

Workday at Emerson

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WD Financial Reporting

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[Finance.emerson.edu](https://finance.emerson.edu)

Updated: September 9, 2021.

Emerson
COLLEGE

Agenda

- Worktag Review
- Worktag Review and Budgets
- 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
 - FIN008 – Budget to Actuals by Gift
- Department Financials Dashboard
- Procurement Dashboard
- Expense Dashboard
- Q&A and Finance ZenDesk Page [Finance.emerson.edu](https://finance.emerson.edu)

Worktag Review

Worktags Review

Example #1: Information Technology software purchase on a Requisition using a COST CENTER

Checkout

Company: Emerson College | Requester: Stephen Lisa | Requisition: new | Status: Draft | Total Amount: 1,000.00 USD

Shipping Address

Deliver-To: Boston Campus > 20 Park Plaza > 20 Park Plaza Suite 1300
Ship-To Address: 120 Boylston Street, Boston, MA 02116-6024, United States of America

Requisition Information

Request Date: 09/08/2021
Currency: USD
High Priority:
Submitted by: Stephen Lisa
Memo to Suppliers:
Internal Memo:

Goods

Item	Requested Delivery Date	Supplier	Supplier Item Identifier	Item Identifiers	RFP Request	Memo	*Cost Center	*Program	*Fund	Additional Worktags	Splits
Item List		Supplier: Zoom Video Communications, Inc. Order From Connection Supplier Contract			<input type="checkbox"/>	Software Purchase Test	804010 IT User Services	PG400 Academic Support	FD001 Operations		

Submit | Save for Later | Continue Shopping

Worktags Review

Example #2: Information Technology meal expense on a Pcard (Expense Report) using a PROJECT

Header Attachments Expense Lines

Add

1 Item

Expense Line

Drop files here
or
Select files

Item Details
Attendee(s) Stephen Lisa

Itemization
Remaining Amount to Itemize 100.00/100.00 USD
Add
Receipt Included

Linked Quick Expense

Date 09/08/2021

Expense Item Dinner

Quantity 1

Per Unit Amount 100.00

Total Amount 100.00

Currency USD

Memo Test Expense using PROJECT

*Cost Center 804010 IT User Services

*Program PG400 Academic Support

*Fund FD001 Operations

Additional Worktags Project: 1050002 Administrative Tech Upgrades (Media Services)

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Worktags Review

Example #3: Information Technology computer equip purchase using a GIFT

Checkout

Company	Requester	Requisition	Status	Total Amount
Emerson College	Stephen Lisa	new	Draft	2,000.00 USD

Shipping Address

Deliver-To Boston Campus + 20 Park Plaza + 20 Park Plaza Suite 1300

Ship-To Address 120 Boylston Street
Boston, MA 02116-4624
United States of America

Requisition Information

Request Date 09/21/2021

Currency USD

High Priority

Submitted by Stephen Lisa

Memo to Suppliers Example: Information Technology computer equip purchase using a GIFT

Internal Memo

Goods

Supplier Item Identifier	Item Identifiers	RFD Requested	Memo	*Cost Center	*Program	*Fund	Additional Worktags
Item (Non-...)		<input type="checkbox"/>		804010 IT User Services	PG400 Academic Support	FD010 Donor Designated	Gift: GF20276 WERS Gifts Live Music

Submit **Save for Later** **Continue Shopping** ...

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Worktags Review

Example #4: Information Technology computer purchase using a Faculty Development Fund (Project)

Checkout

Company: Emerson College | Requester: Stephen Lisa | Requisition: new | Status: Draft | Total Amount: 2,000.00 USD

Shipping Address
 Deliver-To: Boston Campus > 20 Park Plaza > 20 Park Plaza Suite 1300
 Ship-To Address: 130 Bayfison Street, Boston, MA 02116-4624, United States of America

Requisition Information
 Request Date: 09/08/2021 | Currency: USD | High Priority:
 Submitted by: Stephen Lisa
 Memo to Suppliers:
 Internal Memo: Information Technology computer equip purchase using a Faculty Development Fund (Project Worktag)

Goods

Item	Requested Delivery Date	Supplier	Supplier Item Identifier	Item Identifiers	RFQ Required	Memo	*Cost Center	*Program	*Fund	Additional Worktags	Split
Web Libs	MM/DD/YYYY	Supplier: Apple Computer (Non-Catalog)				Information Technology computer equip	804010 IT Oper Services	PG400 Academic Support	FD003 College Designated	Project: FF0012 FD-D Lev	

Buttons: Submit, Save for Later, Continue Shopping

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Worktags Review

FIN002 Budget to Actuals (by CC) by Fund
(See transaction #1, #2, #3, #4)

FIN008 Budget to Actuals by Gift
(See transaction #3)

Transaction	*Cost Center	Fund	Program	*Project	*Gift	Location	Amount
#1 Software Purchase	804010	FD001	PG400	<blank>	<blank>	<blank>	\$1,000
#2 Meal Expense	804010	FD001	PG400	IUS0002	<blank>	LOC005	\$100
#3 Computer Equip Purchase	804010	FD010	PG800	<blank>	GF20276	<blank>	\$2,000
#4 Computer Purchase	804010	FD003	PG800	FD0012	<blank>	<blank>	\$2,600

FIN001 Budget to Actuals by Cost Center
(See transaction #1, #2, #3, #4)

FIN003 Budget to Actuals by Project
(See transaction #2 and #4)

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Worktags Review

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

Answer: They each have their own Budget

Question? What's a name for these types of Worktags?

Answer: Driver Worktags

Transaction	*Cost Center	Fund	Program	*Project	*Gift	Location	Amount
#1 Software Purchase	804010	FD001	PG400	<blank>	<blank>	<blank>	\$1,000
#2 Meal Expense	804010	FD001	PG400	IUS0002	<blank>	LOC005	\$100
#3 Computer Equip Purchase	804010	FD010	PG800	<blank>	GF20276	<blank>	\$2,000
#4 Computer Purchase	804010	FD003	PG800	FD0012	<blank>	<blank>	\$2,600

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

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Worktag Review and Budgets

How they work together?

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Worktags Review and Budgets

Transaction	*Cost Center	Fund	Program	*Project	*Gift	Amount (Actuals)	Budget	Budget Check
#1 Software Purchase	804010	FD001	PG400	<blank>	<blank>	\$1,000	\$5,000	Pass
#2 Meal Expense	804010	FD001	PG400	IUS0002	<blank>	\$100	\$50	Fail NSF
#3 Computer Equip Purchase	804010	FD010	PG800	<blank>	GF20276	\$2,000	\$2,500	Pass
#4 Computer Purchase	804010	FD003	PG800	FD0012	<blank>	\$2,600	\$2,500	Fail NSF
						\$5,700	\$10,050	

FIN001 Budget to Actuals by Cost Center
(See transaction #1, #2, #3, #4)

Report Filter:

Cost Center = 804010

Actuals = \$5,700 and Budget = \$10,050



Report Filter:

Cost Center = 804010

Fund = FD001

Exclude Projects (FD001)
(See transaction #1)

Actuals = \$1,000 and Budget = \$5,000

There are 4 different Driver Worktags in this example

Center - 804010 IT User Services - \$5,000 budget

Project - IUS0002 Admin Tech Upgrades - \$50 budget

Gift - GF20276 WERS Live Music - \$2,500 budget

Project - FD0012 FD D Lee - \$2,500 budget

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Worktags Review and Budgets

Budgets are organized into

3 main Spend Category Hierarchies:

- Direct Expense
- Salaries and Benefits
- Capital Equipment (used infrequently)

NOTE: These can be referred to Level 1

Then there are sub Spend Category Hierarchies, these can be referred to as Level 2

Then Budgets get loaded into specific Spend Categories, these can be referred to as Level 3

Category	Amount
Spend by Cost Center	1,089,716.22
8xxxxx Cost Center	1,089,716.22
1 Direct Expenses	222,952.00
2 All Other and Miscellaneous	2,500.00
2 Consultants and Temp Help	40,000.00
2 Contracted Services	179,352.00
2 Travel, Meals and Lodging	1,100.00
3 SC20071 - Meals and Food while Traveling	100.00
3 SC20072 - Food and Catering	250.00
3 SC20080 - Airfare	300.00
3 SC20081 - Ground Transportation	100.00
3 SC20082 - Hotels and Lodging	350.00
1 Salaries and Benefits	866,764.22

Please Note: Budget Checking is done at Level 1

Question: If I do a Requisition for \$5,000 on SC20080 - Airfare will it pass budget?

YES - Because budget checking is done at Level 1 Direct Expenses

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Roles and Access to Reports

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Roles and Access to Reports

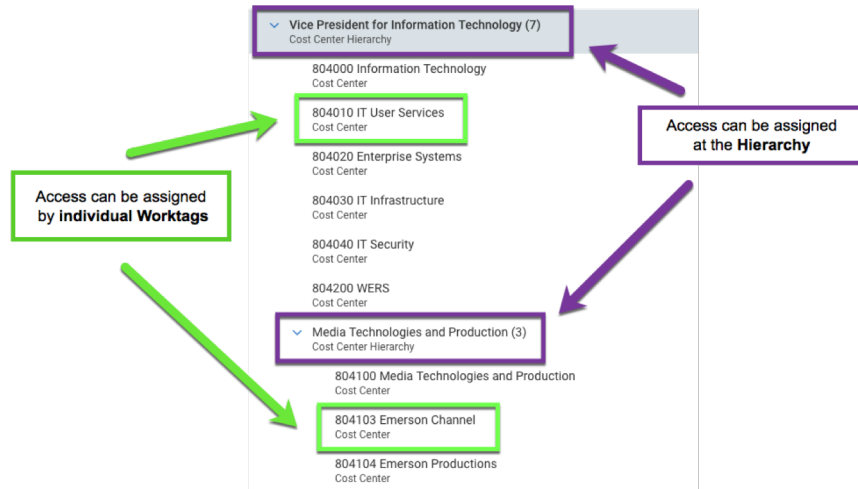
In order to access Financial Reports, the following Workday security roles are typically used to assign access:

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

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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 left is the Emerson College logo. To its right is a search bar containing the text 'Data Audit'. A purple arrow points from a text box to the search bar. The text box contains the instruction: '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 such as '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

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

FIN001 – Budget to Actuals by Cost Center

FIN001 - Budget to Actuals by Cost Center

FIN001 – Budget to Actuals by Cost Center

FIN001 - Budget to Actuals by Cost Center 9/16/19

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

Click to bring you back to report prompts (filters)

Reqs POs Utilization of Budget to Actuals

Cost Center	Budget	Current Period Actuals	YTD Actuals	Pre-Encumbrance	Encumbrance	Utilization	% Utilized	Balance
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
2,786,344.22	0.00	828,538.08	(8,452.00)	51,113.46	871,199.54	31.27%	1,915,144.68	
Direct Expenses	930,482.27	0.00	233,748.98	(8,452.00)	132,600.96	357,897.94	38.46%	572,584.33
All Other and Miscellaneous	529,414.27	0.00	42,266.32	(8,452.00)	14,381.03	48,195.35	9.10%	481,218.92
Consultants and Temp Help	154,000.00	0.00	86,576.82	0.00	118,219.93	204,796.75	132.96%	(50,796.75)
SC30002 - Other Consultants	0.00	0.00	86,576.82	0.00	118,219.93	204,796.75	0.00%	(204,796.75)
Consultants and Temp Help	154,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	154,000.00
Contracted Services	79,425.00	0.00	79,461.03	0.00	0.00	79,461.03	100.05%	(36.03)
Maintenance	0.00	0.00	11.58	0.00	0.00	11.58	0.00%	(11.58)
Non-Capital Equipment	136,943.00	0.00	5.65	0.00	0.00	5.65	0.00%	136,937.35

Revenue and Spend Category Hierarchies

FIN001 – Budget to Actuals by Cost Center

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

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	(187,802.35)
2,786,344.22	0.00	828,538.08	(8,452.00)	
Direct Expenses	930,482.27	0.00	233,748.98	(8,452.00)
All Other and Miscellaneous	529,414.27	0.00	42,266.32	(8,452.00)
Consultants and Temp Help	154,000.00	0.00	86,576.82	
SC30002 - Other Consultants	0.00	0.00	86,576.82	
Consultants and Temp Help	154,000.00			
Contracted Services	79,425.00			
Maintenance	0.00			
Non-Capital Equipment	136,943.00			

Criteria View by Select a Field... and Sort 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-00006079	Operational Journal Emerson College - 01/28/2020	01/28/2020	Expense Report		100.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-00006079	Operational Journal Emerson College - 01/28/2020	01/28/2020	Expense Report		415.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report EXP-00006079	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 Emerson College - 07/01/2019	07/01/2019	Supplier Invoice	W B Mason Company Inc	99.67		FD001 Operations	PG600	

FIN001 – Budget to Actuals by Cost Center

Click on any column heading to reveal the filter options

Criteria View by: and then by: Refresh

412 Items

Transaction	Operational Transaction for Journal	Journal	Accounting Date	Journal Source	Supplier	Amount	Cost Center	Fund	Program	Grant
Q	Expense Report: EXP-0006079	Operational Journal: Emerson College - 01/28/2020	↑ Sort Ascending			100.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report: EXP-0006079	Operational Journal: Emerson College - 01/28/2020	↓ Sort Descending			415.00		FD001 Operations	PG600 Institutional Support	
Q	Expense Report: EXP-0006079	Operational Journal: Emerson College - 01/28/2020	Filter Condition *			645.00		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice: INV-0000044	Operational Journal: Emerson College - 07/31/2019	Value 1 *		son Company	20.37		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice: INV-0000044	Operational Journal: Emerson College - 07/31/2019	Value 2 *		son Company	4.60		FD001 Operations	PG600 Institutional Support	
Q	Supplier Invoice: INV-0000044	Operational Journal: Emerson College - 07/31/2019	Filter		son Company	10.39				
Q	Supplier Invoice: INV-0000044	Operational Journal: Emerson College - 07/31/2019			son Company	19.64				
Q	Supplier Invoice: 07/01/2019	Operational Journal:		Supplier Invoice	W B Mason Company	93.87				

Criteria View by: and then by: Refresh

10 of 412 items

Transaction	Operational Transaction for Journal	Journal	Accounting Date	Journal Source	Supplier	Amount	Cost Center	Fund	Program
Q	Expense Report: EXP-0000033	Operational Journal: Emerson College - 07/03/2019	07/01/2019	Conversion	Educare	5,530.00		FD001 Operations	PG600 Institutional Support
Q	Expense Report: EXP-0000033	Operational Journal: Emerson College - 07/03/2019	07/03/2019	Expense Report		942.01		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		7,201.56		FD001 Operations	PG600 Institutional Support

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FIN001 – Budget to Actuals by Cost Center

FIN001 - Budget to Actuals by Cost Center Actions 🔍 🖨

Details

Organization: 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
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 Acquisition, 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 (61,682,999.23)

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
Spend Plan Structure Emerson Operational Spend
Revenue Plan Structure Emerson Operational Revenue

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

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
	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

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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
Spend Plan Structure Emerson Operational Spend
Revenue Plan Structure Emerson Operational Revenue

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

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
	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
Contracted Services	409,623.00	0.00	301,612.76	(68,299.23)	73,853.23	307,166.76	74.99%	102,456.24

View By: Supplier as Worktag

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FIN001 – Budget to Actuals by Cost Center

Organization: [Redacted]
 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
Conversion	999.00
Total	451,765.50

Cost Center: Spend by Cost Center

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

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

Salaries and Benefits: 1,038,432.00 | 56,497.06 | 169,889.55 | 0.00 | 0.00 | 169,889.55 | 16.36% | 868,542.45

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FIN001 – Budget to Actuals by Cost Center

Organization: [Redacted]
 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
Conversion	999.00
Total	451,765.50

Cost Center: Spend by Cost Center

Direct Expenses	Amount
All Other and Miscellaneous	17,640.00
Consultants and Temp Help	348,500.00
Contracted Services	409,623.00
Leases	0.00
Non-Capital Equipment	361,175.00
Travel, Meals and Lodging	0.00
Utilities	344,813.00

View By: Employee as Worktag

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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

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

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

Employee as Worktag	Amount
	22,595.50
	4,812.38
	230.72
Total	27,638.60

	Utilization	% Utilized	Balance
	6.23	41.85%	1,465,466.77
	6.23	41.85%	1,465,466.77
	16.68	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

FIN001 – Budget to Actuals by Cost Center

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

FIN001 - Budget to Actuals by Cost Center

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

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

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

External Committee Member	Amount
	34.64
	34.00
	13.54
Total	2,751.95

	Utilization	% Utilized	Balance
	0.00	0.00	(6,070.61)
	0.00	16,983.63	65,826.43
	5.28%		1,181,525
	5.28%		1,181,525

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

Spend Category as Worktag	Amount
SC0000 - FT Faculty Benefits Eligible	444,199.58
SC0000 - IT Software Subscriptions and Maintenance Contracts	15,927.96
SC0000 - Exempt Benefits Eligible	15,856.54
SC0000 - Undergraduate Student Wages	10,951.00

Period

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

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

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

FIN001 – Budget to Actuals by Cost Center

FIN001 - Budget to Actuals by Cost Center

Repeat Columns By: FUND

Organization: Cost Center Hierarchy

Repeat Columns By: Fund

Fund: FE001 Operations, FE003 College Designated, FE004 Plant and Capital

Display ONLY Projects (FD001):

Exclude ALL Projects (FD001):

Details

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

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

Fund: FE001 Operations, FE003 College Designated, FE004 Plant and Capital | Period: FY 2020 - 08 - Feb

Time Period: Current Period YTD

Display ONLY Projects (FD001): No | Exclude ALL Projects (FD001): No

Cost Center	FE004 Plant and Capital							FE003 College Designated							FE001 Operations						
	Budget	Current Period Actuals	YTD Actuals	Pre-Encumbrance	Encumbrance	Utilization	% Unbnd	Balance	Budget	Current Period Actuals	YTD Actuals	Pre-Encumbrance	Encumbrance	Utilization	% Unbnd	Balance	Budget	Current Period Actuals	YTD Actuals	Pre-Encum	
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	0.00%	(100,000.00)	0.00	0.00	0.00	0.00	
Spend by Cost Center	1,132,057.00	0.00	145,495.48	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	0.00%	100,000.00	9,298,604.27	0.00	4,692,947.08	(187,802)	
Direct Expenses	463,214.85	0.00	2,637.00	0.00	116,646.10	119,277.10	25.64%	345,937.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	464,689.00	0.00	235,211.98	(8,432)	
Equipment	668,842.15	0.00	0.00	0.00	(81,487.50)	(81,487.50)	(12.22%)	748,329.65	0.00	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	148,864.48	0.00	0.00	148,864.48	0.00%	(148,864.48)	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	1,193,019.80	0.00	447,034.62	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	0.00%	100,000.00	2,945,972.52	0.00	1,370,154.75	(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%	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%	0.00	2,528,879.98	0.00	1,196,791.21	(68,299)	

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 **Additional Options** Include Payroll Details

How to view Payroll Details

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

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	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: 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	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	PG400 Institutional Support				SC20000 - Miscellaneous Office Costs	\$1000 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	PG400 Institutional Support				SC20000 - Miscellaneous Office Costs	\$1000 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	PG400 Institutional Support				SC20000 - Miscellaneous Office Costs	\$1000 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	4,379.23	24.82%	13,261.77
SC20000 - Miscellaneous Office Costs	0.00	566.34	2,365.24	0.00	0.00	2,931.58	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	320.48	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%	(942.74)
All Other and Miscellaneous	17,640.00						0%	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: Select a Field... and then by: Select a Field... 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-00000419	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	(67,649.23)	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								270.48		
SC20092 - Subscriptions								962.76		
All Other and Miscellaneous								0.00		
Contracted Services			409,623.00	0.00	301,612.76	(67,649.23)	73,853.23	307,796.76		
Lessons			0.00	7,991.11	7,991.11	0.00	0.00	7,991.11		

Right-click context menu options: 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

Details

Organization: Cost Center Spend Plan Structure: Emerson Operational Spend

Fund: FD001 Operations Period: FY 2020 - 10 - Apr

Display ONLY Projects (FD001): No Time Period: Current Period YTD

Exclude ALL Projects (FD001): No

40 Items

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
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)
6799911 - Consultants or Specialist Expenses	0	159.71	0.00	0.00	159.71	0.00%	(159.71)

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FIN002 – Budget to Actuals by Fund

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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 the 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 report name 'FIN002 - Budget to Actuals by Fund'.

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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

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

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

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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

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

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

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FIN003 – Budget to Actuals by Project

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FIN003 – Budget to Actuals by Project

The screenshot displays 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 report name in the search results.

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FIN003 – Budget to Actuals by Project

Emerson COLLEGE Q FIN003

FIN003 - Budget to Actuals by Project Actions

Organization * 1

Repeat Columns By 2

Fund 3

Spend Plan Structure * 4

Spend Plan Name 5

Revenue Plan Structure * 6

Revenue Plan Name 7

Period * 8

Time Period * 9

Additional Options Include Payroll Details 10

Filter Name 11

Manage Filters 0 Saved Filters 12

- 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

FIN003 – Budget to Actuals by Project

← FIN003 - Budget to Actuals by Project Actions Print Refresh

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)

FIN008 – Budget to Actuals by Gift

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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' column lists 'Common', 'Assets', 'Banking', and 'Expenses', with 'Common' selected. The 'Search Results' column shows two items: '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 pointing to the search box and the report name.

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FIN008 – Budget to Actuals by Gift

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

FIN008 – Budget to Actuals by Gift

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

Department Financials Dashboard

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)

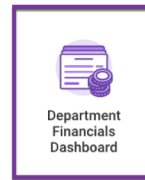
 **Applications**
18 items



Personal Information



Purchases



Department Financials Dashboard



Procurement



Supplier Accounts



Expenses



Projects



Time Off and Leave

Department Financials Dashboard

← Department Financials Dashboard

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 ...

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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	FIN003 - Budget to Actuals by Project	
2	FIN008 - Budget to Actuals by Cost	

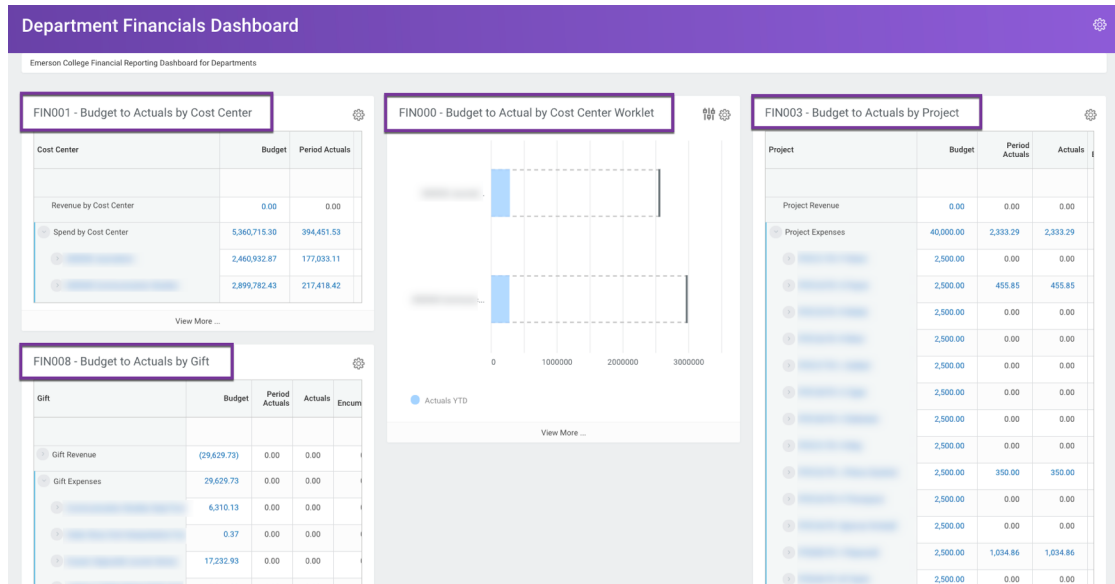
Use the "Optional Worklets" area to add the additional FIN003 and/or FIN008 reports to your Department Financials Dashboard

When done click OK

OK Cancel

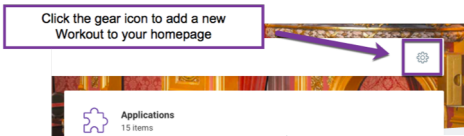
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Department Financials Dashboard



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	
	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

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

59

Procurement Dashboard

Top Suppliers by Spend (PO & Non PO)

\$1,273,167
Amount

Supplier	Amount	Percent	Count
The Washington Center for			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-0000277	\$98,140	\$0	\$98,140
	PO-001360	\$48,000	\$5,967	\$42,033
	PO-000670	\$45,000	\$22,500	\$22,500
	PO-0000700	\$40,000	\$15,514	\$24,486

Non PO 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

60

30

Expense Dashboard

Expense Dashboard

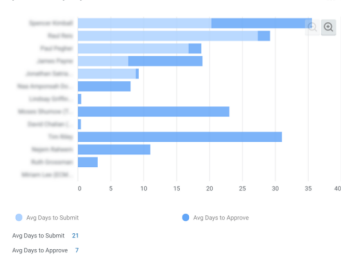
Expense Management Dashboard EC

Emerson Custom Expense Dashboard

Expense

Organization: Cost Center: 00000 Office of the State for the School of Communications

Cycle Times by Payee



● Avg Days to Submit ● Avg Days to Approve
 Avg Days to Submit: 21
 Avg Days to Approve: 7

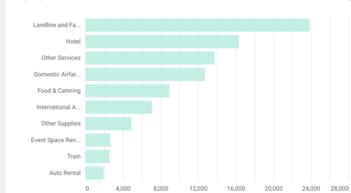
Employee	Total			
	Amount	Count	Avg Days to Submit	Avg Days to Approve
Expense Manager	56,773	188	20	15
Real Fee	31,329	281	27	2
Real Payee	4,524	35	17	2
Landline/Fax	3,901	37	8	11
Other Services	3,508	47	9	0

Expense Total by Payee



Employee	Total	
	Amount	Count
Expense Manager	56,773	188
Real Fee	31,329	281
Real Payee	4,524	35

Top Expense Items



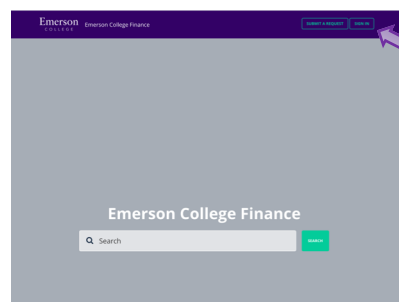
● Amount
 Amount: 105,580

Item	Amount
Landline and Fax	23,841
Hotel	16,313
Other Services	13,706
Domestic Airfare	12,686
Food & Catering	8,912
International Airfare	7,057
Other Supplies	2,881



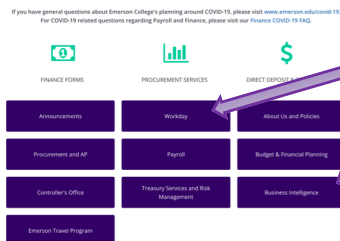
Workday Finance Training Sessions - What's Next?

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



Sign in to see all available options

Various resources including job aids and videos under "Workday" and "Business Intelligence"



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Emerson College Finance > Business Intelligence

Business Intelligence

Reporting to the Office of Financial Business Services, the Business Intelligence team provides primary support to all areas of the college in the use of systems and technology related to the Workday Finance and Payroll. Primary support includes: System security and access (Cost Center, Project, Gift, Grant, etc.) Reporting (All Workday FINxxx reports and Dashboard) System feeds and integration System configuration and business processes (Approval rules, queues and workflow)

Need Help?

Please send questions or inquiries to: Finance_BI@emerson.edu

Workday Reports

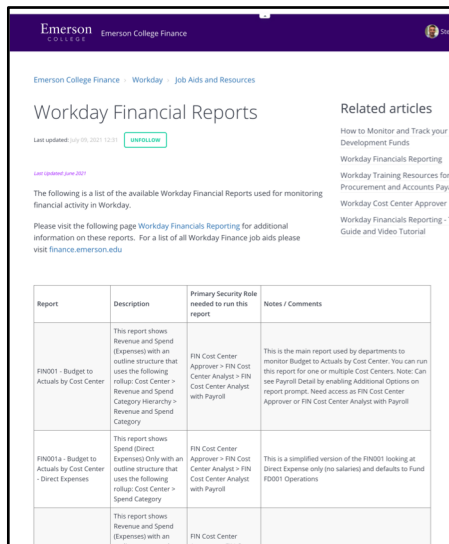
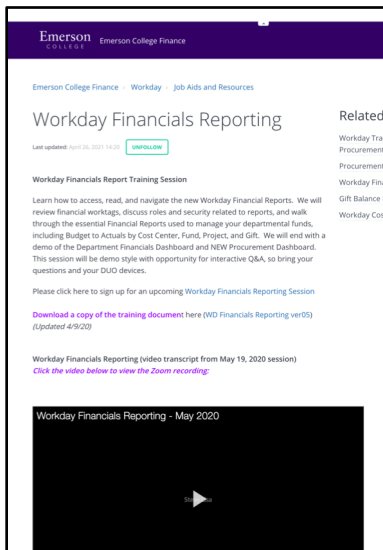
[Workday Financials Reporting - Training Guide and Video Tutorial](#)
[Workday Financial Reports](#)

Workday Job Aids

[Staff Transit and Parking Reimbursement](#)

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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