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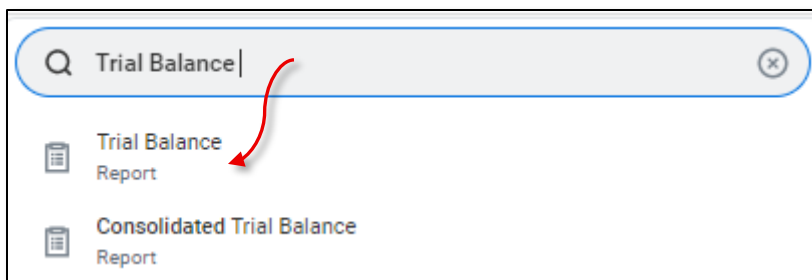
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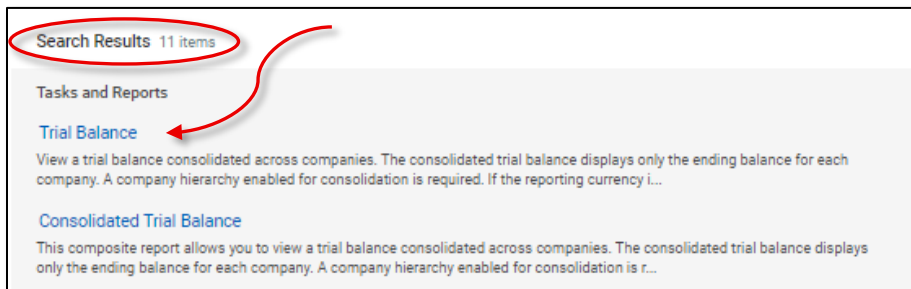
Commonly Used Reports: Trial Balance

How to run Trial Balance Reports

1. In the Workday search field, type **Trial Balance**. As you are typing, a list will form from within the search field. Select the report from the list.



TIP: You can also type **Trial Balance** and hit Enter, which will bring a list of all results available to you. Select a report from the list by clicking on the report links.




2. The **Trial Balance** parameters window opens. This is where different filters can be used to narrow or broaden the transaction activity provided in the report. Mandatory fields are indicated with a red asterisk (*).


A screenshot of the 'Trial Balance' parameters window. The window has a title bar 'Trial Balance'. It contains several input fields with labels and a red asterisk (*) indicating mandatory fields. The fields are: Company, Ledger, Book (with a dropdown menu showing 'Common Book'), Year, Summary Period, Period, Ledger Account/Summary, Worktags, Fund Affiliate, Display By Option (set to 'Company'), Display Worktag Type, Company Currency (set to '(empty)'), Translation Currency, and Account Translation Rule Set. Below these fields is an 'Options' section with checkboxes for: Perform Eliminations, Include Adjustments (checked), Include Final Allocations (checked), Include Pro forma Journals (checked), and Mark as Final. At the bottom of the window are three buttons: 'OK', 'Send to Excel', and 'Cancel'.


Commonly Used Reports: Trial Balance


3. In the Company field, use the Dropdown List icon to open the Search sub-menu. Select the **Company** arrow to open the Company sub-menu. Select **Florida Atlantic University** from the list.

Trial Balance


Company * 


Ledger * 


Book * 


Year * 


Trial Balance


Company * 


Ledger * 


Book * 


Year * 

Summary Period * 

Period * 

Ledger Account/Summary * 

Worktags * 

Fund Affiliate * 

TIP: Typing **Florida** into the Company search box populates **Florida Atlantic University** automatically.

4. The **Ledger** field will automatically populate to **Actuals**. Use the Dropdown List icon to open the sub-menu and select one of the choices if you wish to view activity in either of the other ledgers.


TIP: The **Translation Currency** field also automatically populates to **USD**.

Trial Balance


Company * 


Ledger * 


Book * 


Year * 

Trial Balance

Company * 


Ledger * 


Book * 


Year * 


5. In the **Year** field, use the Dropdown List icon to select a fiscal year from the list.


Trial Balance


Year * 


Summary Period * 


Period * 

Ledger Account/Summary * 

Worktags * 

Fund Affiliate * 

Display By Option * 

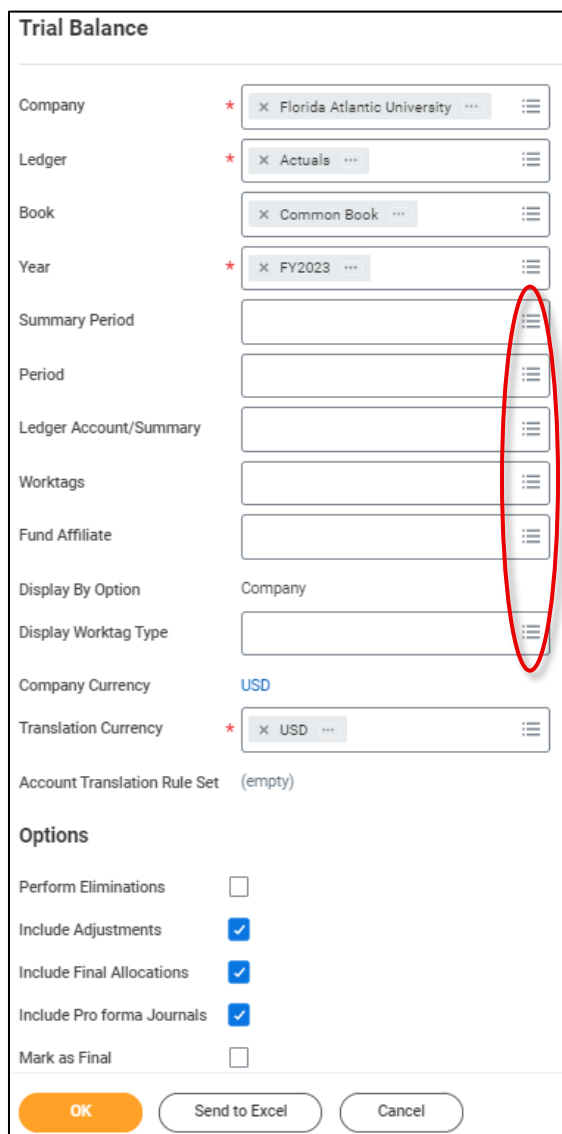
Display Worktag Type * 

Note: You can only select one fiscal year at a time.

Commonly Used Reports: Trial Balance

6. Use the Dropdown List icon to open each sub-menu in any the optional parameter fields to select any combination of values in the specific fields you want to use to refine your search.

TIP: Typing specific data directly into the search boxes will produce more precise choices.



Trial Balance

Company * ...

Ledger * ...

Book ...

Year * ...

Summary Period ...

Period ...

Ledger Account/Summary ...

Worktags ...

Fund Affiliate ...

Display By Option Company

Display Worktag Type ...

Company Currency USD

Translation Currency * ...

Account Translation Rule Set (empty)

Options

Perform Eliminations ☐

Include Adjustments ☒

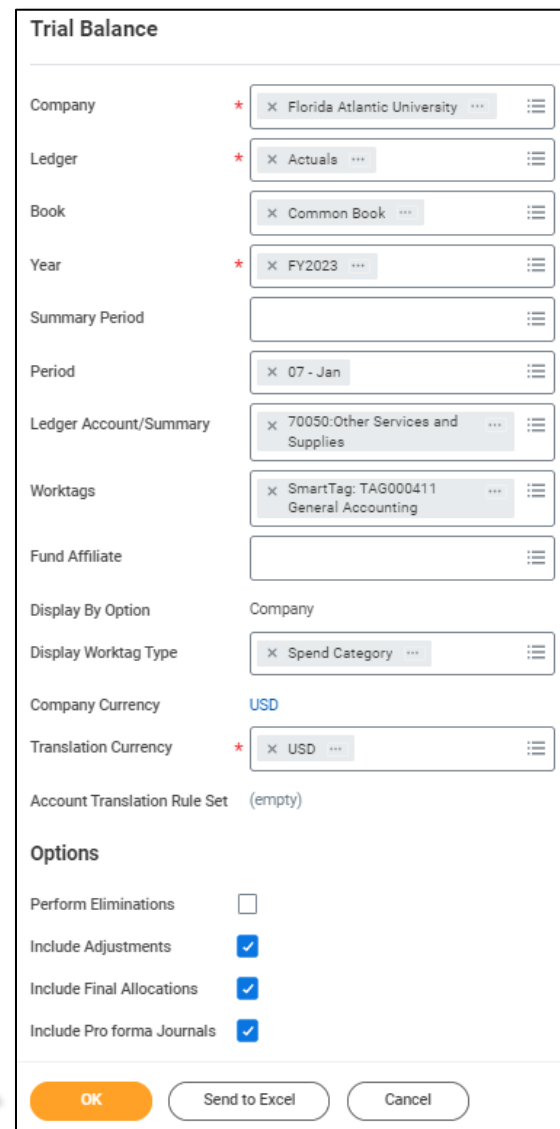
Include Final Allocations ☒

Include Pro forma Journals ☒

Mark as Final ☐

Buttons: OK, Send to Excel, Cancel

7. In this example, the data requested was restricted to the **Period** (Jan), **Ledger Account** (70050), **SmartTag** (TAG000411), and **Display Worktag Type** (Spend Category).



Trial Balance

Company * ...

Ledger * ...

Book ...

Year * ...

Summary Period ...

Period ...

Ledger Account/Summary ...

Worktags ...

Fund Affiliate ...

Display By Option Company

Display Worktag Type ...

Company Currency USD

Translation Currency * ...

Account Translation Rule Set (empty)

Options

Perform Eliminations ☐

Include Adjustments ☒

Include Final Allocations ☒

Include Pro forma Journals ☒

Buttons: OK, Send to Excel, Cancel

8. Click **OK** to run the report.

Commonly Used Reports: Trial Balance

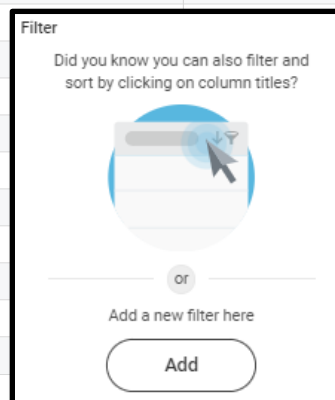
9. The search parameters selected in Step #7 produced the report shown below. The report can be exported to Excel or saved as a PDF file by clicking on the icons in the **Blue Header** section at the top right of the page. This option will include the report's search parameters in the top section of the Excel File. Selecting the Excel icon directly above the report will export only the data as it appears in the **Consolidated Data** section. Choose the **Filter** icon to filter the data by columns in the grid.

Trial Balance	
Organization	Florida Atlantic University
Periods	FY2023 : 07 - Jan
Ledger	Actuals
Ledger Account/Summary	70050:Other Services and Supplies
Display Worktag Type	Spend Category
Accounting Worktag	TAG000411 General Accounting
Book	Common Book
Company Currency	USD
Translation Currency	USD
Run	02/09/2023 01:05 PM

	A	B	C
1	Trial Balance		
2	Organization	Florida Atlantic University	
3	Periods	FY2023 : 07 - Jan	
4	Ledger	Actuals	
5	Ledger Account/Summary	70050:Other Services and Supplies	
6	Display Worktag Type	Spend Category	
7	Accounting Worktag	TAG000411 General Accounting	
8	Book	Common Book	
9	Company Currency	USD	
10	Translation Currency	USD	
11	Run	2/10/2023 10:11	
12	Consolidation Data		
13	Ledger Account	Spend Category	Beginning Balance
14	70050:Other Services and Supplies	Accounting Services	0.00
15	70050:Other Services and Supplies	Books	58.85
16	70050:Other Services and Supplies	Cellular Telephone	209.94
17	70050:Other Services and Supplies	Departmental Memberships	0.00



Consolidation Data					
19 items					
Ledger Account	Spend Category	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
70050:Other Services and Supplies	Accounting Services	0.00	0.00	0.00	0.00
70050:Other Services and Supplies	Books	58.85	0.00	0.00	58.85
70050:Other Services and Supplies	Cellular Telephone	209.94	0.00	0.00	209.94
70050:Other Services and Supplies	Departmental Memberships	0.00	0.00	0.00	0.00
70050:Other Services and Supplies	Employee Professional Development	2,021.62	0.00	0.00	2,021.62
70050:Other Services and Supplies	Employment Background Check	48.16	0.00	0.00	48.16
70050:Other Services and Supplies	IT Software and Data Applications	254.00	0.00	0.00	254.00
70050:Other Services and Supplies	IT Supplies	283.40	0.00	0.00	283.40
70050:Other Services and Supplies	Individual Memberships	(270.00)	0.00	0.00	(270.00)
70050:Other Services and Supplies	Laptop	1,307.53	0.00	0.00	1,307.53
70050:Other Services and Supplies	Mail Room Charges	2,988.31	0.00	0.00	2,988.31
70050:Other Services and Supplies	Miscellaneous Telecom Charges	975.58	287.43	0.00	1,263.01
70050:Other Services and Supplies	Office Supplies	340.78	302.96	0.00	643.74
70050:Other Services and Supplies	Other Current Charges	0.00	0.00	0.00	0.00
70050:Other Services and Supplies	Phone Equipment	13,096.25	634.50	0.00	13,730.75
70050:Other Services and Supplies	Postage and Freight	0.00	51.43	0.00	51.43
70050:Other Services and Supplies	Printing and Reproduction	75.90	0.00	0.00	75.90
70050:Other Services and Supplies	Repair - Facilities	255.66	1,189.48	0.00	1,445.14
Total		21,645.98	2,465.80	0.00	24,111.78



Commonly Used Reports: Trial Balance

10. To drill down deeper into the transactions that make up the individual balances, click into the field with the amount you want look into. Click on the dropdown arrow next to the amount, and a sub-menu appears. You can view the information by one of the categories listed, or to drill down into the details, click **View Details**.

Ledger Account	Spend Category	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
70050:Other Services and Supplies	Accounting Services	0.00	0.00	0.00	0.00
70050:Other Services and Supplies	Books	58.85	0.00	0.00	58.85
70050:Other Services and Supplies	Cellular Telephone	209.94	0.00	0.00	209.94
70050:Other Services and Supplies	Departmental Memberships	0.00	0.00	0.00	0.00
70050:Other Services and Supplies	Employee Professional Development	2,021.62	0.00	0.00	2,021.62
70050:Other Services and Supplies	Employment Background Check	48.16	0.00	0.00	48.16
70050:Other Services and Supplies	IT Software and Data Applications	254.00	0.00	0.00	254.00
70050:Other Services and Supplies	IT Supplies	283.40	0.00	0.00	283.40
70050:Other Services and Supplies	Individual Memberships	(270.00)	0.00	0.00	(270.00)
70050:Other Services and Supplies	Laptop	1,307.53			1,307.53
70050:Other Services and Supplies	Mail Room Charges	2,988.31			2,988.31
70050:Other Services and Supplies	Miscellaneous Telecom Charges	975.58			1,263.01
70050:Other Services and Supplies	Office Supplies	340.78			643.74
70050:Other Services and Supplies	Other Current Charges	0.00			0.00
70050:Other Services and Supplies	Phone Equipment	13,096.25			13,730.75
70050:Other Services and Supplies	Postage and Freight	0.00			51.43
70050:Other Services and Supplies	Printing and Reproduction	75.90			75.90
70050:Other Services and Supplies	Repair - Facilities	255.66			1,445.14
Total		21,645.98			24,111.78

View By

- Academic Period as Worktag
- Academic Term
- Academic Unit as Worktag
- Activity
- Ad Hoc Payee
- Alternate Ledger Account
- Alternate Ledger Account Type
- Asset Impairment Reason
- Award
- Award Type for Award
- View Details**
- Export to Excel (All Columns)
- Export to PDF

Commonly Used Reports: Trial Balance

11. A new window will open with the detailed listing of all transactions that make up the balance selected. Click on the **Magnifying Glass** to open the individual transaction. Proceed with viewing any of the specific information available within the transaction.

The screenshot displays the Workday Financials interface. At the top, there are filters for 'Criteria' and 'View by', followed by a 'Refresh' button. Below this is a table with 5 items. The table columns include Journal Entry, Journal Source, Transaction, Accounting Date, Book Code, Ledger Account, Transaction Currency, Debit Amount, Credit Amount, Translation Currency, Memo, Worktags, and Exclude from Spend Report. A red circle highlights the magnifying glass icon in the Transaction column of the first row, which is labeled 'Supplier Invoice'.

A red arrow points from the magnifying glass icon to a detailed view window titled 'Supplier Invoice'. This window shows the following information:

- Supplier Invoice:** Supplier Invoice: SUPP_INV-000312905
- Invoice Number:** SUPP_INV-000312905
- Status:** Approved
- Payment Status:** Paid
- Invoice Information:**
 - Company:** Florida Atlantic University
 - Supplier:** Office Depot Inc Punchout
 - Currency:** USD
 - Invoice Date:** 07/16/2022
 - Due Date:** 07/16/2022
 - Total Invoice Amount:** 7,550.69
 - Amount Due:** 0.00
- Invoice Reference Information:**
 - Payment Terms:** Immediate
 - Supplier Document Received:** Yes
 - Supplier's Invoice Number:** 23014850A 07/16/2022 - 07/31/2022
 - Discount Date:** (empty)
 - Memo:** Account Number:23014850A 07/16/2022 - 07/31/2022 \$7,550.69

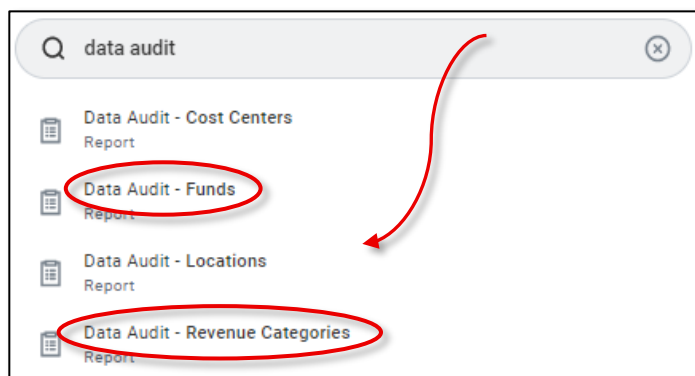
Commonly Used Reports: Data Audit

Data Audit

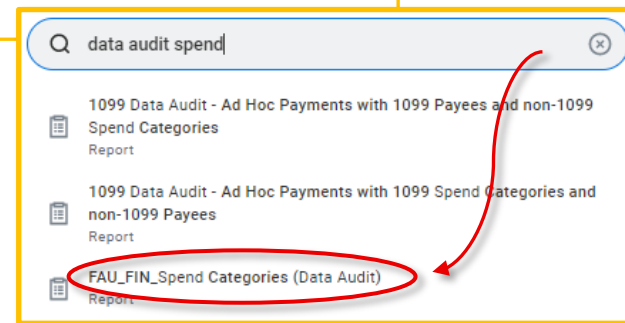
The **Data Audit** reports can be run for various categories. These instructions will focus on **Revenue Categories**, **Spend Categories**, and **Funds**. The filtering and sorting of information process is the same for each different report type.

1. In the Workday search field, type **Data Audit** in the Workday search box. Select the report of choice from the list.

TIP: You can type the report type directly into the search box.



NOTE: The format of the report name for **Spend Categories** differs from the other reports. It will only appear from the Workday search field by typing **Data Audit Spend**.



The section of the report shown below was run for **Revenue Categories**. This report will run *Wide Open* for all Revenue Categories. It will include Revenue Category Object name, the Reference ID (REF ID), the Inactive Status, and the items included in the Hierarchies.

Data Audit - Revenue Categories					
480 items					
Revenue Category Object	Reference ID	Default Tax Applicability	Inactive	Worktags	Included in Revenue Category Hierarchies
30 Meal Plan	RV0555		Yes		(Athletics) DEFAULT - Revenue (Athletics by Sport) Default (Honors) DEFAULT - Revenue (TR&P) DEFAULT - Revenue 53000:Sales & Services of Auxiliary Enterprises Student Fees
7 Plus Meal Plan Tax Exempt	RV0549		Yes		(Athletics) DEFAULT - Revenue (Athletics by Sport) Default (Honors) DEFAULT - Revenue (TR&P) DEFAULT - Revenue 53000:Sales & Services of Auxiliary Enterprises Student Fees
Academic Programs and Services Revenue (FAUF)	RV0570				51012:Other income (FAUF)

Commonly Used Reports: Data Audit

2. To **filter** the report for a specific Revenue Category, click on the Revenue Category column title to open the **Filter** menu. Click on the Dropdown List icon to open the sub-menu listing all the categories. Scroll through the list and select the category of choice. You can choose one or multiple categories from the list. Click **Filter**.

TIP: You can also type a known category directly into the **Value** field instead of searching through the list.

Revenue Category Object


↑ Sort Ascending

↓ Sort Descending

Filter Condition *

is

Value *



Filter

☐ 30 Meal Plan

☐ 7 Plus Meal Plan Tax Exempt

☐ AMEX Clearing

☐ AV Revenue

☐ Academic Programs and Services Revenue (FAUF)

☐ Activity Fee Refund

☐ Advertising (Student Publication)


☐ Advertising Revenue (FAUF)

☐ Advertising/Marketing Revenue

☐ Agency Deposits Payable Closeout

☐ Agency Revenue

☐ Alternative Loans

Search 

☐ Medical Staffing Revenue – CPO

☐ Membership (Alumni) Dues (FAUF)

☐ Membership Income

☐ Merchandise Sales

☐ Merchandise Sales Revenue Not Subject to Sales Tax (FAUF)

☐ Merchandise Sales Revenue Subject to Sales Tax (FAUF)


☒ Misc Revenue-Non Auxiliary

☐ Miscellaneous Interest Income

☐ Money Management Fees (Revenue Category)

☐ N Profiler 50 Meal Plan

☐ NCAA/Conference Revenue

Search 

× Misc Revenue-Non Auxiliary

Filter

Revenue Category Object


↑ Sort Ascending

↓ Sort Descending

Filter Condition *


is

Value *

× Misc Revenue-Non Auxiliary 

Filter

Value *

× Misc Revenue-Non Auxiliary 

× Activity Fee Refund

× Application Fees

Filter

NOTE: Each of the Data Audit reports can be filtered using the same process.

Commonly Used Reports: Data Audit

3. To drill down into the Category Hierarchies, left click on the **Related Actions** icon.

The screenshot displays the 'Data Audit - Revenue Categories' report in Workday. The main table lists revenue category objects, and a detail panel shows the hierarchy for a selected item.

Revenue Category Hierarchy Detail Panel:

- Revenue Category Hierarchy Name:** (Athletics) DEFAULT - Revenue
- Hierarchy Level:** Financial Statement
- Parent:** All Revenue Categories
- Revenue Categories Included:** 30 Meal Plan, 7 Plus Meal Plan Tax Exempt, Activity Fee Refund, Advertising/Marketing Revenue, Advertising (Student Publication), More (309)
- Children:** (empty)

Data Audit - Revenue Categories Table:

Revenue Category Object	Reference ID	Default Tax Applicability	Inactive	Worktags	Included in Revenue Category Hierarchies
30 Meal Plan	RV0555		Yes		(Athletics) DEFAULT - Revenue (Athletics by Sport) Default (Honors) DEFAULT - Revenue (TR&P) DEFAULT - Revenue 53000:Sales & Services of Auxiliary Enterprises Student Fees
7 Plus Meal Plan Tax Exempt	RV0549		Yes		(Athletics) DEFAULT - Revenue (Athletics by Sport) Default (Honors) DEFAULT - Revenue (TR&P) DEFAULT - Revenue 53000:Sales & Services of Auxiliary Enterprises Student Fees
Academic Programs and Services Revenue (FAUF)	RV0570				51012:Other income (FAUF)

Commonly Used Reports: Data Audit

4. The **Data Audit Spend Categories** report can be run *Wide Open* to return a complete listing of all the **Spend Categories**. Click **OK** to run wide open. You can also narrow the search by clicking on the Dropdown List icon and scrolling through the list, or by entering a known Spend Category in the field.

The first screenshot shows the 'FAU_FIN_Spend Categories (Data Audit)' form with the 'Spend Category(ies):' field and a dropdown icon circled in red. The second screenshot shows the same form with the dropdown menu open, showing 'Spend Category' selected, also circled in red. The third screenshot shows the full list of spend categories, including 'Athletic Equipment Men's Swimming', 'Athletic Equipment Men's Tennis', 'Athletic Equipment Softball', 'Athletic Equipment Volleyball', and 'Athletic Equipment Women's Basketball'.

The **Spend Categories** report will list information such as the Spend Category Object name, the Reference ID (REF ID), the Spend Category Manager, Inactive Status, and various Hierarchy information.

FAU_FIN_Spend Categories (Data Audit)											
869 items											
Spend Category Object	Spend Category or Hierarchy Not Used on Account Posting Rule Set	Reference ID	Supplier Link Commodity Code Mapping	Inactive	Spend Category Manager	Spend Category Buyer	Procurement Usage	Expense Usage	Spend Category is Tracked	IRS 1099 Category	Parent Hierarchy(ies)
1099 Adjustment (Gross proceeds paid to an attorney) - Tax Services Use Only		SP0711			Noelle Sterling (Z80002066)		Yes	Yes	No	Box 10: Gross proceeds paid to an attorney	All Accounting
1099 Adjustment (Medical & health care payments) - Tax Services Use Only		SP0713			Noelle Sterling (Z80002066)		Yes	Yes	No	Box 6: Medical and health care payments	All Accounting
1099 Adjustment (Nonemployee compensation) - Tax Services Use Only (Inactive)		SP0712		Yes	Noelle Sterling (Z80002066)		Yes	Yes	No	Box 1: Nonemployee compensation	All Accounting
1099 Adjustment (Other Income) - Tax Services Use Only		SP0714			Noelle Sterling (Z80002066)		Yes	Yes	No	Box 3: Other income	All Accounting

Commonly Used Reports: Data Audit

5. The report is prepared in Alphabetical Order, based on the first column (Spend Category Object). To **Sort** any of the columns in any of the Data Audit reports, click on a column title to open the **Filter** menu. Click on the **Sort Ascending** or **Sort Descending** field. The data will be sorted based on the choice selected. **Unsort** the column by clicking on the **Sort Arrow** and select **Remove Sort**.

The diagram illustrates the process of sorting a column in the Data Audit report. It shows three main components: a filter menu, a column header, and a sort control panel.

Filter Menu: The filter menu is open, showing the 'Sort Ascending' button (indicated by a red circle and arrow). The 'Filter Condition' is set to 'contains' and the 'Value' field is empty. The 'Filter' button is at the bottom.

Column Header: The 'Reference ID' column header is highlighted with a red box and arrow.

Sort Control Panel: The sort control panel is shown with the 'Sort Ascending' button (indicated by a red circle and arrow) and the 'Remove Sort' button (indicated by a red circle and arrow).

Data Table: The table displays the following data:

Spend Category Object	Spend Category or Hierarchy Not Used on Account Posting Rule Set	Reference ID	Supplier Link Commodity Code Mapping	Inactive	Spend Category Manager	Spend Category Buyer
Mobile Phone and Data Service		SP0001				Sean M. Cunningham (Z00010560)
Employment Advertising, Job Opportunity		SP0002				Audrey F Robinson (Z00016208)

FAU_FIN_Spend Categories (Data Audit)

869 items

Spend Category Object	Spend Category or Hierarchy Not Used on Account Posting Rule Set	Reference ID	Supplier Link Commodity Code Mapping	Inactive	Spend Category Manager	Spend Category Buyer	Procurement Usage	Expense Usage	Spend Category is Tracked	IRS 1099 Category	Parent Hierarchy(ies)
1099 Adjustment (Gross proceeds paid to an attorney) - Tax Services Use Only		SP0711			Noelle Sterling (Z80002066)		Yes	Yes	No	Box 10: Gross proceeds paid to an attorney	All Accounting
1099 Adjustment (Medical & health care payments) - Tax Services Use Only		SP0713			Noelle Sterling (Z80002066)		Yes	Yes	No	Box 6: Medical and health care payments	All Accounting
1099 Adjustment (Nonemployee compensation) - Tax Services Use Only (Inactive)		SP0712		Yes	Noelle Sterling (Z80002066)		Yes	Yes	No	Box 1: Nonemployee compensation	All Accounting
1099 Adjustment (Other Income) - Tax Services Use Only		SP0714			Noelle Sterling (Z80002066)		Yes	Yes	No	Box 3: Other income	All Accounting

Commonly Used Reports: Data Audit

- Just as with the Revenue Categories report, the **Data Audit – Funds** report will run *Wide Open* for all Funds. The report is prepared in Alphabetical Order, based on the first column (Fund). To **Filter** any of the columns, click on the Dropdown List icon to open the sub-menu listing all the categories. Scroll through the list and select the category of choice. You can choose one or multiple categories from the list. Click **Filter**.
- To **Sort**, click on a column title to open the **Filter** menu. Click on the **Sort Ascending** or **Sort Descending** field. The data will be sorted based on the choice selected. **Unsort** the column by clicking on the **Sort Arrow** and select **Remove Sort**.
- To drill down into the information, left click on the **Related Actions** icon.

The screenshot displays the 'Data Audit - Funds' report in Workday. The main table lists funds with columns: Fund, Reference ID, Fund Type, Source of Funding (FAU 'fund type' - level 1), Fund Level *2, Included in Fund Hierarchies, and Fund Manager. Annotations include:

- A red arrow pointing to the 'Filter' button in the top left sidebar.
- A red circle around the 'Filter Condition' dropdown in the sidebar, which is set to 'is'.
- A red circle around the 'Value' input field in the sidebar.
- A red circle around the 'Sort Ascending' button in the sidebar.
- A red circle around the 'Related Actions' icon (three dots) in the first row of the table.
- A red circle around the 'Fund' column header in the table.
- A red circle around the 'Reference ID' column header in the table.
- A red circle around the 'Fund Type' column header in the table.
- A red circle around the 'Source of Funding' column header in the table.
- A red circle around the 'Fund Level *2' column header in the table.
- A red circle around the 'Included in Fund Hierarchies' column header in the table.
- A red circle around the 'Fund Manager' column header in the table.
- A red circle around the 'Fund' column header in the table.
- A red circle around the 'Reference ID' column header in the table.
- A red circle around the 'Fund Type' column header in the table.
- A red circle around the 'Source of Funding' column header in the table.
- A red circle around the 'Fund Level *2' column header in the table.
- A red circle around the 'Included in Fund Hierarchies' column header in the table.
- A red circle around the 'Fund Manager' column header in the table.
- A red circle around the 'Fund' column header in the table.
- A red circle around the 'Reference ID' column header in the table.
- A red circle around the 'Fund Type' column header in the table.
- A red circle around the 'Source of Funding' column header in the table.
- A red circle around the 'Fund Level *2' column header in the table.
- A red circle around the 'Included in Fund Hierarchies' column header in the table.
- A red circle around the 'Fund Manager' column header in the table.

The 'Fund' column is highlighted, showing a list of funds including 'FAU_F0000 Grants and Aids', 'FAU_F0001 Student Fee Trust Fund', 'FAU_F0003 Professional Education Auxiliaries', 'FAU_F0004 Other Non-credit Acad Auxiliaries', 'FAU_F0005 Sponsored Grants Federal_FAU', and 'FAU_F0006 Student Tuition Exemp'.

The 'Reference ID' column shows values like 'FAU_F0000', 'FAU_F0001', and 'FAU_F0003'.

The 'Fund Type' column shows values like '71 FAU Clinical Provider Organization Funds'.

The 'Source of Funding' column shows values like 'CPO College of Medicine *1' and 'CPO College of Nursing *1'.

The 'Fund Level *2' column shows values like 'Integrated Medical Science *2' and 'College of Nursing *2'.

The 'Included in Fund Hierarchies' column shows values like 'Geriatrics *3 Non-Sponsored Funding' and 'Diabetes Center *3 Non-Sponsored Funding'.

The 'Fund Manager' column is currently empty.

Commonly Used Reports: Find Journals

Find Journals

1. In the Workday search field, type **Find Journals** in the Workday search box. Select **Find Journals** from the list.

A screenshot of the Workday search bar. The search text 'Find Journals' is entered. A dropdown menu is open, showing three options: 'Find Journal Lines Report', 'Find Journals Report', and 'FAU_CASH_Find Journal Lines - Cash Reconciliation Report'. A red arrow points to the 'Find Journals Report' option.

TIP: You can also type **Find Journals** directly into the search box.

2. In the **Company** field, enter **Florida Atlantic University**, or use the Dropdown Icon to open the search window and choose **Florida Atlantic University** from the list.

A screenshot of the 'Find Journals' form. The 'Company' field is highlighted with a red circle, and a red arrow points to the dropdown icon next to it.

A screenshot of the 'Find Journals' form. The 'Company' field dropdown menu is open, showing options like 'Search', 'Company', 'Company Hierarchy', 'Companies or Company Hierarchies by Hierarchy', and 'Companies by Hierarchies'. A red arrow points to the 'Company' option.

A screenshot of the 'Find Journals' form. The 'Company' field dropdown menu is open, showing a list of companies. 'Florida Atlantic University' is selected and highlighted with a blue background. A red arrow points to the selected option.

A screenshot of the 'Find Journals' form. The 'Company' field dropdown menu is open, showing a list of companies. 'Florida Atlantic University' is selected and highlighted with a blue background. A red arrow points to the selected option.

3. Use the same process to select the **Year** and the **Period**.

A screenshot of the 'Find Journals' form. The 'Company' field is filled with 'Florida Atlantic University', the 'Year' field is filled with 'FY2023', and the 'Period' field is filled with '07 - Jan'. Red stars are next to each field.

4. Narrow down the search by selecting other parameters as necessary. The minimum suggested parameters are **Status**, **Journal Sources**, and **Originated by**.

A screenshot of the 'Find Journals' form. The 'Status' field is filled with 'Posted', the 'Accounting Date On or After' field is filled with 'MM/DD/YYYY', the 'Accounting Date On or Before' field is filled with 'MM/DD/YYYY', the 'Journal Sources' field is filled with 'General Accounting Use Only', the 'Originated by' field is filled with 'Lorraine Plakatis', and the 'Approved by' field is filled with a name. Red stars are next to the 'Status', 'Journal Sources', and 'Originated by' fields. A red arrow points to the 'OK' button.

5. When all desired parameters are selected, click **OK**.

Commonly Used Reports: Find Journals

6. The report will return a complete listing of all the journal transactions associated with the parameters that were selected. Each transaction can be viewed by clicking on the **Related Actions** icon to open the sub menu. You can choose an **Action** from the menu, or click in the **Journal Number Title** to view the journal. The report can also be filtered by any of the column headers by clicking on the column title.

The screenshot displays the 'Find Journals' report in Workday. A red arrow points to the 'Related Actions' icon (three dots) in the 'Journal' column of the first row. Another red arrow points to the 'Journal Number Title' link 'JRNL-000053841 - Florida Atlantic University - 01/19/2023 - Adjustment to correct Broken Worktags - As of 01/19/23 FY23'. A third red arrow points to the 'Filter' button in the 'Value' field of the 'Memo' column.

Find Journals

Journal	Journal Number	Company	Status	Accounting Date	Total Ledger Debits	Total Ledger Credits	Source
JRNL-000053841	JRNL-000053841	Florida Atlantic University	Posted	01/19/2023	106,460.21	106,460.21	General Accounting Use Only
JRNL-000053875	JRNL-000053875	Florida Atlantic University	Posted	01/24/2023	621,360.00	621,360.00	General Accounting Use Only
JRNL-000053923	JRNL-000053923	Florida Atlantic University	Posted	01/26/2023	8,440.11	8,440.11	General Accounting Use Only
JRNL-000054068	JRNL-000054068	Florida Atlantic University	Posted	01/31/2023	3,862,137.33	3,862,137.33	General Accounting Use Only
JRNL-000054055	JRNL-000054055	Florida Atlantic University	Posted	01/31/2023	196.97	196.97	General Accounting Use Only
JRNL-000054056	JRNL-000054056	Florida Atlantic University	Posted	01/31/2023	20.00	20.00	General Accounting Use Only
JRNL-000054081	JRNL-000054081	Florida Atlantic University	Posted	01/31/2023	1,063,684.05	1,063,684.05	General Accounting Use Only
JRNL-000054090	JRNL-000054090	Florida Atlantic University	Posted	01/31/2023	10,000.00	10,000.00	General Accounting Use Only
JRNL-000054122	JRNL-000054122	Florida Atlantic University	Posted	01/31/2023	74,975.00	74,975.00	General Accounting Use Only
JRNL-000054132	JRNL-000054132	Florida Atlantic University	Posted	01/31/2023	39,732,191.99	39,732,191.99	General Accounting Use Only

View Journal

Journal: JRNL-000053841 Status: Posted

Journal Entry Information

- Originated by: Lorraine Plakatis (280016377)
- Accounting Date: 01/19/2023
- Currency: USD
- Period: 07 - Jan-FY2023 Actuals (Florida Atlantic University)
- Ledger: Florida Atlantic University : Actuals
- Journal Source: General Accounting Use Only
- Balancing Fund: FAU_99999 FAU_Default Fund
- Book Code: (empty)

As Entered

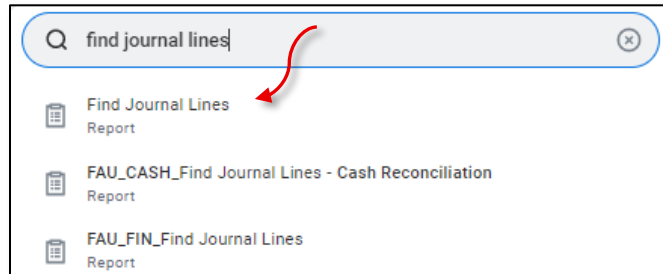
Journal Entry Lines: 42 Items

Company	Ledger Account	Debit Amount	Credit Amount	Memo
Florida Atlantic University	53000:Sales & Services of Auxiliary Enterprises		2,601.12	Adjustment to correct Broken Worktags - ...more

Commonly Used Reports: Find Journal Lines

Find Journal Lines

1. In the Workday search field, type **Find Journal Lines** in the Workday search box. Select **Find Journal Lines** from the list.

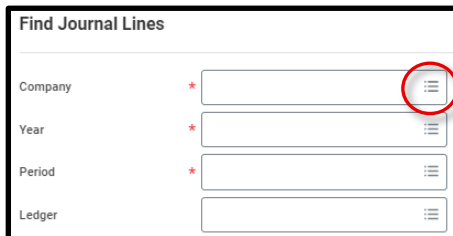


Search field: find journal lines

- Find Journal Lines Report
- FAU_CASH_Find Journal Lines - Cash Reconciliation Report
- FAU_FIN_Find Journal Lines Report

TIP: You can type **Find Journal Lines** directly into the search box.

2. In the **Company** field, enter **Florida Atlantic University**, or use the Dropdown Icon to open the search window and choose **Florida Atlantic University** from the list.



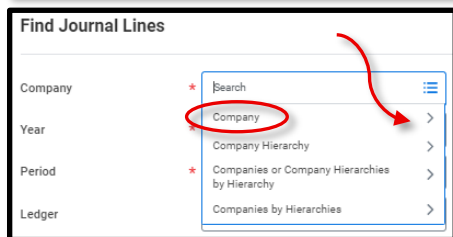
Find Journal Lines

Company * [Dropdown Icon]

Year * [Dropdown Icon]

Period * [Dropdown Icon]

Ledger [Dropdown Icon]



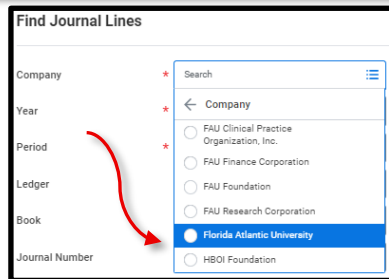
Find Journal Lines

Company * Search

Year * [Dropdown Icon]

Period * [Dropdown Icon]

Ledger [Dropdown Icon]



Find Journal Lines

Company * Search

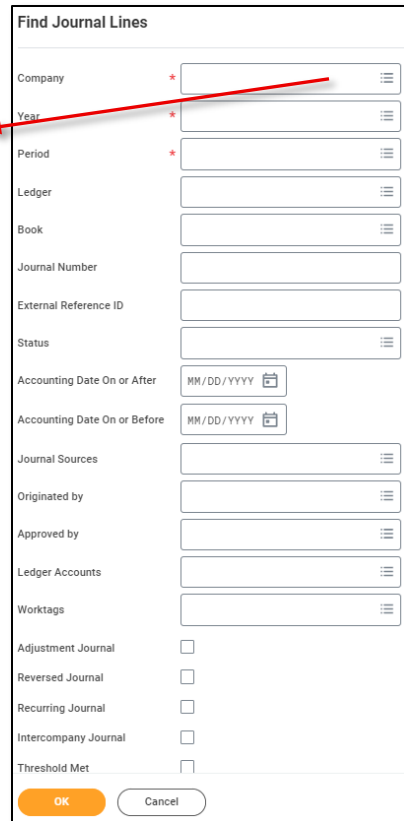
Year * [Dropdown Icon]

Period * [Dropdown Icon]

Ledger [Dropdown Icon]

Book [Dropdown Icon]

Journal Number [Dropdown Icon]



Find Journal Lines

Company * [Dropdown Icon]

Year * [Dropdown Icon]

Period * [Dropdown Icon]

Ledger [Dropdown Icon]

Book [Dropdown Icon]

Journal Number [Dropdown Icon]

External Reference ID [Dropdown Icon]

Status [Dropdown Icon]

Accounting Date On or After MM/DD/YYYY [Calendar Icon]

Accounting Date On or Before MM/DD/YYYY [Calendar Icon]

Journal Sources [Dropdown Icon]

Originated by [Dropdown Icon]

Approved by [Dropdown Icon]

Ledger Accounts [Dropdown Icon]

Worktags [Dropdown Icon]

Adjustment Journal ☐

Reversed Journal ☐

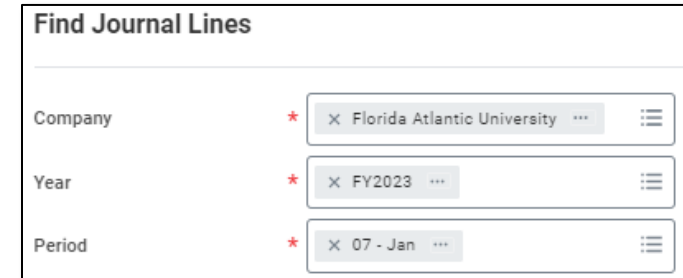
Recurring Journal ☐

Intercompany Journal ☐

Threshold Met ☐

OK Cancel

3. Use the same process to select the **Year** and the **Period**.



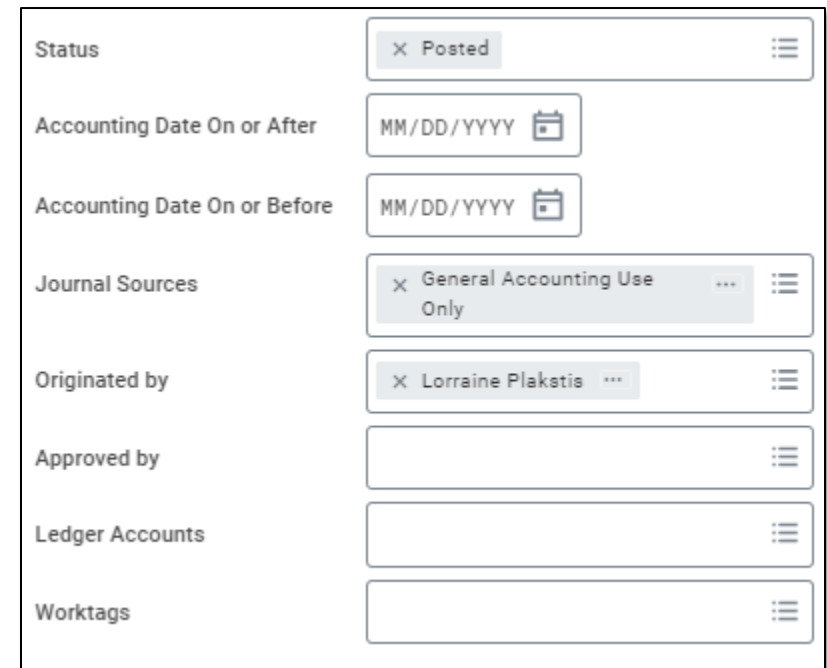
Find Journal Lines

Company * X Florida Atlantic University [Dropdown Icon]

Year * X FY2023 [Dropdown Icon]

Period * X 07 - Jan [Dropdown Icon]

4. Narrow down the search by selecting other parameters as necessary. The minimum suggested parameters are **Status**, **Journal Sources**, and **Originated by**.



Find Journal Lines

Status X Posted [Dropdown Icon]

Accounting Date On or After MM/DD/YYYY [Calendar Icon]

Accounting Date On or Before MM/DD/YYYY [Calendar Icon]

Journal Sources X General Accounting Use Only [Dropdown Icon]

Originated by X Lorraine Plakstis [Dropdown Icon]

Approved by [Dropdown Icon]

Ledger Accounts [Dropdown Icon]

Worktags [Dropdown Icon]

5. When all desired parameters are selected, click **OK**.



OK Cancel

Commonly Used Reports: Find Journal Lines

6. The report will return a complete listing of all the **Journal Lines** that make up each journal entry transaction associated with the parameters that were selected. Each individual line transaction can be viewed by clicking on the **Related Actions** icon to open the sub menu. You can choose an **Action** from the menu, or click in the **Journal Number Title** to view the journal. The report can also be filtered by any of the column headers by clicking on the column title.

Find Journal Lines

Journal: JRNL-000053841 - Florida Atlantic University - 01/19/2023 - Adjustment to correct Broken Worktags - As of 01/19/23 FY23

Journal Number: JRNL-000053841

Company: Florida Atlantic University

Status: Posted

Accounting Date: 01/19/2023

Source: General Accounting Use Only

Ledger: Actuals

Currency: USD

Ledger Account: 53000:Sales & Services of Auxiliary Enterprises

Ledger Debit Amount: 212.25

View Journal

Journal: JRNL-000053841

Journal Number: JRNL-000053841

Status: Posted

View Exceptions

Journal Entry Information

Originated by: Lorraine Plakstis (Z80016377)

Accounting Date: 01/19/2023

Currency: USD

Period: 07 - Jan-FY2023 Actuals (Florida Atlantic University)

Ledger: Florida Atlantic University : Actuals

Journal Source: General Accounting Use Only

Balancing Fund: FAU_99999 FAU_Default Fund

Book Code: (empty)

As Entered

Journal Entry Lines: 42 items

Company	Ledger Account	Debit Amount	Credit Amount	Memo
Florida Atlantic University	53000:Sales & Services of Auxiliary Enterprises	2,601.12		Adjustment to correct Broken Worktags - As of 01/19/23 FY23

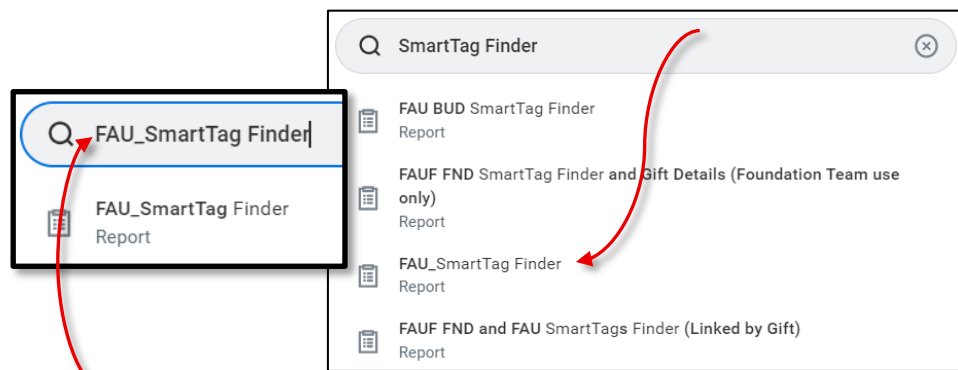
Find Journal Lines

Journal	Journal Number	Company	Intercompany Initiating Company	Status	Accounting Date	Source	Ledger	Currency	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Line Memo	External Reference ID	Worktags	Match ID
JRNL-000053841	JRNL-000053841	Florida Atlantic University		Posted	01/19/2023	General Accounting Use Only	Actuals	USD	53000:Sales & Services of Auxiliary Enterprises	212.25	0.00	Adjustment to correct Broken Worktags - As of 01/19/23 FY23		Business Unit: BU0001 Boca Cost Center: CC1447 Business Services Clearing Account Fund: FAUF01 S2 Agency Administration Program: PG5201 Campus Events & Organized Student Services Revenue Category: Revenue - Misc. SmartTag: TAG0001276 Business Services Clearing Acct	
JRNL-000053841	JRNL-000053841	Florida Atlantic University		Posted	01/19/2023	General Accounting Use Only	Actuals	USD	53000:Sales & Services of Auxiliary Enterprises	0.00	0.10	Adjustment to correct Broken Worktags - As of 01/19/23 FY23		Business Unit: BU0001 Boca Cost Center: CC0892 Agency Club Accounts Fund: FAUF0698 Student Clubs Program: PG5201 Campus Events & Organized Student Services Revenue Category: Revenue - Misc. SmartTag: TAG0001853 NAAACF	
JRNL-000053841	JRNL-000053841	Florida Atlantic University		Posted	01/19/2023	General Accounting Use Only	Actuals	USD	53000:Sales & Services of Auxiliary Enterprises	0.26	0.00	Adjustment to correct Broken Worktags - As of 01/19/23 FY23		Business Unit: BU0001 Boca Cost Center: CC2243 Cashiers Clearing/Holding Fund: FAUF01 S2 Agency Administration Program: PG5201 Campus Events & Organized Student Services Revenue Category: Bettoli Commission SmartTag: TAG0003087 Cashiers - Clearing/Holding	
JRNL-000053841	JRNL-000053841	Florida Atlantic University		Posted	01/19/2023	General Accounting Use Only	Actuals	USD	53000:Sales & Services of Auxiliary Enterprises	0.04	0.00	Adjustment to correct Broken Worktags - As of 01/19/23 FY23		Business Unit: BU0001 Boca Cost Center: CC0183 Music Fund: FAUF0665 Agency Academic Program: Not Required Revenue Category: Revenue - Misc. SmartTag: TAG0009913 Music Department	

Commonly Used Reports: SmartTag Finder

FAU_SmartTag Finder

1. In the Workday search field, type **SmartTag Finder** in the Workday search box. Select **FAU_SmartTag Finder** from the list.



TIP: You can also type **FAU_SmartTag Finder** directly into the search box.

2. This report can be run *Wide Open*, meaning no parameters are needed to be specified. This will provide a *complete* listing of all SmartTags. You can choose to narrow down your search by using the Dropdown icon or typing known information directly into each category search field. Click **OK**.

3. The report produced will return a listing of all SmartTags with each of the classifications connected to each individual SmartTag.

TIP: Each category can be filtered by clicking on the **Column Titles** in the header section.

Commonly Used Reports: SmartTag Finder

- To filter the information, click on the **Column Title** to open the filter menu. Information can be entered directly into the **Value** field, which will automatically populate with a match to the information entered. Click **Filter**.

SmartTag Cost Center

↑ Sort Ascending
↓ Sort Descending

Filter Condition *

is

Value *

Filter

Filter Condition *

is

Value *

x TAG000411 General Accounting

Filter Remove Filter

- If the exact name is not known, use the Dropdown icon in the Value field to open a search sub-menu. Scroll through the list and select the correct item. Click **Filter**.

SmartTag Cost Center

↑ Sort Ascending
↓ Sort Descending

Filter Condition *

Search Results (1)

✓ TAG000411 General Accounting

Search

Filter

TIP: You can select multiple items from the list at the same time in any category.

Value *

x TAG000000 HBOI - Ocean Science Lecture Series (HBO302)

x TAG000001 HBOI - Associate Fund - Foundation (HBO001)

x TAG000002 HBOI - Education Outreach (HBO300)

x TAG000003 HBOI - Pancreatic Cancer (HBO201)

x TAG000004 HBOI - Ocean Discovery Center - Foundation (HBO300)

MORE (4)

Value *

x CC0080 Basketball - Women

x CC0079 Libraries - Administration

x CC0081 Volleyball - Women

x CC0082 Athletics Title IX - Operating

x CC0083 Beach Volleyball - Women

- The report below is now filtered to TAG000411. This is confirmed by a **Sort/Filter** icon shown in the Column Title header.

FAU SmartTag Finder

SmartTag

1 of 8855 items

SmartTag	Cost Center	Grant	Project	Business Unit	Fund	Gift	Dept PCS Code (Program Code)	Internally Funded Research (IFR)	Date Created	Cost Center - Level 2	Cost Center - Level 3
TAG000411 General Accounting	CC0122 General Accounting			BU001 Boca	FAU_F0000 Grants and Aids		61-General Administration		06/10/2015	Financial Affairs *2	Financial Affairs *3

- Additional information can be found by clicking on the **Related Actions** button. You can drill down further by clicking on **Title** of the SmartTag, or on the arrow for any of the available topics in the list. **TIP:** These filtering instructions can be used for any of the category titles in the column header (Cost Center, Fund, etc.).

SmartTag

TAG000411 General Accounting

Actions

Organization

TAG000411 General Accounting

Details

Working Type	Default Required	Default Working
Cost Center	Yes	CC0122 General Accounting
Fund	Yes	FAU_F0000 Grants and Aids
Grant		
Project	Yes	BU001 Boca
Business Unit		
Program	Yes	PS0100 General Administration
Internally Funded Research (IFR)		
Activity		