UBI & Workday Finance Reports Inventory Overview

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 & Analytics Release Notes], and other [Reporting Resources]. To access UBI click [here].

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UBI & Workday Reports Inventory

Accounting

Report Name	Report Type	Description	Purpose	Key Outputs
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

Report Name	Report Type	Description	Purpose	Key Outputs
General Ledger Balances	Workday	Provides General Ledger account balances such as ledger/budget debit and credit amounts.	To find the ledger account balances and worktags associated with the ledger account.	• Ledger Account • Ledger/Budget Debit & Credit Amount • Ledger/Budget Debit minus Credit • Worktags
Transfers Detail Report	Workday	Lists Journal Line Details for Transfers such as impacted worktags, line item, customer, and ledger.	To help users view details on manual and mass journal transfers.	• Worktags • Line Item & Memo • Ledger/Budget Debit minus Credit • Journal Source & Journal • Fiscal Period & Year
Workday Journal Lines	UBI	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.	To view summarized and detailed journal line data and customize as needed. To serve as a replacement for the legacy GA Analysis – Actuals and GL Details UBI reports.	• Ledger Account • Fiscal Period • Worktags • Journal Number and Memo • Created By • Journal Source • Accounting and Budget Dates • Amount
Workday Account Certification Dashboard	UBI	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).	To monitor the status of Account Certifications and identify Preparers, Approvers, and Sr department Financial Approvers.	• Dashboard of key metrics • Approvers & Preparers data (e.g., # approved, # prepared) • Account Cert Details (e.g., Status) • Account Cert Details for Grants

Budget

Report Name	Report Type	Description	Purpose	Key Outputs
Budget vs Actual by Cost Center	Workday	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.	To help users compare budgets to actuals, commitments and obligations.	• Cost center • Gift/Grant, Designated worktags • Accounting worktags • Actuals, commitments, obligations

Report Name	Report Type	Description	Purpose	Key Outputs
Expense Budget vs Actual (Simple "BBA")	Workday	Provides a basic view of Fiscal Year Budget variance reporting on Spend Category items only. The report can be filtered by worktags and the data is drillable. This report is not designed to be run for Award/Grant variances as it only includes the fiscal year budget and current year obligations.	To review the variance between the budget and expenses (actuals, commitments & obligations) on Spend Category items for a specific time period.	• FY Budget • MTD Actuals • FYTD Actuals • Commitments • Obligations • Budget - Expenses
Sources and Uses Budget vs Actual with Balances	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	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	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

Report Name	Report Type	Description	Purpose	Key Outputs
Expense Transaction Analysis by Spend Category and Expense Item	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
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

Report Name	Report Type	Description	Purpose	Key Outputs
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. Expendable Fund Balance excludes non-operational funds.	To compare the Trial Balance to Expendable Fund Balance.	• Trial Balance • SNP- All Funds, Non-Operational Funds & Operational Funds • Expendable Fund Balance • Restricted (UFM) • Endowment Mkt Value

Report Name	Report Type	Description	Purpose	Key Outputs
Workday Fund Balances	UBI	Provides fund balance information across multiple sheets including Fund Balance Summary, Fund Balances by Fund, Cost Center, Designated/Gift and Project, Fund Balance – All Worktags and Fund Balances by Ledger.	To monitor fund balances. Replaces the legacy Cash Balance Summary report.	• FY Beg Balance • MTD Actuals • YTD Actuals • Current Balance • Commitments • Obligations

Gifts

Report Name	Report Type	Description	Purpose	Key Outputs
Budget Gift and Endowment	Workday	Lists all gift and endowment income transactions by month.	For departments to use for budgeting.	• Journal • Gift • Cost Center • Gift Manager • Ledger/Budget Amount for Natural Debit or Credit
Find Gifts	Workday	Provides a detailed list of all available Gifts in the system.	To find gifts and view high level detail such as gift type, classification, and primary purpose.	• Gift & Gift Type • Gift Classification • Primary Purpose • Principal
FDM Reference – Gift	Workday	Provides a list of gifts and their associated hierarchies, attributes, assigned roles and default worktags. Can filter by cost center. Also includes a Restriction Description and whether the gift is SIS Allowed.	To view a list of gifts by cost center to identify associated gift hierarchies, default worktags, Unit Gift Mgr(s) and other attributes about the gift.	• Gift Hierarchy Levels • Default worktags (e.g., fund) • Unit Gift Manager (s) • Gift Type & Origination • Primary and Alternate Purpose
Gift Transaction Report	Workday	Provides gift transaction details at a glance. The more criteria you provide, the more targeted the list that is returned.	To find one or more journal lines for gift transactions.	• Journal • Gift • Status • Ledger Account • Worktags
View Gift Hierarchy	Workday	Displays gift hierarchy data and assigned roles.	To view and navigate gift hierarchies in the system.	• Gift Hierarchy ID • Superior Gift Hierarchy • Included gifts • Inactive flag

Grants

Report Name	Report Type	Description	Purpose	Key Outputs
Award and Grant Details Composite	Workday	Provides quick view of various Award and Grant details such as Award Lifecycle Status, Sponsor, Lead PI, Grant Manager and Award Totals.	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.	• Award & Grant • Award Lifecycle Status • Award Start Date & End Date • Lead PI & Grant Manager • Award Total
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

Report Name	Report Type	Description	Purpose	Key Outputs
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

Report Name	Report Type	Description	Purpose	Key Outputs
Federal Work Study Expenses	Workday	Lists all Federal Work Study expenditures.	To review Federal Work Study expenditures and is similar to Work Study Module.	• Employee & Cost Center • Payroll Period • Worktags • Transaction Amount
Labor Suspense Worktags by Cost Center	Workday	Provides the labor suspense FDM worktags that are assigned for Position Restriction costing allocations.	To view labor suspense worktags that are assigned based on the cost center to which the position is aligned.	• Cost Center Number • Labor Suspense Worktags
Payroll Accounting Adjustments Journal Lines	Workday	Contains the journal lines created as a result of payroll accounting adjustments.	To validate the payroll accounting adjustment entry that was made.	• Worker • Journal Source & Status • Budget & Accounting Date • Ledger/Budget Debit & Credit Amount
Payroll Journal Line Details	Workday	Provides the total Payroll Charges of employees along with all FDM worktags.	To review payroll journal line details at a more granular level (including FDM distributions, pay components, and position information).	• Worker & Position • Operational Transaction • Earning & Deduction • Amount

Report Name	Report Type	Description	Purpose	Key Outputs
Payroll Journal Summary Report	Workday	Contains summarized payroll journal lines in a more streamlined view of FDM distributions, including a rolled-up amount by spend category when applicable.	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.	• Employee & Position • Period Start & End Date • Ledger Account • Amount
Positions without Costing Allocations	Workday	Gives users a view with which they can find Workers without Costing Allocations.	To identify which workers do not have costing allocations by company.	• Worker & Employee ID • Cost Center • Total Base Pay Amount & Frequency • Manager
Worker Costing Allocation Information – Payroll	Workday	Lists all worker costing allocations. The report uses the Worker Costing Override data source.	To identify the costing allocations for employees (who/what is funding them).	• Worker & Employee ID • Position • Costing Allocation Worktags • Annual Amount Allocated
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

Report Name	Report Type	Description	Purpose	Key Outputs
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

Report Name	Report Type	Description	Purpose	Key Outputs
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

Spend

Report Name	Report Type	Description	Purpose	Key Outputs
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

Report Name	Report Type	Description	Purpose	Key Outputs
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
Open Purchase Orders	Workday	Lists all purchase orders in Workday that are <u>not</u> in a closed, canceled, or denied status. Includes invoicing status and invoiced amount for each PO line. Can be filtered by date, invoicing status, buyer, supplier, and worktags.	To view open purchase orders (those not in a closed, canceled, denied status) and their associated invoicing status/invoiced amount.	• Purchase Order Type • Supplier • Invoicing Status • Worktags • PO Date & Approved Date • Buyer
Spend Detail Report	Workday	Provides spend details at a glance such as journal, impacted worktags, and ledger/budget debit minus credit.	To view what expenses hit the cost center and/or suspense account. Replacement for the legacy UBI GA Analysis reports (Actuals & Commitments).	• Journal & Journal Source • Worktags • Employee & Employee ID • Ledger/Budget Debit minus Credit • Budget & Accounting Date
Supplier Invoices Details	Workday	Provides details on a supplier invoice such as invoice status, worktags, extended amount, quantity invoiced, PO line, and Invoice Payment Status.	To offer invoice lookup for departments.	• Supplier Invoice & Supplier • Invoice Date • Invoice Status • Extended Amount & Quantity • PO Line
Track Purchase Orders	Workday	Provides the status of purchase orders in Workday. Includes Requisition number, status and line. Can be filtered by cost center and/or other worktags, date, PO or Requisition status, buyer, or supplier.	To understand where a PO is in the business process at any point in time, along with its status.	• Purchase Order & Status • Supplier & Buyer • Requisition, Status, & Line • Worktags • Invoice Date

Other

Report Name	Report Type	Description	Purpose	Key Outputs
FDM Reference Spotlight Reports	Workday	A curated list of both custom and standard reports that support accessing FDM Reference data.	To provide a list of reports (by area) for users to find FDM hierarchical data and other associated attributes. The FDM Reference reports for Designated, Grants, Gift and Project can be used to view if the worktag is "SIS Allowed."	• Report (name & link) • Brief Description • Active Report Tags
Institutional Compensation	Workday	Indicates the total amount of compensation an employee is paid by each company. Note: Requires *Costing Allocation Viewer Access* role.	To determine costing allocation percentages, especially as it relates to calculating Effort on a grant should an employee work for multiple companies.	• Employee • Employee Compensation • Company
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
Project Funding Source	Workday	Provides funding sources(s) with dates, worktags, funding amount and available balances.	To find project funding sources and associated funding dates (beginning and ending), funding amounts and available balances.	• Funding Source • Funding Beginning/Ending Date • Worktags • Funding Amount • Available Balance for Direct Costs
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

Report Name	Report Type	Description	Purpose	Key Outputs
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)