![Arizona State University]

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **Academic Employee Available Balance** | This report is run by the Academic Employee Worktag and displays the Available Balance by funding source, Research Incentive Distribution, Investigator Incentive Funds, Start Up Funds and Other. | No current report | The user can view the activity related to the Academic Employee Worktag across applicable funding sources. |
| **Award Detail** | This report allows the user to view various Award-level details such as the lead PI, status, sponsor and Award amounts.<br><br>This report will be used similar to Data Warehouse information to easily find, review and export Award-related details. | No current report | The user can view Award details in the FMS that were previously only available in ERA. |
| **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.<br><br>This report will be used similar to Data Warehouse information to easily find and review posted budgets at the transaction level. | **Detail of Budget Transactions by Agency/Org** Advantage Web Report | The user will be able to easily view all details associated with an Award budget; previously, only grant-account detail was available. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **Budget Position Control for ERE** | This report allows the user to track ERE position control utilizing multiple views including program, ASU position ID, Employee ID, and other optional Worktags.<br><br>This report will be used for tracking and identifying budget control for ERE on an individual-employee or unit total basis and will provide the necessary data to make adjustments, explain variances and project payroll expenses. | **Budget Position Control** dashboard report | Significantly more options for filtering and viewing data than is currently provided. Access is limited to the following roles: Cost Center Manager, Department Accountant, Provost/EVP, Dean/VP and Cost Center Budget Analyst. |
| **Budget Position Control for Personal Services** | This report allows the user to track position control utilizing multiple views including program, ASU position ID, Employee ID, and other optional Worktags.<br><br>This report will be used for tracking and identifying budget control for payroll on an individual-employee or unit total basis and will provide the necessary data to make adjustments, explain variances and project payroll expenses. | **Budget Position Control** dashboard report | Significantly more options for filtering and viewing data than is currently provided. Access is limited to the following roles: Cost Center Manager, Department Accountant, Provost/EVP, Dean/VP and Cost Center Budget Analyst. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **Budget to Actuals – General Operating** | This report allows the user to track general operating budget at the Cost Center, Cost Center Hierarchy, Program and Spend Category Hierarchy level.<br><br>This report can determine the availability of general operating resources from the highest possible level and assist the user in tracking and projecting spend of general operating resources at an overall Program level. | No current report | The user can simultaneously view all general operating programs that are attached to a specific Cost Center and all Cost Centers that are attached to a specific general operating Program.<br><br>The user is able to view each transaction and the underlying support without having to access hard copies or electronic storage files. |
| **Budget to Actuals – General Operating by Ledger Account** | This report allows the user to track all general operating resources by ledger account at a higher level than the Budget to Actuals – General Operating by Spend Category.<br><br>This report will be used to track current available balances at a higher level for general operating balances and shows outstanding pre-encumbrances, encumbrances and posted expenses against available expenditure authority. | No current report | The user can run a standardized report at the ledger account level to track all general operating funds and access the detailed transactions that comprise the various pre-encumbrances, encumbrances, other reserves and actual expenses posted to the FMS. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **Budget to Actuals – General Operating by Ledger Account and Cost Center Hierarchy** | This report allows the user to track all general operating resources by Ledger Account and Cost Center Hierarchy at a higher level than the Budget to Actuals – General Operating Report by Spend Category.<br><br>This report can track current available balances at a higher level for general operating balances and show outstanding pre-encumbrances, encumbrances and posted expenses against available expenditure authority. | No current report | The user can run a standardized report at the Ledger Account level to track all general operating funds and access the detailed transactions that comprise the various pre-encumbrances, encumbrances, other reserves and actual expenses posted to the FMS. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **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.<br><br>This report can track current available balances at a more granular level for general operating 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. | No current report | The user can run a standardized report at a high or low level to track all general operating funds and access the detailed transactions that comprise the various pre-encumbrances, encumbrances, other reserves and actual expenses posted to the FMS. |
| **Budget to Actuals – General Operating – Program and Cost Center View** | This report allows the user to track general operating budget at the Cost Center, Cost Center Hierarchy, Program and/or Program Hierarchy level.<br><br>This report will be used to determine the availability of general operating resources from the highest possible level and assist the user in tracking and projecting spend of general operating resources at an overall program level. | No current report | The user can simultaneously view all general operating programs attached to a specific Cost Center and all Cost Centers attached to a specific general operating program.<br><br>The user can view each transaction and the underlying support without having to access hard copies or electronic storage files. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **Budget to Actuals – Gift** | This report allows the user to track gift expenditure authority at a Spend Category level by Gift.<br><br>This report can track current available balances at a more granular level for gift 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. | No current report | The user can run a standardized report at either a high or low level to track all Gift funds and access the detailed transactions that comprise the various pre-encumbrances, encumbrances, other reserves and actual expenses posted to the FMS. |
| **Budget to Actuals – Grant** | This report allows the user to track grant expenditure authority at a Spend Category level by Grant.<br><br>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. | No current report | The user can run a standardized report at a high or low level to track all grant funds and access the detailed transactions that comprise the various pre-encumbrances, encumbrances, other reserves and actual expenses posted to the FMS. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **Budget to Actuals - Local** | This report allows the user to track local budget at the Cost Center, Cost Center Hierarchy, Program, Revenue and Spend Category Hierarchy level.<br><br>This report can determine the availability of local resources from the highest possible level and assist the user in tracking and projecting spend of general operating resources at an overall Program level. | No current report | The user can simultaneously view all general operating programs that are attached to a specific Cost Center and all Cost Centers that are attached to a specific local Program.<br><br>The user can view each transaction and the underlying support without having to access hard copies or electronic storage files. |
| **Budget to Actuals – Local by Ledger Account** | This report allows the user to track all local resources by Ledger Account at a higher level.<br><br>This report can track current available balances at a higher level for local balances and show outstanding pre-encumbrances, encumbrances and posted expenses against available expenditure authority. | No current report | The user can run a standardized report at the Ledger Account level to track all local funds and access the detailed transactions that comprise the various pre-encumbrances, encumbrances, other reserves and actual expenses posted to the FMS. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **Budget to Actuals – Local by Ledger Account and Cost Center** | This report allows the user to track all local resources by Ledger Account and Cost Center at a higher level.<br><br>This report can track current available balances at a higher level for local balances and show outstanding pre-encumbrances, encumbrances and posted expenses against available expenditure authority. | No current report | The user will be able to run a standardized report at the Ledger Account level to track all local funds and access the detailed transactions that comprise the various pre-encumbrances, encumbrances, other reserves and actual expenses posted to the FMS. |
| **Budget to Actuals – Local by Ledger Account and Cost Center Hierarchy** | This report allows the user to track local resources by ledger account and cost center hierarchy at a higher level.<br><br>This report will be used to track current available balances at a higher level for general operating balances and show outstanding pre-encumbrances, encumbrances and posted expenses against available expenditure authority. | No current report | The user will be able to run a standardized report at the ledger account level to track all local funds and access the detailed transactions that comprise the various pre-encumbrances, encumbrances, other reserves and actual expenses posted to the FMS. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **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.<br><br>This report will be used similar to Data Warehouse information to easily find and review posted budget amendments at the transaction level. | **Detail of Budget Transactions by Agency/Org** Advantage Web Report | The user will not have to access the Data Warehouse to review current-year approved budget transactions. In future years, a user will be able to review prior-year budget transactions approved within the FMS. |
| **Detailed Revenue Spend and Ledger Accounts** | This report allows the user to locate and review all posted transactions recorded in the FMS, with multiple filter options including Cost Center, Program, Grant, Gift, Project, and Academic Employee, Revenues only, Expenses only and more.<br><br>The report will be used similar to Data Warehouse information; however, the user can only access posted transactions and will have the ability to query and filter by nearly all Worktag options that are available. | **Detail of Funding Sources** (611R-W) Advantage Web Report<br><br>**Detail of Funding Uses Reports** (611E-W) Advantage Web Report | Advantage Web Reports can only pull one equivalent combination of Cost Center and Program/Gift/Grant/Project and the only available filtering option is transactions by fiscal month. The new Workday report will pull all posted revenue and/or expense transactions at whatever level of granularity a user desires due to the available filtering options.<br><br>Additionally, this report will allow the user to view each transaction and the underlying support without having to access hard copy or electronic storage files. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **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.<br><br>This report will provide a standardized reporting tool to track faculty startup balances including all funding sources. | There is no current report: Manual tracking by departments in shadow systems or self-generated reporting | The user can track all faculty startup funds and balances for all funding sources by academic employee or review all academic employees that roll to a particular Cost Center or Cost Center Hierarchy. |
| **Life to Date Report for Programs** | This report allows the user to view life to date balances of summer session, internal Grants and multi-year funds.<br><br>This report will provide a standardized reporting tool used to track activity balances including all funding sources. | No current report: Manual tracking by departments in shadow systems or self-generated reporting | The user will be able to track funds and balances related to multi-year activity.<br><br>This report will be used similar to Data Warehouse information to easily find and review posted transactions. |
| **Operational Revenue and Spend - Local** | This report allows the user to view carryforward balances, revenues, transfers in, expenses and transfers out before and with encumbrances.<br><br>This report can determine the available funding for a program separate of outstanding encumbrances. Users can view a high level of total sources and uses for a Program and view detailed transactions that comprise each balance. | **Sources and Uses** Advantage Web Report | The user can simultaneously view all programs attached to a specific Cost Center and all Cost Centers attached to a specific program.<br><br>The user can view each transaction and the underlying support without having to access hard copies or electronic storage files. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **Outstanding Operational Encumbrances** | This report allows the user to view outstanding encumbrance transaction activity related to Cost Center, Fund, Grant, Program, Project or any applicable hierarchies. | No current report | The report will include the transaction number, date, type of transaction, supplier, pre-encumbrance or encumbrance amount. |
| **Revenue & Spend for Grants** | This report allows the user to view grant financial summaries, including budget, current expenses, expenses LTD and encumbrances. The report allows for drill-downs into specific transactions. | No current report | The user can view multiple grants at one time and have the option to drill into summaries to obtain additional transaction information. |
| **Sales & Expenditure Activity by Program** | This report allows the user to view internal and external sales revenue and total expenses for recharge centers. | No current report | The user can simultaneously view all relevant recharge center programs, quickly view their financial status and drill into transactions as needed.<br><br>Central administrative units will have more visibility into activities of recharge and external sales units, and will be able to more adequately ensure that all compliance and taxability issues are addressed. |
| **Scholarship Balance Report** | This report allows the user to monitor the balance by scholarship and view individual expenses. | **Financial Aid Web Reports**<br>Advantage Web Report | The user can view each transaction and the underlying support without having to access hard copies or electronic storage files. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **Summary of Revenue (Funding Sources)** | This report allows the user to view all revenues at a summary level by revenue category and see current fiscal month and year-to-date activity.<br><br>The report will be used to monitor revenue receipts and provide a baseline for financial forecasting. | **Summary of Funding Uses by Agency/Org** (440-W) Advantage Web Report | The user can view each transaction and the underlying support without having to access hard copies or electronic storage files. |
| **Summary of Spend (Funding Uses)** | 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 encumbrances.<br><br>The report will be used to monitor budgets and provide a baseline for financial forecasting. | **Summary of Funding Uses by Agency/Org** (400-W) Advantage Web Report | The user can view each transaction and the underlying support without having to access hard copies or electronic storage files. |
| **Transfers In and Transfers Out Report** | The report allows the user to locate and review all posted transfers in and out recorded in the FMS with multiple filter options including Cost Center, Program, Grant, Gift, Project and other optional Worktags.<br><br>This report will be used similar to Data Warehouse information to easily find and review posted transfers in and out at the transaction level. | There is no current report. | The user will not have to access the Data Warehouse to review current-year approved transfers in and out transactions. In future years, a user can review prior-year transfers in and out transactions approved within the FMS. |

# Workday Report Crosswalk Matrix

| Workday Report Name | Description | Current Equivalent Report | Notable Improvements |
|---|---|---|---|
| **Uncommitted General Operating Summary** | 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.<br><br>This report will be used for year-end balancing purposes to ensure that units use their general operating resources. | **Uncommitted State Funds Summary** (USR4) Advantage Web Report | General improvements in filtering, view and navigation |