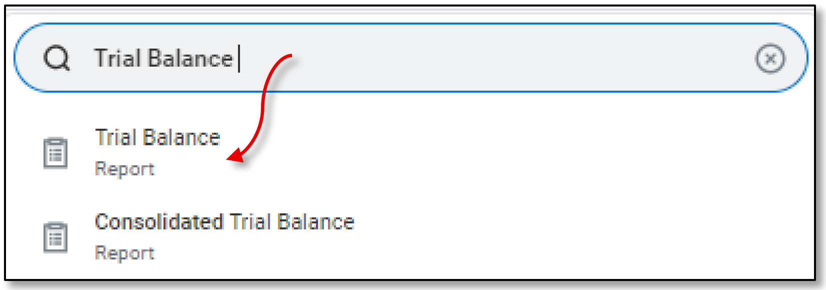
Table of Contents

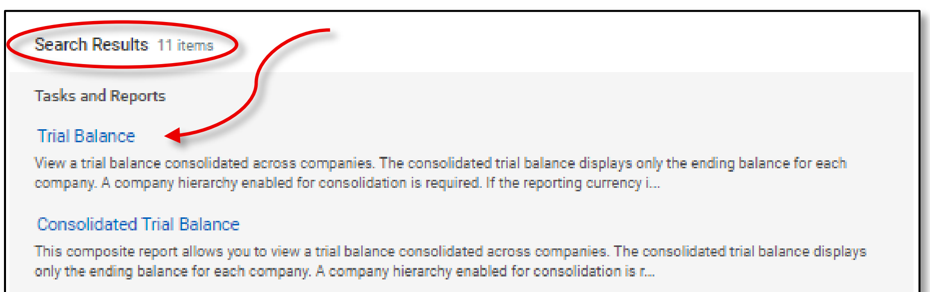
Commonly Used Reports: Trial Balance

How to run Trial Balance Reports

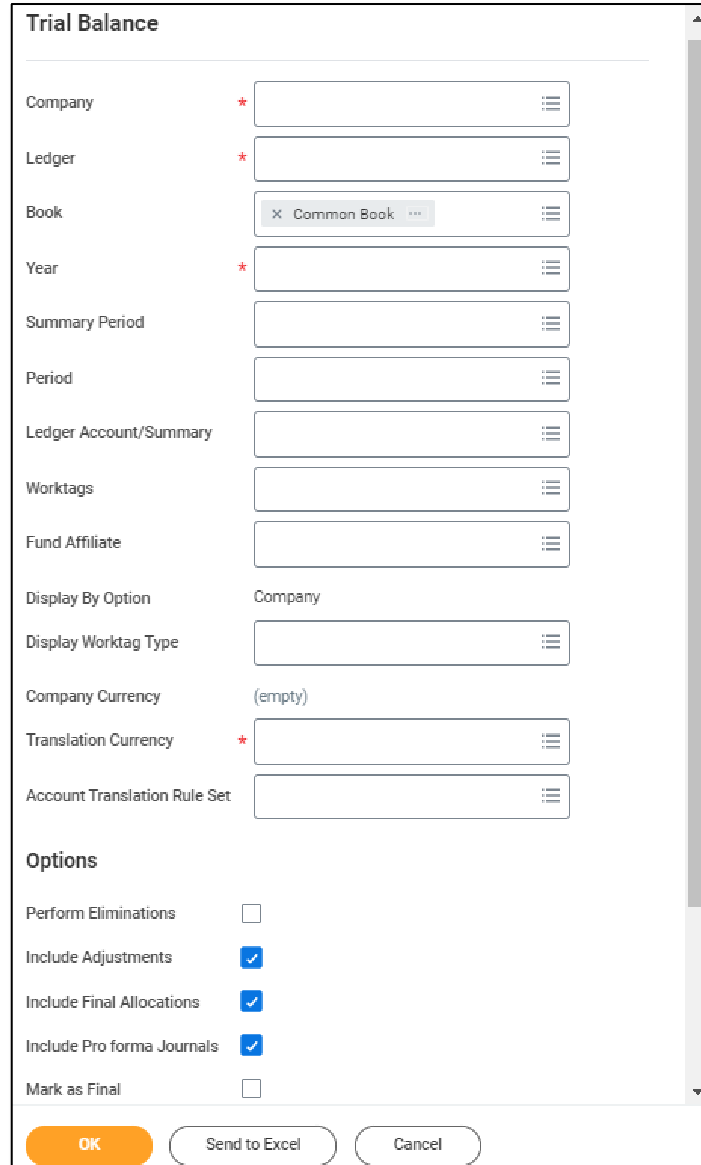
1. In the Workday search field, type **Trial Balance**. As you are typing, a list will form from within the search field. Select the report from the list.



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.

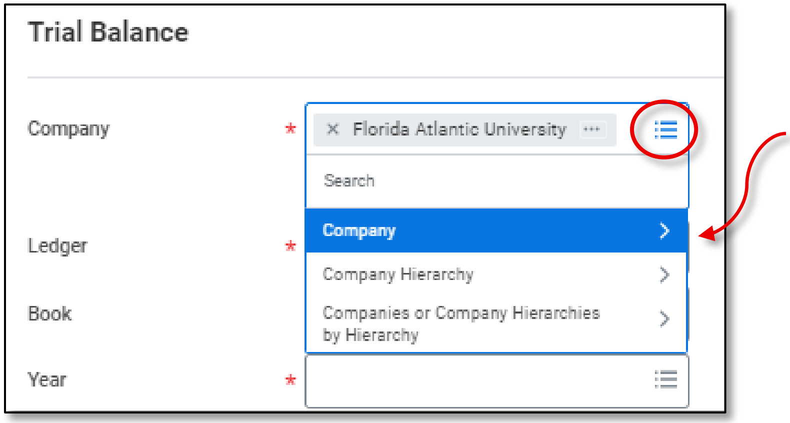


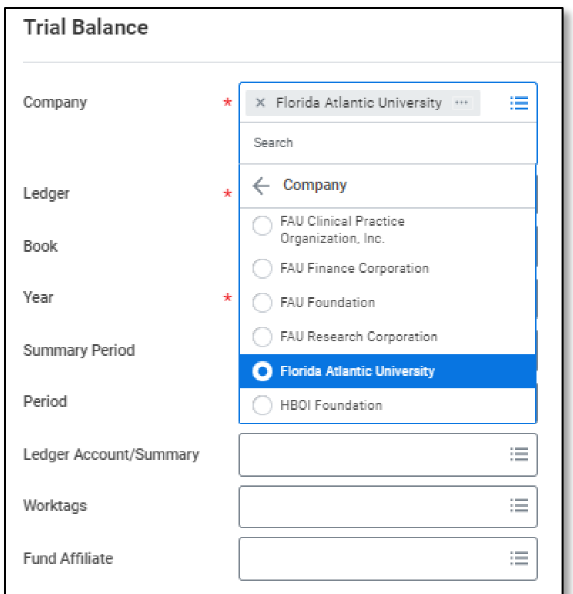
2. The **Trial Balance** paraments window opens. This is where different filters can be used to narrow or broaden the transaction activity provided in the report. Mandatory fields are indicated with a red asterisk (*).



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.

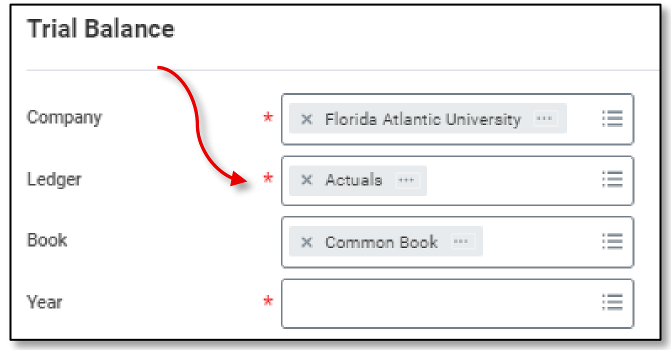


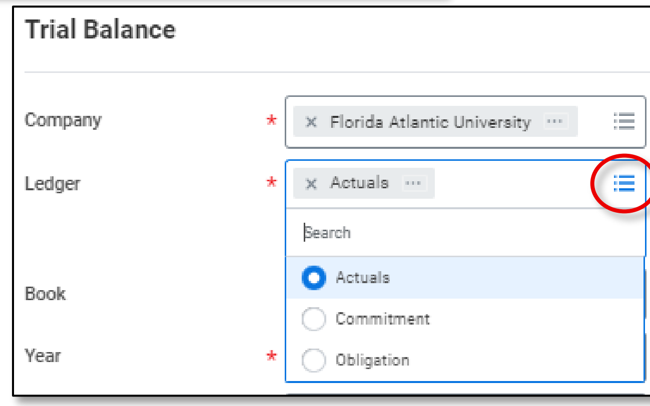


TIP: Typing ***Florida*** into the Company search box populates ***Florida Atlantic University*** automatically.

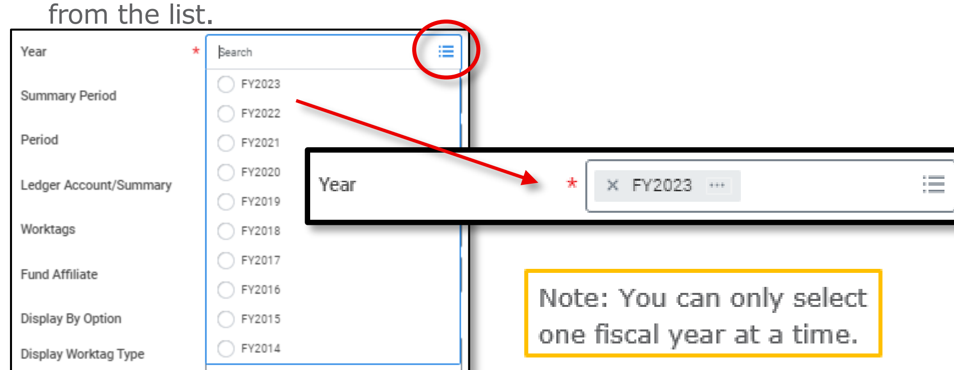
4. The **Ledger** field will automatically populate to **Actuals**. Use the Dropdown List icon to open the sub-menu and select one of the choices if you wish to view activity in either of the other ledgers.

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





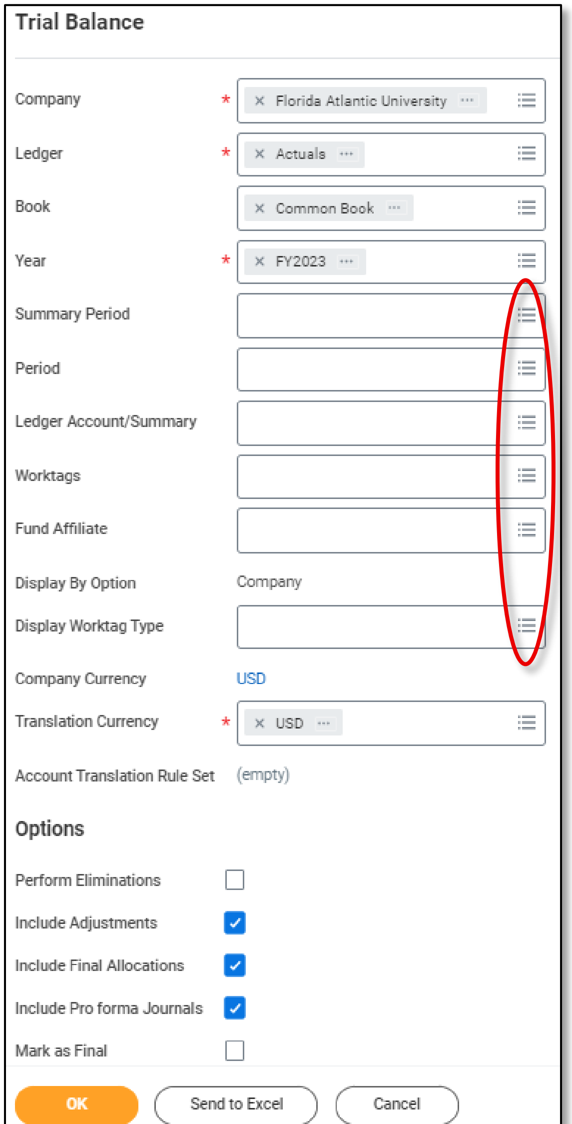
5. In the **Year** field, use the Dropdown List icon to select a fiscal year from the list.



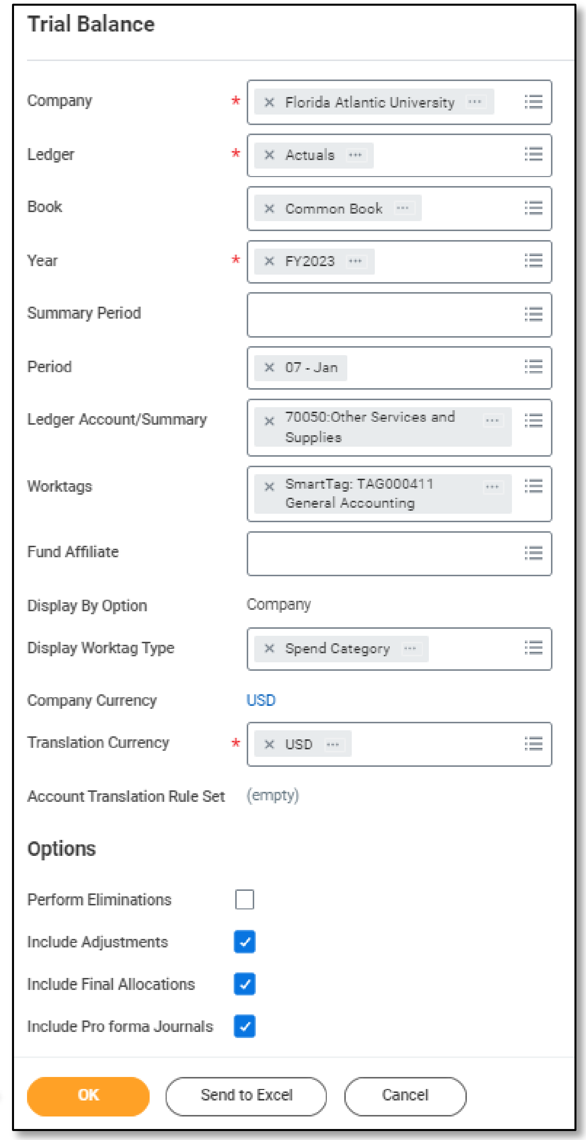
Note: You can only select one fiscal year at a time.

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.



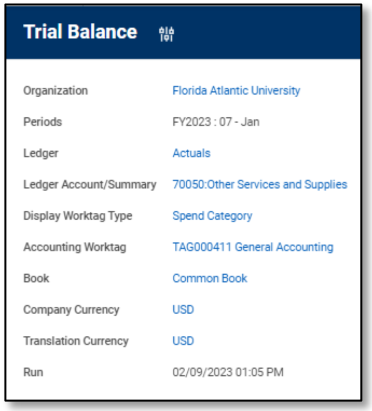
7. In this example, the data requested was restricted to the **Period** (Jan), **Ledger Account** (70050), **SmartTag** (TAG000411), and **Display Worktag Type** (Spend Category).



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

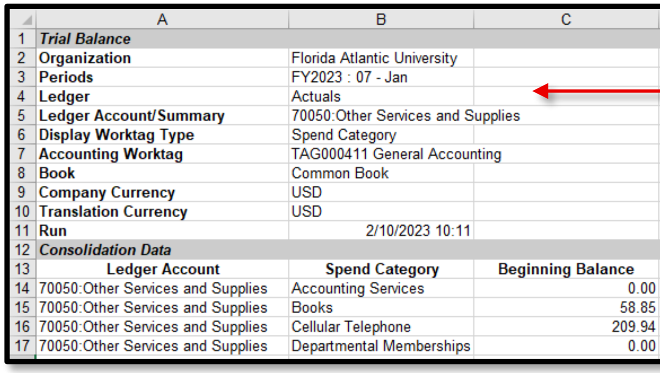
Commonly Used Reports: Trial Balance

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.

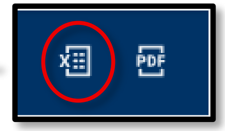


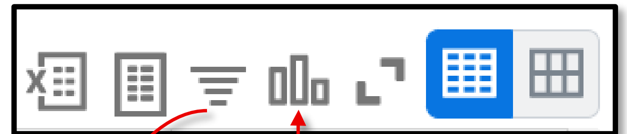
Trial Balance

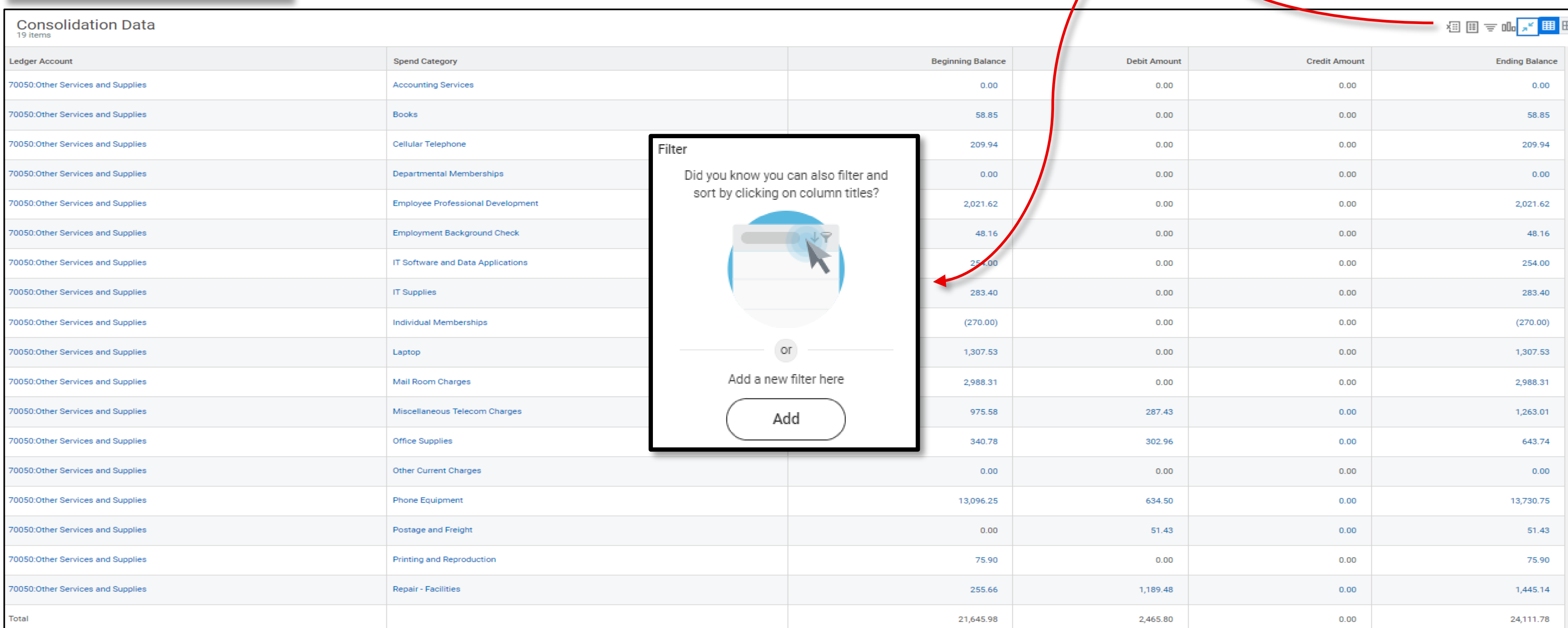
Organization	Florida Atlantic University
Periods	FY2023 : 07 - Jan
Ledger	Actuals
Ledger Account/Summary	70050:Other Services and Supplies
Display Worktag Type	Spend Category
Accounting Worktag	TAG000411 General Accounting
Book	Common Book
Company Currency	USD
Translation Currency	USD
Run	02/09/2023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





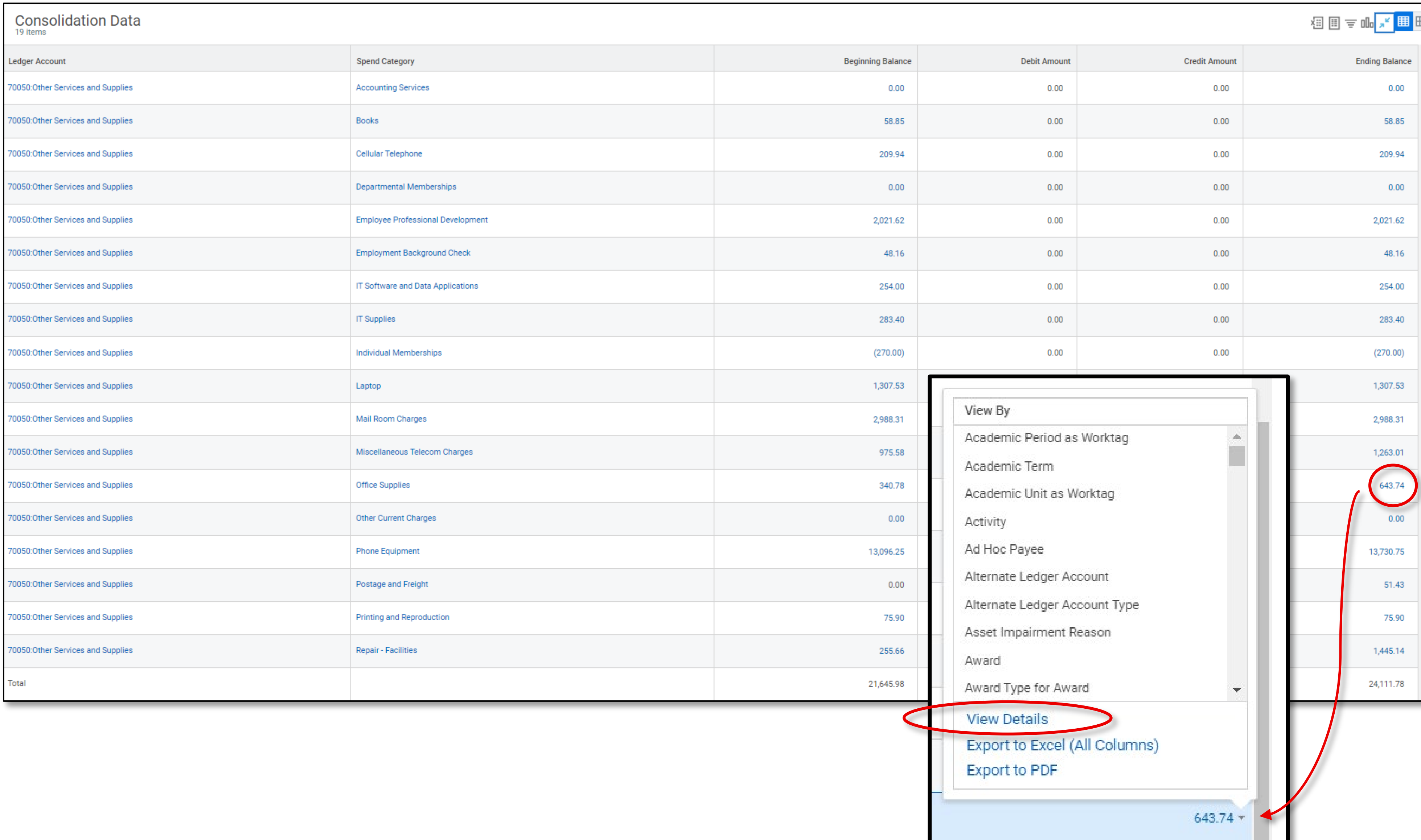


Consolidation Data
19 items

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**.

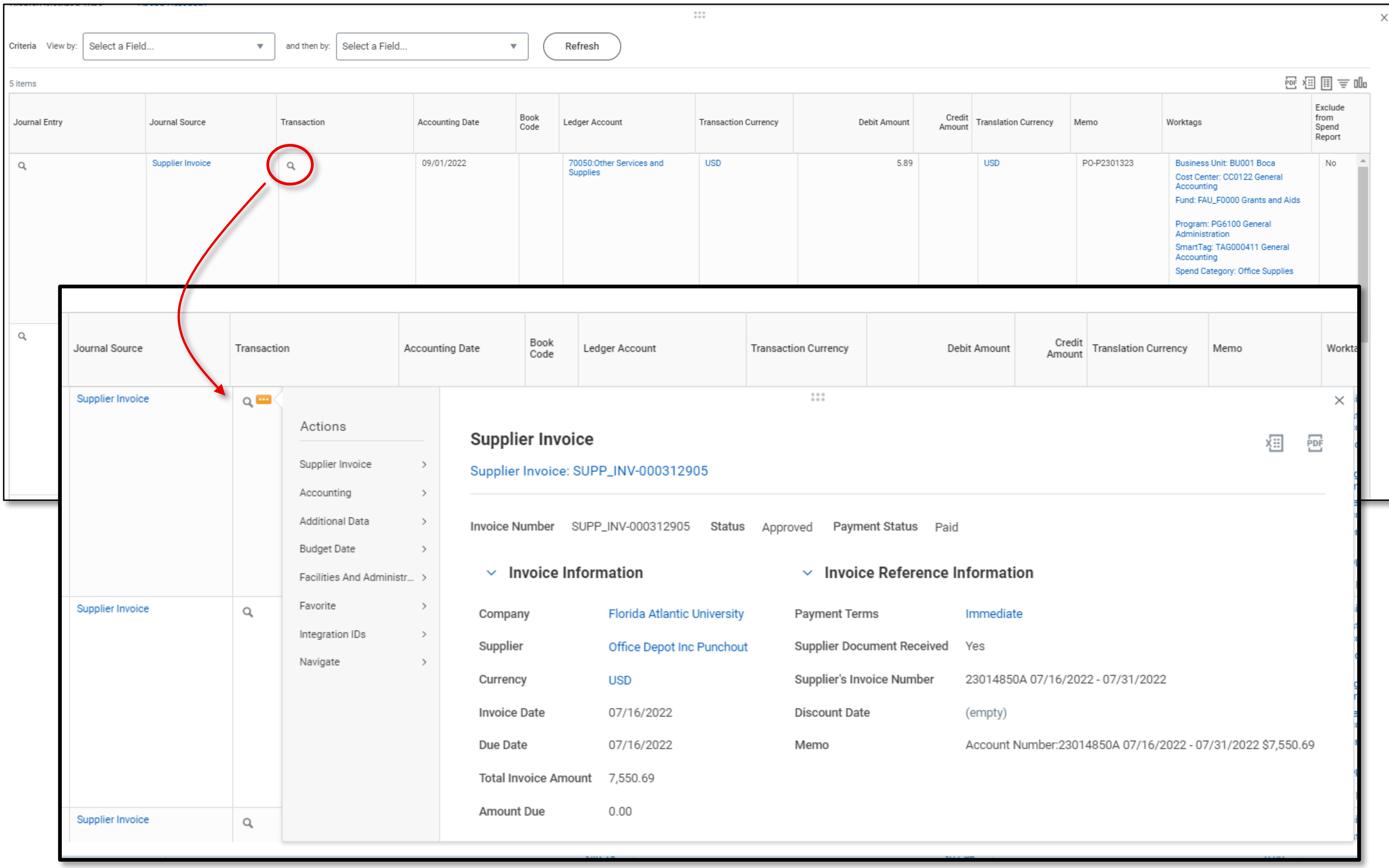


Consolidation Data
19 items

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			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

Commonly Used Reports: Trial Balance

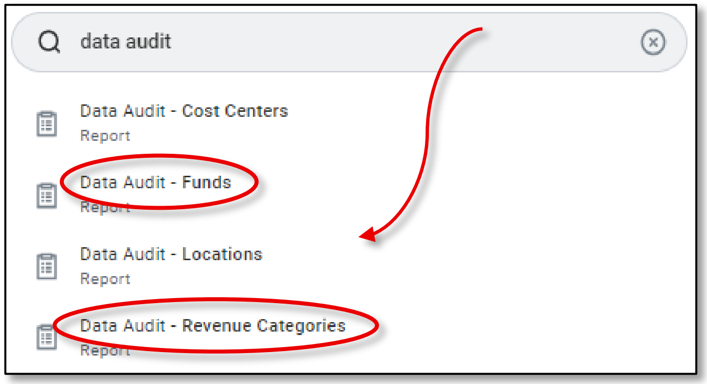
11. A new window will open with the detailed listing of all transactions that make up the balance selected. Click on the **Magnifying Glass** to open the individual transaction. Proceed with viewing any of the specific information available within the transaction.



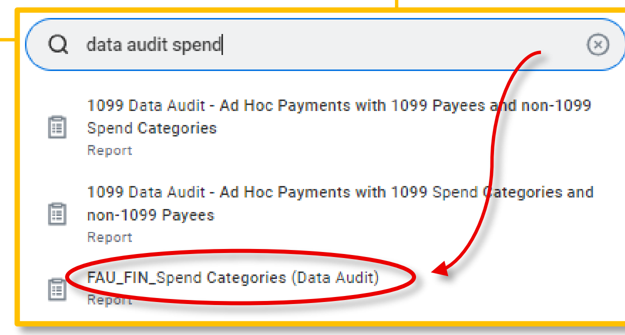
Data Audit

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

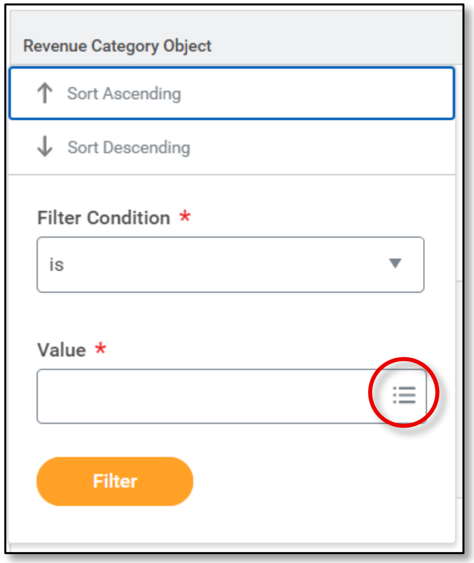
480 items

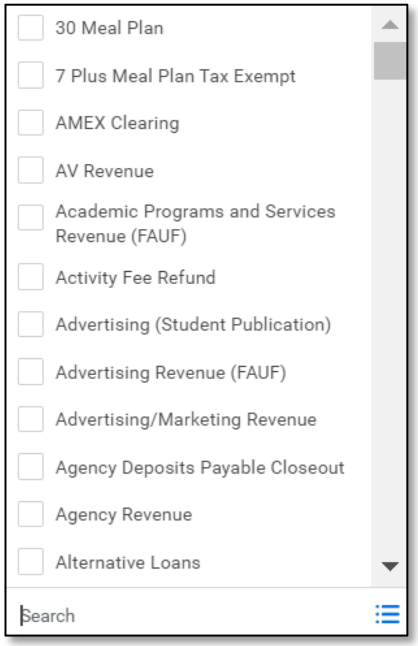
Revenue Category Object	Reference ID	Default Tax Applicability	Inactive	Worktags	Included in Revenue Category Hierarchies
30 Meal Plan	RV0555		Yes		(Athletics) DEFAULT - Revenue (Athletics by Sport) Default (Honors) DEFAULT - Revenue (TR&P) DEFAULT - Revenue 53000:Sales & Services of Auxiliary Enterprises 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)

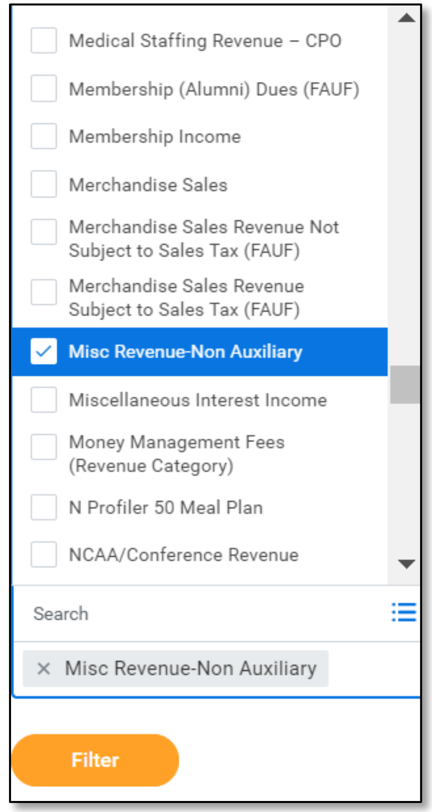
Commonly Used Reports: Data Audit

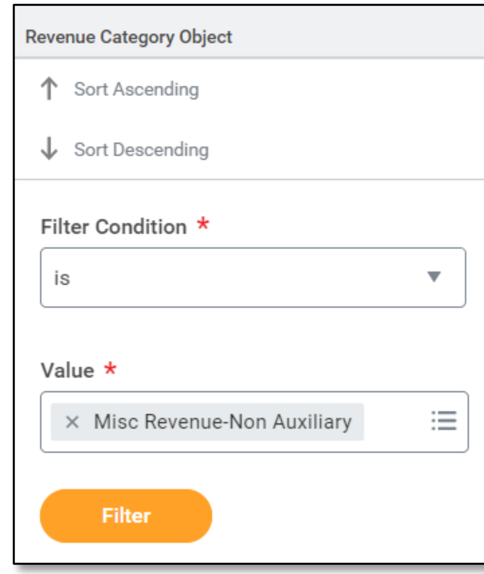
2. To **filter** the report for a specific Revenue Category, click on the Revenue Category column title to open the **Filter** menu. Click on the Dropdown List icon to open the sub-menu listing all the categories. Scroll through the list and select the category of choice. You can choose one or multiple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

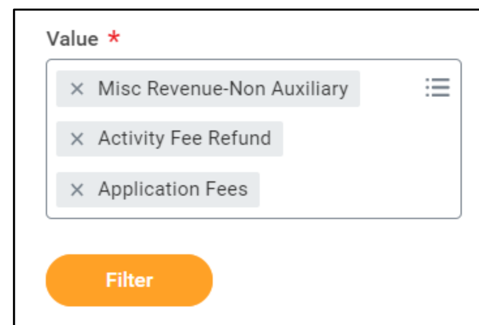
TIP: You can also type a known category directly into the **Value** field instead of searching through the list.





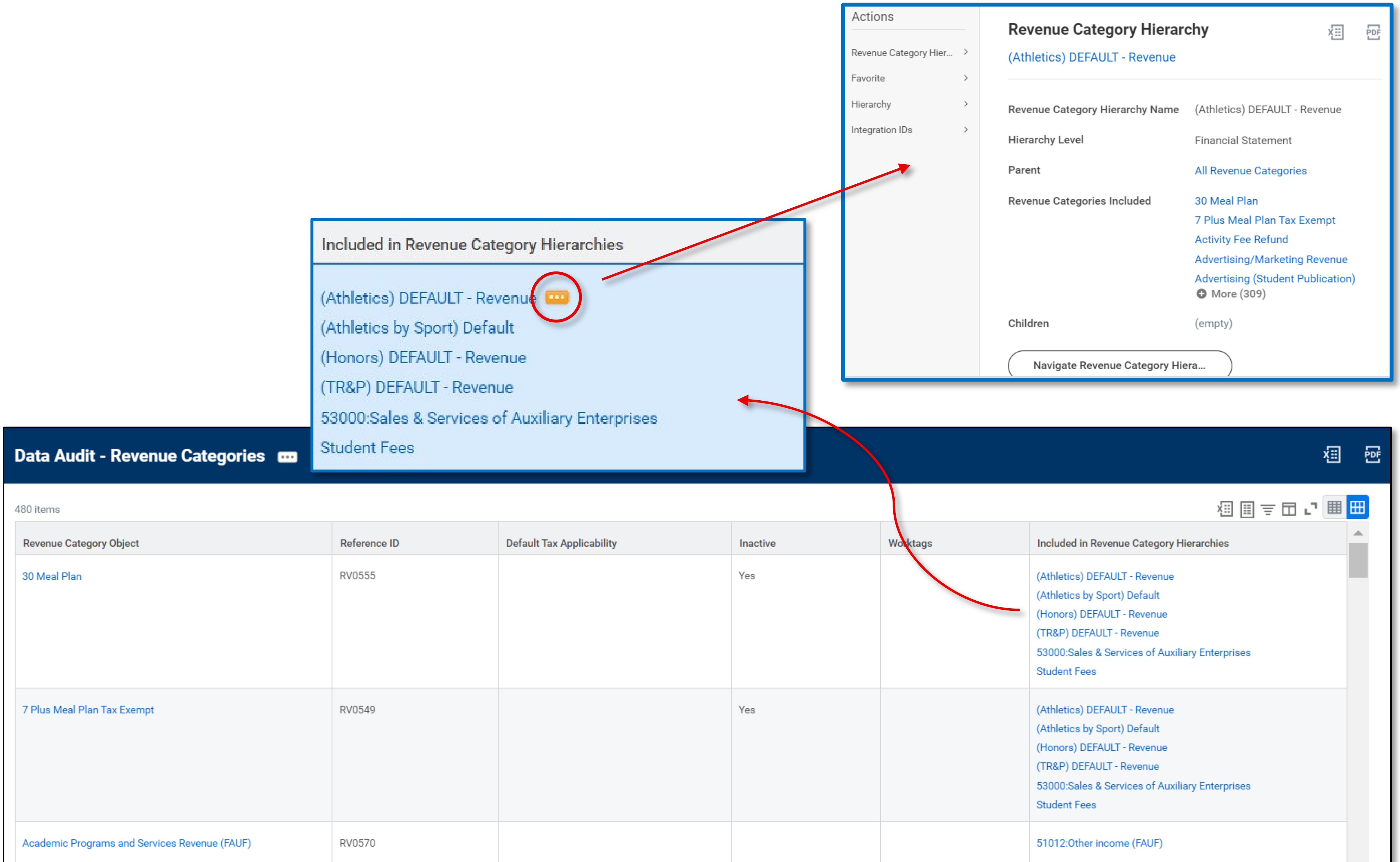






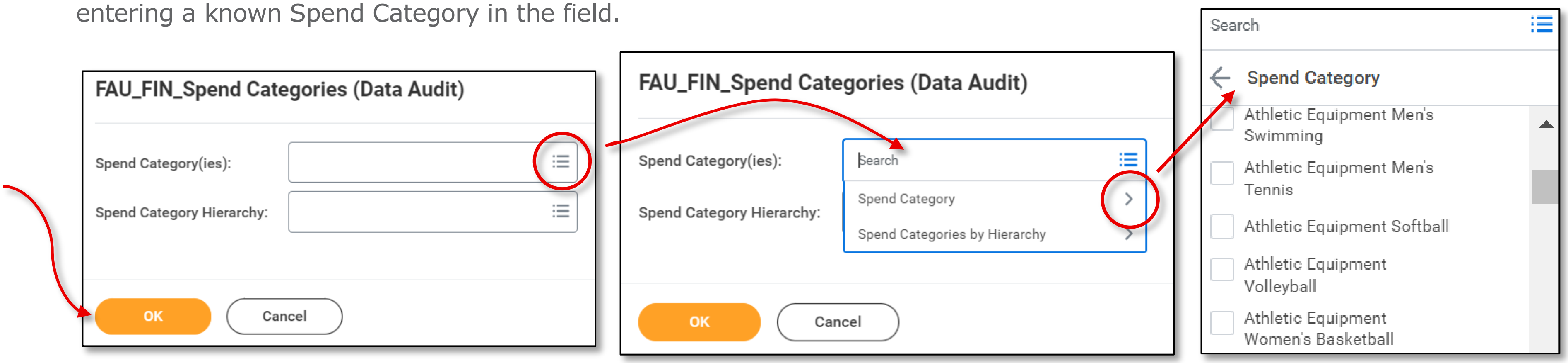
NOTE: Each of the Data Audit reports can be filtered using the same process.

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

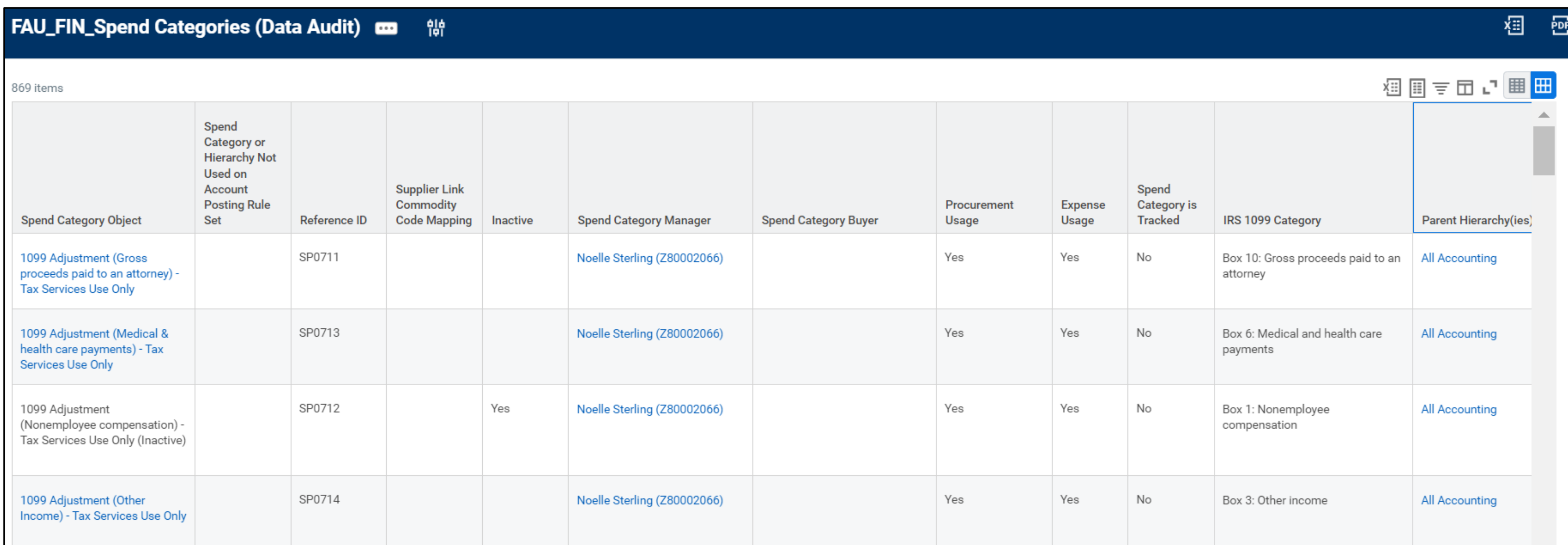


Commonly Used Reports: Data Audit

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 **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.



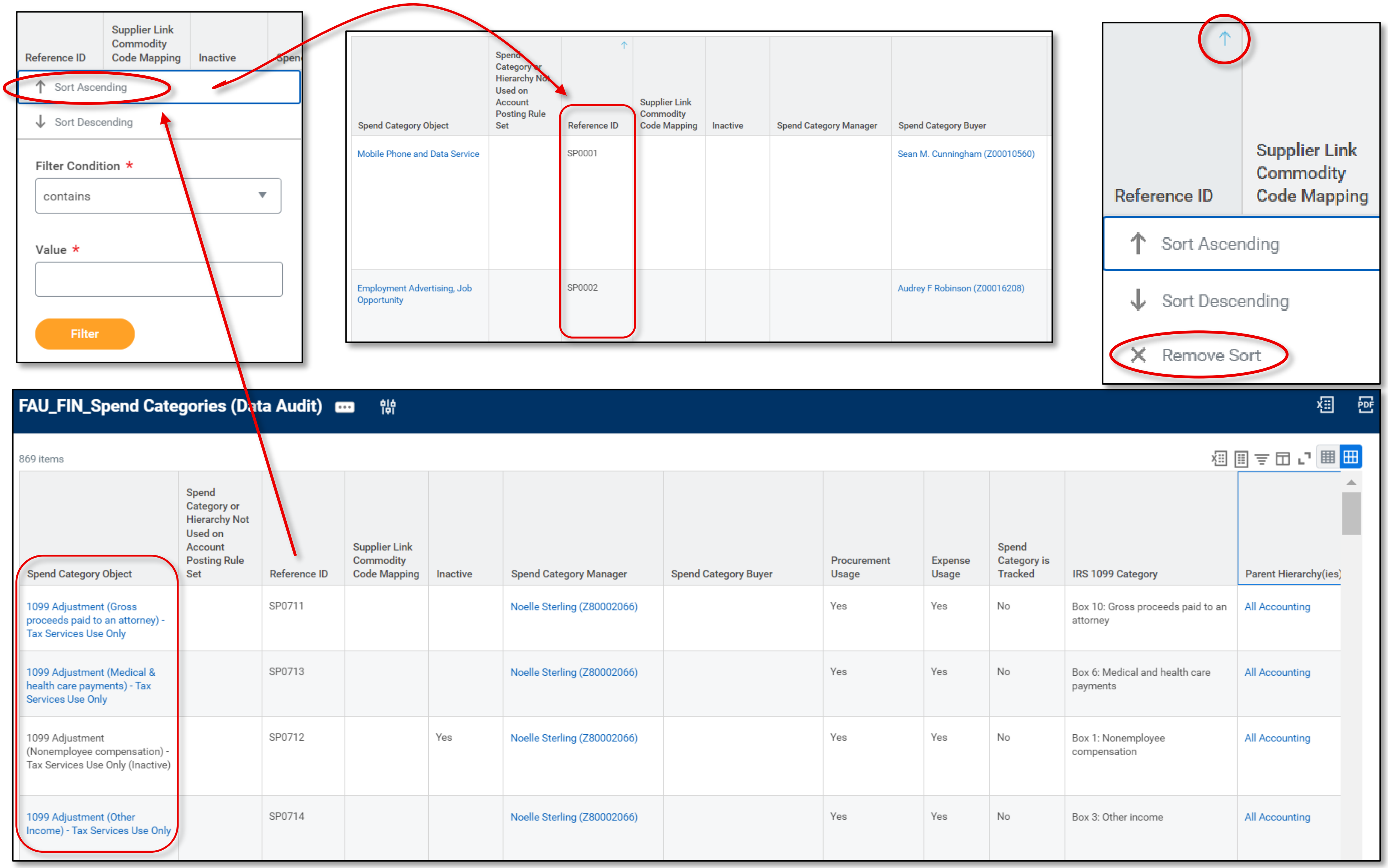
FAU_FIN_Spend Categories (Data Audit)

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

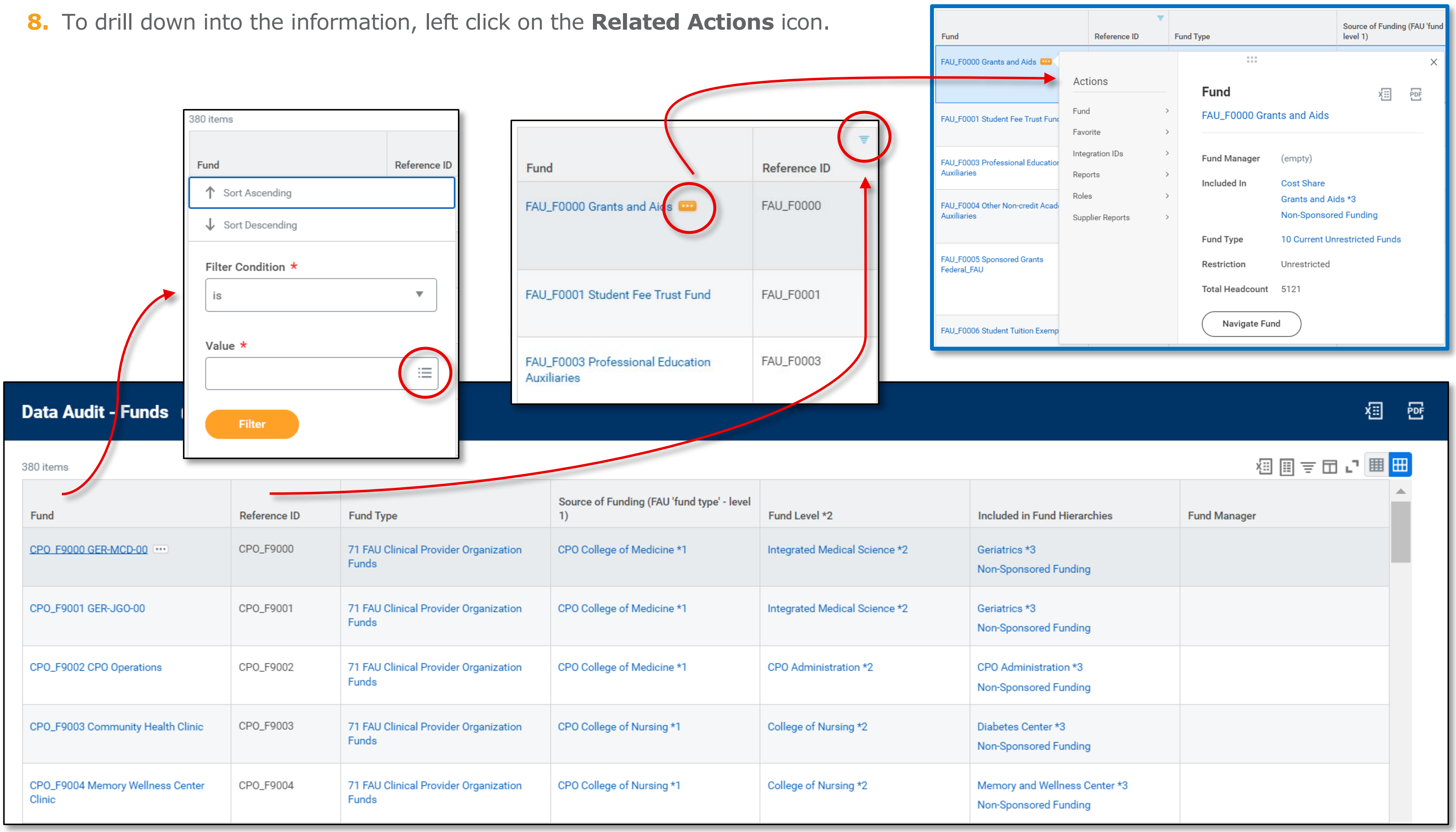
5. The report is prepared in Alphabetical Order, based on the first column (Spend Category Object). To **Sort** any of the columns in any of the Data Audit reports, click on a column title to open the **Filter** menu. Click on the **Sort Ascending** or **Sort Descending** field. The data will be sorted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



6. 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**.

7. 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**.

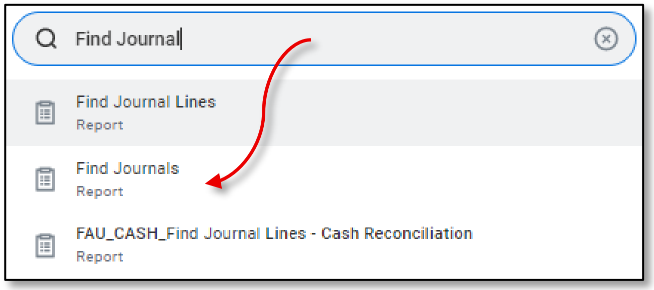
8. To drill down into the information, left click on the **Related Actions** icon.



Commonly Used Reports: Find Journals

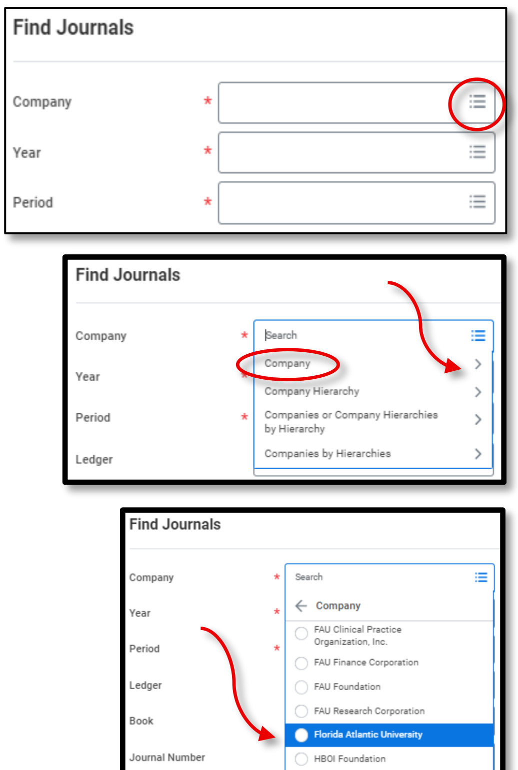
Find Journals

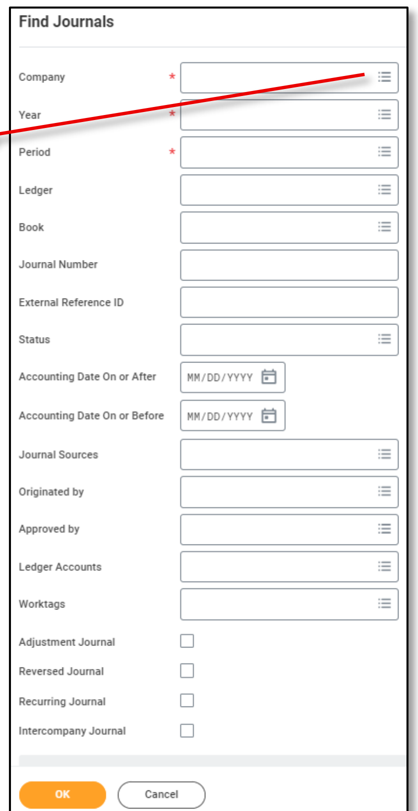
1. In the Workday search field, type **Find Journals** in the Workday search box. Select **Find Journals** from the list.



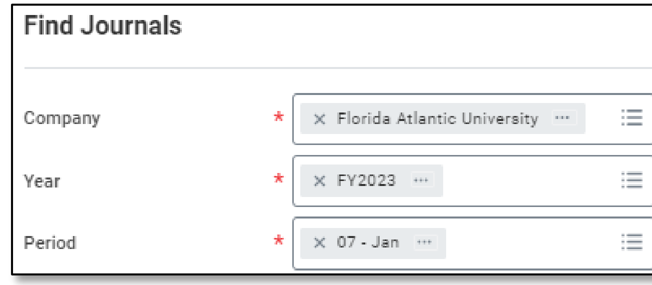
TIP: You can also type **Find Journals** directly into the search box.

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.

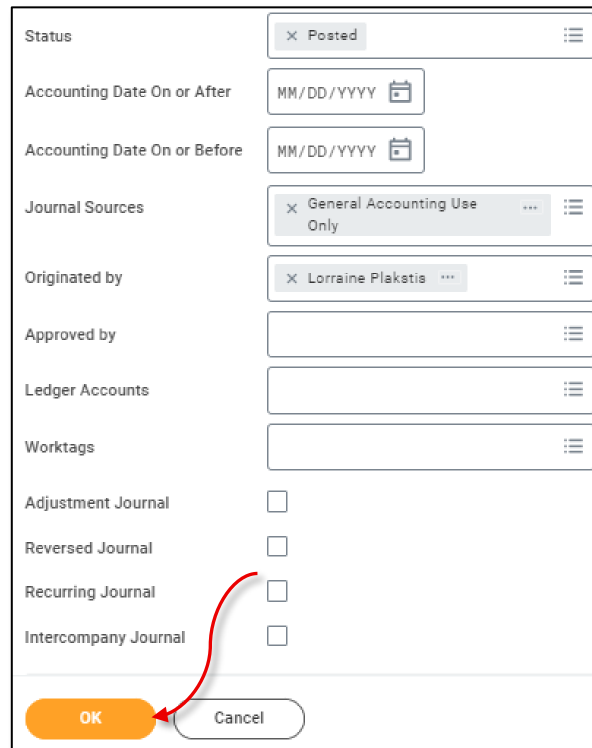




3. Use the same process to select the **Year** and the **Period**.



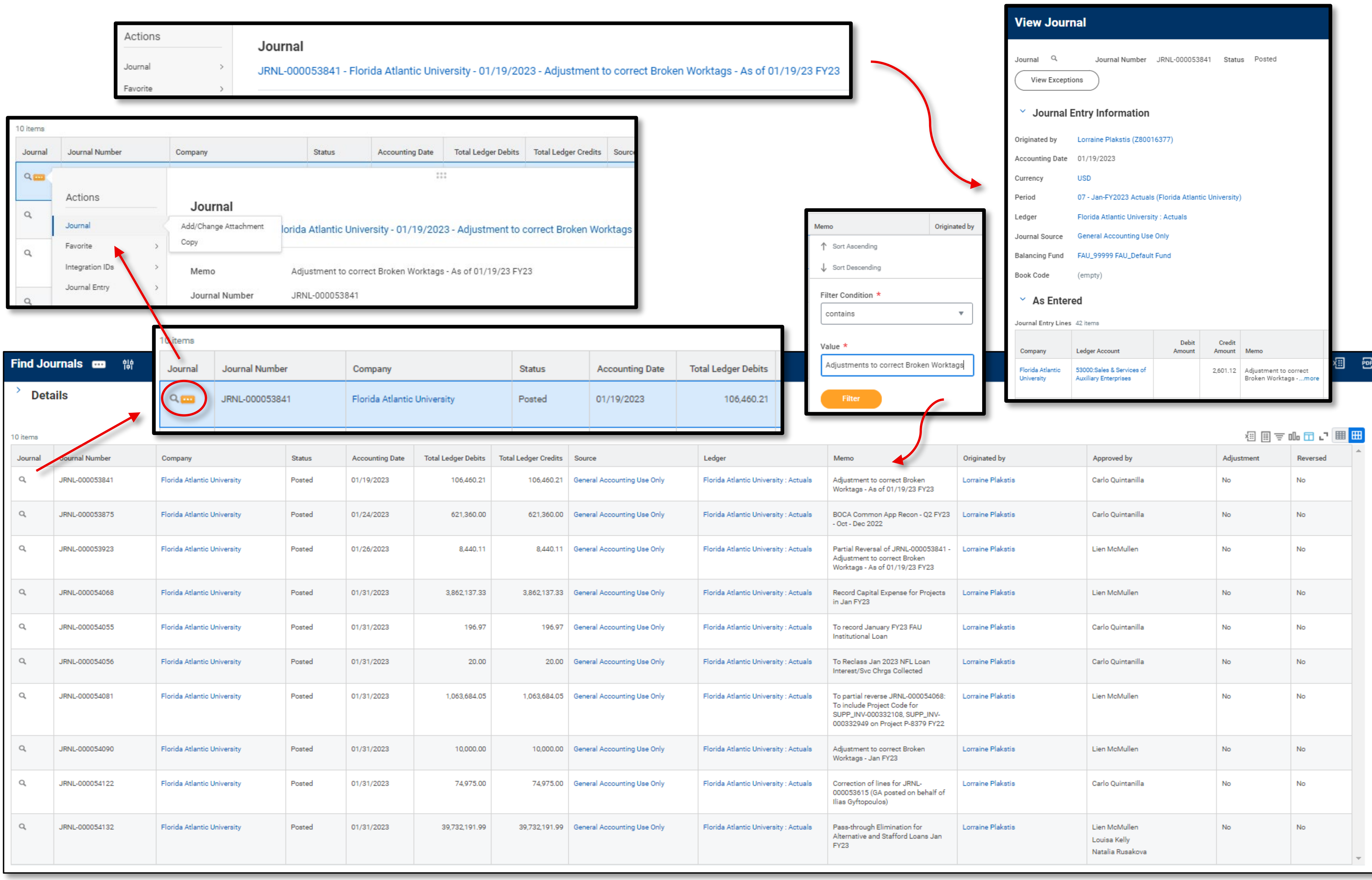
4. Narrow down the search by selecting other parameters as necessary. The minimum suggested parameters are **Status**, **Journal Sources, and Originated by**.



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.

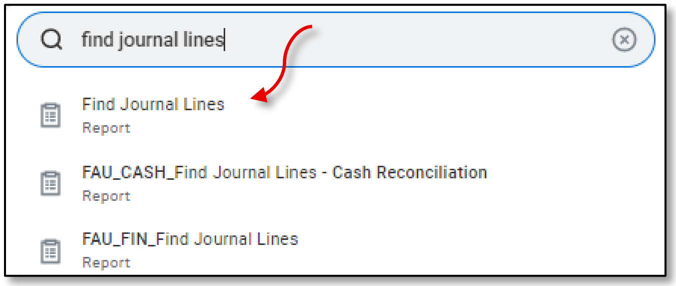


Journal	Journal Number	Company	Status	Accounting Date	Total Ledger Debits	Total Ledger Credits	Source	Ledger	Memo	Originated by	Approved by	Adjustment	Reversed
	JRNL-000053841	Florida Atlantic University	Posted	01/19/2023	106,460.21	106,460.21	General Accounting Use Only	Florida Atlantic University : Actuals	Adjustment to correct Broken Worktags - As of 01/19/23 FY23	Lorraine Plakstis	Carlo Quintanilla	No	No
	JRNL-000053875	Florida Atlantic University	Posted	01/24/2023	621,360.00	621,360.00	General Accounting Use Only	Florida Atlantic University : Actuals	BOCA Common App Recon - Q2 FY23 - Oct - Dec 2022	Lorraine Plakstis	Carlo Quintanilla	No	No
	JRNL-000053923	Florida Atlantic University	Posted	01/26/2023	8,440.11	8,440.11	General Accounting Use Only	Florida Atlantic University : Actuals	Partial Reversal of JRNL-000053841 - Adjustment to correct Broken Worktags - As of 01/19/23 FY23	Lorraine Plakstis	Lien McMullen	No	No
	JRNL-000054068	Florida Atlantic University	Posted	01/31/2023	3,862,137.33	3,862,137.33	General Accounting Use Only	Florida Atlantic University : Actuals	Record Capital Expense for Projects in Jan FY23	Lorraine Plakstis	Lien McMullen	No	No
	JRNL-000054055	Florida Atlantic University	Posted	01/31/2023	196.97	196.97	General Accounting Use Only	Florida Atlantic University : Actuals	To record January FY23 FAU Institutional Loan	Lorraine Plakstis	Carlo Quintanilla	No	No
	JRNL-000054056	Florida Atlantic University	Posted	01/31/2023	20.00	20.00	General Accounting Use Only	Florida Atlantic University : Actuals	To Reclass Jan 2023 NFL Loan Interest/Svc Chrgs Collected	Lorraine Plakstis	Carlo Quintanilla	No	No
	JRNL-000054081	Florida Atlantic University	Posted	01/31/2023	1,063,684.05	1,063,684.05	General Accounting Use Only	Florida Atlantic University : Actuals	To partial reverse JRNL-000054068: To include Project Code for SUPP_INV-000332108, SUPP_INV-000332949 on Project P-8379 FY22	Lorraine Plakstis	Lien McMullen	No	No
	JRNL-000054090	Florida Atlantic University	Posted	01/31/2023	10,000.00	10,000.00	General Accounting Use Only	Florida Atlantic University : Actuals	Adjustment to correct Broken Worktags - Jan FY23	Lorraine Plakstis	Lien McMullen	No	No
	JRNL-000054122	Florida Atlantic University	Posted	01/31/2023	74,975.00	74,975.00	General Accounting Use Only	Florida Atlantic University : Actuals	Correction of lines for JRNL-000053615 (GA posted on behalf of Ilias Gyftopoulos)	Lorraine Plakstis	Carlo Quintanilla	No	No
	JRNL-000054132	Florida Atlantic University	Posted	01/31/2023	39,732,191.99	39,732,191.99	General Accounting Use Only	Florida Atlantic University : Actuals	Pass-through Elimination for Alternative and Stafford Loans Jan FY23	Lorraine Plakstis	Lien McMullen Louisa Kelly Natalia Rusakova	No	No

Commonly Used Reports: Find Journal Lines

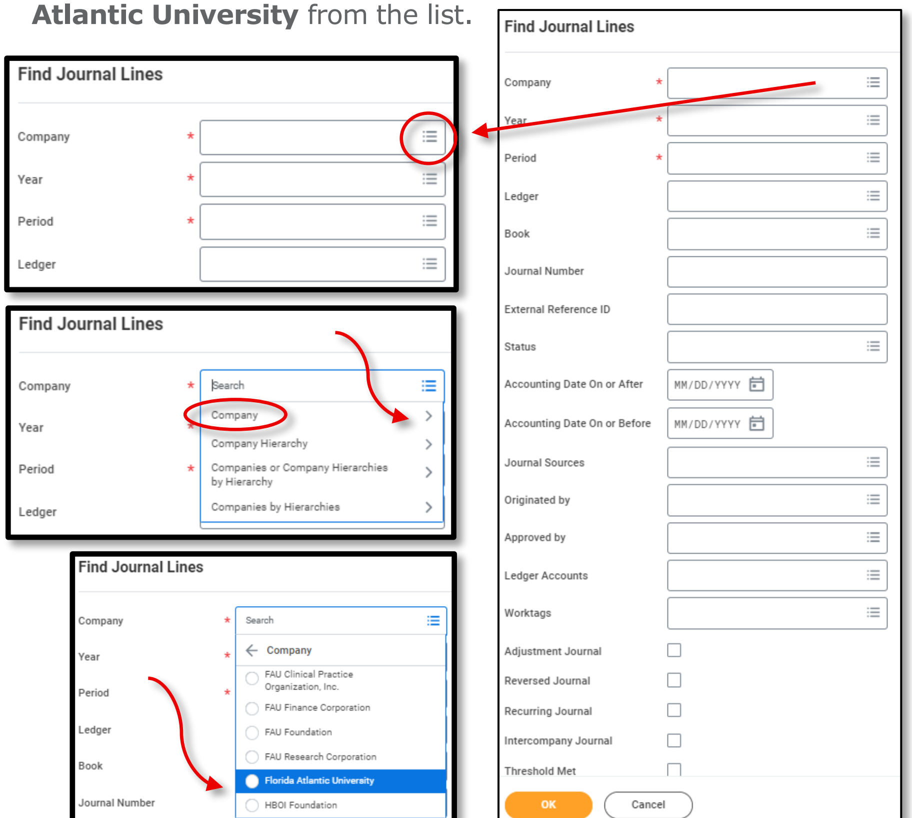
Find Journal Lines

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

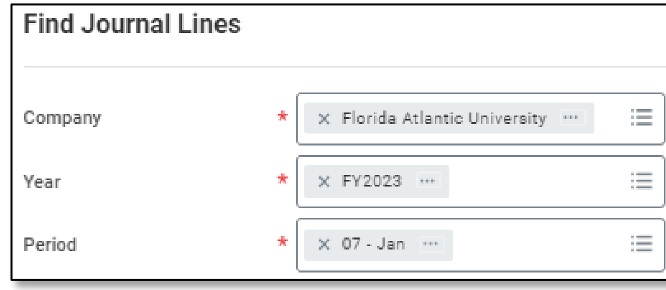


TIP: You can type **Find Journal Lines** directly into the search box.

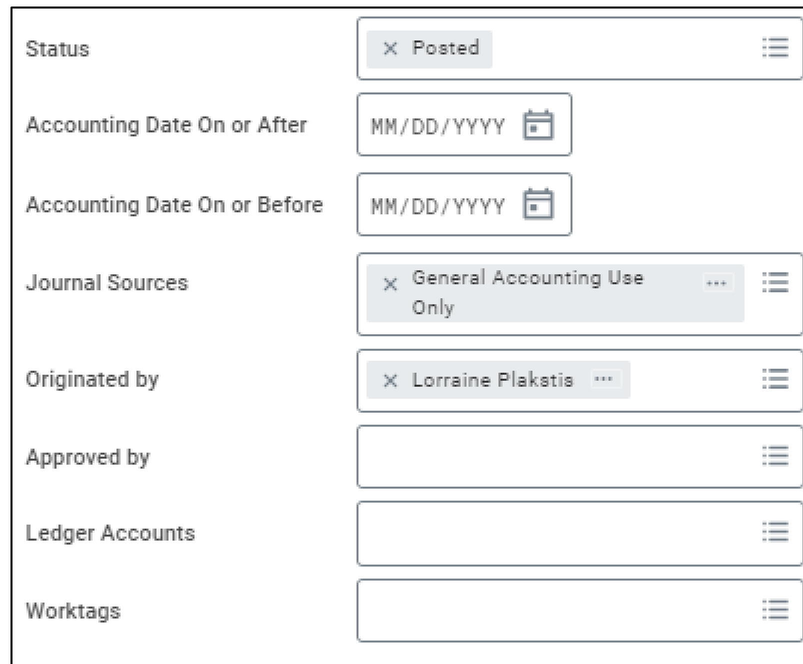
2. In the **Company** field, enter **Florida Atlantic University**, or use the Dropdown Icon to open the search window and choose **Florida Atlantic University** from the list.



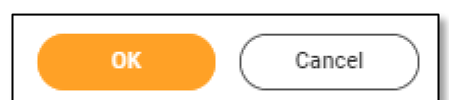
3. Use the same process to select the **Year** and the **Period**.



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

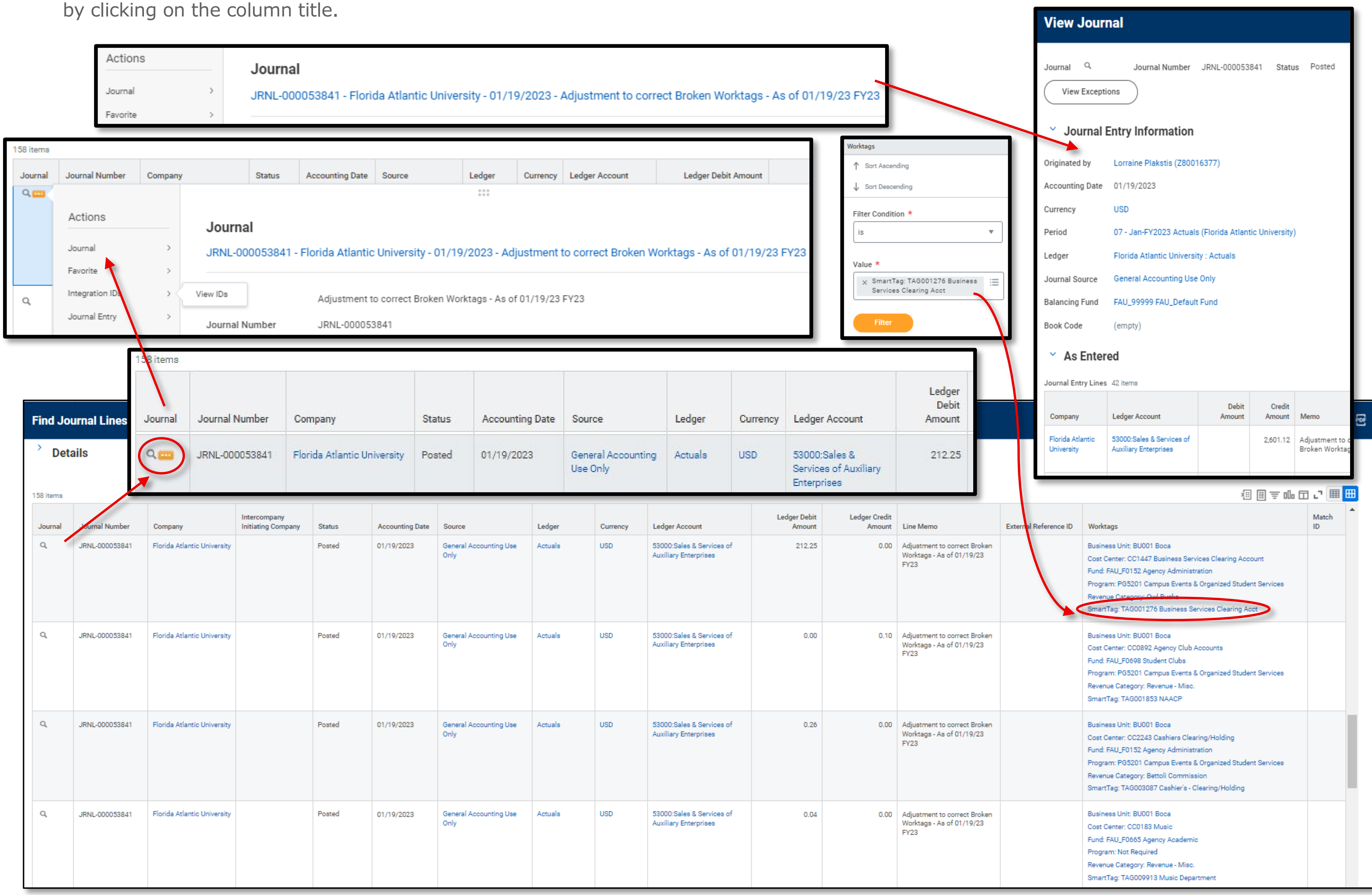


5. When all desired parameters are selected, click **OK**.



Commonly Used Reports: Find Journal Lines

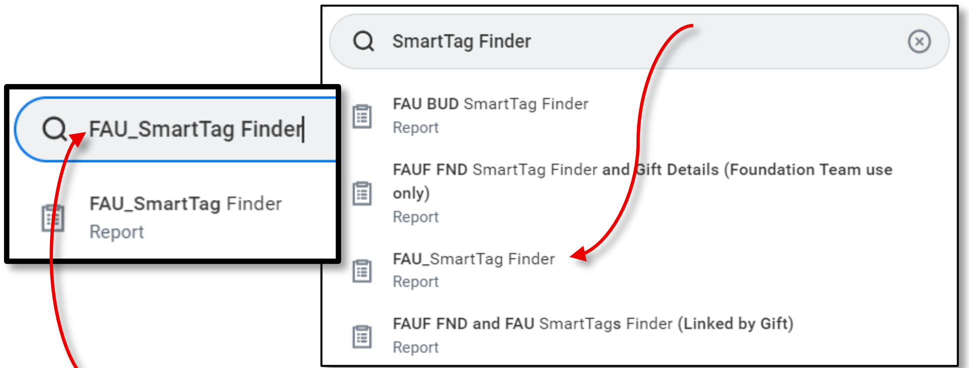
6. The report will return a complete listing of all the **Journal Lines** that make up each journal entry transaction associated with the parameters that were selected. Each individual line transaction can be viewed by clicking on the **Related Actions** icon to open the sub menu. You can choose an **Action** 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.



Commonly Used Reports: SmartTag Finder

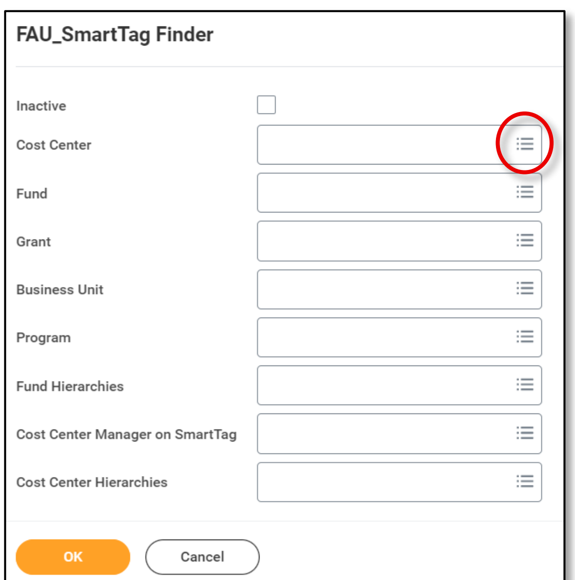
FAU_SmartTag Finder

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

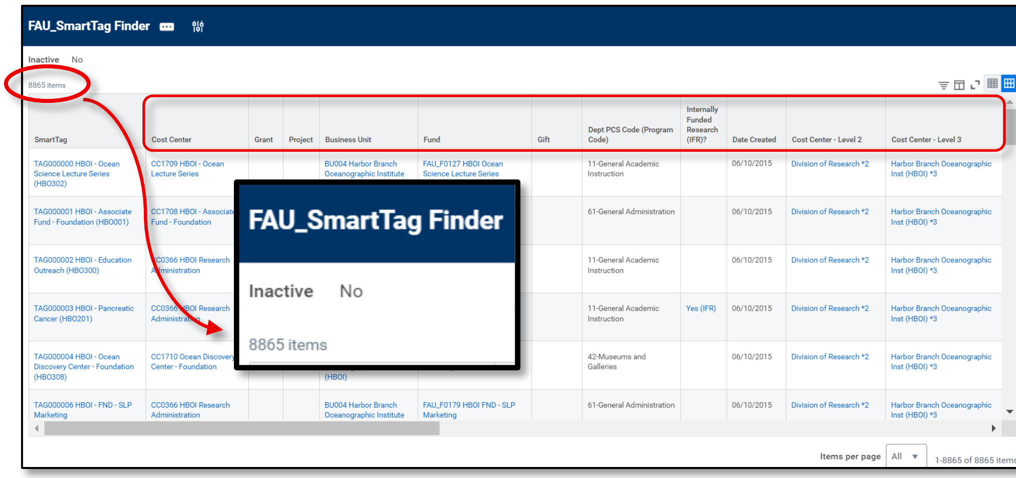


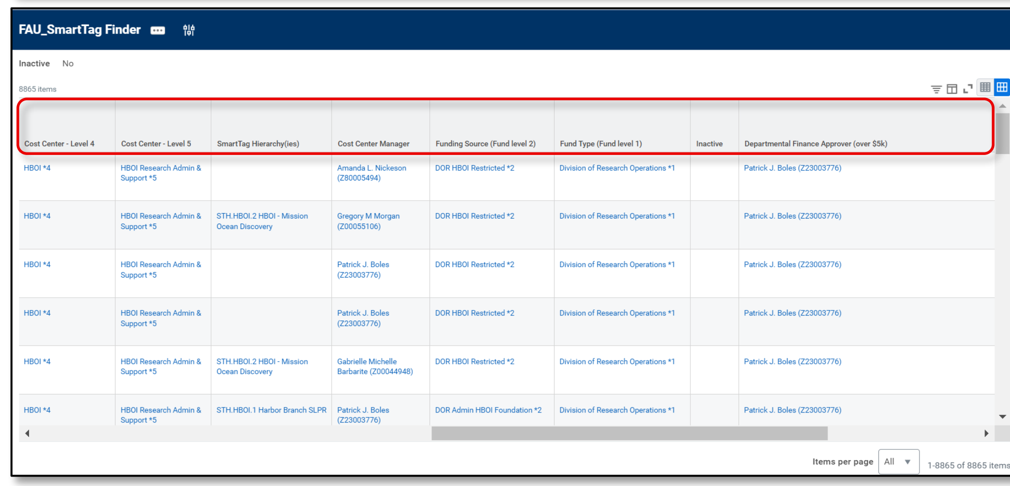
TIP: You can also type **FAU_SmartTag Finder** directly into the search box.

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**.

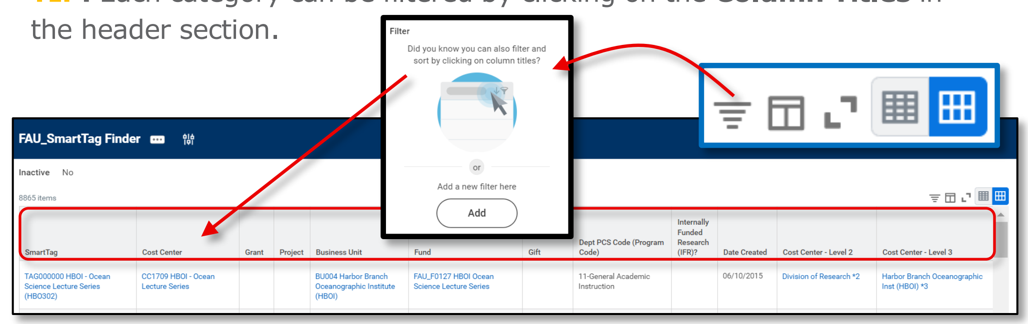


3. The report produced will return a listing of all SmartTags with each of the classifications connected to each individual SmartTag.



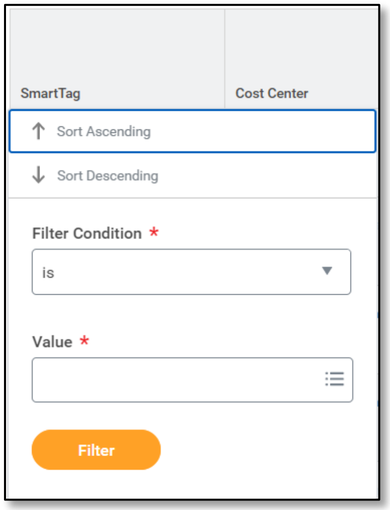


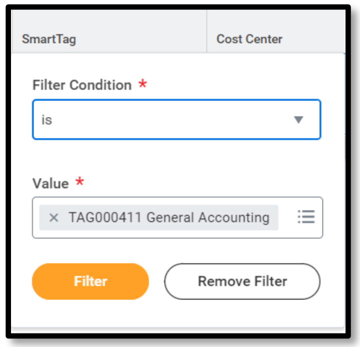
TIP: Each category can be filtered by clicking on the **Column Titles** in the header section.



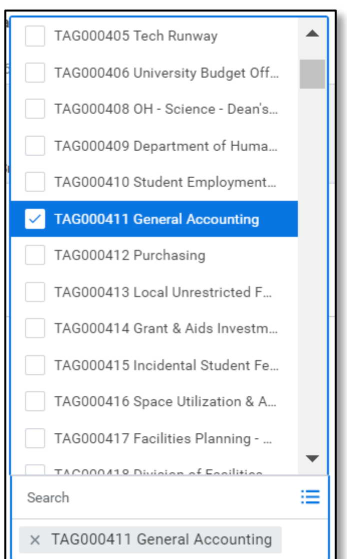
Commonly Used Reports: SmartTag Finder

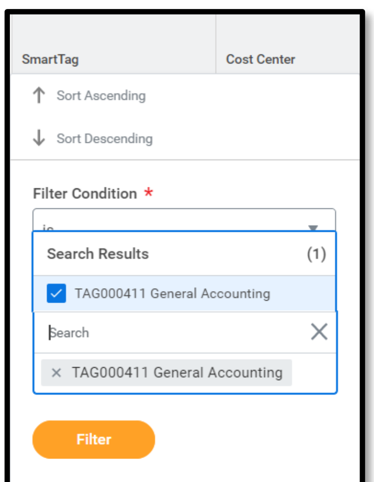
4. To filter the information, click on the **Column Title** to open the filter menu. Information can be entered directly into the **Value** field, which will automatically populate with a match to the information entered. Click **Filter**.



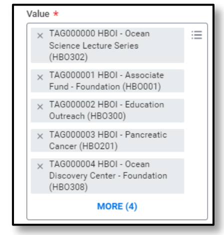


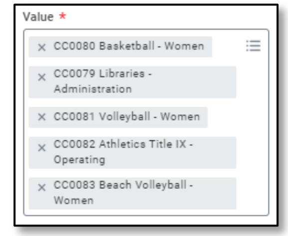
5. If the exact name is not known, use the Dropdown icon in the Value field to open a search sub-menu. Scroll through the list and select the correct item. Click **Filter**.



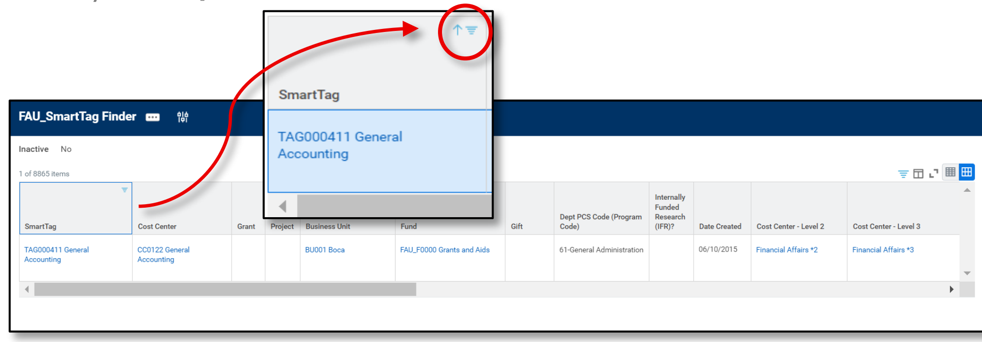


TIP: You can select multiple items from the list at the same time in any category.





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



7. 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.).