



Financial Reporting



BENTLEY
UNIVERSITY

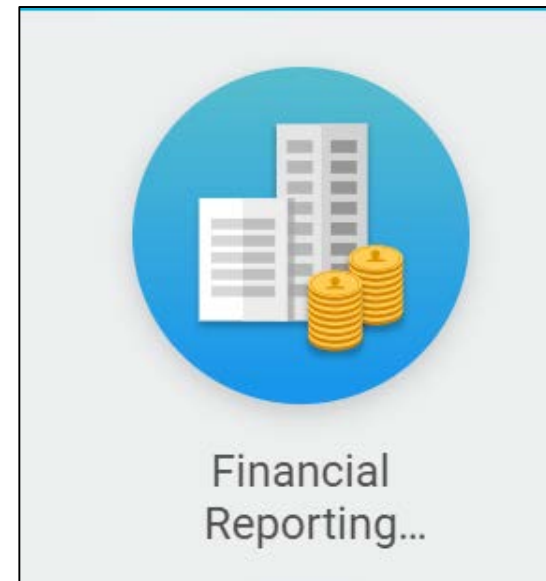
Workday Finance @ Bentley

Agenda

- Financial Reporting Dashboard
 - Navigation
 - Set-Up Instructions
- How to Use Dashboard Reports
 - Description of Dashboard Reports
 - Using Dashboard Reports – View By and Data Displays
- Links to Other Reports
- Roles Needed to Access Reporting

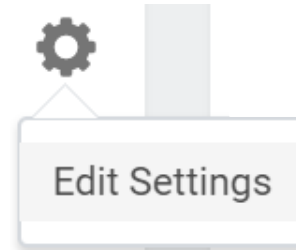
Financial Reporting Dashboard Navigation

- Financial Reports can be accessed via the **Financial Reporting Dashboard**
- The Financial Reporting Dashboard provides high-level financial reporting by Organization (Cost Center) with **graphics** for different financial data elements
- More robust and detailed reports are provided as **links** within the Financial Reporting Dashboard
- To Navigate: **Log-in** to Workday and Select the Financial Reporting Dashboard from the landing page:



Financial Reporting Dashboard Set Up Instructions

- For each report in the dashboard users will have to perform an initial **Set Up**. This set up will have to be done each fiscal year
- Next to each report that is in the dashboard select the **Gear Icon** then **Edit Settings**




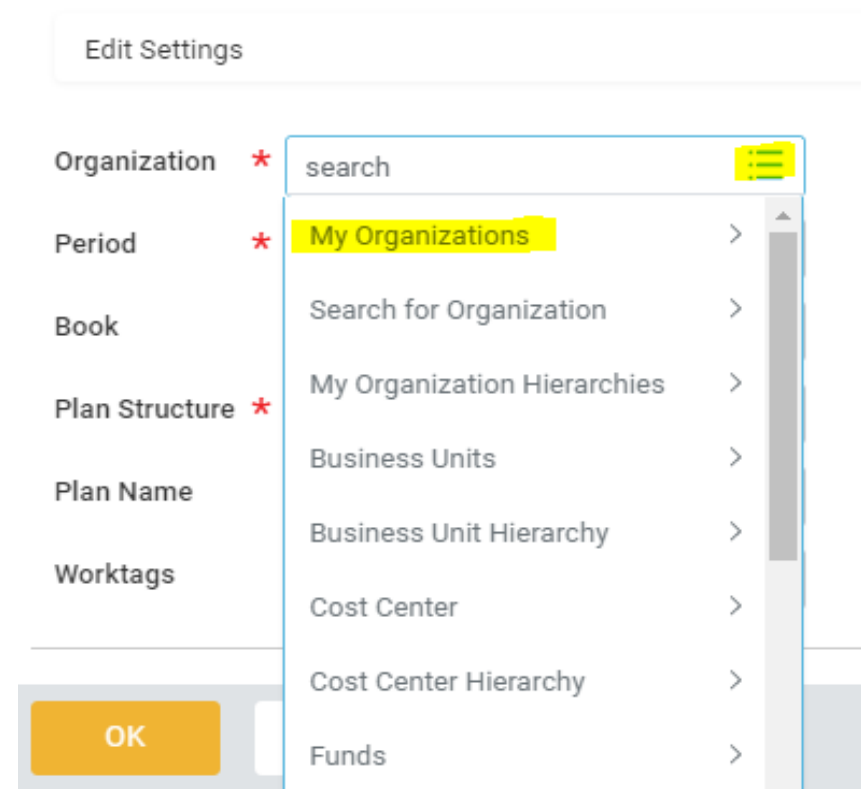
- This will bring you to a prompt screen where you need to fill in the required fields marked with an *

Edit Settings

| | | |
|------------------|-------------------------------------|---|
| Organization * | <input type="text" value="search"/> | ☰ |
| Period * | <input type="text"/> | ☰ |
| Book | <input type="text"/> | ☰ |
| Plan Structure * | <input type="text"/> | ☰ |
| Plan Name | <input type="text"/> | ☰ |
| Worktags | <input type="text"/> | ☰ |


Financial Reporting Dashboard Set Up Instructions

- Select the  icon to expand and then select **My Organizations**
- This will display all Organizations (Cost Centers) to which you have access. You can choose to select one organization or **multiple** organizations for the report display. **Note:** you can always navigate back to this screen and change the organizations which are displayed




Financial Reporting Dashboard Set Up Instructions

- For the **Period** prompt navigate to the correct fiscal year and select the last month (June) of the fiscal year. For example:

Period * 

- For the **Plan Structure** prompt navigate to and select the Operating Budget Structure:

Plan Structure * 

- For reports which require a prompt for **dates**, select the entire fiscal year. For example:

Invoice Date On or After * 

Invoice Date On or Before * 

- After filling out all the required prompts select **OK** and your report will display in the dashboard

OK

BENFIN (Bentley Finance) Reports in the Dashboard

| Report | Description |
|---|---|
| BENFIN – R04 – Operating Expense by Cost Center – Actual vs Budget | <p>This bar chart provides a visual depiction by cost center of year to date cost incurred against a cost center’s operating expense budget. Actuals are shown as a colored bar set against a dotted lined bar which represents the budget amount to provide a quick visual of how much of the budget has been spent to date. Below the graph are the actual and budgeted values, a calculation of the YTD variance between budget and actual as well as a percentage figure of the budgeted amount that has been spent.</p> |
| BENFIN – R05 – Operating Expense by Spend Category – Actual YTD | <p>This pie graph depicts actual spend for the selected cost center(s) by transaction spend category. Each spend category is represented by a unique color in the chart to provide a quick visual of how actuals are being spent for each spend category. The color key is below the graph and the actuals by ledger account and spend category are below the color key for more detailed information.</p> |
| BENFIN – R07 – Top Supplier Invoices by Cost Center | <p>This pie graph depicts actual spend for the selected cost center(s) as it relates to supplier invoices. Each supplier by cost center represents a unique color in the chart to provide a quick visual of top suppliers in viewed cost centers. The color key is below the graph and the actuals by cost center and supplier are below the color key for more detailed information.</p> |

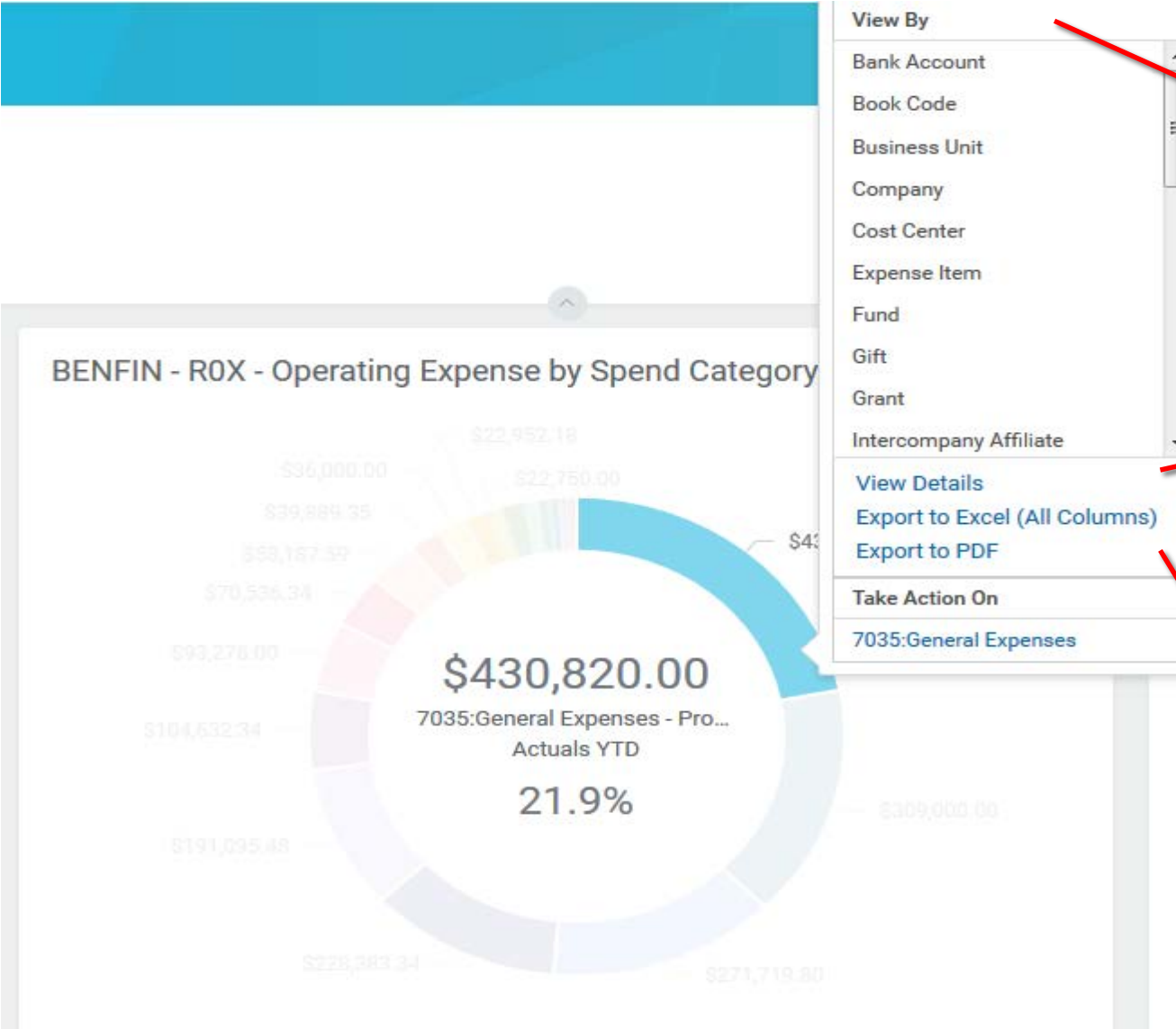
How to Use Dashboard Reports

Utilizing the Dashboard Reports

There are several ways to view and work with the dashboard reports in order to meet information needs

- All dashboard reports can be viewed by different dimensions by clicking anywhere on the pie graph and selecting **view by**. Helpful view by's include:
 - Cost Center
 - Spend Category
 - Expense Item
- Transaction level **detail** can be seen by clicking into the graphs or by clicking into the blue hyperlinked numbers displayed in charts below the graphs
- All information can be **exported** to excel
- Formatting of graphs and charts can be **personalized** by user

Using the View By feature in the Dashboards



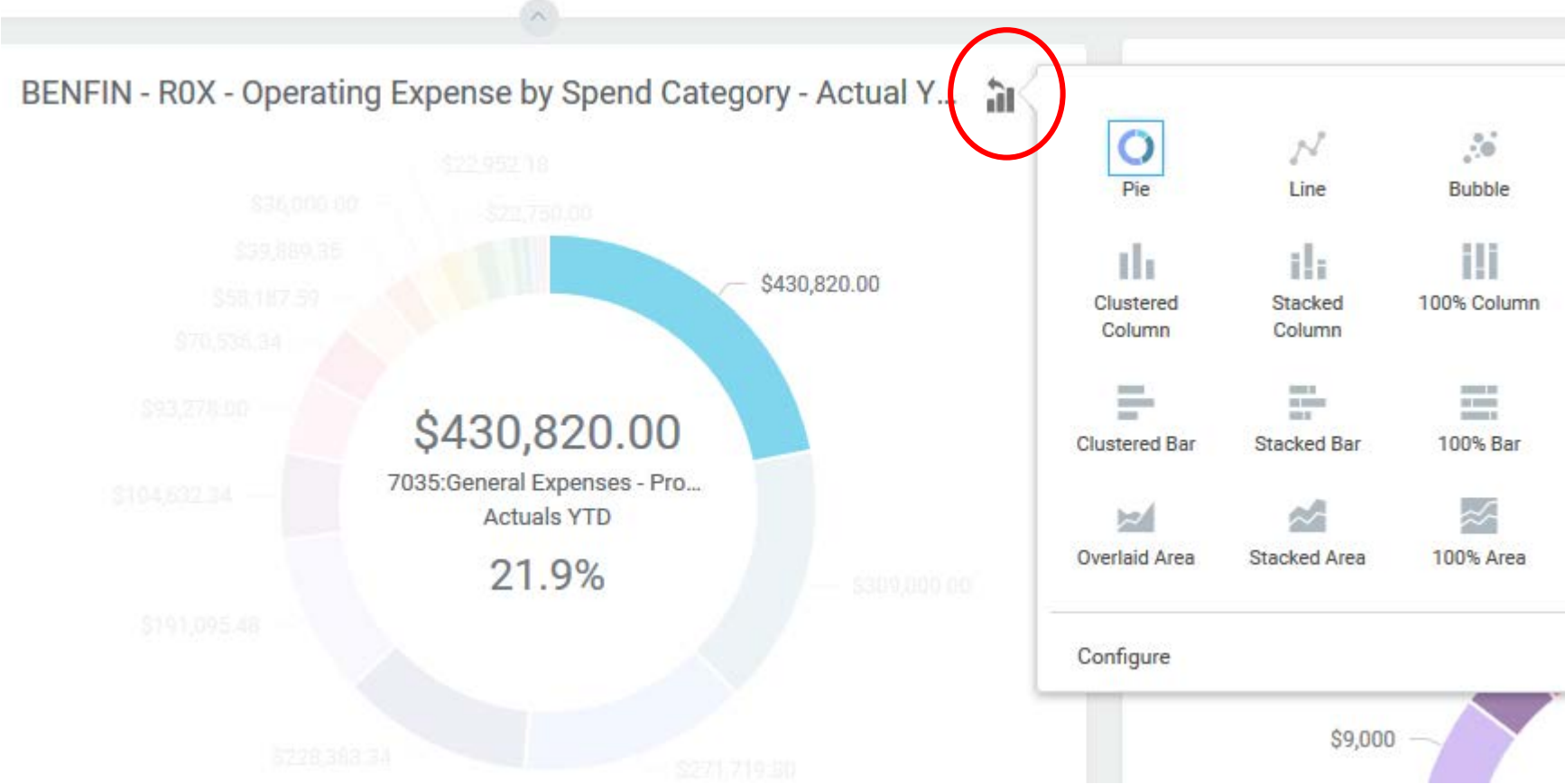
- View By
- Bank Account
- Book Code
- Business Unit
- Company
- Cost Center
- Expense Item
- Fund
- Gift
- Grant
- Intercompany Affiliate
- View Details
- Export to Excel (All Columns)
- Export to PDF
- Take Action On
- 7035:General Expenses

Clicking on a section of the graph will create a **View By** menu. This allow users to see information in several different dimensions including cost center or fund

Transaction level detail can be viewed by selecting **View Details**. Transaction level detail can also be viewed by clicking into the hyperlinked actual balances located below the graphs

Below the view by option is a link to **export** the information to excel or PDF for reporting needs

Changing Graph Type in the Dashboard



Selecting the **bar graph icon** at the top of the dashboard will allow you to change the visual of the report to a different type of chart or graph

Links to Other Financial Reports

- Several reports are provided as **links** in the Financial Reporting Dashboard.
- These reports are more in-depth and contain larger financial **data sets** not appropriate for dashboard graphics
- Click on the link in the Financial Reporting Dashboard to navigate to the respective report prompt screen to populate and **run** the report.

Additional Finance Reports


BENFIN - R01 - Bentley Budget vs Actuals by Project >

BENFIN - R02 - Operating Budget vs Actuals by Organization >

BENFIN - R17 - Gift/Grant Budget vs. Actuals by Organization >

- All of these reports are also searchable outside of the dashboard. Simply type BENFIN for Bentley Finance in the **search bar** and all the reports you have access to will display



 BENFIN|

BENFIN - R01 - Bentley Budget vs Actuals by Project - Report

BENFIN - R02 - Operating Budget vs Actuals by Organization - Report

Roles Needed to Access Reporting

- Workday assigns users into roles and specific roles are needed to access certain reports
- All levels of Cost Center Managers will have access to the Financial Reporting Dashboard:
 - Cost Center Manager (Level 1)
 - Cost Center Manager (Level 2)
 - Cost Center Manager (Level 3)
 - Cost Center Manager (Level 4)
- In addition, those who are not Cost Center Managers can hold the role of Budget Reporting Analyst to view the Financial Reporting Dashboard
 - Cost Center Managers need to send approval to the Budget Office to grant employees in their cost center this reporting access
- Capital Budget reports can be viewed by the following roles:
 - Project Manager
 - Project Financial Analyst
- Gift / Grant Reports can be viewed by the following roles:
 - Gift Manager
 - Gift Financial Analyst

****Please contact Financial Operations if you require a role to view reports****