

Financial Management System Reports

The FMS Team consulted with an end-user focus group to redesign the Department Reports Worklet. New reports have been added to the Department Reports Worklet and some reports are scheduled to be removed on 12/07/2018. Below is listing of all the reports in the Department Reports Worklet and each report's disposition. All reports scheduled to be removed from the Department Reports Worklet may be added to your Favorites Worklet.

The Department Reports – New Worklet will be deleted on 12/07/2018. Some of the reports in the Department Reports – New Worklet have been copied to the Department Reports Worklet. Any report not copied to the Department Reports Worklet may be added to your Favorites Worklet.

Instructions to add reports to your Favorites Worklet are provided in the Reporting Tips section included in this document.

Updated Department Reports Worklet

Custom Report	Brief Description	Disposition
ASU - Procurement Card Journal	This report may be used as a cross-reference when completing the Procurement Card Verification process in FMS.	Included in Department Reports Worklet
ASU - Procurement Card Transaction Verification Lines	This report is used for PCard Verifications.	Included in Department Reports Worklet
Balance Sheet by Ledger Account	This report allows a user to run a balance sheet by fund or fund hierarchy.	Included in Department Reports Worklet
Balance Sheet by Ledger Account and Spend Category	This Balance Sheet report includes ledger activity by spend category.	Included in Department Reports Worklet
Budgetary Balance for Projects - Total	View life to date budgetary balance data for projects with optional prompts for project, project hierarchy, and spend category.	Included in Department Reports Worklet – newly added to worklet
Budget Position Control for Personal Services	This report allows the user to track position control utilizing multiple views including program, ASU position ID, Worker, and other optional worktags. This report is only for cost center/programs and gifts in the Fiscal Year Operating Budget Structure. Use the Payroll Detail Report for all other budget structures (Grants, Projects and non-budgeted Gifts and Programs.)	Included in Department Reports Worklet

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Budget Position Control for Personal Services and ERE	This report allows the user to track position budget to actual by personal services and ERE and other optional worktags. This report is only for cost center/programs and gifts in the Fiscal Year Operating Budget Structure. Use the Payroll Detail Report for all other budget structures (Grants, Projects and non-budgeted Gifts and Programs.)	Included in Department Reports Worklet – newly added to worklet
Budget to Actuals – Programs and Gifts	View budget to actuals for Programs and Gifts – report includes General Operating funds. This report will replace the various Budget to Actual reports for General Operating and Budget to Actual Local reports.	Included in Department Reports Worklet – newly added to worklet
Budget to Actuals - General Operating by Ledger Account	View budget to actuals for general operating funds by ledger account.	Included in Department Reports Worklet
Gift Balance Report	This report allows the user to track gift revenue, spend and ending balance.	Included in Department Reports Worklet
Budget Transaction Detail	This report allows the user to locate and review all posted budget amendments recorded in the FMS with multiple filter options including cost center, program, grant, gift, period, etc. Similar to the Advantage Detail of Budget Transactions by Agency/Org.	Included in Department Reports Worklet
Detailed Revenue Expense and Ledger Accounts	This report allows the user to run a report to view detailed posted transactions for revenue, spend and ledger accounts. You may also filter by worktags. Please be sure to enter your search criteria before running the report to optimize the report run time.	Included in Department Reports Worklet
Faculty Startup for Organization	The report allows the user to review faculty startup accounts by filtering by academic employee, cost center, cost center hierarchy, department reporting roll, or program.	Included in Department Reports Worklet
Financial Report with Drillable Detail	Use this report for Cost Center/Programs and Gifts in the Fiscal Year Operating Budget Structure. This report allows the user to run a budget to Actual report by ledger account and drill into the detail.	Included in Department Reports Worklet – newly added to worklet
Find Gifts by Responsible Organization with Restriction Description	This report allows the user to view financial activity for Gifts in their organizations with the Gift Restriction. This report should be run by the CCG.	Included in Department Reports Worklet

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Gift Balance Report	This report allows the user to track gift revenue, spend and ending balance.	Included in Department Reports Worklet
Income Statement by Ledger Account	Use this report to run an Income Statement by multiple filters. Departments with auxiliary funds may use this report to run an income statement by fund.	Included in Department Reports Worklet
Ledger to Revenue and Spend Category Crosswalk	Use this report to identify the related ledger account for revenue and spend categories. Use this report when preparing Journals to allow you to confirm the correct ledger account and revenue/spend category relationship.	Included in Department Reports Worklet
Life to Date Report for Programs - Detail	Use this report to run Life to Date detail activity by ledger account for Summer Sessions (FD4000), and KED grants for Programs in funds FD5019 and FD9017.	Included in Department Reports Worklet
Life to Date Report for Programs - Summary	Use this report to run Life to Date Summary activity for Summer Sessions (FD4000), and KED grants for Programs in funds FD5019 and FD 9017.	Included in Department Reports Worklet.
Payroll Detail	Use this report to view payroll journal line detail.	Included in Department Reports Worklet – newly added to worklet
Payroll Summary	View actuals for personal services by ASU Position, Cost Center, Program, Gift, Spend Category Hierarchy and Worker. Use this report for Grants, Projects and Programs and Gifts not in the Financial Budget Structure.	Included in Department Reports Worklet – newly added to worklet
Scholarship Balance Report	This reports allows the user to monitor the balance by scholarship.	Included in Department Reports Worklet.
Sources and Uses by Ledger Account	Use this report to view sources and uses activity for Cost Center/Programs and Gifts. This report does not contain budget and may be used to run reports for organizations in any budget structure. Similar to the Advantage Sources/Uses report. This is a fiscal year report and not recommended for Grants and Projects.	Included in Department Reports Worklet.

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Spend Process	<p>Use this report to view the documents in the spend process including the status of the document. These documents include requisitions, purchase orders, and supplier invoices.</p> <p>This report may only be run for organizations (cost center, cost center hierarchy) that you are assigned to.</p>	Included in Department Reports Worklet.
Summary of Funding Sources by Revenue Category	<p>This report allows the user to view all revenue at a summary level by revenue category and see current fiscal month and year to date activity for revenue and reserves. Please note the actual beginning balance is only included in the Summary of Funding Sources by Revenue Category – the Summary of Funding Uses by Spend Category will not include beginning balance. Similar to the Advantage Summary of Funding Sources by Agency/Org.</p>	Included in Department Reports Worklet.
Summary of Funding Uses by Spend Category	<p>This report allows the user to view all expenses at a summary level by spend category and see current fiscal month and year to date activity for expenses and pre-encumbrances, encumbrances and reserves. Please note the actual beginning balance is only included in the Summary of Funding Sources by Revenue Category – the Summary of Funding Uses by Spend Category will not include beginning balance. Similar to the Advantage Summary of Funding Uses by Agency/Org.</p>	Included in Department Reports Worklet.
Transfers In and Transfers Out Report	<p>This report allows users to view transfer in and out activity.</p>	Included in Department Reports Worklet.
Uncommitted General Operating Summary	<p>This report allows the user to view the current available or overspent general operating resources by program for salaries and wages, ERE and all other operating. Similar to the Advantage Uncommitted GOP Funds Summary report.</p>	Included in Department Reports Worklet.

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Reports Deleted from Department Reports Worklet – available to add to Favorites Worklet		
Report	Description	Disposition
Award Detail	This report allows the user to view various Award-level details such as the lead PI, status, sponsor and Award amounts. This report will be used similar to Data Warehouse information to easily find, review, and export Award-related details.	Will be deleted from Department Reports Worklet on 12/07/2018 – may be added to your Favorites Worklet
Budget by Worktags - Award	This report allows the user to locate and review all budget transactions recorded in the FMS associated with one to many awards and their associated grant accounts.	Will be deleted from Department Reports Worklet on 12/07/2018 – may be added to your Favorites Worklet
Budget Position Control for ERE	This report allows the user to track ERE position control utilizing multiple views including program, ASU position ID, Worker, and other optional worktags. This report is only for cost center/programs and gifts in the Fiscal Year Operating Budget Structure. Use the Payroll Detail Report for all other budget structures (Grants, Projects and non-budgeted Gifts and Programs.)	Will be deleted from Department Reports Worklet on 12/07/2018 – may be added to your Favorites Worklet
Budget to Actuals - General Operating	View budget to actuals for general operating funds. The new report Budget to Actuals – Programs and Gifts is the replacement report.	Will be deleted from Department Reports on 12/07/2018 – may be added to your Favorites Worklet
Budget to Actuals - by Ledger Account and Cost Center Hierarchy – Programs and Gifts	View budget to actuals for Programs and Gifts for both budgeted and non-budget programs such as IIA programs. This report is grouped by Cost Center Hierarchy and drillable by Cost Center Hierarchy. Includes General Operating Funds.	Will be deleted from Department Reports on 12/07/2018 – may be added to your Favorites Worklet
Budget to Actuals - General Operating by Ledger Account and Cost Center Hierarchy	View budget to actuals for Programs in the General Operating Funds. Report is grouped by Cost Center Hierarchy and drillable by Cost Center Hierarchy. Only includes General Operating Funds.	Will be deleted from Department Reports on 12/07/2018 – may be added to your Favorites Worklet

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Budget to Actuals - General Operating by Program and Cost Center	This report allows the user to track general operating budget to actual at the cost center, cost center hierarchy, program and/or program hierarchy level. The new report Budget to Actuals – Programs and Gifts is the replacement report.	Will be deleted from Department Reports Worklet on 12/07/2018 – may be added to your Favorites Worklet
Budget to Actuals - Grant	This report allows the user to track grant expenditure authority at a Spend Category level by Grant. This report can track current available balances at a more granular level for grant balances and shows outstanding pre-encumbrances, encumbrances, and posted expenses against available expenditure authority. This will assist units and departments with ongoing tracking of spend and outstanding encumbrances by Spend Category.	Will be deleted from Department Reports Worklet on 12/07/2018 – this report is available in the Grants Admin Reports Worklet.
Budget to Actuals - General Operating by Program and Spend Category	This report allows the user to track general operating expenditure authority at a spend category level by cost center, cost center hierarchy, program and/or program hierarchy. The new report Budget to Actuals – Programs and Gifts is the replacement report.	Will be deleted from Department Reports Worklet on 12/07/2018 – may be added to your Favorites Worklet
Budget to Actuals - Local	One row per combination of Cost Center/Program. Report only includes Cost Center/Programs in the Fiscal Year Operating Budget Structure. Use the Budget to Actuals - Gift to view Gift activity. The new report Budget to Actuals – Programs and Gifts is the replacement report.	Will be deleted from Department Reports Worklet on 12/07/2018 – may be added to your Favorites Worklet
Budget to Actuals - Local by Ledger Account	Budget to Actuals - Local by Ledger Account View budget to actuals for Programs and Gift for both budgeted and non-budget programs such as IIA programs. Report expands to view revenue and spend by ledger account. The new report Budget to Actuals – Programs and Gifts is the replacement report.	Will be deleted from Department Reports Worklet on 12/07/2018 – may be added to your Favorites Worklet

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Budget to Actuals - Local by Ledger Account and Cost Center	View budget to actuals for Programs and Gifts for both budgeted and non-budget programs such as IIA programs. Report is formatted with a repeating column group of cost center, expanding to view ledger accounts by ledger account type (Revenue or Expense). The new report Budget to Actuals – Programs and Gifts is the replacement report.	Will be deleted from Department Reports Worklet on 12/07/2018 – may be added to your Favorites Worklet
Employee Related Expense Summary	View fiscal year actuals for employee related expenses for Cost Center, Program, Gift, Grant and Project.	Will be deleted from Department Reports Worklet on 12/07/2018 – may be added to your Favorites Worklet

REPORTING TIPS

Favorite Your Reports:

Save your frequently used reports to your Favorites worklet. Follow these steps to add a report as a favorite:

1. From the homepage, click the cloud icon in the upper-right corner.
2. In the drop-down list, click **Favorites**.
3. The **Favorite Reports and Tasks** page displays. Click **Manage Favorites**.
4. The **Manage Favorites** page displays. Click the prompt to the right of **Favorite Tasks/Reports**.
5. The search box will open. Type the report name you wish to add to your favorite and press **Enter**.
6. Check the box next to the desired report.
7. Click **OK**.

Save Report Filters:

Many reports let you save your initial search filters. You will find that option at the bottom of the report entry screen.

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Reports Tools

Depending on the report and your access, you have a number of viewing and filtering tools at your disposal. They're the icons located to the top right of your report.



Export to Excel – Use this option to easily extract and manipulate your data.



View Printable Version – Use this option to produce a ready-to-print report.



Filter Data – Use this option to quickly filter or sort a report for the information you need. Click on the funnel icon or click the column header you want to filter and choose from a range of options like alpha and date.



Toggle full screen viewing mode.

Who Supports the Reports?

- **The FMS Team** reviews, tests, and updates reports. Reports are updated regularly with any new changes to Workday's data structures.
- Service Now Tickets can be submitted for report issues and suggestions.

Report Workshops:

We are offering updated reporting workshop that will cover the changes to the Department Reports worklet. Anyone wishing to attend the workshops must register for the class via [ASU GoSignMeUp](#). Classes start November 27th.