



Finance
Strategic
Transformation

FST Friday Information Session: Reporting Demo for Fiscal Administrators

May 2022



UNIVERSITY
of VIRGINIA



Introduction | Finance Reporting Overview

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



Training | Training Launch

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**.

Closing | Want to Learn More?

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](#)



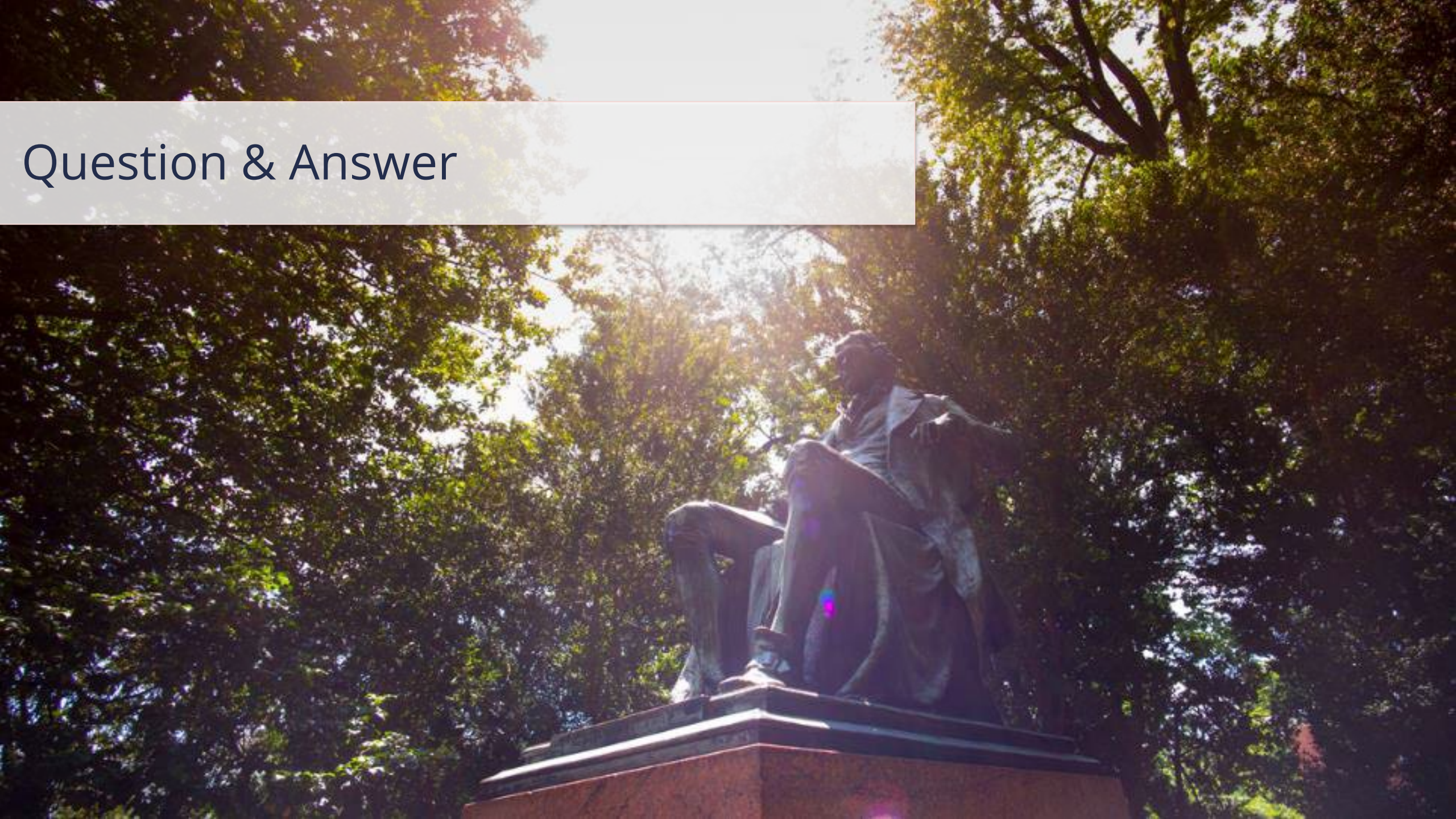
- [The online community](#)



WE WANT TO HEAR FROM YOU!

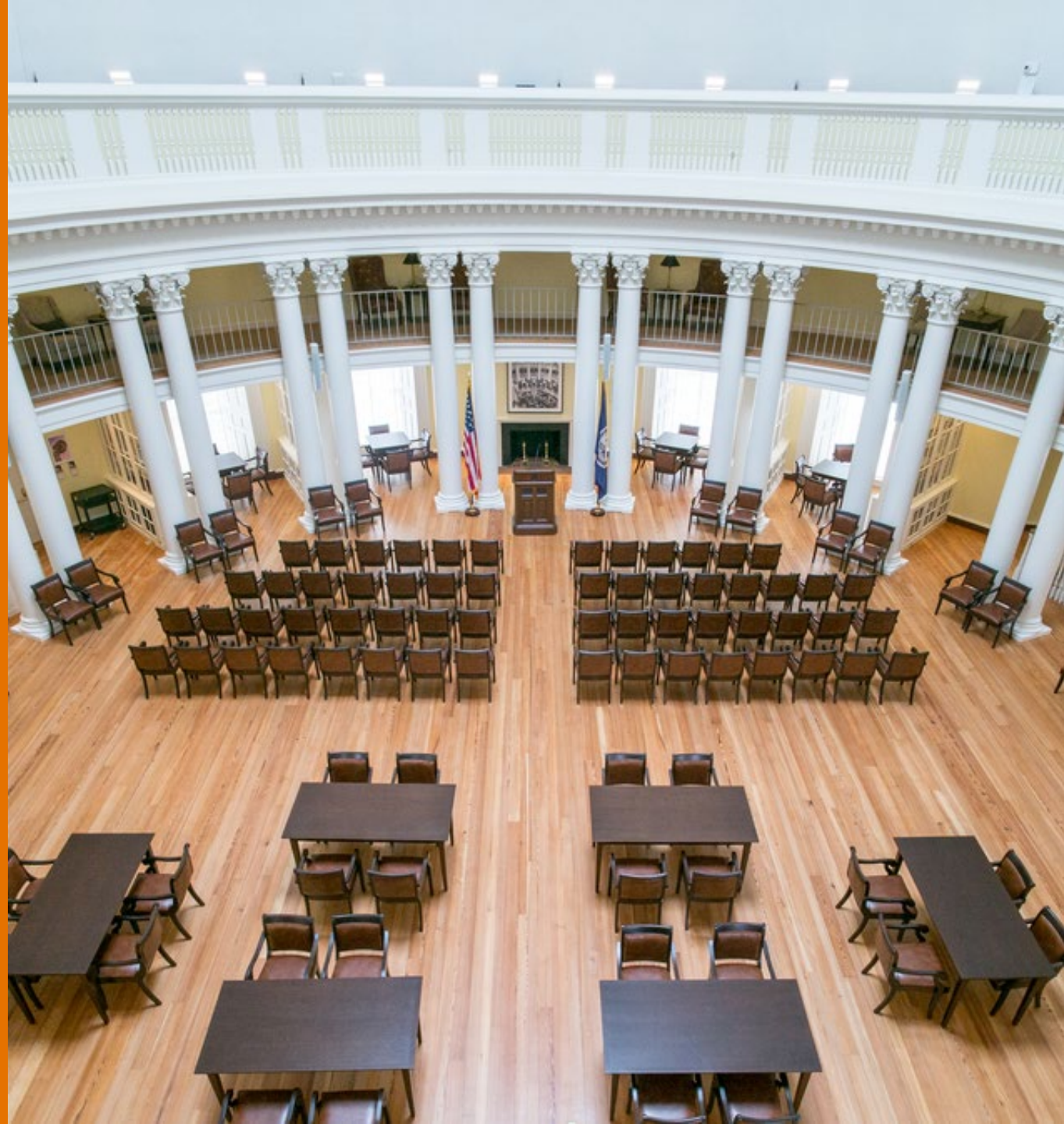
Please complete this **brief survey** to share your feedback about this session and about UVAFST in general as we approach go-live. Your feedback on this survey will help us understand how we can best support you as we prepare for upcoming changes leading up to Workday go-live.

Question & Answer



Question & Answer

***What questions
do you have?***



A sepia-toned photograph of a grand, classical building with a prominent central dome. The building features a portico with several columns. In the foreground, a large, ornate statue stands on a high, textured pedestal. The statue depicts a figure, possibly a personification of Liberty or Justice, holding a tablet. The building is set on a slight rise, with a wide set of stairs leading up to the entrance. The sky is filled with soft, scattered clouds, and the overall scene is bathed in a warm, golden light, suggesting a sunset or sunrise. The entire image has a monochromatic sepia color scheme.

Thank you!