri Lawrence ...

Add a spend category to the worktags field to filter your results

To search the ledger for all transactions for an individual employee, add their name to the worktags field

### Ledger Summary - Distributed

**Instructions** This report only allows to run by Fiscal Year (ending  
cause issues with the Carry Forward and Ending Bal  
Ledger Summary - Distributed

**Organization \***  Cost Center: CC00749 ...  
Finance | Finance Strategies  
and Operations | AVP  
Finance and Operations -  
UBCO

**Period \***  FY2024 - Apr

**Worktags**  Program: PM004084 UBCO- ...  
Finance | Finance Strategies  
and Operations | AVP  
Finance and Operations -  
UBCO  
 Spend Category: Employee  
Relocation

\*If you use activity codes, enter them into the worktags field to filter on them

# Ledger Summary – Distributed: Reading the Report

Organization [REDACTED] Period FY2023 - Mar

9 items

Click the grey arrow to expand categories

Ledger Account	Beginning Balance	Actuals												Year-To-Date	
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Assets	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	0.00	0.00
Liabilities	(2,266.09)	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	0.00
Carry Forward	0.00														
Revenue	0.00	2,813,558.35	314,860.00	0.00	0.00	0.00	107,470.00	0.00	0.00	0.00	0.00	0.00	0.00	(103,973.00)	3,131,915.35
Expenses	0.00	258,447.05	257,522.48	245,461.54	247,496.00	248,463.15	255,170.64	268,313.36	260,627.32	270,667.43	277,241.59	273,142.99	178,722.36		3,041,275.96

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

Note: If a month does not appear, it means there are no transactions in that month.



# Ledger Summary – Distributed: Reading the Report

Ledger Account	Beginning Balance	Apr	May	Jun	Jul	Aug
Revenue	0.00	2,813,558.35	314,860.00	0.00	0.00	0.00
4900:Recurring Funding	0.00	2,813,558.35	185,060.00	129,800.00	0.00	0.00
4950:One-time Funding	0.00	0.00	129,800.00	(129,800.00)	0.00	0.00
Expenses	0.00	258,447.05	257,522.48	245,461.54	247,496.00	248,463.15
5010:Salaries   Staff	0.00	204,897.70	196,512.10	189,407.59	197,267.93	203,257.36
5020:Salaries   Student	0.00	0.00	0.00	2,377.63	1,677.88	652.38
5100:Benefits	0.00	49,403.53	45,569.81	48,526.94	43,007.05	43,112.25
6300:Supplies and Sundries	0.00	4,091.50	15,235.51	2,788.85	5,354.04	1,283.78
6390:Supplies and Sundries   Internal	0.00	0.00	12.93	455.48	0.00	76.49
6500:Travel and Accommodation	0.00	0.00	0.00	1,850.73	62.76	0.00
6600:Utilities	0.00	54.32	192.13	54.32	126.34	80.89
8015:Capital Expenditures   Furnishing, Equipment and Systems	0.00	0.00	0.00	0.00	0.00	0.00

In this example, we'll review Supplies & Sundries for the month of April





# Ledger Summary – Distributed Overview: Reading the Report

Criteria View by:  and then by:

8 items

Journal	Journal Source	Accounting Date	Budget Date	Ledger Account	Fund	Cost Center	Driver Worktag	Translated Debit Amount	Translated Credit Amount	Operational Transaction	Purchase Order	Supplier, Customer or Employee	Credit Card Merchant Name	Inv
[Redacted] UBC The University of British Columbia - 2022-04-26 - ServiceNow Licenses (Apr.1,2022-Mar.31,2023)	1-Campus Manual	2022-04-26	2022-04-26	6300:Supplies and Sundries	FD000 General Purpose Operating	[Redacted]	[Redacted]	1,800.00	0.00					^
[Redacted] UBC The University of British Columbia - 2022-04-01 - Tax Integration ITC/Self-Assess: EXP-0000164754   FD000	Xternal System - Tax Self-Assess/ITC	2022-04-01	2022-04-01	6300:Supplies and Sundries	FD000 General Purpose Operating	[Redacted]	[Redacted]	3.93	0.00					
[Redacted] UBC The University of British Columbia - 2022-04-01 - Tax Integration ITC/Self-Assess: EXP-0000164754   FD000	Xternal System - Tax Self-Assess/ITC	2022-04-01	2022-05-03	6300:Supplies and Sundries	FD000 General Purpose Operating	[Redacted]	[Redacted]	0.93	0.00					
[Redacted] UBC The University of British Columbia - 2022-04-01	Expense Report	2022-04-01	2022-03-31	6300:Supplies and Sundries	FD000 General Purpose Operating	[Redacted]	[Redacted]	57.93	0.00	Expense Report: [Redacted]		[Redacted]		
[Redacted] UBC The University of British Columbia - 2022-04-01	Expense Report	2022-04-01	2022-04-01	6300:Supplies and Sundries	FD000 General Purpose Operating	[Redacted]	[Redacted]	965.67	0.00	Expense Report: [Redacted]		[Redacted]	CPABC	

# Ledger Summary – Distributed: Reading the Report

View by selected parameters

Or view by selected parameters

You can export to either PDF or Excel

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

8 items

Journal	Journal Source	Accounting Date	Budget Date	Ledger Account	Fund	Cost Center	Driver Worktag	Translated Debit Amount	Translated Credit Amount	Operational Transaction	Purchase Order	Supplier, Customer or Employee	Credit Card Merchant Name	Invoice Memo	Line Memo	External Reference ID	Supplier's Invoice Number	Trans
UBC The University of British Columbia - 2022-04-26 - ServiceNow Licenses (Apr.1,2022-Mar.31,2023)	1-Campus Manual	2022-04-26	2022-04-26	6300:Supplies and Sundries	FD000 General Purpose Operating	Finance Strategies and Operations   AVP Finance and Operations - UBCO	Finance Strategies and Operations   AVP Finance and Operations - UBCO	1,800.00	0.00					ServiceNow Licenses (Apr.1,2022-Mar.31,2023)	SN2223-UBCO FIN PAYROLL			

You can click on any column header to filter. For example "supplier, journal source, customer or Employee"

Supplier, Customer or Employee

Credit Card Merchant Name

Invoice Memo

Line Me

Sort Ascending

Sort Descending

Filter Condition \*

is

Value \*

Filter

Click and drag to expand your window for more details



# Ledger Summary – Distributed: Reading the Report

## Commitments/Obligations

<b>Commitments: Purchase Requisitions and Job Requisitions</b>	<b>Obligations: Open POs and active employees on payroll</b>
Purchase Requisitions are considered commitments until the Purchase Order is approved	Approved Purchase Orders are considered obligations
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.	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.





**LEDGER SUMMARY –  
BALANCES AT COST CENTER  
LEVEL ONLY – DISTRIBUTED**

# Ledger Summary – Balances at Cost Center Level Only – Distributed: Overview

Shows balances at the Cost Center only (not allocated to a lower level driver worktag)

- This report shows those transactions that have been charged directly to a cost center rather than to a program, project gift or grant. As generally all transactions should be charged to a lower level worktag, this report allows you to easily see which transactions should be cleaned up for accurate reporting.
- Expenses and Supplier Invoices can be corrected through an accounting adjustment – those who have the Cost Center Accountant Clerk role\* can process these directly. Those without the role will need to submit a request to [ubco.accountspayable@ubc.ca](mailto:ubco.accountspayable@ubc.ca)
- If salaries and benefits have been posted at the cost center level only, a costing allocation will need to be processed to reallocate salary and benefits to a program, grant, gift or project.
- Frequency: run at least quarterly

*\* If you do not have this role and believe you should, please contact Carri or Fiona to be added to the next round of training.*



# Ledger Summary – Balances at Cost Center Level Only – Distributed: Running the Report

Navigate to the report  
in Workday

## Tasks and Reports

### Ledger Summary - Balances at Cost Center Level Only - Distributed

Report

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 Year-To-Date-Total as well as Commitments and Obligations.

## 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 prompt) because any other Time Period may cause issues with the Carry Forward and Ending Balance.

**Organization** \*

**Period** \*

**Fund Hierarchies**

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

Select the Period and click OK

Filter Name

Manage Filters

Save



0 Saved Filters

OK

Cancel



# Ledger Summary – Balances at Cost Center Level Only – Distributed: Reading the Report

**Ledger Summary - Balances at Cost Center Level Only - Distributed**  

Organization XXXXXXXXXX Period FY2023 - Feb

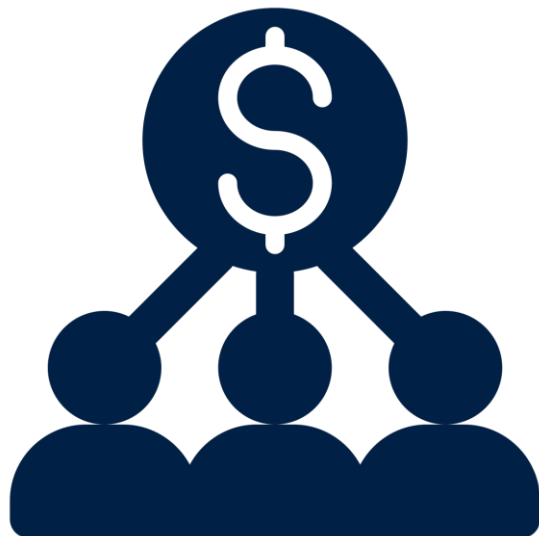
16 items

Ledger Account	Beginning Balance	Actuals												Year-To-Date Total	Ending Balance	Commitment Balance
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb				
Assets																
Liabilities	(877.63)	0.01	(788.14)	434.46	(363.63)	561.13	(561.88)	(144.23)	217.11	145.76	1,377.04	(528.01)	349.62	(528.01)		
2050:AP   Payroll																
2070:AP   Payroll Accrued Liabilities	(877.63)	0.01	(788.14)	434.46	(363.63)	561.13	(561.88)	(144.23)	217.11	145.76	1,377.04	(528.01)	349.62	(528.01)		
Carry Forward																
Revenue																
Expenses		6,379.64	22,815.34	14,437.77	4,777.70	(16,852.95)	8,282.54	(3,267.47)	4,370.11		(25,732.10)	6,676.33				
5010:Salaries   Staff			7,373.98		4,250.00	4,250.00	4,250.00	4,250.00	2,125.00							
5020:Salaries   Student																
5100:Benefits		0.01	1,871.86	0.27	461.20	1,129.05	1,145.04	1,145.03	125.54		(5,423.84)	1,207.49	1,661.65	1,661.65		
6300:Supplies and Sundries		6,379.63	13,569.50	14,437.50		(22,232.00)	2,887.50	(8,662.50)	2,119.57		721.88		9,221.08	9,221.08		
6600:Travel and Accommodation						66.58							66.58	66.58		
Total Revenues - Expenses	0	0.00	(6,379.64)	(22,815.34)	(14,437.77)	(4,777.70)	16,852.95	(8,282.54)	3,267.47	(4,370.11)	0.00	25,732.10	(6,676.33)	(21,886.91)	(21,886.91)	0.
Prepaid Expenses																
Balance Available																

To export report to PDF or Excel, select either of the icons applicable

You can see that expenses have been charged to supplies and sundries in April, May, June, September, and January, with a correction processed in August and October. This should be cleared by quarter and year end.





**PAYROLL  
SUMMARY -  
DISTRIBUTED**



# Payroll Summary Report – Distributed: Overview

This report is run to get the payroll summary for a specific Organization and Period.

Frequency: As needed. Should be run to confirm any costing allocations were processed correctly.



# Payroll Summary Report – Distributed: Running the Report

## Payroll Summary - Distributed

Organization \*

Period \*

Worktags

Journal Source

Job Profile

Enter the Cost Center

Select the period

Enter the Program / Grant / Gift / Project worktag

Manage Filters

0 Saved Filters



# Payroll Summary Report – Distributed: Running the Report

## Tips and Tricks

### Payroll Summary - Distributed

Organization \*

Period \*

Worktags

Journal Source

Job Profile

Use the Journal Source field to filter results – selecting “Payroll Accounting Adjustment” will allow you to view only those transactions

Filter Name

Manage Filters

0 Saved Filters

### Payroll Summary - Distributed

Organization \*

Period \*

Worktags

Journal Source

Job Profile

Use the Job Profile to filter by employ group (e.g. Sessionals only)

Filter Name

Manage Filters

0 Saved Filters



# Payroll Summary Report – Distributed: Running the Report

You can export to either PDF or Excel

Payroll Summary - Distributed

Organization: [Redacted] Period: FY2024 - Apr

Please note, cells with 0.00 are only in blue and drillable if there are underlying transactions that net to 0.00 (considering the report filters and prompt parameters entered).

37 items

Cost Center Hierarchy	Driver Worktag	Fund	Cost Center	Activity	Salary and Benefit Classification	Job Family Group	Job Classification	Position / Job Title	Functional Unit	Apr										
										Employee	Employee ID	Visa (If Any)	Salary	Benefits	Salary YTD	Benefits YTD	Total Salary and Benefits YTD	Salary Obligation Balance to Date	Benefits Obligation Balance to Date	Total Salary and Benefits Obligation Balance to Date
Finance Strategies & Operations CCH5	[Redacted] UBCO-Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO	FD000 General Purpose Operating	[Redacted] Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO	(Blank)	(Blank)	Staff - Non Union	AAPS Salaried - Level	[Redacted] e.g., Manager	UBCO - Finance	[Redacted]	[Redacted]		0.00	0.00	0.00	0.00	0.00	[Redacted]	[Redacted]	[Redacted]
Finance Strategies & Operations CCH5	[Redacted] UBCO-Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO	FD000 General Purpose Operating	[Redacted] Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO	(Blank)	(Blank)	Staff - Non Union	AAPS Salaried -	[Redacted]	UBCO - Finance	[Redacted]	[Redacted]		0.00	0.00	0.00	0.00	0.00	[Redacted]	[Redacted]	[Redacted]
Finance Strategies & Operations CCH5	[Redacted] UBCO-Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO	FD000 General Purpose Operating	[Redacted] Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO	(Blank)	(Blank)	Staff - Non Union	AAPS Salaried -	[Redacted]	UBCO - Finance	[Redacted]	[Redacted]		0.00	0.00	0.00	0.00	0.00	[Redacted]	[Redacted]	[Redacted]
Finance Strategies & Operations CCH5	[Redacted] UBCO-Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO	FD000 General Purpose Operating	[Redacted] Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO	(Blank)	(Blank)	Staff - Non Union	AAPS Salaried - Supply	[Redacted]	UBCO - Finance	[Redacted]	[Redacted]		0.00	0.00	0.00	0.00	0.00	[Redacted]	[Redacted]	[Redacted]
Finance Strategies & Operations CCH5	[Redacted] UBCO-Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO	FD000 General Purpose Operating	[Redacted] Finance   Finance Strategies and Operations   AVP Finance and Operations - UBCO	(Blank)	(Blank)	Staff - Non Union	AAPS Salaried - Supply	[Redacted]	UBCO - Finance	[Redacted]	[Redacted]		0.00	0.00	0.00	0.00	0.00	[Redacted]	[Redacted]	[Redacted]

Employee info: Name + ID

Cost for salary and benefits for a filled position.

Note:

### Payroll Obligation in Workday

- **Obligation** is the anticipated salary and benefit cost for an employee, based on their profile. Ongoing employees will be forecast to the end of the fiscal year, while term employees will show the obligation to the end of their term. There is no obligation for hourly employees.





## **OVER/UNDER REPORT BY ORGANIZATION WORKTAGS – DISTRIBUTED**

# Over/Under Report by Organization Worktags – Distributed: Overview

This report allows users to review balance available by Fund, Program, Grant, Gift, Project, and Cost Center. Displays revenue, expenses, transfers, commitments, obligations, and prepaid expenses.

Frequency: As needed



# Over/Under Report by Organization Worktags – Distributed: Running the Report

This report allows users to review balance available by Fund, Program, Grant, Gift, Project, and Cost Center. Displays revenue, expenses, transfers, commitments, obligations, and prepaid expenses.

## Over/Under Report by Organization Worktags - Distributed

**Instructions** Please select the worktags of the same type when you run this report.

Organization \*

Period \*

Time Period \*

Fund Hierarchies

Fund

Worktags

Enter the Cost Center

The period, time period, & fund hierarchies can be adjusted by making selection(s) from the drop-down categories.

Enter the Program / Grant / Gift / Project worktag

Filter Name

Manage Filters

0 Saved Filters



# Over/Under Report by Organization Worktags – Distributed: Reading the Report

📄 Details

Organization [REDACTED]

Fund Hierarchies [All Funds Excluding Agency](#)

Period [FY2023 - Feb](#)

Worktags [REDACTED]

Time Period [Current Period YTD](#)

Actual Surplus/Deficit less any Commitments and Obligations

8 items

	Balance Carry Forward	Master: Campus   Expenses	Master: Campus   Revenues	Master: Campus   Operating Grant Allocation		Actuals	Commitments	Obligations	Prepaid	Projection	
				4900:Recurring Funding	4950:One-time Funding					Actual Surplus (Deficit)	Projected Surplus (Deficit)
Programs	0.00	(2,862,553.55)	3,235,888.35	3,275,322.35	(39,434.00)	373,334.80	0.00	(266,484.89)	0.00	106,849.91	106,849.91
FD000 General Purpose Operating	0.00	(2,862,553.55)	3,235,888.35	3,275,322.35	(39,434.00)	373,334.80	0.00	(266,484.89)	0.00	106,849.91	106,849.91
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gifts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cost Center Level Only	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>(2,862,553.55)</b>	<b>3,235,888.35</b>	<b>3,275,322.35</b>	<b>(39,434.00)</b>	<b>373,334.80</b>	<b>0.00</b>	<b>(266,484.89)</b>	<b>0.00</b>	<b>106,849.91</b>	<b>106,849.91</b>
<i>Control</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>

YTD Expenses

YTD Revenue = Recurring Funding plus One-Time Funding + Revenue from Activities (Donations, Sales and Service, etc.)

Surplus / Deficit before Commitments or Obligations

Commitments from purchase requests or job postings

Obligations from POs not yet spent out plus salary and benefits







## **TRIAL BALANCE - REPEATING COLUMNS - DISTRIBUTED**

# Trial Balance - Repeating Columns – Distributed: Overview

- Allows users to review Ledger Account and Spend/Revenue Category balances by organization hierarchy
- Frequency: As needed

# Trial Balance - Repeating Columns – Distributed: Running the Report

## Trial Balance - Repeating Columns - Distributed

Instructions For Grants, please use "Grants Trial Balance - Repeating Columns - Distrib

Optional: use the 'Type of Inactive Worktag to exclude' prompt below to e: financial reporting period. The type of worktag should match with the typ

Repeat By \*

Organization \*

Period \*

Time Period \*

Amount Type \*

Worktags

Cost Center Hierarchies

- Activity
- Cost Center
- Fund
- Gift
- Gift Initiative
- Grant
- Program
- Project

Select the Column you want to see., for example, select Program to view all Programs under a Cost Center, or Cost Center for all Cost Centers under a hierarchy

## Trial Balance - Repeating Columns - Distributed

Instructions For Grants, please use "Grants Trial Balance - Repeating Columns - Distributed"

Optional: use the 'Type of Inactive Worktag to exclude' prompt below to exclude financial reporting period. The type of worktag should match with the type sele

Repeat By \*

Organization \*

Period \* × FY2024 - Apr

Time Period \* × Current Period YTD ...

Amount Type \* × Ending Balance

Worktags

Cost Center Hierarchies

Fund Hierarchies

Ledger Account Type

Type of Inactive Worktag to exclude

Enter the Cost Center or Cost Center Hierarchy

The period, time period, & amount type can be adjusted by making selection(s) from the drop-down categories.

Filter Name

OK Cancel

# Trial Balance - Repeating Columns – Distributed: Reading the Report

Details

Repeat By: Cost Center  
 Time Period: Current Period YTD  
 Organization: [Redacted]  
 Amount Type: Ending Balance  
 Period: FY2023 - Feb

In this example, Each column is a different Cost Center under a Cost Center Hierarchy

'(Blank)' column to the right of the report shows balances for driver Worktag types not selected in 'Repeat By' Prompt (if any).

8 items

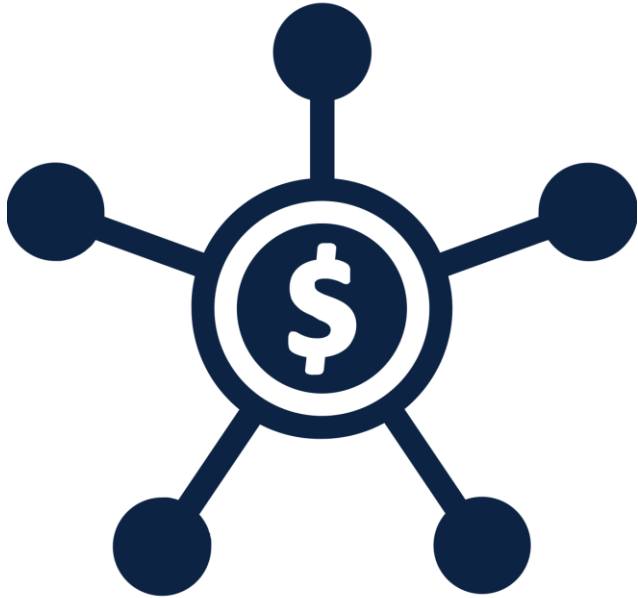
Ledger Account	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Total
Assets	0	0	0	0.00	0	0	0	0.00
Liabilities	0	(1,869.33)	0	735.84	0	585.51	0.00	(547.98)
Revenue	(191,400.00)	(1,190,031.61)	(105,551.85)	(3,836,850.82)	0	(663,459.97)	(2,820,205.12)	(8,807,499.37)
Expenses	191,400.00	1,074,565.60	101,349.80	4,552,540.58	0	534,373.16	2,324,680.76	8,778,909.90
Deficit / (Surplus)	0.00	(115,466.01)	(4,202.05)	715,689.76	0	(129,086.81)	(495,524.36)	(28,589.47)
Carry Forward	0.00	(13,100.00)	0.00	(754,987.00)	0.00	0.00	(20,000.00)	(788,087.00)
Ending Balance	0.00	(128,566.01)	(4,202.05)	(39,297.24)	0.00	(129,086.81)	(515,524.36)	(816,676.47)

Shows Revenue, Expense, Deficit / Surplus and Ending Balance for each column

# Common Report Issues & Root Causes

Issue	Root Cause
A user can't run a standard report	The user doesn't have access
A user can't run a custom report	The custom report hasn't been shared with the user, or the user isn't in the security group the report is accessible to
A user sees different number of instances than another user	The user belongs to a security group that has different access to the data source used in the filters
When running a report, a user gets an error that they don't have access	The user doesn't belong to a security group that has access to report fields used to generate the report





## **FDM REPORTS**

**FDM = Foundational Data Model**

# FDM = Foundational Data Model

- **The Foundation Data Model (FDM) is the core of the entire Workday platform.** FDM is the multidimensional structure of Workday accounting and financial reporting, and the basis of all Workday organizations and Worktags. It is a flexible way to define taggable business dimensions which are relevant to different areas of the organization. It also allows for the creation of a dynamic and scalable security model that will support the entire organization.
- FDM is the framework to support accounting and financial reporting in Workday. The FDM combines Ledger Accounts + Organizations + Worktags, and allows HR/HCM and Finance units to share relevant configurations.

# FDM Reports

FDM Reports can be used to find Cost Center and other worktags:

- FDM Cost Centers
- FDM Programs
- FDM Gifts
- FDM Gift Initiatives (Endowment)
- FDM Projects
- FDM Grants
- FDM Spend Categories
- FDM Revenue Categories
- FDM Ledger Accounts
- FDM Activities





# Overview: Reading the Report

FDM Programs is a management report that displays a list of program values, including related worktags, hierarchies, and date created. To narrow report results, add a filter and select program by ID or by Name.

FDM Programs ☰

13185 items

To narrow the results, use the filter option

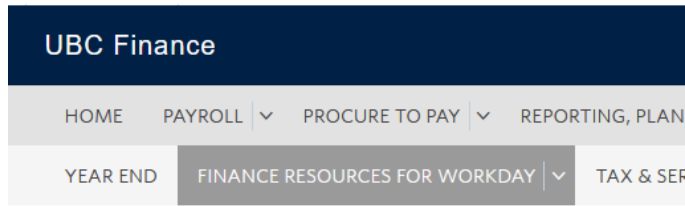
Or filter on the Header. Commonly used filters are Cost Center and Program Manager

Program by ID	Program by Name	Cost Center	Fund	Function	Program Manager	Program Hierarchy 1	Program Hierarchy 2	Program Hierarchy 3	Program Hierarchy 4	Program Hierarchy 5	Program Hierarchy 6	Included in Program Hierarchies	Incl. Hier.
PJ000122 (inactive)	DNU Supporting MoM in Ethiopia - Banking   Faculty of Arts (inactive)												
PM000000 (inactive)	DNU Hold for unassigned Program use in conversion mapping (inactive)	CC00000 DNU Hold for unassigned Cost Center use in conversion mapping (inactive)	FD095 General Conversion Fund (A, F and C only)	FN999 Excluded		All Programs						All Programs	All P
PM000001	No 5841 Lacobucci Award   Allard School of Law	CC00001 Academic Services   Allard School of Law	FD000 General Purpose Operating	FN000 Instruction		All Programs						All Programs	All P
PM000002	ABA Negotiation Competition   Allard School of Law	CC00004 Competitive Moots   Allard School of Law	FD000 General Purpose Operating	FN000 Instruction		All Programs						All Programs	All P
PM000003	Aboriginal - Kawaskimhon Moot   Allard School of Law	CC00004 Competitive Moots   Allard School of Law	FD000 General Purpose Operating	FN000 Instruction		All Programs						All Programs	All P



# Alternative to FDM Reports (FDM Cost Center, FDM Program, FDM Projects, FDM Gifts)

1



Visit the Finance Resources for Workday section of Finance's website

2

## FINANCE RESOURCES FOR WORKDAY

The university transitioned to Workday in November 2020. Review information on key changes and business process adjustments.

Visit the Workday Knowledge Base

Changes to Finance Processes

Tools

Select Tools

<https://finance.ubc.ca/tools>

3

## TOOLS

Business processes have changed with the launch of Workday, and new tools are available for users to support working with the new system.

Use these tools to review the relationship between PeopleSoft chartfields and Workday worktags and explore what reports are available in Workday.

PeopleSoft Chartfield to Workday FDM Worktags

Workday Reports Catalogue

Chartfield Lookup Tool

Select Chartfield Lookup Tool

4

## CHARTFIELD LOOKUP TOOL

The new Chartfield Lookup Tool provides the ability to search and view Workday finance worktag attributes, such as Worktag ID, name, manager, start/end date, and status (active/inactive).

This tool is equivalent to the FMS nQuery Chartfields report that was previously available in the Management Services Portal (MSP), and used to look up FMS Chartfields and Speedcharts.

This report does not show financial information for these Worktags, only their master data.

\*Please note you need to be [logged in using UBC's VPN](#) to view the catalogue.

USE THE CHARTFIELD LOOKUP TOOL >

Select use the Chartfield Lookup Tool

# Alternative to FDM Reports

Search worktag level

Readme Cost Center Program Project Grant Gift Gift Initiative

## Cost Center

Cost Center Code	Cost Center Name	Active?	Fund Code	Availability Date	Deactivated Date	Cost Center Manager
CC00001	Academic Services   Allard School of Law	Yes	FD000	1/1/1900		Isabel Grant
CC00002	Admissions   Allard School of Law	Yes	FD000	1/1/1900		Isabel Grant
CC00003	Career Services   Allard School of Law	Yes	FD000	1/1/1900		Stephanie Mui
CC00004	Competitive Moots   Allard School of Law	Yes	FD000	1/1/1900		Nikos Harris
CC00005	Main Operating   Allard School of Law	Yes	FD000	1/1/1900		Saker Hirani
CC00006	Business Law Clinic   Allard School of Law	Yes	FD000	1/1/1900		Carol Liao
CC00007	Human Rights Clinic   Allard School of Law	Yes	FD000	1/1/1900		Nicole Barrett
CC00008	ICLC   Allard School of Law	Yes	FD000	1/1/1900		Patricia Barkaskas
CC00009	Innocence Project   Allard School of Law	Yes	FD000	1/1/1900		Tamara Levy
CC00010	LSLAP   Allard School of Law	Yes	FD000	1/1/1900		Saker Hirani
CC00011	Women's Clinic   Allard School of Law	Yes	FD000	1/1/1900		Isabel Grant
CC00012	Indigenous Legal Studies   Allard School of Law	Yes	FD000	1/1/1900		Saker Hirani
CC00014	Student Services   Allard School of Law	Yes	FD000	1/1/1900		Isabel Grant
CC00015	Administration   Allard School of Law	Yes	FD000	1/1/1900		Catalina Policzer
CC00016	Finance   Allard School of Law	Yes	FD000	1/1/1900		Saker Hirani
CC00017	Information Technology   Allard School of Law	Yes	FD000	1/1/1900		Saker Hirani
CC00018	Alumni Engagement   Allard School of Law	Yes	FD000	1/1/1900		Jennifer Regan
CC00019	Development   Allard School of Law	Yes	FD000	1/1/1900		Saker Hirani

Cost Center Code

Cost Center Name

Active?

Fund Code

Cost Center Manager

Enter search criteria

# Security Roles

Security Role	Security Role Type
Worktag Budget Owner (Cost Center Manager, Program Manager, Grant Manager, Gift Manager, Project Manager)	Approval role
Cost Center Financial Payroll Analyst	View Only Role
Cost Center Financial Analyst	View only role
Program/Grant/Project Financial Analyst	View only role



# Saving Report Filters

You can save a report filter for future use:

## Ledger Summary - Distributed

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

**Organization \***

**Period \***

**Worktags**

Manage Filters

1 Saved Filters ▾

Enter search criteria

**Period \***

**Worktags**

Manage Filters

1 Saved Filters ▾

Enter filter name and click save

## Ledger Summary - Distributed

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

**Organization \***

**Period \***

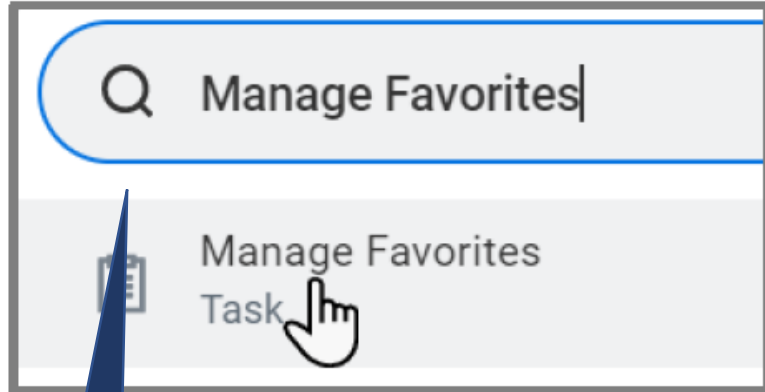
**Worktags**

Manage Filters

1 Saved Filters ▾

To run report in the future, select filter from saved filter dropdown and click OK

# How to Create Favorite Report(s) in Workday



Type in the name of the item to search for it or click in the menu prompts. Click OK

Type Manage Favorites in the search field and select the Manager Favorites task

## Manage Favorites

Favorite Tasks/Reports



Favorite Custom Reports



Favorite Business Objects

Search



## Manage Favorites

Favorite Tasks/Reports



Favorite Custom Reports

× Ledger Summary - Distributed



× Payroll Summary - Distributed

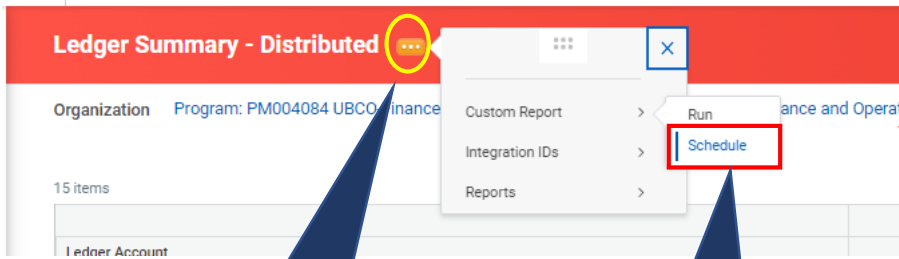
Favorite Business Objects

Search



# How to Schedule a Report in Workday

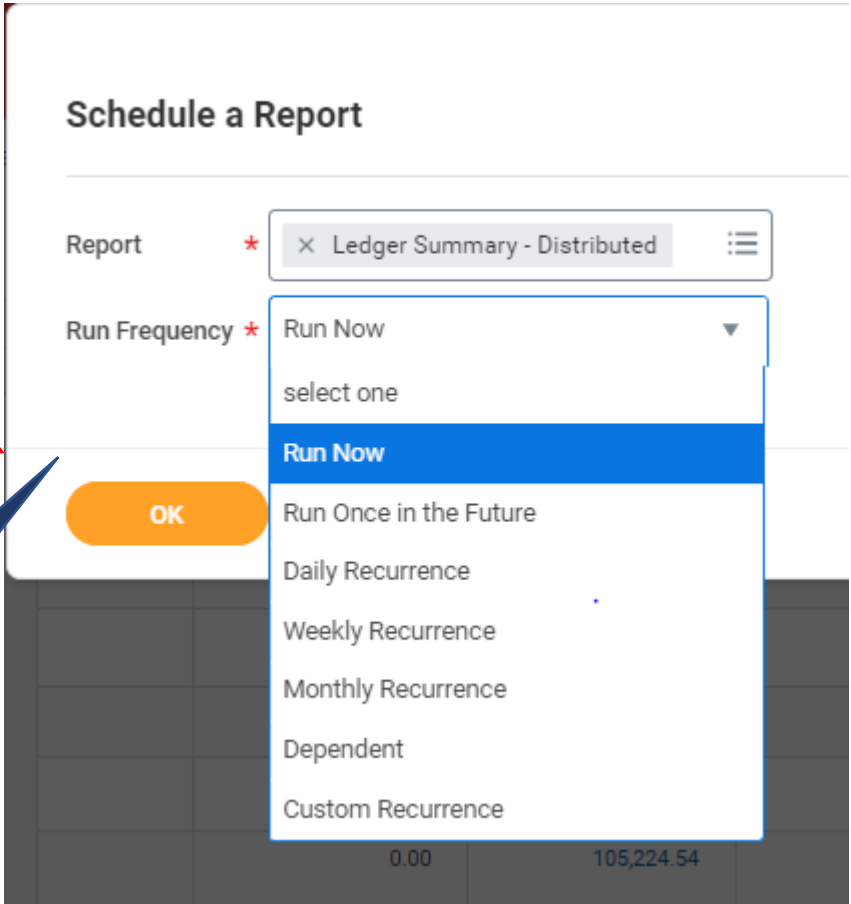
1



Click on the three dotted orange lines to view 'Actions'

Click "Schedule"

2



Select frequency option from the drop-down and click "OK"

# How to Schedule a Report in Workday

3

## Schedule a Report

Request Name \* Ledger Summary - Distributed

Report Name Ledger Summary - Distributed

Run Frequency Monthly Recurrence

Report Criteria Schedule Output

Priority x Normal

Priority can be set to: Critical, High, Normal or Low

### Monthly Recurrence Criteria

\*  Every Month  
 Month(s)

Select the desired month(s) to run the schedule if you don't want monthly reoccurrence

Recurrence Type \*  Day(s) of the Month  
 Day of the Week

In this field, select your preferred days of week or month to schedule the report

Start Time \*

Time Zone \* x GMT-08:00 Pacific Time (Vancouver)

Catch Up Behavior \* x Run Once

### Range of Recurrence

Start Date \* YYYY-MM-DD

End Date \* YYYY-MM-DD

The first and last day to run the schedule

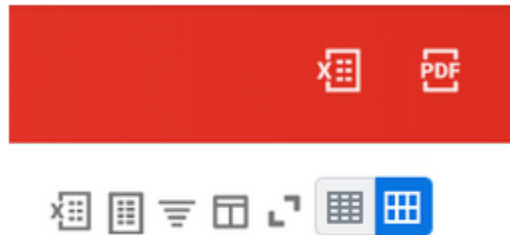
OK Cancel



# Report Icons

Each time a report runs, several icons will display in the top right corner of the page.

Icon visibility is related to your security permissions and Workday configuration. The same icons do not display for all reports



Each icon performs a different action

Icon	Icon Name	Description
	Export to Excel	Export the report to Excel.
	Export to Worksheets	Send the report to a Workday worksheet.
	Filter	Filter data from each column, similar to Excel.
	Expand/Collapse Chart	View report data in chart format.
	Grid View	Freeze columns, similar to Excel.
	Toggle Full Screen	View more data with the full screen toggle.
	PDF	View the report as a printable PDF.
	New Tables View Option	Turn on the new table-viewing option.
	Collapse Rows	Reduce the table's row height. You must turn on the new tables view to use this option.
	Expand Rows	Expand the table's row height. You must turn on the new tables view to use this option.

# Workday Training/Resources

- [Workday Report Training Course](#)
- [Ledger Summary Report Training Video](#)
- [Foundation Data Model \(FDM\)](#)
- [Chartfield Lookup Tool](#)

