

Workday Prism Training Assignment- 4

Problem Statement:

Build a Workday custom reports, enable it as web service, for actual and budget data, use company, account, version, time, and create variance reporting/Discovery Board for budget and actuals data for finance. actual vs budget variance. use workday data for actual, budget data as excel upload as third party data, do setup and configuration in PRISM and build.

Solution:

Create two Advanced reports

1. Create an actuals report, and a budget report.
2. Enable for web services and prism
3. Set default prompts.
4. Save and test to see the data.

Edit Custom Report xx_as_actuals_report ...

Temporary Report
This is a temporary report definition and will automatically be deleted by the system on or after 03/07/2025.

Report Name *

xx_as_actuals_report

Report Tags

Report Type

Advanced

Data Source *

Journal Lines for Financial Reporting

Data Source Filter *

Journal Lines for Company and Reporting Time Period

Data Source Type

Indexed

Primary Business Object

Journal Line

> **Additional Info**

OK

Cancel

Columns

Sort

Filter

Subfilter

Prompts

Output

Share

Advanced

7 items

<div><div></div><div></div></div>	Order	*Business Object	Field	Column Heading Override	Column Heading Override XML Alias	Format
<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div>Journal Line</div><div></div></div>	<div><div></div><div>Company</div><div></div></div>	<div><div></div></div>	<div><div></div><div>Company</div><div></div></div>	
<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div>Journal Line</div><div></div></div>	<div><div></div><div>Ledger Account</div><div></div></div>	<div><div></div></div>	<div><div></div><div>Ledger_Account</div><div></div></div>	
<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div>Journal Line</div><div></div></div>	<div><div></div><div>Ledger/Budget Period</div><div></div></div>	<div><div></div></div>	<div><div></div><div>Ledger_Budget_Period</div><div></div></div>	
<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div>Journal Line</div><div></div></div>	<div><div></div><div>Period</div><div></div></div>	<div><div></div></div>	<div><div></div><div>Period</div><div></div></div>	<div><div></div><div></div></div>

OK Cancel

Populate Undefined Prompt Defaults ☐

Display Prompt Values in Subtitle ☒

Prompt Defaults 22 items

	Label for Prompt	Label For Prompt XML Alias	*Default Type	Default Value	Required	Do Not Prompt at Runtime	Do Not Include in Subtitle
	<input type="text"/>	Time_Period	<input type="text" value="Specify default value"/>	<input type="text" value="× Current Period YTD"/> <input type="text" value="..."/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	Company	<input type="text" value="Specify default value"/>	<input type="text" value="× Global Modern Services, Inc. (USA)"/> <input type="text" value="..."/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	Amount_Type	<input type="text" value="Specify default value"/>	<input type="text" value="× Activity"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	Ledger	<input type="text" value="Specify default value"/>	<input type="text" value="× Actuals"/> <input type="text" value="..."/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	Period	<input type="text" value="Specify default value"/>	<input type="text" value="× 2024-Dec (Standard)"/> <input type="text" value="..."/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel

Test xx_as_actuals_report

> Details

10 items							
Company	Ledger Account	Ledger/Budget Period	Period	Ledger/Budget Amount for Natural Debit or Credit	Currency	Cost Center	Region
Global Modern Services, Inc. (USA)	2000:Accounts Payable	Feb-2024 Actuals (Global Modern Services, Inc. (USA))	2	81,600.00	USD		
Global Modern Services, Inc. (USA)	1400:Prepaid Expenses	Feb-2024 Actuals (Global Modern Services, Inc. (USA))	2	81,600.00	USD	53000 Legal	Headquarters - Corporate
Global Modern Services, Inc. (USA)	1400:Prepaid Expenses	Jan-2024 Actuals (Global Modern Services, Inc. (USA))	1	(6,800.00)	USD	53000 Legal	Headquarters - Corporate
Global Modern Services, Inc. (USA)	6900:Insurance	Jan-2024 Actuals (Global Modern Services, Inc. (USA))	1	6,800.00	USD	53000 Legal	Headquarters - Corporate
Global Modern Services, Inc. (USA)	1400:Prepaid Expenses	Jan-2024 Actuals (Global Modern Services, Inc. (USA))	1	(10,750.00)	USD	61220 Network & Telecom	Headquarters - Corporate

Temporary Report

This is a temporary report definition and will automatically be deleted by the system on or after 03/07/2025.

Report Name

* xx_as_budget_report

Report Type

Advanced

Data Source

*

× Plan Lines for Financial Reporting

Data Source Filter

*

× Financial Plan Lines for Company and Reporting Time Period

Data Source Type

Indexed

Primary Business Object

Plan Entry Line

> Additional Info

OK

Cancel

- Columns
- Sort
- Filter
- Subfilter
- Prompts
- Output
- Share
- Advanced

7 items

	Order	*Business Object	Field	Column Heading Override	Column Heading Override XML Alias	Format
<div>+ -</div>	<div>▼ ▼</div>	<div>× Plan Entry Line</div>	<div>× Company</div>		Company	
<div>+ -</div>	<div>▲ ▼</div>	<div>× Plan Entry Line</div>	<div>× Ledger Account</div>		Ledger_Account	
<div>+ -</div>	<div>▲ ▼</div>	<div>× Plan Entry Line</div>	<div>× Ledger/Budget Period</div>		Ledger_Budget_Period	
<div>+ -</div>	<div>▲ ▼</div>	<div>× Plan Entry Line</div>	<div>× Period</div>		Period	
<div>+ -</div>	<div>▲ ▼</div>					

OK

Cancel

Populate Undefined Prompt Defaults
☐

Display Prompt Values in Subtitle
☒

Prompt Defaults 12 items

ier	Label for Prompt	Label For Prompt XML Alias	*Default Type	Default Value	Required	Do Not Prompt at Runtime
		Company	Specify default value	Global Modern Services, Inc. (USA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Plan_Structure	Specify default value	Monthly Budget by Cost Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Amount_Type	Specify default value	Activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Period	Specify default value	2024 - Dec	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Time_Period	Specify default value	Current Period YTD	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK
Cancel

Test
xx_as_budget_report

Details

10 items

Company	Ledger Account	Ledger/Budget Period	Period	Budget Balance Amount	Currency	Cost Center	Region
Global Modern Services, Inc. (USA)	6700:Depreciation	2024 Jan (FY24 Monthly Cost Center Plan)	01/2024	50.00	EUR	41500 HR Operations	Headquarters - Corporate
Global Modern Services, Inc. (USA)	6000:Salaries and Wages	2024 Jan (FY24 Monthly Cost Center Plan)	01/2024	16,676.87	EUR	36000 Consulting Services	Headquarters - Corporate
Global Modern Services, Inc. (USA)	6000:Salaries and Wages	2024 Jan (FY24 Monthly Cost Center Plan)	01/2024	2,440.00	EUR	34000 Facilities	US - Southeast
Global Modern Services, Inc. (USA)	6000:Salaries and Wages	2024 Jan (FY24 Monthly Cost Center Plan)	01/2024	1,209.00	EUR	33100 Global Support - North America	US - Central

Create two Tables in Workday Prism Analytics

Create two tables using the actuals report and the budget report.

Truncate the Tables and Create Data Change Tasks

Create Table

Name Table

Table Name *

xx_as_actuals_table

Table API Name *

xx_as_actuals_table 

Prism Data Source
(emotv)

Domains
(emotv)

Security Groups
(emotv)

Create

Cancel

MENU



Data Catalog



Create Data Change Task

Name

xx_as_actuals_report to
xx_as_actuals_table Truncate
and Insert 02/28/2025, 09:52



Source

xx_as_actuals_report

Target

xx_as_actuals_table

Mapping

7/7 fields mapped

Review

Details

Name	xx_as_actuals_report to xx_as_actuals_table Truncate and Insert 02/28/2025, 09:52 PM
API Name	xx_as_actuals_report_to_xx_as_actuals_table_Truncate_and_Insert_02_28_2025_09_52_PM
Description	(empty)
Tags	none
Source	xx_as_actuals_report
Source Type	Workday Report
Target	xx_as_actuals_table
Target Type	Table
Operation	Truncate and Insert

Back

Finish

Cancel

MENU

W

Q Search

Create Data Change Task

Name

xx_as_budget_report to xx_as_budget_table Insert 02/28/2025, 10:16 PM

Source

xx_as_budget_report

Target

xx_as_budget_table

Mapping

7/7 fields mapped

Review

Name

xx_as_budget_report to xx_as_budget_table Insert 02/28/2025, 10:16 PM

API Name

xx_as_budget_report_to_xx_as_budget_table_Insert_02_28_2025_10_16_PM

Description

(empty)

Tags

none

Source

xx_as_budget_report

Source Type

Workday Report

Target

xx_as_budget_table

Target Type

Table

Operation

Insert

Mapping

Mapped Fields

7

Unmapped Fields

0

Back

Finish ▼


Create a Dataset, Transform the Dataset, and Publish the Dataset.

1. Click Create Derived Dataset and select the budget report table you just created.
2. Add another stage to Join the actuals report table by adding a pipeline. Join them on Ledger account with full outer join. Select the fields for the newly joined dataset.
3. Group by company, month, and ledger account. Add sum of budget amount, and sum actuals. Create a calculated field for variance.
4. Transform the data and save the dataset.
5. Publish the dataset. The dataset is now ready to be used in the discovery board.

Dataset Name *

xx_as_budget_dataset

Dataset API Name *

xx_as_budget_dataset 

Tags

 assessment





Tags you create will be visible to all

Description

Budget dataset

14/1000

Save

Cancel

Join

Stage Description

Join Budget and Actuals

23/500

Join Pipeline

Select a pipeline to join with the Primary Pipeline.

xx_as_actuals_table

Match Rows


Specify the conditions that will define this join. You can only match fields with the same data type.

 [Suggestions](#)

Primary Pipeline

xx_as_actuals_table


× Ledger_Ac  ⋮

= × Ledger_Ac  ⋮

 +

Join Type

Join Type ⓘ

 Full Outer Join

▼


Select Fields

Specify fields from both input datasets to carry over to the newly joined dataset.

5 Fields Selected

Primary Pipeline

xx_as_actuals_table

<input type="checkbox"/>	Select All (12)	<div> Search</div>
<input checked="" type="checkbox"/>	Company	<div>Company</div>
<input type="checkbox"/>	Company_6303752	
<input checked="" type="checkbox"/>	Ledger_Account	<div>Ledger_Account</div>
<input type="checkbox"/>	Ledger_Account_3728448	
<input checked="" type="checkbox"/>	Period	<div>Period</div>
<input type="checkbox"/>	Period_Name	
<input checked="" type="checkbox"/>	Budget_Balance_Amount	<div>Budget_Balance_Amount</div>
<input type="checkbox"/>	WPA_LoadID	
<input type="checkbox"/>	WPA_LoadTimestamp	

Select Fields

Specify fields from both input datasets to carry over to the newly joined dataset.

5 Fields Selected

Primary Pipeline

xx_as_actuals_table

<input type="checkbox"/>	Select All (12)	<div><div>Q</div><div>Search</div></div>
<input type="checkbox"/>	Company	
<input type="checkbox"/>	Ledger_Account	
<input type="checkbox"/>	Ledger_Budget_Period	
<input type="checkbox"/>	Period	
<input checked="" type="checkbox"/>	Ledger_Budget_Amount_for_Natural_Debit_or_Credit	Ledger_Budget_Amount
<input type="checkbox"/>	Cost_Center	
<input type="checkbox"/>	USD	
<input type="checkbox"/>	WPA_LoadID	

Group By

Stage Description

Group by Company, ledger account, and Period.
Sum budget amount, and Sum actuals.
Add calculated field to calculate the variance.

130/500

Choose Grouping Fields

Choose what category (field) you'd like to apply your summary calculations to. For example, to group movies by ratings, you'd choose "movies."

<div><div>×</div><div>Company</div><div></div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>
<div><div>×</div><div>Ledger_Account</div><div></div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>
<div><div>×</div><div>Period</div><div></div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>

Add Summarization Fields

Define your summarization fields by choosing a summarization type and a field to summarize. For example, you might choose average rating per movie.

<div>Sum</div> <div></div>	<div><div>×</div><div>Budget_Balance_</div><div>\$</div></div> <div>Amount</div> <div></div> <div></div>	<div></div> <div></div> <div></div>
<div>Sum</div> <div></div>	<div><div>×</div><div>Ledger_Budget_</div><div>\$</div></div> <div>Amount_for_Nat</div> <div>ural_Debit_or_Cr</div> <div></div> <div></div>	<div></div> <div></div> <div></div>

×

Publish Dataset

Dataset	xx_as_budget_dataset
Description	Budget dataset
Created (UTC)	03/02/2025, 09:18 PM
Domains	Prism: Default to Dataset Access
Security Groups	(empty)

The dataset will be published and the security listed here will apply to the Prism data source. Review this information and verify these security changes before publishing.

Submit

Cancel

Create Visualizations Using Discovery Board

1. Go to the Discovery board and Select the dataset you want to use in your visualizations.
2. Create Visualizations by selecting the chart type, and dragging the fields to the x axis, and y axis,
 - Viz 1: Use a Matrix report pivot table to display Budget Vs Actuals Variance Report.
 - Viz 2: Use KPI to display Budget Vs Actuals Variance.
 - Viz 3: Use a Bar chart to display Monthly Expense Variance.
3. Once all sheets and visualizations are created, you can click Publish, and share the workbook with relevant stakeholders for review.

xx_as_gms_budget_actuals_db

Enter a board description

Save

Add Viz

Help

Sheet 1

Jul	\$33,398,637,734.52	\$3,240,562,556.31	\$30,158,075,178.21
Jun	\$25,555,699,081.17	\$1,760,768,094.18	\$23,794,930,986.99
Mar	\$25,033,412,819.25	\$1,760,768,094.18	\$23,272,644,725.07
May	\$25,460,121,312.00	\$1,760,768,094.18	\$23,699,353,217.82
Nov	\$26,190,498,830.58	\$1,760,768,094.18	\$24,429,730,736.40
Totals	\$186,874,507,721.67	\$125,275,529,650.33	\$64,882,303,392.63

Budget vs. Actuals varian...

\$186,874,507,721.67

Monthly Expense Variance

Search Fields

Count

Data Source Fields

Company

Ledger_Account

Period

sum of Budget_Bala...

sum of Ledger_Budg...

Variance

KPI

Base Measure

\$ SUM(sum of Budget...

Comparison Measure

\$ SUM(sum of Ledger...

Date (Period Comparison)

Budget vs. Actuals Variance Report

Ledger_Account	Period	All / (Summary Fields)		
		All		
		Budget_Amount	Actuals	Variance
4000:Revenue	Apr	(\$14,262,048,000.00)	\$8,112,440,949.69	(\$22,374,488,949.69)
	Aug	(\$22,332,232,022.40)	\$9,587,430,213.27	(\$31,919,662,235.67)
	Feb	(\$25,843,892,847.00)	\$8,849,935,581.48	(\$34,693,828,428.48)
	Jan	(\$12,979,126,608.60)	\$7,374,946,317.90	(\$20,354,072,926.50)
	Jul	(\$14,522,900,688.60)	\$8,112,440,949.69	(\$22,635,341,638.29)
	Jun	(\$20,773,780,836.00)	\$5,899,957,054.32	(\$26,673,737,890.32)
	Mar	(\$19,222,333,071.60)	\$5,899,957,054.32	(\$25,122,290,125.92)
	May	(\$19,403,345,729.40)	\$9,587,430,213.27	(\$28,990,775,942.67)
	Nov	(\$17,379,141,214.80)	\$11,799,914,108.64	(\$29,179,055,323.44)
	Oct	(\$25,748,550,234.00)	\$11,062,419,476.85	(\$36,810,969,710.85)
	Sep	(\$20,751,265,447.80)	\$5,899,957,054.32	(\$26,651,222,502.12)
5000:Cost of Sales	Apr	\$1,490,090,818.36	\$138,394,318.88	\$1,351,696,499.48

Budget vs. Actuals varian...

1 item



\$186,874,507,721.67

Actuals \$125,275,529,650.33

Variance 49.17%

Monthly Expense Variance

22 items

