

Overview

Use this job aid as a resource to view financial reports in Workday.

Getting Started

There are many Workday-delivered and custom reports that facilitate the financial accounting reporting capabilities for end users. Descriptions for the most common financial accounting reports employees will use on a regular basis are included below. Access these reports by using the Search field in Workday and typing the report name and then selecting the report. Use the fields on the initiation page of the report to narrow your search as needed and then click OK.

Financial Reports

Report Name	Description
Banner-to-Workday Crosswalk Query	Look up the Workday worktag that corresponds to the previous Banner value.
Budget vs. Actual – Operational	This budget vs actual report lists for cost centers the Original Budget, YTD budget, YTD actuals, YTD Obligations, YTD Commitments, Available Balance and budget used % by fund, cost center, ledger account, spend category, program, discipline in both graph and data view. This report is prompted for a given org, plan and fiscal period. This reports answers questions such as: What is the budget versus actuals variance by cost center? What is the budget used percentage by cost center?
Composite MC Budgetary Balance Summary Report - Operational	This composite report lists for cost centers the Original Budget, YTD budget, YTD actuals, YTD Obligations, YTD Commitments, Available Balance and budget used % by fund, cost center, ledger account, program. This report is prompted for a given org and fiscal period. This reports answers questions such as: What is the budget versus actuals variance by cost center? What is the budget used percentage by cost center?
Composite MC Budgetary Balance Detailed Report - Operational	This composite report lists for cost centers the Original Budget, YTD budget, YTD actuals, YTD Obligations, YTD Commitments, Available Balance and budget used % by fund, cost center, ledger account, spend category, revenue category, program, discipline, auxiliary, specialization. This report is prompted for a given org, plan and fiscal period. This reports answers questions such as: What is the budget versus actuals variance for expense accounts by cost center? What is the budget used percentage by cost center?
MC Detail Transaction Activity - Departmental	This report lets you see the detail of transactions in your cost center(s) including the journal status, journal source, supplier, transaction amount, ledger account and spend category. Prompts for this report include the cost center, journal source, period, discipline and ledger. This report answers questions such as: What are the detailed transactions in my cost center? This report can be run for actuals, commitments and obligations by selecting different Ledger options in the prompt.
MC PO Maintenance Report - Departmental	With this report, users can view the purchase orders for their cost center(s). Information such as the PO number, PO status, total PO amount, spend category, quantity ordered and received, requester, received date and payment date and more. Prompts for this report include FY, PO status, companies, organization, cost center, project, spend category, fund, grant, program, discipline and specialization.

Workday Financial Reports

Workday Job Aid for Employees

MC Payroll Distribution Details - Departmental	This report enables authorized users to filter, view and export payroll accounting details by assigned cost centers and accounting period(s). Use this report to confirm payroll earnings expensed by pay period and employee.
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Budget vs Actual - Operational ☰

Book

Organization *

Company *

Plan Structure *

Plan Name

Period *

Expense Accounts / Summary *

Translation Currency *

Account Translation Rule Set *

Filter Name

Manage Filters

2 Saved Filters ▾



Business Services - 6000:Contracted Services - (Blank) - PROGRAM_7000 Institutional Support - (Blank) ■ FUND_1110 Operating Fund - 222000 Business Services - 6100:Supplies - (Blank) - PROGRAM_7000 Institutional Support - (Blank)
 Business Services - 6200:Communications - (Blank) - PROGRAM_7000 Institutional Support - (Blank) ■ FUND_1110 Operating Fund - 222000 Business Services - 6300:Conference & Meetings - (Blank) - PROGRAM_7000 Institutional Support - (Blank)

Fund	Cost Center	Ledger Account	Spend Category	Program	Discipline	Original Budget	Budget Amendment YTD	Total Budget YTD	Actuals YTD	Obligations YTD	Commitment YTD	Available Balance	Budget Used %
FUND_1110 Operating Fund	222000 Business Services	6000:Contracted Services	6091 - Contracted Services - General	PROGRAM_7000 Institutional Support	(Blank)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	(1,000,000)	100%
FUND_1110 Operating Fund	222000 Business Services	6000:Contracted Services	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	(1,000,000)	100%
FUND_1110 Operating Fund	222000 Business Services	6010:Operating Lease Payments	6031 - Operating Lease-Equipment	PROGRAM_7000 Institutional Support	(Blank)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	(1,000,000)	100%
FUND_1110 Operating Fund	222000 Business Services	6100:Supplies	6101 - Office Supplies	PROGRAM_7000 Institutional Support	(Blank)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	(1,000,000)	100%
FUND_1110 Operating Fund	222000 Business Services	6100:Supplies	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	(1,000,000)	100%
FUND_1110 Operating Fund	222000 Business Services	6200:Communications	(Blank)	PROGRAM_7000 Institutional Support	(Blank)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	(1,000,000)	100%

Composite MC Budgetary Balance Summary Report - Operational ⋮

Book

Organization *

Company *

Period *

Expense Accounts / Summary *

Filter Name

Manage Filters

1 Saved Filters ▾

Composite MC Budgetary Balance Summary Report - Operational ⋮ 🔍 📄

Organization [Cost Center: 222000 Business Services](#) Period [FY22 - Jun](#)

Company [Montgomery College](#) Expense Accounts / Summary [MC Master Parent: All Income Statement Accounts](#)

This composite report lists for cost centers the YTD budget, YTD actuals, variance and budget used %.

11 items 🔍 📄 📊 🔍

Fund	Cost Center	Ledger Account	Program	Original Budget	Budget Amendment YTD	Total Budget YTD	Actuals YTD	Obligation YTD	Commitments YTD	Budget Used %
FUND_1110 Operating Fund	222000 Business Services	5000:Administrative Salaries & Wages	PROGRAM_7000 Institutional Support	1,000,000.00	100.00	1,000,100.00	100,000.00	0.00	0.00	3.83%
FUND_1110 Operating Fund	222000 Business Services	5300:Staff Salaries & Wages	PROGRAM_7000 Institutional Support	1,000,000.00	100.00	1,000,100.00	100,000.00	0.00	0.00	3.16%
FUND_1110 Operating Fund	222000 Business Services	5400:Student Salaries & Wages	PROGRAM_7000 Institutional Support	100.00	100.00	200.00	200.00	0.00	0.00	0.00%
FUND_1110 Operating Fund	222000 Business Services	5500:Fringe Benefits	PROGRAM_7000 Institutional Support	100.00	100.00	200.00	200.00	0.00	0.00	100.00%

Composite MC Budgetary Balance Detailed Report - Operational ⋮

Book

Organization *

Company *

Plan Name

Period *

Expense Accounts / Summary *

Filter Name

Manage Filters

4 Saved Filters ▼

Composite MC Budgetary Balance Detailed Report - Operational ⋮ 🔍 📄

> **Details**

This composite report lists for cost centers the YTD budget, YTD actuals, variance and budget used %.

33 Items 🔍 📄 🔍 📄

Fund	Cost Center	Ledger Account	Program	Spend Category	Revenue Category	Discipline	Auxiliary	Specialization	Original Budget	Budget Amendment YTD	Total Budget YTD	Actuals YTD - Operational	Obligations YTD - Operational	Commitment YTD - Operational	Available Balance	Budget Used %
FUND_1110 Operating Fund	222000 Business Services	5000-Administrative Salaries & Wages	PROGRAM_7000 Institutional Support	5001 - Administrative Salaries	(Blank)	(Blank)	(Blank)	(Blank)								
FUND_1110 Operating Fund	222000 Business Services	5300-Staff Salaries & Wages	PROGRAM_5000 Student Services	5301 - Staff Full Time Salaries	(Blank)	(Blank)	(Blank)	(Blank)								
FUND_1110 Operating Fund	222000 Business Services	5300-Staff Salaries & Wages	PROGRAM_7000 Institutional Support	5301 - Staff Full Time Salaries	(Blank)	(Blank)	(Blank)	(Blank)								
FUND_1110 Operating Fund	222000 Business Services	5300-Staff Salaries & Wages	PROGRAM_7000 Institutional Support	5303 - Staff Overtime Salaries	(Blank)	(Blank)	(Blank)	(Blank)								
FUND_1110 Operating Fund	222000 Business Services	5400-Student Salaries & Wages	PROGRAM_7000 Institutional Support	5401 - Student Assistance	(Blank)	(Blank)	(Blank)	(Blank)								
FUND_1110 Operating Fund	222000 Business Services	5500-Fringe Benefits	PROGRAM_5000 Student Services	5501 - FICA	(Blank)	(Blank)	(Blank)	(Blank)								
FUND_1110 Operating Fund	222000 Business Services	5500-Fringe Benefits	PROGRAM_5000 Student Services	5504 - Group Insurance Active Employees	(Blank)	(Blank)	(Blank)	(Blank)								
FUND_1110 Operating Fund	222000 Business Services	5500-Fringe Benefits	PROGRAM_7000 Institutional Support	5001 - Administrative Salaries	(Blank)	(Blank)	(Blank)	(Blank)								

MC Detail Transaction Activity – Departmental ⋮

Company *

Organization *

Amount Type *

Ledger *

Discipline

Period *

Time Period *

Book

Ledger Accounts and Summaries

Accounting Data On or After

Accounting Date On or Before

Journal Source

Journal Number

Filter Name

Manage Filters

4 Saved Filters

MC Detail Transaction Activity – Departmental ⋮ 01/10/2022

> Details

MC Detail Transaction Activity – Departmental : Journal Lines for Organization and Reporting Time Period

63 items

Journal Status	Journal Number	Journal Sequence Number	Line Number	Accounting Date	Transaction Date	Linked Journal Line	Supplier as Worktag	Operational Transaction	Purchase Orders	Supplier Invoice Requisitions	Company	Transaction Amount
Posted		JRNL-2022-Jun-414	0	06/03/2022	06/03/2022						Montgomery College	12
Posted		JRNL-2022-Jun-1567	0	06/08/2022	06/08/2022	PC-2203739 - 11,000 USD		PC-2203739			Montgomery College	13
Posted		JRNL-2022-Jun-1568	0	06/08/2022	06/08/2022	PC-2203738 - 14,000 USD		PC-2203738			Montgomery College	15
Posted		JRNL-2022-Jun-1569	0	06/08/2022	06/08/2022	PC-2203737 - 11,000 USD		PC-2203737			Montgomery College	16
Posted		JRNL-2022-Jun-1570	0	06/08/2022	06/08/2022	PC-2203736 - 14,000 USD		PC-2203736			Montgomery College	17
Posted		JRNL-2022-Jun-1571	0	06/08/2022	06/08/2022	PC-2203735 - 11,000 USD		PC-2203735			Montgomery College	17



Workday Financial Reports

Workday Job Aid for Employees

MC PO Maintenance Report – Departmental ⋮

Purchase Order Line Fully Received

FY

Purchase Order Status

Companies

Organization

Cost Center

Project

Spend Category as Worktag

Fund

Grant

Program

Discipline

Specialization

Filter Name

Manage Filters

4 Saved Filters ▼

MC PO Maintenance Report – Departmental ⋮ 01/10/2023 🔍 📄

> Details

1 item 🔍 📄 📊 📑 🗑️ 🏠

Purchase Order	Line	Purchase Order Status	Budget Date	Period	Year	Total PO Amount	Beginning PO balance \$	Ending PO balance \$	Purchase Order Line Split	Count of Line Splits	Fund	Cost Center	Specialization
PO-000876	1	Issued	10/13/2022	Oct	FY23 - MC Fiscal Schedule	0.000000		0.000000			FUND_1110 Operating Fund	222000 Business Services	

MC Payroll Distribution Details - Departmental

Company *

Organization *

Amount Type *

Ledger *

Period *

Time Period *

Grant

Filter Name

Manage Filters

0 Saved Filters

MC Payroll Distribution Details - Departmental


Company: Montgomery College | Ledger: Actuals
 Organization: Cost Center: 253000 CW Dean Stu Success-RV Stu Services | Period: FY23 - Jul
 Amount Type: Activity | Time Period: Current Period

205 Items

Worker	Employee ID	Job Family	Employee Type	Pay Rate Type	Fiscal Year	Journal Sequence Number	Ledger Type	Position	Ledger/Budget Period	Location	Period	Journal	Journal Source	Sub Period	Revs Earning	Earning	Journal Status	Accounting Date	Company	Cost Center	Fund
		Part Time Faculty	Part Time Faculty	Period Activity Pay	FY23	JRNL-2023-JUL-768	Actuals		JULY23 Actuals (Montgomery College)	① Germantown Campus	JUL	Operational Accounting Detail (Montgomery College - 07/08/2022)	Payroll Actual Accrual		Part Time Faculty Pay-PTF	Posted	07/08/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND_1110 Operating Fund	
		Full Time Faculty	Part Time Faculty	Period Activity Pay	FY23	JRNL-2023-JUL-768	Actuals		JULY23 Actuals (Montgomery College)	① Rockville Campus	JUL	Operational Accounting Detail (Montgomery College - 07/08/2022)	Payroll Actual Accrual		FT Faculty Summer Pay-SUM	Posted	07/08/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND_1110 Operating Fund	
		Part Time Faculty	Part Time Faculty	Period Activity Pay	FY23	JRNL-2023-JUL-768	Actuals		JULY23 Actuals (Montgomery College)	① Rockville Campus	JUL	Operational Accounting Detail (Montgomery College - 07/08/2022)	Payroll Actual Accrual		Part Time Faculty Pay-PTF	Posted	07/08/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND_1110 Operating Fund	
		Full Time Faculty	Part Time Faculty	Period Activity Pay	FY23	JRNL-2023-JUL-768	Actuals		JULY23 Actuals (Montgomery College)	① Rockville Campus	JUL	Operational Accounting Detail (Montgomery College - 07/08/2022)	Payroll Actual Accrual		FT Faculty Summer Pay-SUM	Posted	07/08/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND_1110 Operating Fund	
		Department Chair	Staff	Salary	FY23	JRNL-2023-JUL-768	Actuals		JULY23 Actuals (Montgomery College)	① Bk - Counseling and advising	JUL	Operational Accounting Detail (Montgomery College - 07/08/2022)	Payroll Actual Accrual	07/01/2022-07/08/2022	Regular Pay- Salary -SSB	Posted	07/08/2022	Montgomery College	253000 CW Dean Stu Success-RV Stu Services	FUND_1110 Operating Fund	

Program	Discipline	Specialization	Grant	Agency	Auxiliary	Activity	Gift	Object Class	Spend Category	Revenue Category	Ledger Account	Ledger Account Type	Ledger/Budget Amount for Natural Debit or Credit	Ledger/Budget Debit Amount	Ledger/Budget Credit Amount	Result Line Hours
PROGRAM_3000 Student Services	Student	253002 Student Life/Students GT							S102 - Faculty Part Time Salaries		S100 Faculty Salaries & Wages	Expense	\$1,575.00	\$1,575.00		16.48
PROGRAM_3000 Student Services	Student								S130 - Faculty Summer Salaries		S100 Faculty Salaries & Wages	Expense	\$1,987.67	\$1,987.67		0
PROGRAM_3000 Student Services	Student								S102 - Faculty Part Time Salaries		S100 Faculty Salaries & Wages	Expense	\$154.35	\$154.35		1.61
PROGRAM_3000 Student Services	Student								S130 - Faculty Summer Salaries		S100 Faculty Salaries & Wages	Expense	\$1,492.69	\$1,492.69		0
PROGRAM_3000 Student Services	Student								S101 - Faculty & Counselor Full Time Wages		S100 Faculty Salaries & Wages	Expense	\$1,958.41	\$1,958.41		40

MC Payroll Distribution Details - Departmental Report Instructions

1. Parameter selection
 - a. Organization – select from authorized list to report on. Multiple Organizations can be selected for reporting.
 - b. Period – select **Current and Prior** to choose recent accounting period, as needed. For previous periods, select **All > FY > Month**, as needed.
 - c. Time Period – select **Current Period**, to report on chosen accounting period. If needed, multiple periods can be reported via desired option.
 - d. Grant – to pre-filtered report output by Grant, select from authorized list and only payroll related Grant data will be returned.
2. Click on **OK**.
3. On-line report is displayed.
4. To filter data on-line, click on column header(s) and enter desired option(s)
5. To export data to Excel spreadsheet, click on WD export Icon () and download the data.
6. Once downloaded, the data can be reviewed and summarized, as needed.
7. Payroll periods can be reviewed by filtering on Accounting Date.