FST Friday Information Session: Reporting Demo for Fiscal Administrators

May 2022
For today’s session, we will be providing an overview and demo of:

• The Fiscal Admin Dashboard that provides a one-stop shop for you to access common tasks, reports, and other resources needed to perform your daily work.

• Reports that will let you easily extract detailed expenditure data equivalent to today’s GA Actuals.

Reporting-related training resources include key Workday reporting functionalities and tips on how to run specific reports. These reporting-related training resources will be referenced in:

• Courses – each instructor-led and self-paced training course provides a list of reports related to the transactions covered in the course.

• Training Materials – Quick reference guides (QRGs) provide step by step guidance for Finance reports. These QRGs will walk employees through how to access, view, and run reports and cover topics such as General Reporting Functionality, Fiscal Admin Dashboard, and Grant Admin Dashboard.
Reports and Dashboard Demonstration
This week marks the **launch of training** for Workday Financials. The following courses are being deployed this week:

### Instructor-Led Training
1. **Accounting Journals and Accounting Adjustments** (for Accountants)
2. **Payroll Accounting - Costing Allocation** (for Payroll Costing Managers & Payroll Costing Specialists)
3. **Ad Hoc Bank Transactions** (for Cost Center Deposit Specialists)
4. **Expense Reports For Expense Ambassadors** (for Expense Data Entry Specialists)

Instructor-led courses (offered virtually) will include **hands-on activities** and opportunities for **Q&A**. Detailed instructions for how to register for instructor-led training are outlined in the [Register for Workday Finance Courses in Workday Learning Quick Reference Guide](#).

### Self-Paced Training
1. **Expense Reports** (for Employee as Self)
2. **Purchase Requisition – Employee as Self** (for Employee as Self)
3. **Purchase Requisitions, Purchase Orders & Supplier Invoice Requests** (for Procurement Shoppers)

Self-paced courses are available through Workday Learning and include **process overviews and demos** for participants to **review at their own pace** and **repeat as needed**.

The self-paced prerequisite course **Introduction to Workday Financials** can be accessed and completed in **Workday Learning**.
We have a variety of resources to best serve your appetite!

- WFST Radio
- Five Things to Know about FST
- FST Update Summary in the blog digest
- One Pagers
- Blog articles on work areas
- Website tracking on work areas
- The online community
WE WANT TO HEAR FROM YOU!

Please complete this brief survey to share your feedback about this session and about UVAFST in general as we approach go-live. Your feedback on this survey will help us understand how we can best support you as we prepare for upcoming changes leading up to Workday go-live.
What questions do you have?
Thank you!