

# Workday at Emerson

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## WD Financial Reporting

Updated: April 9, 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
  - **FIN001a - Budget to Actuals by Cost Center – Direct Expenses**
  - 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
- **Expense Dashboard – Coming Soon!**
- Q&A

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# Worktag Review

## Worktags Review

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

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 71022 - Computer Software	SPEND CATEGORY	Computer Software - SC50000	
P	PROGRAM 400 - Academic Support	PROGRAM	Academic Support - PG400	
A	ACTIVITY	PROJECT	GRANT	GIFT
L	LOCATION	LOCATION		

## Worktags Review

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

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

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## Worktags Review

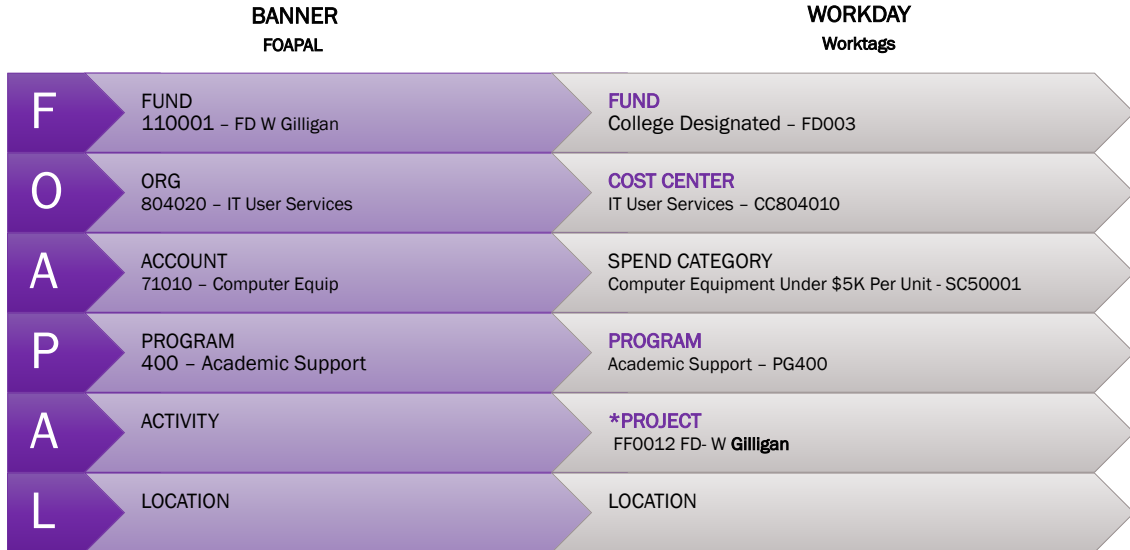
**Example: Information Technology computer equip purchase using a GIFT**

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

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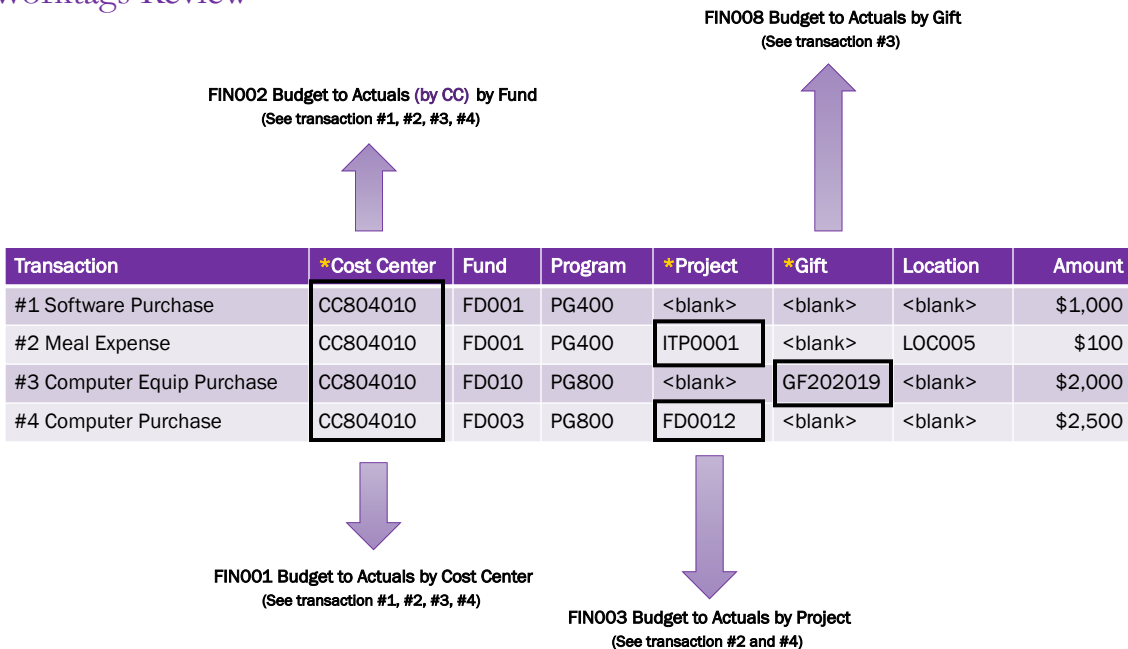
## Worktags Review

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



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## Worktags Review



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## 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

## Roles and Access to Reports

## Roles and Access to Reports

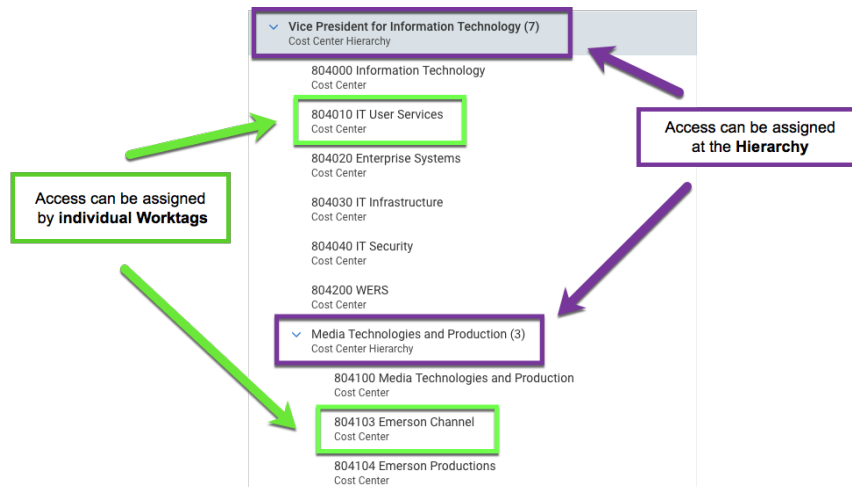
In order to access Financial Reports, the following Workday security roles are typically used to assign access:

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

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## Roles and Access to Reports

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



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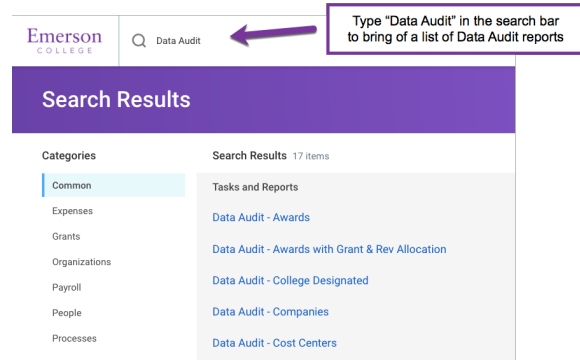
# Data Audit Reports

## 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



## FIN001 – Budget to Actuals by Cost Center

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## 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.

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## FIN001 – Budget to Actuals by Cost Center

- 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: Cost Center Hierarchy Revenue Plan Structure: Emerson Operational Revenue

Display ONLY Projects (FD001): No Period: FY 2020 - 08 - Feb

Exclude ALL Projects (FD001): No Time Period: Current Period YTD

Spend Plan Structure: Emerson Operational Spend

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	(1,257.57)	0.00	0.00	(1,257.57)	0.14%		(1,230,881.85)	
Spent by Cost Center		0.00	4,842,548.56	(187,802.35)	618,995.84	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	938,482.27	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	
9C30002 - Other Consultants	154,000.00	0.00	86,576.82	0.00	118,219.93	204,796.75	132.98%		(50,796.75)	
Consultants and Temp Help	0.00	0.00	86,576.82	0.00	118,219.93	204,796.75	0.00%		(204,796.75)	
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	233,748.98	(8)
Consultants and Temp Help	529,414.27	0.00	32,266.32	(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

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	93.67		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

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	93.67		FD001 Operations	PG600 Institutional Support	

Filter options for Accounting Date:

- Sort Ascending
- Sort Descending
- Filter Condition: between
- Value 1: 07/01/2019
- Value 2: 08/31/2019
- Filter button

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

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		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		125.29		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		7201.56		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	451,765.50	(68,299.23)

**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 Actuals (68,299.23)

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

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## 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
<b>Total</b>	<b>451,765.50</b>

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

451,765.50

Utilization

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## 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
Spend by Cost Center	2,520,183.00	104,694.26	621,655
Direct Expenses	1,481,751.00	48,197.20	451,765
All Other and Miscellaneous	17,640.00	565.38	2,953
Consultants and Temp Help	348,500.00	21,976.80	56,690
Contracted Services	409,623.00	0.00	301,612.76

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## 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
Spend by Cost C	1,038,432.00	56,497.06	169,889.55
Direct Ex			
All Ot			
Cons			
Cont			
Leas			
Non-4			
Trave			
Utiliti			
Salaries and Benefits	1,038,432.00	56,497.06	169,889.55

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## FIN001 – Budget to Actuals by Cost Center

Organization: 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: Employee as Worktag

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

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## FIN001 – Budget to Actuals by Cost Center

Sandbox - emerson  
 Emerson COLLEGE  
 FIN001

FIN001 - Budget to Actuals by

Details

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

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

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

View by: Employee as Worktag

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

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## FIN001 – Budget to Actuals by Cost Center

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

The screenshot shows the 'FIN001 - Budget to Actuals by Cost Center' interface. A 'View By' dropdown menu is open, showing options like 'Employee as Worktag', 'Employee Type', 'Ethnicity', and 'External Committee Member'. The 'External Committee Member' option is selected. Below the menu, a table shows a total amount of 2,751.95. A dashed arrow points from this total to a summary table below.

External Committee Member	Amount
MJ	34.64
	34.00
	13.54
<b>Total</b>	<b>2,751.95</b>

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## FIN001 – Budget to Actuals by Cost Center

### Popular or Commonly Used “View by” Options

The block contains three screenshots illustrating different 'View by' options:

- Spend Category as Worktag:** Shows a list of spend categories with a total amount of 16,991.00.
- Period:** Shows a table of expense reports grouped by period (01-Jul, 02-Aug, 03-Sept, Total).
- Period and Journal Source:** Shows a detailed table with columns for Period, Payroll Actual Accrual, Supplier Invoice, Expense Report, Conversion, Accounting Adjustment, and Amount.

Period and Journal Source

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## FIN001 – Budget to Actuals by Cost Center

FIN001 - Budget to Actuals by Cost Center Actions

Organization: Cost Center Hierarchy

Repeat Columns By: Fund

Fund:
 

- FO001 Operations
- FO003 College Designated
- FO004 Plant and Capital

Display ONLY Projects (FO001):

Exclude ALL Projects (FO001):

Repeat Columns By: FUND

FIN001 - Budget to Actuals by Cost Center Actions

Details

Organization: Cost Center Hierarchy | Spend Plan Structure: Emerson Operational Spend

Repeat Columns By: Fund | Revenue Plan Structure: Emerson Operational Revenue

Fund: FO001 Operations, FO003 College Designated, FO004 Plant and Capital | Period: FY 2020 - 08 - Feb

Time Period: Current Period YTD

Display ONLY Projects (FO001): No

Exclude ALL Projects (FO001): No

11 items

Cost Center	FO004 Plant and Capital				FO003 College Designated				FO001 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 to 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
Spent by Cost Center	1,132,057.00	145,495.48	0.00	35,158.60	184,654.08	16.31%	947,402.92	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	100,000.00	9,298,694.27	0.00	4,892,947.08	(187,802)	
Direct Expenses	465,14.85	0.00	2,831.00	0.00	116,648.10	119,277.10	25.64%	345,937.75	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	484,695.00	0.00	23,011.98	(8,452)	
Equipment	668,842.15	0.00	0.00	0.00	81,887.50	81,487.50	(12.22%)	748,229.65	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	146,864.48	0.00	0.00	146,864.48	0.00%	(146,864.48)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	1,189,019.80	0.00	447,924.62	0	
	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	(11,561)	
	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	2,335,735.97	0.00	1,416,832.41	0	
	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	2,528,679.98	0.00	1,196,701.21	(88,299)	

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## FIN001 – Budget to Actuals by Cost Center

FIN001 - Budget to Actuals by Cost Center Actions

Details

Organization: Emerson College | Period: FY 2020 - 03 - Sept

Spend Plan Structure: Emerson Operational Spend | Time Period: Current Period YTD

Revenue Plan Structure: Emerson Operational Revenue | Additional Options: Include Payroll Details

How to view Payroll Details

Criteria View by: Select a Field... and then by: Select a Field... 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%
								605,060.45

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## 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-00000400	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-00000418	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-00000418	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	699.00	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	158.38	270.48	0.00	0.00	270.48	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	1,291.10	3,679.23	0.00	699.00	4,378.23	0.00%	17,640.00				
Consultants and Temp Help			348,500.00						9%	6,668.29				
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)

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## 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-00000400	Operational Journal: Emerson College - 07/29/2019	07/29/2019	Expense Report		30.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report: EXP-00000418	Operational Journal: Emerson College - 07/30/2019	07/30/2019	Expense Report		40.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report: EXP-00000418	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	158.38	270.48	0.00	0.00	270.48		
SC20092 - Subscriptions			0.00	0.00	0.00	0.00	0.00	962.76		
All Other and Miscellaneous			17,640.00	1,291.10	3,679.23	0.00	699.00	4,378.23		
Consultants and Temp Help			348,500.00					831.71		
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

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

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## FIN001a – Budget to Actuals by Cost Center – Direct Expenses

← FIN001a - Budget to Actuals by Cost Center - Direct Expenses Actions Print Refresh

**Details**

Organization: Cost Center: Emerson Operational Spend  
 Fund: FD001 Operations  
 Spend Plan Structure: Emerson Operational Spend  
 Period: FY 2020 - 10 - Apr  
 Display ONLY Projects (FD001): No  
 Time Period: Current Period YTD  
 Exclude ALL Projects (FD001): No

40 Items L

Cost Center	Budget	YTD Actuals	Pre-Encumbrance	Encumbrance	Utilization	% Utilized	Balance
Direct Expenses by Cost Center	264,866.29	233,637.69	0.00	1.45	233,639.14	88.21%	31,227.15
SC20000 - Miscellaneous Office Costs	0	77,486.11	0.00	0.00	77,486.11	0.00%	(77,486.11)
SC20001 - Lab and Research Supplies	0	90.99	0.00	0.00	90.99	0.00%	(90.99)
SC20003 - Film Tape	0	19.98	0.00	0.00	19.98	0.00%	(19.98)
SC20004 - Books	0	179.96	0.00	0.00	179.96	0.00%	(179.96)
SC20005 - Uniforms	0	871.00	0.00	0.00	871.00	0.00%	(871.00)
SC20007 - Printing Design and Copying Costs	0	22.00	0.00	0.00	22.00	0.00%	(22.00)
SC20008 - Event Space Rental Costs	0	14,041.00	0.00	1.00	14,042.00	0.00%	(14,042.00)
EM00011 - Compensation or Benefits Expense	0	155.51	0.00	0.00	155.51	0.00%	(155.51)

## 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 bar containing the text 'FIN002'. A purple arrow points from a text box to the search bar. 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 bar is a purple header for 'Search Results'. Underneath, 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.

## 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

## FIN002 – Budget to Actuals by Fund

**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

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## FIN002 – Budget to Actuals by Fund

**What are the available Funds for a selected Cost Center**

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
F0010 Donor Designated	-29,801	0	0	0	0	0.00	0.00%	-29,801
F0012 Grants	0	(3,514.49)	(17,278.84)	0	0	(17,278.84)	0.00%	17,279
Spend	4,762,955	366,852.23	826,446.37	0.00	1,934.89	828,581.26	17.40%	3,934,374
F0001 Operations	4,665,918	357,569.70	795,920.76	0.00	1,475.89	797,396.65	17.09%	3,868,521
F0003 College Designated	62,500	3,027.06	6,863.76	0.00	459.00	7,322.76	11.72%	55,177
F0010 Donor Designated	34,537	2,740.98	6,583.01	0	0	6,583.01	19.00%	27,954

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## FIN002 – Budget to Actuals by Fund

Emerson COLLEGE

FIN002

← FIN002 - Budget to Actuals by Fund (Actions)

**Details**

Organization: [blank] Period: FY 2020 - 03 - Sept

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

Revenue Plan Structure: Emerson Operational Revenue

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

Fund	Budget	Actuals
Revenue	-29,801	
FD010 Donor Designated	-29,801	
FD012 Grants	0	
Spend	4,762,955	
FD001 Operations	4,665,918	
FD003 College Designated	62,000	
FD010 Donor Designated	34,537	
<b>Total</b>		3,514.49

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

## FIN003 – Budget to Actuals by Project

## FIN003 – Budget to Actuals by Project

The screenshot shows the top navigation bar with the Emerson College logo and a search bar containing 'FIN003 - Budget to Actuals by Project'. Below the search bar is a purple 'Search Results' header. On the left, there are 'Categories' including 'Common', 'Assets', and 'Banking'. On the right, under 'Search Results 4 items', the report 'FIN003 - Budget to Actuals by Project' is listed. A callout box with an 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'. Another arrow points from the callout box to the report name in the search results.

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## FIN003 – Budget to Actuals by Project

The screenshot shows the configuration dialog for the report. It includes fields for Organization, Repeat Columns By, Fund, Spend Plan Structure, Spend Plan Name, Revenue Plan Structure, Revenue Plan Name, Period, Time Period, and Additional Options. A 'Filter Name' field and 'Save' button are at the bottom. Numbered callouts (1-9) point to specific fields, with corresponding instruction boxes on the right:

- 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.

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## 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

12 items

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
Direct Expenses	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)
All Other and Miscellaneous	159.00	0.00	159.00	0.00	0.00	159.00	100.00%	0.00
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)

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## FIN008 – Budget to Actuals by Gift

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## FIN008 – Budget to Actuals by Gift

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## FIN008 – Budget to Actuals by Gift

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## 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

8 Items

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

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## Department Financials Dashboard

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## 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

## Department Financials Dashboard

← Department Financials Dashboard

Click the gear icon to select/setup your report filters

Emerson College Financial Reporting Dashboard for Departments

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	
[Category]	2,460,932.87	177,033.11	446,742.00	
[Category]	2,899,782.43	217,178.84	493,410.46	

View More ...

FIN000 - Budget to Actual by Cost Center Worklet

View More ...

## Department Financials Dashboard

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

Emerson  
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

Emerson  
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.

Name	Order	Worklet	Worklet Title
FIN001 - Budget to Actuals by Project			
FIN003 - Budget to Actuals by Project			
FIN008 - Budget to Actuals by Gift			

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

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## Department Financials Dashboard

Department Financials Dashboard

Emerson College Financial Reporting Dashboard for Departments

**FIN001 - Budget to Actuals by Cost Center**

Cost Center	Budget	Period Actuals
Revenue by Cost Center	0.00	0.00
Spend by Cost Center	5,360,715.30	394,451.53
	2,460,932.87	177,093.11
	2,899,782.43	217,418.42

View More ...

**FIN000 - Budget to Actual by Cost Center Worklet**

Bar chart showing Actuals YTD. X-axis: 0, 1000000, 2000000, 3000000.

View More ...

**FIN003 - Budget to Actuals by Project**

Project	Budget	Period Actuals	Actuals
Project Revenue	0.00	0.00	0.00
Project Expenses	40,000.00	2,333.29	2,333.29
	2,500.00	0.00	0.00
	2,500.00	455.85	455.85
	2,500.00	0.00	0.00
	2,500.00	0.00	0.00
	2,500.00	0.00	0.00
	2,500.00	0.00	0.00
	2,500.00	0.00	0.00
	2,500.00	0.00	0.00
	2,500.00	350.00	350.00
	2,500.00	0.00	0.00
	2,500.00	1,034.86	1,034.86
	2,500.00	0.00	0.00

**FIN008 - Budget to Actuals by Gift**

Gift	Budget	Period Actuals	Actuals	Encum
Gift Revenue	(29,629.73)	0.00	0.00	
Gift Expenses	29,629.73	0.00	0.00	
	6,310.13	0.00	0.00	
	0.37	0.00	0.00	
	17,232.93	0.00	0.00	
	6,086.00	0.00	0.00	

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# Procurement Dashboard

## Procurement Dashboard



How to add the Procurement Dashboard to your homepage

**Required Worklets**  
The following worklets are required on your Home page.

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

**Optional Worklets**  
Select the optional worklets you would like to include on your Home page.

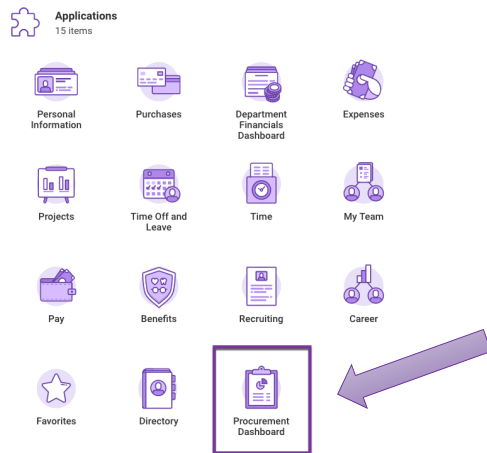
Order	Worklet	Worklet Title
	Favorites	
	Directory	
	search	
	Procurement Dashboard	

Under "Optional Worklets" click the "+" to add new Worklet, and search for the "Procurement Dashboard". When done, click OK

OK Cancel

## Procurement Dashboard

The Procurement Dashboard should now be available on your homepage



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## 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

Amount: \$1,273,167

Supplier	Amount	Percent	Count
The Washington Center for	\$555,905	43.7%	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
on	PO-0000588	\$144,306	\$95,551	\$48,755
al	PO-0000273	\$102,825	\$102,825	\$0

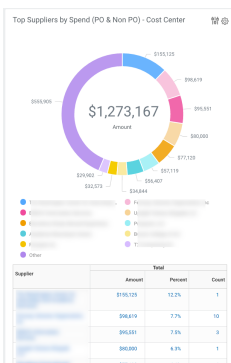
Non PO Invoice Spend - Cost Center

Invoice Spend

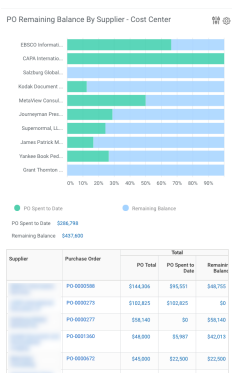
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## Procurement Dashboard

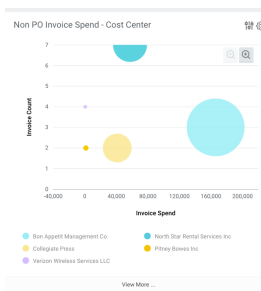
Top Suppliers by Spend (PO & Non PO)



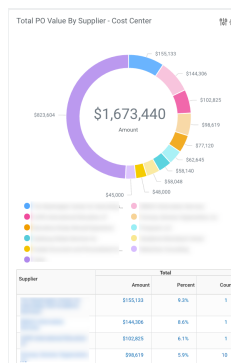
PO Remaining Balance by Supplier



Non PO Invoice Spend



Total PO Value by Supplier



Expense Dashboard  
COMING SOON!



## Workday Finance Training Sessions – What’s Next?

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

The screenshot shows the Emerson College Finance website. At the top, there is a navigation bar with the Emerson College logo, 'Emerson College Finance', and buttons for 'SUBMIT A REQUEST' and 'SIGN IN'. Below this is a search bar with the text 'Emerson College Finance' and a 'SEARCH' button. The main content area is divided into three columns: 'FINANCE FORMS', 'PROCUREMENT SERVICES', and 'DIRECT DEPOSIT & TIME ENTRY'. Under 'FINANCE FORMS', there are buttons for 'Workday', 'Payroll', and 'Budget & Financial Planning'. Under 'PROCUREMENT SERVICES', there is a button for 'About Us and Policies'. Under 'DIRECT DEPOSIT & TIME ENTRY', there is a button for 'Procurement Services and Accounts Payable'. A callout box with the text 'Click on the "Workday" link' has an arrow pointing to the 'Workday' button.

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## Workday Finance Training Sessions – What’s Next?

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

The screenshot shows the Emerson College Finance website 'Workday' page. At the top, there is a navigation bar with the Emerson College logo, 'Emerson College Finance', and buttons for 'SUBMIT A REQUEST' and 'SIGN IN'. Below this is a breadcrumb trail: 'Emerson College Finance > Workday'. The main content area has a title 'Workday' and three main sections: 'Faculty', 'Banner FOAPAL to Workday Crosswalk', and 'Job Aids and Resources'. The 'Faculty' section includes links for 'How to Monitor and Track your Faculty Development Funds' and 'Faculty Training Guide'. The 'Banner FOAPAL to Workday Crosswalk' section includes a link for 'Excel-based Banner to Workday Crosswalk (FOAPAL to Worktags)' with a star icon. The 'Job Aids and Resources' section includes links for 'Learn More About Workday and Class Offerings', 'Workday Financials Reporting' (highlighted in purple), 'Training Resources for Procurement and Accounts Payable', 'Training Resources for HR', 'Training Resources for Payroll', and 'Finance 101'. There is a 'SEE ALL 9 ARTICLES' button at the bottom of the 'Job Aids and Resources' section.

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# Thank you!

Questions please email [Finance\\_BI@Emerson.edu](mailto: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