

Workday at Emerson

Engage • Reimagine • Perform

WD Financial Reporting

Updated: March 4, 2020

Emerson
COLLEGE

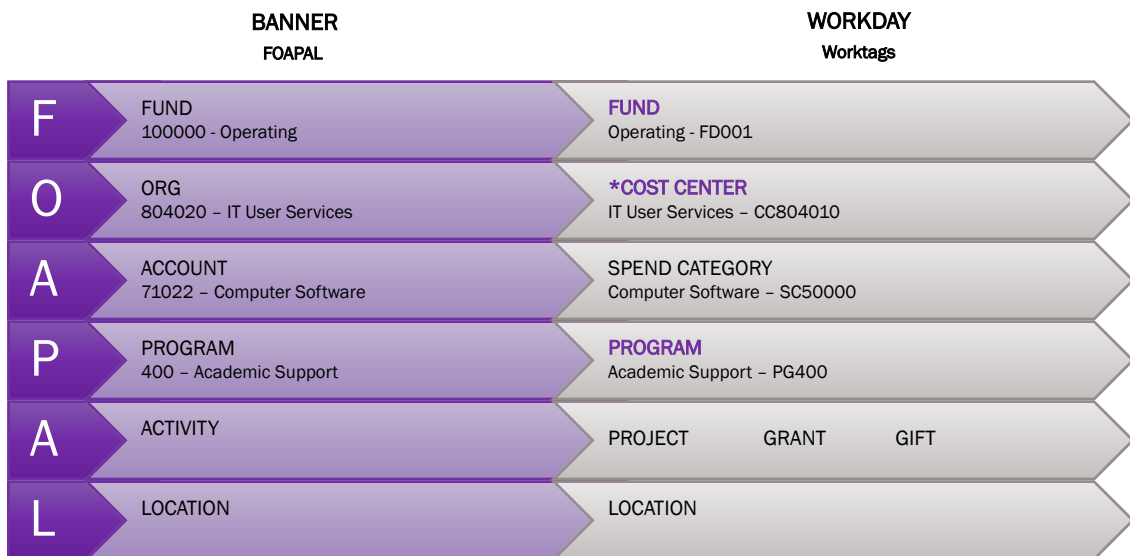
Agenda

- Worktag Review
- Security Roles and Access to Reports
- Data Audit Reports
- Budget to Actuals Reports
 - FIN001 – Budget to Actuals by Cost Center
 - FIN002 – Budget to Actuals by Fund
 - FIN003 – Budget to Actuals by Project
 - FIN005 – Budget to Actuals by Grant
 - FIN008 – Budget to Actuals by Gift
- Department Financials Dashboard
- **Procurement Dashboard**
- Q&A

Worktag Review

Worktags Review

Example: Information Technology software purchase on a requisition using a COST CENTER



Worktags Review

Example: Information Technology meal expense on a Pcard using a PROJECT

BANNER FOAPAL		WORKDAY Worktags	
F	FUND 100000 - Operating	FUND	Operating - FD001
O	ORG 804020 - IT User Services	COST CENTER	IT User Services - CC804010
A	ACCOUNT 71310 - Food & Catering	EXPENSE ITEM	Dinner - EI0067
P	PROGRAM 400 - Academic Support	PROGRAM	Academic Support - PG400
A	ACTIVITY 1001 - Walker Computer Lab Upgrade	*PROJECT	Walker Computer Lab Upgrade - ITP0001
L	LOCATION 1000 - Boston	LOCATION	Boston - Walker Building - LOC005

5

Worktags Review

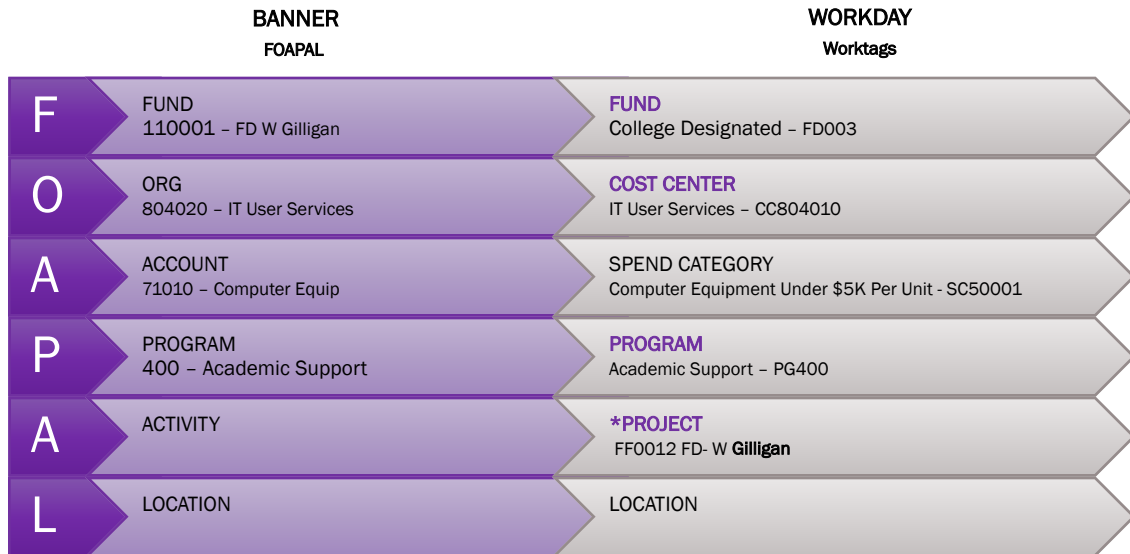
Example: Information Technology computer equip purchase using a GIFT

BANNER FOAPAL		WORKDAY Worktags	
F	FUND 29999 - IT Improvement Award	FUND	Donor Designated - FD010
O	ORG 804020 - IT User Services	COST CENTER	IT User Services - CC804010
A	ACCOUNT 71010 - Computer Equip	SPEND CATEGORY	Computer Equipment Under \$5K Per Unit - SC50001
P	PROGRAM 800 - Scholarships and Fellowships	PROGRAM	Scholarships and Fellowships - PG800
A	ACTIVITY	*GIFT	IT Improvement Award - GF202019
L	LOCATION	LOCATION	

6

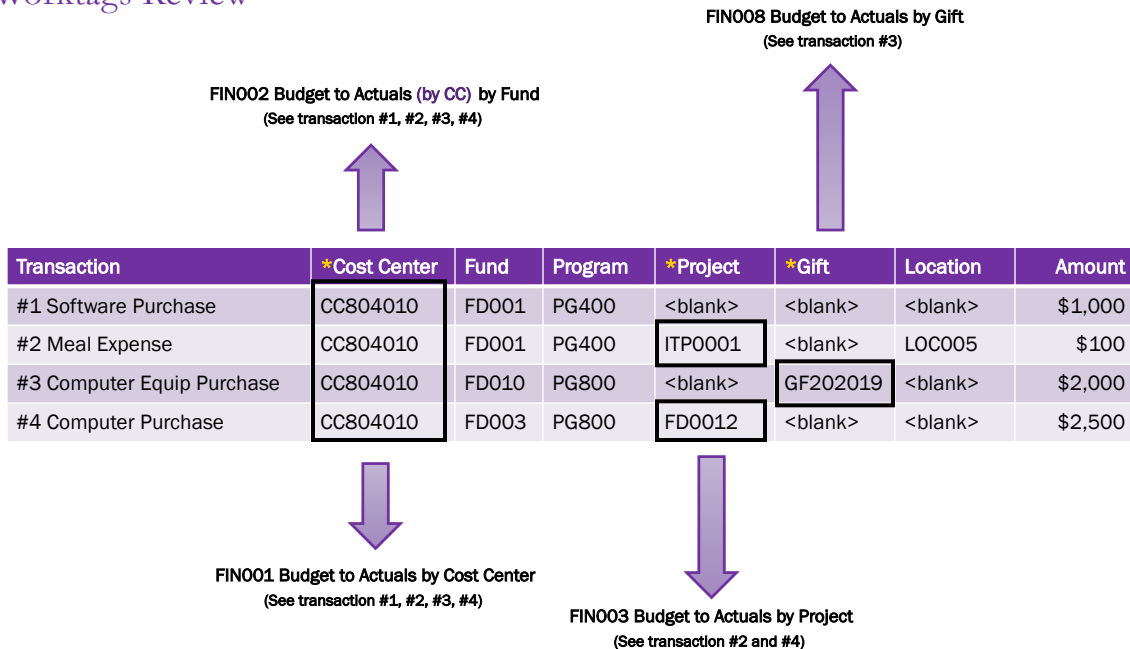
Worktags Review

Example: Information Technology computer purchase using a Faculty Development Fund (Project)



7

Worktags Review



8

Worktags Review

Question? Why does Cost Center, Project and Gift have an "*" ?

Answer: They each have their own Budget

Transaction	*Cost Center	Fund	Program	*Project	*Gift	Location	Amount
#1 Software Purchase	CC804010	FD001	PG400	<blank>	<blank>	<blank>	\$1,000
#2 Meal Expense	CC804010	FD001	PG400	ITP0001	<blank>	LOC005	\$100
#3 Computer Equip Purchase	CC804010	FD010	PG800	<blank>	GF202019	<blank>	\$2,000
#4 Computer Purchase	CC804010	FD003	PG800	FD0012	<blank>	<blank>	\$2,500

FIN001 Budget to Actuals by Cost Center
 FIN002 Budget to Actuals (by CC) by Fund
 FIN003 Budget to Actuals by Project
 FIN008 Budget to Actuals by Gift

9

Roles and Access to Reports

10

Roles and Access to Reports

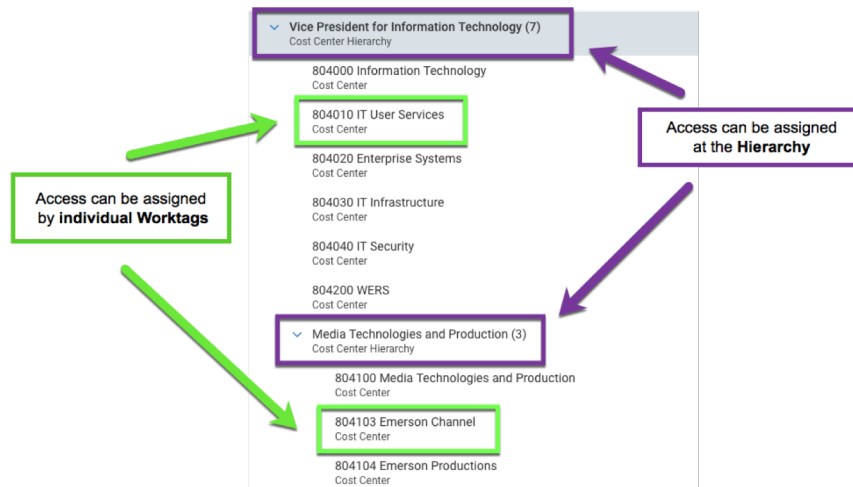
In order to access Financial Reports, the following Workday security roles are typically used to assign access:

Security Role (Group)	Report
FIN Cost Center Approver <small>(by default has payroll access)</small>	FIN001 Budget to Actuals by Cost Center
FIN Cost Center Analyst	FIN002 Budget to Actuals (by CC) by Fund
FIN Cost Center Analyst with Payroll	
FIN Project Analyst	FIN003 Budget to Actuals by Project
FIN Gift Analyst	FIN008 Budget to Actuals by Gift

11

Roles and Access to Reports

In order to access Financial Reports, the following Workday security roles are typically used to assign access:



12

Data Audit Reports

Data Audit Reports

Data Audit

These reports provide a list of valid Worktags and associated attributes including manager name, description, and reference id among others. The following is a list of Data Audit Reports for users to access as needed:

- Data Audit - Awards
- Data Audit - Awards with Grant & Rev Allocation
- Data Audit - College Designated
- Data Audit - Companies
- Data Audit - Cost Centers** ★
- Data Audit - Funds
- Data Audit - Gifts
- Data Audit - Gifts with Cost Center
- Data Audit - Grants
- Data Audit - Locations
- Data Audit - Programs
- Data Audit - Projects
- Data Audit - Revenue Categories
- Data Audit - Spend Categories

The screenshot shows the Emerson College search interface. At the top, the Emerson College logo is on the left, and a search bar contains the text 'Data Audit'. A purple arrow points from a callout box to the search bar. The callout box contains the text: 'Type "Data Audit" in the search bar to bring of a list of Data Audit reports'. Below the search bar is a purple header for 'Search Results'. Underneath, there are two columns: 'Categories' and 'Search Results 17 items'. The 'Categories' column lists various categories like Common, Expenses, Grants, etc. The 'Search Results' column lists specific reports under the heading 'Tasks and Reports', including 'Data Audit - Awards', 'Data Audit - Awards with Grant & Rev Allocation', 'Data Audit - College Designated', 'Data Audit - Companies', and 'Data Audit - Cost Centers'.

FIN001 – Budget to Actuals by Cost Center

15

FIN001 – Budget to Actuals by Cost Center

This is your primary report when reviewing budget to actuals (revenue and expense transactions) for a given time period or fiscal year

The screenshot shows the Emerson College search interface. At the top left is the Emerson College logo. To its right is a search box containing the text 'FIN001'. A purple arrow points from a text box to the search box. The text box contains the instruction: 'Type "FIN001" in the search box, to find the report, then click the report name to launch'. Below the search box is a purple header bar with the text 'Search Results'. Underneath this header, there are two columns. The left column is titled 'Categories' and lists 'Common', 'Assets', and 'Banking'. The right column is titled 'Search Results 2 items' and lists 'Tasks and Reports' and 'FIN001 - Budget to Actuals by Cost Center'. A purple arrow points from the text box to the 'FIN001 - Budget to Actuals by Cost Center' link.

16

FIN001 – Budget to Actuals by Cost Center

Emerson COLLEGE Q FIN001

FIN001 - Budget to Actuals by Cost Center Actions

Organization

Repeat Columns By

Fund

Display ONLY Projects (FD001)

Exclude ALL Projects (FD001)

Spend Plan Structure *

Spend Plan Name

Revenue Plan Structure *

Revenue Plan Name

Period *

Time Period *

Additional Options

Filter Name

Manage Filters 0 Saved Filters Save

- 1 Select the Organization (Cost Center) you want to view. You can select multiple Cost Centers or CC Hierarchy. NOTE: You will only see the Cost Center(s) you have access to
- 2 Repeat Columns by Fund, optional prompt to view budget to actuals by Fund
- 3 Select the Fund you want to view. NOTE: You can select multiple Funds or leave blank to select all Funds
- 4 Ability to Exclude ALL Projects (FD001) or Display ONLY Projects (FD001)
- 5 Select the corresponding Spend Plan Structure and Name for a given FY
- 6 Select the corresponding Revenue Plan Structure and Name for a given FY
- 7 Select the Period (Fiscal Month)
- 8 Select the Time Period you wish to view
- 9 "Include Payroll Details" if you need to see name(s) of employee(s) charged to your Cost Center
- 10 Save your filter (prompt) selections. These will be available next time you run your report

FIN001 – Budget to Actuals by Cost Center

← FIN001 - Budget to Actuals by Cost Center Actions

Details

Organization Revenue Plan Structure

Display ONLY Projects (FD001) No Period

Exclude ALL Projects (FD001) No Time Period

Spend Plan Structure

Cost Center	Budget	Current Period Actuals	YTD Actuals	Reqs		POs		Utilization of Budget to Actuals		Balance
				Pre-Encumbrance	Encumbrance	Utilization	% Utilized			
Revenue by Cost Center		0.00	(1,757.57)	0.00	0.00	(1,757.57)	0.14%		(1,230,881.85)	
Spend by Cost Center		0.00	4,842,548.56	(187,802.35)	610,995.84	5,265,742.05	50.00%		5,265,501.64	
Direct Expenses	2,786,344.22	0.00	828,538.08	(8,452.00)	51,113.46	871,199.54	31.27%		1,915,144.68	
All Other and Miscellaneous	930,482.27	0.00	233,748.98	(8,452.00)	132,600.96	357,897.94	38.46%		572,584.33	
Consultants and Temp Help	529,414.27	0.00	42,266.32	(8,452.00)	14,381.03	48,195.35	9.10%		481,218.92	
SC30002 - Other Consultants	154,000.00	0.00	86,576.82	0.00	118,219.93	204,796.75	132.98%		(50,796.75)	
Contracted Services	154,000.00	0.00	0.00	0.00	0.00	0.00	0.00%		154,000.00	
Maintenance	79,425.00	0.00	79,461.03	0.00	0.00	79,461.03	100.05%		(36.03)	
Non-Capital Equipment	0.00	0.00	11.58	0.00	0.00	11.58	0.00%		(11.58)	
	136,943.00	0.00	5.65	0.00	0.00	5.65	0.00%		136,937.35	

FIN001 – Budget to Actuals by Cost Center

Click any dollar amount (\$) to drill into the details

20 Items

Cost Center	Budget	Current Period Actuals	YTD Actuals	Pre-Enc
Revenue by Cost Center	(1,232,639.42)	0.00	(1,757.57)	
Spend by Cost Center	10,531,243.69	0.00	4,842,548.56	(187)
Direct Expenses	2,786,344.22	0.00	828,538.08	(8)
All Other and Miscellaneous	930,482.27	0.00	239,748.98	(8)
Consultants and Temp Help	529,414.27	0.00	82,266.32	(8)
SC30002 - Other Consultants	154,000.00	0.00	36,576.82	
Consultants and Temp Help	0.00	0.00	36,576.82	
Contracted Services	154,000.00			
Maintenance	79,425.00			
Non-Capital Equipment	0.00			
	136,943.00			

Criteria View by: Select a Field... and then by: Select a Field... Refresh

412 Items

Transaction	Operational Transaction for Journal	Journal	Accounting Date	Journal Source	Supplier	Amount	Cost Center	Fund	Program	Grant
Q	Expense Report EXP-0000679	Operational Journal Emerson College - 01/28/2020	01/28/2020	Expense Report		100.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-0000679	Operational Journal Emerson College - 01/28/2020	01/28/2020	Expense Report		415.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-0000679	Operational Journal Emerson College - 01/28/2020	01/28/2020	Expense Report		645.00		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice INV-0000044	Operational Journal Emerson College - 07/01/2019	07/01/2019	Supplier Invoice	W B Mason Company Inc	20.37		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice INV-0000044	Operational Journal Emerson College - 07/01/2019	07/01/2019	Supplier Invoice	W B Mason Company Inc	4.60		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice INV-0000044	Operational Journal Emerson College - 07/01/2019	07/01/2019	Supplier Invoice	W B Mason Company Inc	10.39		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice INV-0000044	Operational Journal Emerson College - 07/01/2019	07/01/2019	Supplier Invoice	W B Mason Company Inc	19.64		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice	Operational Journal	07/01/2019	Supplier Invoice	W B Mason Company	93.87		FD001 Operations	PG600 Institutional Support	

FIN001 – Budget to Actuals by Cost Center

Click on any column heading to reveal the filter options

Criteria View by: Select a Field... and then by: Select a Field... Refresh

412 Items

Transaction	Operational Transaction for Journal	Journal	Accounting Date	Journal Source	Supplier	Amount	Cost Center	Fund	Program	Grant
Q	Expense Report EXP-0000679	Operational Journal Emerson College - 01/28/2020	01/28/2020	Expense Report		100.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-0000679	Operational Journal Emerson College - 01/28/2020	01/28/2020	Expense Report		415.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-0000679	Operational Journal Emerson College - 01/28/2020	01/28/2020	Expense Report		645.00		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice INV-0000044	Operational Journal Emerson College - 07/01/2019	07/01/2019	Supplier Invoice	W B Mason Company	20.37		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice INV-0000044	Operational Journal Emerson College - 07/01/2019	07/01/2019	Supplier Invoice	W B Mason Company	4.60		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice INV-0000044	Operational Journal Emerson College - 07/01/2019	07/01/2019	Supplier Invoice	W B Mason Company	10.39		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice INV-0000044	Operational Journal Emerson College - 07/01/2019	07/01/2019	Supplier Invoice	W B Mason Company	19.64		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice	Operational Journal	07/01/2019	Supplier Invoice	W B Mason Company	93.87		FD001 Operations	PG600 Institutional Support	

Criteria View by: Select a Field... and then by: Select a Field... Refresh

16 of 412 Items

Transaction	Operational Transaction for Journal	Journal	Accounting Date	Journal Source	Supplier	Amount	Cost Center	Fund	Program	Grant
Q	Expense Report EXP-0000033	Operational Journal Emerson College - 07/03/2019	07/03/2019	Expense Report		5,500.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-0000033	Operational Journal Emerson College - 07/03/2019	07/03/2019	Expense Report		542.01		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-0000033	Operational Journal Emerson College - 07/03/2019	07/03/2019	Expense Report		25.29		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-0000033	Operational Journal Emerson College - 07/03/2019	07/03/2019	Expense Report		302.40		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-0000274	Operational Journal Emerson College - 07/31/2019	07/31/2019	Expense Report		129.29		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-0000274	Operational Journal Emerson College - 07/31/2019	07/31/2019	Expense Report		401.93		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-0000274	Operational Journal Emerson College - 07/31/2019	07/31/2019	Expense Report		7,201.56		FD001 Operations	PG600 Institutional Support	

FIN001 – Budget to Actuals by Cost Center

FIN001 - Budget to Actuals by Cost Center Actions

Details

Organization: [Redacted] Period: FY 2020 - 03 - Sept
 Spend Plan Structure: Emerson Operational Spend Time Period: Current Period YTD
 Revenue Plan Structure: Emerson Operational Revenue

13 Items

Cost Center	Budget	Period Actuals	Actuals
Spend by Cost Center	2,520,183.00	104,694.26	621,655.05
[Redacted]	2,520,183.00	104,694.26	621,655.05
Direct Expenses	1,481,751.00	48,197.20	451,765.50
All Other and Miscellaneous	17,640.00	565.38	2,953.51
Consultants and Temp Help	348,500.00	21,976.80	56,690.28
Contracted Services	409,623.00		

View By

- Item
- Job Category
- Job Level
- Job Profile
- Job Requisition
- Journal Source**
- Journal Status
- Lease Expense Recognition
- Ledger/Budget Period
- Ledger

View Details
Export to Excel (All Columns)
Export to PDF

451,765.50 (68,299.23) Actuals

Move your mouse pointer to the right of the dollar amount to bring up the View By button

21

FIN001 – Budget to Actuals by Cost Center

FIN001 - Budget to Actuals by

Criteria: View by: Journal Source and then by: Select a Field... Refresh

Details

Organization: [Redacted]
 Spend Plan Structure: Emerson Operational Spend
 Revenue Plan Structure: Emerson Operational Revenue

4 Items

Journal Source	Amount
Supplier Invoice	423,127.90
Expense Report	27,638.60
Conversion	999.00
Total	451,765.50

13 Items

Cost Center	Budget	Period Actuals	Actuals	Pre-Encumbrance	Encumbrance	Utilization	% Utilized	Balance
Spend by Cost Center	2,520,183.00	104,694.26	621,655.05	(68,299.23)	501,360.41	1,054,716.23	41.85%	1,465,466.77
[Redacted]	2,520,183.00	104,694.26	621,655.05	(68,299.23)	501,360.41	1,054,716.23	41.85%	1,465,466.77
Direct Expenses	1,481,751.00	48,197.20	451,765.50	(68,299.23)	501,360.41	884,826.68	59.71%	596,924.32
All Other and Miscellaneous	17,640.00	565.38	2,953.51	0.00	699.00	3,652.51	20.71%	13,987.49
Consultants and Temp Help	348,500.00	21,976.80	56,690.28	0.00	272,211.93	328,902.21	94.38%	19,597.79

22

FIN001 – Budget to Actuals by Cost Center

FIN001 - Budget to Actuals by

Criteria View by: Journal Source and then by: Select a Field... Refresh

4 Items

Journal Source	Amount
Supplier Invoice	423,127.90

View By

- Student Waiver Item as Worktag
- Summary Period
- Supervisory Org
- Supervisory Organization
- Supplier as Worktag
- Supplier Contract
- Supplier Contract
- Supplier Contract Base
- Tax Applicability
- Tax Authority

View Details
Export to Excel (All Columns)
Export to PDF

13 Items

Cost Center	Budget	Period Actuals	A	Balance
Spend by Cost Center	2,520,183.00	104,694.26	621,655	.77
Direct Expenses	1,481,751.00	48,197.20	451,765	.32
All Other and Miscellaneous	17,640.00	565.38	2,953	.49
Consultants and Temp Help	348,500.00	21,976.80	56,690	.79
Contracted Services	409,623.00	0.00	301,612.76	(68,299.23)
			73,853.23	307,166.76
				74.99%
				102,456.24

23

FIN001 – Budget to Actuals by Cost Center

Organization

Spend Plan Structure Emerson Operational Spend

Revenue Plan Structure Emerson Operational Revenue

Criteria View by: Journal Source and then by: Select a Field... Refresh

4 Items

Journal Source	Amount
Supplier Invoice	423,127.90

View by: Supplier as Worktag and then by: Select a Field... Refresh

17 Items

Supplier as Worktag	Amount
Internet2	5,000.00
Cogent Communications, Inc.	4,950.00
RCN Telecom Services LLC	4,000.00
BlueCore Networks	2,653.00
Lucid Software Inc.	2,000.00
Accu-Tech Corporation	1,020.00
Total	423,127.90

13 Items

Cost Center	Budget	Period Actuals	A	Balance
Spend by Cost C	1,038,432.00	56,497.06	169,889.55	0.00
Direct Ex				0.00
All Ot				169,889.55
Cons				16.36%
Cont				868,542.45
Leas				
Non-				
Travel				
Utiliti				
Salaries and Benefits	1,038,432.00	56,497.06	169,889.55	0.00
				0.00
				16.36%
				868,542.45

24

FIN001 – Budget to Actuals by Cost Center

Organization: Emerson Operational Spend
 Spend Plan Structure: Emerson Operational Spend
 Revenue Plan Structure: Emerson Operational Revenue

Criteria: View by: Journal Source and then by: Select a Field... Refresh

Journal Source	Amount
Supplier Invoice	423,127.90
Expense Report	27,638.60

View By:
 Custom Worktag 15 (inactive)
 Deduction Recipient
 Donor
Employee as Worktag
 Employee Type
 Employee Type
 Ethnicity
 Expense Item as Worktag
 External Committee Member
 Financial Aid Award Year as Worktag

View Details:
 Export to Excel (All Columns)
 Export to PDF

Cost Center	Conversion	Total
Spend by Cost Center	2,520.1	2,520.1
Direct Expenses	1,481,751.00	48,197.20
All Other and Miscellaneous	17,640.00	565.38
Consultants and Temp Help	348,500.00	21,976.80
Contracted Services	409,623.00	0.00
Leases	0.00	7,991.11
Non-Capital Equipment	361,175.00	0.00
Travel, Meals and Lodging	0.00	9.66
Utilities	344,813.00	17,654.25

25

FIN001 – Budget to Actuals by Cost Center

Sandbox - emerson
 Emerson COLLEGE
 FIN001

Criteria: View by: Journal Source and then by: Select a Field... Refresh

Journal Source	Amount
Supplier Invoice	423,127.90
Expense Report	27,638.60

View By:
 Custom Worktag 15 (inactive)
 Deduction Recipient
 Donor
Employee as Worktag
 Employee Type
 Employee Type
 Ethnicity
 Expense Item as Worktag
 External Committee Member
 Financial Aid Award Year as Worktag

View Details:
 Export to Excel (All Columns)
 Export to PDF

Cost Center	Conversion	Total
Spend by Cost C	2,520.1	2,520.1
Direct Ex	1,481,751.00	48,197.20
All Other and Miscellaneous	17,640.00	565.38
Consultants and Temp Help	348,500.00	21,976.80

26

FIN001 – Budget to Actuals by Cost Center

Expense Reports for Non-Worker – View by “External Committee Member”

Emerson COLLEGE

FIN001

← FIN001 - Budget to Actuals by Cost Center

Details

Criteria View by: Employee as Worktag and then by: Select a Field... Refresh

7 Items

Employee as Worktag	Amount
(Blank)	2,751.95
	5,788.31
	2,145.29

View By

- Employee as Worktag
- Employee Type
- Employee Type
- Ethnicity
- Expense Item as Worktag
- External Committee Member
- Financial Aid Award Year as Worktag
- Fund
- Funding Source
- Funds Held by Bond Trustee

View Details
Export to Excel (All Columns)
Export to PDF

Criteria View by: External Committee Member and then by: Select a Field... Refresh

15 Items

External Committee Member	Amount
	34.64
	34.00
	13.54
Total	2,751.95

27

FIN001 – Budget to Actuals by Cost Center

Popular or Commonly Used “View by” Options

Spend Category as Worktag

Criteria View by: Spend Category as Worktag and then by: Select a Field... Refresh

23 Items

Spend Category as Worktag	Amount
SC00000 - FT Faculty Benefits Eligible	444,199.58
SC30000 - IT Software Subscriptions and Maintenance Contracts	15,937.96
SC00020 - Exempt Benefits Eligible	15,856.94
SC00030 - Undergraduate Student Wages	10,991.90
SC30000 - Miscellaneous Office Costs	
SC20070 - Food and Catering	
SC30090 - Dues and Memberships	
SC20080 - Airfare	
SC20005 - Uniforms	

Period

Criteria View by: Period and then by: Select a Field... Refresh

4 Items

Period	Amount
01 - Jul	11,271.46
02 - Aug	12,130.36
	25,440.98
	48,842.80

Criteria View by: Period and then by: Journal Source Refresh

4 Items

Period	Payroll Actual	Accrual	Supplier Invoice	Expense Report	Conversion	Accounting Adjustment	Amount
01 - Jul	150,567.00		714.44	250.00	1,149.92	0.00	152,681.36
02 - Aug	107,253.26		15,961.94	335.06	0.00	0.00	123,550.26
03 - Sept	212,340.59		942.58	6,228.96	0.00	0.00	219,512.13
Total	470,160.85		17,618.96	6,814.02	1,149.92	0.00	495,743.75

Period and Journal Source

28

FIN001 – Budget to Actuals by Cost Center

FIN001 - Budget to Actuals by Cost Center Actions

Organization:

Repeat Columns By:

Fund: F0001 Operations F0003 College Designated F0024 Plant and Capital

Display ONLY Projects (F0001)

Exclude ALL Projects (F0001)

Repeat Columns By: FUND

← FIN001 - Budget to Actuals by Cost Center Actions

Details

Organization: Spend Plan Structure: Revenue Plan Structure:

Repeat Columns By: Period: Time Period:

Fund: F0001 Operations F0003 College Designated F0024 Plant and Capital

Display ONLY Projects (F0001) No

Exclude ALL Projects (F0001) No

11 Items

Cost Center	F0024 Plant and Capital					F0003 College Designated					F0001 Operations									
	Budget	Current Period Actuals	YTD Actuals	Pre-Encumbrance	Encumbrance	Utilization	% Utilized	Balance	Budget	Current Period Actuals	YTD Actuals	Pre-Encumbrance	Encumbrance	Utilization	% Utilized	Balance	Budget	Current Period Actuals	YTD Actuals	Pre-Encumbrance
Revenue by Cost Center	(1,132,057.00)	0.00	0.00	0.00	0.00	0.00	0.00%	(1,132,057.00)	(100,000.00)	0.00	0.00	0.00	0.00	0.00%	(100,000.00)	0.00	0.00	0.00	0.00	0.00
Spend by Cost Center	1,132,057.00	0.00	149,495.48	0.00	35,158.40	184,654.08	16.31%	947,402.92	100,000.00	0.00	0.00	0.00	0.00	0.00%	100,000.00	9,296,604.27	0.00	4,892,947.08	(167,892)	
Direct Expenses	464,214.85	0.00	2,637.00	0.00	116,646.10	119,277.10	25.64%	345,537.75	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	464,680.00	0.00	231,011.98	(8,432)	
Equipment	664,842.15	0.00	0.00	0.00	81,487.50	81,487.50	(12.22%)	746,329.65	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	
Salaries and Benefits	0.00	0.00	146,858.48	0.00	0.00	146,858.48	0.00%	(146,858.48)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	1,191,919.80	0.00	447,934.62	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00%	100,000.00	2,545,972.52	0.00	1,310,154.75	(111,051)	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	2,335,730.97	0.00	1,416,832.41	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	2,528,879.98	0.00	1,196,701.21	(88,294)	

FIN001 – Budget to Actuals by Cost Center

← FIN001 - Budget to Actuals by Cost Center Actions

Details

Organization: Period:

Spend Plan Structure: Time Period:

Revenue Plan Structure: Additional Options: Include Payroll Details

How to view Payroll Details

8 Iter Criteria View by: and then by: Refresh

44 Items

Transaction	Operational Transaction for Journal	Journal	Accounting Date	Journal Source	Pay Component	Job Profile	Pay Group	Position
Q	09/08/2019 (Regular) - Complete	Operational Accounting Detail: Emerson College - 09/08/2019	09/08/2019	Payroll Actual Accrual	Regular Pay		Weekly	
Q	07/15/2019 (Regular) - Complete	Operational Accounting Detail: Emerson College - 07/15/2019	07/15/2019	Payroll Actual Accrual	Base Pay		Semi-Monthly	
Q	07/31/2019 (Regular) - Complete	Operational Accounting Detail: Emerson College - 07/31/2019	07/31/2019	Payroll Actual Accrual	Base Pay		Semi-Monthly	
	Benefits	263,482.00	0.00	0.00	0.00	0.00	0.00	263,482.00
	Salaries	774,950.00	56,497.06	169,889.55	0.00	0.00	169,889.55	21.92%

FIN001 – Budget to Actuals by Cost Center

Navigation Tips

FIN001 - Budget to Actuals by Cost Center Actions

Criteria View by: and then by: Refresh

7 items

Transaction	Operational Transaction for Journal	Journal	Accounting Date	Journal Source	Supplier	Amount	Cost Center	Fund	Program	Grant	Gift	Project	Spend Category	Ledger Account
Q	Expense Report: EXP-0000400	Operational Journal: Emerson College - 07/29/2019	07/29/2019	Expense Report		30.00		FD001 Operations	PG600 Institutional Support				SC20000 - Miscellaneous Office Costs	51000:Office S and Operations
Q	Expense Report: EXP-0000418	Operational Journal: Emerson College - 07/30/2019	07/30/2019	Expense Report		40.00		FD001 Operations	PG600 Institutional Support				SC20000 - Miscellaneous Office Costs	51000:Office S and Operations
Q	Expense Report: EXP-0000418	Operational Journal: Emerson College - 07/30/2019	07/30/2019	Expense Report		50.00		FD001 Operations	PG600 Institutional Support				SC20000 - Miscellaneous Office Costs	51000:Office S and Operations
Direct Expenses			1,481,751.00	52,082.74	455,651.04	(67,669.23)		1,355.41	899,337.22	60.69%			582,413.78	
All Other and Miscellaneous			17,640.00	1,291.10	3,679.23	0.00		699.00	4,378.23	24.82%			13,261.77	
SC20000 - Miscellaneous Office Costs			0.00	566.34	2,365.24	0.00		0.00	3,064.24	0.00%			(3,064.24)	
SC20007 - Printing Design and Copying Costs			0.00	0.00	80.75	0.00		0.00	80.75	0.00%			(80.75)	
SC20090 - Dues and Memberships			0.00	159.38	220.48	0.00		0.00	220.48	0.00%			(270.48)	
SC20092 - Subscriptions			0.00	0.00	0.00	0.00		0.00	0.00	0.00%			(962.76)	
All Other and Miscellaneous			17,640.00							0%			17,640.00	
Consultants and Temp Help			348,500.00							9%			6,648.29	
Contracted Services			409,623.00	0.00	301,612.76	(67,669.23)		73,853.23	307,796.76	75.14%			101,826.24	

DO NOT CLICK
on any of these fields unless you need to see the details related to that field
(Example: Spend Category, Journal Source, Program, etc)

31

FIN001 – Budget to Actuals by Cost Center

Navigation Tips

FIN001 - Budget to Actuals by Cost Center Actions

Criteria View by: and then by: Refresh

7 items

Transaction	Operational Transaction for Journal	Journal	Accounting Date	Journal Source	Supplier	Amount	Cost Center	Fund	Program	Grant
Q	Expense Report: EXP-0000400	Operational Journal: Emerson College - 07/29/2019	07/29/2019	Expense Report		30.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report: EXP-0000418	Operational Journal: Emerson College - 07/30/2019	07/30/2019	Expense Report		40.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report: EXP-0000418	Operational Journal: Emerson College - 07/30/2019	07/30/2019	Expense Report		50.00		FD001 Operations	PG600 Institutional Support	
Direct Expenses			1,481,751.00	52,082.74	455,651.04	(67,669.23)		511,355.41	899,337.22	
All Other and Miscellaneous			17,640.00	1,291.10	3,679.23	0.00		699.00	4,378.23	
SC20000 - Miscellaneous			0.00	566.34	2,365.24	0.00		699.00	3,064.24	
SC20007 - Printing Design and Copying Costs			0.00	0.00	80.75	0.00		0.00	80.75	
SC20090 - Dues and Memberships			0.00	159.38	220.48	0.00		0.00	220.48	
SC20092 - Subscriptions			0.00	0.00	0.00	0.00		0.00	0.00	
All Other and Miscellaneous			17,640.00						0.00	
Consultants and Temp Help			348,500.00						631.71	
Contracted Services			409,623.00	0.00	301,612.76	(67,669.23)		73,853.23	307,796.76	
Leases			0.00	7,991.11	7,991.11	0.00		0.00	7,991.11	

See in New Tab
Copy URL
Copy Text
View Printable Version
Export to Excel

If you want to navigate and drill into any detail
Always right click to "See in a New Tab"

NOTE: These screenshots were taken using Chrome, some browsers may be different

32

FIN002 – Budget to Actuals by Fund

FIN002 – Budget to Actuals by Fund

Use this report to get a listing of all Funds (Funding Sources) assigned to a Cost Center.

The screenshot shows the Emerson College search interface. At the top left is the Emerson College logo. To its right is a search box containing the text 'FIN002'. A purple arrow points from a text box to this search box. The text box contains the instruction: 'Type "FIN002" in the search box, to find the report, then click the report name to launch'. Below the search box is a purple header bar with the text 'Search Results'. Underneath this header, there are two columns. The left column is titled 'Categories' and lists 'Common', 'Assets', 'Banking', and 'Expenses'. The right column is titled 'Search Results 2 items' and lists 'Tasks and Reports' and 'FIN002 - Budget to Actuals by Fund'. A purple arrow points from the text box to the 'FIN002 - Budget to Actuals by Fund' link in the search results.

FIN002 – Budget to Actuals by Fund

FUND Definitions and Use Cases

Workday Description	Definition	Other Required Worktags
Operations - FD001	The College's annual operating budget. Cost centers will generally code their revenue and expenses to this fund.	
College Designated - FD003	The College has funds set aside for certain purposes as shown in the "College Designated" Worktag list. When using this fund, a "College Designated" custom Worktag must also be added to the transaction. The exceptions for this rule are: 1. Principal Investigator F&A cost center amounts are used , in which case no "College Designated" custom Worktag should be used. 2. College Designated quasi-endowment spendable gifts with IDs GF5001X. 3. A Faculty Development Fund Project is used.	College Designated Worktag required (exceptions - PI F&A cost centers, College Designated gifts, Faculty Development Fund Projects)
Special Projects - FD005	Special Projects include revenue and expenses related to the Ambassador Theatre Group Colonial lease, 2U Program, Paris College of Art Program, CAPA Sydney Program (pending), Franklin University Switzerland (pending), or Beijing Program (pending). No other revenues or costs should be placed in this fund.	
Donor Designated - FD010	This fund is to be used for recording donor restricted revenues and allocations (donations received or spend rule distributions from donor endowed funds). When this fund is used, a Workday Gift must also be included for both revenues and expenses. To use gifts, the expense should be directly charged to this fund and to the specific gift that is being spent.	Gift Worktag must be used
Grants - FD012	This fund is to be used specifically for true grants, and only true grants. When this fund is used, a grant Worktag must also be used.	Grant Worktag must be used
Quasi Endowment - FD015	This fund is used only for Board/College designated endowed funds. No spending or revenue should be coded to this fund. The only transactions using this fund are College contributions to the endowment.	Gift Worktag must be used
Donor Endowment - FD016	This fund is used only for donor gifts to the endowment. Spendable distributions to donor designated funds will automatically pull from this fund. No other revenue or expenses should include this fund.	Gift Worktag must be used
Agency - FD018	Transactions related to NEWMAC, ProArts Consortium, and the Student Government Association should be charged to this fund. No other revenue or expenses should include this fund Worktag.	This fund must be used when using "SG" project Worktags
Debt Service - FD023	This fund is solely used to record debt principal and interest payments. No other revenue or expenses should use this fund.	Debt Issuance Worktag must be used
Plant and Capital - FD024	This fund is used only for capital projects and depreciation. If expenses are being charged to a capital project, a "CP" project Worktag must also be included on the transaction.	This fund must be used when using "CP" project Worktags

35

FIN002 – Budget to Actuals by Fund

Emerson COLLEGE

FIN002

FIN002 - Budget to Actuals by Fund Actions

Organization 1

Spend Plan Structure Emerson Operational Spend 2

Spend Plan Name FY2020_Spend

Revenue Plan Structure Emerson Operational Revenue 3

Revenue Plan Name FY2020_Revenue

Period FY 2020 - 03 - Sept 4

Time Period Current Period YTD 5

Book

Additional Options 6

Filter Name

Manage Filters 0 Saved Filters 7

1 Select the Organization (Cost Center) you want to view
NOTE: you can select multiple Cost Centers or select by Cost Center Hierarchy

2 Select the corresponding Spend Plan Structure and Name for a given FY

3 Select the corresponding Revenue Plan Structure and Name for a given FY

4 Select the Period (Fiscal Month)

5 Select the Time Period you wish to view

6 "Include Payroll Details" if you need to see Names (Employees) related to Payroll Transactions

7 Save your filter (prompt) selections. These will be available next time you run your report

36

FIN002 – Budget to Actuals by Fund

Emerson COLLEGE Q FIN002

← FIN002 - Budget to Actuals by Fund (Active)

Details

Organization: [Redacted] Period: FY 2020 - 03 - Sept
Spend Plan Structure: Emerson Operational Spend Time Period: Current Period YTD
Revenue Plan Structure: Emerson Operational Revenue

8 Items

Fund	Budget	Period Actuals	Actuals	Pre-Encumbrance	Encumbrance	Utilization	% Utilized	Balance
Revenue	-29,801	(3,514.49)	(17,278.84)	0	0	(17,278.84)	57.98%	-12,522
FD010 Donor Designated	-29,801	0	0	0	0	0.00	0.00%	-29,801
FD012 Grants	0	(3,514.49)	(17,278.84)	0	0	(17,278.84)	0.00%	17,279
Spend	4,762,955	366,852.23	826,546.37	0.00	1,934.89	828,581.26	17.40%	3,934,374
FD001 Operations	4,665,918	357,569.70	795,920.76	0.00	1,475.89	797,396.65	17.09%	3,868,521
FD003 College Designated	{62,500}	3,027.06	6,963.76	0.00	459.00	7,322.76	11.72%	55,177
FD010 Donor Designated	34,537	2,740.98	6,583.01	0	0	6,583.01	19.06%	27,954

What are the available Funds for a selected Cost Center

37

FIN002 – Budget to Actuals by Fund

Emerson COLLEGE Q FIN002

← FIN002 - Budget to Actuals by Fund (Active)

Details

Organization: [Redacted] Period: FY 2020 - 03 - Sept
Spend Plan Structure: Emerson Operational Spend Time Period: Current Period YTD
Revenue Plan Structure: Emerson Operational Revenue

Criteria View by: Gift and then by: Select a Field. Refresh

5 Items

Gift	Budget - Spend	Budget - 1
[Redacted]	4,736.46	
[Redacted]	28,645.68	
[Redacted]	50.00	
[Redacted]	1,105.00	
Total	34,537.14	

8 Items

Fund	Budget	Period Actuals	Actuals	Pre-Encumbrance	Encumbrance	Utilization	% Utilized	Balance
Revenue	-29,801	(3,514.49)	(17,278.84)	0	0	(17,278.84)	57.98%	-12,522
FD010 Donor Designated	-29,801	0	0	0	0	0.00	0.00%	-29,801
FD012 Grants	0	(3,514.49)	(17,278.84)	0	0	(17,278.84)	0.00%	17,279
Spend	4,762,955	366,852.23	826,546.37	0.00	1,934.89	828,581.26	17.40%	3,934,374
FD001 Operations	4,665,918	357,569.70	795,920.76	0.00	1,475.89	797,396.65	17.09%	3,868,521
FD003 College Designated	62,500	3,027.06	6,963.76	0.00	459.00	7,322.76	11.72%	55,177
FD010 Donor Designated	34,537	2,740.98	6,583.01	0	0	6,583.01	19.06%	27,954

View By: College Designated, Cost Center, Fund, Gift, Grant, Program, Project, Revenue Category or Revenue Category Hierarchy, Spend Category or Spend Category Hierarchy, View Details, Export to Excel (All Columns), Export to PDF

Take a look at FD010 Donor Designated, these are related to Gift. Move your pointer over the \$ amount, select the Gift

38

FIN003 – Budget to Actuals by Project

FIN003 – Budget to Actuals by Project

The screenshot shows the Emerson College search interface. At the top left is the Emerson College logo. To its right is a search bar containing the text "FIN003 - Budget to Actuals by Project". A callout box with a purple border and arrow points to the search bar, containing the text: "Type 'FIN003' in the search box, to find the report, then click the report name to launch". Below the search bar is a purple header for "Search Results". Underneath, there are two columns: "Categories" on the left and "Search Results 4 items" on the right. The "Categories" column lists "Common", "Assets", and "Banking", with "Common" selected. The "Search Results" column lists "Tasks and Reports" and "FIN003 - Budget to Actuals by Project". A purple arrow points from the callout box to the "FIN003 - Budget to Actuals by Project" link in the search results.

FIN003 – Budget to Actuals by Project

- 1 Select the Organization (Project) you want to view
You can select multiple Projects or Cost Centers
NOTE: You will only see the Project(s) or Cost Center(s) you have access to
- 2 Repeat Columns by Fund, optional prompt to view budget to actuals by Fund
- 3 Select the Fund you want to view
NOTE: You can select multiple Funds or leave blank to select all Funds
- 4 Select the corresponding Spend Plan Structure and Name for a given FY
- 5 Select the corresponding Revenue Plan Structure and Name for a given FY
- 6 Select the Period (Fiscal Month)
- 7 Select the Time Period you wish to view
- 8 "Include Payroll Details" if you need to see name(s) of employee(s) charged to your Cost Center
- 9 Save your filter (prompt) selections. These will be available next time you run your report

41

FIN003 – Budget to Actuals by Project

← FIN003 - Budget to Actuals by Project
Actions
🔍 🖨️

Details

Organization: Project Hierarchy Period: FY 2020 - 03 - Sept

Spend Plan Structure: Emerson Operational Spend Time Period: Current Year

Revenue Plan Structure: Emerson Operational Revenue

List by Project > Revenue or Spend Hierarchy > Revenue or Spend Category

Project	Budget	Period Actuals	Actuals	Pre-Encumbrance	Encumbrance	Utilization	% Utilized	Balance
Project Revenue	(28,645.68)	0.00	0.00	0.00	0.00	0.00	0.00%	(28,645.68)
Project Expenses	44,174.68	0.00	3,021.32	0.00	0.00	3,021.32	6.84%	41,153.36
All Other and Miscellaneous	39,415.68	0.00	0.00	0.00	0.00	0.00	0.00%	39,415.68
SC20002 - Teaching Materials	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,000.00
Travel, Meals and Lodging	1,600.00	0.00	2,862.32	0.00	0.00	2,862.32	178.90%	(1,262.32)
Direct Expenses	159.00	0.00	159.00	0.00	0.00	159.00	100.00%	0.00
All Other and Miscellaneous	159.00	0.00	130.00	0.00	0.00	130.00	81.76%	29.00
SC20002 - Teaching Materials	0.00	0.00	130.00	0.00	0.00	130.00	0.00%	(130.00)
All Other and Miscellaneous	159.00	0.00	0.00	0.00	0.00	0.00	0.00%	159.00
Travel, Meals and Lodging	0.00	0.00	29.00	0.00	0.00	29.00	0.00%	(29.00)

42

FIN008 – Budget to Actuals by Gift

FIN008 – Budget to Actuals by Gift

The screenshot shows the Emerson College search interface. At the top left is the Emerson College logo. To its right is a search box containing the text 'FIN008'. Below the search box is a purple header bar with the text 'Search Results'. Underneath, there are two columns: 'Categories' on the left and 'Search Results 2 items' on the right. The 'Categories' list includes 'Common', 'Assets', 'Banking', and 'Expenses', with 'Common' selected. The 'Search Results' list includes 'Tasks and Reports' and 'FIN008 - Budget to Actuals by Gift'. A callout box with a purple border and text 'Type "FIN008" in the search box, to find the report, then click the report name to launch' has two arrows: one pointing to the search box and another pointing to the report name in the search results.

FIN008 – Budget to Actuals by Gift

FIN008 - Budget to Actuals by Gift (Actions)

Organization 1

Spend Plan Structure X Emerson Operational Spend 2

Spend Plan Name

Revenue Plan Structure X Emerson Operational Revenue 3

Revenue Plan Name

Period X FY 2020 - 03 - Sept 4

Time Period X Current Year 5

Book

Additional Options 6

Filter Name 7

Manage Filters 0 Saved Filters Save

1 Select the Organization (Gift) you want to view
NOTE: you can select multiple Gifts or select by Cost Center Hierarchy

2 Select the corresponding Spend Plan Structure and Name for a given FY

3 Select the corresponding Revenue Plan Structure and Name for a given FY

4 Select the Period (Fiscal Month)

5 Select the Time Period you wish to view

6 "Include Payroll Details" if you need to see Names (Employees) related to Payroll Transactions

7 Save your filter (prompt) selections.
These will be available next time you run your report

45

FIN008 – Budget to Actuals by Gift

FIN008 - Budget to Actuals by Gift (Actions)

Details

Organization Cost Center Period FY 2020 - 03 - Sept

Spend Plan Structure Emerson Operational Spend Time Period Current Year

Revenue Plan Structure Emerson Operational Revenue

List by Gift > Revenue or Spend Hierarchy > Revenue or Spend Category

Gift	Budget	Period Actuals	Actuals	Pre-Encumbrance	Encumbrance	Utilization	% Utilized	Balance
Gift Revenue	(29,629.73)	0.00	0.00	0.00	0.00	0.00	0.00%	(29,629.73)
Gift Expenses	29,629.73	0.00	0.00	0.00	0.00	0.00	0.00%	29,629.73
	6,310.13	0.00	0.00	0.00	0.00	0.00	0.00%	6,310.13
	0.37	0.00	0.00	0.00	0.00	0.00	0.00%	0.37
	17,232.93	0.00	0.00	0.00	0.00	0.00	0.00%	17,232.93
	5,086.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,086.00
	1,000.30	0.00	0.00	0.00	0.00	0.00	0.00%	1,000.30

46


Department Financials Dashboard

47

Department Financials Dashboard

This Dashboard brings together all the FIN00x reports in one place (one stop shopping)

(NOTE: You should see this dashboard default on our WD Homepage based on your security access)

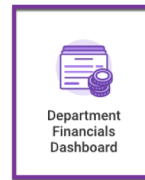
 **Applications**
18 items



Personal Information



Purchases



Department Financials Dashboard



Procurement



Supplier Accounts



Expenses



Projects



Time Off and Leave

48

Department Financials Dashboard

← Department Financials Dashboard

Emerson College Financial Reporting Dashboard for Departments

Click the gear icon to select/setup your report filters

FIN001 - Budget to Actuals by Cost Center

Cost Center	Budget	Period Actuals	Actuals	Encur
Revenue by Cost Center	0.00	0.00	0.00	
Spend by Cost Center	5,360,715.30	394,211.95	940,152.46	
	2,460,932.87	177,033.11	446,742.00	
	2,899,782.43	217,178.84	493,410.46	

View More ...

FIN000 - Budget to Actual by Cost Center Worklet

Actuals YTD

View More ...

49

Department Financials Dashboard

Click the gear icon to configure the Department Financials Dashboard to add additional reports

Emerson COLLEGE

← Department Financials Dashboard

Emerson College Financial Reporting Dashboard for Departments

FIN001 - Budget to Actuals by Cost Center

FIN000 - Budget to Actual by Cost Center Worklet

Configure Worklets

Required Worklets

The following worklets are required on your Department Financials Dashboard page.

Worklet	Worklet Title
FIN001 - Budget to Actuals by Cost Center	
FIN000 - Budget to Actual by Cost Center Worklet	

Optional Worklets

Select the optional worklets you would like to include on your Department Financials Dashboard page.

Order	Worklet	Worklet Title
1	FIN001 - Budget to Actuals by Project	
2	FIN001 - Budget to Actuals by Cost Center	

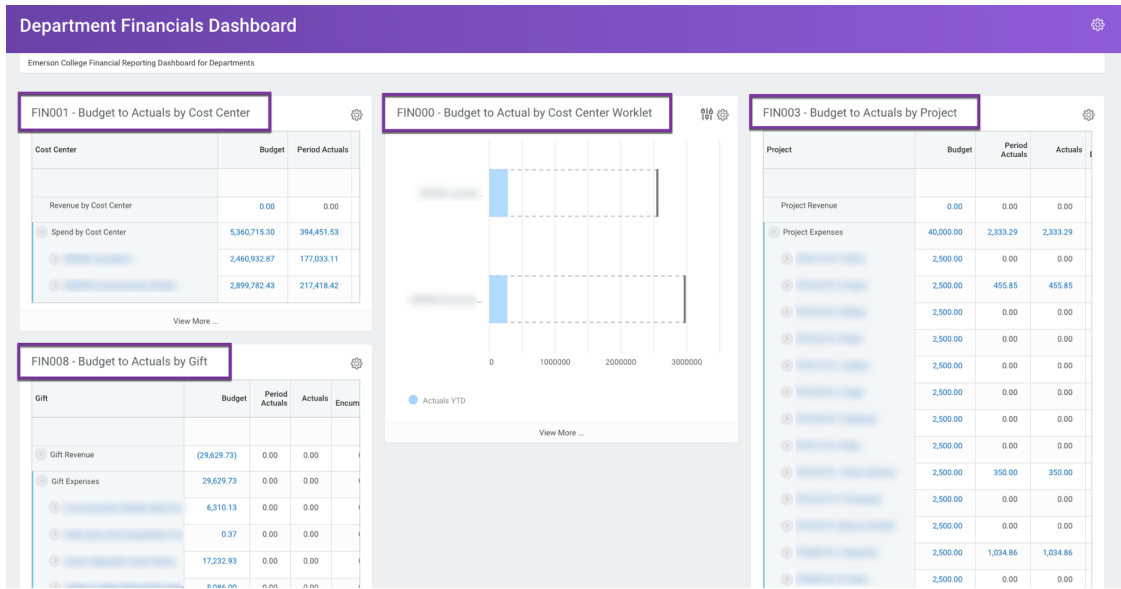
Use the "Optional Worklets" area to add the additional FIN003 and/or FIN008 reports to your Department Financials Dashboard

When done click OK

OK Cancel

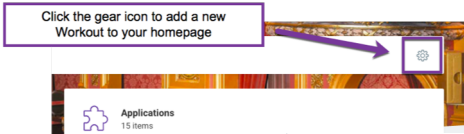
50

Department Financials Dashboard



Procurement Dashboard

Procurement Dashboard



How to add the Procurement Dashboard to your homepage

Worklet	Worklet Title
Personal Information	
Purchases	
Department Financials Dashboard	
Expenses	
Projects	
Time Off and Leave	
Time	
My Team	
Pay	
Benefits	
Recruiting	

Order	Worklet	Worklet Title
	Favorites	
	Directory	
	search	X Procurement Dashboard

Procurement Dashboard

The Procurement Dashboard should now be available on your homepage

- Applications (15 items)
- Personal Information
- Purchases
- Department Financials Dashboard
- Expenses
- Projects
- Time Off and Leave
- Time
- My Team
- Pay
- Benefits
- Recruiting
- Career
- Favorites
- Directory
- Procurement Dashboard

Procurement Dashboard

Procurement Dashboard
By default there are 4 reports available, click the gear icon to setup / configure your report filters

Worklets

Top Suppliers by Spend (PO & Non PO) - Cost Center

\$1,273,167
Amount

Supplier	Amount	Percent	Count
The Washington Center for			1

PO Remaining Balance by Supplier - Cost Center

PO Spent to Date: \$286,798
Remaining Balance: \$437,600

Supplier	Purchase Order	PO Total	PO Spent to Date	Remaining Balance
	PO-0000588	\$144,306	\$95,551	\$48,755
	PO-0000273	\$102,825	\$102,825	\$0

Non PO Invoice Spend - Cost Center

Invoice Count

Invoice Spend

55

Procurement Dashboard

Top Suppliers by Spend (PO & Non PO)

\$1,273,167
Amount

Supplier	Amount	Percent	Count
	\$155,125	12.2%	1
	\$98,619	7.7%	10
	\$95,551	7.5%	3
	\$80,000	6.3%	1

PO Remaining Balance by Supplier

PO Spent to Date: \$286,798
Remaining Balance: \$437,600

Supplier	Purchase Order	PO Total	PO Spent to Date	Remaining Balance
	PO-0000588	\$144,306	\$95,551	\$48,755
	PO-0000273	\$102,825	\$102,825	\$0
	PO-0001360	\$48,000	\$5,967	\$42,033
	PO-0000470	\$45,000	\$22,500	\$22,500
	PO-0000700	\$40,000	\$11,914	\$28,086

Non PO Invoice Spend

Invoice Count

Invoice Spend

Total PO Value by Supplier

\$1,673,440
Amount

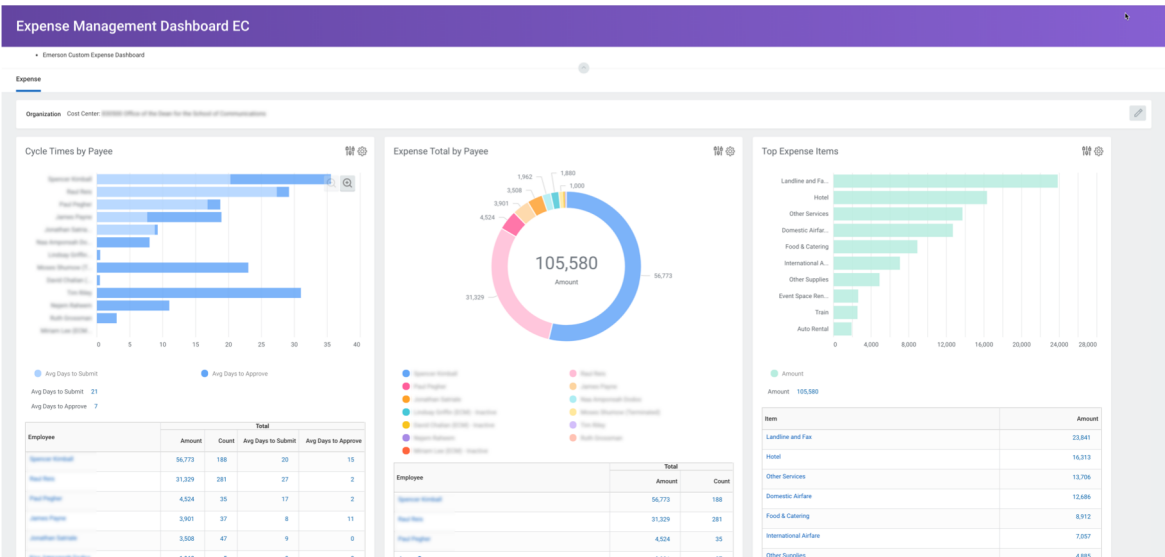
Supplier	Amount	Percent	Count
	\$155,125	9.3%	1
	\$144,306	8.6%	1
	\$102,825	6.1%	1
	\$98,619	5.9%	10

56

28

Expense Dashboard COMING SOON!

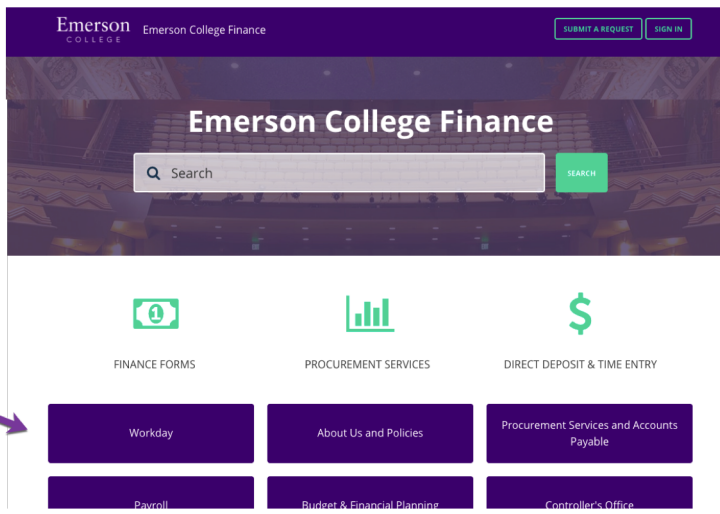
COMING SOON - Expense Dashboard





Workday Finance Training Sessions – What’s Next?

Check our website: [Finance.emerson.edu](https://finance.emerson.edu) (Check often as we will be adding a number of resources)



Workday Finance Training Sessions – What’s Next?

Check our website: [Finance.emerson.edu](https://finance.emerson.edu) (Check often as we will be adding a number of resources)

Emerson COLLEGE Emerson College Finance [SUBMIT A REQUEST](#) [SIGN IN](#)

Emerson College Finance > Workday

Workday

Faculty
How to Monitor and Track your Faculty Development Funds
Faculty Training Guide

Banner FOAPAL to Workday Crosswalk
Excel-based Banner to Workday Crosswalk (FOAPAL to Worktags) ★

Job Aids and Resources
Learn More About Workday and Class Offerings
Workday Financials Reporting
Training Resources for Procurement and Accounts Payable
Training Resources for HR
Training Resources for Payroll
Finance 101
[SEE ALL 9 ARTICLES](#)

61

Thank you!

Questions please email Finance_BI@Emerson.edu

Report related questions and feedback

Access to a Cost Center, Project or Gift

NOTE: Please cc: your FIN Cost Center Approver and/or your Manager approving your request for access

62