



THE UNIVERSITY OF BRITISH COLUMBIA

FINANCIAL REPORTING IN WORKDAY

May 29, 2024

Fiona Stirling



AGENDA

Ledger Summary – Distributed

Ledger Summary – Balances at Cost Center Level Only – Distributed

Ledger Summary with Payroll Details - Distributed

Payroll Summary – Distributed

Over/Under Report by Organization Worktags – Distributed

Trial Balance – Repeating Columns – Distributed

Period Close Dashboard

Common Report Issues & Root Causes

Workday Training / Resources



Roles that can run reports

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
Payroll Detail Viewer	View only role





**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

Ledger Summary Report

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

Period * × FY2024 - Apr

Worktags

- Current and Prior Periods >
- All Periods >

Worktags

Filter Name

Manage Filters

1 Saved Filters ▾

Save

Select the period

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

* 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.

OK Cancel



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

Click to expand to full screen

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		3,041,275.91

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: 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	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

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

Commitments: Purchase Requisitions and Job Requisitions	Obligations: Open POs and active employees on payroll
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
- 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. Note: Benefits may post at the cost centre level only when an employee leaves or changes jobs. Usually the ISC will reverse these the following month.
- 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 *

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

Period *

Select the Period and click OK

Fund Hierarchies

Filter Name

Manage Filters

0 Saved Filters



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

Ledger Summary - Balances at Cost Center Level Only - Distributed



Organization

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)	
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.





**LEDGER SUMMARY WITH
PAYROLL DETAILS –
DISTRIBUTED**

Ledger Summary with Payroll Details - Distributed

- Provides a similar view as 'Ledger Summary – Distributed, but includes payroll details such as Earning, Deduction, Job Profile, and Job Family.
- Allows for financial analysis at both the ledger view and line view without having to cross-reference data from workers' pay on their profile.
- Frequency: as needed



Ledger Summary with Payroll Details - Distributed: Running the Report

Tasks and Reports

Ledger Summary with Payroll Details - Distributed

Report

Provides a similar view as 'Ledger Summary - Distributed' and includes payroll details such as Earning, Deduction, Job Profile, and Job Family. Allows for financial analysis at both the ledger view and line view without having to cross-reference data from workers' pay on their profile.

Navigate to the report in Workday

Can filter on pay component (deductions/earnings) or spend category

To view only entries made through payroll, not done as an adjustment afterwards (e.g. Accounting adjustment), select Payroll Actual Accrual in the Journal Source. Similarly for only select only Payroll Accounting Adjustments to view the results of a Costing Allocation

Payroll Actual Accrual = pay processed by payroll
Payroll Accounting Adjustment = adjustment following a Costing Allocation

Ledger Summary with Payroll Details - Distributed

Organization *

Period *

Time Period *

Worktags

Journal Source

Job Family or Job Family Group

Filter Name

Manage Filters

0 Saved Filters

Enter the worktag (Cost Centre or program/project/gift)

Select the period

Enter the program/project/gift, depending on security role

Cancel

OK



Ledger Summary with Payroll Details - Distributed: Reading the Report

24 items

Ledger Account	Beginning Balance	Actuals		Year-To-Date Total	Ending Balance	Commitments Balance to Date
		Apr	May			
Assets	0.00	0.00	0.00	0.00	0.00	0.00
1120:AR Employee Receivables	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	(2,866.09)	600.00	0.00	600.00	(2,266.09)	0.00
2010:AP Accrued Liabilities	(3,034.00)	600.00	0.00	600.00	(2,434.00)	0.00
2065:AP Payroll Premiums Deductions and Contributions	167.91	0.00	0.00	0.00	167.91	0.00
Carry Forward	0.00					
Revenue	0.00	3,610,000.35	(143,069.00)	3,466,931.35	3,466,931.35	0.00
4900:Recurring Funding	0.00	3,610,000.35	(143,069.00)	3,466,931.35	3,466,931.35	0.00
Expenses	0.00	291,573.32	153,720.43	445,293.75		0.00
5010:Salaries Staff	0.00	221,601.86	110,636.15	332,238.01		0.00
Salaries Staff Hourly	0.00	0.00	0.00			0.00
Salaries Staff Management & Professional	0.00	183,704.30	91,852.15	275,556.45	275,556.45	0.00
Salaries Staff Other	0.00	37,801.08	18,784.00	56,585.08	56,585.08	0.00
Salaries Staff Overtime	0.00	96.48	0.00	96.48	96.48	0.00
5020:Salaries Student	0.00	1,222.16	(131.64)	1,090.52	1,090.52	0.00

In this example, we'll review Overtime for April



Ledger Summary with Payroll Details - Distributed: Reading the Report

Report provides detailed information on the worker name and position, the job profile and family

Criteria View by: and then by:

1 item

Journal	Pay Group	Journal Source	Invoice Memo	Accounting Date	Budget Date	Ledger Account	Spend Category	Salary and Benefit Classification	Translated Debit Amount	Translated Credit Amount
Operational Accounting Detail: UBC The University of British Columbia - 2024-04-04	Salary	Payroll Actual Accrual		2024-04-04	2024-03-31	5010:Salaries Staff	Salaries Staff Overtime		96.48	0.00

Driver Worktag	Cost Center	Fund	Activity	Worker	Position	Functional Unit
PM004084 UBCO-Finance Finance Strategies and Operations AVP Finance and Operations - UBCO	CC00749 Finance Finance Strategies and Operations AVP Finance and Operations - UBCO	FD000 General Purpose Operating		[REDACTED]	[REDACTED]	UBCO - Finance

Worker ID	Earning	Deduction	Job Profile	Job Family	Job Category	Job Family Group
[REDACTED]	Overtime - Time and 1/2		[REDACTED]	[REDACTED]	BCGEU Okanagan Support Staff	Staff - Union

Shows the earning type



Ledger Summary with Payroll Details - Distributed: Reading the Report – Comparison to Ledger Summary Distributed

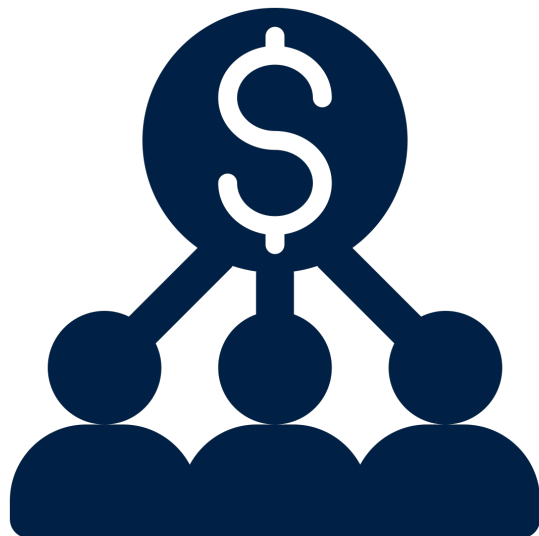
Journal	Journal Source	Accounting Date	Budget Date	Ledger Account	Fund	Cost Center	Driver Worktag	Translated Debit Amount	Translated Credit Amount
Operational Accounting Detail: JBC The University of British Columbia - 2024-04-04	Payroll Actual Accrual	2024-04-04	2024-03-31	5010:Salaries Staff	FD000 General Purpose Operating	CC00749 Finance Finance Strategies and Operations AVP Finance and Operations - UBCO	PM004084 UBCO-Finance Finance Strategies and Operations AVP Finance and Operations - UBCO	96.48	0.00

Same information on both report

Ledger Summary Distributed does not include details on earnings type or job category

Operational Transaction	Purchase Order	Supplier, Customer or Employee	Credit Card Merchant Name	Invoice Memo	Line Memo	External Reference ID	Supplier's Invoice Number	Transaction Attachment	Activity	Spend Category	Revenue Category	Internal Service Provider	Worker ID	Position ID
2024 04 15 - CAN Regular - Complete		[REDACTED]								Salaries Staff Overtime			[REDACTED]	[REDACTED]





**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 0/6 1/1

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
Total	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
<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>

Carry-forward that was approved at previous fiscal year end

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



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

Can run to show all worktags under a cost centre, or under multiple cost centres by running at the hierarchy level

Organization Cost Center Hierarchy: Finance Strategies & Operations CCH5
 Time Period Current Period YTD
 Period FY2025 - May
 Fund Hierarchies All Funds Excluding Agency

11 items

Organization Type	Balance Carry	Master: Campus Expenses Actuals	Master: Campus Revenues Actuals	4900:Recurring Funding Operating Grant	4950:One-time Funding Operating Grant	Actual Surplus	Ending	Commitments	Obligations	Reserve	Projected Surplus	Projected Ending
<ul style="list-style-type: none"> Programs <ul style="list-style-type: none"> FD000 General Purpose Operating <ul style="list-style-type: none"> PM004084 UBCO-Finance Finance Strategies and PM010939 Central Receiving Administration Facil PM013814 UBCO-Research Finance Finance Strat 	1,455.00	(52,001.50)	116,015.00	0.00	116,015.00	63,501.10	51,237	0.00	(213,137.37)	0.00	(127,170.27)	(110,346.77)

Can expand to show list of program, or projects, gifts and grants





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

* Search

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



Trial Balance - Repeating Columns – Distributed: Reading the Report

This example show the revenue and expenses by activity code, within an individual Program

Trial Balance - Repeating Columns - Distributed

> Details

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

8 items

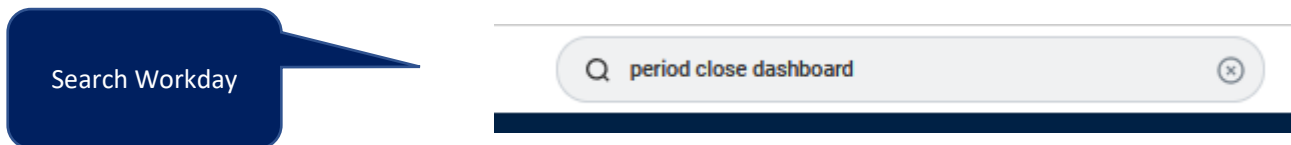
Ledger Account	AC004220 UBCO Assistant Coach Leadership	AC003813 USPORTS	AC003770 Recruiting	AC003769 Training Camps and Other Team Activities	AC003768 Exhibition	AC003767 Playoffs	AC003766 Regular Season	AC003765 Officiating	AC003764 Canada West	AC003762 Uniforms Apparel and Team Equipment	(Blank)	Total
	-	-	-	-	-	-	-	-	-	-	-	
> Assets	0	0	0	0	(40.00)	0	0	0	0	0	0.00	(40.00)
> Liabilities	0	0	0	0	0	0	0	0	0	0	(1,057.17)	(1,057.17)
> Revenue	0	0	0	0	0	0	0	0	0	0	(190,593.00)	(190,593.00)
> Expenses	6,099.00	635.13	7,376.06	4,035.00	13,543.82	22,782.69	67,899.68	1,972.01	5,345.34	16,961.12	68,941.83	215,591.68
Deficit / (Surplus)	6,099.00	635.13	7,376.06	4,035.00	13,543.82	22,782.69	67,899.68	1,972.01	5,345.34	16,961.12	(121,651.17)	24,998.68
Carry Forward	0	565.42	4,471.46	15,005.35	19,792.40	16.25	59,808.58	3,132.19	4,925.00	15,343.55	(131,093.20)	(8,033.00)
Ending Balance	6,099.00	1,200.55	11,847.52	19,040.35	33,336.22	22,798.94	127,708.26	5,104.20	10,270.34	32,304.67	(252,744.37)	16,965.68



PERIOD CLOSE DASHBOARD – ANALYTICS AND INSIGHTS

Period Close Dashboard

- The Period Close Dashboard is a one-stop source of information on UBC's period close processes, which includes period close deadlines, ledger status analytics and period's in-progress transactions.
- To access this dashboard, search “Period Close Dashboard” in Workday. The information each individual can view on this dashboard is dependent upon the user’s Workday security access



Period Close Dashboard - Menus

Period Close Dashboard

The Period Close Dashboard is a one-stop shop for UBC's period close information, including scheduled ledger close activities, ledger status, in-progress transaction

Scheduled Ledger Close Activities

Ledger Status Analytics

Period's In-Progress Transactions and Accruals

Period's Analytics and Insights

Dashboard provides information on when various accounting activities close for the month, as well as the status of the activity

Provides the Status of the ledger by month (e.g. Closed or Close in Progress)

Provides easy access to reports to monitor in-progress transactions.

*Especially useful at year end

Provides a snapshot of transactions for your area

Period Close Dashboard – Analytics and Insights

- Snapshot of everything in progress and awaiting approval for your organizations
- Allows for easy monitoring without having to run individual reports
- Interactive charts and tables



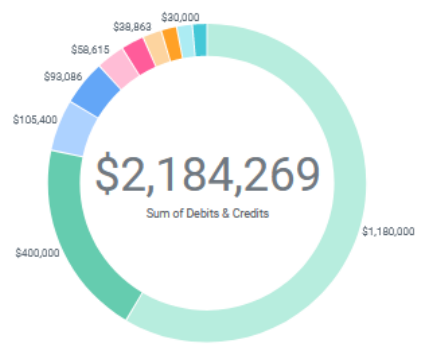
Period Close Dashboard – Analytics and Insights

Period Close Dashboard

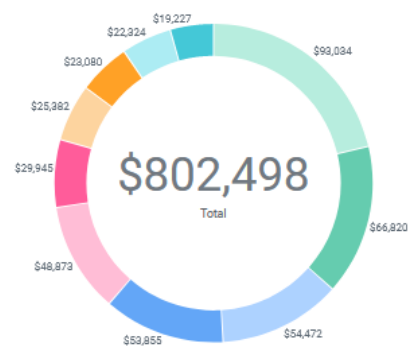
The Period Close Dashboard is a one-stop shop for UBC's period close information, including scheduled ledger close activities, ledger status, in-progress transactions, accruals, and analytics for all critical areas of operations. Users can view information based on their security roles.

- Scheduled Ledger Close Activities
- Ledger Status Analytics
- Periods In-Progress Transactions and Accruals
- Period's Analytics and Insights**

In-Progress Accounting Journals



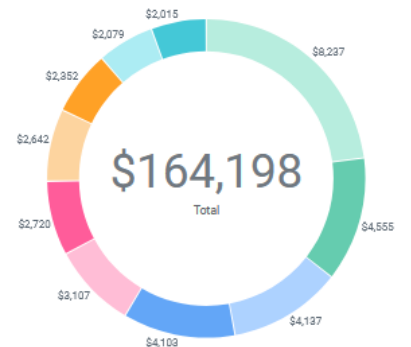
In-Progress Supplier Invoices



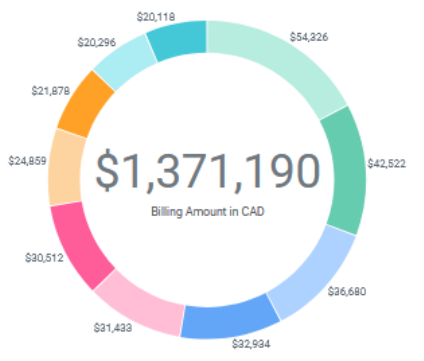
Journals Analytics

Period's Journals Analytics - Distributed

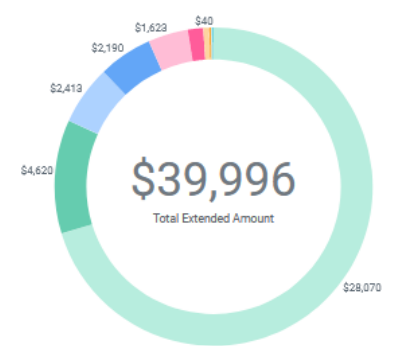
In-Progress Expense Reports, Excl. Credit Card Transactions



Unreconciled Credit Card Transactions



In-Progress ISDs



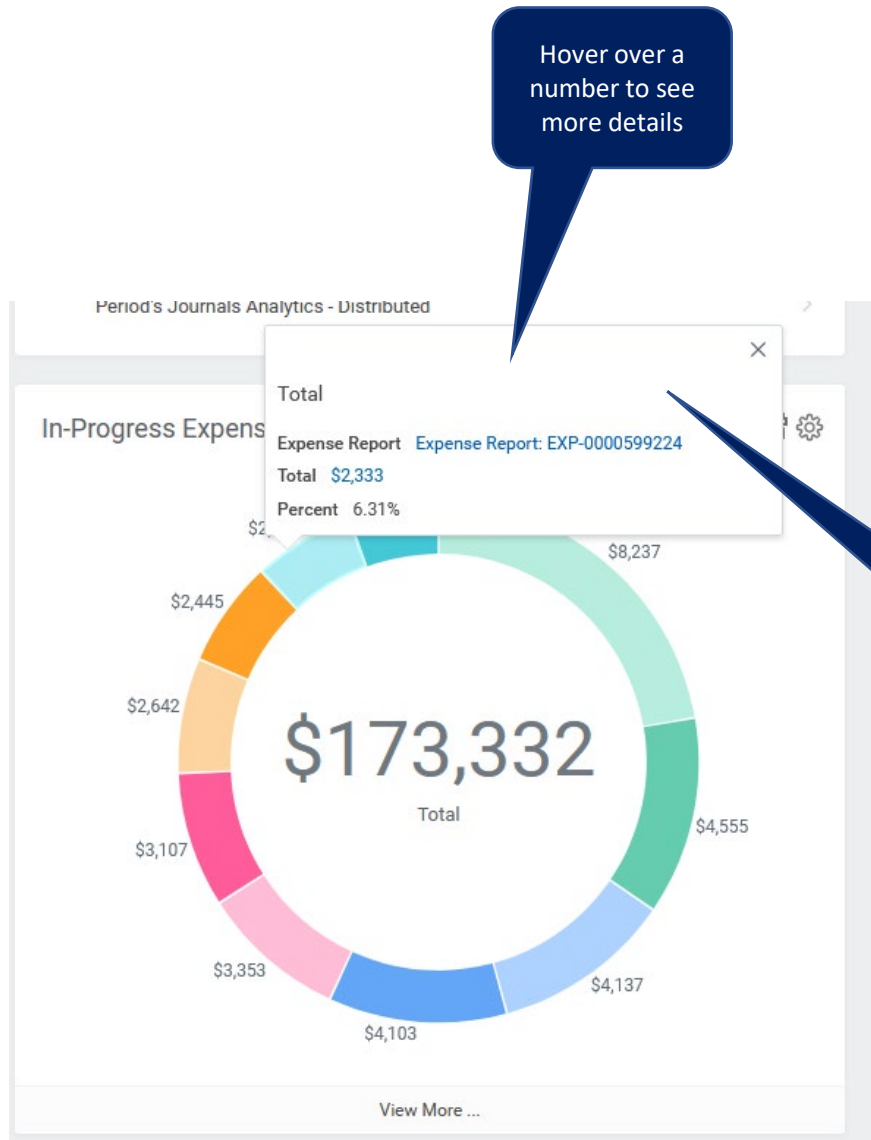
[View More ...](#)

[View More ...](#)

[View More ...](#)

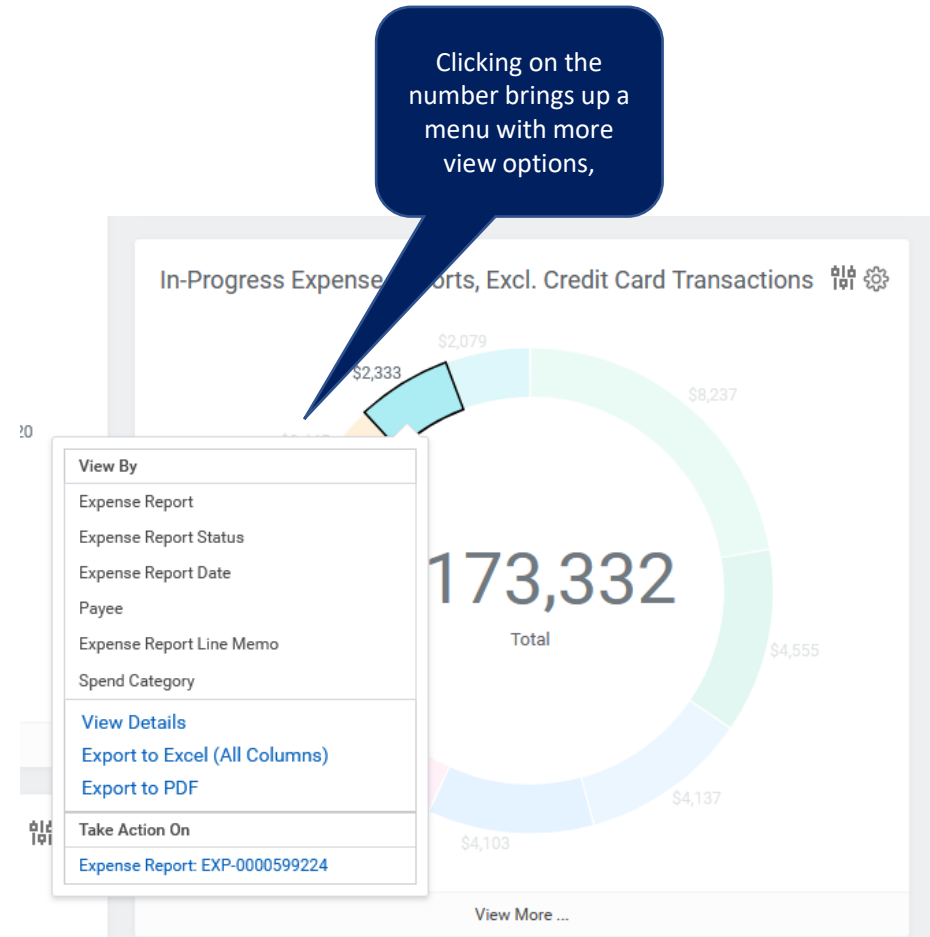
[View More ...](#)

Period Close Dashboard



Hover over a number to see more details

Can click on expense number to view expense details

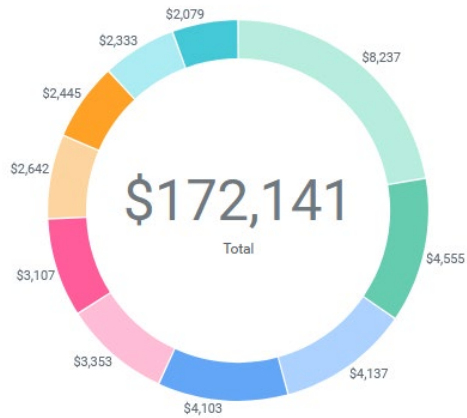


Clicking on the number brings up a menu with more view options,



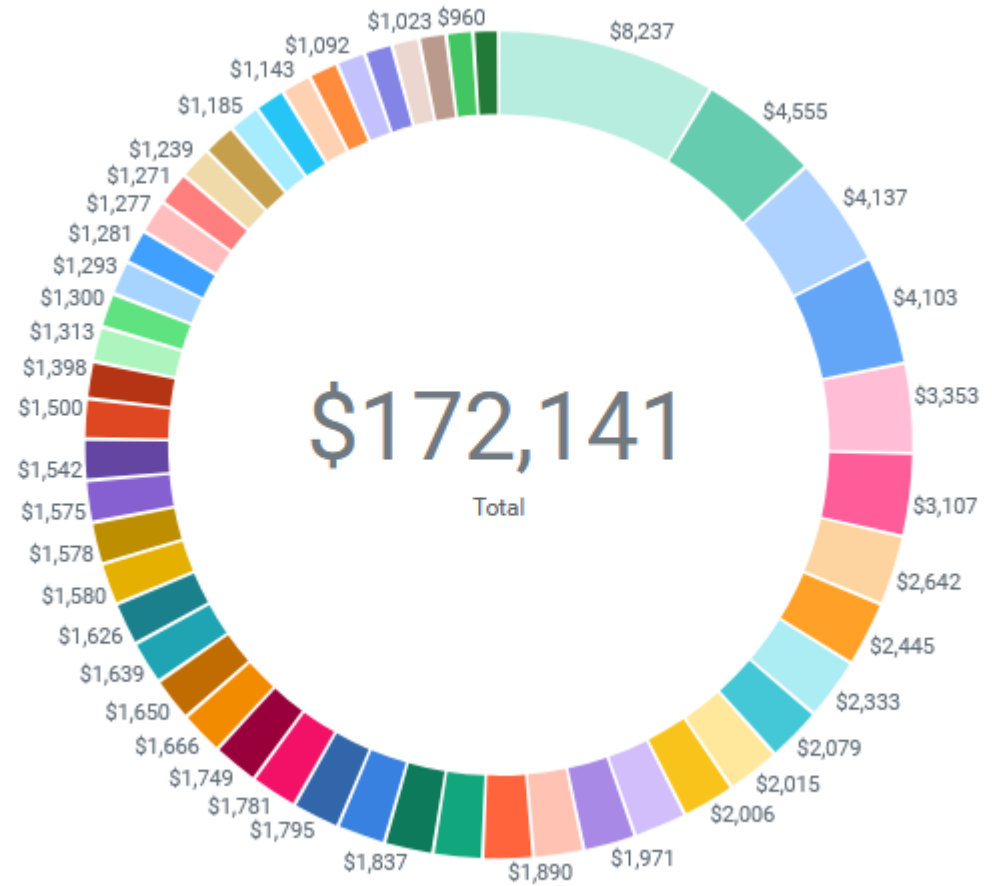
Period Close Dashboard

In-Progress Expense Reports, Excl. Credit Card Transactions



[View More ...](#)

Select view more to see all transactions

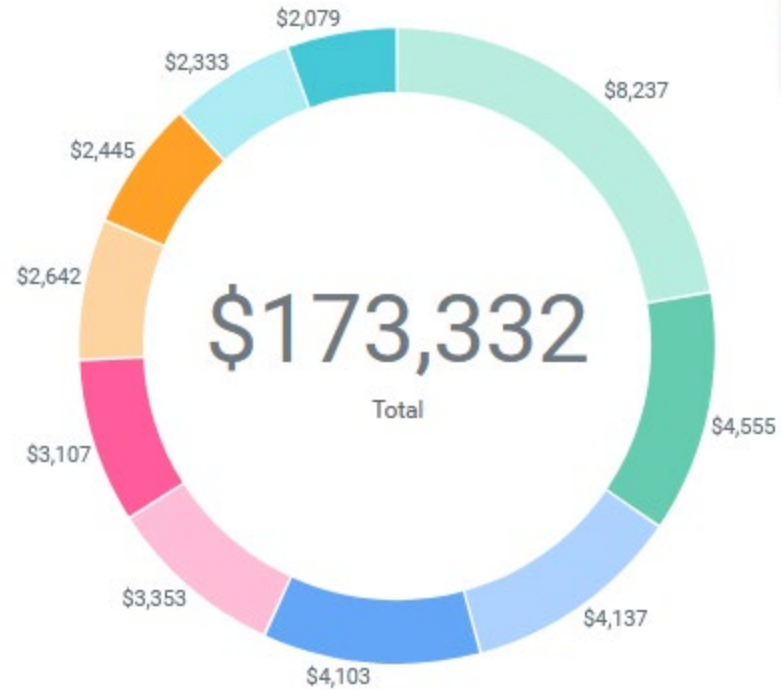


Expand beyond the top 10 items to show all



Period Close Dashboard

In-Progress Expense Reports, Excl. Credit Card Transactions



☰ ⚙️

- View Table
- View More ...

To view as a table, click on the gear icon and select from menu

View More ...



Period Close Dashboard

CC00888 Office of Vice Principal Research VP Research and Innovation - UBCO		CC00834 Student Recruitment and Advising Provost and VP Academic - Academic Support Units - UBCO		CC00866 Psychology Programs Psychology Provost and VP Academic - Faculties - UBCO		CC00316 Indian Residential School History and Dialogue Centre Indigenous Initiative		Other		Total	
Total	Count	Total	Count	Total	Count	Total	Count	Total	Count	Total	Count
0	0	0	0	0	0	0	0	0	0	\$4,103	1
0	0	0	0	0	0	0	0	0	0	\$3,353	11
0	0	0	0	0	0	0	0	0	0	\$3,107	8
0	0	0	0	0	0	0	0	0	0	\$2,642	7
0	0	0	0	0	0	0	0	0	0	\$2,445	2
0	0	0	0	0	0	0	0	0	0	\$2,333	3
0	0	0	0	0	0	0	0	0	0	\$2,079	5
\$3,205	12	\$3,119	16	\$2,842	9	\$2,819	9	\$34,114	250	\$136,341	695
\$3,205	12	\$3,119	16	\$2,842	9	\$2,819	9	\$34,114	250	\$173,332	761

Table also shows number of expense lines on the expense report

Can drill down for additional details



Period Close Dashboard

Criteria View by: and then by:

3 items PDF XLS CSV Filter Sort Grid

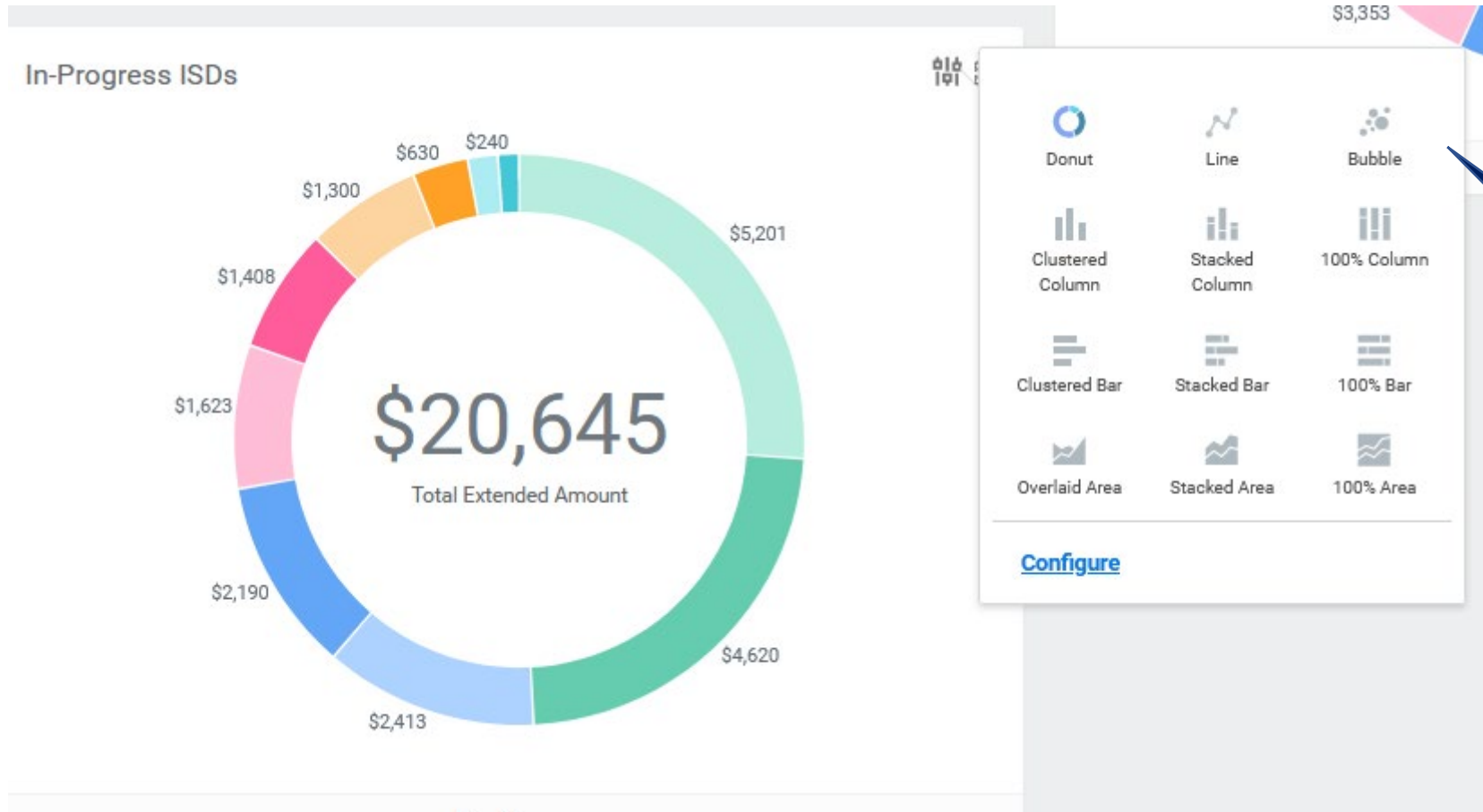
Expense Report	Expense Report	Status	Expense Report Date	Payee	Expense Report Line Memo	Expense Line Amount in CAD	Spend Category	Worktags	Awaiting Persons	Days Since Initiated	Days Awaiting Action	Created Moment	Last Functionally Updated
								Fund: FD220 Unrestricted Research Grant: NWDH GR014113 UBCOMGMT 2019 Pelletier	More (25)				
	Expense Report: [REDACTED]	In Progress	2024-05-28	[REDACTED]	payment at booking	\$884.97	Accommodation	Cost Center: CC00843 Academic Programs Faculty of Management Provost and VP Academic - Faculties - UBCO Function: FN900 Research Fund: FD220 Unrestricted Research Grant: NWDH GR014113 UBCOMGMT 2019 Pelletier	Alex Shirazian Andrew Kenny Anna Kim Carole Miller Caroline Facioli Urnau More (25)	0	0	2024-05-28 12:37:12.080 p.m.	2024-05-28 12:39:03.200 p.m.
	Expense Report: [REDACTED]	In Progress	2024-05-28	[REDACTED]		\$320.00	Meals	Cost Center: CC00843 Academic Programs Faculty of Management Provost and VP Academic - Faculties - UBCO Function: FN900 Research	Alex Shirazian Andrew Kenny Anna Kim Carole Miller Caroline Facioli Urnau More (25)	0	0	2024-05-28 12:45:09.573 p.m.	2024-05-28 12:45:09.573 p.m.

Shows amount by line item

Shows spend category

Shows who the transaction is waiting on

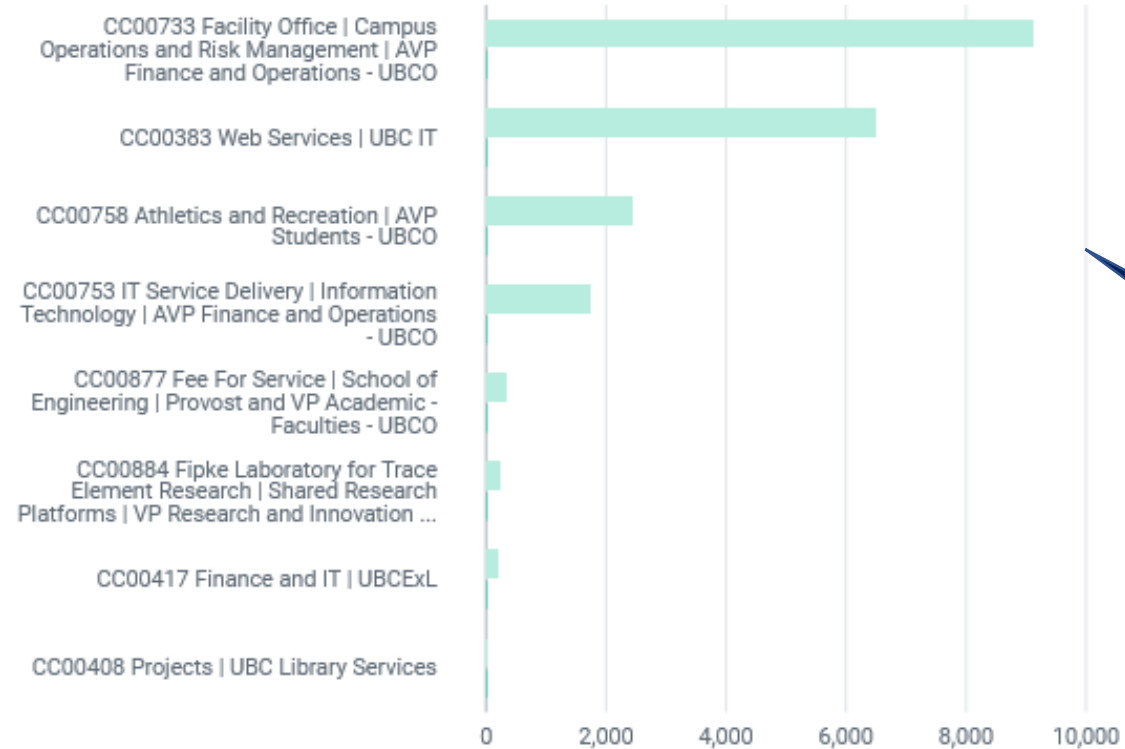
Period Close Dashboard



You can change how you view the summary chart

Period Close Dashboard

In-Progress ISDs



Same information, in a bar chart form. Depending on the chart form, you may see additional information (e.g. Cost Centre)


Total Extended Amount **\$20,645**


Count **19**





Period Close Dashboard


Scheduled Ledger Close Activities Ledger Status Analytics **Period's In-Progress Transactions and Accruals** Period's Analytics and Insights

 **Accounting Journals**
Period's In-Progress Accounting Journals - Distributed

 **Supplier Invoices**
Period's In-Progress Supplier Invoices - Distributed
Accrual Report for Supplier Invoices - Distributed

 **Expenses Reports**
Period's In-Progress Expense Reports - Distributed
Accrual Report for Expense Reports - Distributed
Accrual Report for Credit Card Transactions - Distributed

 **Customer Accounts**
Period's In-Progress Customer Invoices - Distributed
Period's In-Progress Customer Payments - Distributed
Period's In-Progress Internal Service Deliveries (ISDs) - Distributed

 **Other Standalone Areas**
Period's In-Progress Ad Hoc Payments - Distributed
Period's In-Progress Ad Hoc Bank Transactions - Distributed

Can view much of the same information by running reports from the Period's In-Progress Transactions and Accruals Tab.



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

Workday Training/Resources

- [Workday Report Training Course](#)
- [Ledger Summary Report Training Video](#)
- [Period Close Dashboard](#)



Upcoming Session – Navigating Workday

- Scheduling Reporting
- Monitoring the progress of a report download
- Saving report filters
- Saving favourites and shortcuts
- Understanding the Foundational Data Model
- Customizing the Workday menu
- And more...

STAY TUNED!



