The **UBI & Workday Finance Reports Inventory** provides an overall list of commonly used financial reports broken out by category. The table includes the name of the report, report type, description, purpose, and key outputs (does not reflect all fields in the report). Use the table of contents below to control + click to find the type of report you are looking for! *Please note this is an initial list of reports as this inventory will continue to be expanded and updated to include new reports that come available.*

For more reporting resources review the [Day in the Life of a Fiscal Admin (Reporting FAQ)](finance-reporting-and-analytics-release-notes), [Finance Reporting & Analytics Release Notes](finance-reporting-and-analytics-release-notes), and other [Reporting Resources](finance-reporting-and-analytics-release-notes). To access UBI click [here](ubi-and-workday-financial-reports).

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# UBI & Workday Reports Inventory

## Accounting

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</thead>
</table>
| Details for Account Certification | Workday     | Summarizes transaction details to support the Account Certification process. Use prompts to select the worktags matching your Account Certification assignment and have this report open in Workday to drill into details. | To help account certification users when reviewing and approving monthly account certifications.                                                                                                      | • Revenue, Expense, and Transfer ledger items  
• Payee Name  
• Purchase Order & Supplier Invoice Number  
• Internal Service Delivery                                                                                                             |
| Status of Account Certifications  | Workday     | Provides the status of account certifications (in-progress, approved, etc.) by company and fiscal period.                                                                                                  | To help account certification users determine if approvers (i.e., PIs) have approved the account certifications.                                                                                   | • Account Certification Status  
• Amount to Certify  
• Worktags  
• Approver                                                                                                                                   |
| Ledger Account – Posting Rule Details | Workday  | Provides the ledger account and the associated spend or revenue category when accounting users need to provide the ledger account for a new spend/revenue category. | To provide ledger account and spend/revenue category for transfer and non-transfer journals.                                                                                                           | • Ledger Account & Summaries  
• Used in Account Posting Rule  
• Valid Spend/Revenue Categories                                                                                                               |
| Find Journals                     | Workday     | Provides a list of all the journal details (including operational and accounting journals) by company based on search criteria input.                                                                   | To find journal details and perform related actions such as edit, copy, cancel, reverse, and adjust accounting for journals.                                                                         | • Journal  
• Company  
• Status  
• Total Ledger Debits & Credits                                                                                                                |
| Find Journal Lines                | Workday     | Displays journal line details such as source and worktags used by company based on search criteria input. Provides the ability to drill into the details of the journal or related transaction. | To view journal lines based on the worktags provided and perform related actions such as edit, copy, cancel, reverse, and adjust accounting for journals.                                                | • Journal  
• Source  
• Ledger Debit & Credit Amount  
• Worktags                                                                                                                                     |
| General Ledger Details            | Workday     | Includes Activity by period for all worktags based on Worktag selections. Use the Last Updated Moment prompts to isolate entries that posted to the ledger on a particular date or date range (this is not the same as the Accounting Date). | To find the ledger account associated with the appropriate operational transaction in order to create a journal.                                                                                   | • Journal  
• Worktags  
• Spend & Revenue Categories  
• Ledger Account                                                                                                                                |
# UBI & Workday Finance Reports

## Inventory

<table>
<thead>
<tr>
<th>Report Name</th>
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<th>Purpose</th>
<th>Key Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ledger Balances</td>
<td>Workday</td>
<td>Provides General Ledger account balances such as ledger/budget debit and credit amounts.</td>
<td>To find the ledger account balances and worktags associated with the ledger account.</td>
<td>• Ledger Account&lt;br&gt;• Ledger/Budget Debit &amp; Credit Amount&lt;br&gt;• Ledger/Budget Debit minus Credit&lt;br&gt;• Worktags</td>
</tr>
<tr>
<td>Transfers Detail Report</td>
<td>Workday</td>
<td>Lists Journal Line Details for Transfers such as impacted worktags, line item, customer, and ledger.</td>
<td>To help users view details on manual and mass journal transfers.</td>
<td>• Worktags&lt;br&gt;• Line Item &amp; Memo&lt;br&gt;• Ledger/Budget Debit minus Credit&lt;br&gt;• Journal Source &amp; Journal&lt;br&gt;• Fiscal Period &amp; Year</td>
</tr>
<tr>
<td>Workday Journal Lines</td>
<td>UBI</td>
<td>Enables extracts and customized analysis of Workday Journal Line data. Includes a summary report and detail report (sheets). Many of the rows include a link to open the journal in Workday.</td>
<td>To view summarized and detailed journal line data and customize as needed.</td>
<td>• Ledger Account&lt;br&gt;• Fiscal Period&lt;br&gt;• Worktags&lt;br&gt;• Journal Number and Memo&lt;br&gt;• Created By&lt;br&gt;• Journal Source&lt;br&gt;• Accounting and Budget Dates&lt;br&gt;• Amount</td>
</tr>
<tr>
<td>Workday Account Certification Dashboard</td>
<td>UBI</td>
<td>Provides data for reporting on the status of Account Certifications. Includes multiple sheets and a dashboard with key metrics (e.g., Account Certs by Month, open Account Certs past due).</td>
<td>To monitor the status of Account Certifications and identify Preparers, Approvers, and Sr department Financial Approvers.</td>
<td>• Dashboard of key metrics&lt;br&gt;• Approvers &amp; Preparers data (e.g., # approved, # prepared)&lt;br&gt;• Account Cert Details (e.g., Status)&lt;br&gt;• Account Cert Details for Grants</td>
</tr>
</tbody>
</table>

## Budget

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Type</th>
<th>Description</th>
<th>Purpose</th>
<th>Key Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget vs Actual by Cost Center</td>
<td>Workday</td>
<td>Summarizes budget vs. actuals data by cost center. Includes data for commitments, obligations, and actuals as well as the Original and Working Budget. Can be filtered by worktags and the data is drillable.</td>
<td>To help users compare budgets to actuals, commitments and obligations.</td>
<td>• Cost center&lt;br&gt;• Gift/Grant, Designated worktags&lt;br&gt;• Accounting worktags&lt;br&gt;• Actuals, commitments, obligations</td>
</tr>
</tbody>
</table>
## UBI & Workday Finance Reports

### Sources and Uses Budget vs Actual with Balances

**Report Type:** Workday  
Summarizes budget vs. actuals data by Sources and Uses line items. Includes data for commitments, obligations, and actuals. Can be filtered by worktags on the Prompts page and the data is drillable.  
To help users compare budgets to actuals, commitments and obligations by sources and uses.  
- Beginning balance  
- Sources  
- Uses  
- Transfers  
- Full year budget

### Grant Budget vs Actual

**Report Type:** Workday  
Provides grant balances before and after obligations and commitments. Includes actuals, commitments and obligations as well as F&A commitments and obligations.  
To help users compare budgets to actuals, commitments and obligations for awards/grants.  
- Award  
- Actuals to date, monthly, award life to date  
- Commitments and obligations  
- Balances before/after obligations and commitments

### Workday Budget vs Actuals

**Report Type:** UBI  
Provides budget vs actuals information and includes data for commitments, obligations, and actuals. There are sheets to review the data in regards to the Original and Working Budget.  
To review Workday actuals transactions against Original or Working Budget and analyze variance to budget over various time periods.  
- Cost center  
- Worktags  
- Actuals, commitments, obligations  
- FYTD Revenue, Expenses, Transfers

## Expense

### Expense Transaction Analysis by Spend Category and Expense Item

**Report Type:** Workday  
Provides expense totals by cost center based on the accounting date of the expense line. Requires company and accounting date range filters to this run report.  
To view spend category and expense item totals by cost center.  
- Cost center  
- Spend Category  
- Expense Item
<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Type</th>
<th>Description</th>
<th>Purpose</th>
<th>Key Outputs</th>
</tr>
</thead>
</table>
| Credit Card Transactions Not Expensed or Approved | Workday     | Provides a list of new and pending T&E card transactions. Can filter by cost center, employee and/or charge date or transaction load date. | To find credit card transactions that have not been expensed (submitted in expense report) or approved (on expense report). | • Transaction ID  
• Cost Center  
• Expense Payee  
• Load Date  
• Billing Date  
• Amount |
| Find Expense Reports                       | Workday     | Lists expense reports and their associated statuses. Includes links to open the expense reports. Doesn’t include cost centers or expense lines within the report. Use Find Expense Report to view cost centers and cost center hierarchies associated with the expense report. | To find expense reports to view their status and/or perform related actions such as, changing or canceling the expense report. | • Expense report (link)  
• Expense report status  
• Pay To  
• Expense Report Date  
• Memo (report header) |
| Find Expense Report                        | Workday     | Provides a list of expense reports and their associated statuses plus links to open the expense reports. Also includes cost center and cost center hierarchies for the expense lines within the report. | To find expense reports by cost center and/or cost center hierarchy and perform related actions such as changing or cancelling the expense report. | • Expense Report  
• Company  
• Cost Center  
• Expense report status  
• Pay To  
• Expense Report Date  
• Memo (report header) |
| Expense Transaction Analysis by Spend Category and Expense Item | Workday     | Details expenses by cost center based on accounting date of the expense line. | To find total expense amount for each expense item by cost center and spend category. | • Cost Center  
• Spend Category  
• Expense Item  
• Total Amount |
| Find Credit Card Transactions              | Workday     | Lists T&E credit card transactions by company and transaction date. | To find T&E credit card transactions and determine their status. | • Credit Card Transaction  
• Credit Card  
• Status  
• Billing Date & Amount |
# Fund Balance

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Type</th>
<th>Description</th>
<th>Purpose</th>
<th>Key Outputs</th>
</tr>
</thead>
</table>
| Fund Balance by Assignee          | Workday     | Shows beginning, current, and projected Fund Balance as well as a variance to budget by Assignee. Data is provided for FYTD Actuals, Commitments & Obligations as well as the Original or Working Budget.            | To help users using the assignee worktag to manage balances and determine current or projected fund balance.                                                                                               | • Assignee  
• FYTD Revenue, Expenses, and Transfers  
• Obligations & Commitments  
• Projected Ending Balance  
• Total Budget                                                                                           |
| Fund Balance by Cost Center       | Workday     | Provides a beginning year balance and a roll-forward projected ending balance based on FYTD Actuals, Obligations, and Commitments. Includes the budget for FY variance analysis.                      | To help users using the cost center worktag to manage balances and determine current or projected fund balance.                                                                                               | • Cost Center  
• FYTD Revenue, Expenses, and Transfers  
• Obligations & Commitments  
• Projected Ending Balance  
• Total Budget                                                                                           |
| Fund Balance with FDM             | Workday     | Contains a beginning year balance and a roll-forward projected ending balance based on FYTD Actuals, Obligations, and Commitments. It also includes the budget for FY variance analysis. It includes Fund, Gift, Grant, and Designated detail. | To help users determine current or projected fund balance using FDM worktags.                                                                                                                             | • Worktags  
• FYTD Revenue, Expenses, Transfers  
• Actuals, Commitments, & Obligations  
• Total Budget                                                                                           |
| Expendable Fund Balance Summary   | Workday     | Provides a fund balance on a modified cash basis accounting method. Expendable fund balance is equal to revenues less expenses, offset by any investments into UVIMCO, SIF, IIP, or other investment vehicle. | Will be used by FP&A and Treasury to monitor MBU fund balances. Replaces the legacy GL Cash Balance Summary and Cash Deficit UBI reports used prior to July 1, 2022.                                        | • Worktags  
• FYTD  
• Operating Cash Current Balance  
• Commitments and Obligations  
• Endowment & IP Balance                                                                                   |
| Fund Balance Comparison by Ledger Account | Workday | Provides a comparison by MBU of the Fund Balance summaries (Operational, Non-Operational, and Expendable). Note: Expendable fund balance is equal to revenues less expenses, offset by any investments into UVIMCO, SIF, IIP, or other investment vehicle. | To compare the Trial Balance to Expendable Fund Balance.                                                                                                                                                 | •                                                                                                                   |
## Gifts

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Type</th>
<th>Description</th>
<th>Purpose</th>
<th>Key Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Gift and Endowment</td>
<td>Workday</td>
<td>Lists all gift and endowment income transactions by month.</td>
<td>For departments to use for budgeting.</td>
<td>• Journal • Gift • Cost Center • Gift Manager • Ledger/Budget Amount for Natural Debit or Credit</td>
</tr>
<tr>
<td>Find Gifts</td>
<td>Workday</td>
<td>Provides a detailed list of all available Gifts in the system.</td>
<td>To find gifts and view high level detail such as gift type, classification, and primary purpose.</td>
<td>• Gift &amp; Gift Type • Gift Classification • Primary Purpose • Principal</td>
</tr>
<tr>
<td>Gift Transaction Report</td>
<td>Workday</td>
<td>Provides gift transaction details at a glance. The more criteria you provide, the more targeted the list that is returned.</td>
<td>To find one or more journal lines for gift transactions.</td>
<td>• Journal • Gift • Status • Ledger Account • Worktags</td>
</tr>
<tr>
<td>View Gift Hierarchy</td>
<td>Workday</td>
<td>Displays gift hierarchy data and assigned roles.</td>
<td>To view and navigate gift hierarchies in the system.</td>
<td>• Gift Hierarchy ID • Superior Gift Hierarchy • Included gifts • Inactive flag</td>
</tr>
</tbody>
</table>

## Grants

<table>
<thead>
<tr>
<th>Report Name</th>
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<th>Key Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award and Grant Details Composite</td>
<td>Workday</td>
<td>Provides quick view of various Award and Grant details such as Award Lifecycle Status, Sponsor, Lead PI, Grant Manager and Award Totals.</td>
<td>To help grants users find details related to awards and grants. Provides the ability to drill into the details of awards and grants as needed.</td>
<td>• Award &amp; Grant • Award Lifecycle Status • Award Start Date &amp; End Date • Lead PI &amp; Grant Manager • Award Total</td>
</tr>
<tr>
<td>Report Name</td>
<td>Report Type</td>
<td>Description</td>
<td>Purpose</td>
<td>Key Outputs</td>
</tr>
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</tr>
</tbody>
</table>
| F&A Recovery by Company and Cost Rate Type | Workday     | Provides F&A recovery details such as cost rate YTD, total direct costs, and effective rate. | To help determine how much F&A was earned for that month (by PI).       | • Cost Center Hierarchy Level 4  
• Cost Rate Type  
• F&A Cost YTD  
• Total Direct Costs (TDC)  
• Effective Rate |
| Find my Awards for Grant Managers and PI | Workday     | Provides quick view of Award details such as Organization Worktags, Sponsor, Lead PI, Letter of Credit, Award Schedule & Contract and F&A Rate. | To find Award and Award details for a school/unit.                     | • Award, Budget, & Status  
• Award Schedule  
• Sponsor & Subrecipients  
• Lead PI |
| Grant Balance Available             | Workday     | Provides Budget, Actuals, Commitments, Obligations (including F&A) and Remaining balance for grants. | To find remaining balances for grants and view current month actuals and life-to-date, and commitments and obligations. | • Cost Center  
• Grant  
• Object Class  
• Employee  
• Budget, Actuals, Commitments & Obligations |
| OSP Award Summary Report            | Workday     | Contains OSP Award information such as award start to end date, award type & purpose code, assigned roles (Lead Award PI, Award Analyst, Grant PI, Grant Manager, etc.), Award Total & Line Amount, and Spend Restrictions. | To see all Awards and Grants (for PIs) in a school, department, and/or cost center. | • Award & Grant  
• Award Start & End Date  
• Award Roles  
• Spend Restrictions |
| Workday RAD                         | UBI         | Provides a one-stop shop for Grant and Post-Award financial needs.            | Assist with the administration of award, grants and budgets from Workday and allow for the analysis and comparison of the Award Budget to Journal Line Transactions for expenses charged to the award and grant. Replaces the previous Research Administration Dashboard (RAD) app. | • Award and Grant Names  
• Award and Grant dates  
• Award Status  
• Actuals, Commitments, Obligations  
• F&A Commitments & Obligations  
• Total Budget, Budget after Actuals, Committed & F&A  
• Purpose Code |
## Payroll

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<thead>
<tr>
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<th>Report Type</th>
<th>Description</th>
<th>Purpose</th>
<th>Key Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study Expenses</td>
<td>Workday</td>
<td>Lists all Federal Work Study expenditures.</td>
<td>To review Federal Work Study expenditures and is similar to Work Study Module.</td>
<td>Employee &amp; Cost Center, Payroll Period, Worktags, Transaction Amount</td>
</tr>
<tr>
<td>Labor Suspense Worktags by Cost Center</td>
<td>Workday</td>
<td>Provides the labor suspense FDM worktags that are assigned for Position Restriction costing allocations.</td>
<td>To view labor suspense worktags that are assigned based on the cost center to which the position is aligned.</td>
<td>Cost Center Number, Labor Suspense Worktags</td>
</tr>
<tr>
<td>Payroll Accounting Adjustments Journal Lines</td>
<td>Workday</td>
<td>Contains the journal lines created as a result of payroll accounting adjustments.</td>
<td>To validate the payroll accounting adjustment entry that was made.</td>
<td>Worker, Journal Source &amp; Status, Budget &amp; Accounting Date, Ledger/Budget Debit &amp; Credit Amount</td>
</tr>
<tr>
<td>Payroll Journal Line Details</td>
<td>Workday</td>
<td>Provides the total Payroll Charges of employees along with all FDM worktags.</td>
<td>To review payroll journal line details at a more granular level (including FDM distributions, pay components, and position information).</td>
<td>Worker &amp; Position, Operational Transaction, Earning &amp; Deduction, Amount</td>
</tr>
<tr>
<td>Payroll Journal Summary Report</td>
<td>Workday</td>
<td>Contains summarized payroll journal lines in a more streamlined view of FDM distributions, including a rolled-up amount by spend category when applicable.</td>
<td>To summarize payroll by each employee for the selected time period. For details specific to pay period dates, use the Payroll Journal Line Details report.</td>
<td>Employee &amp; Position, Period Start &amp; End Date, Ledger Account, Amount</td>
</tr>
<tr>
<td>Positions without Costing Allocations</td>
<td>Workday</td>
<td>Gives users a view with which they can find Workers without Costing Allocations.</td>
<td>To identify which workers do not have costing allocations by company.</td>
<td>Worker &amp; Employee ID, Cost Center, Total Base Pay Amount &amp; Frequency, Manager</td>
</tr>
<tr>
<td>Worker Costing Allocation Information – Payroll</td>
<td>Workday</td>
<td>Lists all worker costing allocations. The report uses the Worker Costing Override data source.</td>
<td>To identify the costing allocations for employees (who/what is funding them).</td>
<td>Worker &amp; Employee ID, Position, Costing Allocation Worktags, Annual Amount Allocated</td>
</tr>
</tbody>
</table>
### UBI & Workday Finance Reports

#### Inventory

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</thead>
</table>
| Workday Payroll Costing   | UBI         | Provides Workday Payroll Costing Allocations for employees. Includes three reports (sheets): Payroll Costing by Employee, Payroll Costing by PI and Institutional Base Salary. | To find and review Workday Payroll Costing Allocations for employees and Institutional Base Salary (IBS) for employees. To serve as a replacement for the LD Schedules & Salaries and LD Pay Adjustments & Suspense UBI reports. | • Employee Name  
• Position ID  
• Costing start & end date  
• Worktags  
• Total Base Salary  
• IBS |

#### Security

<table>
<thead>
<tr>
<th>Report Name</th>
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<th>Key Outputs</th>
</tr>
</thead>
</table>
| Cost Center Role Assignments - Security | Workday | Provides security roles by Cost Center such as Cost Center Manager, Sr. Dept Financial Approvers, and P2P Requisitioners. | To view who has which security roles within the selected Cost Center. | • Cost Center Manager  
• Sr. Dept Financial Approvers  
• P2P Requisitioner & Approvers  
• Expense Support Specialist |

| Workday Security Roles    | UBI         | Displays an individual’s Worker Security Roles in Workday Financials, as well as the individuals assigned to any given Security Role. | To help identify the security roles that employees hold in Workday Financials or to find all employees assigned to a specific Workday Financials security role. Similar to the legacy Oracle Responsibilities UBI module. | • Employee Name, ID, Email  
• Employee Cost Center Hierarchy  
• Workday Security Roles Assigned  
• Assigned Organizations  
• Effective Date |
<table>
<thead>
<tr>
<th>Report Name</th>
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<th>Description</th>
<th>Purpose</th>
<th>Key Outputs</th>
</tr>
</thead>
</table>
| Department Purchasing History            | Workday     | Provides spend by department, shopper, and commodity.                       | To identify the total spend amount for the department.                   | • Cost Center  
• Spend Category  
• Supplier  
• Dates  
• Total Purchases Amount |
| Find Purchase Orders                     | Workday     | Provides a list of all the purchase orders by company based on search criteria input. Provides the ability to drill into the details of the purchase order or related transaction. | To help users find purchase order details and perform related actions such as change purchase order. | • Purchase Order & Number  
• PO Status  
• Buyer & Supplier  
• Amount  
• Business Document |
| Find Supplier Invoices                   | Workday     | Provides a list of all the supplier invoices by company based on search criteria input. Provides the ability to drill into the details of the supplier invoice or related transaction. | To help users find supplier invoice details such as status of supplier invoice and amount. | • Supplier Invoice & Number  
• Invoice Status  
• Supplier  
• Invoice Date  
• Amount |
| Find Supplier Invoice                    | Workday     | View the invoice or adjustment number, company, status, supplier, invoice date, memo, discount date, due date, invoice amount, amount due and adjustment for entered supplier invoices. | To help users find supplier invoice details by cost center and/or worktags. | • Supplier Invoice  
• Invoice Status  
• Memo  
• Discount  
• Worktags |
| Find Suppliers_Without Contingent Workers | Workday     | Views selected suppliers and associated details such as supplier name, supplier ID, status, supplier category, supplier group, customer account number, address information, parent supplier and 1099 applicability. | To help procurement shoppers find suppliers without contingent workers. | • Supplier  
• Supplier Contacts  
• Payment Types Accepted  
• Default Payment Terms  
• Remit-To Address |
| Invoice Payment Status                   | Workday     | Provides supplier invoice and payment status details such as invoice amount, received date, due date, and payment date. | For invoice and payment status lookup for suppliers | • Supplier Invoice & Number  
• Invoice Date & Status  
• Invoice Amount  
• Received Date, Due Date, & Payment Date |
# UBI & Workday Finance Reports

## Inventory

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Spend Detail Report</td>
<td>Workday</td>
<td>Provides spend details at a glance such as journal, impacted worktags, and ledger/budget debit minus credit.</td>
<td>To view what expenses hit the cost center and/or suspense account. Replacement for the legacy UBI GA Analysis reports (Actuals &amp; Commitments).</td>
<td>Journal &amp; Journal Source, Worktags, Employee &amp; Employee ID, Ledger/Budget Debit minus Credit, Budget &amp; Accounting Date</td>
</tr>
<tr>
<td>Supplier Invoices Details</td>
<td>Workday</td>
<td>Provides details on a supplier invoice such as invoice status, worktags, extended amount, quantity invoiced, PO line, and Invoice Payment Status.</td>
<td>To offer invoice lookup for departments.</td>
<td>Supplier Invoice &amp; Supplier, Invoice Date, Invoice Status, Extended Amount &amp; Quantity, PO Line</td>
</tr>
<tr>
<td>Track Purchase Orders</td>
<td>Workday</td>
<td>Provides the status of purchase orders within your department, cost center</td>
<td>To understand where a PO is in the business process at any point in time, along with its status.</td>
<td>Purchase Order &amp; Status, Supplier &amp; Buyer, Requisition &amp; Line, Worktags, Invoice Date</td>
</tr>
</tbody>
</table>

## Other

<table>
<thead>
<tr>
<th>Report Name</th>
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<th>Description</th>
<th>Purpose</th>
<th>Key Outputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDM Reference Spotlight Reports</td>
<td>Workday</td>
<td>A curated list of both custom and standard reports that support accessing FDM Reference data.</td>
<td>To provide a list of reports (by area) for users to find FDM hierarchical data. The FDM Reference reports for Designated, Grants, Gift and Project can be used to view if the worktag is “SIS Allowed.”</td>
<td>Report (name &amp; link), Brief Description, Active Report Tags</td>
</tr>
<tr>
<td>Institutional Compensation</td>
<td>Workday</td>
<td>Indicates the total amount of compensation an employee is paid by each company. Note: Requires Costing Allocation Viewer Access role.</td>
<td>To determine costing allocation percentages, especially as it relates to calculating Effort on a grant should an employee work for multiple companies.</td>
<td>Employee, Employee Compensation, Company</td>
</tr>
<tr>
<td>Report Name</td>
<td>Report Type</td>
<td>Description</td>
<td>Purpose</td>
<td>Key Outputs</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
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</tr>
</tbody>
</table>
| Non-payroll Commitments and Obligations         | Workday     | Contains non-payroll commitments and obligations used for analyzing OTPS Commitments (Requisitions) & Obligations (Purchase Orders).                                                                          | To identify what has been spent/obligated on start-up projects.                                                                                                                                         | • Supplier  
• Commitments  
• Obligations  
• Total                                                                                     |
| Revenue Detail Report                            | Workday     | Provides Journal Line Details for Total Revenues.                                                                                                                                                           | To help determine how much has been earned on Sales & Service activity.                                                                                                                                    | • Worktags  
• Revenue Category  
• Ledger/Budget Debit minus Credit  
• Journal Source & Journal                                                                    |
| Workday FDM Reference                           | UBI         | Provides association (hierarchy) data for the Workday Foundation Data Model (FDM) worktags including Company, Cost Center, Gift/Grant/DN/Project, Function, Fund and Program.                                        | To provide a reference for the various worktags of the FDM including hierarchies and/or default related worktags, where applicable. Replaces the GA Reference and GL Reference UBI reports. | • Worktag hierarchies  
• Default cost center (for driver worktags)  
• Default fund (for driver worktags)  
• Default function (for driver worktags)  
• Inactive Flag (for applicable worktags)                                                      |