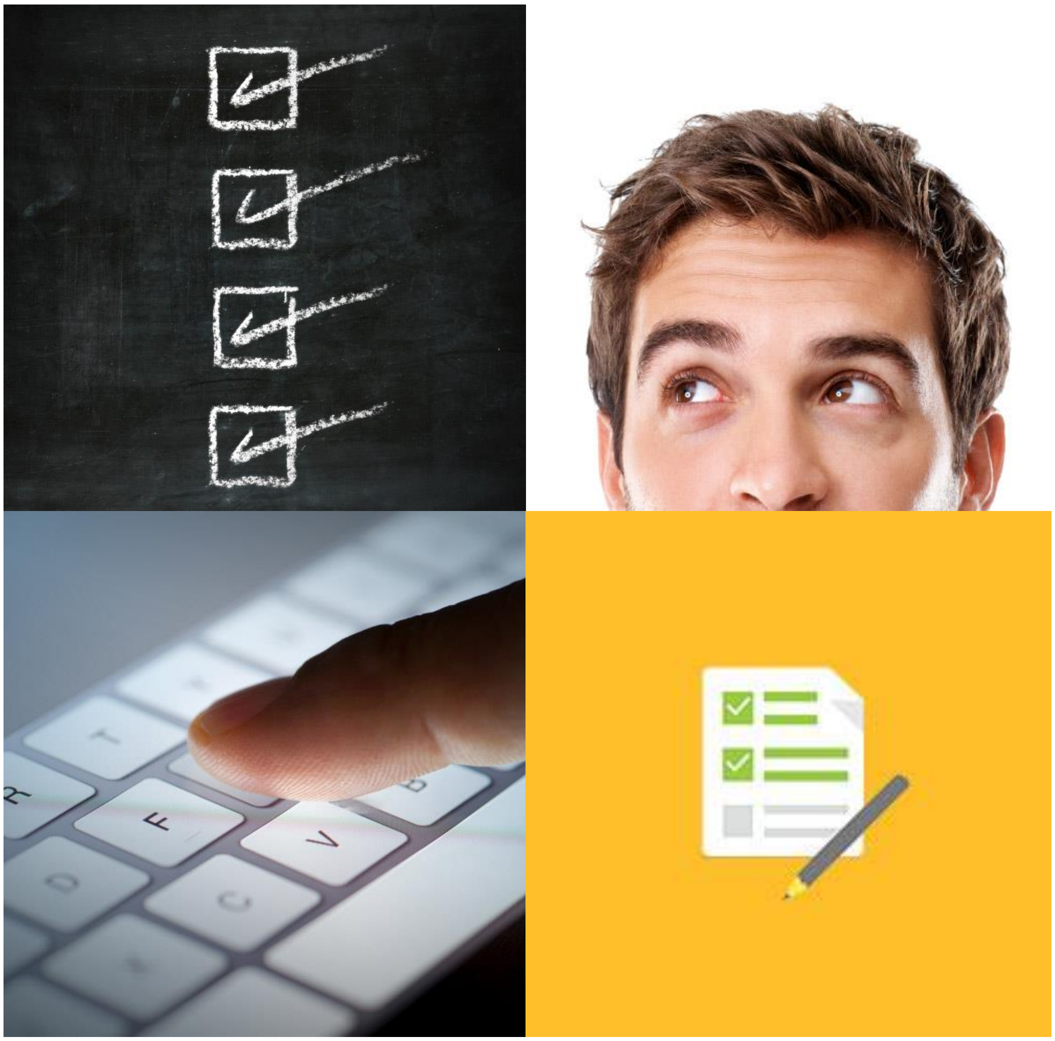
workday. EDUCATION



REPORT WRITER

Course Manual and Activity Guide

CONTENTS

REPORT WRITER FOR WORKDAY 24

DESCRIPTION

In this course you will learn the concepts of reporting in Workday, from how the data can be accessed to the configuration features of the Report Writer tool. You will gain insight into leveraging delivered reports, copying reports, and creating different report types. You will learn how to create simple and advanced report types, how to use sorts and how to utilize filters and prompts to control which instances of data will be returned as output. You will also learn how to share your reports with others, how to locate, manage and schedule your custom reports, as well as an introduction to working with analytic Matrix reports.

GOALS & OBJECTIVES

- Understand the structure of reports
- Understand how reports are created using the Report Writer
- Understand Report Data Sources (RDS) and everything that they drive

AGENDA

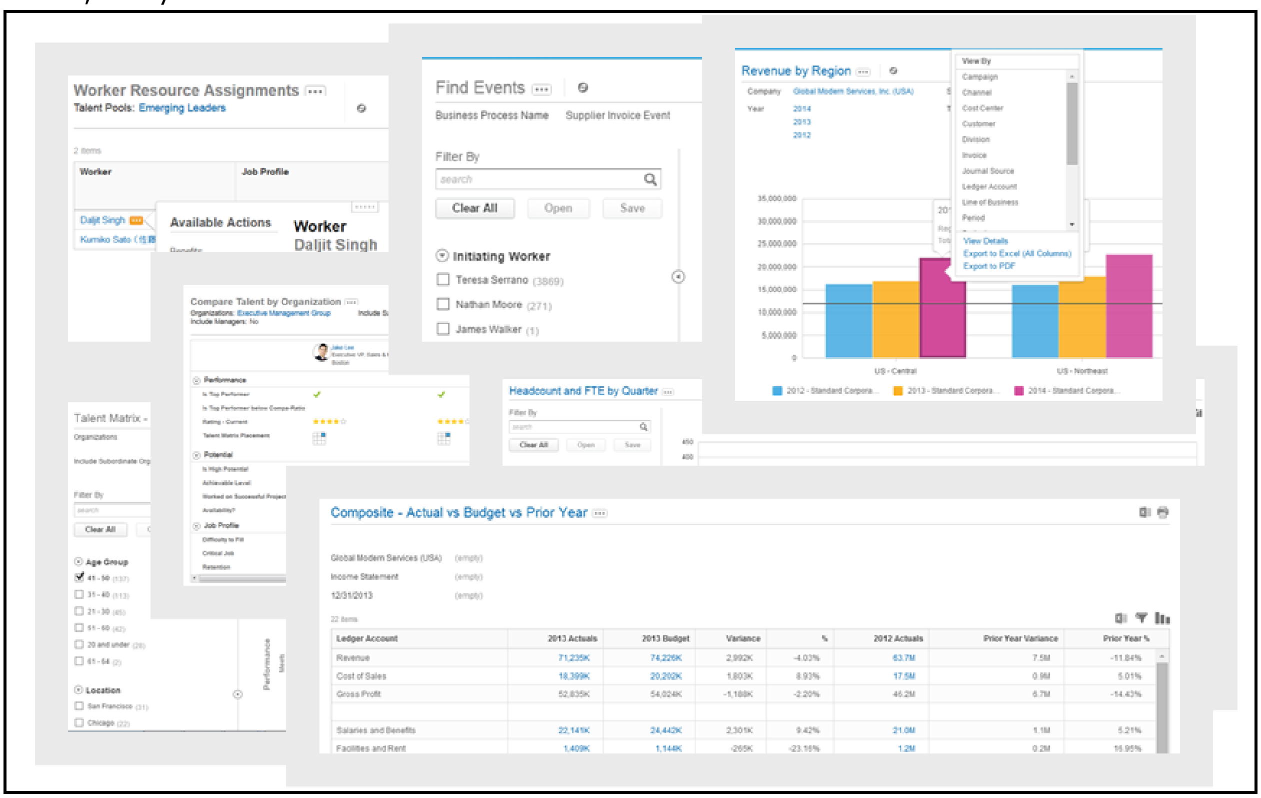
- Delivered Reports & Navigation
  - Running Standard Reports
- Terminology & Concepts
  - Business Objects, Data Sources, Report Fields
- Creating Custom Reports (Report Type: Simple)
  - Field types
- Editing Custom Reports
  - Sorts & Filters
- Advanced Report type
  - Prompts & Advanced Filtering
  - Fields from RBOs
  - Subsorts & SubFiltering

- Contextual Reporting
- Totaling, Outlining & Grouping Report Data
- Report Security - Sharing
- Locating reports
- Scheduling Reports
- Report Management & Other Configuration Features
- Matrix reporting

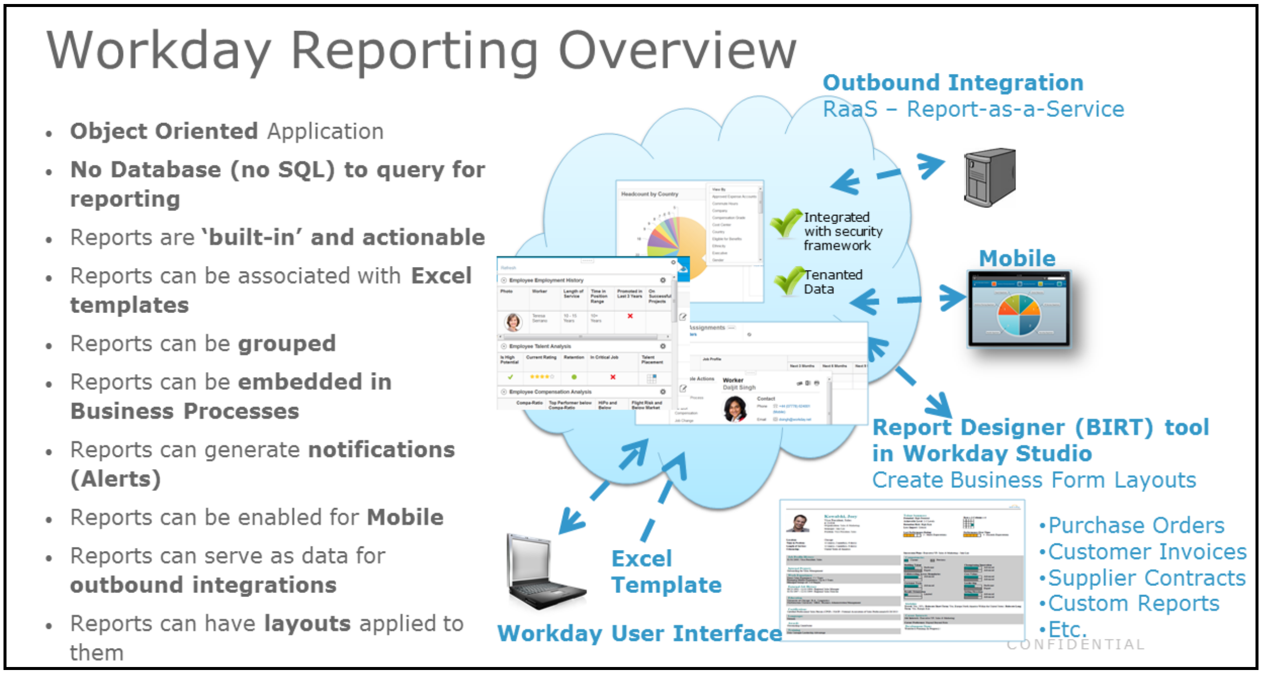
OVERVIEW AND INTRODUCTION

Workday is an object-oriented application which is different than traditional ERPs that typically use relational database management systems. In Workday, all data is captured in objects and objects hold relationships with each other. There are no tables, no joins, and there is no database to query for reporting with SQL. Reporting in Workday involves selecting a Primary Business Object to report on and the Report Data Source (or view into that PBO) that you need. From there, you can then access data from Related Business Objects and configure your reports with needed sorts, filters and conditions to meet your needs. We will introduce you to this object model with resources and examples to demonstrate the concepts.

Reports in Workday are designed for the functional user, easy to deploy, with a simple-to-use, **consumer-friendly interface**. Reports are **built-in** to the application allowing users to take action on the report output directly from the user interface. By being built-in, and not bolt-on, reports in Workday also leverage your security configuration, allowing you to access **real-time, relevant data** where you need it, how you need it.



Reports can also be used in integrations, can be accessed from mobile devices, can be embedded in your business process transactions to provide relevant data for decision-making at the time of decision, and can be further formatted into business forms and pixel perfect layouts using the Report Designer tool in Workday Studio.



WHERE TO BEGIN - PLANNING & APPROACH

- Is there an existing report that meets (or is close to meeting) my need?
  - Can I copy one?
- Where is the data I need?
- What is the best way to group or sort the report?
- What should the output be filtered down to?
- Who is this report for?
- How will people find this report?
- What is the best way to display this report?
- How is this report delivered? Can I schedule it?
- How can I track reports, to know who owns what report, when a report was last updated or run, if a report is shared and more?

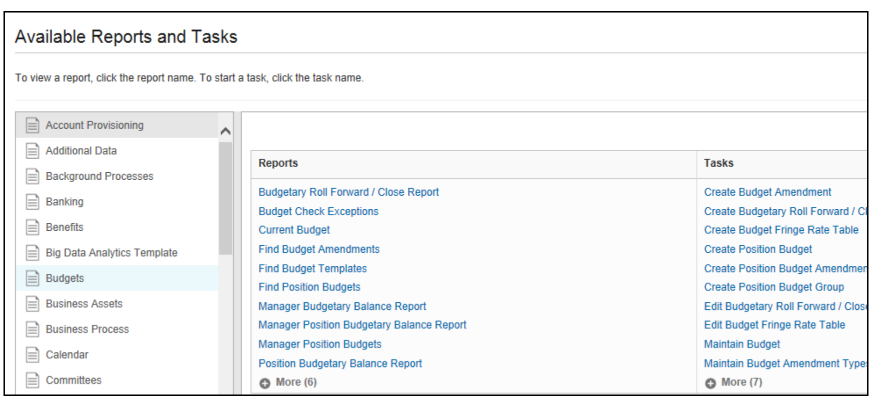
DELIVERED REPORTS

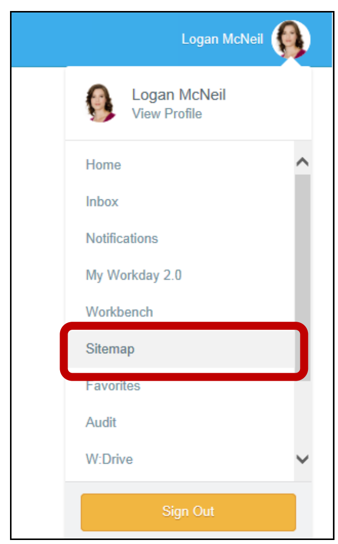
Before introducing the Workday Report Writer tool and creating custom reports, it is a good idea to first discuss the **Standard Reports that are delivered in Workday.**

Authorized users can see delivered reports in several ways. One way is to use the **Sitemap** and select a **Category** for which to see delivered reports and tasks. Users must have access to the Sitemap (Domain: Landing Page Sitemap).

To get the Sitemap, authorized users can click on the main menu icon in the upper right corner of the Workday page, and select **Sitemap**. Then users can select a category to see delivered reports and tasks for that category.

Using the Sitemap, users will only see delivered reports and tasks to which they have access.

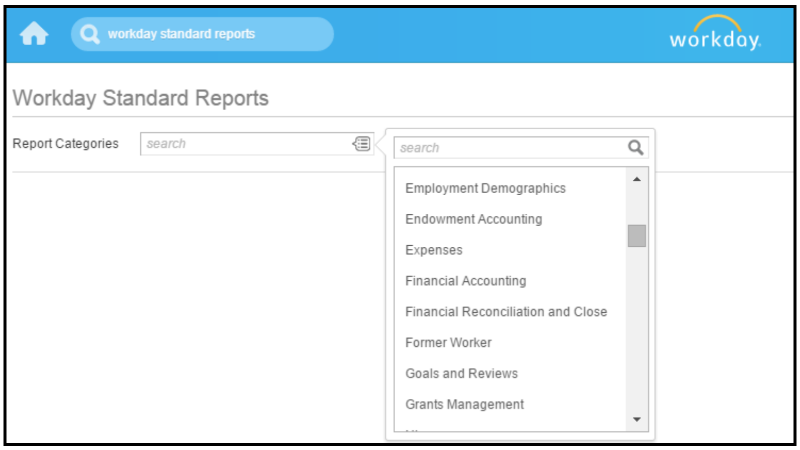




Standard (delivered) Reports are also accessible by searching and running a report called: **Workday Standard Reports** and specifying a report category (or categories). Users with access to the **Custom Report Administration** domain can run **Workday Standard Reports**.

Workday Standard Reports will show all delivered reports, including more detail about delivered reports, such as the description, security, and type.

As you will see Workday delivers many reports. These reports are great starting points for your implementations. Though you cannot edit a delivered report, we will next see that you can COPY certain delivered reports to then edit and customize them to your requirements.



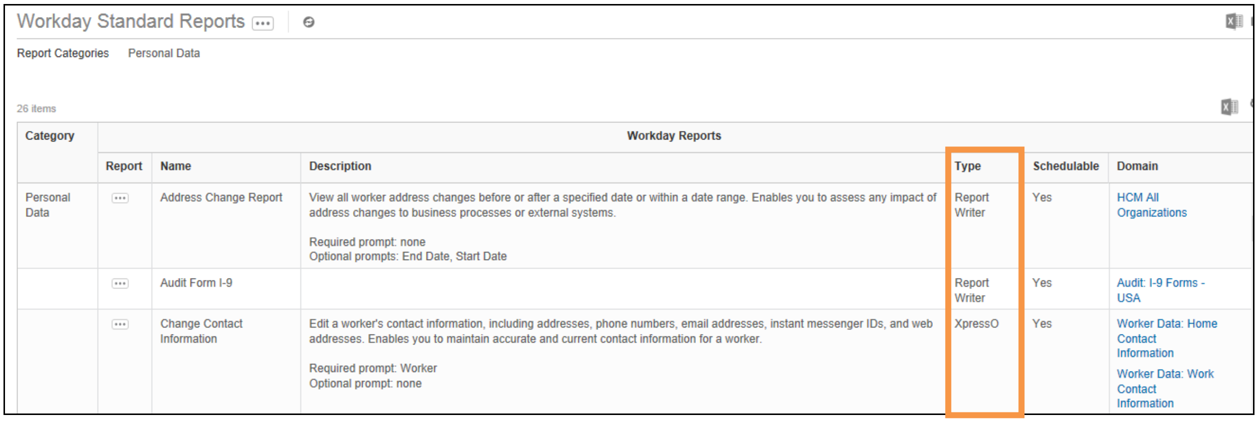
Workday Standard Reports

Let's now take a closer look at the **Workday Standard Reports** report to better understand what's delivered.

Displayed in the report output is the description of the report, the type of report (Report Writer or XpressO), whether the report is schedulable or not, and what domain controls the security necessary to run the delivered report.

Delivered reports come in two types: Report Writer or XpressO. The type indicates the tool the report was built in.

- Users can run any delivered report they have access to
- Users can NOT directly edit a delivered report
- Authorized users can COPY a delivered report if type=Report Writer



Workday Standard Reports

Report Categories Personal Data

26 items

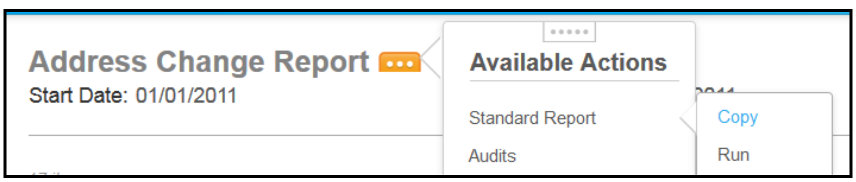
Category	Workday Reports					
	Report	Name	Description	Type	Schedulable	Domain
Personal Data	⋯	Address Change Report	View all worker address changes before or after a specified date or within a date range. Enables you to assess any impact of address changes to business processes or external systems. Required prompt: none Optional prompts: End Date, Start Date	Report Writer	Yes	HCM All Organizations
	⋯	Audit Form I-9		Report Writer	Yes	Audit: I-9 Forms - USA
	⋯	Change Contact Information	Edit a worker's contact information, including addresses, phone numbers, email addresses, instant messenger IDs, and web addresses. Enables you to maintain accurate and current contact information for a worker. Required prompt: Worker Optional prompt: none	XpressO	Yes	Worker Data: Home Contact Information Worker Data: Work Contact Information

Report Writer vs. XpressO reports

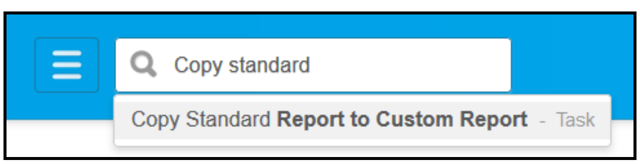
The first type of delivered report is a **Report Writer** report. These delivered reports can be copied and customized using the Workday Report Writer tool if close to what you need but not exactly as delivered.

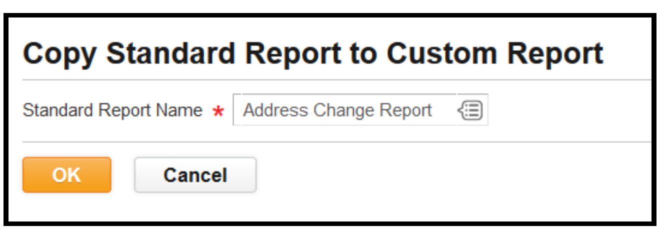
You can **copy a Workday standard report** to a custom report in 2 ways:

1. First **run** the given standard report, and then use the related action icon next to the report object name and select **Standard Report > Copy**

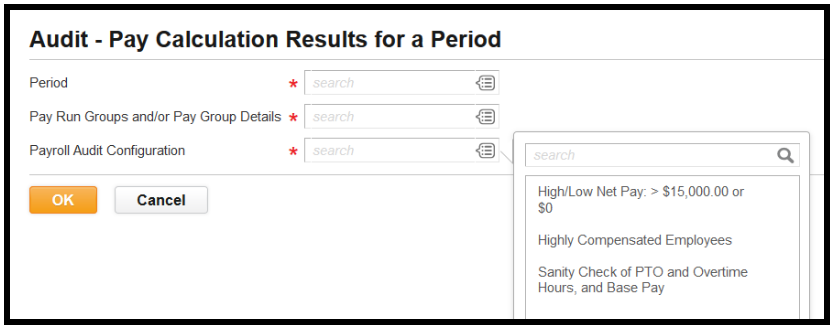


2. Or, use the **Copy Standard Report to Custom Report** task in the search box and select the report to copy. The prompt will only show standard reports that are of type Report Writer.





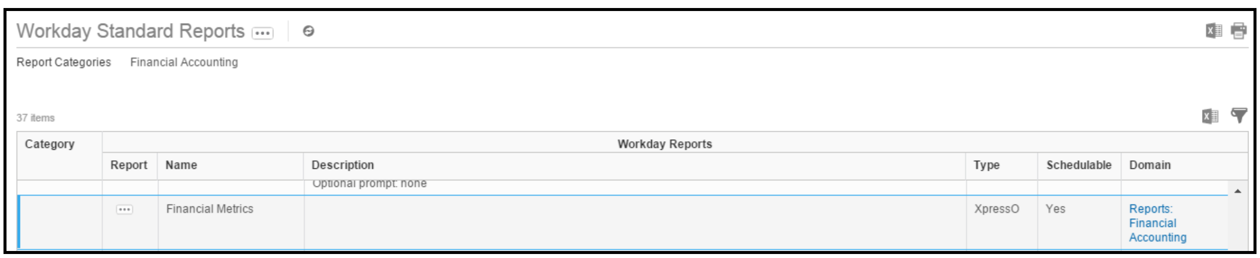
The second type of delivered report is an **XpressO** report. **XpressO reports can NOT be copied**. You can run an XpressO report that you have access to by name from the search bar or from the Sitemap. Though XpressO reports cannot be customized, some include configuration templates. Good examples of XpressO reports that have configurations you can maintain are the payroll audit reports.



Access to delivered reports

Workday delivers reports in security **domains** and access to these reports is governed by security access to the domain. Each domain has a security policy and security policies can be configured with security groups to determine access to that domain. Workday's *Configurable Security Fundamentals* class goes into how you can configure access to domains. Users can only run delivered reports where they have a security group with configured access to the domain that the delivered standard report is in.

For example, Workday delivers a report called *Financial Metrics*. Workday Standard reports shows us that this report is secured to the *Domain: Reports: Financial Accounting*. Users with security groups configured for this domain will have access to run this delivered report.



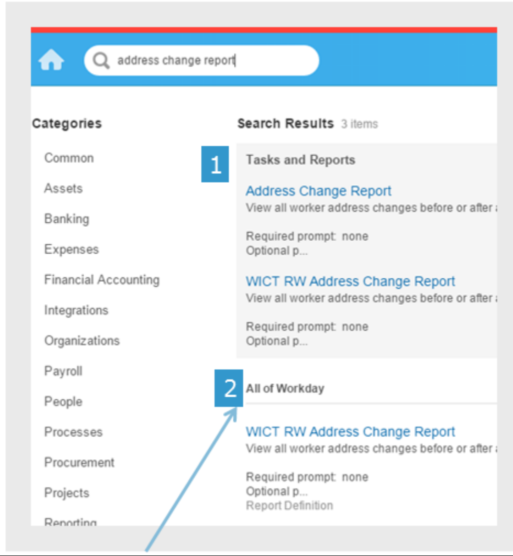
Search Results:

When searching for reports in the search box, you will see results in *Tasks and Reports* of matching reports to run, as well as an additional section of search results with matching object definitions depending on your search category. You can use related actions off the object definition to take action on the given object, e.g. edit the given custom report. You can also use search prefixes to hone in on a given type of object definition. The **rd:** search prefix can also be used to search for custom report definitions.

Tip: To see all available search prefixes and what each search category returns (e.g. Common vs. Reporting), type **?** in the search box.

1 **Tasks and Reports –** matching results you can run ("executables")

2 **Search Category results** – matching object definitions



Enter ? In the search box to see what types of objects each search category returns

Hiding Standard Reports

The ability to hide delivered standard reports eliminates confusion with your users when you have created a custom report that should be run instead of the Workday delivered report. When you hide a standard report, it is no longer available in search results, menus, as a related action and is no longer searchable.

To hide a report, use the *Hide Workday Delivered Reports* task. This task is secured to the *"Setup: Tenant Setup - General"* domain. This is a tenant-wide task.

- Click on the plus sign to add a delivered report to hide.
- Click on the minus sign to 'unhide' a report.

ACTIVITY 1 – RUN & COPY A STANDARD REPORT

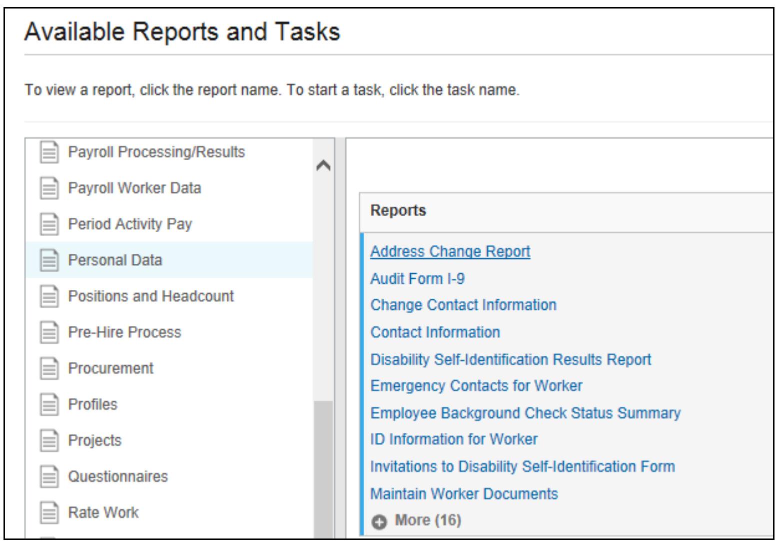
Business Case: Let's get familiar with Workday Standard (Delivered) reports and copy a delivered report. Once copied, we'll see how we now have a 'Custom Report' in the tenant that we can edit and define.

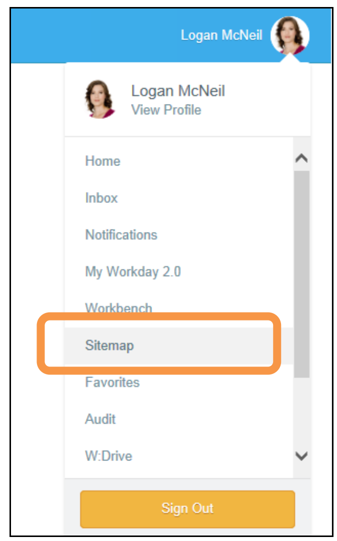
Sign in as Logan McNeil (lmcneil)

FIND AND RUN A STANDARD REPORT

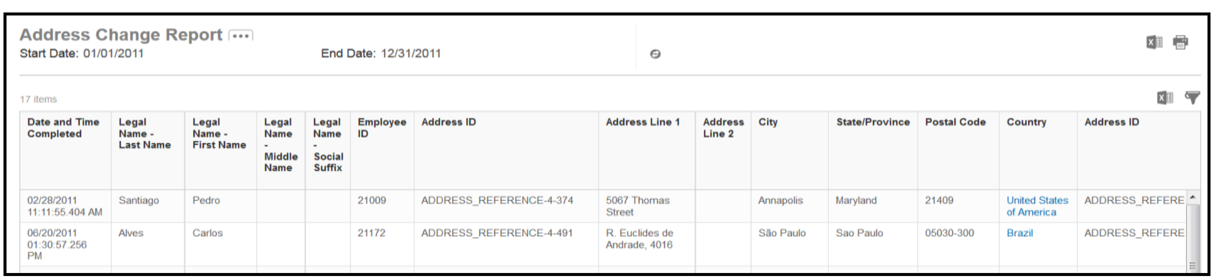
TASK 1: USING SITEMAP NAVIGATION:

1. From the Main Menu (upper right), click on Logan's picture, and select **Sitemap**, and then select the ***Personal Data*** Category. See the list of delivered reports and tasks to which Logan has access. Run the ***Address Change Report*** by clicking on the link.

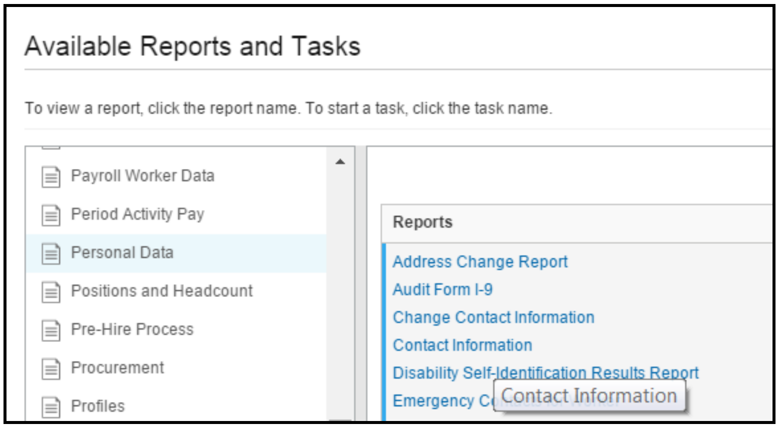


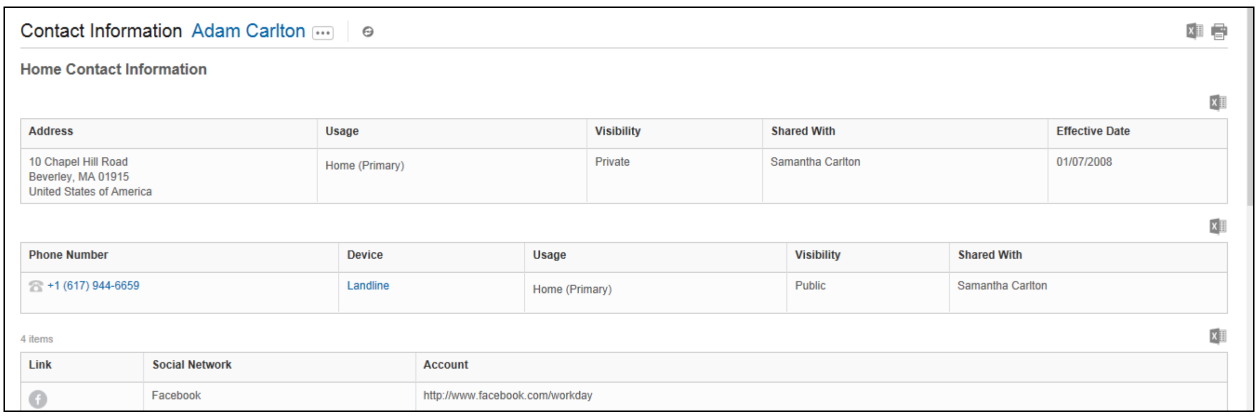


2. Use the date prompts of 0*1/01/2011* to *12/31/2011* and view the output.



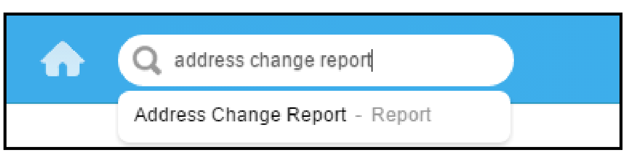
3. Now let's go back to the Sitemap again and this time run an XpressO report in the same Personal Data Category: *Contact Information* (enter Adam Carlton as the worker). *We will see later in this activity how we know that Contact Information is an XpressO report.*





TASK 2: RUN A DELIVERED REPORT FROM THE SEARCH BOX:

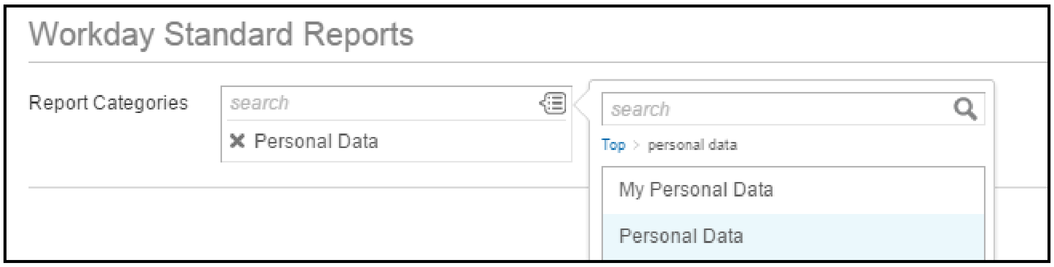
1. You can also run reports by name from the search box vs. via the Sitemap. Use the search box to run the delivered *Address Change report* (Note, how the search will autofill matching results as you type)



TASK 3: RUN A DELIVERED REPORT FROM WORKDAY STANDARD REPORTS:

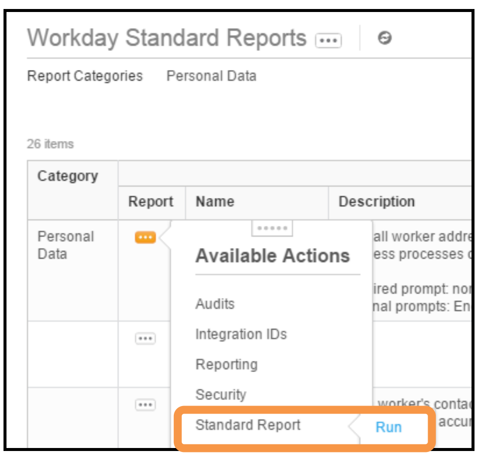
1. Users with access to the Custom Report Administration domain can run Workday Standard Reports to see all delivered reports for a given report category (or categories). Standard reports of type Report Writer can be run directly from this report's output. XpressO reports cannot be run directly from this report output.

2. Run Workday Standard Reports from the search box and choose the category of Personal Data.



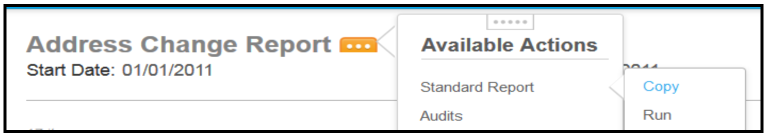
3. Note**:** Workday Standard Reports will show you all delivered reports for a given report category. Remember that the Sitemap will only show you reports that you have access to for a given report category. Workday Standard Reports will also show more information about each report, including the description, security and type.

4. Under the **Report** column, use the related action icon to run the *Address Change Report*: **Standard Report> Run**

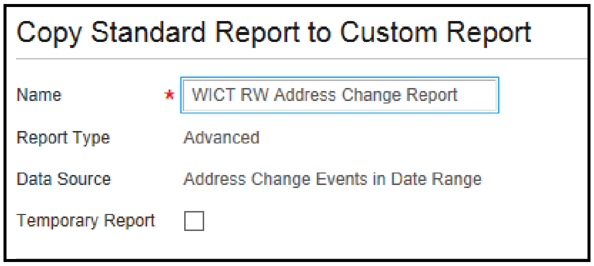


5. Enter 01/01/2011 – 12/31/2011 for the date prompts and click **OK** to see the output.

6. This time, while viewing the output of the *Address Change Report*, use the related action icon next to the *Address Change Report* report object and choose **Standard Report> Copy**



7. Change the name of the newly copied report to *WICT RW Address Change Report*



8. Click **OK**.

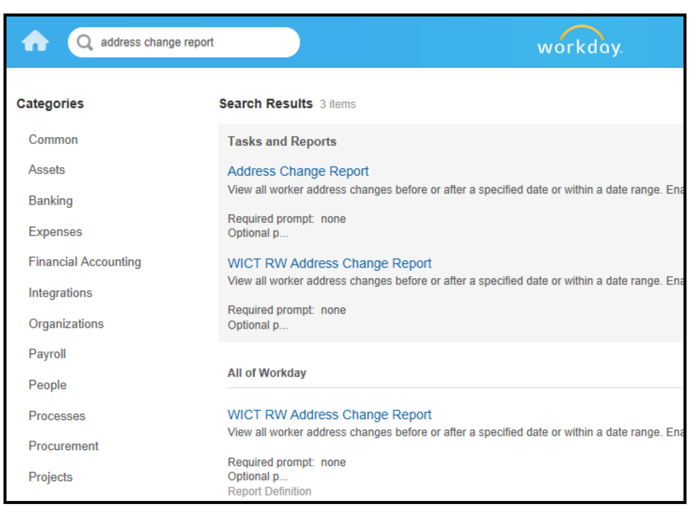
9. Click **OK** to conifrm and then click **Done**. You just copied a delivered report of type report writer to a custom report!

10. Reminder: You can also copy standard reports to custom by running the standalone task: **Copy Standard Report to Custom** from the search box.

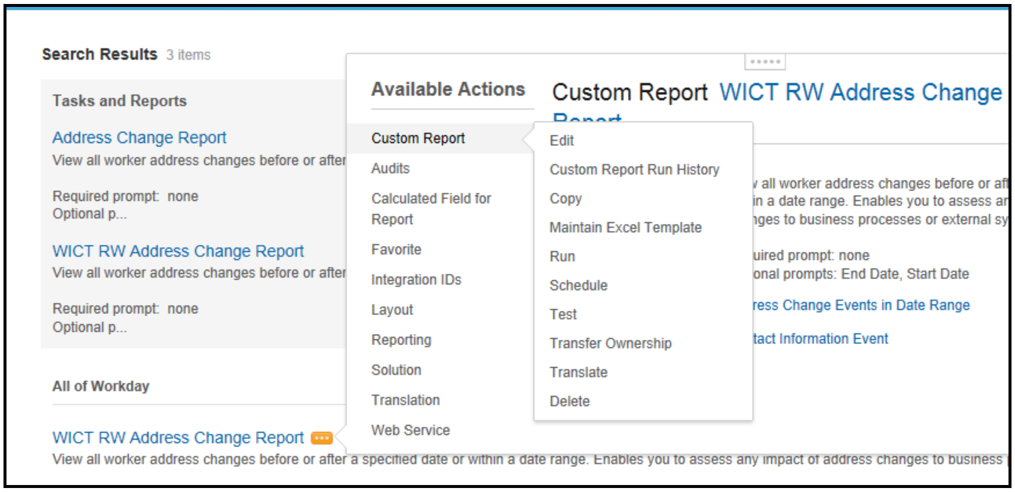
TASK 4: SEARCH RESULTS

1. You now have your own custom report version of this delivered report. Let's now search for the **Address Change Report** again in the search box. From the search box, enter *Address Change Report* and hit enter.

2. Note how we now see two (2) results in Tasks and Reports: the delivered report to run and our custom report to run. (If you do not see your custom report in the search results, wait a couple of minutes and try searching again, as when a custom report is first created, search indexes need to be updated.)



3. Note how we only see one object definition for the All of Workday search category. Why? We can only take action on the custom report object definition, not the delivered report.



TASK 5 – OPTIONAL/HOMEWORK

1. Run Workday Standard Reports and select report categories that you are functionally interested in, e.g. Financial Accounting, Payroll, Benefits, etc.

2. See the list of delivered reports, read their descriptions, and note the type (Report Writer vs. XpressO) to see if they are potential reports you can copy.

(End of Activity)

REPORT WRITER TERMINOLOGY & CONCEPTS

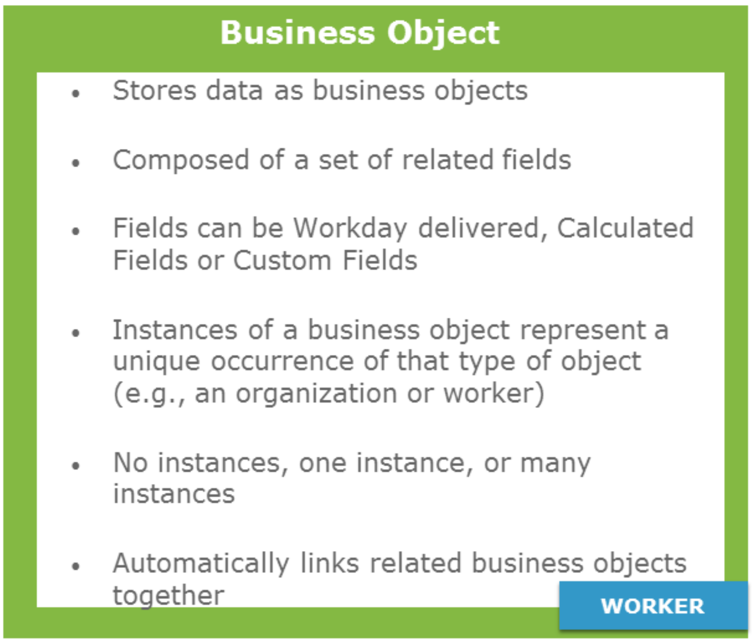
The following table compares Workday concepts with familiar database terminology:

Workday		RDBMS
Object (PBO)	≈	Table
Report Data Source (RDS)	≈	View
Class Report Field (CRF)	≈	Column
Related Object (RBO)	≈	Child Table
 Instance	≈	Row

BUSINESS OBJECTS, FIELDS & INSTANCES

BUSINESS OBJECTS

Workday stores your data as **business objects** - organizations, workers, positions, and so on- which can be thought of as database tables or worksheets in Excel. Just as a database table or worksheet has columns and rows, a Workday business object has **fields** and **instances**.



FIELDS & INSTANCES

Instances of a business object in Workday are like rows in a table or spreadsheet. Each instance represents a unique occurrence of that type of object such as a given organization or worker. A business object can have no instances, one instance, or many instances.

A business object is composed of a set of related fields, similar to how a table or spreadsheet is composed of a set of related columns. Workday automatically links related business objects together.

When working with Workday Custom Reports, you can select available fields depending on your security and these fields can be **Workday delivered fields, Calculated Fields or Custom Fields**.

Calculated Fields

Calculated fields allow users to perform simple arithmetic, date calculations, text manipulation, logical expressions, retrieval of related data, formatting and transformations of their existing data. You can use calculated fields in reporting, business processes, integrations, scheduling recurring processes, and other areas within Workday. Calculated fields can be based on existing Workday-delivered fields, other Calculated Fields or available Custom Fields.

Custom Fields & External Data

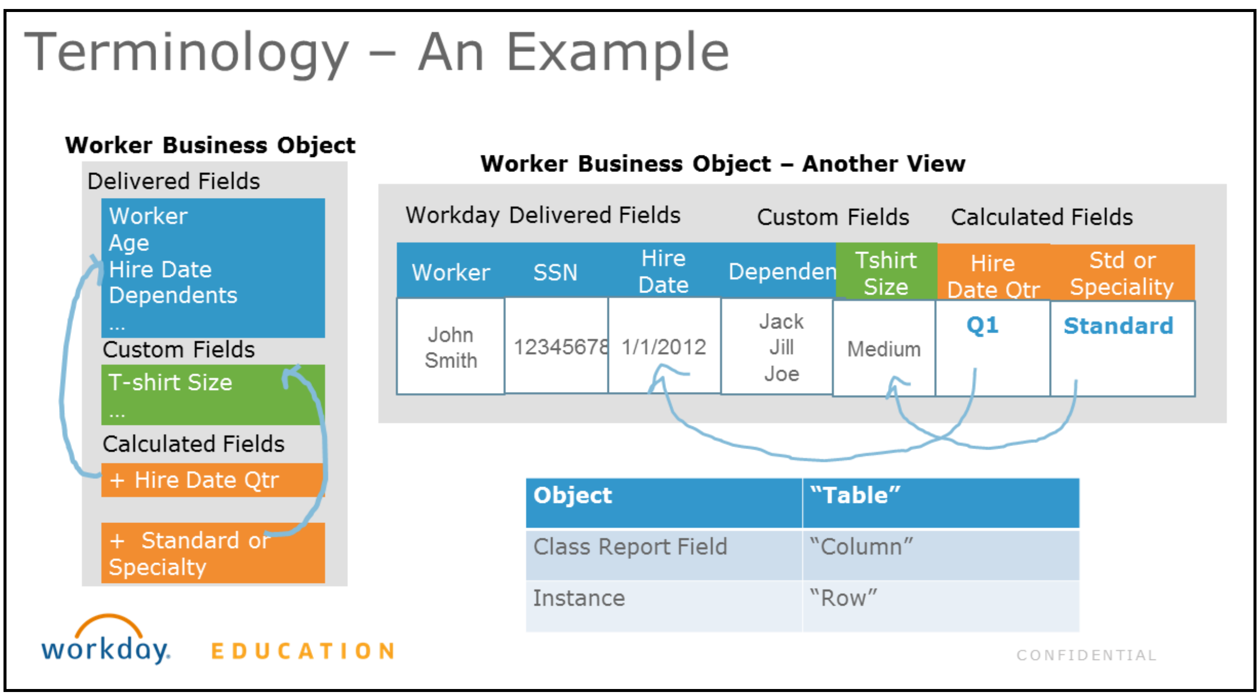
Custom fields allow you to enter, maintain and report on additional data not managed in Workday. Custom Fields are currently enabled for a select list of business objects, such as **Worker and Job Profile.** Please see the latest documentation for a full and complete list of supported business objects.

Custom fields look and behave similar to Calculated Fields and can be used wherever Calculated Fields can be used. You can display, sort, filter, and create report prompts based on Custom Fields.

You can also report on **external data** not managed by Workday by leveraging custom fields and by populating the data via integrations. Workday provides access to a limited amount of external data that is a natural extension of Workday Business Objects. External data is persisted within Workday and is populated via integrations. You can report on data that originates outside Workday by creating an integration to a custom field (or set of custom fields).

For example, you store 401(k) data for employees externally. By creating a custom field in Workday to store the 401(k) balance for a worker, and also creating an integration between your 401(k) system and the associated Workday custom field, you can populate the custom field with data from your external 401(k) system. This data is then stored in a Workday custom field enabling you to use Workday features such as calculated fields, custom reports, and analytics to report on and analyze the 401(k) data.

Another view of how data is captured in Workday is the following. Objects are like tables or spreadsheets. Class Report Fields are like columns on a table or spreadsheet. A given row or occurrence of data in a table or spreadsheet is an 'instance of the object'.



HOW DO YOU KNOW WHAT BUSINESS OBJECTS EXIST IN WORKDAY?

The **Business objects by Category** report is a useful resource that shows you the main business objects that capture and represent the data for a given search category. **Note, this is not a complete list of business objects and does NOT show business objects for functional areas. This report shows business objects for search categories only.**

When you click on a listed Business Object in this report output, you will then see the details of the business object, including available fields, and related business objects. We will discuss Business Object Details a little later in class.

Business Objects by Category

Category: Expenses

Change

6 items

Category	Business Object
Common Expenses	Spend Category
Expenses	Expense Item
Expenses	Expense Payment
Expenses	Expense Report
Expenses	Spend Authorization
Expenses	Spend Category Hierarchy

It is important to get familiar with these business objects ("tables") and the relationships between them when reporting in Workday.

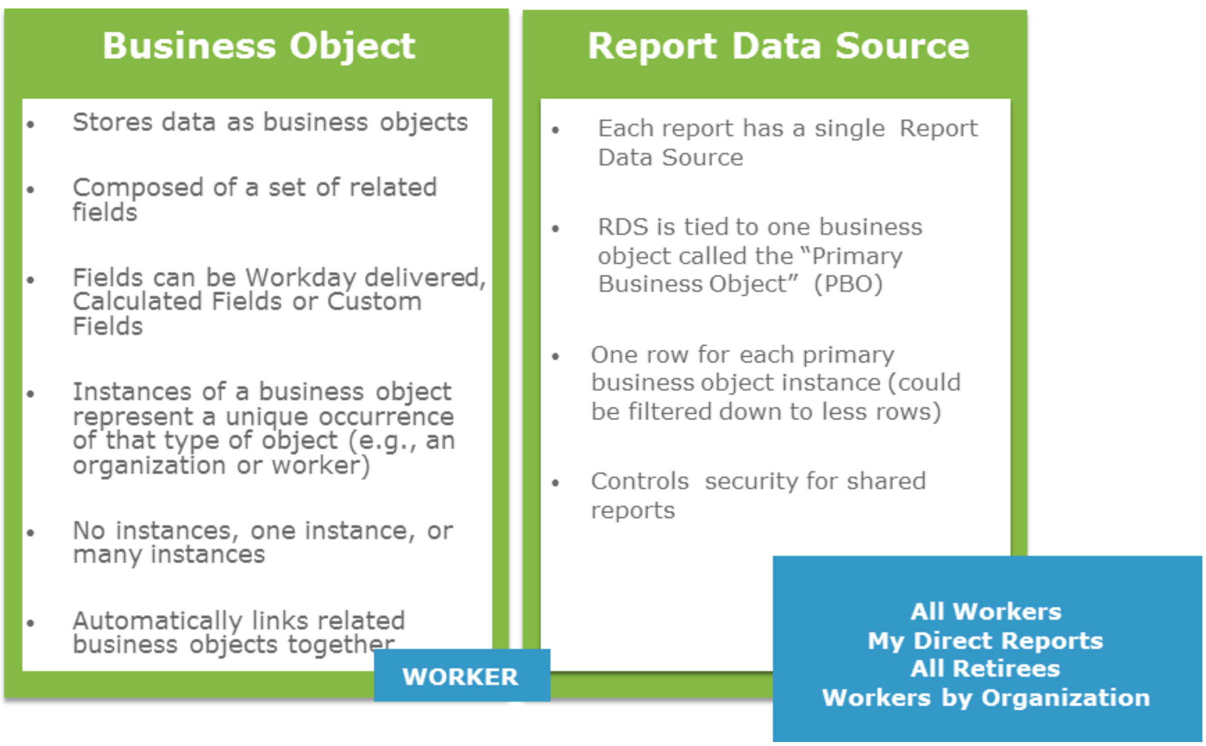
REPORT DATA SOURCES

DATA SOURCES

Data sources are defined and delivered by Workday. Workday delivers different data sources for key primary business objects.

Business Object vs. Data Source: The business object is the main 'table' that captures your data. The Report Data Source is the view or selection of instances of a given business object on which you want to report.

For example, if you wish to report on workers, your report's primary business object would be: Worker. Your Report Data Source would then determine which workers (which instances "rows" of workers) do you want to bring in the report for processing.



To create a custom report you must specify a data source.

The data source is associated with a primary business object and the selection of the data source is the first and most important step in developing a custom report.

The data source is the 'view' or starting selection or 'starting filter' for reporting on the given primary business object.

The same primary business object may be represented by more than one data source depending on filtering and roles required. The Primary Business Object is important because it dictates the list of Related Business Objects that are available to include in that report.

Each data source associated with a primary business object has its own security. The access defined for a data source controls whether a user can create or run a custom report based on that data source. Different data sources for a single primary business object may be delivered by Workday to allow reporting on different sets of instances, depending on the security access of the user.

A data source can be designed to return all instances of the primary business object (All Workers), or it can have built-in filtering logic defined by Workday (e.g. All Retirees). If it has built-in filtering, the filter comparison value(s) can either be built into the data source (All *Active* Employees) or designed so the user is prompted for the comparison value when running the report (Employees by Organization, which always prompts the user for an Organization he or she manages or supports).

INDEXED DATA SOURCES

There are two types of data sources--- Standard and Indexed. Indexed data sources are a special type of data source optimized for performance, aggregation, and faceted filtering on large volumes of data. Because indexed data sources are optimized for special uses, they do not feature all the functionality provided by standard data sources.

Within standard data sources you will find that many data sources all reference the same business object. For example, there are about 40+ data sources that all reference worker/employee.   Indexed Data Sources have filters that allow us to have fewer data sources for a given business object and instead apply multiple filters. When you create a custom report based on an indexed data source, a prompt enables you to select from a list of predefined data source filters to which you have access.

Examples: Indexed Workers, Trended Workers, Indexed External Payroll Results, Journal Lines

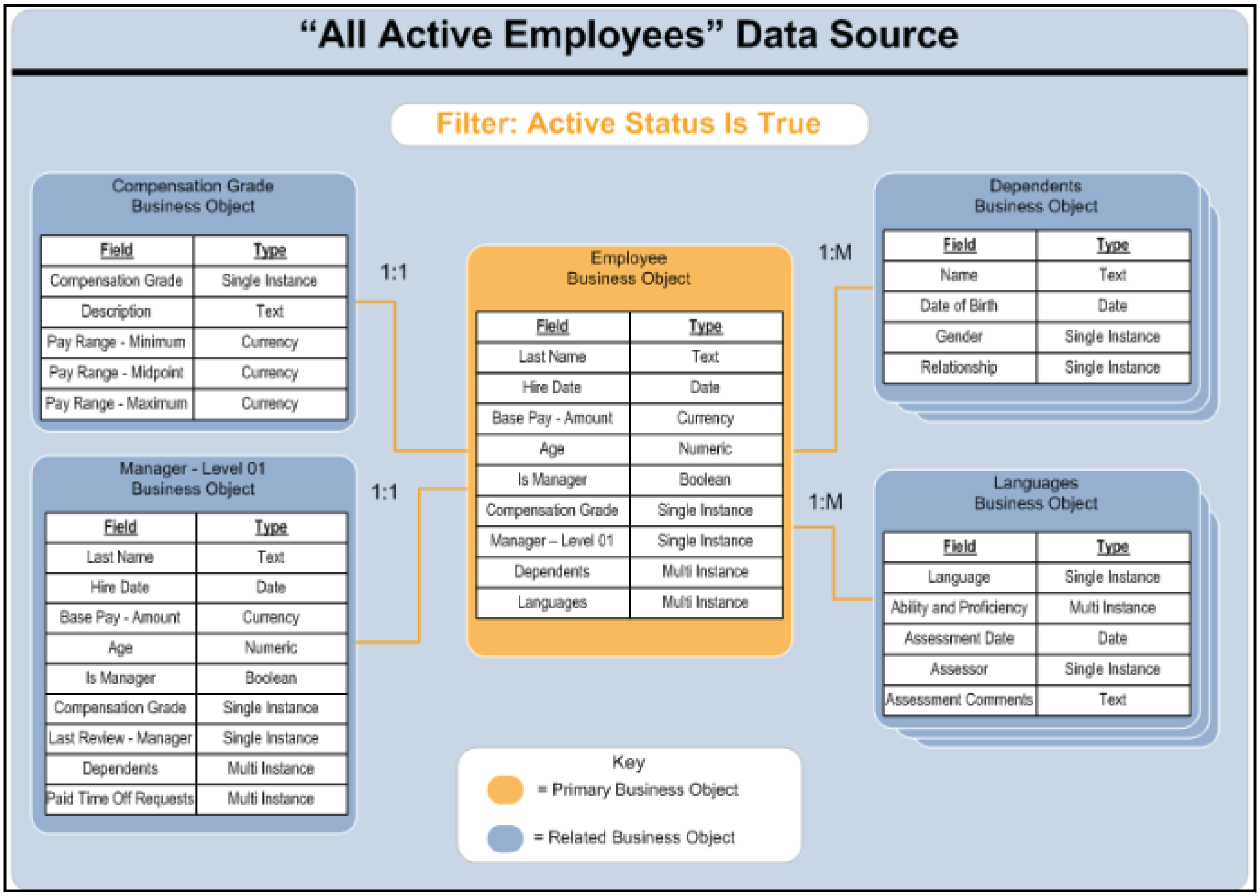
- **Standard Data Sources**
  - Multiple data sources can be delivered for same business object each representing a different view.
- **Indexed Data Sources**
  - Fewer data sources needed for same business object
  - Data Source Filters can be applied to one Indexed Data Source for different views.
  - Optimized for performance, aggregation, faceted filtering
  - Delivered for high volume areas (e.g. Workers, Time Blocks, Journal Lines)

This course will focus only on Standard Data Sources. The Advanced Reporting & Analytics class will cover indexed data sources.

DATA SOURCES EXAMPLE

The following is an example of a data source in Workday.

The **All Active Employees** Data Source will yield one instance of data for every employee that is active. The number of instances could be further reduced by adding a filter to the custom report definition.

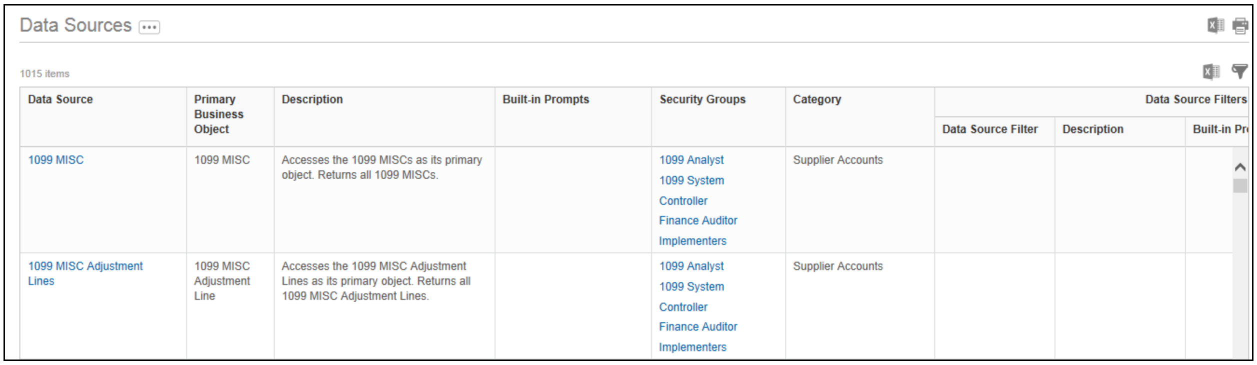


In the **All Active Employees** data source above, the primary business object is **Employee** and the data source has a *built-in filter to return only employees whose Active Status is True* to the Report Writer. Using the All Active Employees data source, you can access fields on the Employee Business Object and fields on related business objects depending on your security. All relationships between the business objects are automatically managed.

HOW DO YOU KNOW WHAT DATA SOURCES ARE DELIVERED?

Workday delivers a report called **Data Sources** that lists all Workday delivered data sources grouped by their primary business object. This report is a valuable resource when you are determining which data source to use in your report. It gives a description of each data source, lists built-in prompts and as well as which security groups have access to it. For Indexed Data Sources, Data source filters are also listed.

When wanting to report on a given object as your Primary Business Object, you can use this report to see delivered data sources by primary business object.


Data Sources

1015 items

Data Source	Primary Business Object	Description	Built-in Prompts	Security Groups	Category	Data Source Filters		
						Data Source Filter	Description	Built-in Pr
1099 MISC	1099 MISC	Accesses the 1099 MISCs as its primary object. Returns all 1099 MISCs.		1099 Analyst 1099 System Controller Finance Auditor Implementers	Supplier Accounts			
1099 MISC Adjustment Lines	1099 MISC Adjustment Line	Accesses the 1099 MISC Adjustment Lines as its primary object. Returns all 1099 MISC Adjustment Lines.		1099 Analyst 1099 System Controller Finance Auditor Implementers	Supplier Accounts			

Each Data Source drives reporting on one Primary Business Object. When you select a data source for your report, it will then drive your report's Primary Business Object.

For example, if you choose the data source "All Retirees", your primary business object will be Worker. You can then pick fields off of the Worker business object for your report, yet the only 'instances' of workers you will see in the report output would be retirees. The data source provides that starting filter.

If on the other hand, you'd used "My Direct Reports" for your data source, your primary business object for your report would still be Worker, but when a given user runs the report, they'd only see instances of workers that represent that user's direct reports.

Note: Though Data Sources commonly filter the number of instances returned (e.g. All Active Employees vs. All Workers), they can also drive different report output results for given fields given underlying behavior in the data source. It is important to read the description of each data source to understand how it behaves and to test how the data source works in your report output. We will see this in an upcoming activity.

Tip: your choice of data source may impact the performance of your report. Indexed data sources can offer better performance. Data sources with built-in filters can also be more effective and efficient than using a 'larger' more generic data source and then configuring report filters to reduce the number of instances within the report.

See Appendix B for more information on report performance tips.

SOME COMMONLY REFERENCED DATA SOURCES IN REPORTS

For Reports pertaining to Worker Data:

- WORKER DATA (Category)
  - ALL ACTIVE EMPLOYEES
  - ALL WORKERS*
  - ALL ACTIVE AND TERMINATED WORKERS*
  - MY DIRECT REPORTS
  - INDEXED WORKERS
  - TRENDED WORKERS

For Reports pertaining to a WORKER that focus on a Workers' staffing movements like Transfers, Promotions & Demotions:

- STAFFING HISTORY (Category)
  - STAFFING EVENTS – ALL
  - STAFFING EVENTS – APPROVED
  - TERMINATIONS
  - TRENDED WORKERS

For Reports pertaining to Business Process Transactions (e.g. Worker Events):

- BUSINESS PROCESS FRAMEWORK (Category)
  - ALL BUSINESS PROCESS TRANSACTIONS*
  - BUSINESS PROCESS TRANSACTIONS INDEXED
  - ALL BUSINESS PROCESS TRANSACTIONS BY TYPE
  - ALL BUSINESS PROCESS TRANSACTIONS BY TYPE COMPLETED IN DATE RANGE
  - ALL BUSINESS PROCESS TRANSACTIONS BY TYPE EFFECTIVE IN DATE RANGE

For Reports pertaining to Financials:

- FINANCIAL ACCOUNTING (Category)
  - JOURNAL LINES
  - JOURNALS

- EXPENSES (Category)
  - Expense Reports
  - Expense Report Lines

- SUPPLIER ACCOUNTS (Category)
  - Supplier Invoice Lines
  - Supplier Invoices

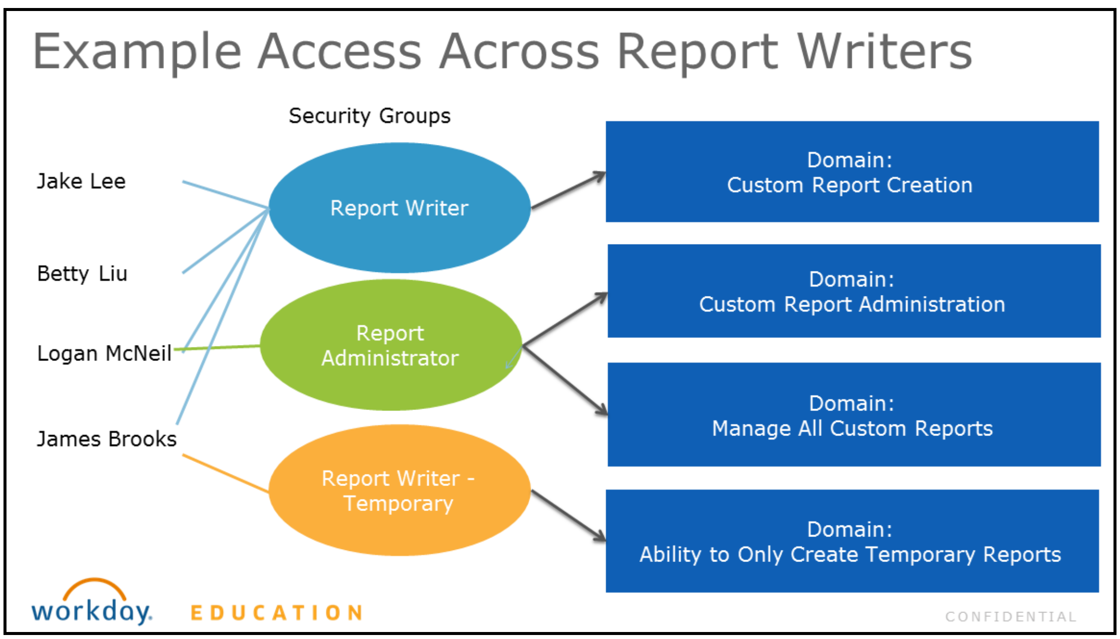
**General data sources that for example show 'all' instances of workers or 'all' business process transactions in your tenant can return large sets of data not necessarily needed in your report. Consider using a data source that is more targeted or indexed for improved design and performance.*

REPORT WRITER "TOP 10"

Custom reports are designed and built by customers using the **Workday Report Writer tool**. They can be created new or as a copy of another standard or custom report. Workday reports are **actionable** where you can drill down on items to obtain additional information and use related tasks to perform authorized actions on items within that report. As we will see, custom reports can be scheduled, translated, shared, and more.

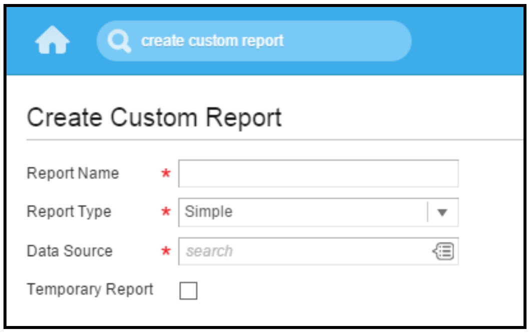
What you need to know about **Report Writer**:

1. **Report Writer** is Workday's custom report writing tool
2. Access to custom report writing tasks is to those with access to the **Custom Report Creation** domain**.**
3. You can also designate **Report Administrators** with greater access to report creation and management tasks via designated security domains (e.g. Custom Report Administration, Manage All Custom Reports). For a list of reporting functionality related domains, see Appendix A.
4. You can copy Workday delivered reports that are of type Report Writer.
5. Every Custom Report can only have one report owner.
6. Only the owner can edit/delete/view his or her own custom reports. (Report Administrators can also have access if configured)
7. Report ownership can be transferred between report writers.
8. Custom reports are by default not shared and are not visible to anyone in tenant until shared.
9. Report writers can only create reports where they have **access to the data source and report fields**
10. Report writers can only **share their report with those who have access to the report's data source.** Workday's security model will control what users see.



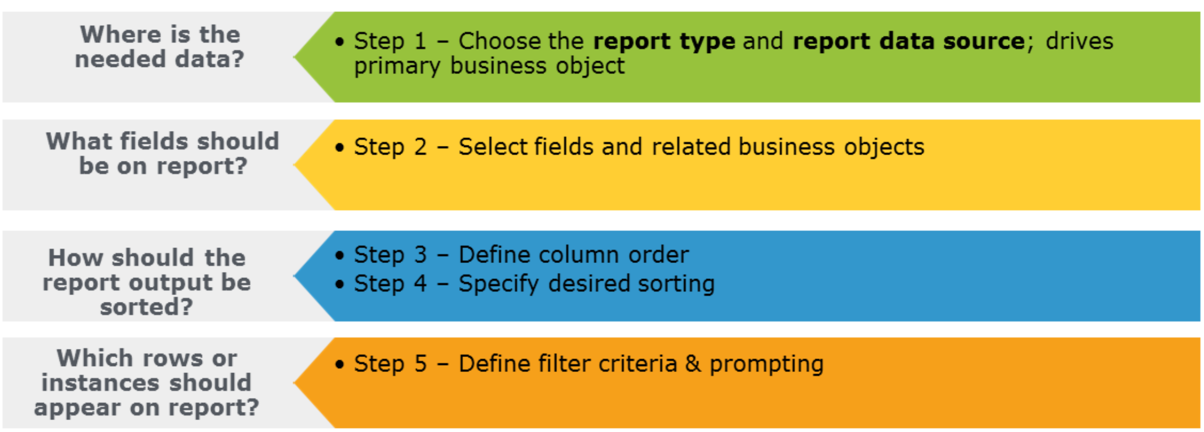
STEPS TO CREATE A REPORT

The **Create Custom Report** task initiates the creation of a custom report. When creating a custom report, you must select a **Report Type** and **Report Data Source** which is the first step in defining your report. In addition, you can also optionally indicate whether your report is to be a Temporary Report or if it is to be Web Service Enabled, as shown below.



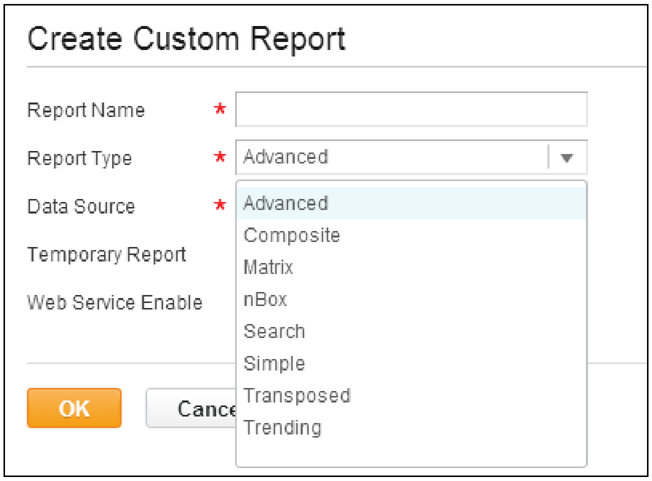
Once you have selected the report type and data source, you would then select fields, order columns, sort and filter your report output to meet your requirements. High level process steps are:

1. Choose Report Type and Data Source
2. Select Fields: either Objects or "Simple Types"
3. Order Columns
4. Sort Output (optional)
5. Define Filter Criteria (optional)



REPORT TYPES

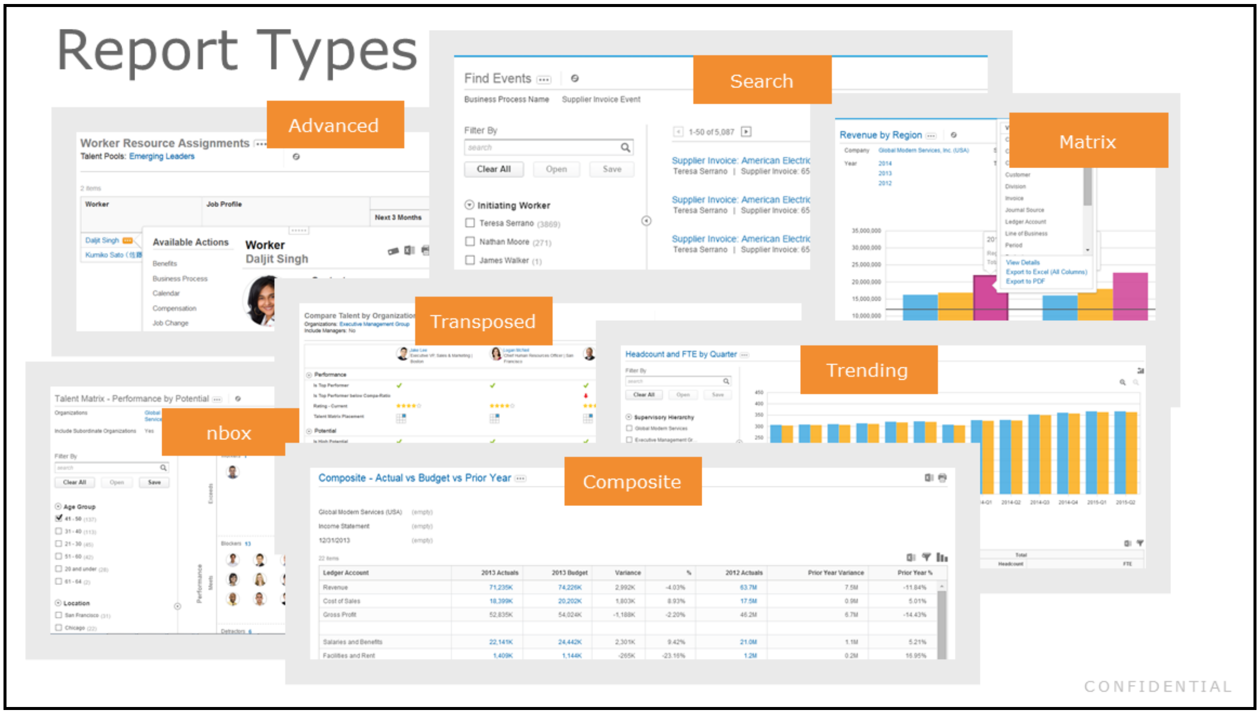
Workday Report Writer provides the following report types for creating custom reports and custom analytic solutions. In this course, we will cover **Simple, Advanced and Matrix** report types.



- **Simple Report:** A simple report provides straightforward design options for the beginning or occasional user to create reports quickly and easily with limited options.

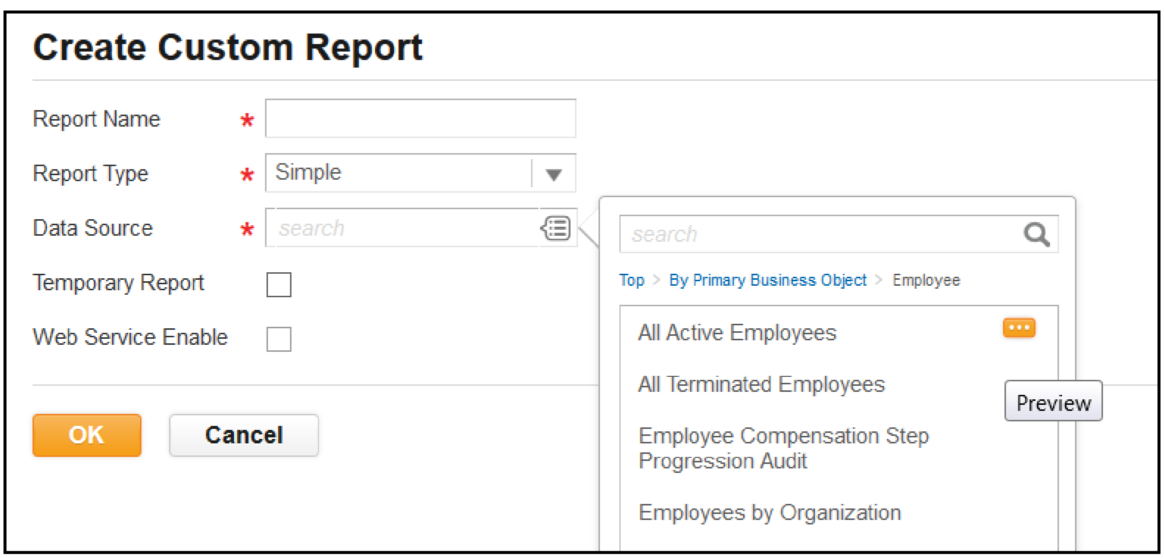
- **Advanced:** An advanced report type provides all the features of a simple report, plus more advanced ones such as accessing related business objects and producing multiple levels of headings and subtotals. Advanced reports also enable the use of sub-filters, run time prompts, charts, worklets, and report sharing, and provide the ability to expose the report as a web service.

- **Matrix:** A matrix report type forms the foundation for custom analytics. It allows you to group data, summarize metrics for those groupings and then allows the user to further drill into the summarizations by other dimensions or fields.
- **Search:** A search report type displays search results based on values selected for facet filters on the report.
- **Transposed**: A transposed report type interchanges the rows and corresponding columns on the report.
- **nBox:** An nBox report type counts data and displays the results in a 2-dimensional matrix.
- **Trending:** A trending report type is similar to a matrix report with a time period element. It is commonly used to report and analyze trended worker data, like headcount and attrition, over time.
- **Composite:** A Composite report type allows you to combine several existing matrix reports into one report. Each matrix report is considered a sub-report and each matrix report can have its own data source. The resulting composite report can then show data across multiple data sources if each matrix sub report uses a different data source.



SELECTING A DATA SOURCE

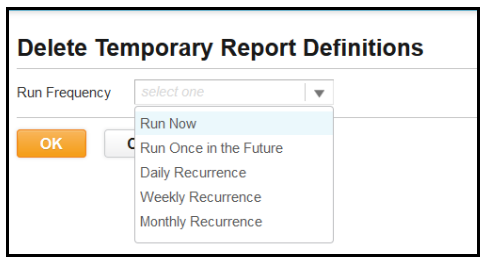
Regardless of the report type, when creating a custom report, one of the most important decisions will be selecting your report's data source. This selection drives the primary business object for your report and the 'view' or selection of that data that you require. Data sources provide your 'starting filter' for your report. You can search on data sources by name, by category, by business object or a combination of category and business object.



TEMPORARY REPORTS

Workday provides for the ability to mark a report as Temporary, which means that the report has a defined period of time before it expires and becomes eligible for deletion in the tenant. If you mark a Simple report type as temporary, it will expire and is eligible for deletion after 7 days. If you mark other report types as temporary (e.g. Advanced, Matrix), you can configure the expiration date to something other than 7 days as needed (7 days being the default). Reports can be set as temporary or unset to permanent as a configuration option. Simple report types, once defined as temporary cannot be changed to permanent or vice versa. You could however copy a simple report that was temporary and make the copied version permanent.

The **Delete Temporary Report Definitions** task is used to delete temporary reports in a tenant that have expired and are eligible for deletion. This task can be scheduled to run once or recurring. This process will permanently purge expired reports from your Workday tenant.



Users with security group access to the **Custom Report Administration** domain have the ability to schedule the **Delete Temporary Report Definitions** task.

Tip: if you create a custom report and then cancel the report or if your session times out, your report will be saved as a temporary report. Be sure to either delete the report, or change it to not be temporary as needed.

LIMITING SOME REPORT WRITERS TO ONLY TEMPORARY REPORTS

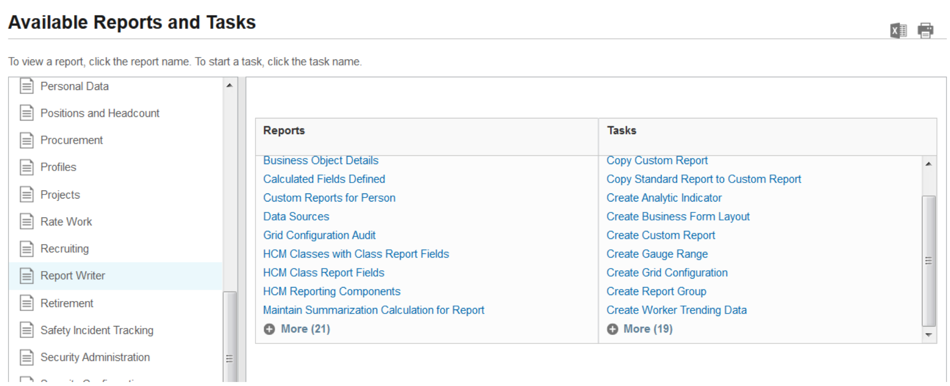
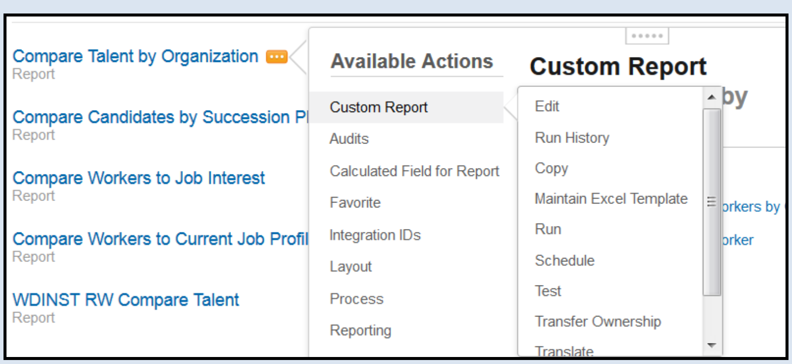
You may not want to give all Report Writers the ability to create permanent reports that consume system resources indefinitely. Therefore, Workday enables you to restrict specific Report Writer users so that they only have the ability to create temporary report definitions. These temporary report definitions will expire in 7 days after creation.

Users associated with security groups configured for the **Ability to Create Only Temporary Reports** domain will be limited to just temporary reports. This access can support ad-hoc reporting needs and can help separate groups of reports writers in the tenant based on your implementation requirements.

Report Administrators can still access such temporary reports and mark them as permanent or change the expiration dates as needed.

REPORT WRITER NAVIGATION

There are multiple methods to navigate to Workday's Report Writer tool and the tasks around creating and configuring custom reports in Workday.

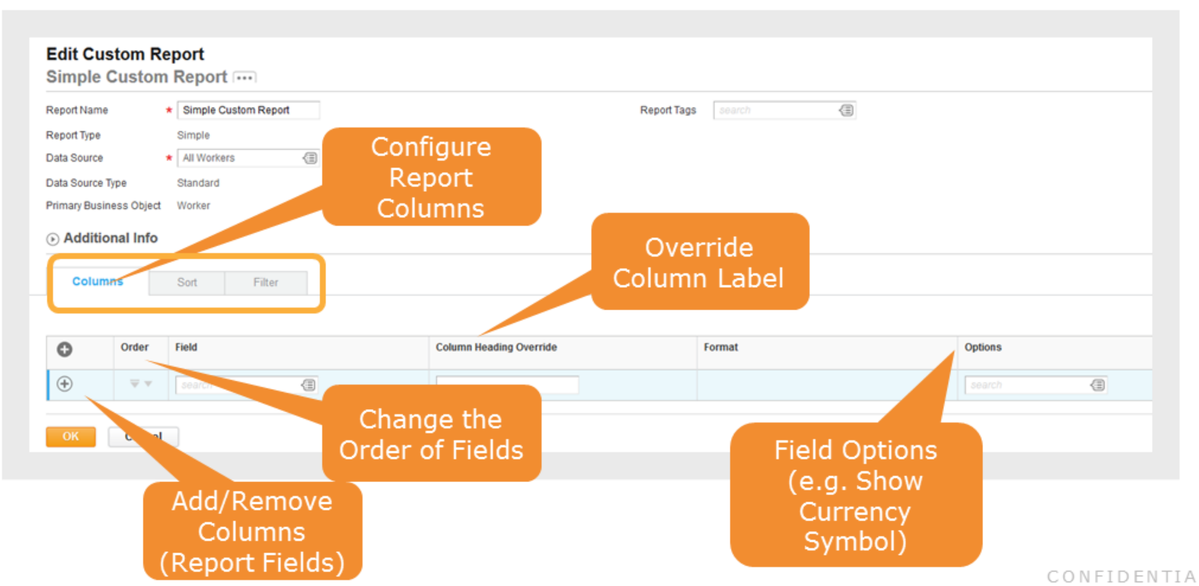
Method	Description
SEARCH	You can search for and run Report Writer tasks from the search box 
SITEMAP	Using the Sitemap, Report Writer category you can see all tasks and reports related to Report Writer. 
RELATED ACTION ICON	It is important to remember that a Report is an object in Workday. Once you find your report it will have a related action icon. The related action icon can then be used to initiate the Report Writer tasks. 

WORKBENCH	The Workbench Landing page can be used by Administrators & Report Writers to access **Reporting & Analytics** related tasks via the Reporting & Analytics worklet. 

CREATING A CUSTOM REPORT, REPORT TYPE=SIMPLE

The Simple report type has **3 tabs** requiring configuration: **Columns, Sort** and **Filter**.

Let's first look at the **Columns tab**, and how we can add/remove report fields, re-order report fields, override column headings and configure field options.



ACTIVITY 2 – CREATE CUSTOM REPORT (TYPE=SIMPLE)

Business Case: Logan McNeil has been asked to create a report that list data about a worker and the worker's expense reports.

TASK 1 CREATE CUSTOM REPORT

1. Design

   a. What is the Primary Business Object for your report:_______________

   b. What Data Source (view, "window", selection, "starting filter'" into the Primary Business Object) do you need:_________________________________

      i. Do you need both employees and contingent workers?

      ii. Do you need both active and terminated workers?

      iii. Do you need to see all instances when running the report, or do you need certain selections, such as workers by organization or my direct reports?

2. Search for the string *Create Custom Report*.

3. Select the Create Custom Report task.

Field Name	***Entry Value***
Report Name	WICT RW Training Report 1
Report Type	Simple
Data Source	Search by Primary Business Object: Worker Select Data Source: All Workers

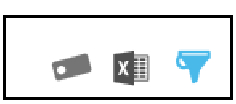
4. Click the **OK** button to initiate the Report Writer editing page.

5. Under the **Columns** tab, add the following fields by clicking on the add row icon. Enter the field name and choose the field from the resulting prompt list.

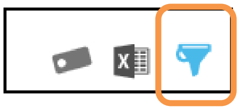
   - Worker *(Tip: in the field name, type **worker** and hit enter. A prompt box will pop up showing you matching fields that contain worker, instead of scrolling through the list of fields, type **worker one more time** on your keyboard and the selection will jump to the field matching letters you typed.)*

- Active Status
- Worker Type
- Employee Type
- Full Legal Name
- Hire date
- Location
- Supervisory Organization
- Cost Center
- Age
- Expense Reports – All Statuses

6. Save the report by clicking **OK**.
7. Note options to Test or Run. Click the **Test** button and view the results. Count how many rows are returned, and notice the results are sorted alphabetically.
8. Re-Run the report using the related action icon  (**Custom Report** > **Run**).
9. Note that more rows are returned. Are the initial rows from the Run the same as the rows from the Test? No. "Test" will only return up to 10 rows of output, while Run will show all returned results.
10. View the results:
    a. Notice how some fields are actionable (blue/hyperlinked) vs. not (black/static text). We will see how the field type drives whether the field is actionable or not.
    b. See how our data source "All Workers" is showing potentially all active AND terminated workers, including all employees AND contingent workers in the tenant. Consider performance and if you really need this entire set of workers.
    c. Notice how you can filter the results, export the results to excel or pdf on your desktop or tag the workers to a talent pool using the icons in the upper right.



11. Click the **Filter** icon to see if there are any employees with a blank **Location**, blank **Supervisory Organization**, and blank **Cost Center**.




WICT RW Training Report 1

20 items

Worker	Active Status	Worker Type	Employee Type	Full Legal Name	Hire Date	Location	Supervisory Organization	Cost Center	Age	Expense Reports - All Statuses
filter	fil...	filter	filter	filter	filter	<Blanks>	<Blanks>	<Blanks>	filter	filter
Adrian Martin [C] (Contract Ended)		Contingent Worker		Adrian Martin	02/01/2011				41	
Alex Grossman [C] (Contract Ended)		Contingent Worker		Alex Grossman	10/01/2009				50	
Alvin Hwang [C] (Contract Ended)		Contingent Worker		Alvin Hwang	10/01/2009				51	
Carmen Cortes [C] (Contract Ended)		Contingent Worker		Carmen Cortes	03/16/2012				45	

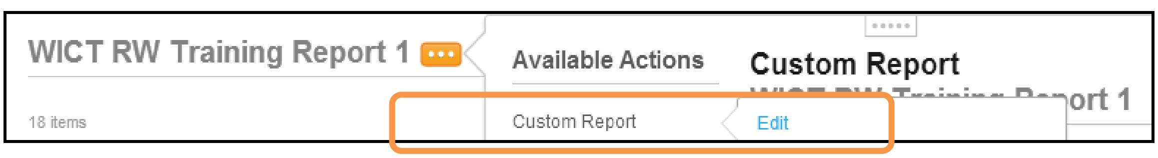
12. See how the workers with blank locations, cost centers and supervisory organizations are those who are not active (i.e., Active Status column is 'blank').

13. Given the ones with hire dates in the past, what if we wanted to know what location or organization they were in if they used to be active? In the next activity we will change the report's data source to see information for terminated workers as of their last day of work.

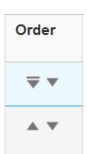
TASK 2 – EDIT THE REPORT

1. Let's go back and edit the report one more time.

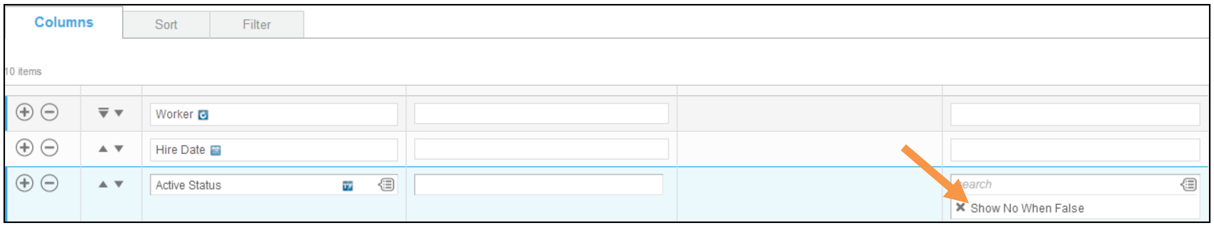
2. Use the related action icon for your report object to go back and Edit the report again. Navigate to Custom Report > Edit.



3. Change the order of fields using the order arrows. Move the **Hire Date** field to be the second field in the report.

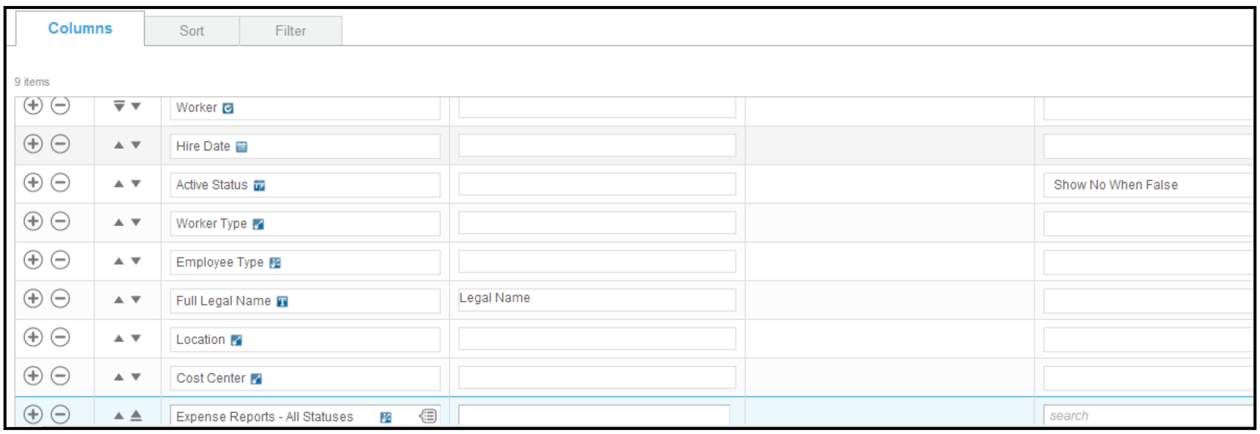


4. For the **Active Status** field, configure the options to *Show No when False.* In Workday, Boolean fields by default show 'yes' when true and blank when false. If you prefer to see 'no' when false, you can set it as an option in the report.



5. Add column heading overrides to change the column names if you want them to be different than the field name. Configure a column heading override for the **Full Legal Name** field to be just: *Legal Name.*

6. Remove  the Age field from the report definition.



7. Click **OK** and **Run** the report.

8. As you can see there are many configuration options under the Columns tab in your report definition, from adding and removing fields, changing the order of fields to column headings, formats and field options.

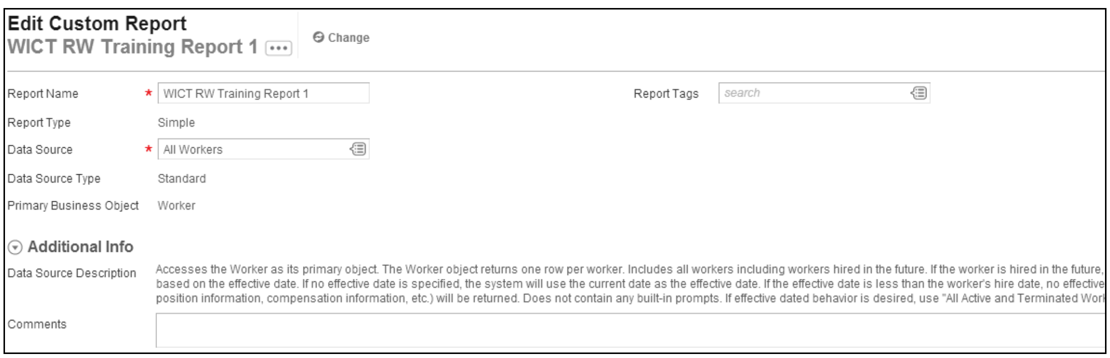
(End of Activity)

ACTIVITY 3 – CHANGE THE DATA SOURCE ON THE REPORT

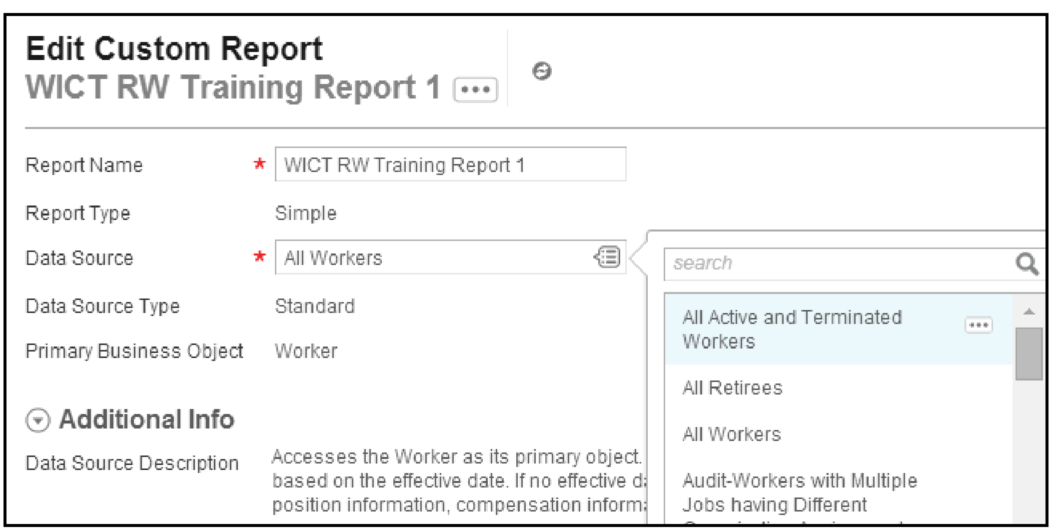
Business Case: Logan McNeil is unsure why some employees are missing some fields. Upon further investigation it appears that the Data Source description might explain the mystery of the missing fields.

TASK 1 - EDIT CUSTOM REPORT

1. From the search box, run the task: **Edit Custom Report**
2. Select your **WICT RW Training Report 1**
3. Expand the **Additional Info** section, and read the Data Source description.



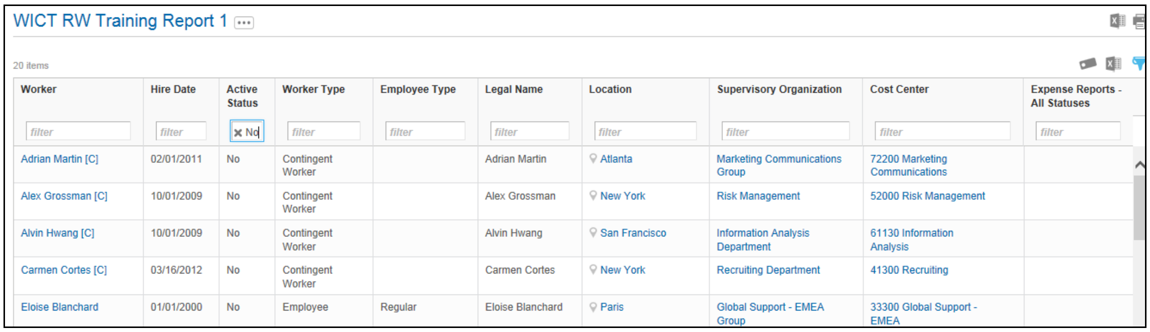
4. Let's try changing the report's data source from "All Workers" to "All Active and Terminated Workers" to see if the data returned will be different or not.
5. Edit your report's data source and select: **All Active and Terminated Workers**



6. Read the description of this data source. See how the "All Active and terminated workers" data source returns data for **terminated workers as of their last day of work**. Also keep in mind that *All Workers* will show future hires as well, while All Active and Terminated Workers will not show future hires.

7. Click **OK** to save your report and Run.

8. Notice how now you can see the Location and Organizational information a terminated worker was in as of their last day of work.


WICT RW Training Report 1

20 items

Worker	Hire Date	Active Status	Worker Type	Employee Type	Legal Name	Location	Supervisory Organization	Cost Center	Expense Reports - All Statuses
filter	filter	No	filter	filter	filter	filter	filter	filter	filter
Adrian Martin [C]	02/01/2011	No	Contingent Worker		Adrian Martin	Atlanta	Marketing Communications Group	72200 Marketing Communications	
Alex Grossman [C]	10/01/2009	No	Contingent Worker		Alex Grossman	New York	Risk Management	52000 Risk Management	
Alvin Hwang [C]	10/01/2009	No	Contingent Worker		Alvin Hwang	San Francisco	Information Analysis Department	61130 Information Analysis	
Carmen Cortes [C]	03/16/2012	No	Contingent Worker		Carmen Cortes	New York	Recruiting Department	41300 Recruiting	
Eloise Blanchard	01/01/2000	No	Employee	Regular	Eloise Blanchard	Paris	Global Support - EMEA Group	33300 Global Support - EMEA	

Important: All Active and Terminated Workers can be a slow-performing data source. Consider a more targeted data source where all possible.

TASK 2 – TRY OTHER DATA SOURCES

1. Edit your custom report and change the report data source to: *All Retirees*

2. Click OK to save and run your report

3. Edit your custom report and change the report data source to: *My Direct Reports*

4. Click OK to save and run your report.

5. Edit your custom report and change the report data source back to: *All Workers*

Key Points:

1. See how by changing your report's data source you controlled the 'view' or selection of workers your report returned as well as the data returned. It is important to read your data source descriptions.

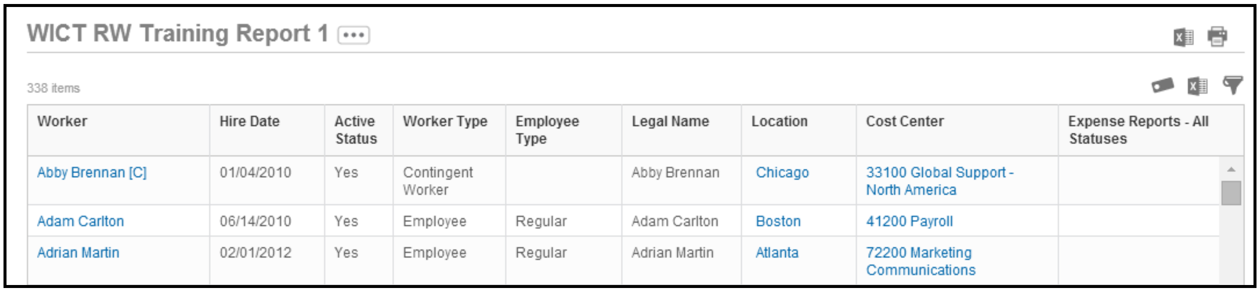
2. Also note how once you create your custom report, you cannot edit your report's Primary Business Object (e.g. Worker). You can only edit the data source to another data source that is valid for that Primary Business object.

(End of Activity)

REPORT OUTPUT VS. REPORT DEFINITION

Report Output:

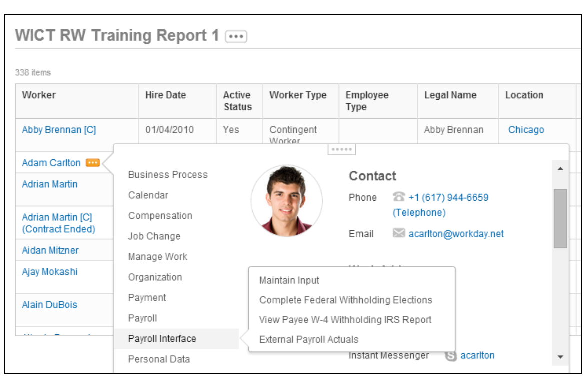
Report output in Workday is actionable and report output can also be filtered down in the UI and exported to your desktop in pdf or excel format, if authorized. There are several options to manipulate and view your report output in Workday:


WICT RW Training Report 1

338 items

Worker	Hire Date	Active Status	Worker Type	Employee Type	Legal Name	Location	Cost Center	Expense Reports - All Statuses
Abby Brennan [C]	01/04/2010	Yes	Contingent Worker		Abby Brennan	Chicago	33100 Global Support - North America	
Adam Carlton	06/14/2010	Yes	Employee	Regular	Adam Carlton	Boston	41200 Payroll	
Adrian Martin	02/01/2012	Yes	Employee	Regular	Adrian Martin	Atlanta	72200 Marketing Communications	

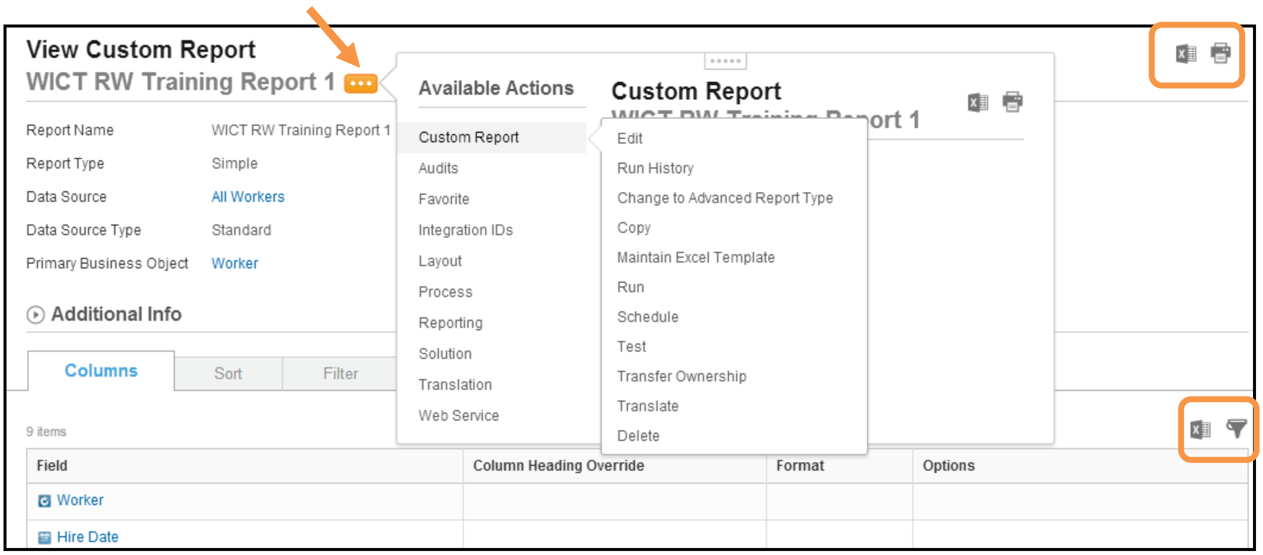
- Use the filter icon to filter results
- Sort columns (click on Column Heading to sort)
- Tag results to Talent Pools (if report is about Workers)
- Export report output to a pdf or excel file on your desktop
  - See domain: **Export Output to PDF or Excel** to control access in tenant to this option.
  - When outputting to Excel, - Numeric and Currency formatting will be consistent with browser formatting.
  - Financial statements will also be exported to Excel consistent with formatting displayed in the browser
    - Numeric and currency formatting
    - Indentation
    - Bolding
    - Underline and double underline
    - Hiding gridlines
- Report output is also **actionable** as you can see the blue 'linkable' text allowing you to navigate to that object to see further details. These linkable objects also have a related action icon next to them allowing you to directly take action on that object from the report output.



Report Definitions:

You also have options from the report definition to take action and manipulate the custom report definition:

- Export the report definition to excel or pdf.
- Use the related action icon to see available actions on the custom report
- Add Comments under Additional Info



CLASS REPORT FIELDS

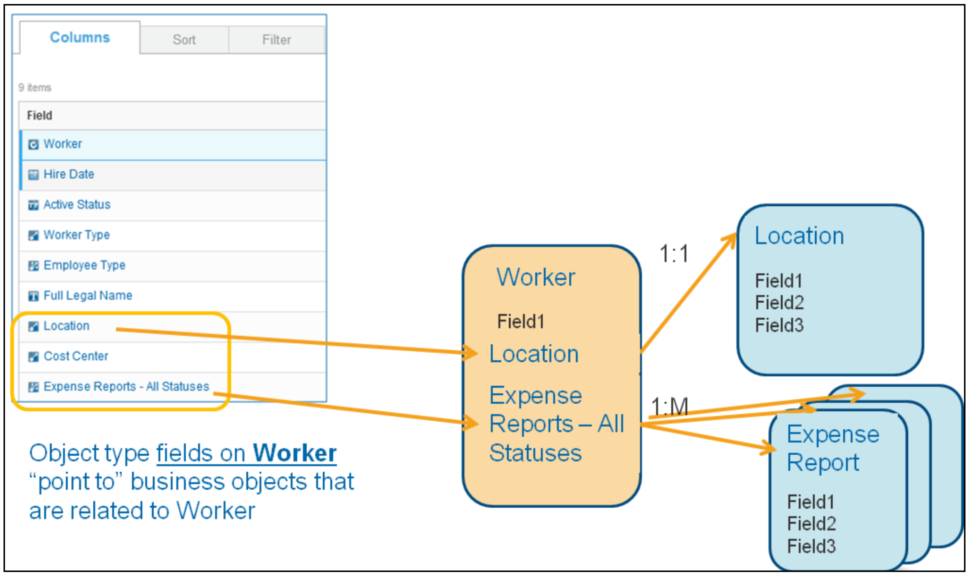
Each Data Source has many Class Report Fields (CRFs). Each CRF is accompanied by a field type icon. Fields can be **simple types** or **object types**. Their icons and their definitions are as follows.

When creating custom reports, depending on your security, you can display, sort, filter and create prompts for not only Workday delivered report fields, but also for available Calculated Fields and/or Custom Fields.

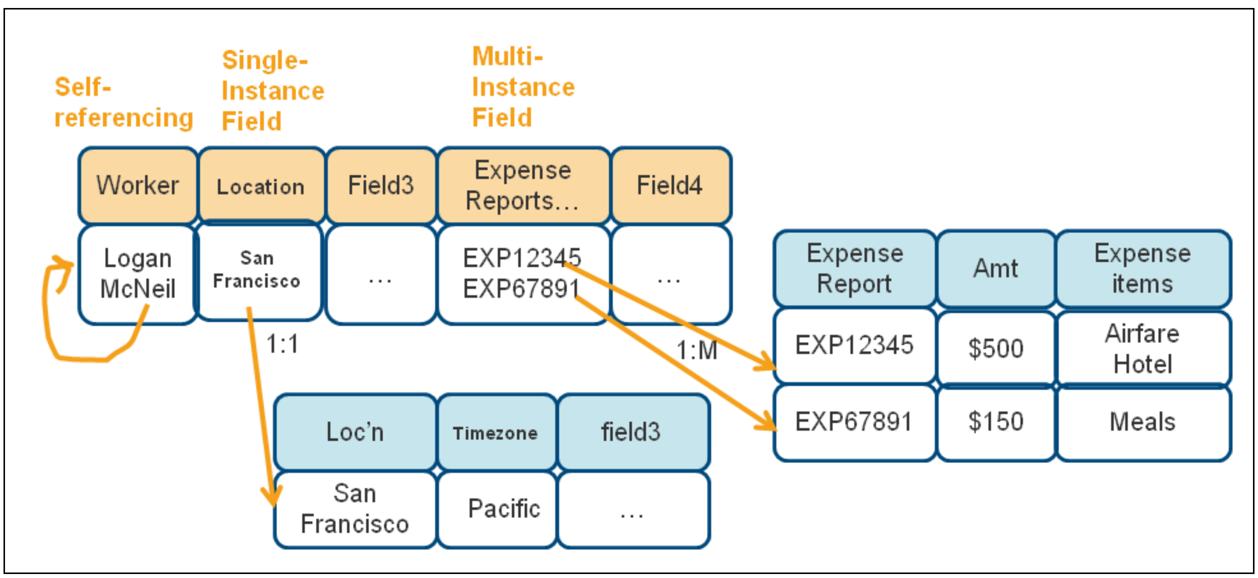
Icon	Definition
	Self referencing instance: This icon represents the given instance of the report's primary business object.
	1:M Object: This icon represents a related object with a 1 to many relationship. It is also called a multi-instance field.
	1:1 Object: This icon represents a single instance related object
	Currency Field: This type of CRF represents a currency field.
	Boolean Field: This type of CRF represents a Boolean or True/False field.
	Date Field: This type of CRF represents a date field. There is also a **Time** and **DateTimeZone** field type
	Numeric Field: This type of CRF represents a numeric field.
	Text Field: This type of CRF represents a simple text field. There is also a **Rich Text** Field type:

OBJECT TYPE FIELDS

Object type fields hold the relationship between 2 objects in either a 1:1 (one to one) single instance or 1:M (one to many) multi-instance relationship. In our activity example, we can see the Cost Center field on the Worker business object is a single instance field and the Expense Reports – All Statuses is a multi-instance field. These 2 fields on the Worker business object 'link' the Worker business object to related business objects that hold the details of the cost center and expense reports, respectively.



Another way to demonstrate what single instance, multi-instance and even self-referencing field types 'point to' is the following representation. Here we are showing objects as "Tables" or spreadsheets. See how the values in a given self-referencing, single instance or multi-instance field *point to* an instance (or row) in a "Table" or object.

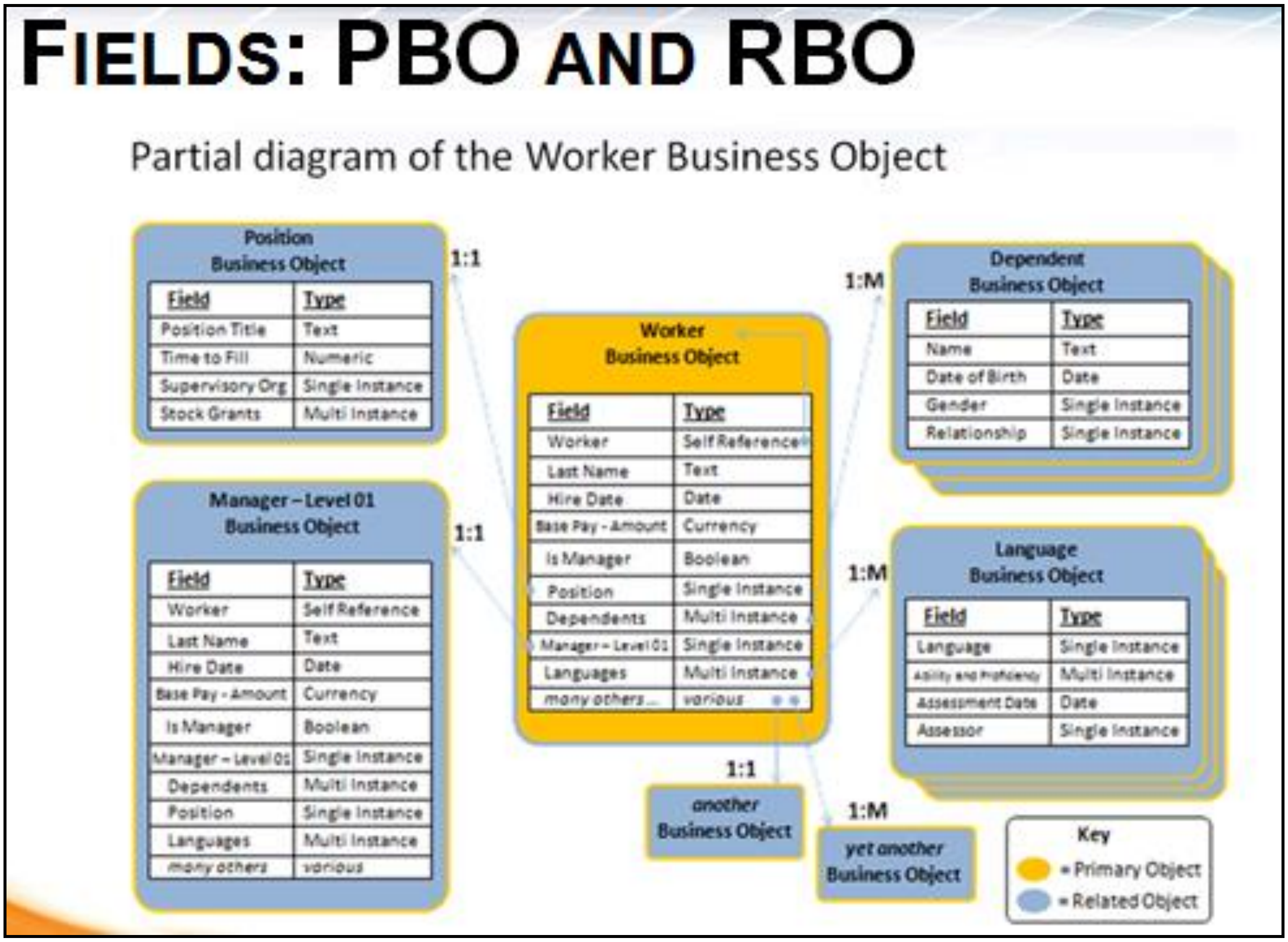


OBJECT RELATIONSHIPS

When writing reports in Workday, it is important to understand where the data you need is, i.e. on what business objects, and how these business objects are related.

Workday automatically manages the relationships between objects. When reporting in Workday it is important to know what fields are available on what business object and to understand the related business objects that link and link from one object to another.

Object type fields 'relate or point' one object to another in either a 1:1 or 1:M fashion.



REPORTING RESOURCES

Earlier we saw the **Business Objects by Category** report that showed the business objects for a given search category in Workday. Let's take a closer look at business objects to better understand all the fields they contain as well as the relationships they hold with other objects.

BUSINESS OBJECT DETAILS REPORT

The **Business Object Details** report is one of the most useful resources for reporting that shows up to 4 tabs of valuable information:

1. **Available report fields** on the given business object
2. Relationships to **Related Business Objects** to and from that business object
3. **Data sources** available for that business object
4. **Reports** in the tenant that reference that business object

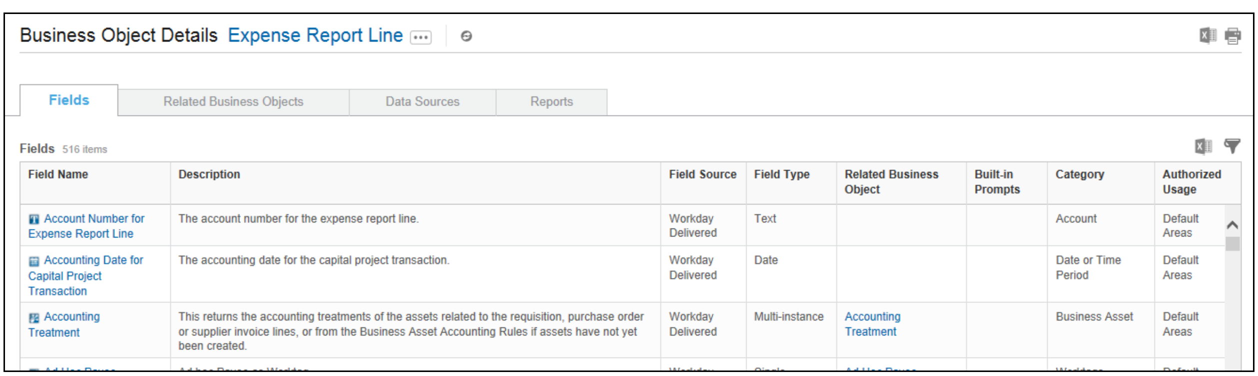
The Business Object Details report can help you understand and navigate the Workday object model. Knowing how business objects relate to each other and where they are used in data sources is invaluable when building reports and calculated fields.

Tip: Using the **bo:** search prefix, you can also see the business object details for a given object. Example, running *bo: organization* in the search box and then selecting the Organization object in the search results will return the business object details for the Organization business object.

1. The **Fields** tab

The first tab of the **Business Object Details** report shows all available delivered, calculated and custom fields for the given business object.

Tip: You can filter the list using the filter grid icon and searching, for example, for interested fields in the description column to find the Workday field name.

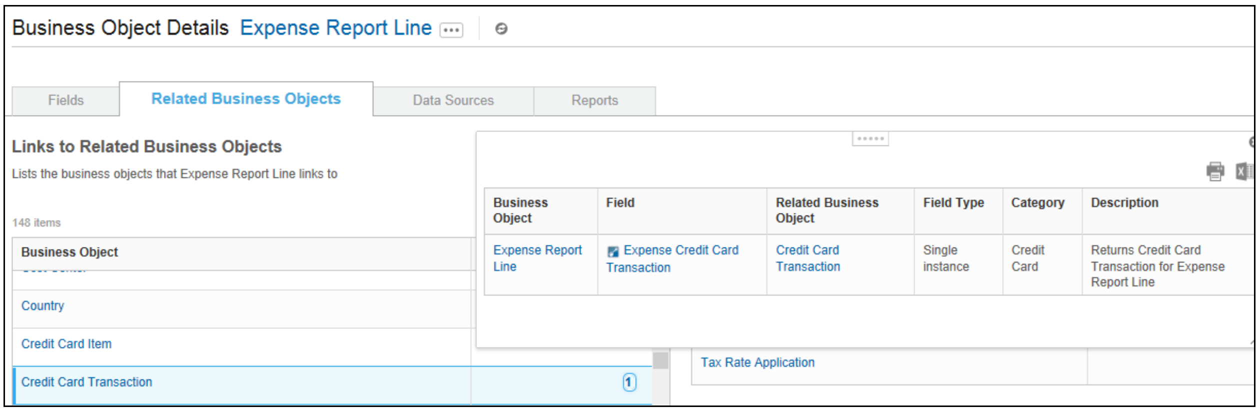


2. The **Related Business Objects** tab

The second tab of the report shows information about the relationships of other objects to the given business object, both outgoing and incoming.

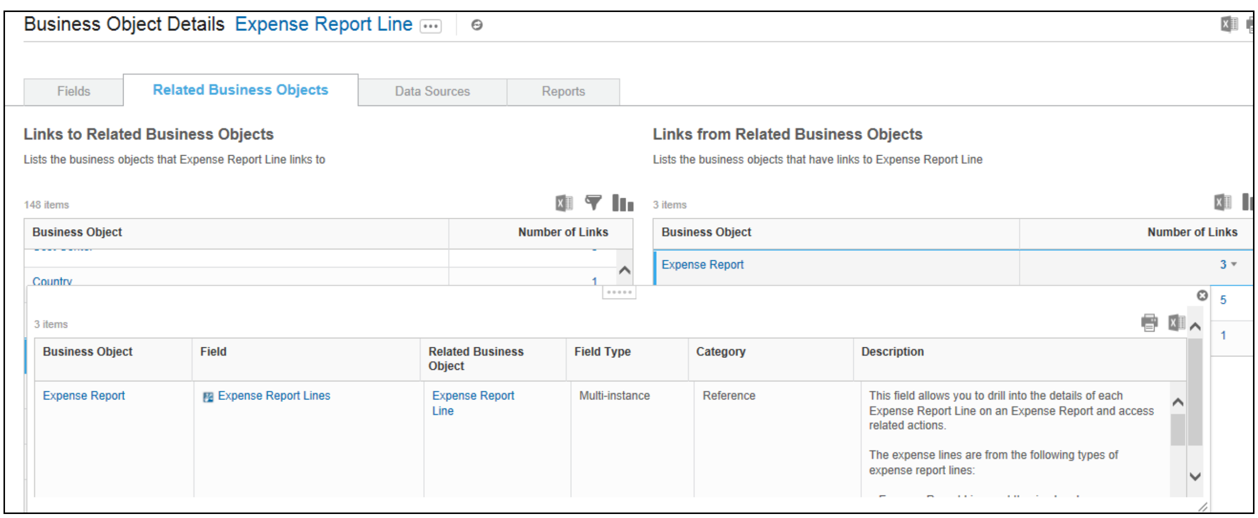
On the left hand side, you can see the list of business objects that your given object links to. "outgoing links".

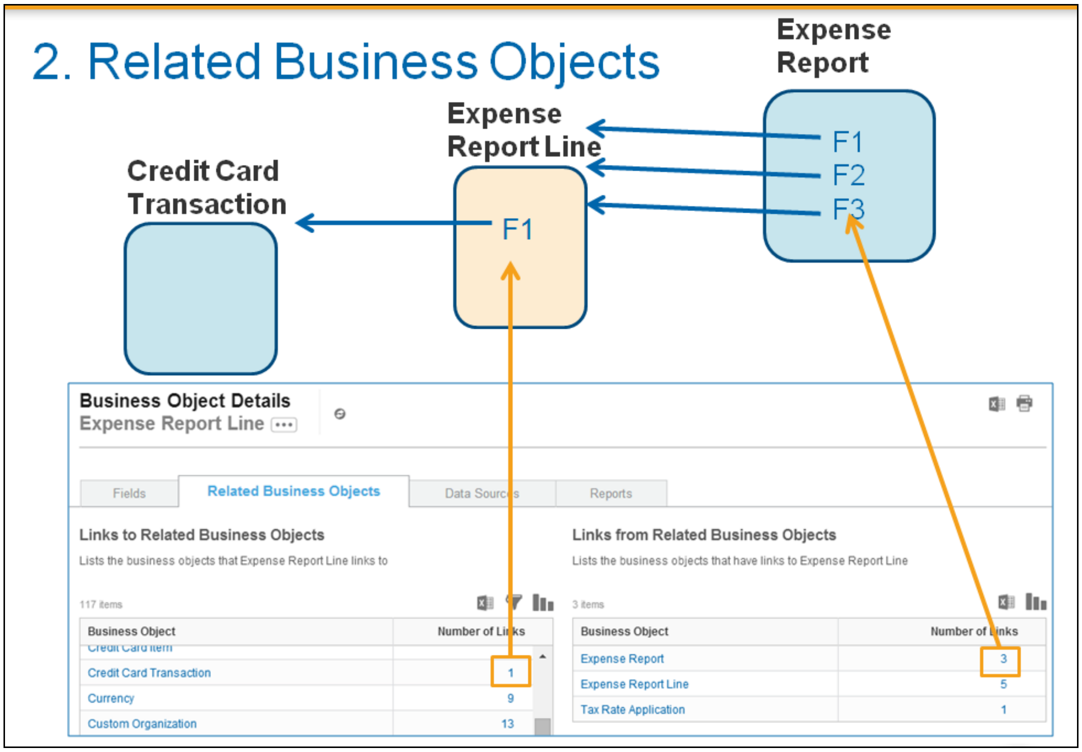
In our example, we can see that the *Expense Report Line* business object links to the *Credit Card Transaction* business object. If we click on the link, we can see that there is a field on Expense Report Line that points to Credit Card Transaction. We can also see that this field is single instance, meaning that for a given expense report line, there can only be one credit card transaction for that expense.



On the right hand-side, we can see a list of business objects that link to our given object, so 'incoming links'.

In our example, we can see that the *Expense Report* business object links to the *Expense Report Lines* business object via 3 fields. Also note how these fields are multi-instance, showing how one expense report can point to more than one expense report line.

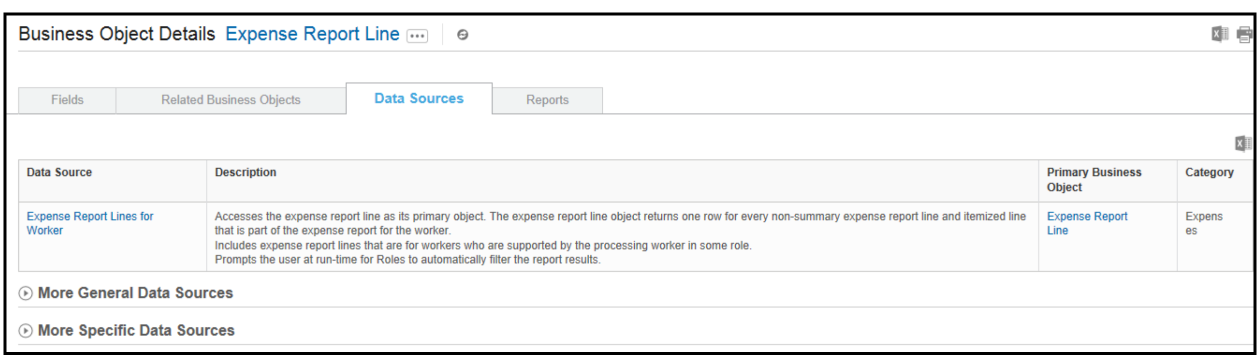




3. The **Data Sources** tab

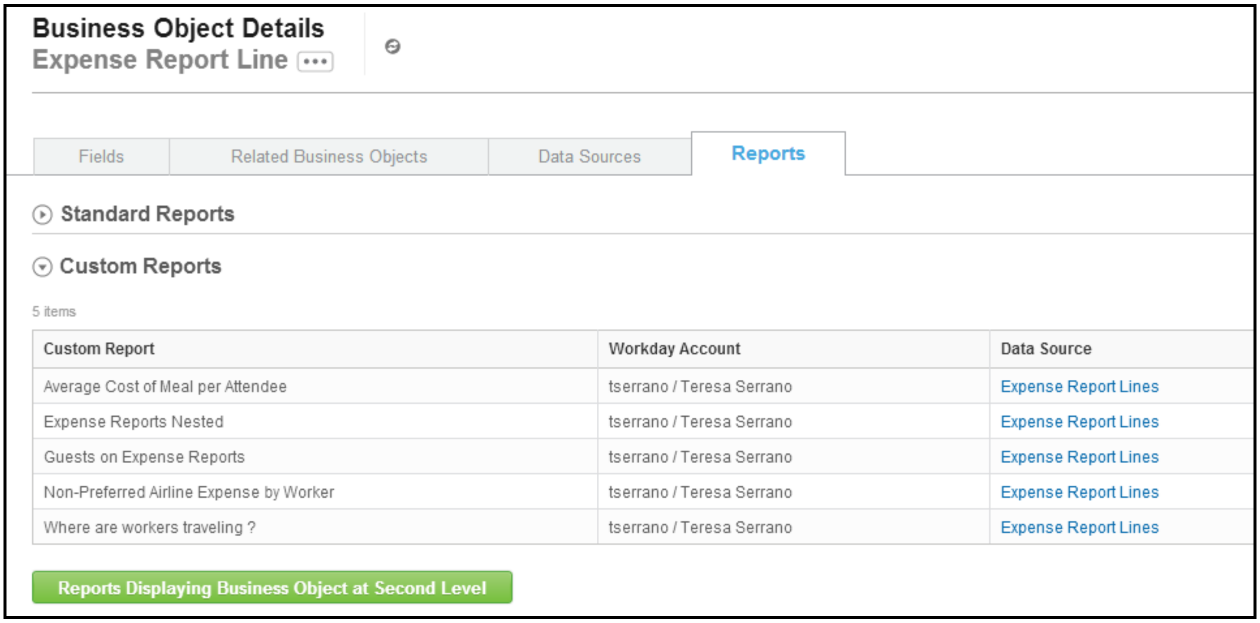
The third tab of the Business Object Details report shows available data sources for reporting on the given object. This tab will show data sources, and even more general or more specific data sources for a complete list of options.

Tip: If you don't see a Data Sources tab for a given object, then there is no delivered data source for reporting on that object as the Primary Business Object and you cannot build a custom report using that PBO. Consider related business objects to see if you can get to the data otherwise.



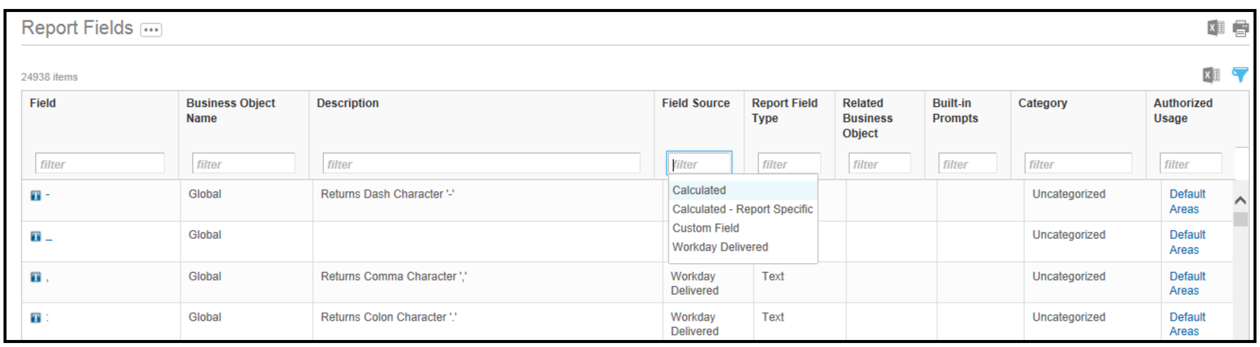
4. The **Reports** tab

   The fourth tab of the Business Object Details report will show if there are reports in the tenant (both Standard and Custom) that use the given business object. This can serve as a great reference and can provide great '**examples**' to leverage when studying a given business object and wanting to write reports against the given object.



REPORT FIELDS

The **Report Fields** report can be run from the search window and will display all fields available for use in Report Writer. This can be a helpful resource if you are not sure what objects given fields are on. This report is a LARGE report given it lists all delivered, calculated and custom fields in the tenant.



WALKTHROUGH/HOMEWORK

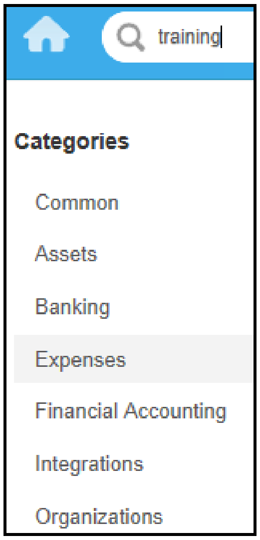
Use Business Object Details report to understand relationship between objects.

TASK 1- A CLOSER LOOK AT BUSINESS OBJECTS!

1. From the search box, run the Business Object Details report
2. Enter "Dependent" as the business object.
3. Using the report, answer the following questions:
4. A worksheet has been provided in the back of the guide, along with the solution.
5. Can you report on a dependent's *Gender, Age, Relationship*? Do the report fields exist?________________
6. Does the **Dependent business object link to** the Worker business object?________
   a) If so, via what field(s)? _______________
   b) If so, can there only be one worker for each dependent or more than one?_______
7. Does the *Organization* business object **link to the Dependent business object**?________
   a) If so, via what field(s)? _______________
   b) If so, can there only be one dependent for each organization or more than one?_______
8. Does the *Benefit Election* business object **link to the Dependent business object**?________
   a) If so, via what field(s)? _______________
   b) If so, can there only be one dependent for each Benefit Election or more than one?_______
9. What data sources are available to report on Dependent as the PBO of a report?
10. What reports exist in the tenant where Dependent is the PBO?
    i. What about reports in the tenant where Dependent is used as a related business object?
11. Run the **Business Object Details** report for business objects you are interested in!

TASK 2 - RUN THE BUSINESS OBJECTS BY CATEGORY REPORT.

1. Run the **Business Objects by Category** report. Select a **search category** you are interested in to see objects in that category (e.g. Expenses, Financial Accounting, Integrations)



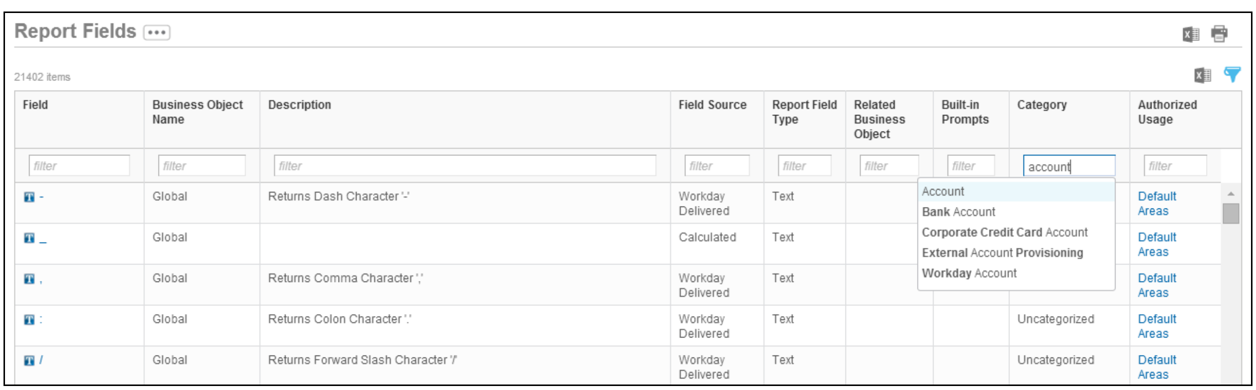
2. Click on a given object to see the details of the given business object.

TASK 3 - REPORT FIELDS

1. From the search box, run Report Fields

2. Use this report to search (filter) on a given field to see what business object(s) it's on. Once you hone in a business object, you can then study the business object closer with the Business Object Details report.

3. Tips: Export output to excel to more easily filter/search/sort.



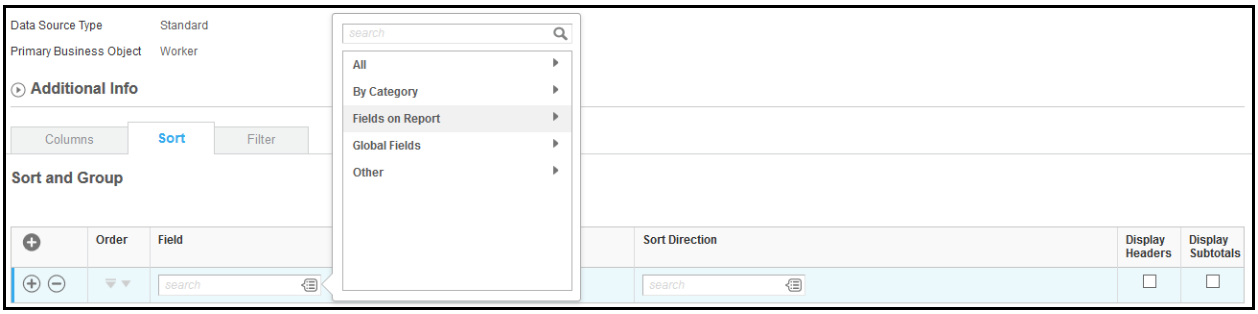
(End of Walkthrough)

SORTING AND FILTERING REPORT FIELDS

SORTING

The **Sort** tab on the report definition allows you to control the order in which data will be presented and grouped. This step is optional. If no sort/group criteria are specified, the report will sort the data based on the first (leftmost) column that is associated with the primary business object and the data will not be grouped or totaled.

If you specify a sort/group field, the values of that field will determine the order of the rows in your report. You can select additional sort/group fields to specify additional levels of sorting you want for the report. The first sort/group field determines the highest level sort and the last sort/group field determines the lowest level sort.

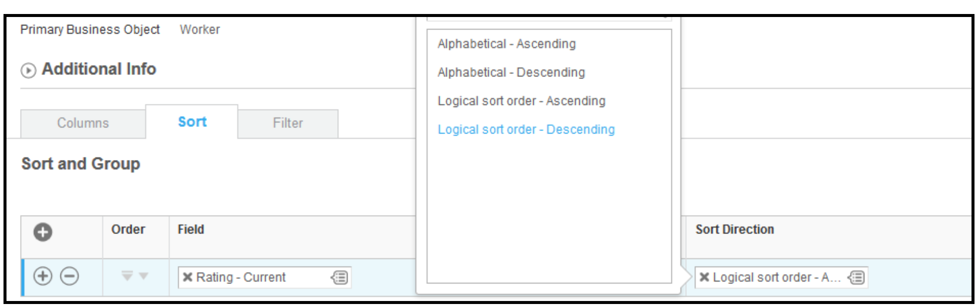


You can select any field or object on the primary Business object to sort by. The fields selected in the sort are not required to be on the report output (Columns tab).

Tip: Sorting on text fields performs better than sorting on single instance fields.

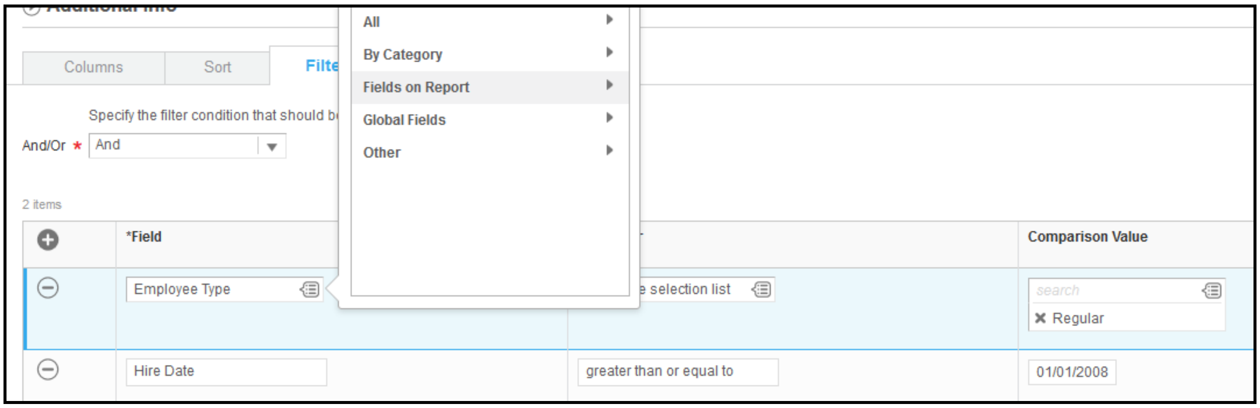
LOGICAL SORT ORDER

When it comes to sorting on fields, you are typically presented with the option to sort alphabetically in ascending or descending order. Some fields, such as accounting period represented by months, have a natural sort order that we are familiar with, like January, February, March, etc. To help you avoid adding numerical prefixes to the values, like 01-January, 02-February, 03-March, to reflect the natural order of these fields, **Workday provides for logical sorting**. You will see the option to sort based on Logical Sort order for fields enabled for logical sort.



FILTERING

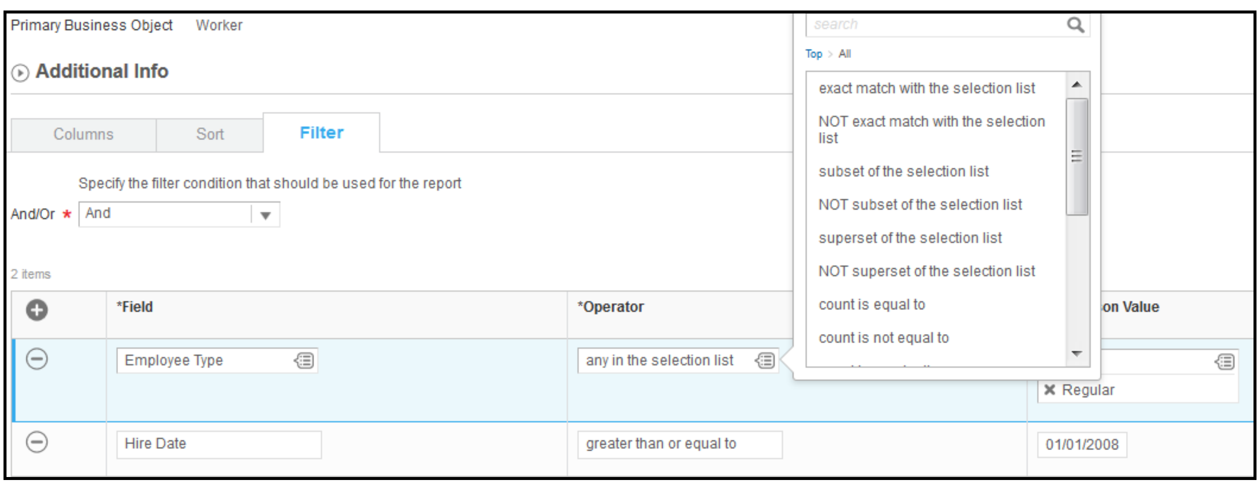
The Filter tab on the report definition allows you to specify how you want to filter the primary business objects for the report beyond your data source. This step is optional. If no filter criteria are specified for a report, all instances from the data source will be included in the report. Otherwise, only instances that satisfy the filter criteria will appear on the report. A filter consists of one or more filter conditions, defined as rows in the filter grid. You can select from Fields on Report, or from any field on the Primary Business object or from Global Fields.



FILTER OPERATORS

Depending on the field type, your filter operators will vary to allow for different checks and evaluations when defining your report filter.

For example when filtering on a date field (Simple Type Field), you can choose greater than, less than, and not equal to, while if filtering on an object type field like Employee Type, you can compare to a selection list of choices, or subsets or exact matches.



Tip: the order of your filter conditions matters and can impact your report's performance. Place conditions that filter out the most instances first.

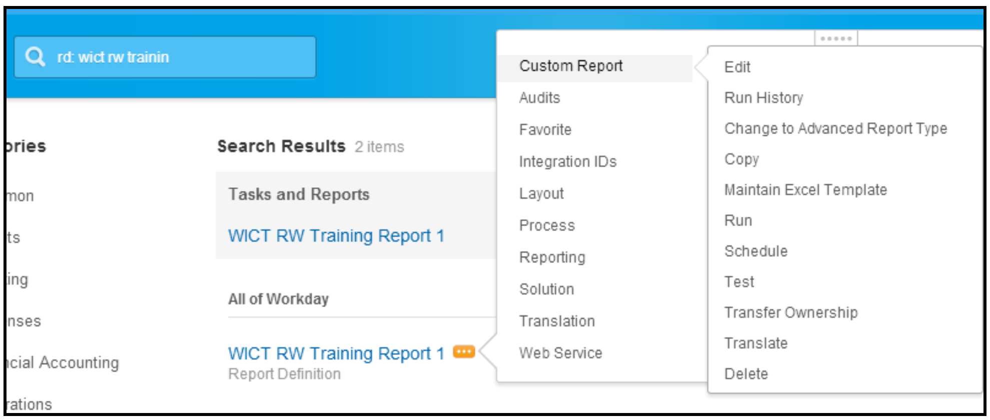
ACTIVITY 4 – ADD A FILTER AND SORT TO THE REPORT

Business Case: Logan McNeil now understands why some workers are missing some fields, and she is ready to complete this report by adding a filter on the hire date and sorting the report by Location and Age Group.

TASK 1 – CHECK DATA SOURCE

1. Search for your report using the rd: prefix. Enter ***rd:*** *WICT RW Training* in the search box to find your custom report definition.

   Use related actions off the report definition to edit your report.

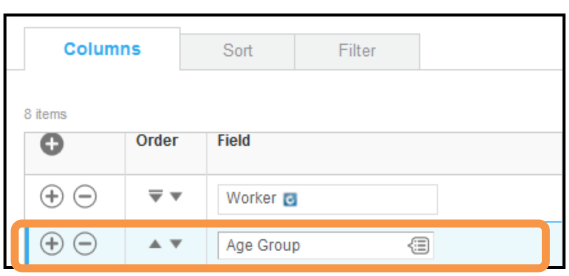


2. Make sure the Data Source is "**All Workers**" for our training purposes.

3. Click OK to save and run the report. See how all workers, both contingent workers and employees are being returned, along with active vs. inactive workers. Also see how the report output is sorted by the first column on the report: Worker.

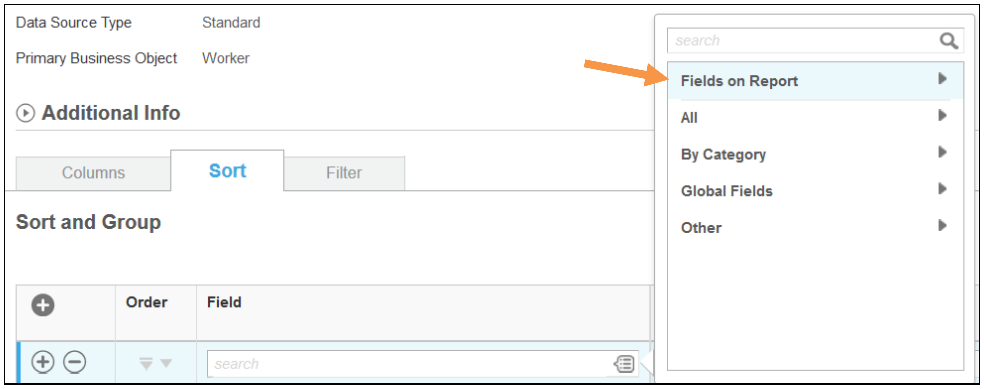
TASK 2 – SORT WORKERS BY LOCATION & AGE GROUP

1. Go back to **edit** the report. This time, let's add the **Age Group** field to the report. Under the **Columns** tab in your report definition, add the **Age Group** report field.



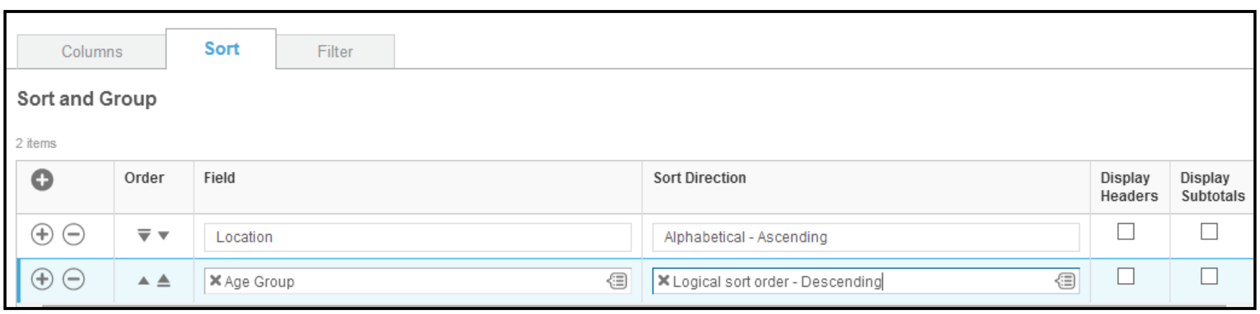
2. While still in edit mode, go to the **Sort tab**, and let's **sort** the report results by **Location** and by **Age Group**. Age Group is a field enabled for logical sorting by Workday.

   a. As you pick fields under the Sort tab, the prompt will allow you to select fields that are on your report "Fields on Report" or you can also select from any field on your report's Primary Business Object (e.g. by Category). Since our sort fields are on our report, we can use the *Fields on Report* prompt option to easily select them.

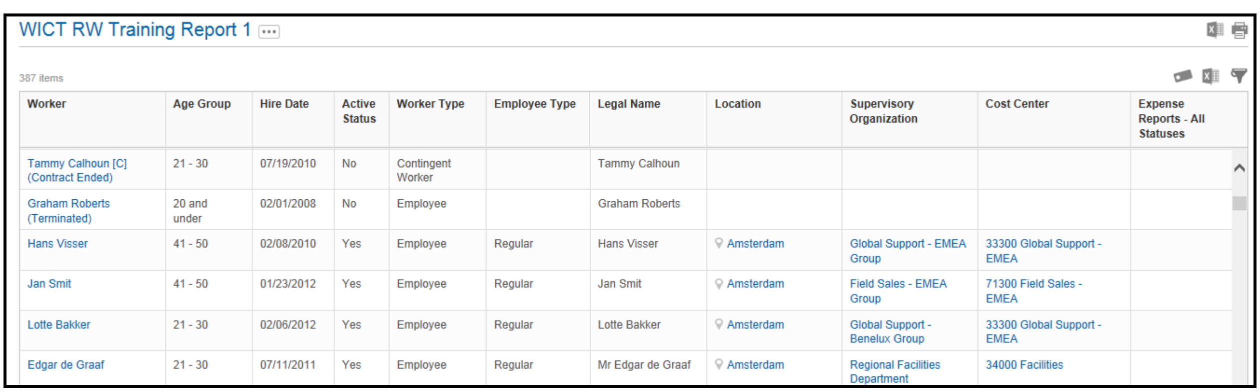


   b. **Add rows** to configure the sort as follows.

Field Name	***Sort Direction***
Location	Alphabetical – Ascending
Age Group	Logical Sort Order – **Descending**



3. Click OK to save and Run the report. Scroll down through results and notice the sort order.



WICT RW Training Report 1

387 items

Worker	Age Group	Hire Date	Active Status	Worker Type	Employee Type	Legal Name	Location	Supervisory Organization	Cost Center	Expense Reports - All Statuses
Tammy Calhoun [C] (Contract Ended)	21 - 30	07/19/2010	No	Contingent Worker		Tammy Calhoun				
Graham Roberts (Terminated)	20 and under	02/01/2008	No	Employee		Graham Roberts				
Hans Visser	41 - 50	02/08/2010	Yes	Employee	Regular	Hans Visser	Amsterdam	Global Support - EMEA Group	33300 Global Support - EMEA	
Jan Smit	41 - 50	01/23/2012	Yes	Employee	Regular	Jan Smit	Amsterdam	Field Sales - EMEA Group	71300 Field Sales - EMEA	
Lotte Bakker	21 - 30	02/06/2012	Yes	Employee	Regular	Lotte Bakker	Amsterdam	Global Support - Benelux Group	33300 Global Support - EMEA	
Edgar de Graaf	21 - 30	07/11/2011	Yes	Employee	Regular	Mr Edgar de Graaf	Amsterdam	Regional Facilities Department	34000 Facilities	

TASK 3 – FILTER REPORT BY HIRE DATE & EMPLOYEE TYPE

1. Once again **edit** the report, this time adding a **Filter** for the Hire Date

   a. Go to the **Filter** Tab.

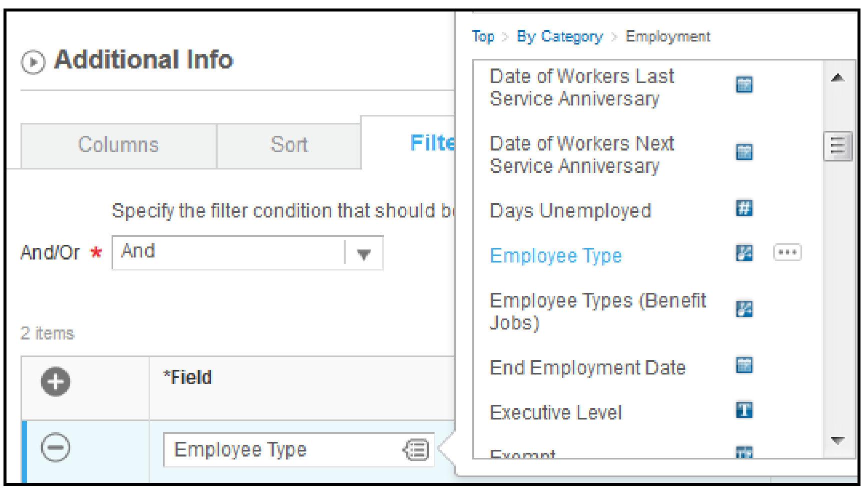
   b. Similar to the sort tab, you can select fields from the prompt, searching by "Fields on Report" or any fields you have access to from your report's Primary Business Object.

   c. Click the icon to **add a row** into the filter and populate the fields as follows:

Field Name	***Entry Value***
Field	Hire Date
Operator	Frequently Used > Greater than or equal to
Comparison Value	01/01/2008

2. Click **OK** to save and **Run** the report and notice fewer instances, due to the filter.

3. Go back to edit the report and now let's add another filter, this time filtering on the "**Employee Type**" field. We want to only show "regular" employees, and remove all temporary, seasonal employees by filtering on Employee Type. Notice you can change the prompt from "Fields on Report" to "By Category>Employment" or simply search for *Employee Type* by field name.



4. Along with the Hire Date filter, also **add a row** to filter on the **Employee Type** as shown:

Field Name	***Entry Value***
Field	Employee Type
Operator	Frequently Used > Any in the selection list

Comparison Value	Regular

5. Click OK to save and Run the report and notice how many Workers are returned in the results.

Question: Does the order of your filter conditions matter?

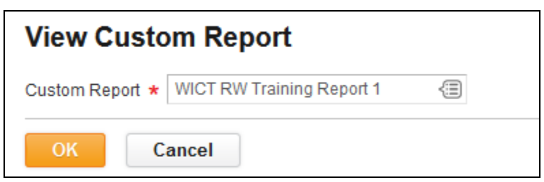
Answer: Yes, consider which will reduce the # of instances the most, the hire date condition or the employee type. Place the condition that rules out the most # of instances first.

Question: Our report started with the *All Workers* data source and we then filtered all workers down to just regular employees. Is there a better data source to choose?

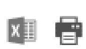
Answer: Yes – data sources targeted just for employees (e.g. All Active Employees or Employees by Organization) would at least have left out terminated or contingent workers from the start, to reduce the number of instances to be processed in the report.

TASK 4 – EXPORT YOUR REPORT DEFINITION TO PDF ON YOUR DESKTOP

1. From the search box, run the **View Custom Report** task.
2. Enter your custom report name, *WICT RW Training Report 1* and click **OK**.



3. When viewing (not editing) a custom report definition, you can export the definition to Excel or Pdf on your desktop. Click on the pdf or excel icon in the upper right to export the definition.



4. Open the downloaded pdf or excel file to see the report definition details.

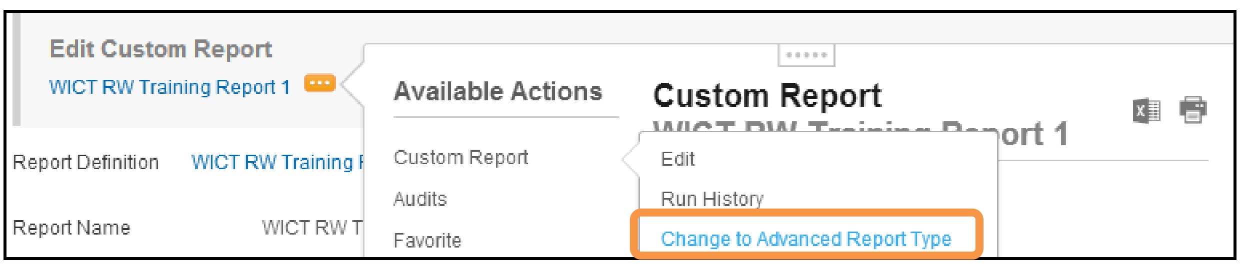
(End of Activity)

SIMPLE VS. ADVANCED REPORT TYPES

As we have seen, Simple Report Types have limited options for basic reports. There are a number of reasons why a report may need to be converted from the Simple to Advanced report type.

Type	Reasons
SIMPLE REPORT	No Sharing with Other Users Simple Filters Cannot publish as Web Service No Related Business Object fields
ADVANCED REPORT	Can Share with Other Users Complex Filters – Prompting Publish as a Web Service Access to Related Business Object fields (child tables) Filtering on Related Business Objects

You can create custom reports as an Advanced report type from the start, however, if you started with a Simple report type, there is an option to convert the report from simple to advanced. Using the related actions on your report definition, select **Custom Report > Change to Advanced Report Type.**



ADVANCED FILTERING OPTIONS AND PROMPTS

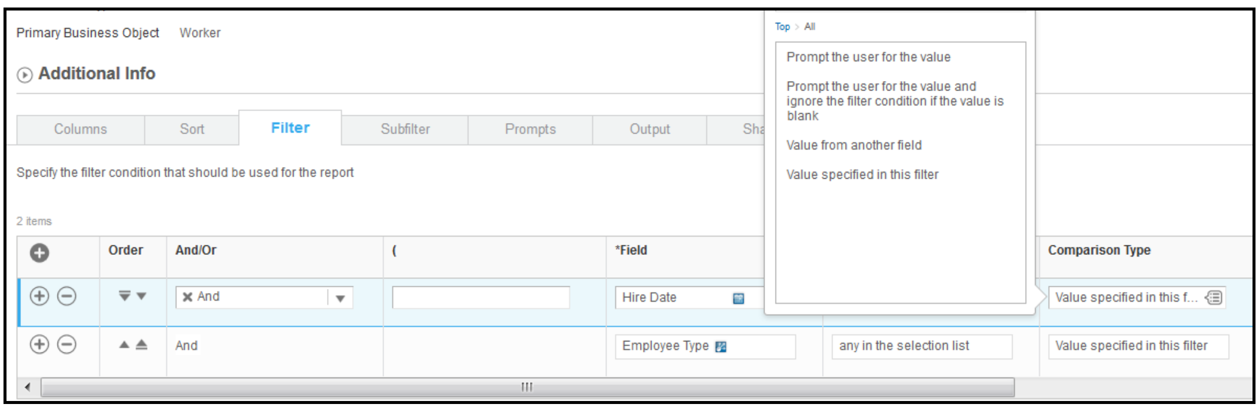
FILTER TAB

With Advanced report types, you have greater filtering options than with Simple report types. Advanced filtering options include the ability to use **Comparison Types**, including the option for prompts or comparing to another field.

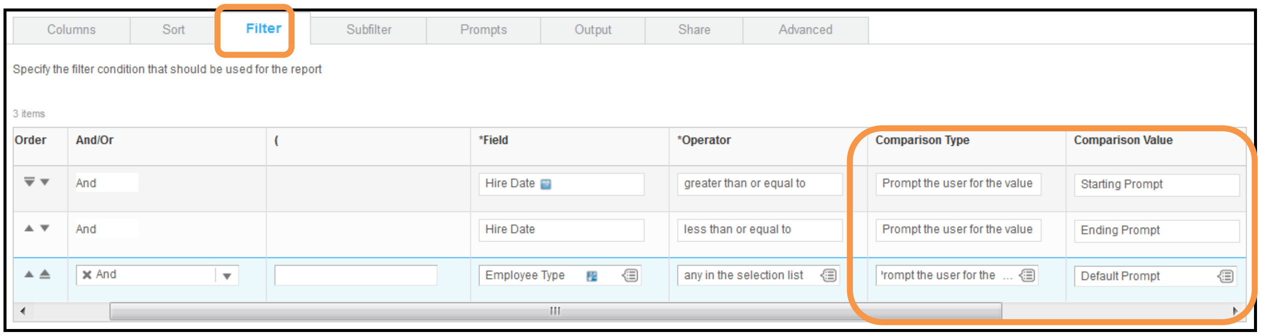
COMPARISON TYPES

Filter Comparison Types include 4 options:

1. **Prompt the user for the value** – With this option, the prompt value is required for filtering and whatever value is entered will be used to filter the report. You can think of it as a "hard prompt".
    a. So for example, if prompting the user for a hire date and the value is left blank, the report will try to match hire dates with 'blank'. The blank value will be used in the filtering.
2. **Prompt the user for the value and ignore the filter condition if the value is blank** – This option configures an optional or "soft prompt", so if nothing is entered at the prompt (i.e. blank value), the report will ignore the filter condition. The report will only use the value to filter on if not blank.
    a. So in our example, if the hire date prompt is left blank, the report will not filter on that field and will ignore the condition, returning all dates.
3. **Value from another field** – This option allows you to compare the value of one field to another.
4. **Value specified in this filter** – This option allows you to explicitly specify a value to filter on.



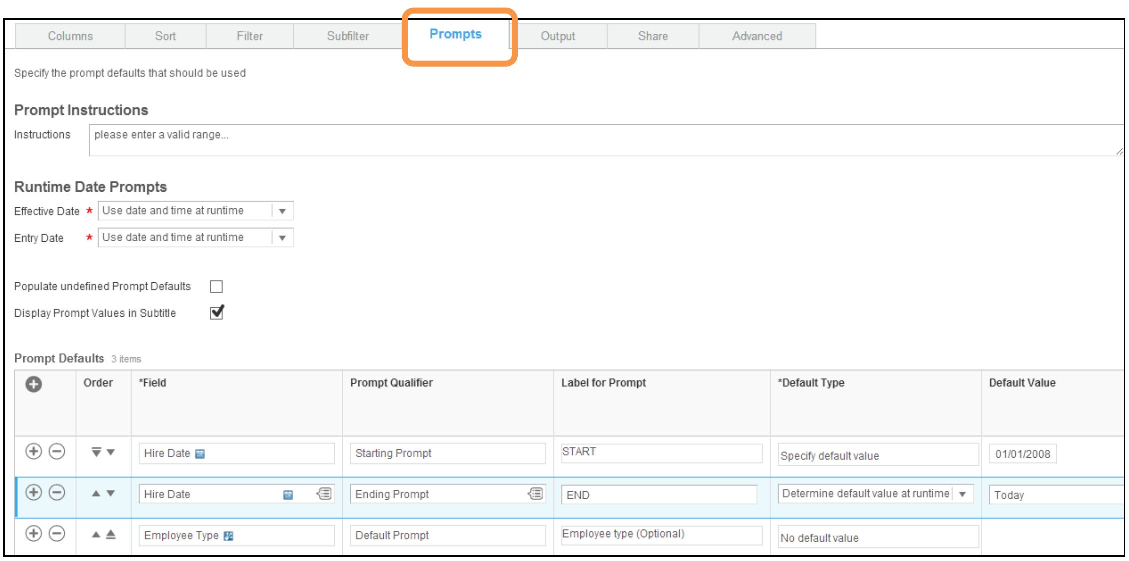
When prompting the user for a value to filter instances of your custom report, you can use delivered prompt qualifiers for the comparison value.



PROMPTS TAB

If your custom report has prompts defined under the Filter tab, or prompts built-in to the data source or report fields, you can configure **prompt defaults** and **prompt instructions** under the **Prompts** tab.

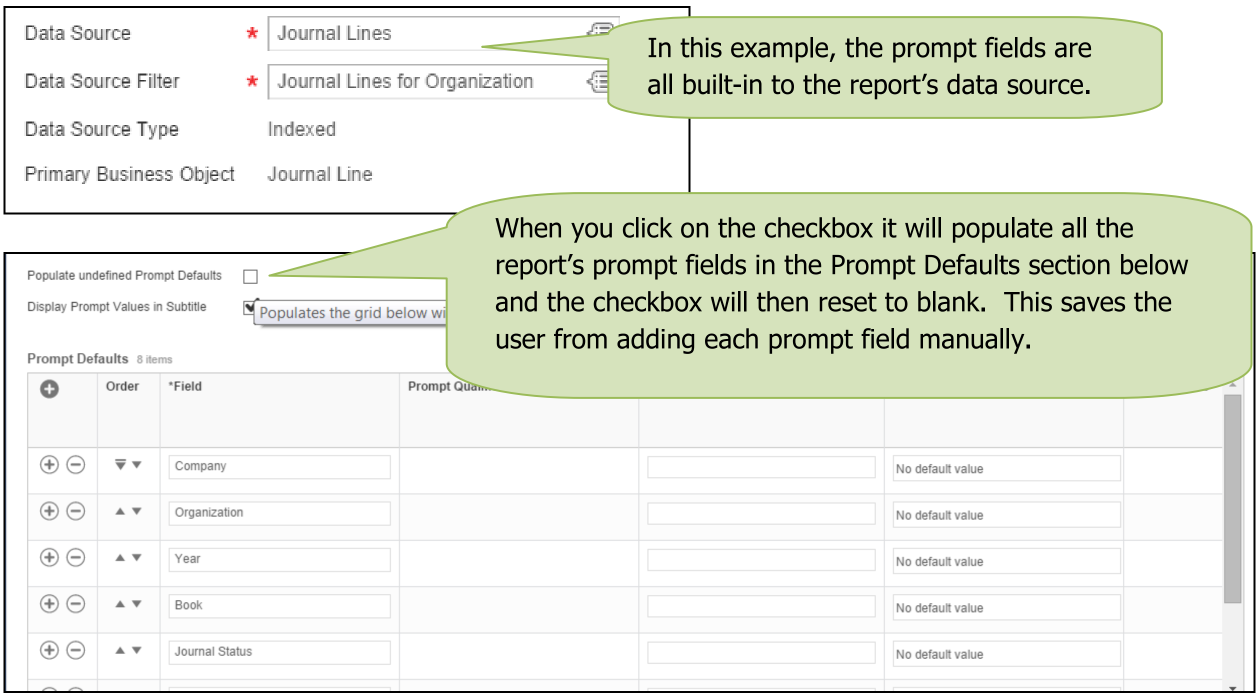
Here you can specify prompt instructions, the sequence the prompt fields should be displayed in, overrides for the prompt labels, default values and more. You can specify prompt defaults for both built-in and user-defined prompts.



POPULATE UNDEFINED PROMPT DEFAULTS

The checkbox *Populate undefined Prompt Defaults* can be a useful option when your report has many prompt fields that require default values. Instead of manually adding each prompt field, you can select this checkbox, and all the fields will get added automatically. You can then more easily go through and specify needed default configurations.

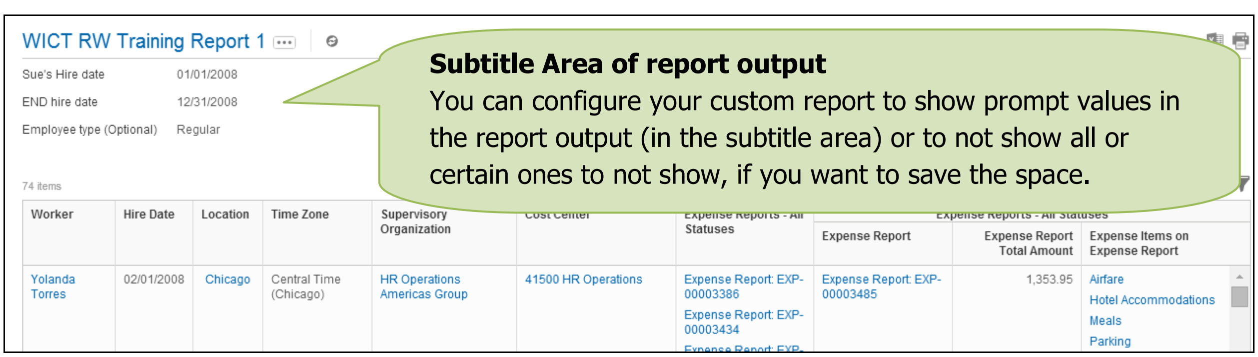
This checkbox is especially useful with financials data sources that include many built-in prompt fields so that you can easily set prompt defaults without having to add each prompt field in manually.

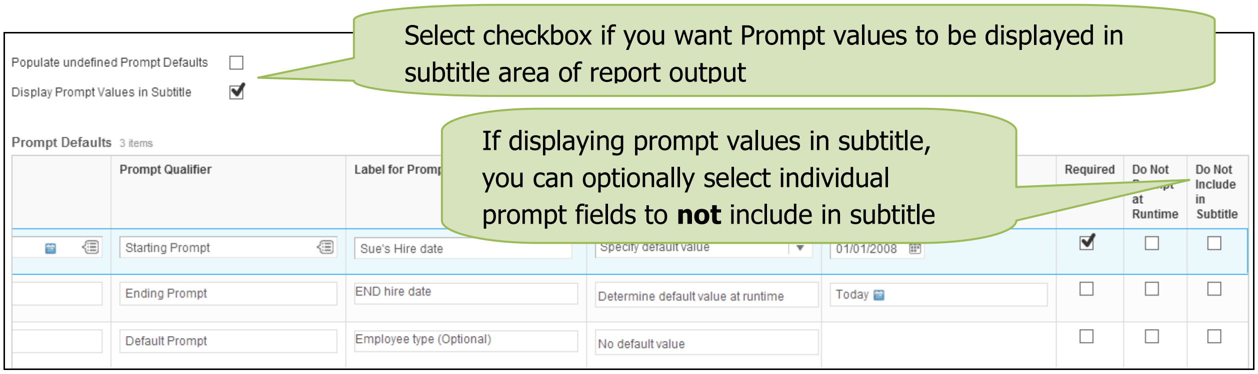


Note: When you select the Populate undefined Prompt Defaults checkbox, it will populate needed prompt fields under Prompt Defaults and then reset to unchecked.

DISPLAY PROMPT VALUES IN SUBTITLE

For custom reports that include prompts, you can choose to display the prompt values in the report output or not. You can configure to not show the prompt values at all, or to display all or certain ones.

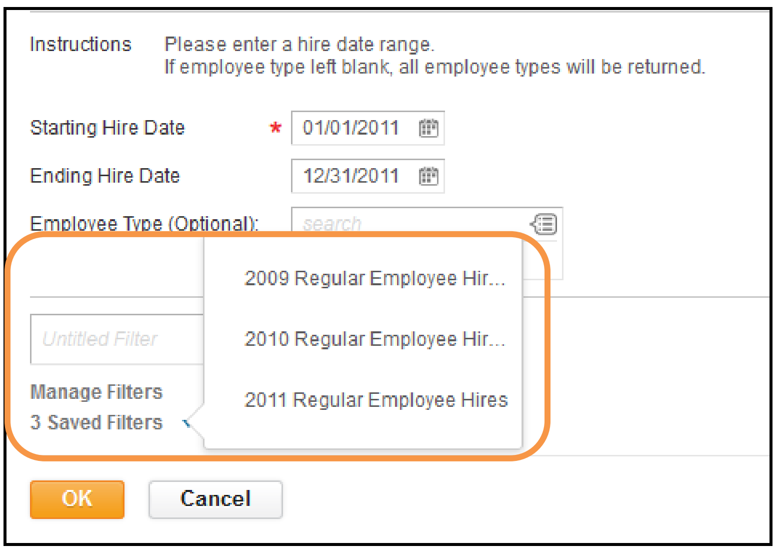




SAVING PROMPT FILTERS WHEN RUNNING REPORTS

Custom report definitions can be enabled to allow you to save report filters (prompt values) when running the report. This feature can be time-saving especially when working with financial reports requiring many input parameters.

This option allows each user to save his or her entered parameters for the prompt values and re-use, re-call them each time they run the report.



To enable saving of prompt filter parameters for a given report, you need to enable the option in the report definition under the **Advanced Tab**> **View options> Enable Save Parameters**:

You must enable save parameters if using a report in a report group.

Once enabled, each user running the report will be able to save and manage his/her own saved prompt filters. **Manage Filters** allows users to edit or delete their saved filters for the given report.

Note that **Saved Filters** are visible **only for the given report** and **only for the user** who created them, so they cannot be shared between users or across reports.

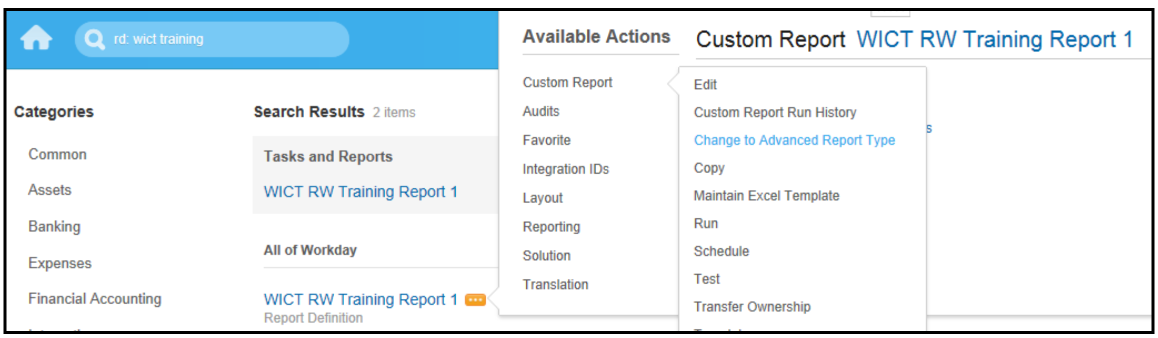
ACTIVITY 5 – CHANGE TO ADVANCED REPORT TYPE AND CONFIGURE FILTERS THAT PROMPT USER

Business Case: Logan McNeil has been asked to modify the report to include a prompt. The report should prompt the user when it is run for a date range. That date range should be used to "filter" against the hire date field. To implement these report writer features the report must be converted from a simple report to an advanced report.

TASK 1 - CHANGE TO ADVANCED TYPE

1. If not already looking at your custom report, search for your report definition by searching *rd: WICT RW Training*

2. Use the Related Action icon next to the custom report object definition to initiate the **Custom Report** > **Change to Advanced Report Type** action.



3. Click the **OK** button to save the change.

4. Click on the **Done** button once your change is confirmed.

TASK 2 - ADD FILTER THAT PROMPTS THE USER FOR A VALUE "HARD PROMPTS"

1. Go back into **Edit** mode for your now Advanced report type. (Hint: use related actions off your custom report definition *Custom Report > Edit*, or from the search box, run the *Edit Custom Report* task and select your report)

2. Activate the **Filter** tab.

3. **Delete** the existing filters for **Hire Date** and **Employee type**.

4. **Add** a new filter row by clicking ⊕ icon. Add the following filter condition:

Field Name	***Entry Value***

Field	Hire Date
Operator	Frequently Used > Greater than or equal to
Comparison Type	Common > Prompt the user for the value
Comparison Value	Starting Prompt

5. Add another filter row by clicking  icon.

6. Add a filter with the following values:

Field Name	***Entry Value***
Field	Hire Date
Operator	Frequently Used > Less than or equal to
Comparison Type	Common > Prompt the user for the value
Comparison Value	Ending Prompt

7. Click OK to save your report and Run.

8. Leave the date prompt fields blank and click OK.

    a. No results are returned. Why? Since we chose a Comparison Type of "Prompt the User for the value", this is a 'hard prompt', so the report will use the 'blank date' value to filter the report. There are no workers with hire dates greater than or equal to blank date and less than or equal to blank date.

    b. Is there a way to make sure data is entered, i.e. not left blank? Yes, we will configure prompt defaults in the next task.

9. Click on the 

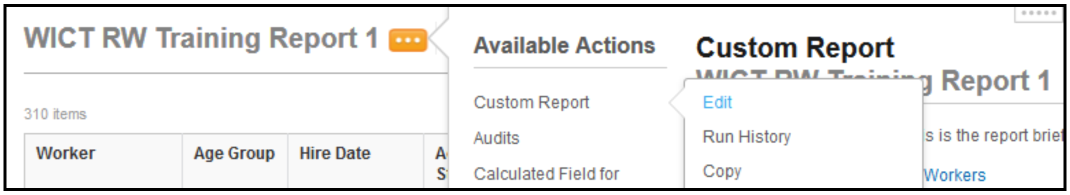
icon next to the report name to re-run the report with different report prompt parameters.

10. This time enter the dates of *01/01/2007* and *today's date,* and click OK.

    a. Note results are now returned.

TASK 3 - CONFIGURE DEFAULTS FOR YOUR FILTER PROMPTS AND RUN REPORT

1. Go back into edit mode for your report.



2. In Edit mode, go to the **Prompts** tab.

3. Insert a row under **Prompts Defaults** and enter the following values.

   Let's ensure a date range is entered for the starting and ending hire dates by making it required for data entry, and let's also configure default values too.

Field Name	***Entry Value***
Field	Hire Date
Prompt Qualifier	Starting Prompt
Label for Prompt	Start
Default Type	Specify Default value
Default Value	01/01/2008
Required	Yes (checked box)

4. Insert another row under Prompts Defaults and enter the following values:

Field Name	***Entry Value***
Field	Hire Date
Prompt Qualifier	Ending Prompt
Label for Prompt	End
Default Type	Determine default value at runtime
Default Value	Today (Hint: Find under Global Fields)
Required	Yes (checked box)

5. Save the report by clicking **OK** and run the report.

6. See how you now have default values populated in the hire date fields and you can't leave those fields blank anymore. They show as required for input.

7. Run the report with a hire date range of choice.

TASK 4 - CONFIGURE AN OPTIONAL OR "SOFT" PROMPT

1. Go back into edit mode for you report definition.

2. Under the Filter tab, let's add another filter condition. This time, using the comparison type of "Prompt the user for a value and ignore the filter condition if the value is blank".

Field Name	***Entry Value***
Field	Employee Type
Operator	Frequently used > In the selection list
Comparison Type	All > Prompt the user for a value and ignore the filter condition if the value is blank • *Note you can find this option under "All" in the prompt (not Common).*
Comparison Value	Default Prompt

3. Still in edit mode, under the **Prompts** tab, enter Prompt Instructions: Please enter employee types to return. If left blank, all employee types will be returned.

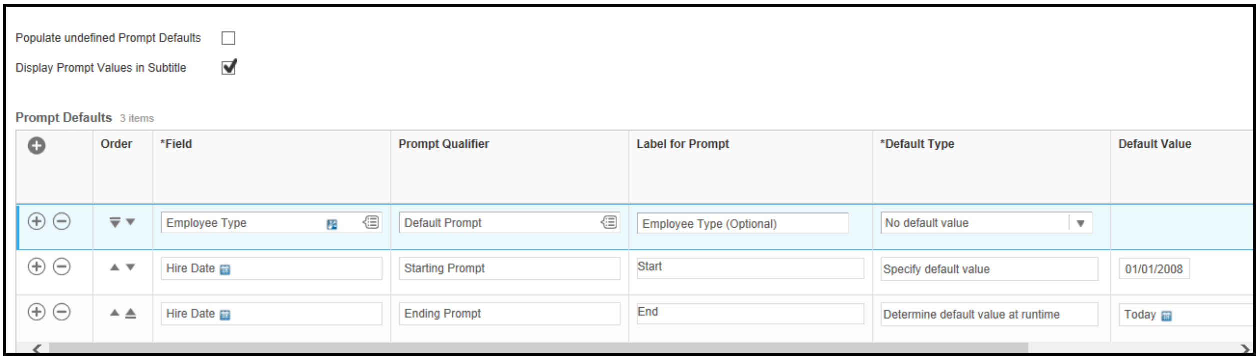
4. Click on the checkbox: Populate undefined Prompt Defaults. (This checkbox will populate any undefined prompt fields under the Prompt Defaults section and then will reset.)

5. See how your newly added Employee Type filter condition gets added to the Prompt defaults section. **This checkbox can help you ensure that you have configured needed defaults for all defined filter conditions that involve prompting the user for a value.**

6. Configure the Employee Type prompt default as follows:

Field Name	***Entry Value***
Field	Employee Type
Prompt Qualifier	Valid Values > Default Prompt
Label	Employee Type (Optional)
Default Type	No Default Value

7. Also click on the checkbox to: **Display Prompt Values in Subtitle**

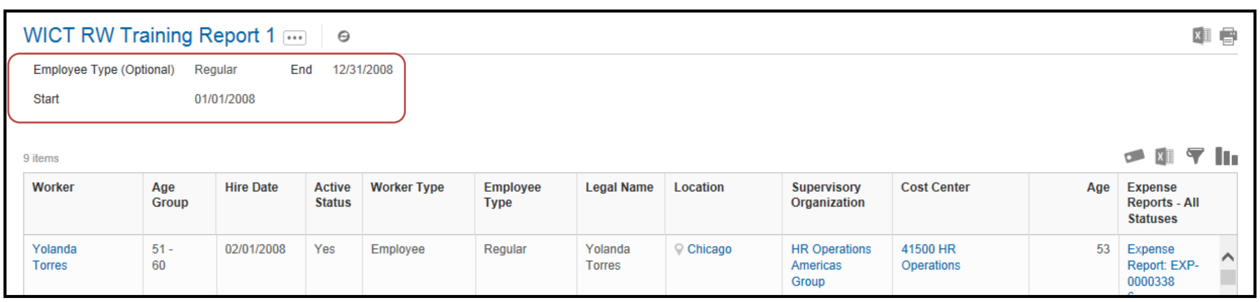


Note: Remember that you can change the order of your prompt fields under the Prompt defaults section using the order arrows.

8. Click **Ok** to save and run the report.

9. Leave the *Employee Type* blank, and enter 01/01/2008 – 12/31/2008 for the start/end dates to see how all employee types will be returned. Employee type is an optional or "soft" prompt, so if left blank, the filter condition will be ignored and all employee type values will be returned.

10. Rerun the report with the **Employee Type = Regular**. See how in your report output, prompt values show in the report output title area.



TASK 5 -SAVE YOUR PROMPT FILTERS

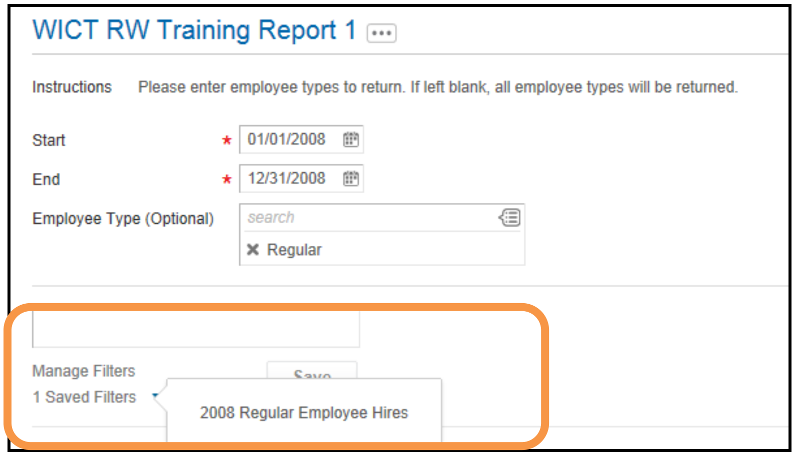
1. Let's go back and do one more edit configuration for our custom report.

2. Edit your Custom Report and go to the **Advanced** tab

3. Under View Options, activate the **Enable Save Parameters** option by checking the box.

4. Save the report by clicking **OK** and **Run** the report

5. Enter the dates of 01/01/2008 and 12/31/2008 and select Regular for employee type. This time save your parameters as "2008 Regular Employee Hires" in the saved filter box and click Save.



6. Once you've saved your filter, change the report Start and End dates, enter: *01/01/2011 and today's date* and run the report.

7. Click on the 

icon (if you hover your mouse next to the report name the change icon will appear) to go back to your report prompt parameters.

8. Now try running your report again this time using your saved filter *"2008 Regular Employee Hires".* See how the parameters get loaded in.

(End of Activity)

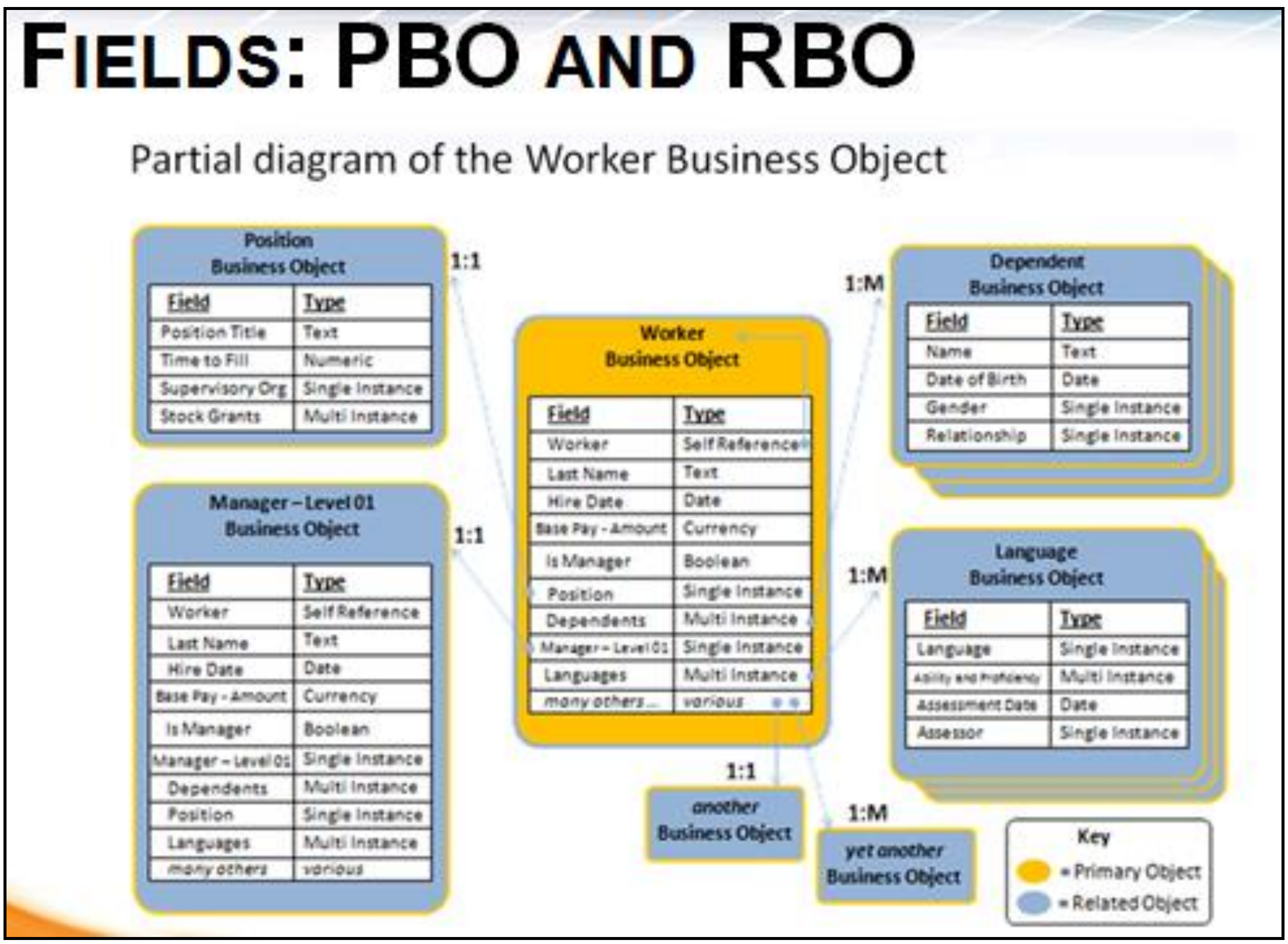
ACCESSING FIELDS FROM RELATED BUSINESS OBJECTS

BUSINESS OBJECT FIELDS

In addition to text, date, currency, numeric and Boolean type fields, a primary business object can include one or more fields that represent references or 'links' to *related business objects*. There are two types of fields that describe the relationship a related business object has to the primary business object. They are **single instance and multi-instance field types.**

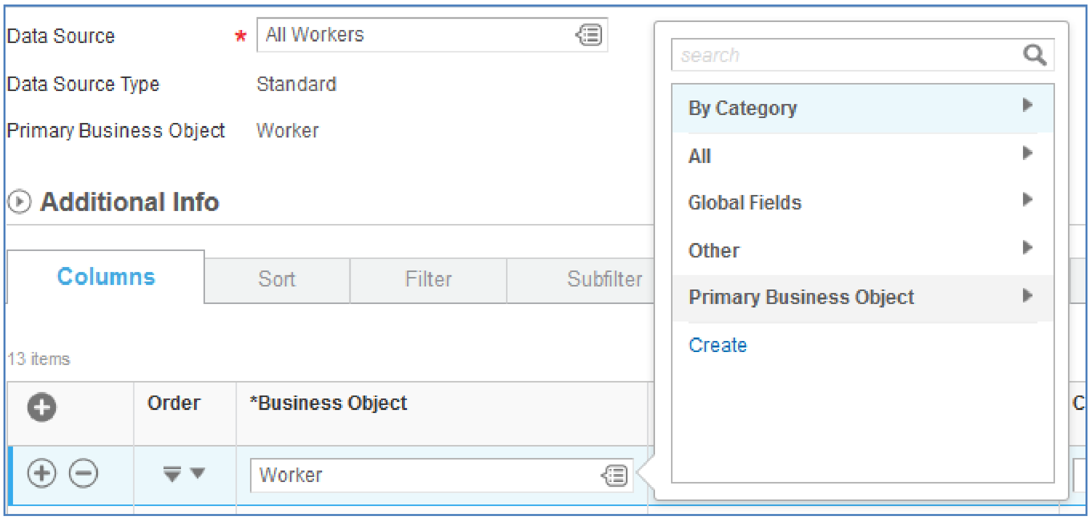
Single instance fields on the PBO have a one-to-one **(1:1)** relationship between the primary business object and the related business object (for example, an invoice is associated with only one customer). Multi-instance fields have a one-to-many relationship **(1:M)** between the primary business object and the related business object (for example, an employee can have many accomplishments).

When working with Workday custom reports, you can access fields from the PBO and RBOs based on your data source and report field security. You can access fields from RBOs that are directly related to the PBO. You cannot access fields from RBOs related to RBOs that are further levels deep.

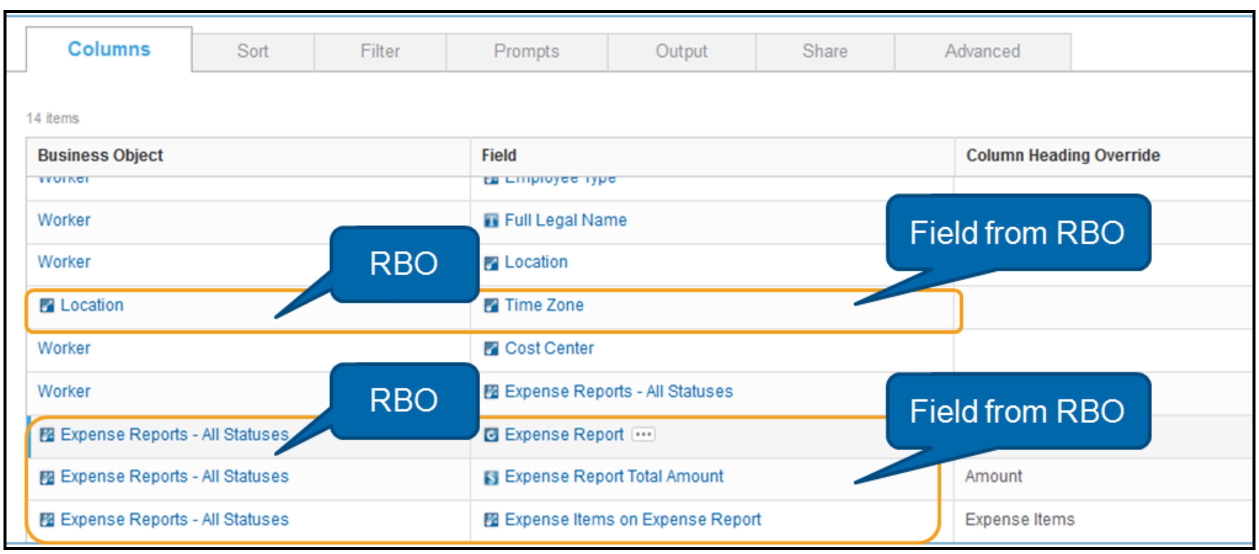


When configuring an Advanced report type, you can include fields from the PBO and RBOs by specifying the **Business Object** and **Field** information under the **Columns tab**. A given Custom Report Definition can include fields from more than one RBO as shown below. You can only access related business objects (RBOs) that are directly off your Primary Business Object, so only 'one-level deep'.

Tip: The Business Object prompt will show you the **Primary Business Object**.



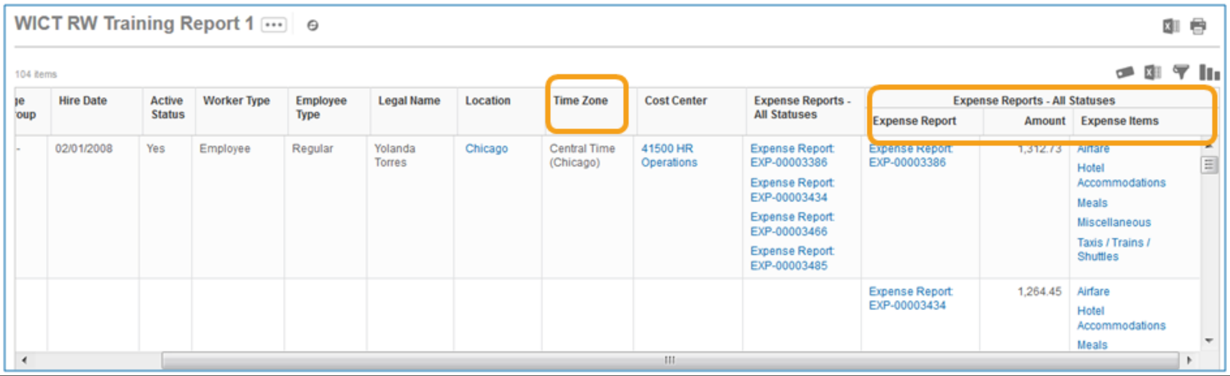
You can then change the Business Object to then access fields from other objects.



In the report output, RBO fields from single instance relationships will show differently than RBO fields from multi-instance relationships.

It is important to group RBO fields from multi-instance relationships together. Do not mix in other object/fields in between them in your report definition, as results may not align.

- Single instance RBO fields
- Multi-Instance RBO fields


WICT RW Training Report 1

104 items

...e ...oup	Hire Date	Active Status	Worker Type	Employee Type	Legal Name	Location	Time Zone	Cost Center	Expense Reports - All Statuses	Expense Reports - All Statuses		
										Expense Report	Amount	Expense Items
-	02/01/2008	Yes	Employee	Regular	Yolanda Torres	Chicago	Central Time (Chicago)	41500 HR Operations	Expense Report EXP-00003386 Expense Report EXP-00003434 Expense Report EXP-00003466 Expense Report EXP-00003485	Expense Report EXP-00003386	1,312.73	Airfare Hotel Accommodations Meals Miscellaneous Taxis / Trains / Shuttles
										Expense Report EXP-00003434	1,264.45	Airfare Hotel Accommodations Meals

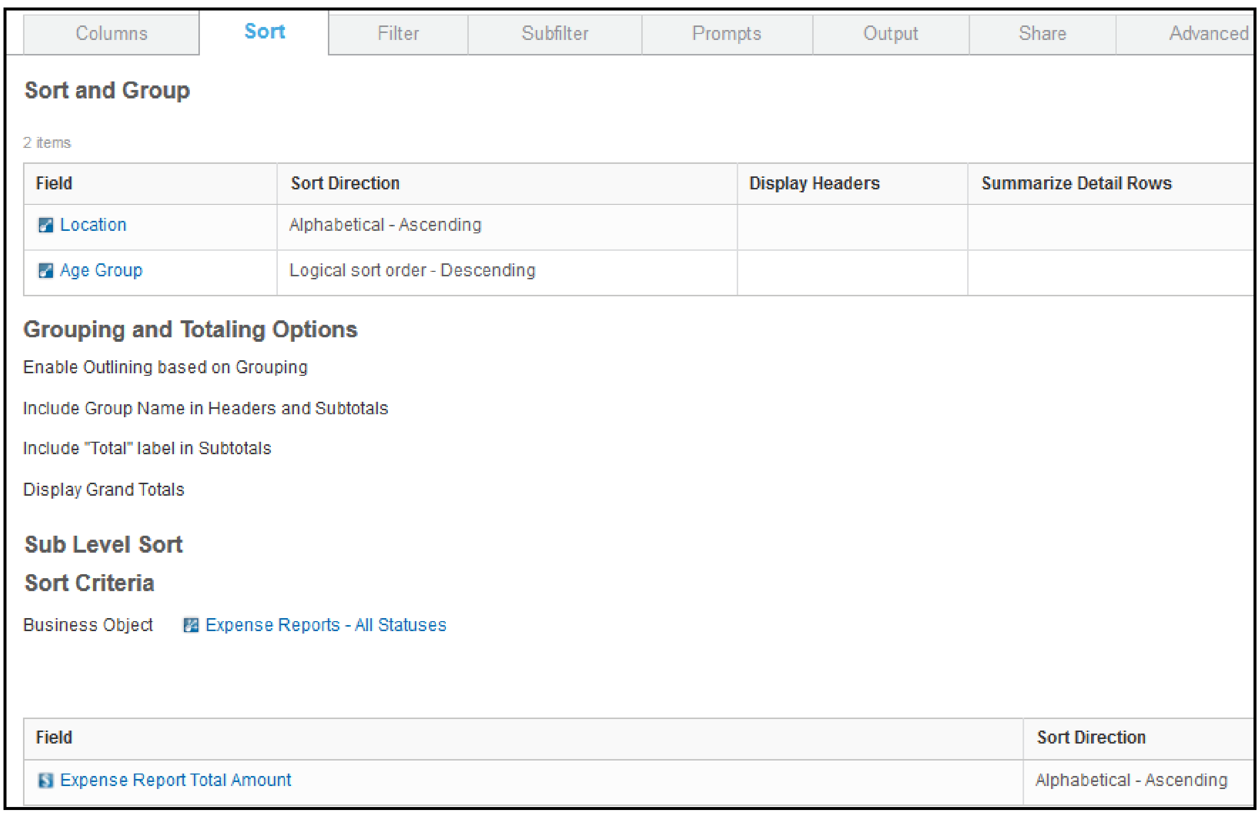
SORTING AND FILTERING ON RELATED BUSINESS OBJECT FIELDS

SORT & SUBSORTS

With Advanced report types, you can also specify the sort sequence for related business object data in your report. If you do not configure any sort information, reports are by default always sorted by the **first Primary Business Object (PBO) field** listed under the Columns tab and then *for each instance of the Primary Business Object*, the related business object instances are sorted by the **first RBO field listed** under the Columns tab. This is the default sort.

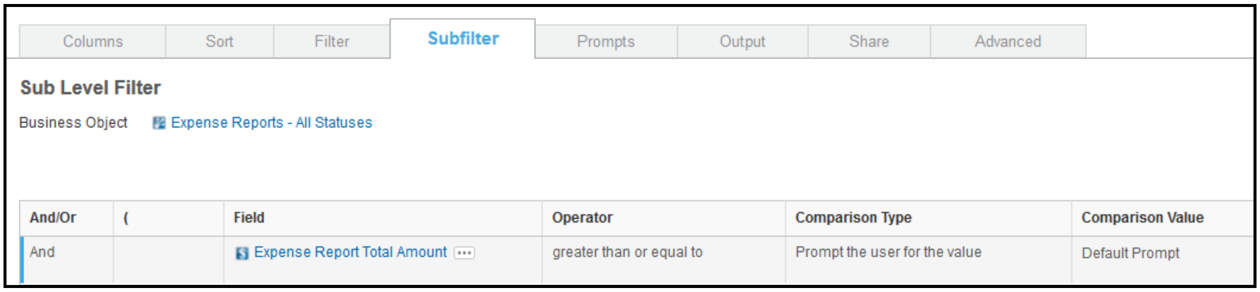
You can always configure a different sort order for your PBO instances and a different **subsort order for the related business object instances for a given PBO instance.** Both the sort and subsort configurations are under your report's Sort tab.

For example, if Employees were the primary business object and Dependents were the related business object, you would specify how you want the employees sorted and then how for each employee, how dependents should be sorted. If no sort criterion is specified for the related business objects, the report will sort the data based on the first (leftmost) column that is associated with the related business object.



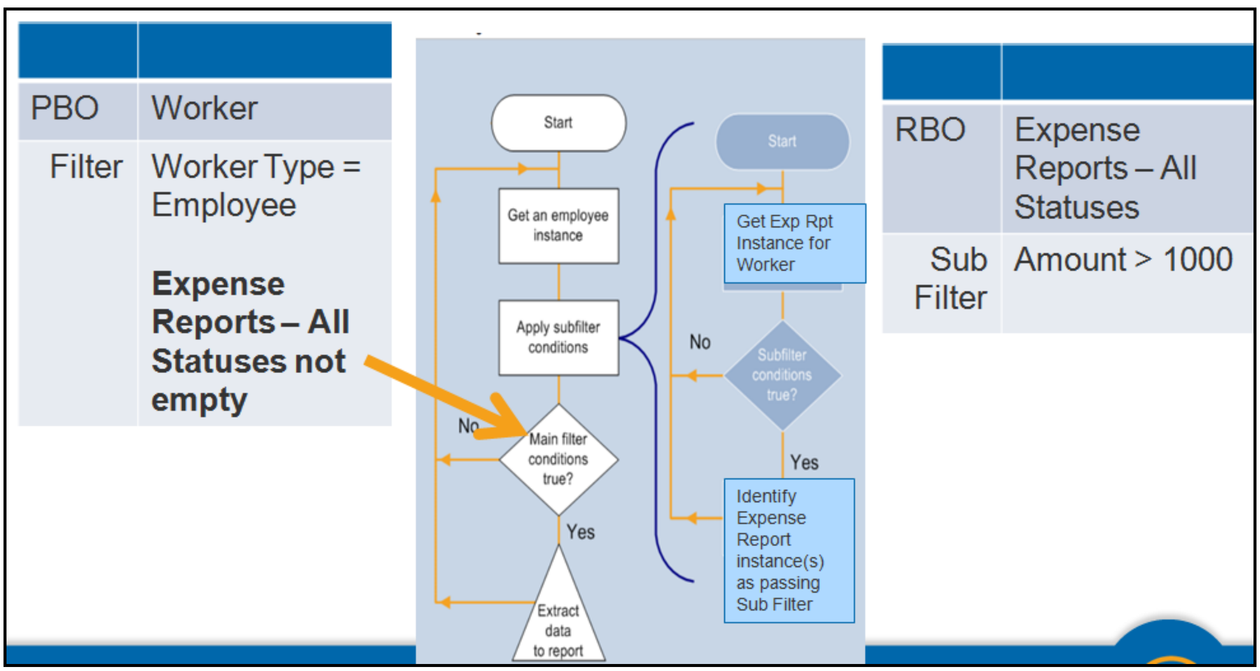
SUBFILTERS

Advanced reports include a **Sub Filters** tab for **defining filter criteria on related business objects.**



FILTER/SUB-FILTER LOGIC

It is important to understand how your report Filter and Sub Filter interact. For a given instance of your PBO, the **subfilter logic is executed first, *then* your Filter logic**. In the below example, Worker is the PBO and Expense Report is the RBO. When the report is run, for each instance of the PBO (Worker), the Sub-Filter logic is executed first (what Expense Report instances should be returned for that worker). If your subfilter condition is true, an instance (or instances) of the RBO (Expense Report) will be returned. If your subfilter condition is false, no instance of the RBO will be returned. Since the Filter logic follows the subfilter, it is important to include the condition **(RBO not empty) in your filter** so that your subfilter results rule out instances of the PBO on the report.



ACTIVITY 6 – WORKING WITH RELATED BUSINESS OBJECTS

Business Case: Logan McNeil has been asked to include information about workers and their expense reports, including the amount and expense items on each expense report.

TASK 1 – ADD FIELDS FROM EXPENSE REPORT RBO TO YOUR REPORT.

1. Find your *WICT RW Training Report 1* and go into **Edit** mode.

2. Under the **Columns** tab, **remove** the following fields for ease of usability in this activity:

   a. Active Status

   b. Age Group

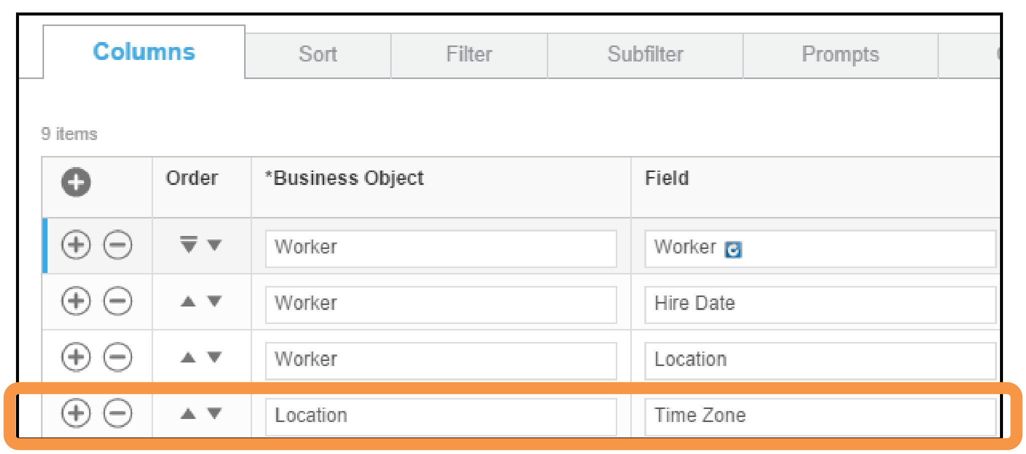
   c. Worker type

   d. Employee type

   e. Full Legal Name

3. Under the **Columns** tab, find the Location field and add a row below it to pull the *Time Zone* field from the *Location* related business object.

Business Object	***Field Name***
Location	Time Zone

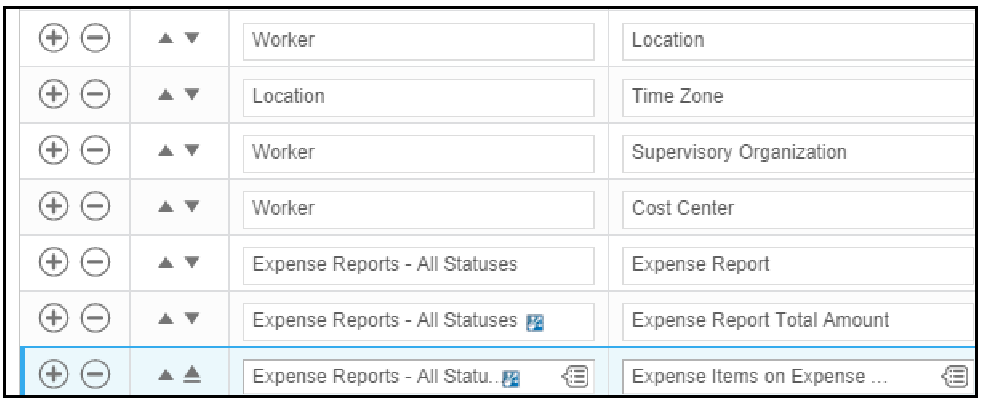


4. Let's now add fields from the *Expense Report –All Statuses* related business object. Still under the **Columns** tab

5. First remove the field: *Expense Report – All Statuses* from the report.

6. Add the following fields from the Expense Report – All Statuses related business object:

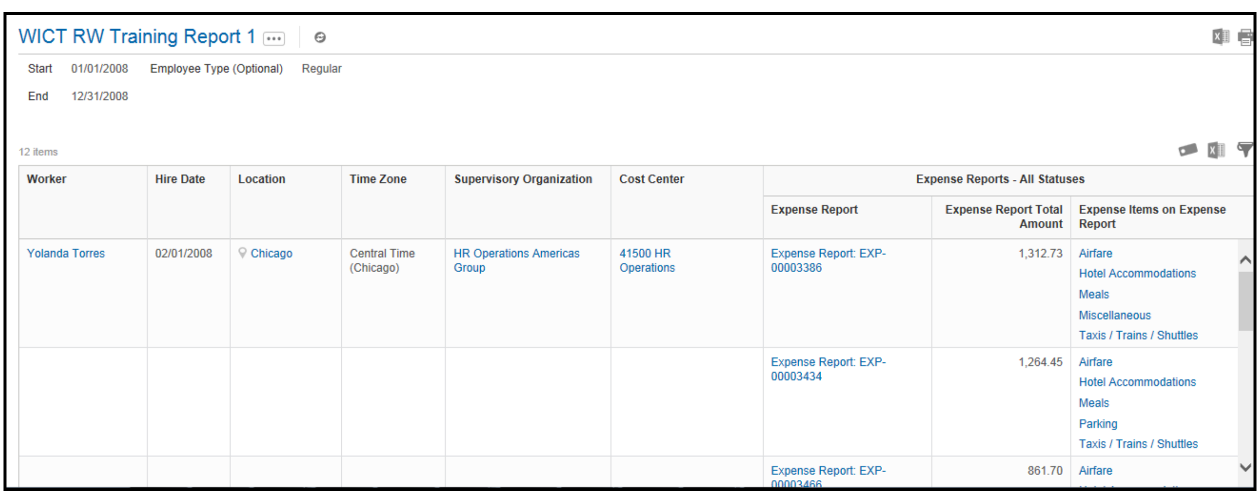
Business Object	***Field Name***
Expense Report – All Statuses	Expense Report
Expense Report – All Statuses	Expense Report Total Amount
Expense Report – All Statuses	Expense Items on Expense Report



7. Click **OK** to save your report and **Run** report using your "2008 Regular Employee Hires" Saved filter.

8. See how Workers are listed and for each location the worker is in, the **Time Zone** now shows.

9. See how for each worker, where data exists, expense report data is now shown. The results show one row of output per each instance of an expense report for a given worker.

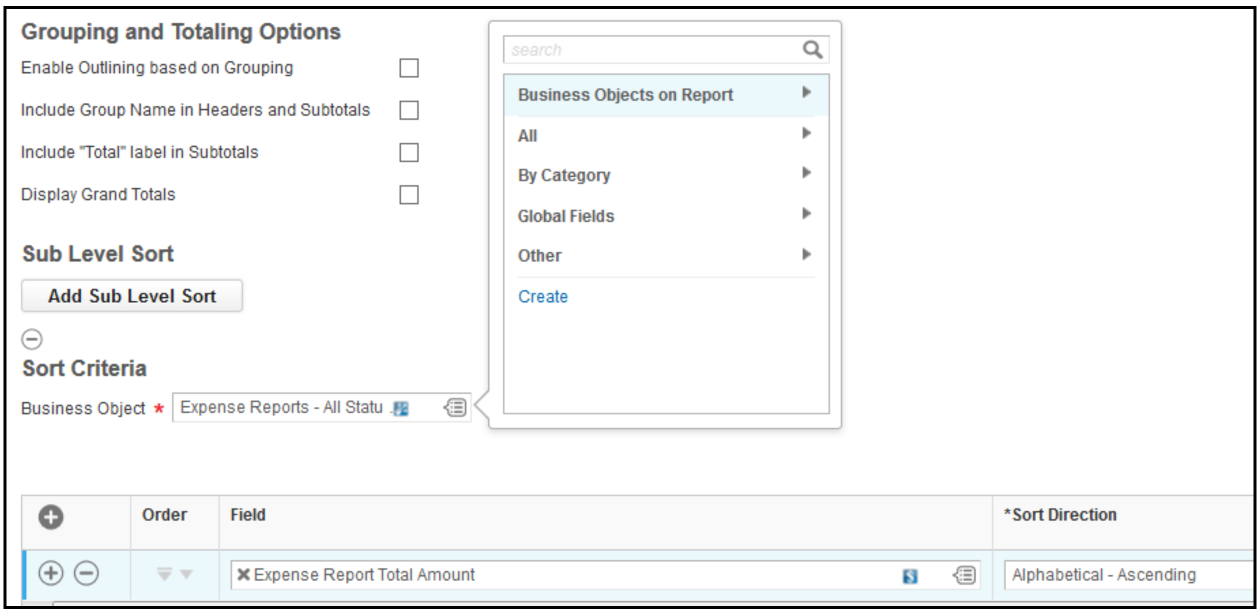


TASK 2 – ADD A SUB-SORT

1. Go back and **edit** your report, go to the **Sort** tab

2. **Add** a **Sub Level Sort**

Field	***Enter***
Business Object	Expense Reports – All Statuses (you can use the prompt to see "Business Objects on Report")
Field	Expense Report Total Amount
Sort Direction	Alphabetical - Ascending



3. Click **OK** to save and **Run** report using your "2008 Regular Employee Hires" saved filter.

4. Note how for a given worker, expense reports are now sorted by amount.

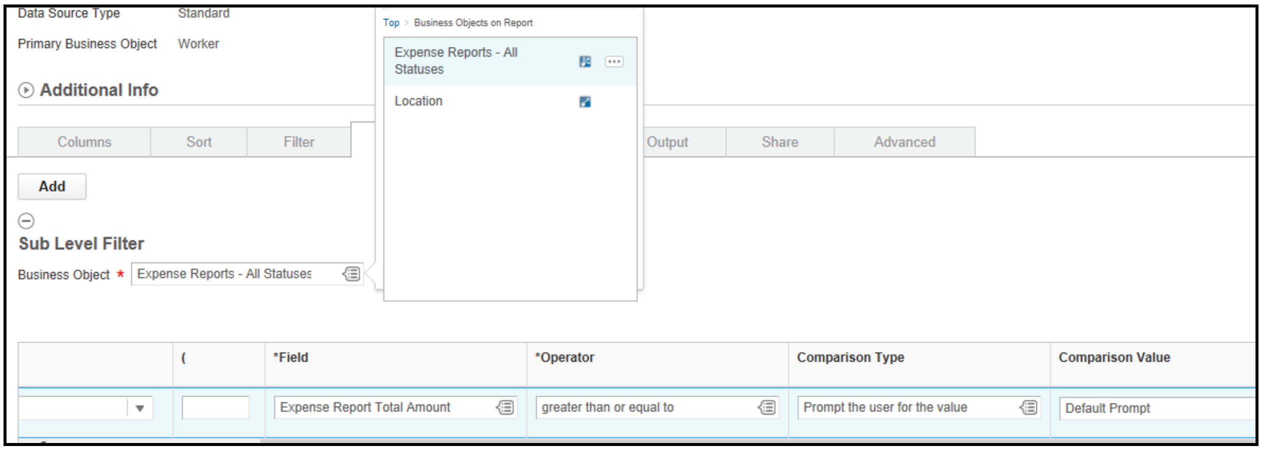
TASK 4 – ADD A SUB-FILTER

1. Go back into **edit** mode for your report and go to the **Sub Filter** tab.

2. Add a Subfilter

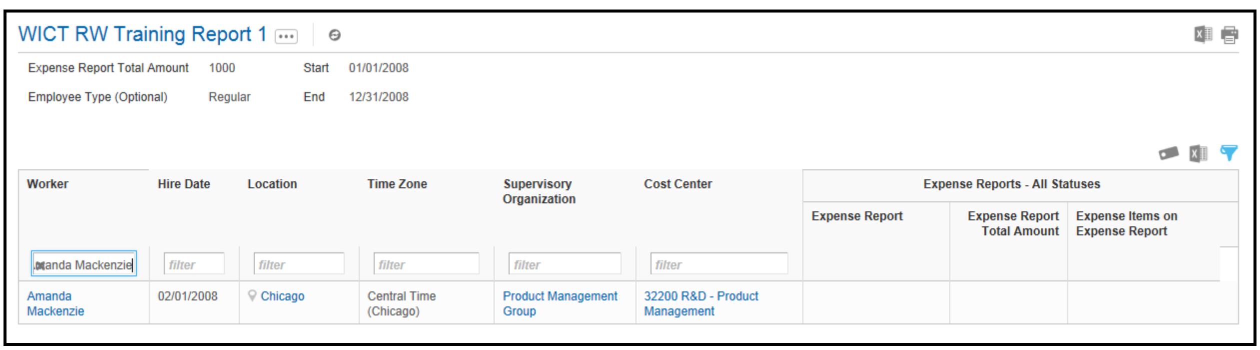
Field	***Enter***
Business Object	Expense Reports – All Statuses

Field	Expense Report Total Amount
Operator	Frequently Used > greater than or equal to
Comparison Type	Common > Prompt the use for a value
Comparison value	Default prompt



3. Click **OK** to save your report and **Run** report using saved filter: "2008 Regular Employee Hires" and enter **1000** for the amount prompt.

4. Using the filter icon, find Amanda Mackenzie in the output and see how she has no data for expense reports as she does not have an expense report over $1000.



5. Why is a worker on the report output when there is no expense report amount > 1000?

   Answer: Because the subfilter logic goes first, if for a given worker there is no expense report data over $1000, the subfilter will return an empty instance. Your filter condition must then check and only show workers where the RBO instance returned is 'not empty'.

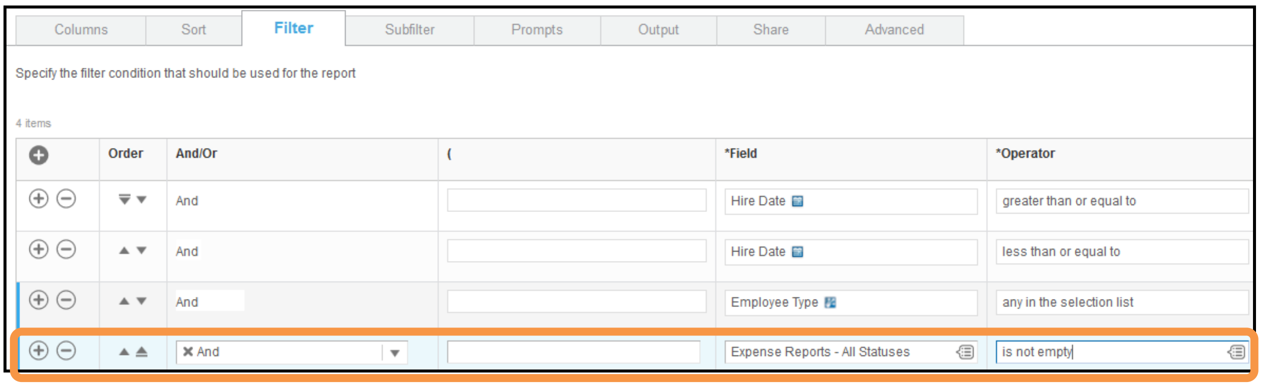
TASK 4 – FILTER TO ONLY SHOW WORKERS WHERE RELATED EXPENSE REPORT DATA EXISTS

1. Go back into **Edit** mode for your report, and go to the **Filter** tab.

2. Add a row to your existing filter conditions to only show workers where Expense Report data exists

   a. Field: **Expense Reports – All Statuses**

   b. Operator: Frequently Used > **Is Not empty**



3. Click OK to save and **Run** report using the "2008 Regular Employee Hires" saved filter and amount 1000. See how now, you only see workers with expense reports over 1000.

(End of Activity)

WORKSHOP #1 – Employee Benefits

Our benefits department has issued a requirement for report to be built that shows all workers that are regular employees and lists all of their current benefit elections (including medical, dental, 401K, short/long term disability). Employees that have not enrolled in benefits should not be displayed in the report output.

Requirements: Employee Benefits Reports

1. Name the report WICT RW Employee Benefits.

2. Develop a custom report that has the following output:

3. For each regular employee, show:

    - Employee
    - Social Security Number
    - Management Level

4. Then for each benefit election that the employee has, show:

    - Benefit Provider
    - Benefit Plan
    - Benefit Type
    - Date Last Changed
    - Dependents

5. Filter OUT anyone who does not have any elections at all.

6. Only display the current election for each benefit type. We don't want any past or future elections. (Hint: read the description for the related business object.)

Worksheet:

1. What would your PBO be?
    - Does it contain the Report Fields you need? How can you verify?
    - What view or Data Source do you need?
    - Do you need to **Filter** down the instances further?
2. What would your RBO be?
    - Does it contain the fields you need?
    - Do you need to **sub-filter** down the instances further?

Solution in back of guide if needed.

WORKSHOP #2 – Unpaid Invoices

Teresa has been asked to create a report showing unpaid invoices for suppliers where the spend category invoices office equipment or supplies.

Requirements: Unpaid Supplier Invoices for office supply related spend categories.

1. Be sure to login as Teresa Serrano (not Logan) for this workshop: tserrano

2. Name the report WICT RW Unpaid Supplier Invoices for Office Supplies and Furniture

3. Develop a custom report that has the following output. For each supplier invoice, show:

    - Supplier Invoice Document
    - Company
    - Supplier
    - Due Date
    - Invoice Amount in Base Currency
    - Document Payment Status

4. Then for each supplier invoice line, show:

    - Supplier Invoice Line
    - Spend Category
    - Extended Amount in Company Base Currency

5. Filter to only show payment statuses of partially paid or unpaid invoices for approved invoices only.

6. Filter to only show supplier invoice lines related to spend categories of office equipment or office supplies. (Hint: this filter is for your RBO, so the 'sub filter' tab)

Worksheet:

1. What would your PBO be?
    - i. Does it contain the Report Fields you need? How can you verify?
    - ii. What view or Data Source do you need?
    - iii. Do you need to **Filter** down the instances further?
2. What would your RBO be?
    - i. Does it contain the fields you need?
    - ii. Do you need to **sub-filter** down the instances further?

Solution in back of guide if needed.

CONTEXTUAL REPORTING

Contextual Reporting in Workday is a key resource when you know the data, but not the meta data, i.e. when you know the data you want to report on, but not the object definitions and report fields for that data.

When viewing the data you're interested in, say a given employee or given expense report, select **Reporting** from the related action icon and you will find 3 main contextual reporting choices.

In the example below, you can use contextual reporting options when viewing a given expense report to either (1) Create a custom report about expense reports, (2) See related reports that are use the expense report business object or (3) see all the report fields and values around an expense report definition with the value shown for the given expense report instance being viewed.

Contextual reporting options can be used to create and view related reports **directly from the context of a given object**. Contextual reporting can enhance your knowledge of fields, objects and data sources associated with a given object, and allows you to view existing related reports that may be repurposed or customized all in the context of a given object.

Many Workday business objects, such as a worker or a supplier invoice, support creating a custom report directly from them in the context of where you are in the application. The value of this option, referred to as contextual reporting, is that it leverages where you are in the application, enabling you to quickly build a report using data with which you are already familiar.

Steps:

1. Bring up a given *instance in Workday*, e.g. a given expense report, benefit election, employee, or even scheduled process.

2. Use Contextual Reporting to see options for reporting **on that BUSINESS OBJECT.**

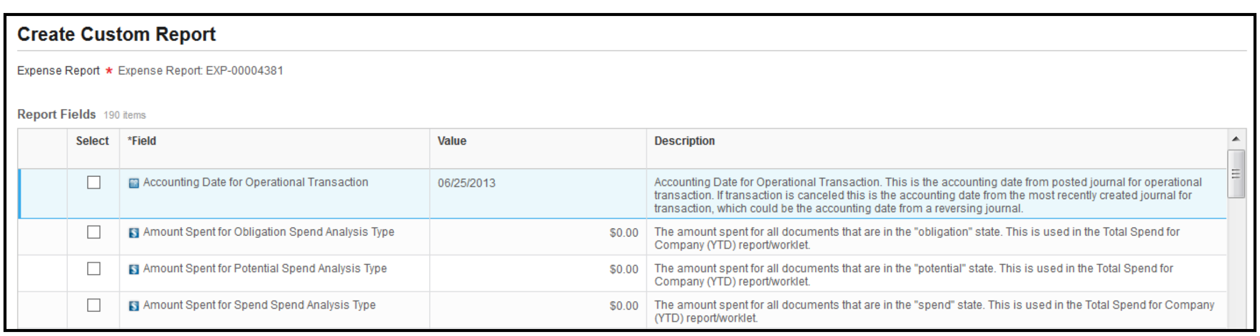
Examples:

Bring up a given instance of a business object	The business object the instance represents	See reporting options for that business object. See how the values for that instance map to report fields for that business object.
Adam Carlton	**Employee**	Create a custom report **about PBO: Employee**, see related reports about **Employee**, and map values to report fields for given *instance.*
EXP-00003388	**Expense Report**	Create a custom report **about PBO: Expense Report**, see related reports about **Expense Report**, and map values to report fields for given *instance.*
Dental – Blue Cross of Calif DMO	**Benefit Plan**	Create a custom report **about PBO: Benefit Plan**, see related reports about **Benefit Plans**, and map values to report fields for given *instance.*

Create Custom Report from Here

This option can be used to create a custom report using this object as the basis for available data sources that contain this object in them. Workday automatically restricts the data sources available for the report to those that are based on the Worker Object.

You can select report fields to include in your custom report, referencing the field descriptions and values for given instance for more insight.



Related Reports

This useful reporting tool displays all reports whether custom or workday delivered that use this business object as the primary object on the report.


Related Reports

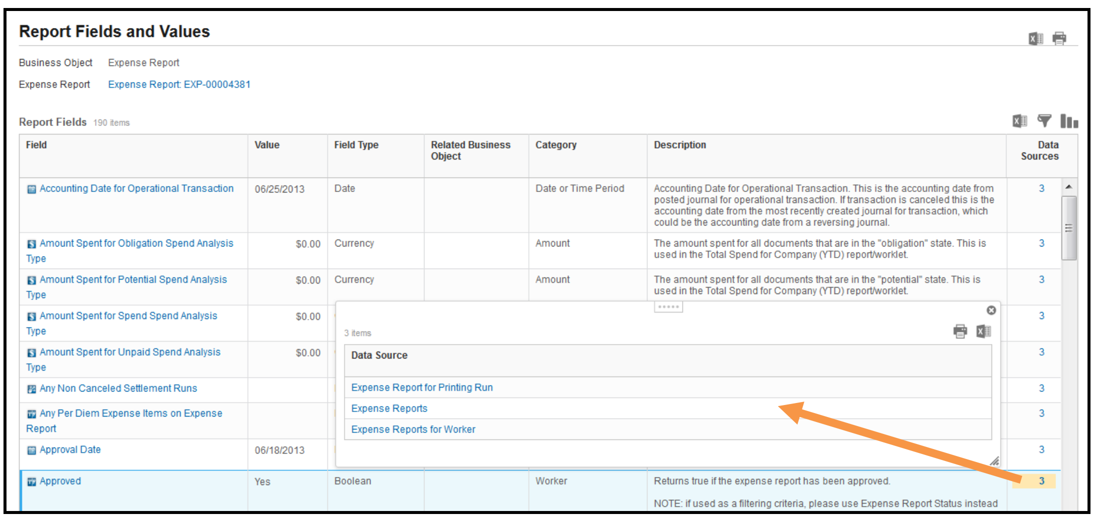
Business Object Expense Report

7 items

Report Name	Description	Type	Categories	Report Tags
Average Expense Cycle Times	This report details the average expense processing times for approval and payment in days by cost center. This report requires prompts for Company as well as From and To Expense Report Approval dates.	Custom		
Average Expense Report Total	This report details the average total expense amount for approved expense reports by cost center. This report requires prompts for Company, From and To Expense Report Approval dates and reporting currency.	Custom		
Expense Report for Print		Workday Delivered		
Expense Report for Print - Report Design		Workday Delivered		
Indexed RDS Comparison for Expense Reports Part 1		Workday Delivered		
Indexed RDS Comparison for Expense Reports Part 2		Workday Delivered		
List of Expense Reports for LTM		Custom		Expenses

Report Fields and Values

This option displays all the report fields and values related to the selected business object and instance. It only displays fields that you are allowed to view. It enables you to sort, filter and export the fields to Excel so that you can become familiar with the Workday fields by viewing them in the context of your own data. For each field, you can also see data sources that include those fields for reporting.


Report Fields and Values

Business Object Expense Report

Expense Report Expense Report: EXP-00004381

Report Fields 190 items

Field	Value	Field Type	Related Business Object	Category	Description	Data Sources
Accounting Date for Operational Transaction	06/25/2013	Date		Date or Time Period	Accounting Date for Operational Transaction. This is the accounting date from posted journal for operational transaction. If transaction is canceled this is the accounting date from the most recently created journal for transaction, which could be the accounting date from a reversing journal.	3
Amount Spent for Obligation Spend Analysis Type	$0.00	Currency		Amount	The amount spent for all documents that are in the "obligation" state. This is used in the Total Spend for Company (YTD) report/worklet.	3
Amount Spent for Potential Spend Analysis Type	$0.00	Currency		Amount	The amount spent for all documents that are in the "potential" state. This is used in the Total Spend for Company (YTD) report/worklet.	3
Amount Spent for Spend Spend Analysis Type	$0.00					3
Amount Spent for Unpaid Spend Analysis Type	$0.00					3
Any Non Canceled Settlement Runs						3
Any Per Diem Expense Items on Expense Report						3
Approval Date	06/18/2013					3
Approved	Yes	Boolean		Worker	Returns true if the expense report has been approved. NOTE: if used as a filtering criteria, please use Expense Report Status instead	3

3 items

Data Source
Expense Report for Printing Run
Expense Reports
Expense Reports for Worker

ACTIVITY 7 DEMO – CONTEXTUAL REPORTING

When you know the data, but not the objects behind the data, use Contextual Reporting options to get insight to the business objects, available report fields, and see values mapped to the available report fields for your given context.

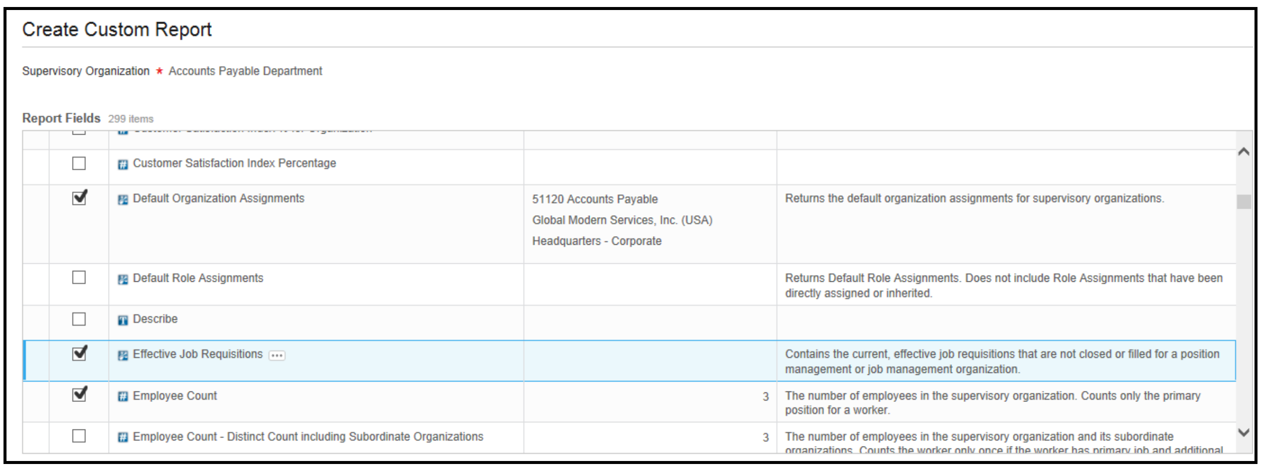
TASK 1 - CREATE CUSTOM REPORT FROM HERE

1. Search for the Accounts Payable supervisory organization (org: Accounts Payable)

2. Using related actions for the Accounts Payable organization object, select Reporting and then select Create Custom Report from Here

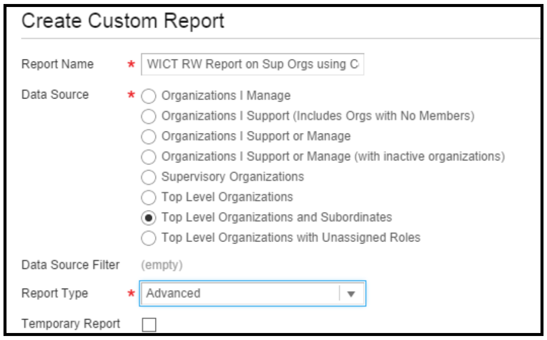
3. See how the Value column shows the values for your context, the Accounts Payable supervisory organization mapped to the available report fields.

4. Select some example fields and click OK to start your custom report. (Tip: use ctrl-f to find fields)



5. Name your report, e.g. *WICT RW Report on Sup Orgs using Contextual Reporting.*

6. Select a data source: Top Level Organizations and Subordinates and choose a report type, e.g. Advanced.



Create Custom Report

Report Name * WICT RW Report on Sup Orgs using C

Data Source *
- ○ Organizations I Manage
- ○ Organizations I Support (Includes Orgs with No Members)
- ○ Organizations I Support or Manage
- ○ Organizations I Support or Manage (with inactive organizations)
- ○ Supervisory Organizations
- ○ Top Level Organizations
- ◉ Top Level Organizations and Subordinates
- ○ Top Level Organizations with Unassigned Roles

Data Source Filter (empty)

Report Type * Advanced

Temporary Report ☐

7. Click OK.Now you are in the report definition and can further configure the report with additional fields (columns), sort criteria, filter criteria and more.

TASK 2 - RELATED REPORTS

1. Search for a location Boston (loc: Boston)

2. Using related actions for the Boston location object, select Reporting and then select Related Reports to see other reports in the tenant for Business Object: Location.

Related Reports

Business Object Location

8 items

Report Name	Description	Type	Categories	Report Tags
Accounting Worktag Reference Ids		Workday Delivered		
Custom Worktag Counts		Workday Delivered		
Data Audit - Worktags		Custom		
Find Instructional Locations		Workday Delivered		
Location Directory	View all Business Sites and their usage, public phone numbers, primary addresses, and public email addresses. Enables you to find, contact, or edit business sites. Required prompt: none Optional prompt: none	Workday Delivered	Organizations	
Location Directory Map	Prompts Location Usages. Returns Location Type with phone numbers, primary addresses, and email addresses.	Custom		Directory HCM Data Guide

TASK 3 - REPORT FIELDS AND VALUES

1. Search for job profile IT HelpDesk Specialist (job: helpdesk)

2. Using related actions, select Reporting and then select Report Fields & Values

3. Similar to Create Custom report from here, this option just shows you the available report fields and values mapped for your context so that you can get better insight into how the data is captured in report fields.

Report Fields and Values

Business Object Job Profile

Job Profile IT HelpDesk Specialist

Report Fields 69 items

Field	Value	Field Type	Related Business Object	Category	Description	Data Sources
Average Pay - Amount	$64,333.45	Currency		Compensation	The average base pay for employees in positions with this job profile. This is calculated by taking the sum of the employee's base pay who are in positions with the job profile, and dividing by the number of workers. The number is represented as an annualized amount in the reporting currency for the Workday system.	2
Benchmark Job		Single instance	Compensation Benchmark Default	Compensation	This is the associated active Benchmark Job for a Job Profile. Note that the rows and data returned associated with this field are "effective date" aware. Entering an effective date at run time will control what data is returned.	2
Candidate Details		Multi-instance	Nomination	Job & Position	Nomination Readiness	2

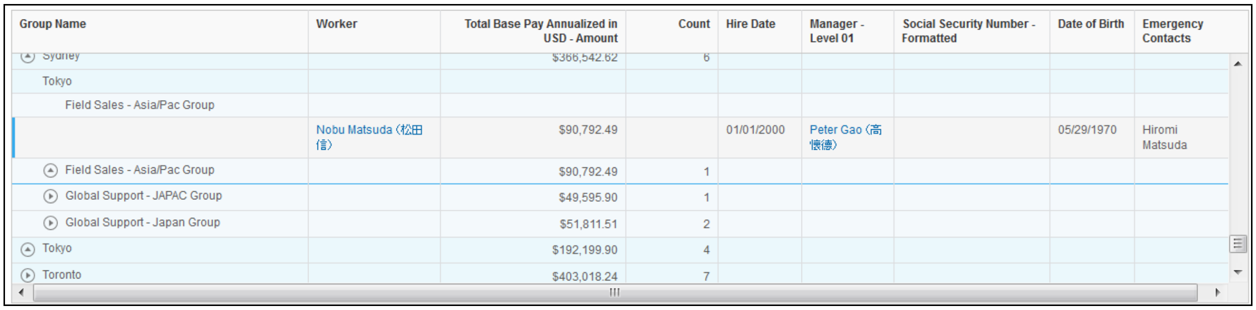
4. Reporting>Report Fields and Values is a great troubleshooting option especially when done for event business objects.

(End of Activity)

SUBTOTALING, GROUPING & OUTLINING REPORTS

When building Simple or Advanced Reports, Workday's Report Writer tool allows you to generate subtotals, grand totals, headers, groupings and collapse-able / expandable outlines.

Below is an example of a report enabled for outlining. In this example, the Tokyo location is expanded along with one supervisory organization, showing the worker information details for that Location/Supervisory Organization grouping.

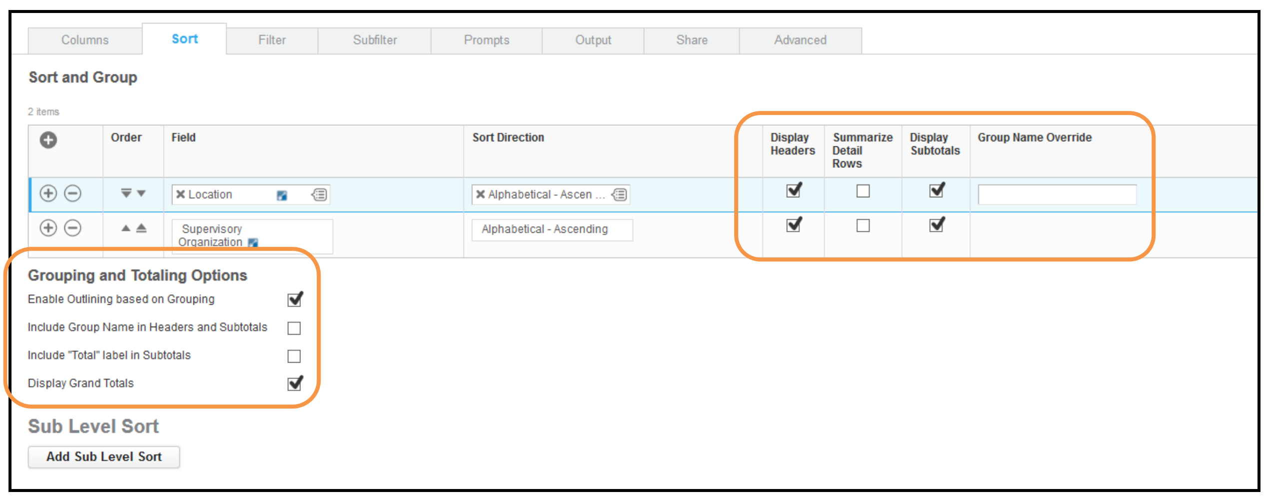


Group Name	Worker	Total Base Pay Annualized in USD - Amount	Count	Hire Date	Manager - Level 01	Social Security Number - Formatted	Date of Birth	Emergency Contacts
Sydney		$366,542.62	6					
Tokyo								
Field Sales - Asia/Pac Group								
	Nobu Matsuda (松田 信)	$90,792.49		01/01/2000	Peter Gao (高 懷德)		05/29/1970	Hiromi Matsuda
Field Sales - Asia/Pac Group		$90,792.49	1					
Global Support - JAPAC Group		$49,595.90	1					
Global Support - Japan Group		$51,811.51	2					
Tokyo		$192,199.90	4					
Toronto		$403,018.24	7					

The configuration options under the Report Writer **Sort tab** provide for these features starting with the sort sequence and group hierarchy of your report. Which fields to sort and group on.

Under the Sort tab you can also configure:

- **Display Subtotals** for a given sort field
- **Summarize Detail Rows** for a given sort field
- **Display Headers** if grouping data
- **Enable Outlining** based on Groupings
- **Display Grand Totals** and more

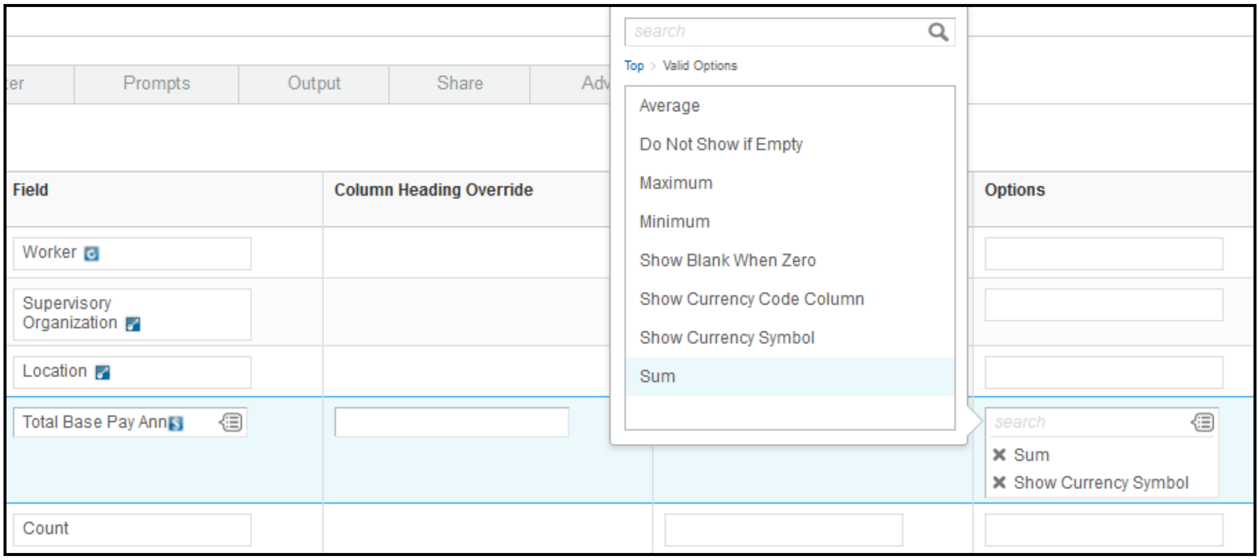


SUBTOTALS & GRAND TOTALS

Steps to implement:

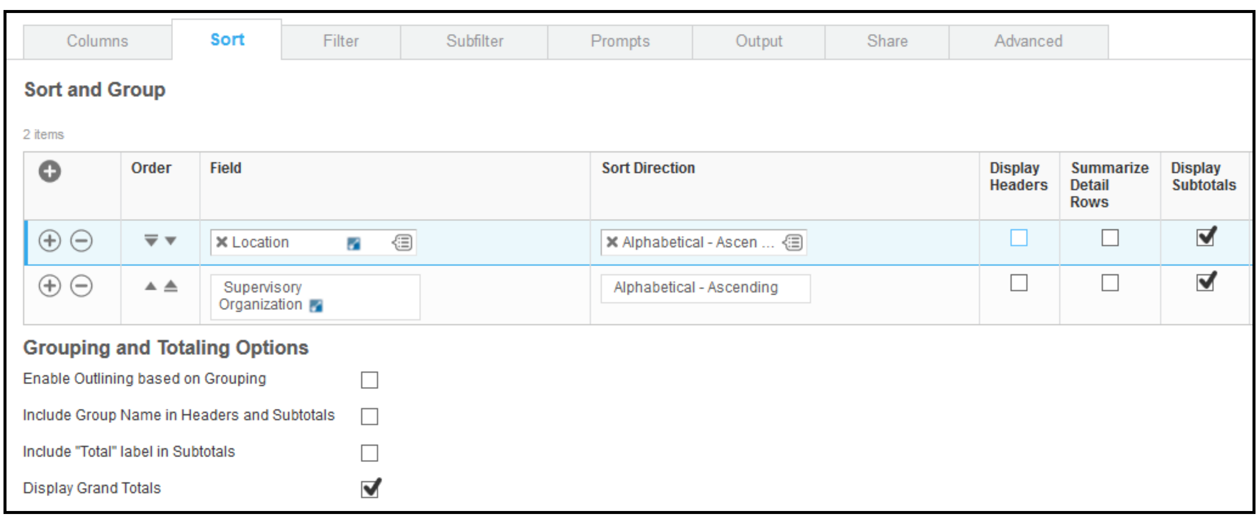
Columns Tab:

- Field **Options:** Select numeric or currency field(s) on report to Aggregate and to show subtotals for (Valid Options: Sum, Average, Minimum, Maximum)
- Include the **Count** field (Global field) if you want to show subtotals for the # of instances (rows) of the Primary Business Object



Sort tab:

- Select **Display Subtotal** at desired sort level under Sort tab
- Select **Display Grand Totals** if desired



Report Output with Subtotals and Grand Totals:

Worker	Location	Supervisory Organization	Total Base Pay Annualized in USD - Amount	Count	Hire Date	Manager - Level 01	Social Security Number - Formatted	Date of Birth
		Global Support - North America Group	**$28,295.33**	**1**				
Henry Lynch	Toronto	Human Resources	$130,408.00		06/06/2011	Logan McNeil		04/20/1960
		Human Resources	**$130,408.00**	**1**				
Stella Bauer	Toronto	Property Management Department	$20,443.18		03/14/2011	Enrique Vasquez		11/23/1983
Maury Irwin	Toronto	Property Management Department	$36,806.93		02/07/2011	Enrique Vasquez		10/17/1963
Mason Webb	Toronto	Property Management Department	$36,684.24		03/14/2011	Enrique Vasquez		04/09/1983
		Property Management Department	**$93,934.35**	**3**				
	Toronto		**$435,249.14**	**7**				
Carol Li	Vancouver	Consulting Services - North America Group	$80,973.76		01/01/2000	Carol Abbott		05/10/1970
		Consulting Services - North America Group	**$80,973.76**	**1**				
Ryan Taylor	Vancouver	Field Sales - North America Group	$94,376.74		01/01/2000	Angela Bianchi		08/04/1968
		Field Sales - North America Group	**$94,376.74**	**1**				
Dylan Johnson	Vancouver	Global Support - Canada Group	$38,747.75		01/01/2000	Alain DuBois		06/22/1974
Blair White	Vancouver	Global Support - Canada Group	$32,402.68		02/22/2011	Alain DuBois		07/15/1947
		Global Support - Canada Group	**$71,150.43**	**2**				
Leah Grant	Vancouver	Property Management Department	$48,053.49		01/10/2005	Enrique Vasquez		07/05/1967
		Property Management Department	**$48,053.49**	**1**				
	Vancouver		**$294,554.42**	**5**				
Stefania Jaworski	Warsaw	Global Support - Eastern Europe Group	$34,093.10		05/16/2012	Victorya Nikolayevich Blokov (Виктория Николаевич Блоки)		06/06/1984
		Global Support - Eastern Europe Group	**$34,093.10**	**1**				
	Warsaw		**$34,093.10**	**1**				
			$23,427,554.44	**286**				

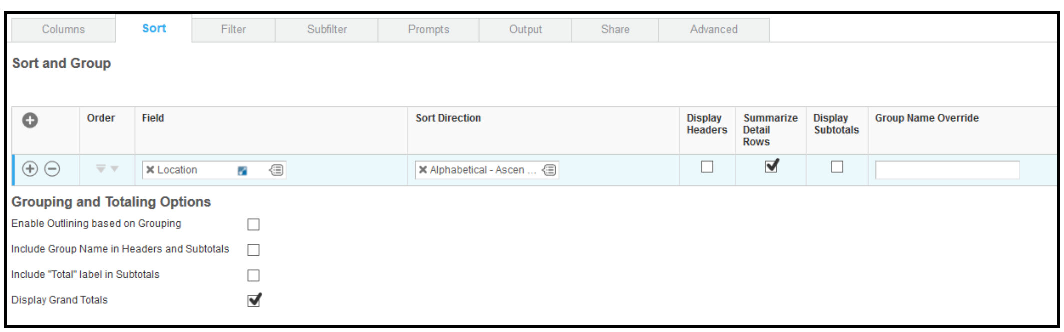
SUMMARY VS. DETAIL REPORTING OF TOTALS

You can also summarize your totals at defined sort levels. Below is a snapshot of Employee Total Base Pay totals summarized by Location.

Location	Total Base Pay Annualized in USD - Amount
Amsterdam	$289,447.82
Atlanta	$1,043,088.49
Auckland	$72,419.91
Berwyn	$68,000.00
Boston	$1,288,904.43
Brussels	$44,177.68
Calgary	$175,119.68

Steps to implement:

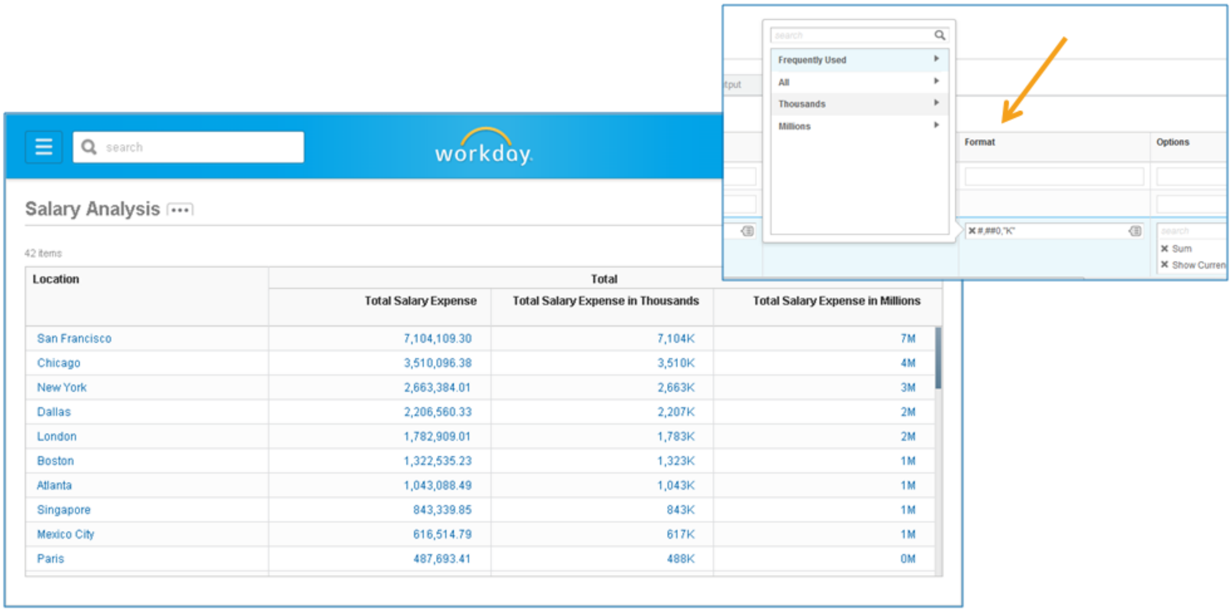
- Select **Summarize Detail Rows** at desired sort level under Sort tab
- Remove any lower level sort fields that you do not want to summarize on.
- Remove any report fields (Columns tab) that are not being aggregated or sorted on.



Tip: Formatting Numeric or Currency Fields in Thousands and Millions

In your custom report definition, you can apply a ‘Format’ to a numeric or currency field to display the value with needed formatting, precision, including rounding.

You can even show larger numbers in “Thousands” with a “K” or Millions with an “M” which can be useful, especially with worklets, to not require as much space.



Thousands		
Format	Internal Value	Display Results
#,##0,	-4,598,632	-4,599
#,##0.0,	-4,598,632	-4,598.6
#,##0,"K"	-4,598,632	-4,599K
#,##0.0,"K"	-4,598,632	-4,598.6K
#,##0,;(#,##0,)	-4,598,632	(4,599)
#,##0.0,;(#,##0.0,)	-4,598,632	(4,598.6)
#,##0,"K";(#,##0,"K")	-4,598,632	(4,599K)
#,##0.0,"K";(#,##0.0,"K")	-4,598,632	(4,598.6K)

Millions		
Format	Internal Value	Display Results
#,##0,,	-4,598,632	-5
#,##0.0,,	-4,598,632	4.6
#,##0,,"M"	-4,598,632	-5M
#,##0.0,,"M"	-4,598,632	-4.6M
#,##0,,;(#,##0,,)	-4,598,632	(5)
#,##0.0,,;(#,##0.0,,)	-4,598,632	(4.6)
#,##0,,"M";(#,##0,,"M")	-4,598,632	(5M)
#,##0.0,,"M";(#,##0.0,,"M")	-4,598,632	(4.6M)

Note: Regarding rounding: The Format option rounds the value displayed

- Each number is rounded independently
- No adjustments are made to ensure display values cross foot with totals

ACTIVITY 8 – CONFIGURE SUBTOTALS AND GRAND TOTALS

Business Case: Teresa has been asked to create a report totaling expense items by worker, cost center and region.

TASK 1 – COPY AN EXISTING CUSTOM REPORT

1. Logout as Logan and **login as Teresa Serrano (tserrano).** Use the same password as for Logan.

2. From the search box, run the *Copy Custom Report* task.

3. Enter: *WDINST Expense Report Lines for Date Range* as the report to copy and click OK.

4. Rename the report to: *WICT RW Expense Report Lines for Date Range* and click **OK**.

5. Note the report's Primary Business Object and Data Source. This report uses an indexed data source.

6. Review the fields included under the **Columns** tab. All fields are from the report's PBO, no RBO fields included.

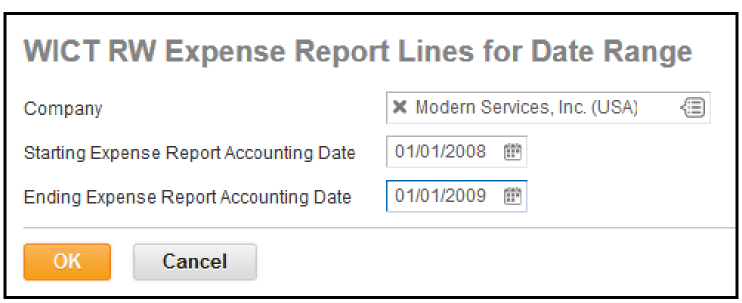
7. Click on the **Sort** tab, no sort is configured.

8. Click on the **Filter** tab, see how the report will prompt on an *Expense Report Accounting Start Date* and *End date* to filter the output on.

9. Click on the remaining tabs to orient yourself to the definition.

10. Click **OK** to save your copy and run the report.

11. Enter "Global Modern Services (USA)" for the Company and a date range of 01/01/2008 to 01/01/2009



12. Click OK to run the report and review the results.

TASK 2 – SUBTOTALING & GRAND TOTALING

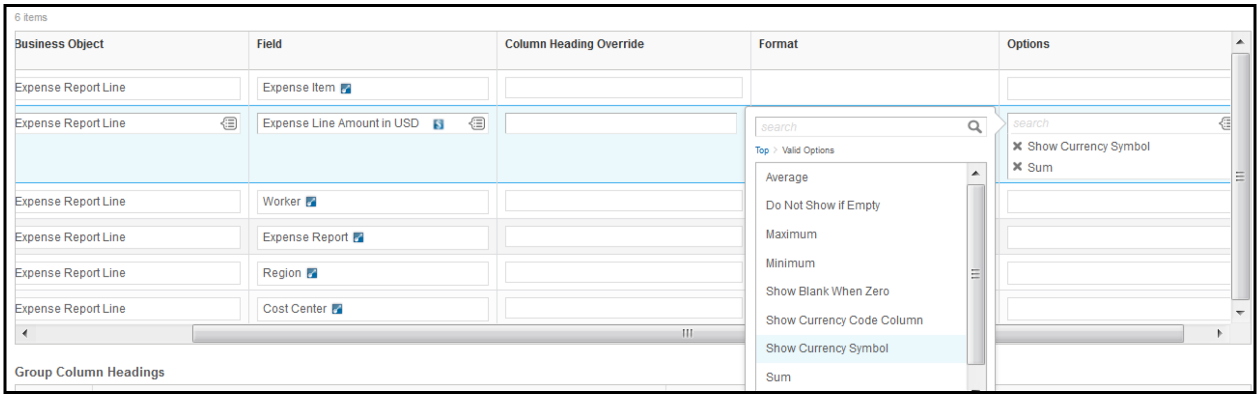
1. We will now go back and aggregate the Expense Line Amount in USD field to show subtotals (and grand totals) by Region and Cost Center.

2. Go back into edit mode for your report.

3. Under the Columns tab, find the Expense Line Amount in USD field, and under Options > Valid Options:

    a. Select **Show currency symbol**

    b. Select **Sum**   (this is the aggregation option you want for your subtotaling)



4. While still in edit more, go to the **Sort** tab –

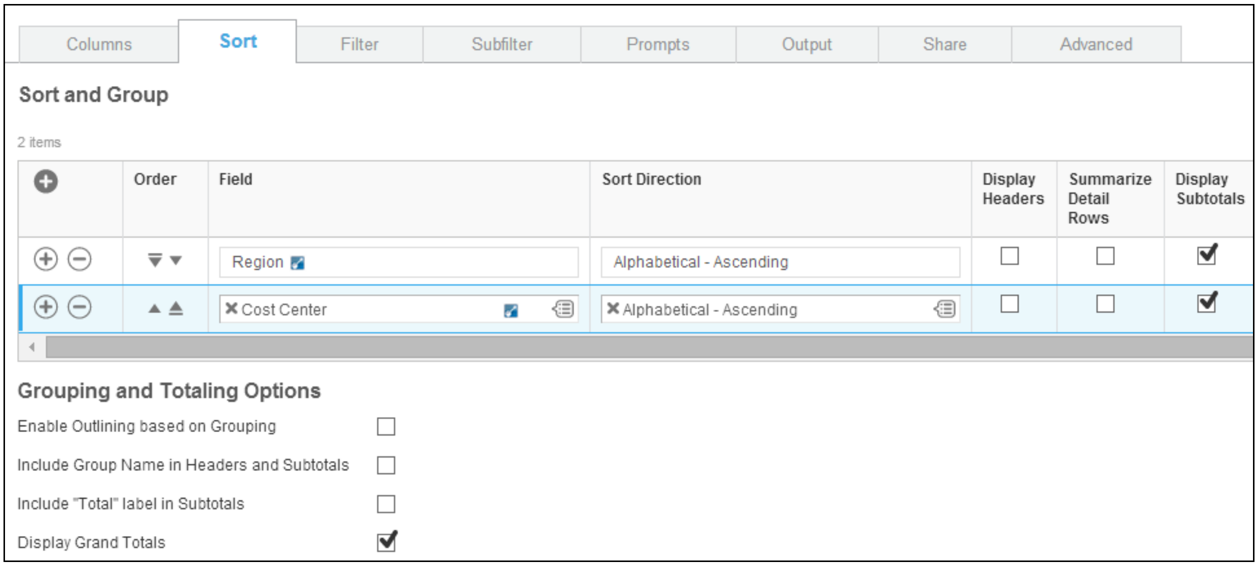
5. Add the following 2 fields for your sort and group fields: (hint: use "Fields on Report" when using the prompt)

    a. Region (choose sort direction: Alphabetical – Ascending)

    b. Cost Center (sort direction: Alphabetical – Ascending)

6. Select **Display Subtotals** for each sort field

7. Select Display Grand totals checkbox.



8. Click **OK** to save your report and **Run**. Use "Global Modern Services, Inc. (USA)" as the Company and 01/01/2008 to 01/01/2009 for the date range.

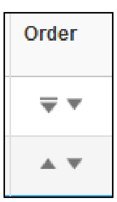
9. Note subtotals for your defined sort fields. See how it is difficult to read the report given the order of the columns not aligning with the sort order.

TASK 3 – ADD COUNT FIELD

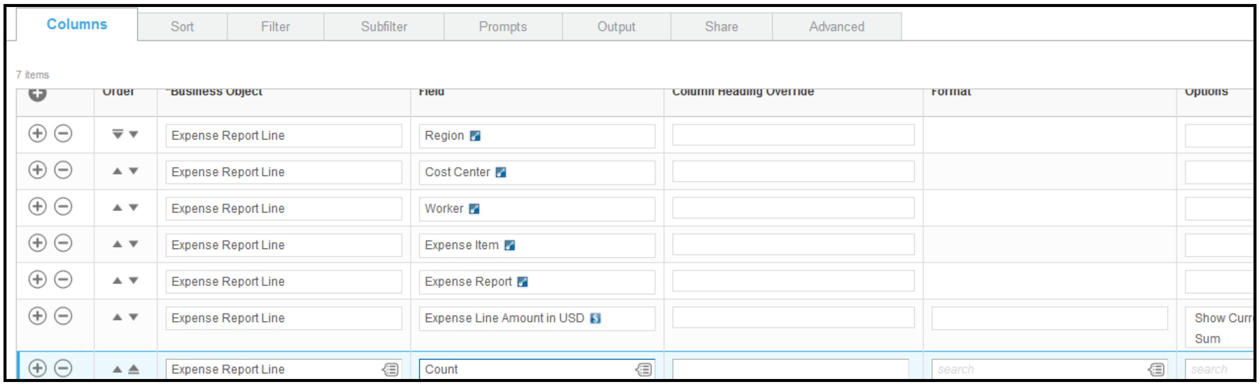
1. Go back and edit your report one more time.

2. Under the **Columns** tab, make the following configurations:

3. Re-order the fields to match your Sort order. Using the order black arrows, order the fields as: Region, Cost Center, Worker, Expense Item, Expense Report, Expense Line Amount in USD.



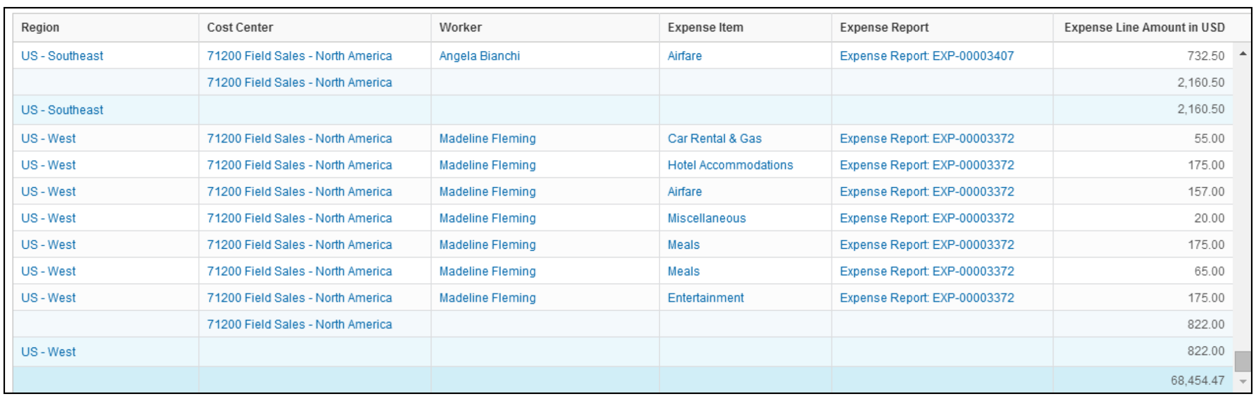
4. Add the "**Count**" field to your report



Order	*Business Object	Field	Column Heading Override	Format	Options
	Expense Report Line	Region			
	Expense Report Line	Cost Center			
	Expense Report Line	Worker			
	Expense Report Line	Expense Item			
	Expense Report Line	Expense Report			
	Expense Report Line	Expense Line Amount in USD			Show Curr Sum
	Expense Report Line	Count		search	search

5. Click OK to save and run the report to see the results. Use "Global Modern Services, Inc. (USA)" as the Company and 01/01/2008 to 01/01/2009 for the date range.

6. See the subtotals at the Region and Cost Center levels. See the count of instances (rows) at each subtotal break. Also scroll the bottom of the report to see the Grand Totals.



Region	Cost Center	Worker	Expense Item	Expense Report	Expense Line Amount in USD
US - Southeast	71200 Field Sales - North America	Angela Bianchi	Airfare	Expense Report: EXP-00003407	732.50
	71200 Field Sales - North America				2,160.50
US - Southeast					2,160.50
US - West	71200 Field Sales - North America	Madeline Fleming	Car Rental & Gas	Expense Report: EXP-00003372	55.00
US - West	71200 Field Sales - North America	Madeline Fleming	Hotel Accommodations	Expense Report: EXP-00003372	175.00
US - West	71200 Field Sales - North America	Madeline Fleming	Airfare	Expense Report: EXP-00003372	157.00
US - West	71200 Field Sales - North America	Madeline Fleming	Miscellaneous	Expense Report: EXP-00003372	20.00
US - West	71200 Field Sales - North America	Madeline Fleming	Meals	Expense Report: EXP-00003372	175.00
US - West	71200 Field Sales - North America	Madeline Fleming	Meals	Expense Report: EXP-00003372	65.00
US - West	71200 Field Sales - North America	Madeline Fleming	Entertainment	Expense Report: EXP-00003372	175.00
	71200 Field Sales - North America				822.00
US - West					822.00
					68,454.47

TASK 4 - COPY AND CONFIGURE A SUMMARY TOTALS VERSION (OPTIONAL)

1. Using related actions off your report definition, select **Custom Report > Copy**

2. Name your copied report: *WICT RW Expense Report Lines for Date Range - Summary*

3. Click OK.

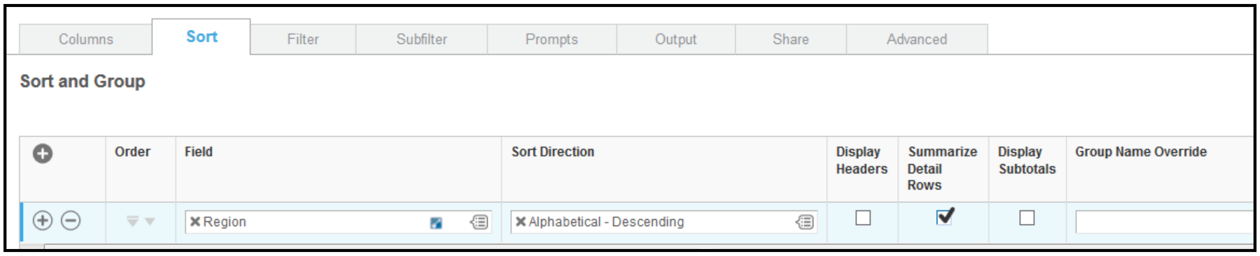
4. Under the **Sort** tab –

    a. Select **Summarize Detail Rows** for the *Region* sort field.

    b. Remove all lower sort fields

    c. Deselect the *Display Subtotals* checkbox.

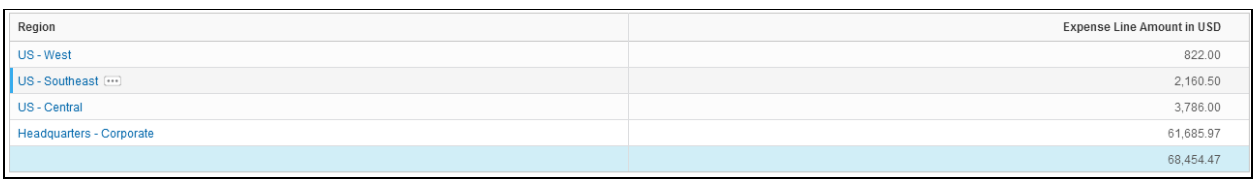
    d. Change the sort direction to Alphabetical Descending



5. Under the **Columns** tab, *remove* the following fields. Remember that when you choose to summarize detail rows, the only fields under the Columns tab must be fields used in the sort or aggregation. Other fields must be removed.

   - Cost Center
   - Worker
   - Expense Item
   - Expense Report
   - Count

6. Click **OK** to save and run.

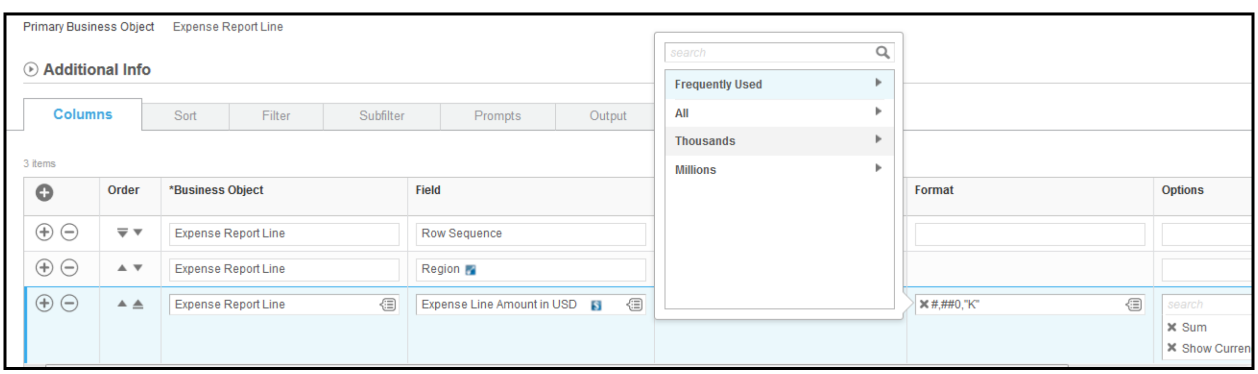


7. Let's lastly go back and edit the report to control the 'format' of the numeric data shown as well as add a row sequence.

8. Edit your report and under the **Columns** tab,

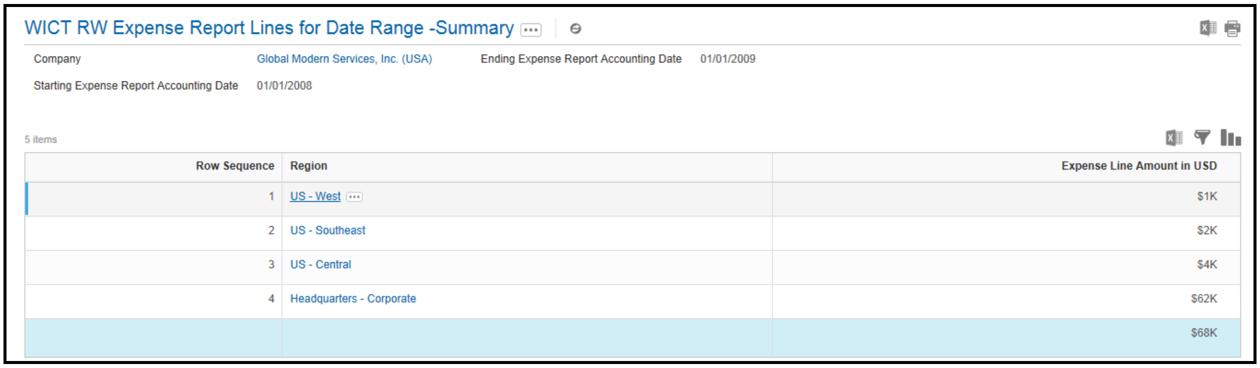
9. Add a new field as the first field in report as: **Row Sequence**

10. For the Expense Line Amount in USD field, try a different **format** to represent the value, e.g. Thousands: *#,##0 "K".*



11. Click OK to save and run the report one last time with the same parameters.

12. Note the row sequence and the formatting of the expense line amount totals with 'thousands' shown with "K" given our format. Try other formats as time permits.


WICT RW Expense Report Lines for Date Range -Summary

Company Global Modern Services, Inc. (USA) Ending Expense Report Accounting Date 01/01/2009

Starting Expense Report Accounting Date 01/01/2008

5 items

Row Sequence	Region	Expense Line Amount in USD
1	US - West	$1K
2	US - Southeast	$2K
3	US - Central	$4K
4	Headquarters - Corporate	$62K
		$68K

(End of Activity)

GROUPING & OUTLINING

Workday's Report Writer tool allows you to group your report data in visual groupings and also provide for collapsible/expandable outlining.

GROUPING

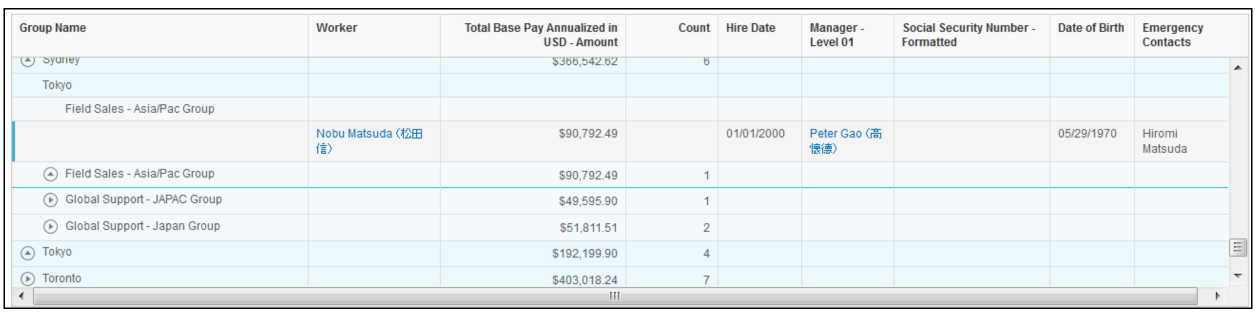
Group Name	Worker	Total Base Pay Annualized in USD - Amount	Count	Hire Date	Manager - Level 01	Social Security Number - Formatted	Date of Birth	Emergency Contacts
Sydney		$366,542.62	6					
Tokyo								
Field Sales - Asia/Pac Group								
	Nobu Matsuda (松田 信)	$90,792.49		01/01/2000	Peter Gao (高懐德)		05/29/1970	Hiromi Matsuda
Field Sales - Asia/Pac Group		$90,792.49	1					
Global Support - JAPAC Group								
	Hiro Yoshida (吉田 弘)	$49,595.90		01/01/2000	Nikhil Rao		04/23/1978	Rika Yoshida

Steps to implement:

- Columns tab:
  - Add the global field: **Group Name** as the first field in the report
- Sort tab:
  - **Specify Sort Fields (i.e. Groupings)**
  - **Display Headers (optional)**

OUTLINING

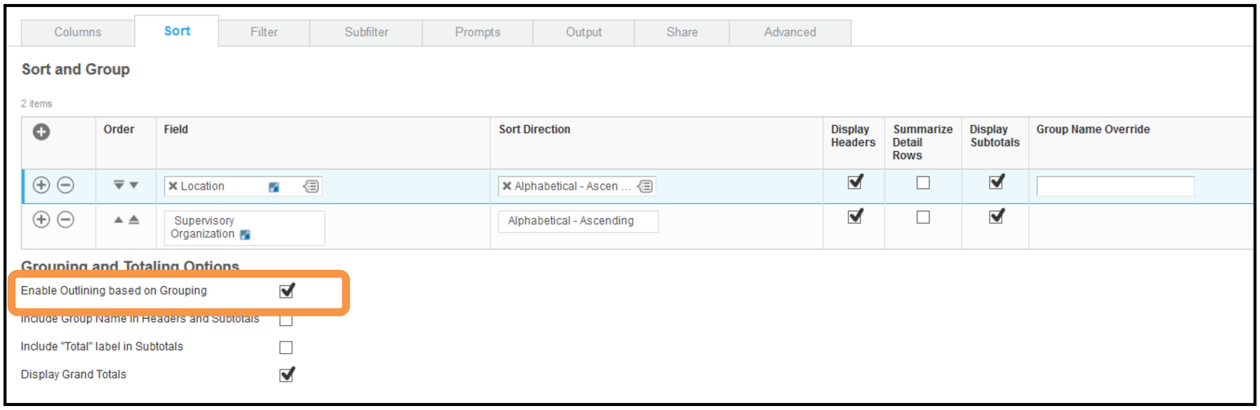
Outlining provides for an expandable/collapsible option to view report output based on defined groupings



Group Name	Worker	Total Base Pay Annualized in USD - Amount	Count	Hire Date	Manager - Level 01	Social Security Number - Formatted	Date of Birth	Emergency Contacts
Sydney		$366,542.62	6					
Tokyo								
Field Sales - Asia/Pac Group								
	Nobu Matsuda (松田 信)	$90,792.49		01/01/2000	Peter Gao (高懐德)		05/29/1970	Hiromi Matsuda
Field Sales - Asia/Pac Group		$90,792.49	1					
Global Support - JAPAC Group		$49,595.90	1					
Global Support - Japan Group		$51,811.51	2					
Tokyo		$192,199.90	4					
Toronto		$403,018.24	7					

Steps to implement:

- **Columns tab:**
  - Add the global field: Group Name as the first field in the report
- **Sort tab:**
  - **Specify Sort Fields for Groupings**
  - **Display Headers (optional)**
  - **Enable Outlining based on Grouping**



Limitations for Outlining:

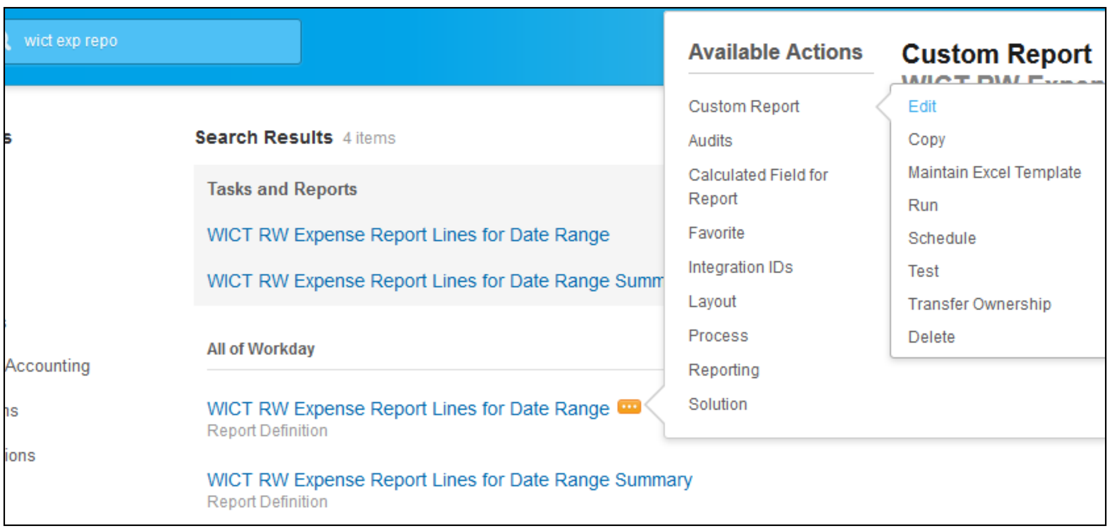
- All fields on an outlined report must be associated with the **Primary Business Object (PBO) only**. You cannot have fields from RBOs on a report enabled for outlining.

ACTIVITY 9 – GROUP, TOTAL, OUTLINE THE EMPLOYEE AUDIT REPORT

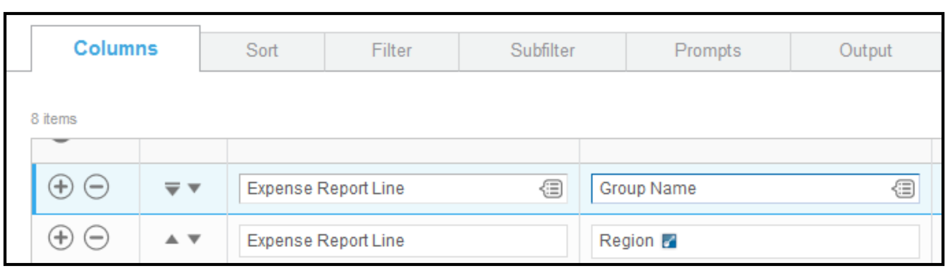
Business Case: Teresa has been asked to enable grouping and outlining for collapsible/expandable report output.

TASK 1 – GROUP & OUTLINE

1. Still as Teresa (Tserrano), find the *WICT RW Expense Reports Lines for Date Range* report (**not** the summary version) and go into **edit** mode using related actions off the report definition.



2. Under the **Columns** tab, add the "**Group Name**" field as the first field to your report.



3. Click **OK** to save and run the report. Use "Global Modern Services, Inc (USA)" for the company, and 01/01/2008 to 01/01/2009 for the date range. See how your sort fields are captured in your left-most Group Name column yet only showing as footer groupings.

Group Name	Region	Cost Center	Worker	Expense Item	Expense Report	Expense Line Amount in USD
		America			00003372	
	US - West	71200 Field Sales - North America	Madeline Fleming	Miscellaneous	Expense Report: EXP-00003372	20.00
	US - West	71200 Field Sales - North America	Madeline Fleming	Meals	Expense Report: EXP-00003372	175.00
	US - West	71200 Field Sales - North America	Madeline Fleming	Meals	Expense Report: EXP-00003372	65.00
	US - West	71200 Field Sales - North America	Madeline Fleming	Entertainment	Expense Report: EXP-00003372	175.00
71200 Field Sales - North America		71200 Field Sales - North America				822.00
US - West	US - West					822.00
	US - Southeast	71200 Field Sales - North America	Angela Bianchi	Meals	Expense Report: EXP-00003345	101.50
	US - Southeast	71200 Field Sales - North	Angela Bianchi	Car Rental & Gas	Expense Report: EXP-	42.50

4. Go back into **Edit** mode.

5. Under the **Columns** tab,

6. Override column label for *Group Name* field to: Region/Cost center

7. Remove ⊖ the *Region and Cost Center* fields (since captured in the Group Name column now)

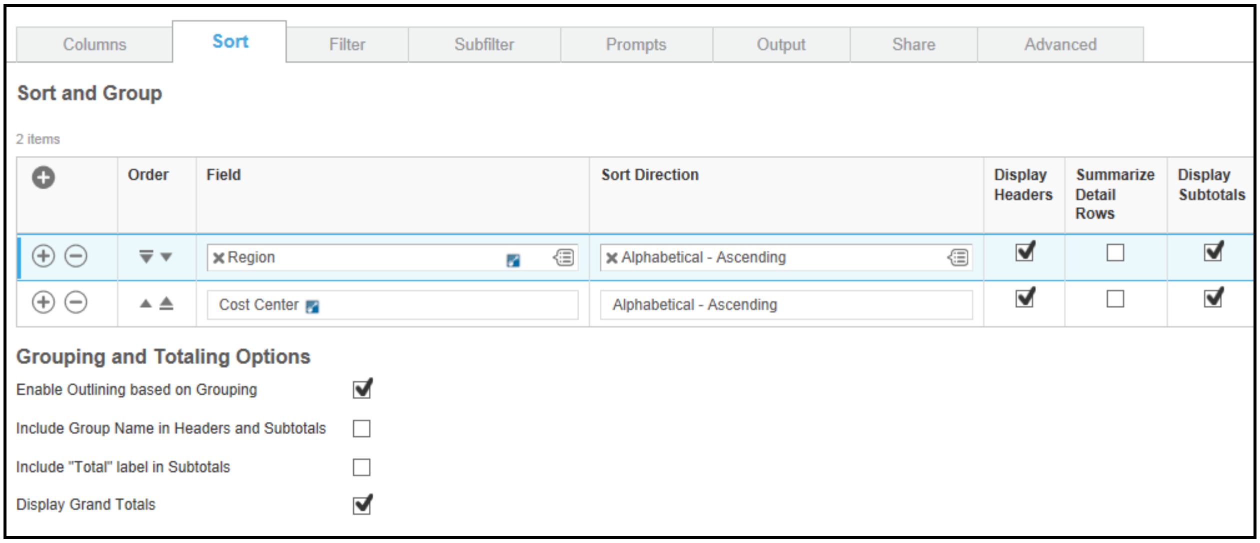
Columns | Sort | Filter | Subfilter | Prompts | Output | Share | Advanced

5 items

	Order	*Business Object	Field	Column Heading Override	Format	Options
		Expense Report Line	Group Name	Region/Cost Center		
		Expense Report Line	Worker			search
		Expense Report Line	Expense Item			
		Expense Report Line	Expense Report			
		Expense Report Line	Expense Line Amount in USD			Sum

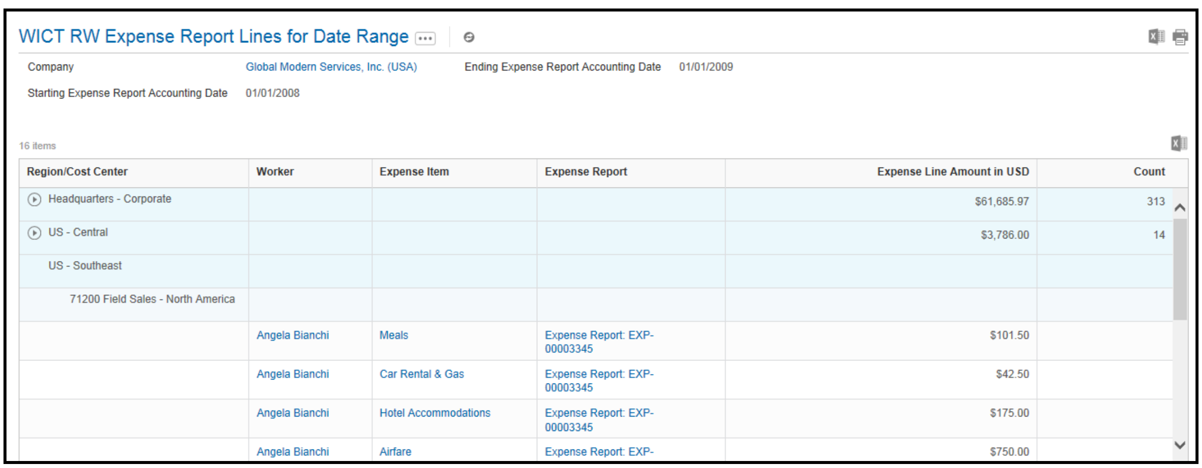
8. Under the **Sort** tab – for your sort fields, select:

   - Display Headers
   - Enable Outlining based on Grouping.



9. Click **OK** to save and run your report. Use "Global Modern Services, Inc (USA)" for the company, and 01/01/2008 to 01/01/2009 for the date range.

10. Try expanding (and collapsing) the groupings to get to the details of the report.



OPTIONAL

1. Under **Sort** tab, see what happens when you select these options and run the report.

   - *Include Group Name in headers and subtotals* checkbox
   - *Include "Total" Label in Subtotals* checkbox
   - Enter a *Group Name Override* for your Sort fields

2. Export your outlined report to Excel on your desktop to see outlining feature in Excel.

3. Export your outlined report to pdf on your desktop.

(End of Activity)

DATA SOURCE SECURITY & REPORT FIELD SECURITY

Workday secures every report and every data source as a securable item in a security policy. In addition some report fields within a data source may be secured separately. For example a report that uses the All Active and Terminated Workers data source might include the employee name field and the Beneficiaries field. Whoever can access the data source can access the employee name, but the Beneficiaries field is restricted to its own set of security groups. Those who can see the report, cannot see the Beneficiaries unless they are also in a security group that is authorized to do so. Another example is managers who can see their staff's names, but not their staff's Social Security numbers.

Security When Creating Reports

When you create a report as a report writer, you can only select **data sources to which you have access**. Once in the report definition, you can then only select **report fields to which you have access**. Prompts in workday will only show data sources and report fields to which the given user has access to.

What if you need access to a Data source or Report Field and don't have it?

Security in Workday is configurable. Your security administrator would need to identify the domain that the given data source or report field is in and then edit the security policy for that domain with a security group that identifies that user (or group of users). Workday's Configurable Security Fundamentals class covers how you can identify and edit security policies to configure access to secured items such as data sources and report fields.

The Data Sources report shows which security groups have access to each data source. You can click a data source to see the report fields associated with it and which security groups have access to each report field by using the related action option to "View Security" for the Report Field.

Security When Sharing Reports with others

Data source security and Report Field security also apply when sharing a custom report with others in the tenant. You can **only share a report with users that have access to the report's data source**. Once shared, those running the report will see the report results using their security.

They…

- May not see the same # of rows of output (instances), i.e. their security group access to the report fields (report columns) is 'constrained'.
- May not see the same report columns (if no security access at all to that Report Field)
- May not see the same data population, i.e. 'for whom' they see data may vary, again depending on their security group access to the given report field and constrains defined in the security group.

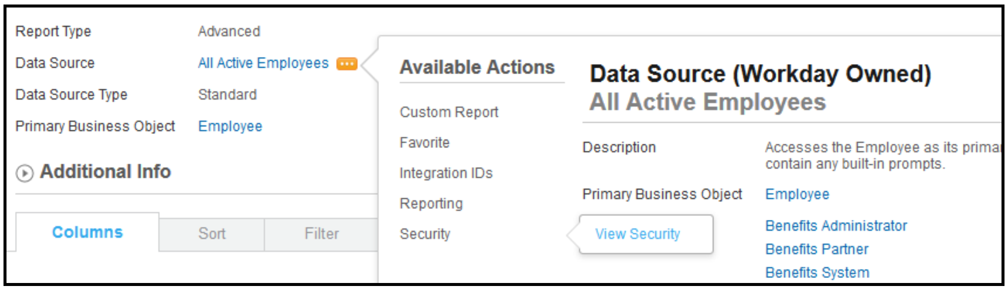
We will see this in an upcoming activity.

How do you know what security is needed for your report?

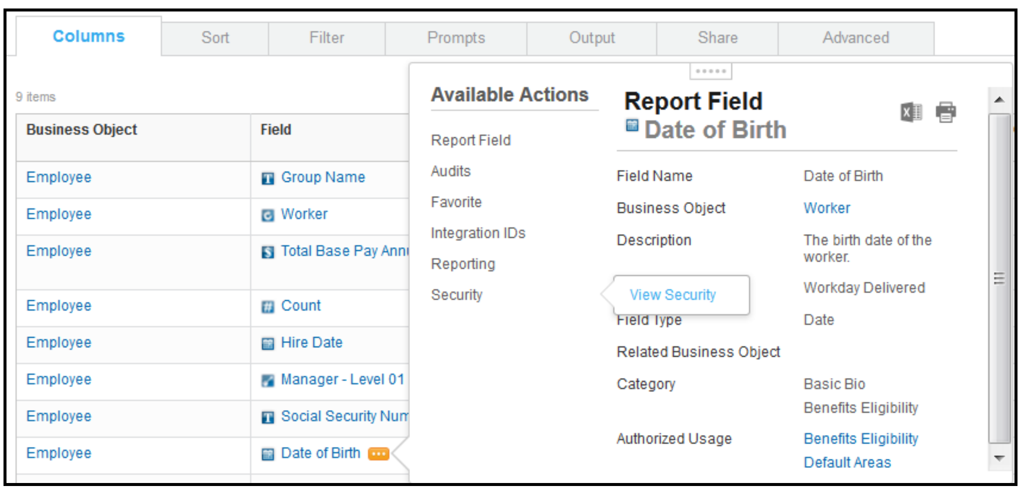
You can view the security for a data source or report field using related actions: Security > View Security.

This view will show the permitted security groups currently configured in the tenant for the given report field or data source. With Workday's configurable security framework, your security administrator can change the permitted security groups for given Report Fields and/or Data Sources as needed. Data sources and report fields are secured to domains, and domain security policies can be configured in your tenant with needed security group access.

Data Source Security: Workday delivers data sources secured in domains. Each domain has a domain security policy governing who has access to items in the domain. In order to have access to a data source for reporting, the user must have a security group permitted for the domain the data source is in.



Report Field Security: Workday delivers report fields secured in domains. Each domain has a domain security policy governing who has access to items in the domain. In order to have access to a report field, the user must have a security group permitted for the domain the report field is in.



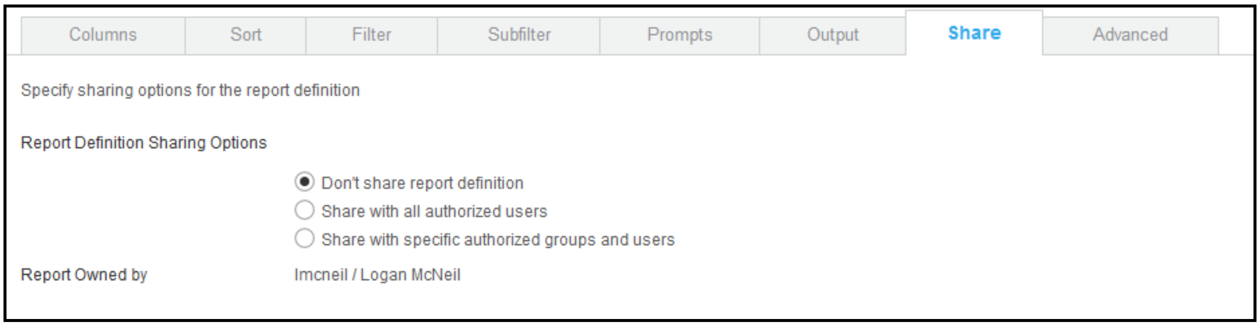
Furthermore, security access can be 'constrained' for example by role-based (constrained) security groups. Using constrained security groups, a user can access the given item (e.g. data source, report field) but they will only see instances allowed in the constraint for that item. "For whom" they see data is constrained. For example, managers in separate organizations might each run the same Employee Report that uses the same data source and fields, but may each see instances only of employees in their respective organizations. We will see this 'constraint' using role-based security groups and data sources in an upcoming activity.

SHARING REPORTS

By default, a custom report is not shared and is visible only to its owner (and to Report Administrators with central access to manage all custom reports). Report owners can share a report with other authorized Workday users or groups. Authorized Workday users or security groups include permitted security groups for your report's **Data Source**.

Sharing information is defined under the Share tab. Report Writers can share with:

- **All Authorized Users**, i.e., any user in a permitted security group the report's data source
- **Specific Authorized Groups,** i.e. specific security groups permitted for the report's data source
- **Specific Users**, i.e. specific users with security groups permitted for the report's data source



You can further configure who (which report writer) can select which sharing option, by configuring security in Workday to the following domains. By default, the Report Writer security group will have access to all of these domains meaning any report writer can select any sharing option.

- **Domain:** "Report Definition Sharing with Specific Users"
- **Domain:** "Report Definition Sharing with Specific Groups"
- **Domain:** "Report Definition Sharing with All Authorized Users"

For more information on how to configure security, please see Workday training on Configurable Security.

Once shared, authorized users or groups will be able to see the report in the tenant, and then run or schedule the report. As each shared user runs the shared report, his or her security will be used to determine the report output.

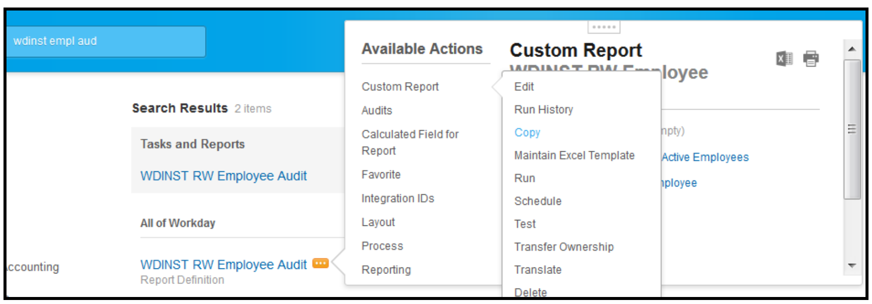
If the authorized user or group is also a report writer in the tenant, i.e. has access to the Domain: Custom Report Creation, he/she can then also access the report definition and copy the custom report shared with them.

ACTIVITY 10 – MODIFY SHARE

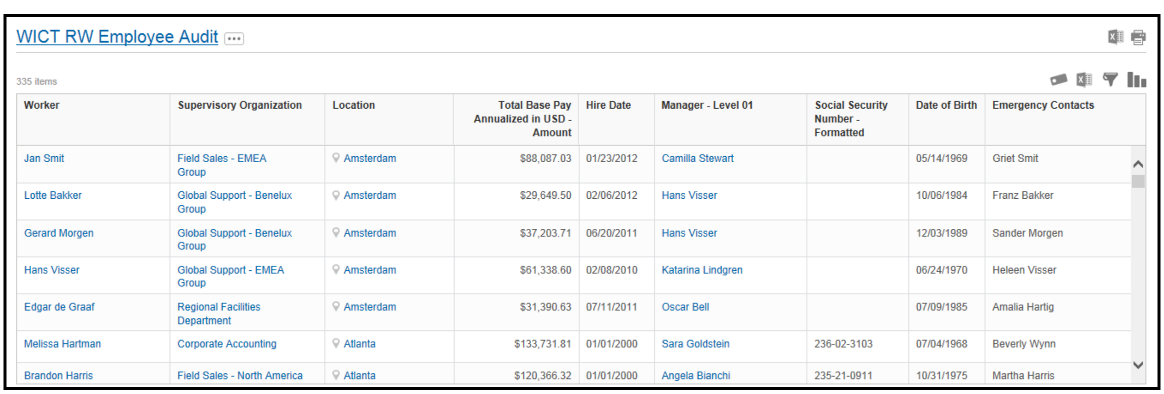
Business Case: Logan McNeil has been asked to share the WICT RW Employee Audit report with the Manager security group.

TASK 1 – COPY A CUSTOM REPORT IN TENANT

1. Logout as Teresa and log back in as Logan (lmcneil)
2. From the search box, search for a report called: **WDINST RW Employee Audit**
3. Using related actions off the report definition, select **Custom Report > Copy**



4. Rename the report using our class prefix: ***WICT RW Employee Audit*** and click **OK.**
5. Note the report's PBO (Employee) and Data source (All Active Employees).
6. Review the fields included in the report under the **Columns** tab.
7. Review the **Sort** tab configuration.
8. Review the **Share** tab – see how the report is not shared. When you create a custom report, or copy a report, the default setting is not shared.
9. Click **OK** to save the report. **Run** the report and note the # of instances and the data returned in the columns. Logan is viewing the report output using her security.



WICT RW Employee Audit

335 items

Worker	Supervisory Organization	Location	Total Base Pay Annualized in USD - Amount	Hire Date	Manager - Level 01	Social Security Number - Formatted	Date of Birth	Emergency Contacts
Jan Smit	Field Sales - EMEA Group	Amsterdam	$88,087.03	01/23/2012	Camilla Stewart		05/14/1969	Griet Smit
Lotte Bakker	Global Support - Benelux Group	Amsterdam	$29,649.50	02/06/2012	Hans Visser		10/06/1984	Franz Bakker
Gerard Morgen	Global Support - Benelux Group	Amsterdam	$37,203.71	06/20/2011	Hans Visser		12/03/1989	Sander Morgen
Hans Visser	Global Support - EMEA Group	Amsterdam	$61,338.60	02/08/2010	Katarina Lindgren		06/24/1970	Heleen Visser
Edgar de Graaf	Regional Facilities Department	Amsterdam	$31,390.63	07/11/2011	Oscar Bell		07/09/1985	Amalia Hartig
Melissa Hartman	Corporate Accounting	Atlanta	$133,731.81	01/01/2000	Sara Goldstein	236-02-3103	07/04/1968	Beverly Wynn
Brandon Harris	Field Sales - North America	Atlanta	$120,366.32	01/01/2000	Angela Bianchi	235-21-0911	10/31/1975	Martha Harris

TASK 2 TEST JACK'S ACCESS TO LOGAN'S CUSTOM REPORT

1. Sign out as Logan and sign back in as Jack Taylor (jtaylor) using same class password.

2. Jack is the Manager of the IT HelpDesk Department and has 3 direct reports: 1 Active Employee and 2 Contingent Workers on his team.

3. From the search box, search for WICT or WICT Employee Audit

4. Note, how Jack does not get any results. Jack does not have access to Logan's WICT RW Employee Audit report in the tenant as Logan's report is not shared.

5. Sign out as Jack

TASK 3 SHARE REPORT (AND ADD HELP TEXT)

Sign in as Logan McNeil (lmcneil)

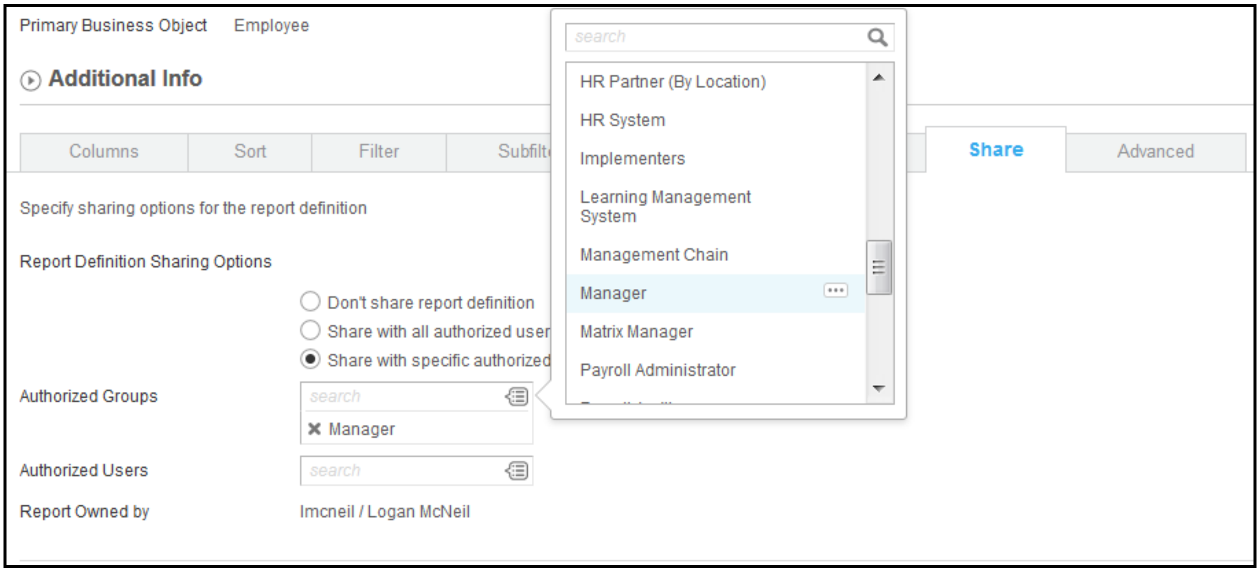
1. From the Search Box, search for WICT or WICT Employee Audit and hit enter to see results.

2. Using the related actions off your report definition, select Custom Report > Edit

3. Click on the Share tab

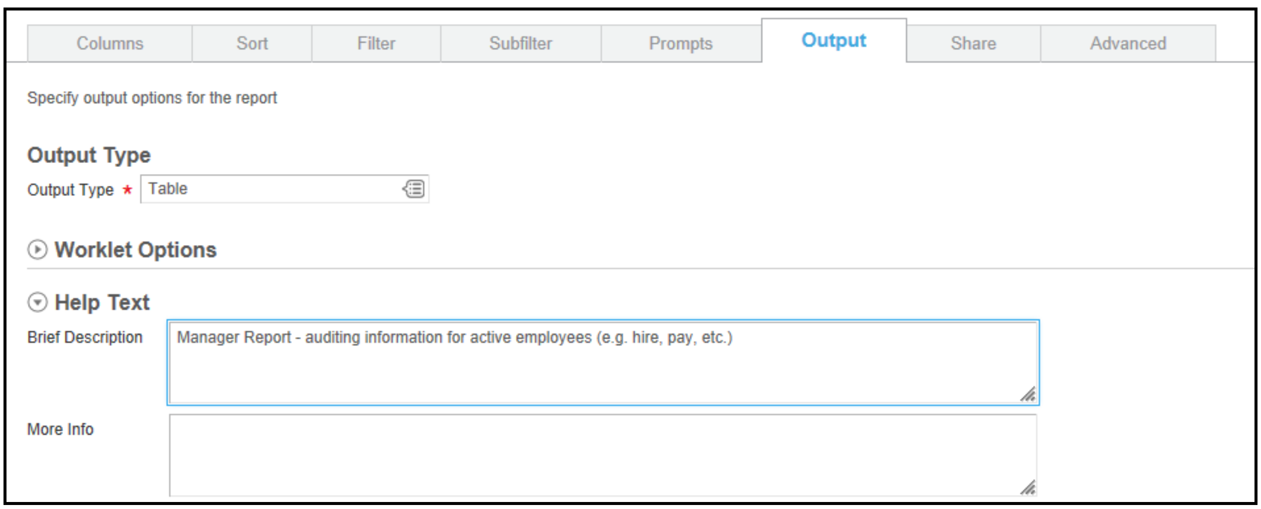
4. Select Share with specific authorized groups and users.

5. Under Authorized Groups, select the Manager group. Note this list of authorized security groups represents the permitted security groups for the report's data source.



6. While still in **edit** mode, click on the **Output** tab, expand the **Help Text** section, and add some help text in the *Brief Description* for those that can now see and run the report

Manager report – auditing information for active employees (e.g. hire, pay, etc.)



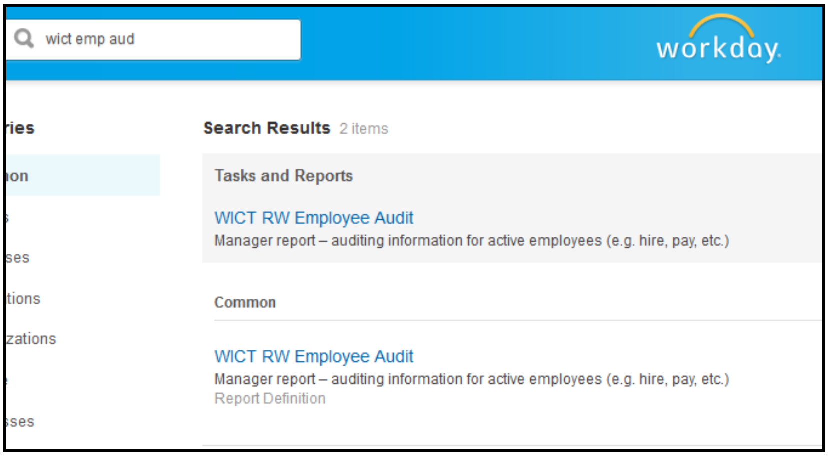
7. Click **OK** to save and Sign out.

TASK 3 - TEST JACK'S ACCESS TO REPORT

Sign in as Jack Taylor (jtaylor)

1. From the search box, search for the report WICT RW Employee Audit and hit enter to see results.

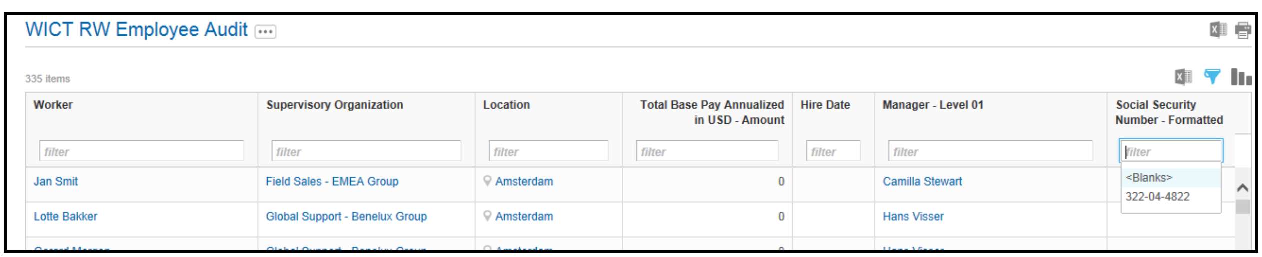
2. Jack can now see this report in the tenant since Logan (the report owner) shared it with a security group (Manager) that Jack is a member of. See how the report help text will also show in search results.



3. Run the report by clicking on the report under **Tasks and Reports** and view results as Jack.

4. Note how Jack does see the same number of instances (rows of output) as Logan, however he does not see all the report columns as Logan had defined in the report (missing: Date of Birth and Emergency Contacts)

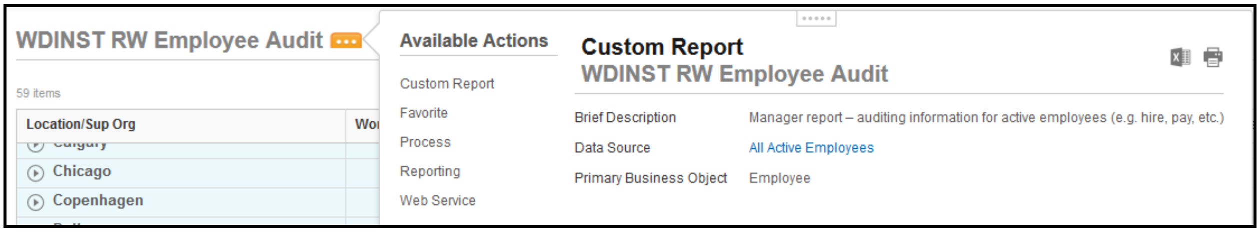
5. In addition, for the columns he does see, he doesn't see data populated in all cases. "For whom" he sees data is driven by his security profile (which is different than Logan's)



6. What changes would you need to make to this report so that it would be more useful?

   We will change the data source in the next activity to prompt on organization so each Manager can only see data for their organization.

7. You can also see the help text using related actions off the report definition under the Brief Description.



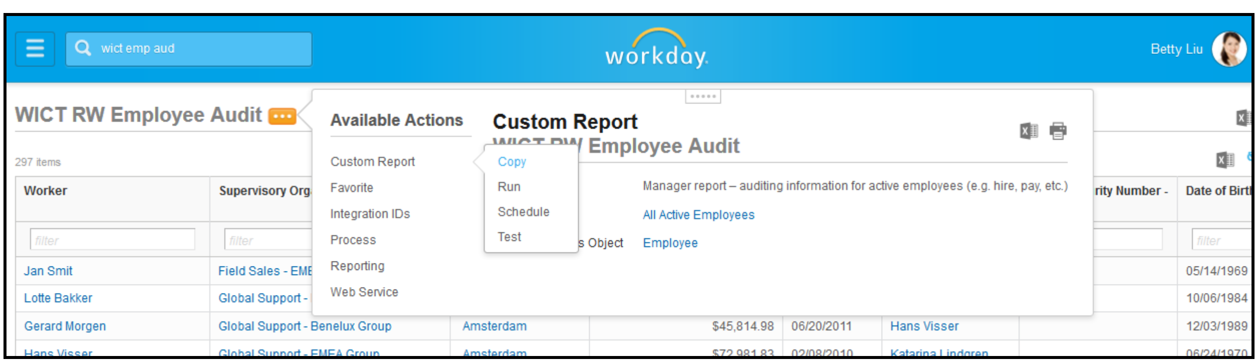
TASK 4 – ANOTHER TEST – BETTY'S ACCESS TO REPORT

Sign in as Betty Liu (bliu) (Betty is the Manager of the Payroll department)

1. Search for the report WICT RW Employee Audit and run it; view results.
2. Discuss results; note how Betty sees more data than Jack (so has more security permissions than Jack).
3. She still doesn't see the Emergency Contacts column, though does see Date of Birth.
4. She sees more data populated for fields than Jack "for whom" she can see data for, but still not the same as Logan did.

(OPTIONAL) TASK 5 - COPY THE REPORT DEFINITION

1. Both Betty and Jack have access to the Custom Report Creation domain and can therefore create/edit/view custom reports in the tenant as well.
2. Now that Logan's report is shared with them, they can now not only run the report, but they can also copy the report definition.
3. As Betty or Jack, try copying Logan's shared report definition. (Note how they cannot edit it directly, but can copy it).



4. When Betty tries to copy and save Logan's report definition, she gets an **error** around the **Emergency Contacts** Report Field. (**Tip:** click on the magnifying glass icon in the error message to have it take you to the problem field)

5. Since Betty does not have access to this Report Field (remember the column was missing from her report output when she ran the report), she cannot save the report definition with it.

6. Remove the **Emergency Contacts** Report Field and save a copy of the report definition as Betty.

7. When Jack tries to copy Logan's report definition, he will get an error around the Date of Birth and Emergency Contacts report fields given he does not have access to both of those fields. He will have to remove those report fields before he can save the copy of the report.

(End of Activity)

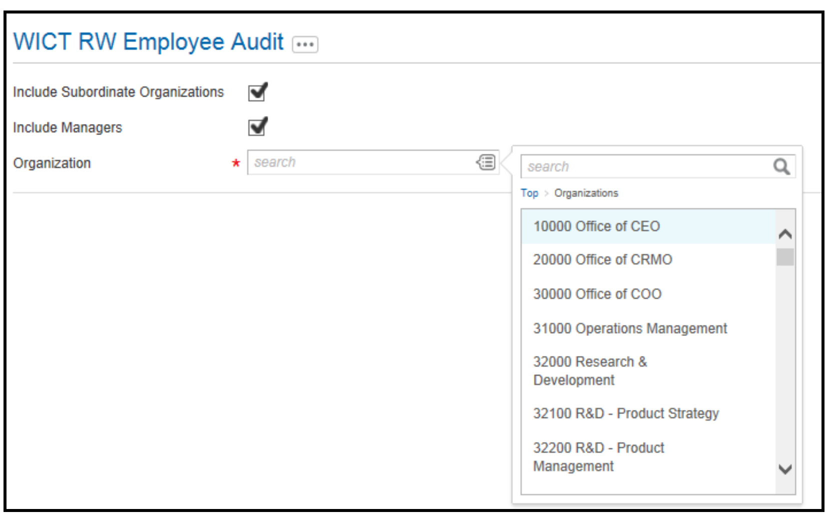
ACTIVITY 11 – MODIFY DATA SOURCE

Business Case: Managers only want to see their own Supervisory Organization's members. Let's modify this report's data source to prompt the user for an organization. Here is an example of how a Data Source can also drive report security with its built-in prompts.

TASK 1 – CHANGE REPORT DATA SOURCE

Sign in as Logan McNeil (lmcneil)

1. Search for and find the **WICT RW Employee Audit** report.
2. Use the Related Action icon next to the WICT RW Employee Audit report definition, select **Custom Report > Edit**.
3. Change the Data Source to **Employees by Organization**. Remember that you cannot change the report's primary business object once created, but you can edit the data source selection for that business object.
4. What prompts will be brought in as a result of choosing this data source? (Hint: use the related action to preview the data source details.)
5. Please list them:____
6. Click OK to save the report and Run.
7. Note the prompts and how Logan has access to many organizations.



8. Cancel the run and sign out.

TASK 2 – TEST REPORT AS JACK TAYLOR

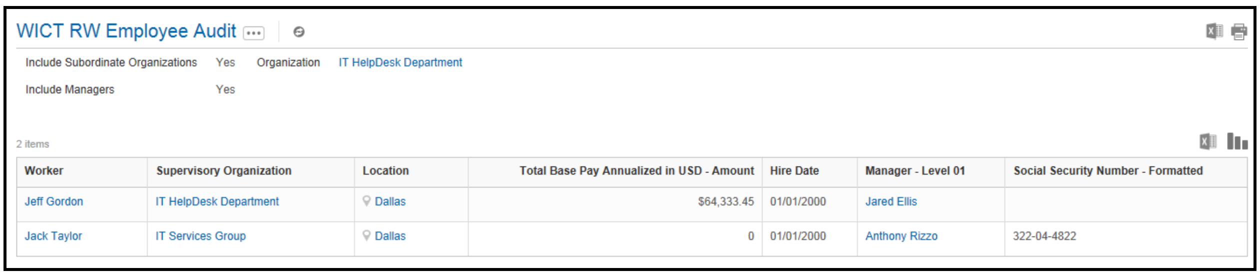
Sign in as Jack Taylor (jtaylor)

1. Find the WICT RW Employee Audit report and run the report.

2. What is the only available organization you can use as a prompt? ___________

3. Run report for the only available Organization and check the box to Include Managers and Include Subordinate Organizations.

4. Because the Include Managers checkbox is selected, Jack Taylor's information will show in the report as well as he is the Manager of the IT HelpDesk Department.



WICT RW Employee Audit

Include Subordinate Organizations Yes Organization IT HelpDesk Department

Include Managers Yes

2 items

Worker	Supervisory Organization	Location	Total Base Pay Annualized in USD - Amount	Hire Date	Manager - Level 01	Social Security Number - Formatted
Jeff Gordon	IT HelpDesk Department	Dallas	$64,333.45	01/01/2000	Jared Ellis	
Jack Taylor	IT Services Group	Dallas	0	01/01/2000	Anthony Rizzo	322-04-4822

Question: The report now is better targeted to only show data for relevant organizations that the user manages or supports. However, Jack still cannot see data for all the report columns. Why can he not see Social Security Number information for his direct reports?

Answer: Jack's Report Field access to the Social Security report field is constrained to 'employee-as-self' so he can only see Social Security info for himself.

TASK 3 - CONFIGURE THE BUILT-IN DATA SOURCE PROMPTS

As you saw in this activity, the *Employees by Organization* data source has built-in prompts. Let's configure these built-in prompts with default values to save us some data entry at report runtime.

Sign in as Logan McNeil (lmcneil)

1. Go back into Edit mode for your WICT RW Employee Audit report

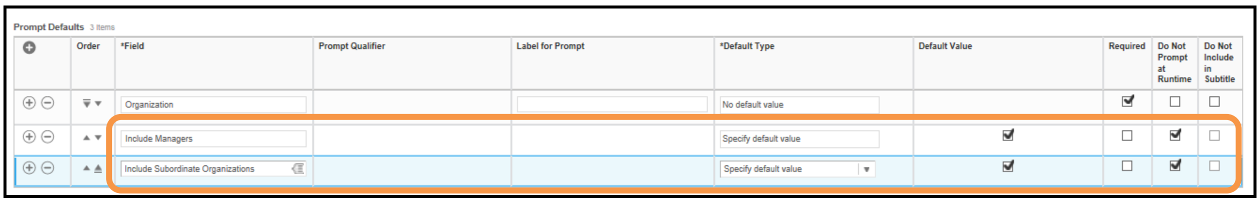
2. Go to the Prompts tab

3. Configure the Prompt Instructions "Please select an organization. Subordinate Organizations and Managers will be included by default."

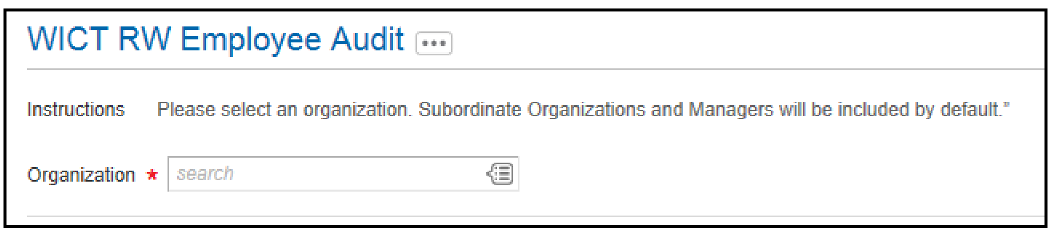
4. Add Prompt Defaults as below: (hint: click on the Populate Undefined Prompt Defaults checkbox)

- **Field: Include Managers**

- Default Type: Specify Default Value
- Default Value: Yes (checked)
- Do not Prompt At Runtime: Yes (checked)
- **Field: Include Subordinate Organizations**
- Default Type: Specify Default Value
- Default Value: Yes (checked)
- Do not Prompt At Runtime: Yes (checked)



5. Click **OK** to save your report.
6. Now re-run the report and see the built-in data source prompt now defaulting for all who run the report.



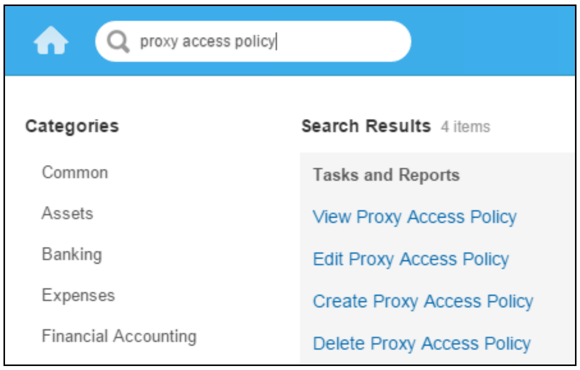
(End of Activity)

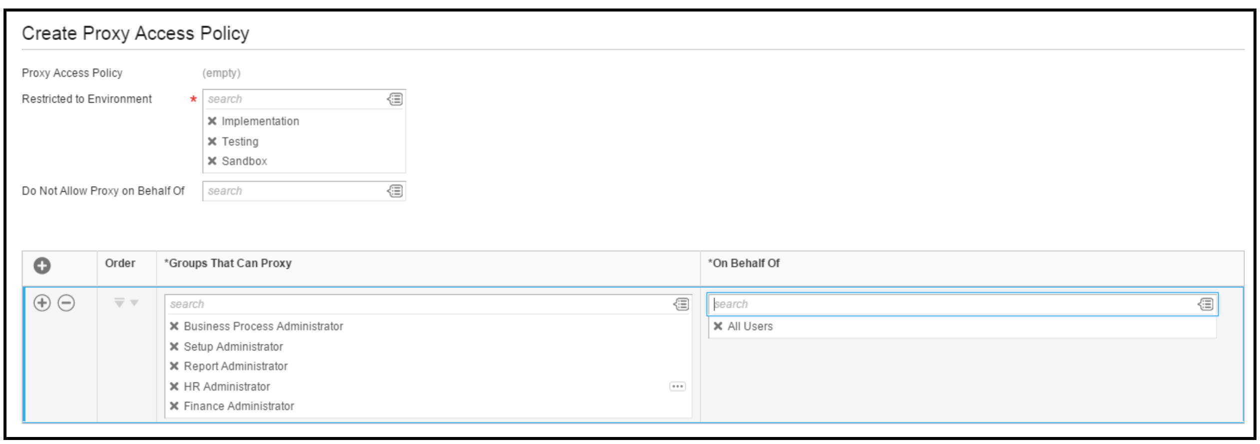
PROXY ACCESS TESTING REPORTS

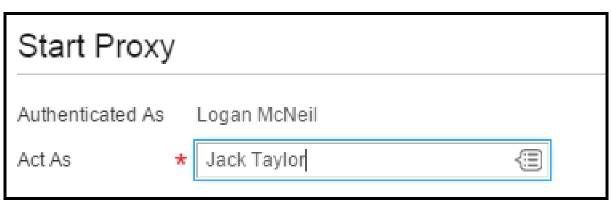
In non-production environments, you can use the 'proxy access' feature in Workday to test your reports 'as other users'. Please see 'proxy access' in Workday for more information.

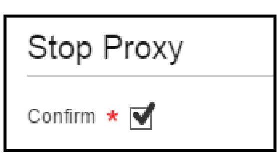
In order to use proxy access, a proxy access policy must be configured in the tenant for the given environment.

Note: Our training environments do not have a proxy access policy configured. You can create a proxy access policy for the Training environment if desired.









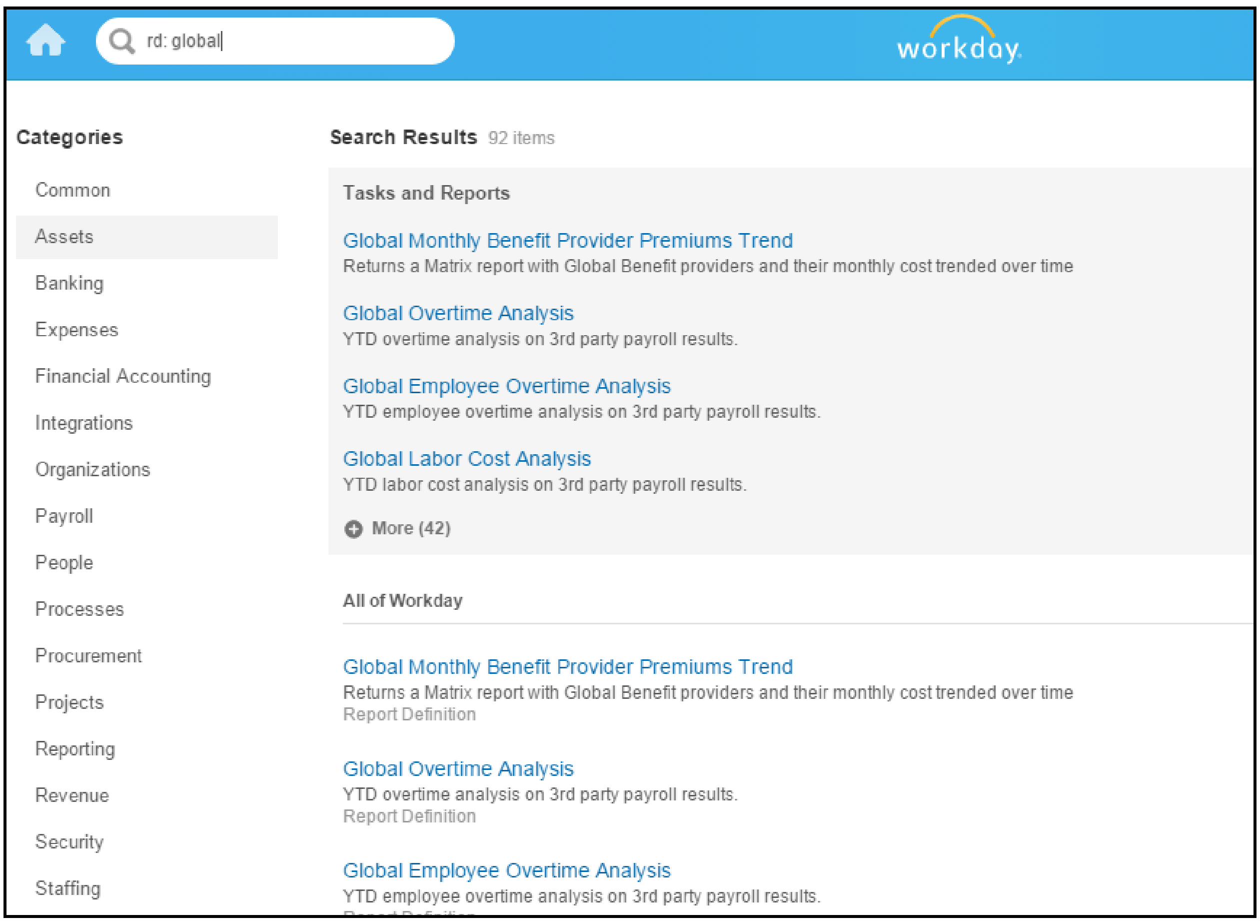
LOCATING CUSTOM REPORTS

As you create custom reports and share custom reports across your user base in your tenant, it will be important to organize and configure your reports to be easily found and accessed by users.

Locating custom reports can be done and configured in the tenant several ways:

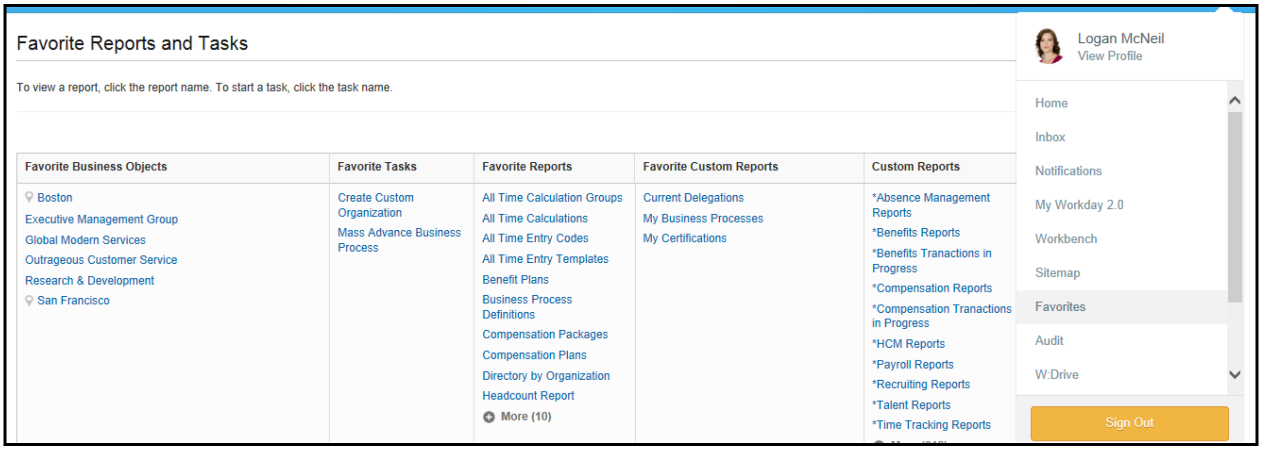
SEARCH BOX

- Enter the name of the report to find and run
- Use the **rd:** search prefix to find the report definition
- If configured, the help text of the report (Brief Description) will show in search results.



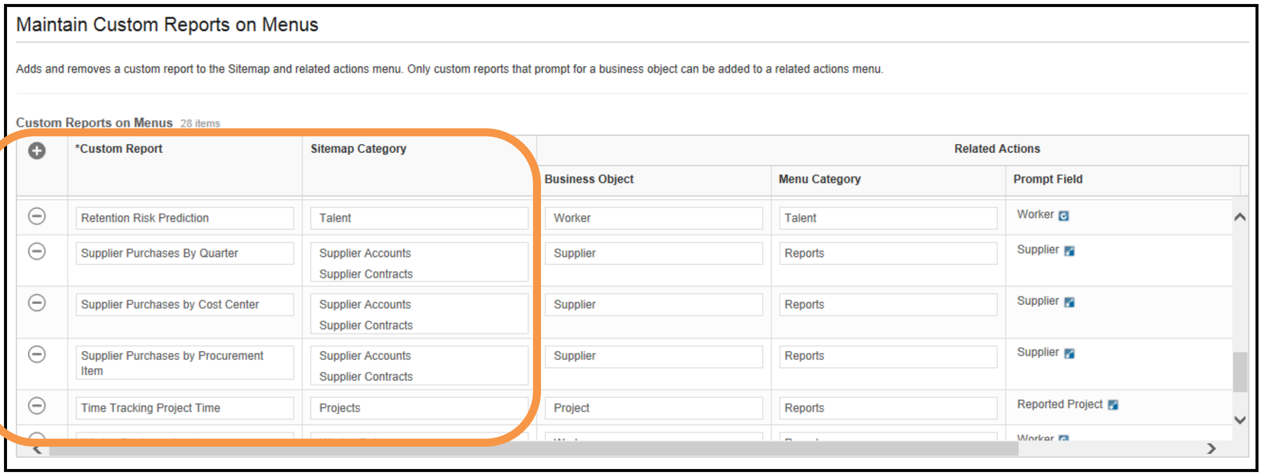
FAVORITES

- You can mark a custom report definition as a favorite for easy retrieval.
- Shared Custom Reports can be found under Favorites

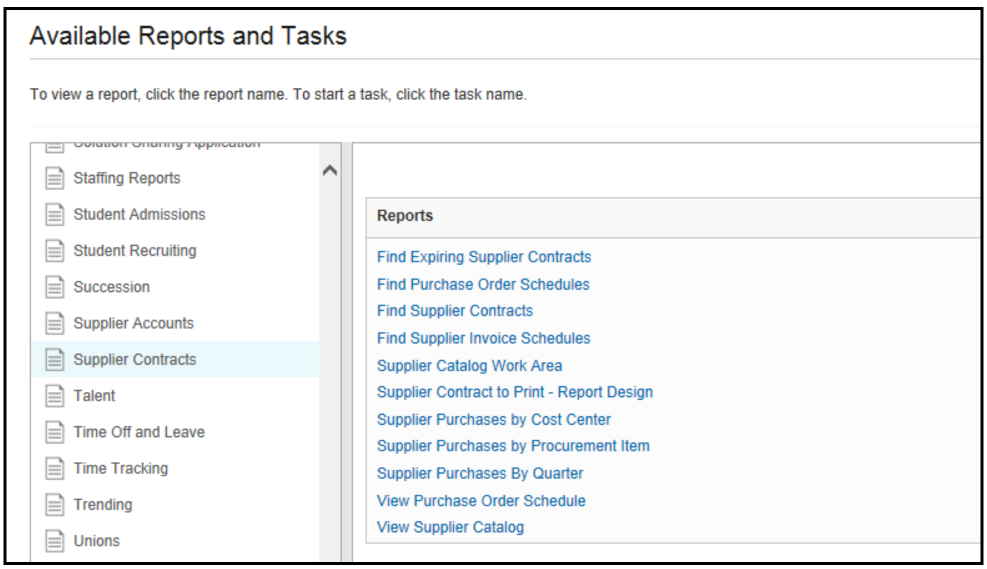


ADD CUSTOM REPORTS TO SITEMAP REPORT CATEGORIES

Custom Reports can be integrated into Workday's Sitemap of reports and tasks using the **Maintain Custom Reports on Menu** task. Users with access to the **Custom Report Administration** domain can run the **Maintain Custom Reports on Menu** task to associate a custom report with a Sitemap category.



Once configured, custom reports will show in the Sitemap Category along with delivered reports.

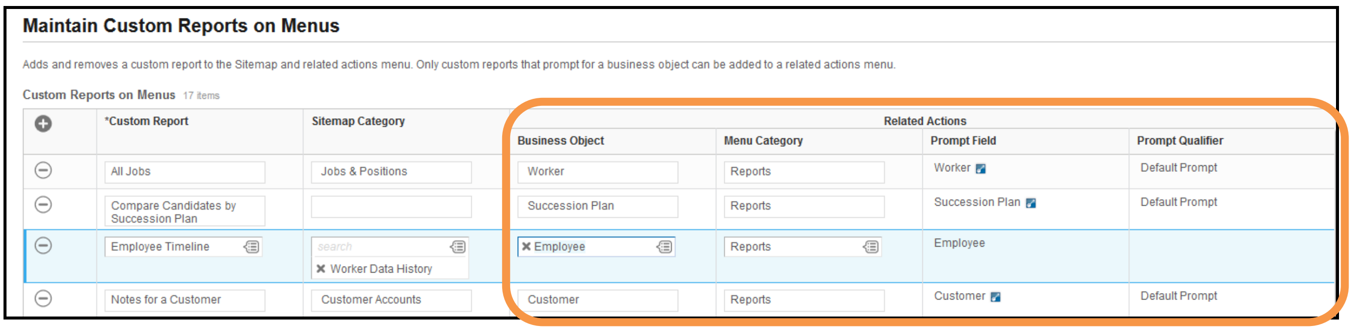


ADD CUSTOM REPORTS AS RELATED ACTIONS

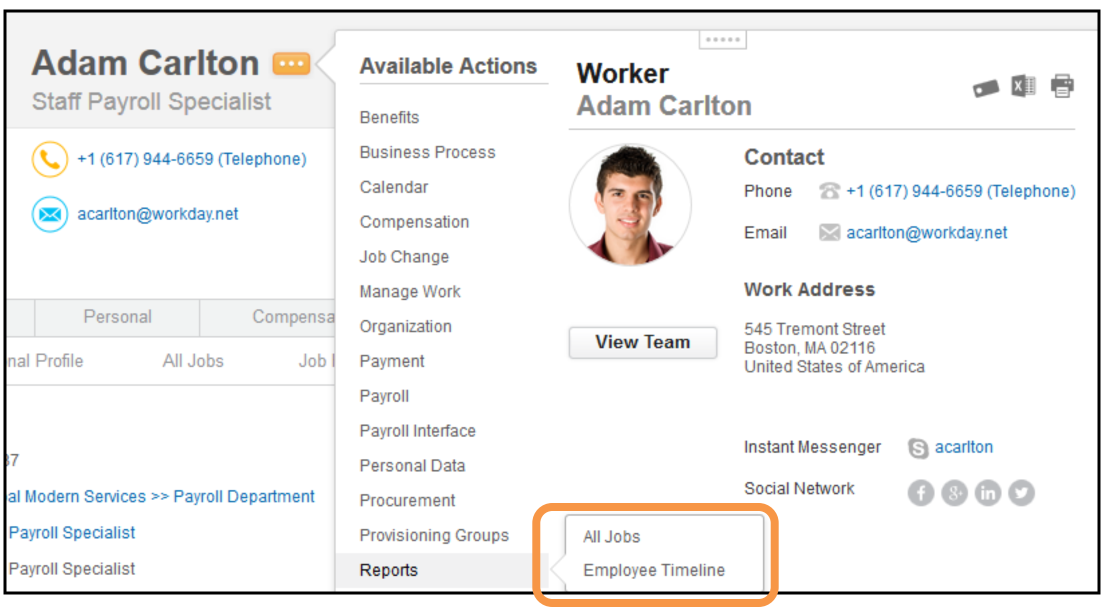
Custom Reports can be configured as related action options for a given object if the custom report prompts on that object.

The **Maintain Custom Reports on Menu** task allows you to configure the custom report as a related action. Users with access to the **Custom Report Administration** domain can run the **Maintain Custom Reports on Menu** task to configure a custom report as a related action for a given object.

- To associate a custom report with a related actions, the report:
    - Must have a prompt defined for the associated business object.
    - Can be associated with only one business object and in only one related action category.



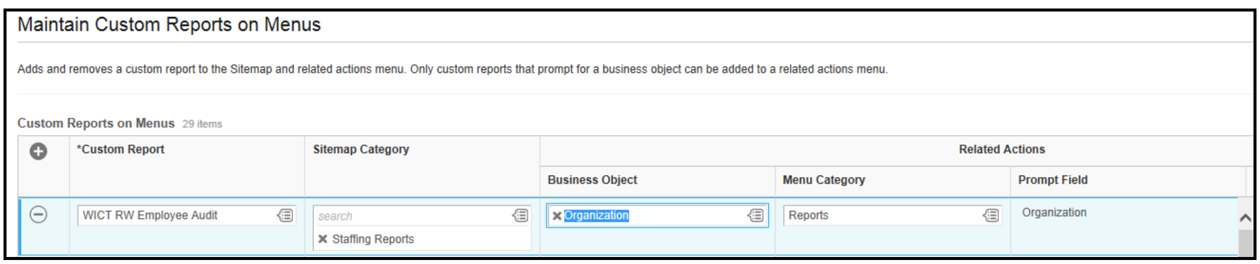
For example, Logan can run 2 reports as related actions off a worker's profile.



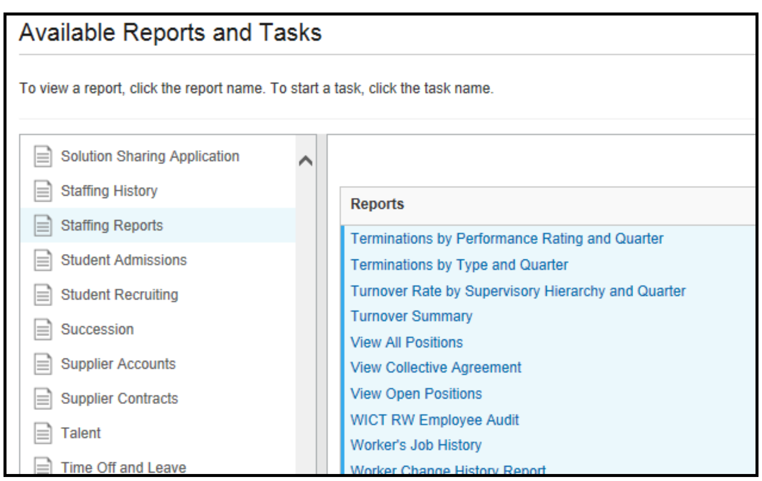
ACTIVITY 12 – OPTIONAL - ADD CUSTOM REPORTS TO MENUS AND AS RELATED ACTIONS

MAKE REPORT AVAILABLE ON MENU

1. Search for and run the **Maintain Custom Reports on Menu** task.
2. Click the icon to add a row into the grid.
3. In the Custom Report field, select **WICT RW Employee Audit**.
4. In the Sitemap Category, select Staffing Reports.
5. Under the Related Actions options, select:
6. Business Object: Organization
7. Menu Category: Reports

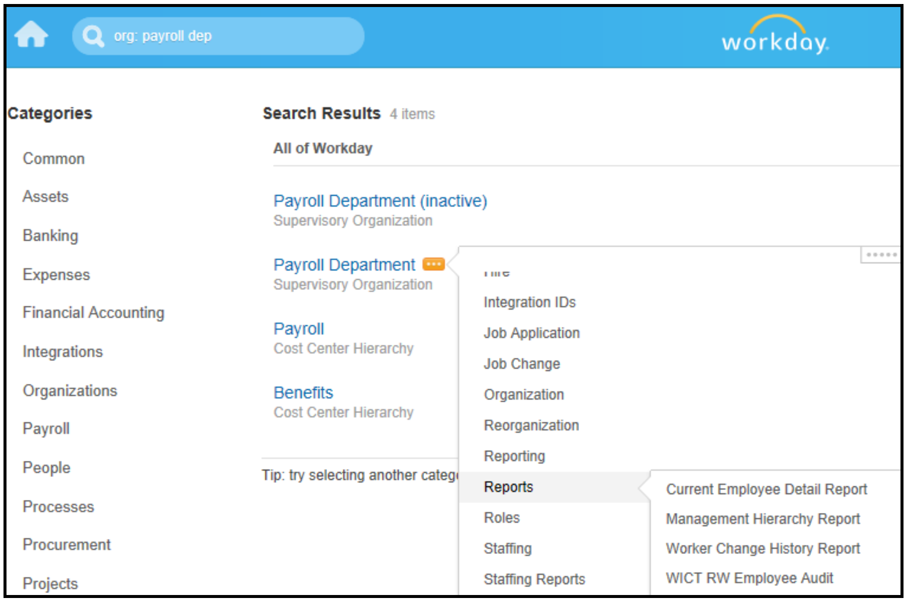


8. Click **OK** then **Done.**
9. Now navigate to the Sitemap off the main menu (click on Logan's picture).
10. Select the category: **Staffing Reports** , and expand to see your custom report.



11. Now search for an organization. From the search box, enter **org: Payroll Dept**

12. Using related actions for the organization, select Reports to see your custom report now configured as a related action option.

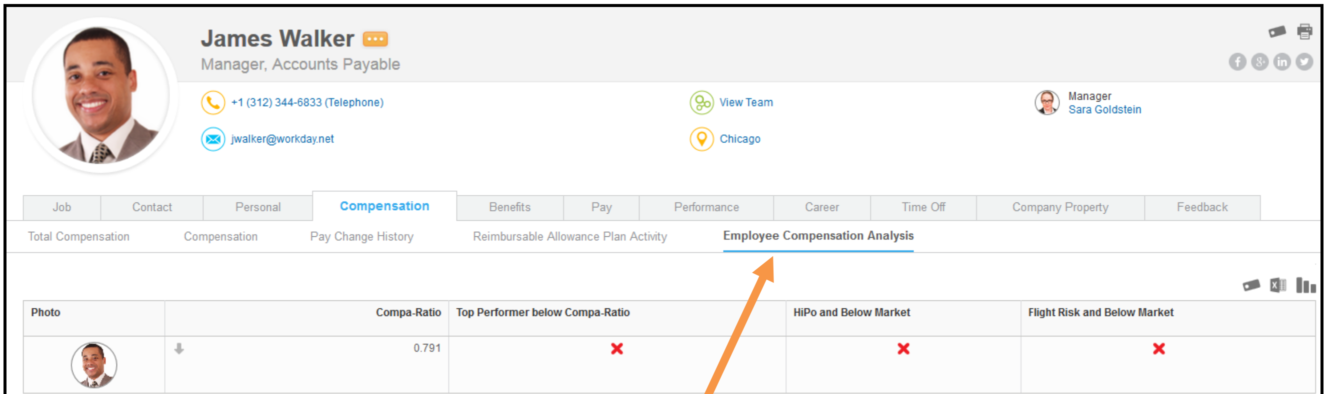


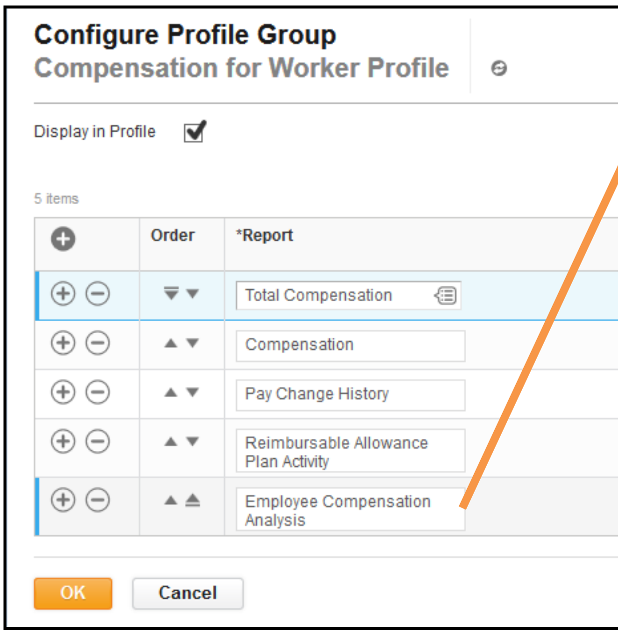
13. Run the report and see how it executes for the given organization.

(End of Activity)

PROFILE GROUPS

Custom Reports can be added to **Workday Profile groups**, like the Worker Profile shown below. The *Employee Compensation Analysis* is a Custom Report, added to the Worker Profile/Compensation view. See the **Configure Profile Group** task for more info.

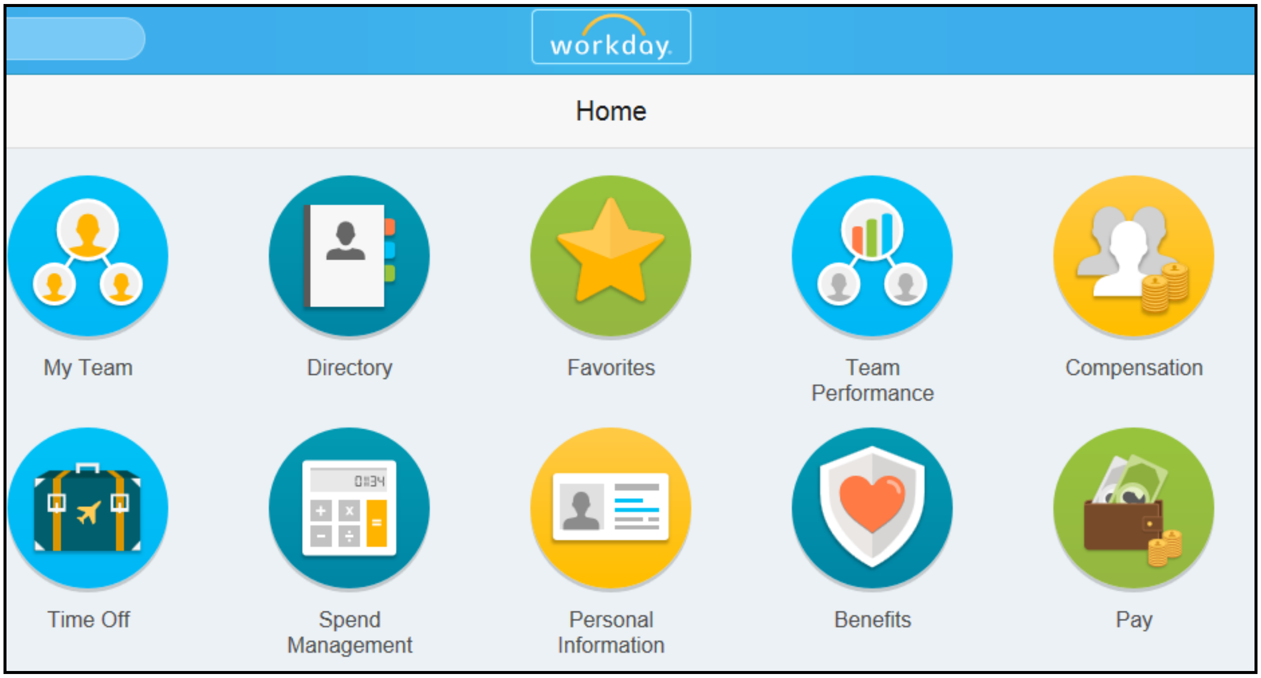


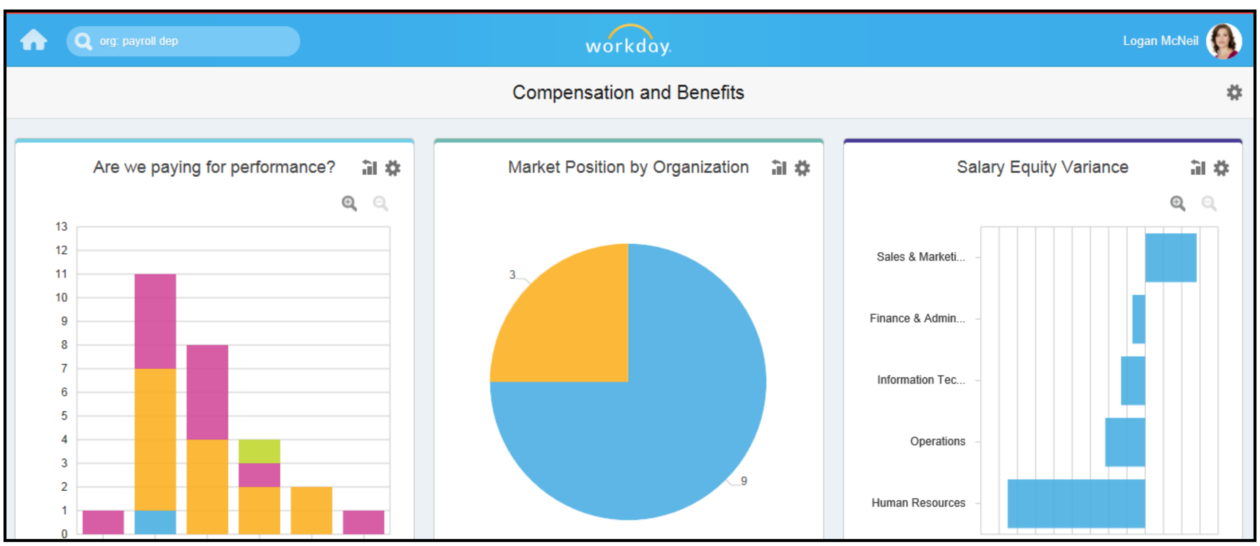


WORKLETS

Custom Reports can also be located in the tenant via **Worklets**.

Worklets are visual 'tiles' or 'bubbles' enabled **on landing pages or dashboards** for frequently used and easily accessed reports. Instead of finding the report to run it, the report is shown as a visual tile with output ready to view.





REPORT TAGS

You can locate custom reports (as well as locate scheduled report output files) using **Report Tags.** Report tags allow a user to categorize custom reports, as well as tag scheduled report output files for ease of retrieval.

Examples of report tags might be "Compensation Reports", "Benefit Reports", or "Management Reports". A given custom report or scheduled report output file can be associated with more than one report tag.

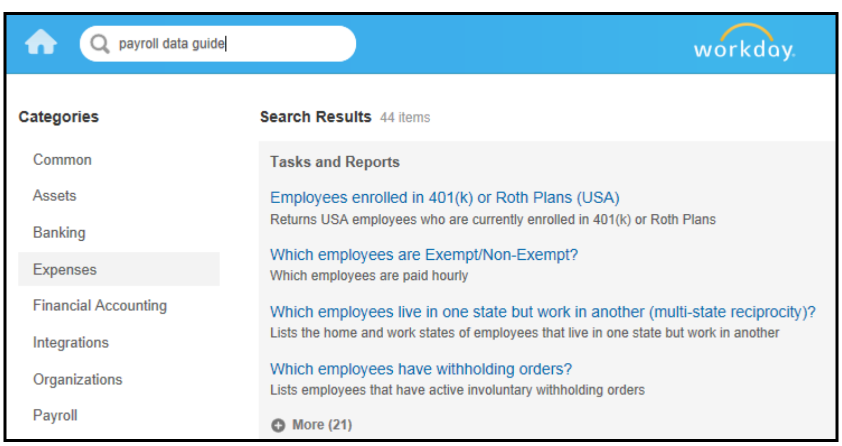
When editing a custom report definition, you can select from any existing report tags defined in the tenant.

Note: You will only see the *Create* option in the prompt if you have security group access to the **Report Tag Management** domain.

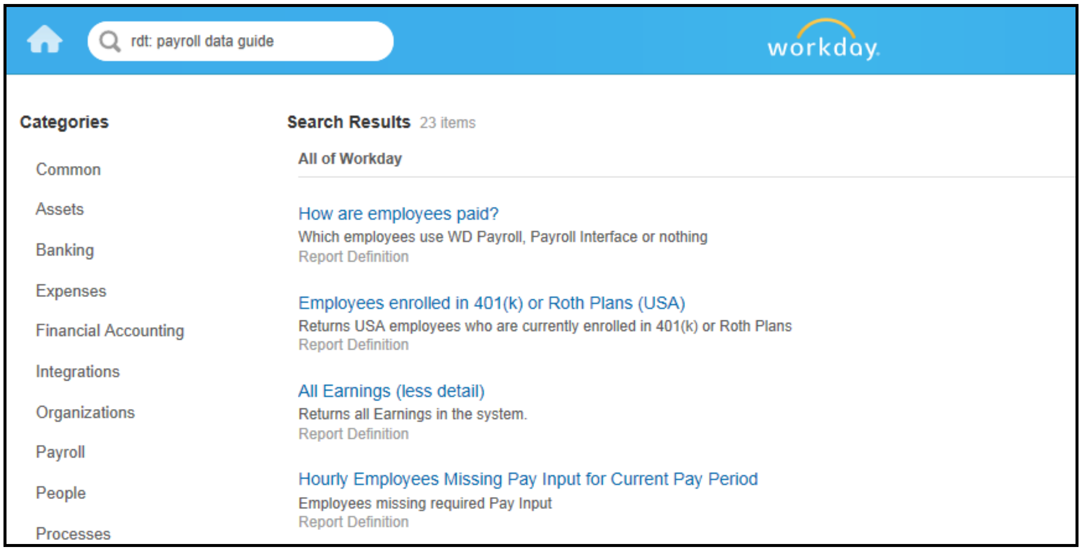
The ability to create and maintain report tags will be dependent on your security. Those with access to the **Report Tag Management** domain will have the ability to create and maintain report tags in the tenant. Use the **View Report Tags** or **Maintain Report Tags** tasks to view and maintain your list of report tags in the tenant.

Once report tags are defined and associated with a custom report, users can enter the report tag name in the search box to locate all reports associated with the tag. Note, users will only see reports associated with the report tag that they have access to (i.e. have been shared with them or that they own).

Below is an example of a user entering the report tag "*Payroll Data Guide"* and seeing the resulting list of reports that have been tagged as such and that the user has access to run.



You can also use the search prefix **rdt:** to search for **report definitions** by tag.


rdt: payroll data guide
workday.
Categories
Common
Assets
Banking
Expenses
Financial Accounting
Integrations
Organizations
Payroll
People
Processes
Search Results 23 items
All of Workday
How are employees paid?
Which employees use WD Payroll, Payroll Interface or nothing
Report Definition
Employees enrolled in 401(k) or Roth Plans (USA)
Returns USA employees who are currently enrolled in 401(k) or Roth Plans
Report Definition
All Earnings (less detail)
Returns all Earnings in the system.
Report Definition
Hourly Employees Missing Pay Input for Current Pay Period
Employees missing required Pay Input
Report Definition

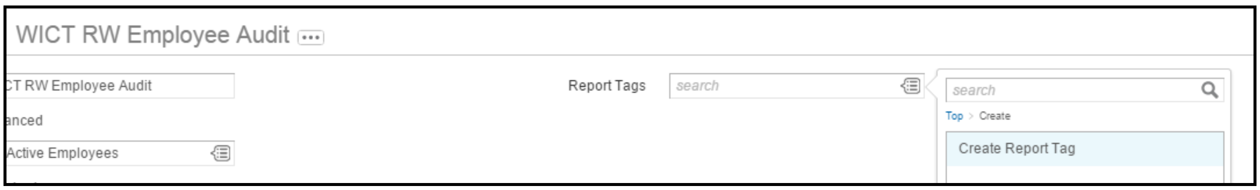
ACTIVITY 13 - ADD REPORT TAGS TO CUSTOM REPORTS

TASK 1 - CREATE A REPORT TAG AND ASSOCIATE WITH 2 OF YOUR CUSTOM REPORTS

Sign in as Logan McNeil (lmcneil)

1. Edit the **WICT RW Employee Audit** report

2. In the upper right section of the report definition, click the Report Tags prompt and select **Create > Create Report Tag**. Note: Logan has access to the Report Tag Management domain allowing her to create tags.



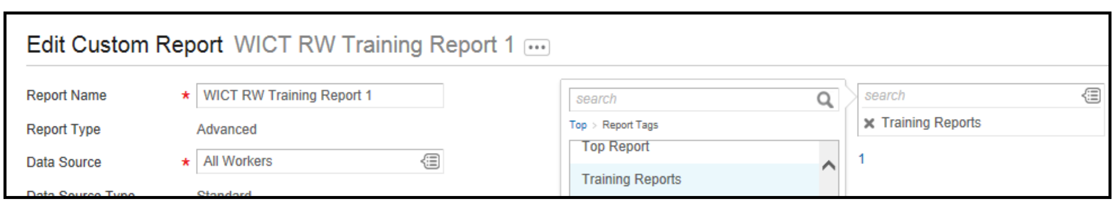
3. Enter ***Training Reports*** as the name of your new Custom Report Tag

4. Click **OK** to save the tag.

5. Click **OK** to save the change to the report and **Done**.

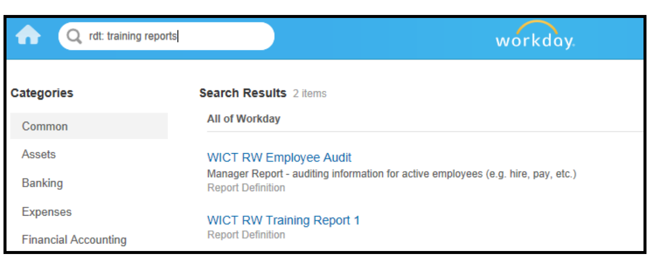
6. Now edit another report from an earlier activity: **WICT RW Training Report 1**

7. In Edit mode, click the **Report Tags** prompt and select the *Training Reports* tag you just created.



8. Click **OK** to save the change to the report and **Done**.

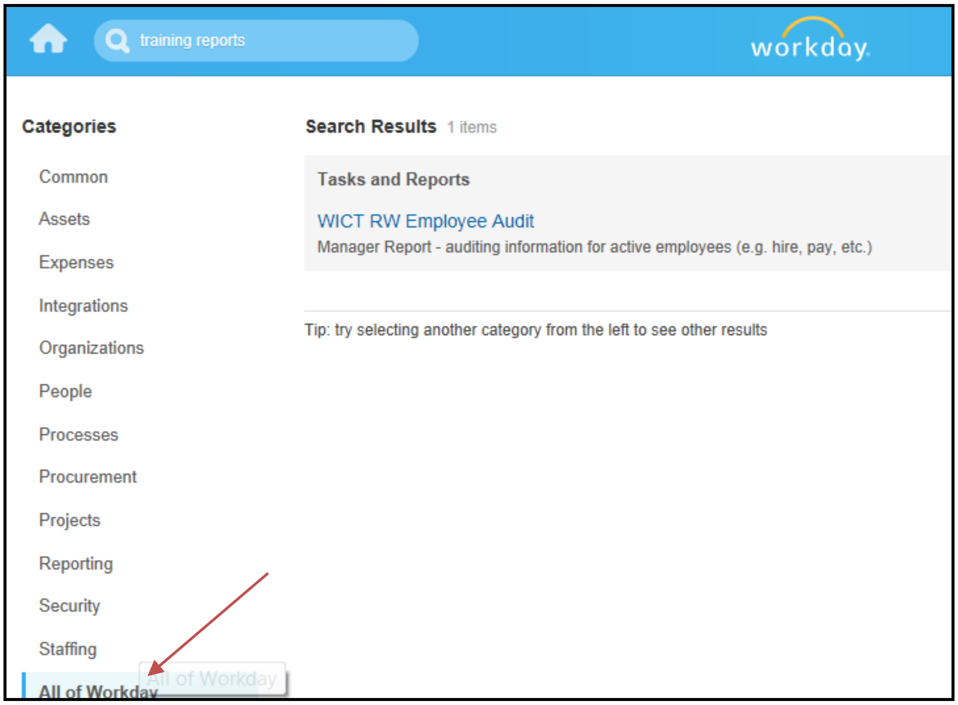
9. As Logan, test pulling up the 2 report definitions using the **rdt:** prefix. Search for the string *rdt: Training Reports*. Note the reports that result.



TASK 2 – TEST AS ANOTHER USER

1. Sign out as Logan and sign in as Jack Taylor (jtaylor), enter the *Training Reports* custom report tag in the search box as shown to locate the training reports that Logan tagged.

   a. **Change Jack's search category from Common to Reporting or All of Workday**. Results should be returned.



2. Jack, only sees the WICT RW Employee Audit report. Why?

   The WICT RW Training Report 1 was not shared with him.

3. When using reports tags to locate custom reports, users will only see reports of a given tag that are shared with them.

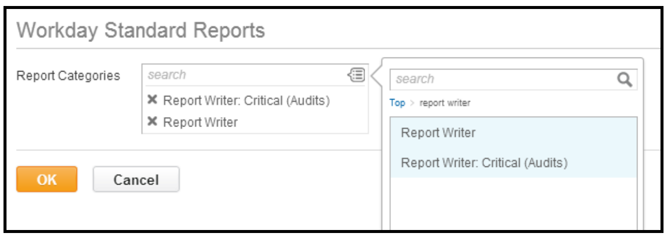
(End of Activity)

ACTIVITY 14 - TRACK CUSTOM REPORTS

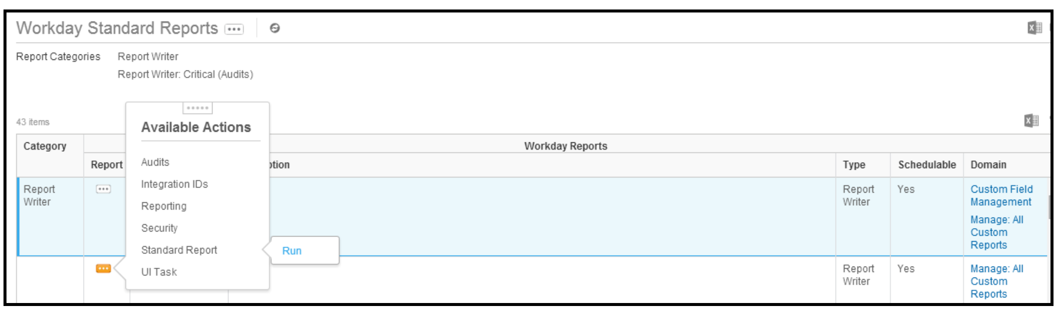
RUN A DELIVERED REPORT TO TRACK ALL CUSTOM REPORTS IN TENANT

Sign in as Logan McNeil (lmcneil)

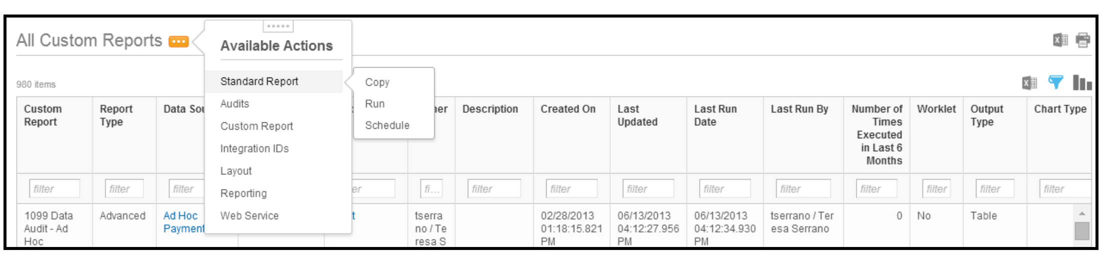
1. As Logan, from the search box, run **Workday Standard Reports**
2. For the report category, select **Report Writer** and **Report Writer: Critical (Audits)**



3. Click OK.
4. Note the delivered reports and descriptions.
5. Using related actions, run the **All Custom Reports** delivered report.



6. Review the report output and see the information reported on for each custom report in the tenant, from who owns what report, to whether a report is shared or how it's tagged.
7. Lastly, note that this delivered report can be copied to custom, if you want to make any changes to the definition.

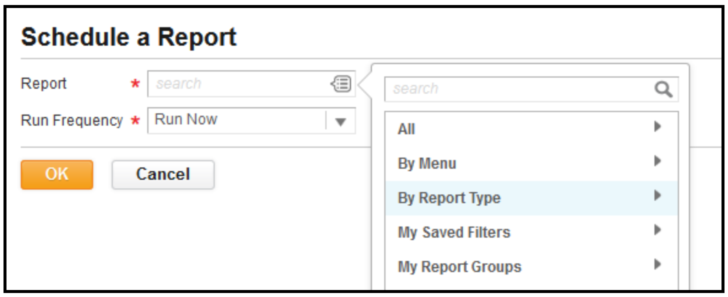


(End of Activity)

SCHEDULE AND SHARE OUTPUT OF REPORT

You can schedule a report or a report group (specific to Workday Financials where you can group multiple financial reports to run as a single unit) so that you don't need to manually run a given report each time. For example, by setting up a recurring process, you can automatically run a weekly report each Friday at 6 PM. When you schedule a report or report group, it runs in the background, which allows you to continue your work while the report or report group is running.

When selecting what Report or Report Group to schedule, you can also select your report by "My Saved Filters" for reports where you have enabled and defined saved filters to be used for the prompts.



RUN FREQUENCY

You can schedule a report or report group to run immediately, one time in the future (for example, 8 PM tonight), or on a recurring basis (for example, daily, weekly, or monthly).

Examples:

Run Every Other Friday: Run Frequency = Weekly, Recurs Every x Week(s) = 2, Day(s) of the Week = Friday

Run Monthly on the 1st and 15th: Run Frequency = Monthly, Month(s) = Every Month, Recurrence Type = Day(s) of the Month: 1st, 15th

Run on the Last Friday of Every Month: Run Frequency = Monthly, Month(s) = Every Month, Recurrence Type = Day of the Week: Last Friday

Run on the Last Day of Each Calendar Quarter: Run Frequency = Monthly, Month(s) = March, June, September, December, Recurrence Type = Day(s) of the Month: Last Day of the Month

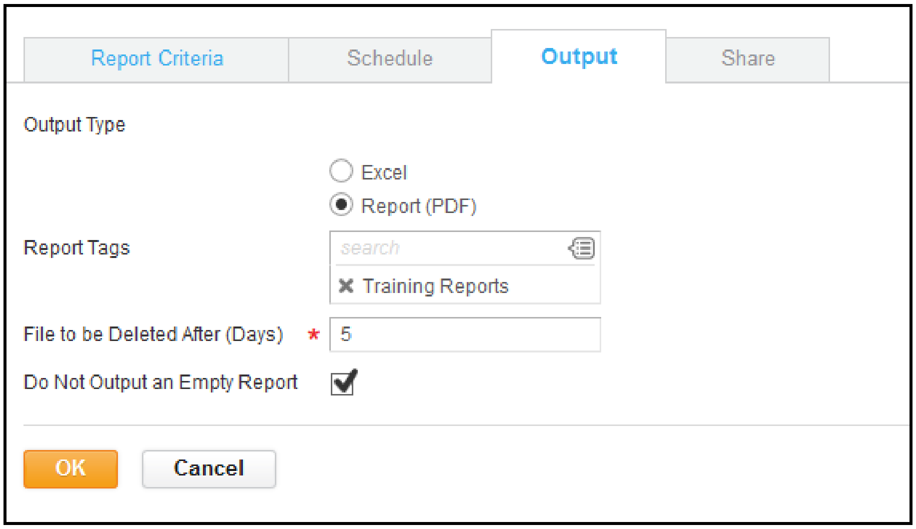
Note: If setting up a recurring schedule, **the maximum schedule end date you can configure is Dec 31st of the following calendar year + 5 occurrences.** So for example, if a *monthly* schedule is setup in 2013, the maximum schedule end date you can configure would be Dec 31, 2014 and the report would then run 5 more *months* (5 more occurrences) after this end date, with last run being in May 2015. If however a *daily* schedule was setup in 2013, the maximum schedule end date would again be Dec 31, 2014, with the report schedule running 5 more *days* after the end date, with the last run being on Jan 5, 2015. So the maximum schedule you can setup is the last day of the following calendar year + 5 occurrences, where occurrences = defined schedule frequency (daily, monthly, etc.).

If you have defined a recurring schedule, you will be notified by email 2 occurrences before it ends. See Edit Tenant Setup – Business Processes & Notifications to enable or disable this notification.

OUTPUT

Scheduled reports run in the background and are output to **Excel or PDF in Workday**. Once you submit the report to run in the background, you do not need to stay logged in to Workday for it to run. When the report is completed, its output is stored on the W:Drive (Workday's virtual drive) and is only accessible within the Workday system.

Scheduled Report Output files can be associated with **Report Tags** and these Report Tags can be used for ease of retrieval using the **My Report Output Files** task or the **My Reports** task. Scheduled report output files can only be kept in Workday for a max of 365 days.

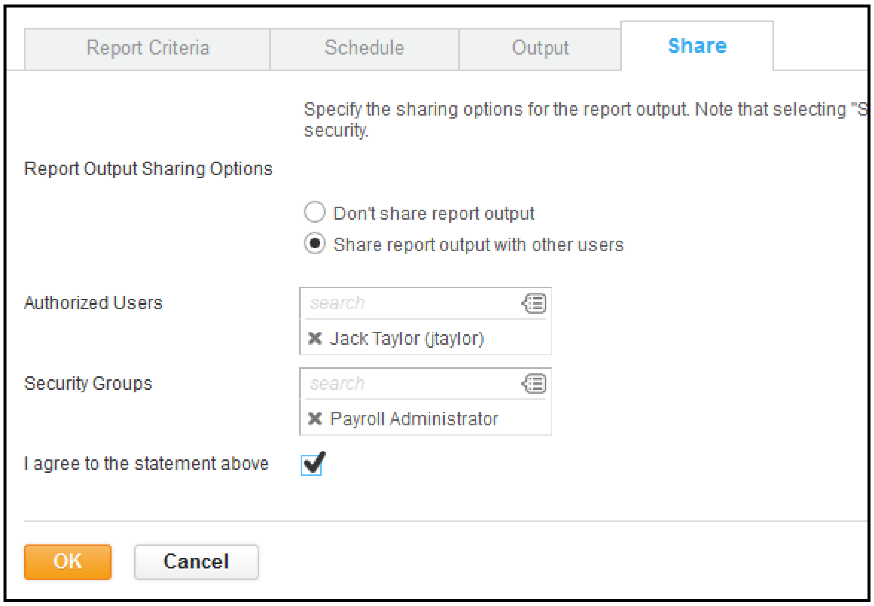


Report tags for scheduled report output files can be Static or Dynamic. Dynamic report output tags apply to Financials/Report Groups that prompt on, for example, Company. Static tags can be defined and maintained via the **Maintain Report Tags** task by those with permissions to the *Report Tag Management* domain.

SHARING OUTPUT

When you schedule a report to run in the Workday system, authorized users can share the output of their scheduled report with others. Only users with access to the **Report Output Sharing** domain have the ability to share scheduled report output with others and can see the Share tab when scheduling a report. There is also a User-based Security Group, ***Report Output Sharing*** that has permissions to this domain allowing users to share the output of a scheduled report.

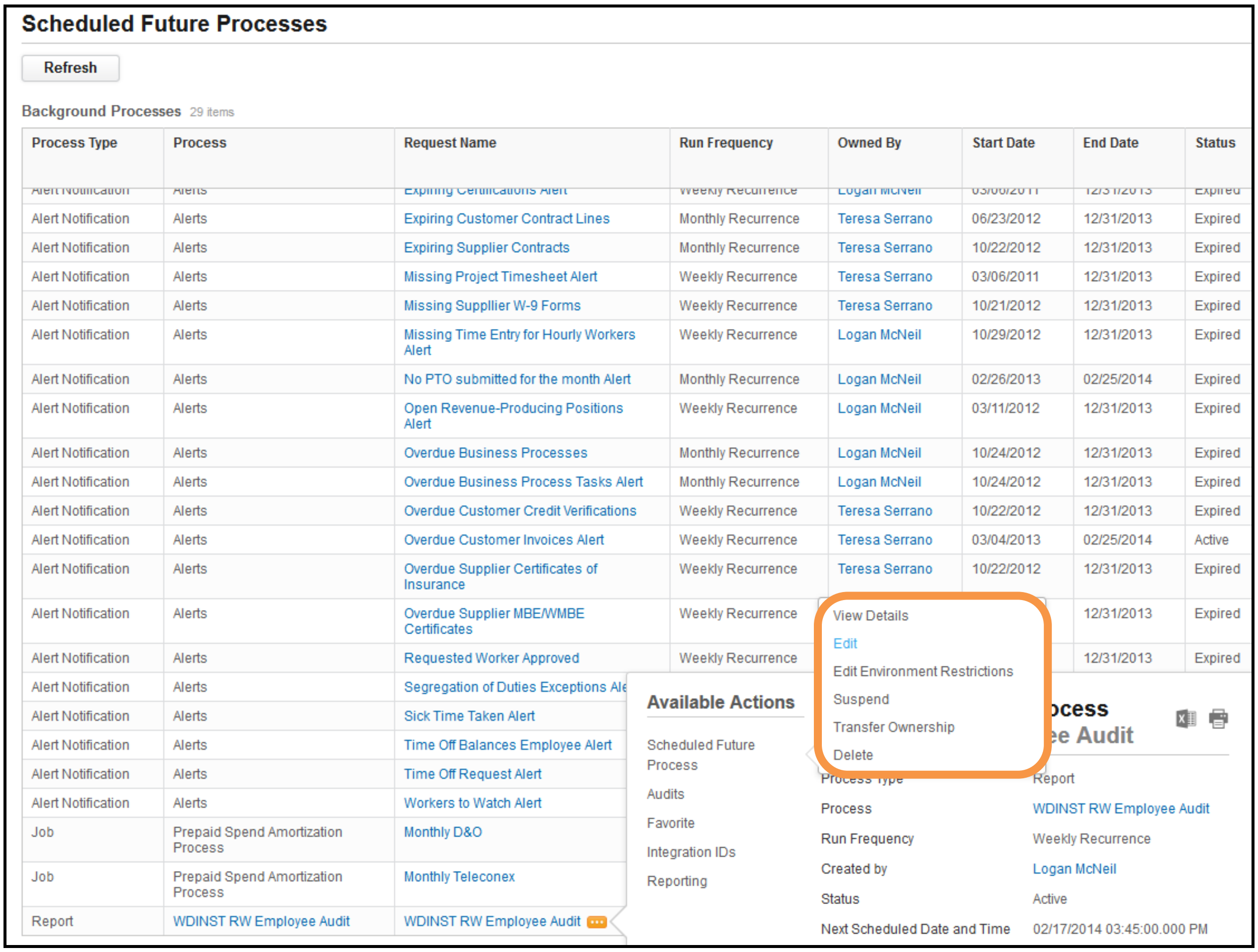
When sharing the output of a scheduled report, you can share it with specified users and/or unconstrained security groups. Unconstrained security groups such as user-based security groups can group report recipients similar to a report distribution list. The maximum number of users you can share the output with is **2000**.



SCHEDULED FUTURE PROCESSES

Once scheduled, to see what background processes are scheduled to be run, run the **Scheduled Future Processes** report. The report includes integrations, batch processes, and reports that are scheduled to run either one time in the future or on a recurring basis.

You can view the details, edit or even transfer ownership of the scheduled process by using the related actions off of the request object as shown below. Schedules can be suspended, reactivated or deleted.



Scheduled Future Processes

Refresh

Background Processes 29 items

Process Type	Process	Request Name	Run Frequency	Owned By	Start Date	End Date	Status
Alert Notification	Alerts	Expiring Certifications Alert	Weekly Recurrence	Logan McNeil	03/06/2011	12/31/2013	Expired
Alert Notification	Alerts	Expiring Customer Contract Lines	Monthly Recurrence	Teresa Serrano	06/23/2012	12/31/2013	Expired
Alert Notification	Alerts	Expiring Supplier Contracts	Monthly Recurrence	Teresa Serrano	10/22/2012	12/31/2013	Expired
Alert Notification	Alerts	Missing Project Timesheet Alert	Weekly Recurrence	Teresa Serrano	03/06/2011	12/31/2013	Expired
Alert Notification	Alerts	Missing Suppllier W-9 Forms	Weekly Recurrence	Teresa Serrano	10/21/2012	12/31/2013	Expired
Alert Notification	Alerts	Missing Time Entry for Hourly Workers Alert	Weekly Recurrence	Logan McNeil	10/29/2012	12/31/2013	Expired
Alert Notification	Alerts	No PTO submitted for the month Alert	Monthly Recurrence	Logan McNeil	02/26/2013	02/25/2014	Expired
Alert Notification	Alerts	Open Revenue-Producing Positions Alert	Weekly Recurrence	Logan McNeil	03/11/2012	12/31/2013	Expired
Alert Notification	Alerts	Overdue Business Processes	Monthly Recurrence	Logan McNeil	10/24/2012	12/31/2013	Expired
Alert Notification	Alerts	Overdue Business Process Tasks Alert	Monthly Recurrence	Logan McNeil	10/24/2012	12/31/2013	Expired
Alert Notification	Alerts	Overdue Customer Credit Verifications	Weekly Recurrence	Teresa Serrano	10/22/2012	12/31/2013	Expired
Alert Notification	Alerts	Overdue Customer Invoices Alert	Weekly Recurrence	Teresa Serrano	03/04/2013	02/25/2014	Active
Alert Notification	Alerts	Overdue Supplier Certificates of Insurance	Weekly Recurrence	Teresa Serrano	10/22/2012	12/31/2013	Expired
Alert Notification	Alerts	Overdue Supplier MBE/WMBE Certificates	Weekly Recurrence			12/31/2013	Expired
Alert Notification	Alerts	Requested Worker Approved	Weekly Recurrence			12/31/2013	Expired
Alert Notification	Alerts	Segregation of Duties Exceptions Ale					
Alert Notification	Alerts	Sick Time Taken Alert					
Alert Notification	Alerts	Time Off Balances Employee Alert					
Alert Notification	Alerts	Time Off Request Alert					
Alert Notification	Alerts	Workers to Watch Alert					
Job	Prepaid Spend Amortization Process	Monthly D&O					
Job	Prepaid Spend Amortization Process	Monthly Teleconex					
Report	WDINST RW Employee Audit	WDINST RW Employee Audit					

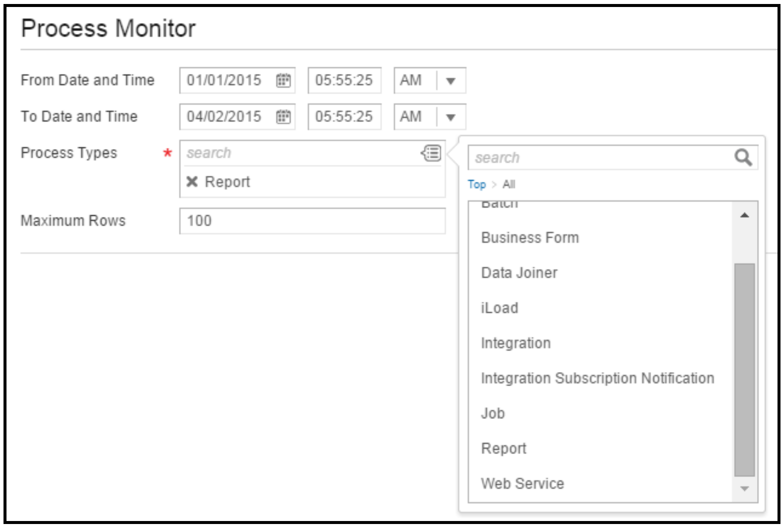
Transfer Ownership of a scheduled process: Once you create the process, you can Transfer Ownership of that process. Note that the report is not transferred with but the process of the scheduled report is transferred. Logan must still access and modify the original report.

The owner of the scheduled process can edit the schedule future runs of that process, they cannot modify the report that is being run by the process. When the scheduled report is run, the process owner's security is applied to the results of that report.

PROCESS MONITOR

Run the **Process Monitor** report to view the **process status of all background processes**, regardless of the process type.

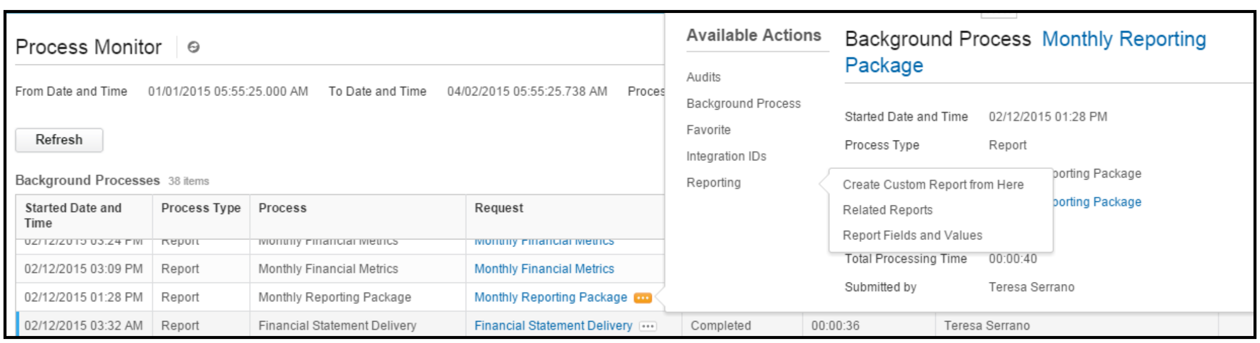
You can filter by process type (e.g., alert notification, batch, business form, integration, integration subscription notification, and/or report), date range (from and to date and time), and maximum number of rows to return (default is 100 rows, no upper limit).



The Process Monitor lists only processes that are running or have run.

You can view any errors associated with a background process instance.

You can abort background reports using related actions off the given request.

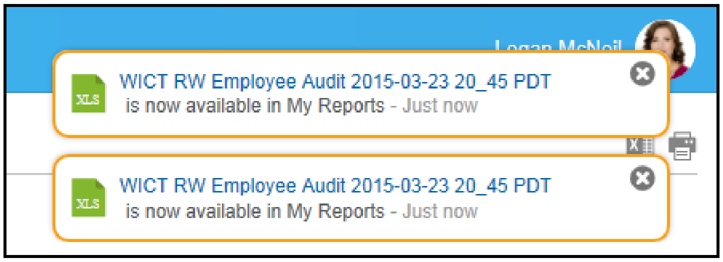


NOTIFICATION AND RETRIEVAL OF SCHEDULED REPORT OUTPUT FILES

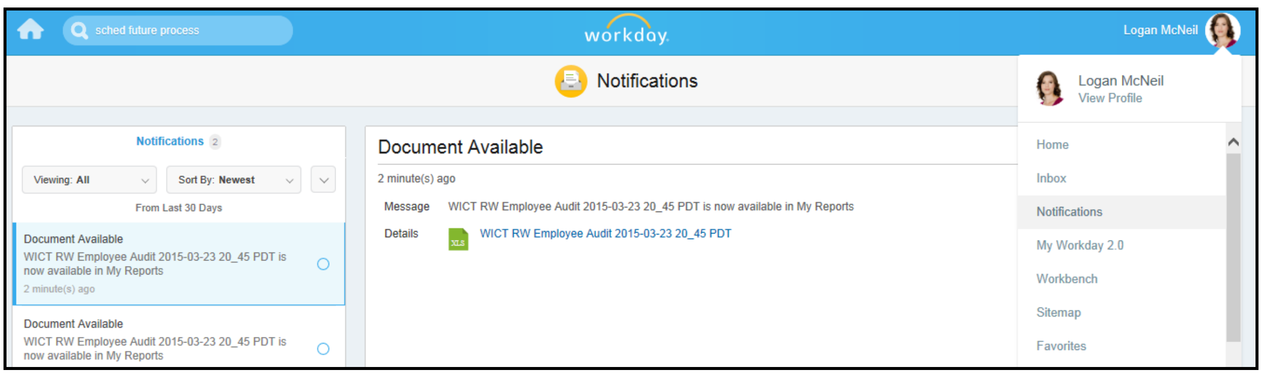
Once a report schedule has run, active sessions will be notified of the report output file via a notification icon in their Workday session. Note, users will only see this notification if they are currently logged into Workday when the scheduled report runs.

Users can find the scheduled report output in several ways:

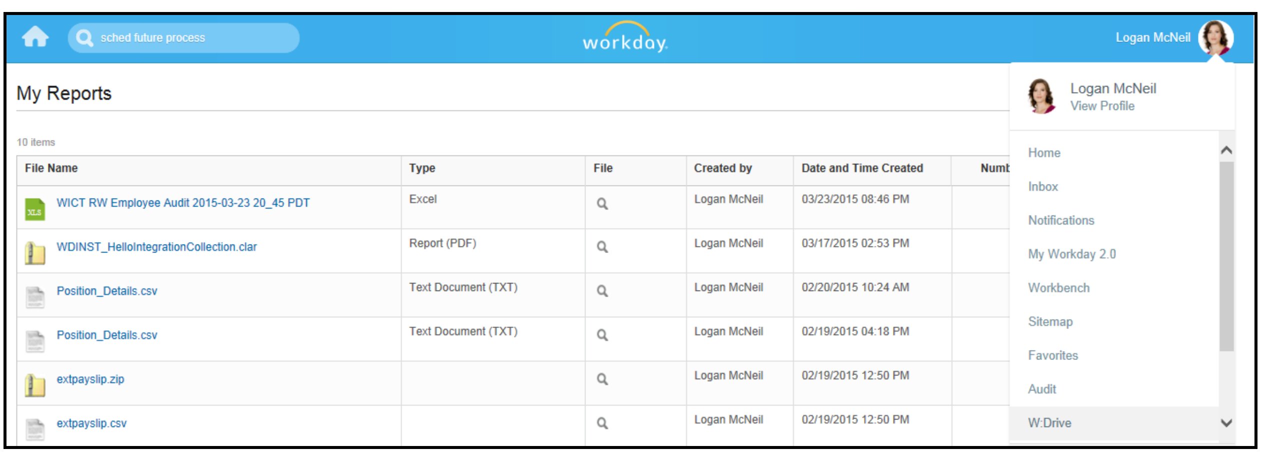
1. Click on the **Notification icon** in session to see file(s)



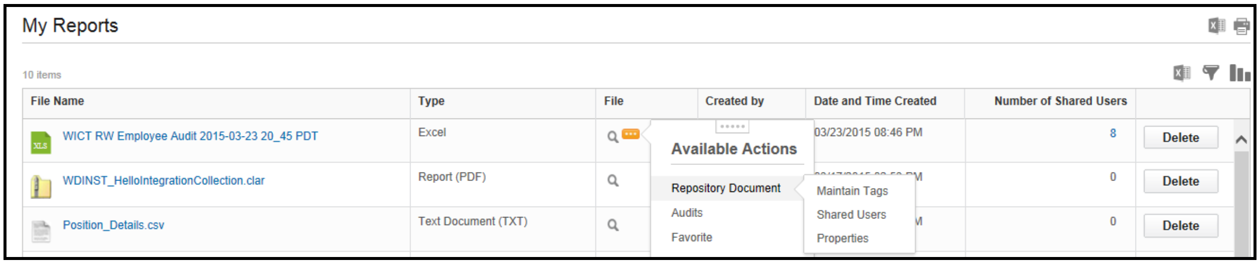
2. There should also be a notification. Select **Notifications** off the main menu to see the notification of the document being available.



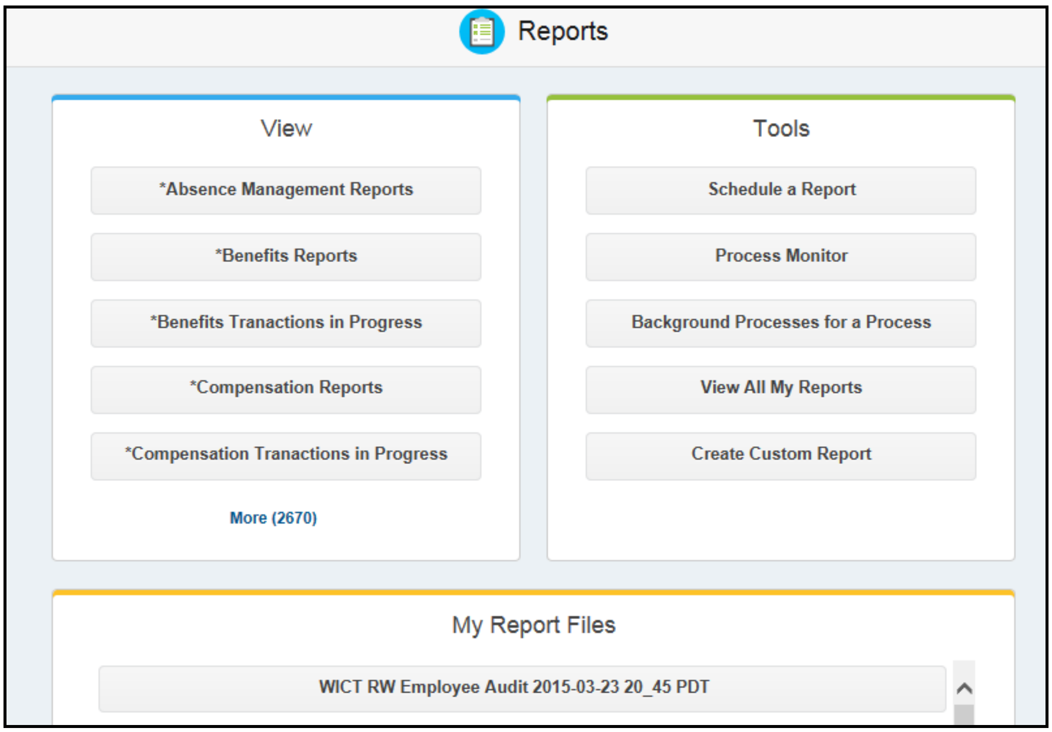
3. The scheduled report output file, since a background job, can be found on the **W Drive**. From the main menu, select W Drive and see the files.



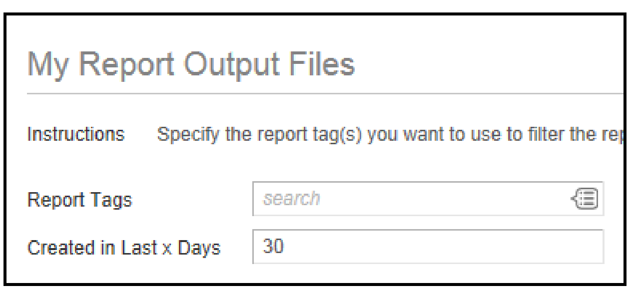
4. **Note:** Only the report output file owner (the owner of the schedule) can delete the report output file. Once deleted, it will be deleted from the Workday system and will no longer appear for any recipient. The report output file owner can also add/remove tags and/or add/remove shared users.



5. Scheduled report output files can also be found via the delivered **Reports** Worklet configured on a landing page.



6. Users can also directly get to scheduled report output files by running the task: **My Report Output Files** or **My Reports** (with the option to use report tags to locate files)

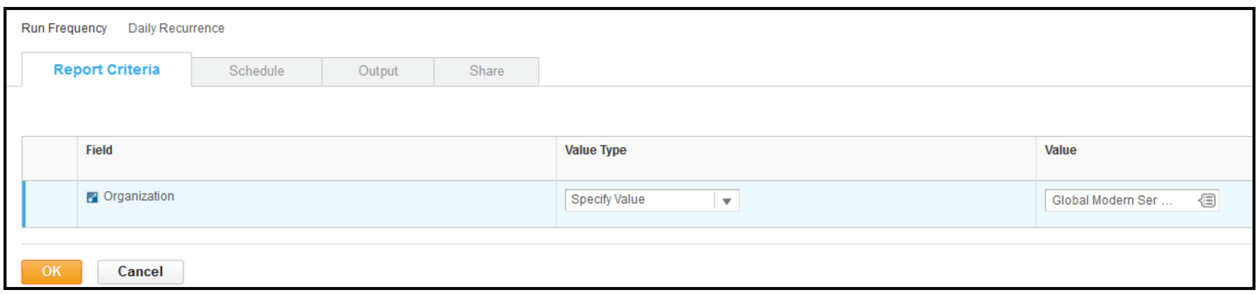


ACTIVITY 15 – SCHEDULING REPORTS

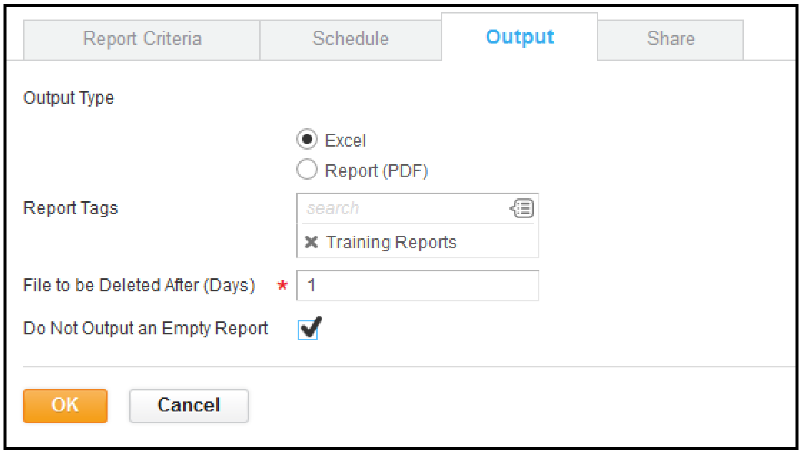
Business Case: Logan will schedule the WICT RW Employee Audit report and share the output with Jack Taylor and others in the Payroll Administrator security group. By Scheduling a report and sharing the output file with others, you will see how recipients will see the report output 'as Logan'.

TASK 1 - SCHEDULE REPORT

1. As Logan McNeil, find the **WICT RW Employee Audit** report definition (use Reporting search category or rd: search prefix).
2. Using related actions, select **Custom Report > Schedule.**
3. Select the Run Frequency of **Daily Recurrence** and click **OK**.
4. Since this report has a prompt, you must fill out the needed Report Criteria as part of the schedule. Enter the organization as **Global Modern Services**.

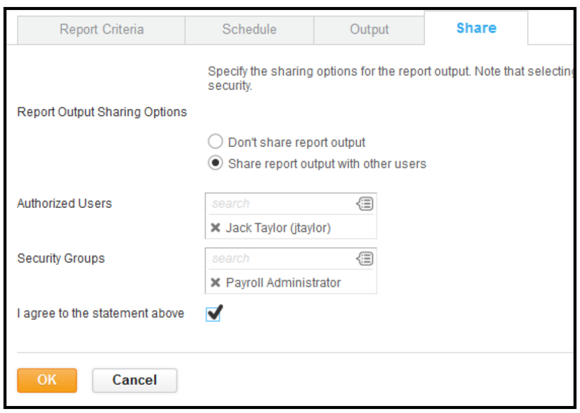


5. Click on the **Schedule** tab and verify that the recurrence type is set for **Recurs Every Weekday**.
6. Select the closest available next time to the current time in the Pacific Time zone (for example if it is currently 10:35AM Pacific then select 10:45AM). Accept the time zone default of Pacific Time.
7. Input a range of recurrence from Start Date of today's date to End Date of 1 year from now.
8. Select the Output tab and verify that the report will be delivered as an Excel report.
9. Enter 1 for File to be Deleted After (Days).
10. Tag the report output as "Training Reports"



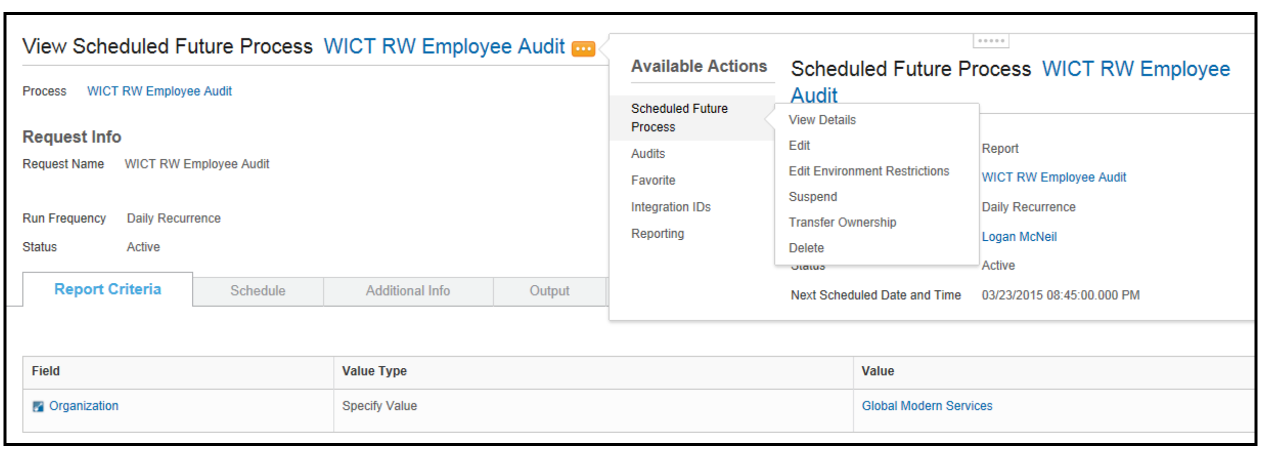
11. Select the **Share** tab and select Share report output with other users.

12. Enter **Jack Taylor** as an *Authorized User and* enter **Payroll Administrator** for the security group then check the *I agree to the statement above* checkbox.



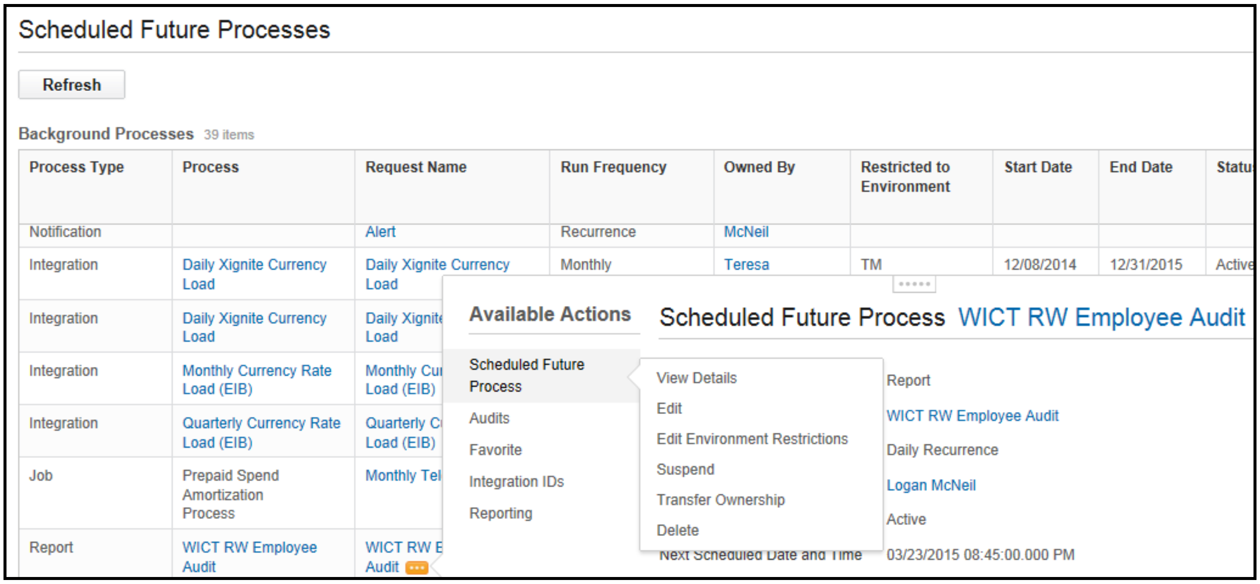
13. Click OK to save.

14. You now have a scheduled report request. To go back and edit your schedule, use the related action option to Edit the scheduled future process.

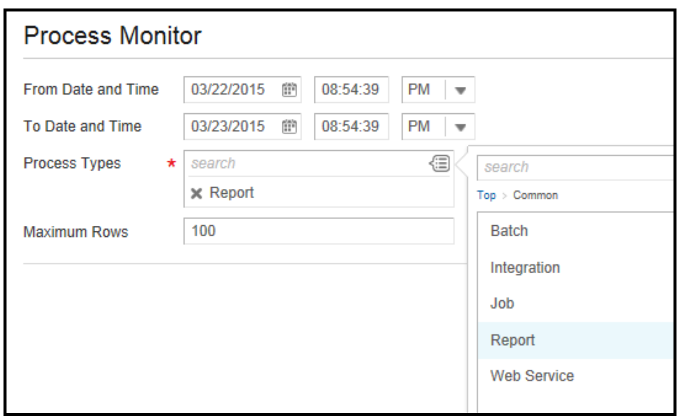


TASK 2 - VIEW PROCESS MONITOR & SCHEDULED FUTURE PROCESSES IN TENANT

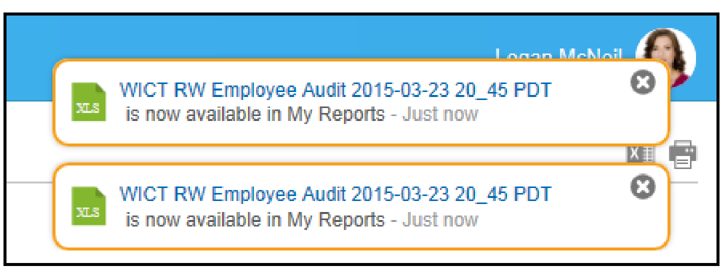
1. Run Scheduled Future Processes to see the request and status. You can click on the related action icon next to the Request Name to edit and take action on your schedule if needed.



2. Once the scheduled time is reached, run **Process Monitor** to see if completed successfully



3. As Logan, note the notification icon in the session when the scheduled report output file is available.

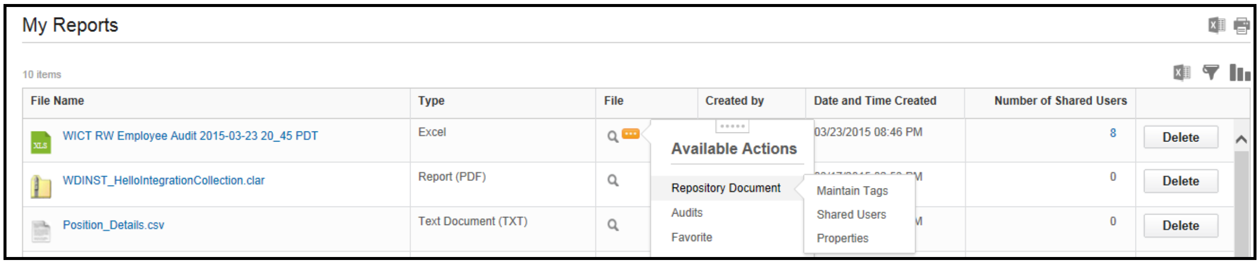


4. Verify the report output file.

5. From the main menu, go to the **W: Drive** and view the report output file.

   a. Note how Logan can maintain the tags and shared users lists for this file *after the schedule has completed*

   b. A report schedule output file is owned by the user under which the schedule ran under. Only the owner will see the delete option.

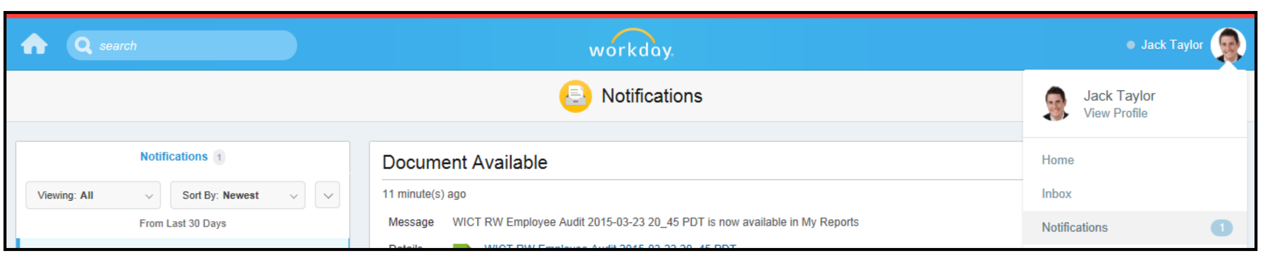


TASK 3- NOW TEST THE REPORT OUTPUT SHARING

Sign in as Jack Taylor (jtaylor)

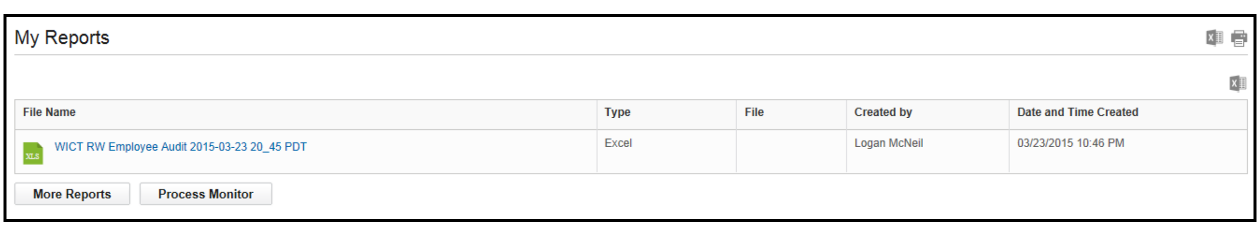
1. Jack does not see the notification icon since he was not logged in when the report was run and available.

2. He does however see a notification in his inbox. He can access the document from this notification.



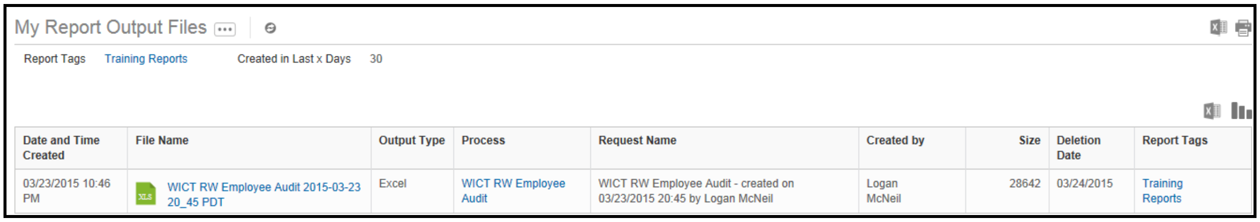
3. He can also retrieve the scheduled report output file that Logan ran and shared with him in the following ways:

4. W: Drive



5. Running the **My Report Output Files** or **My Reports** task from search box.

6. Use Report Tag "Training Reports" to locate the report output file.



My Report Output Files

Report Tags Training Reports Created in Last x Days 30

Date and Time Created	File Name	Output Type	Process	Request Name	Created by	Size	Deletion Date	Report Tags
03/23/2015 10:46 PM	WICT RW Employee Audit 2015-03-23 20_45 PDT	Excel	WICT RW Employee Audit	WICT RW Employee Audit - created on 03/23/2015 20:45 by Logan McNeil	Logan McNeil	28642	03/24/2015	Training Reports

7. Open the file as Jack.

8. When Jack opens the shared output Excel file from Logan's scheduled report, he sees the report data 'as Logan'. The report ran as Logan with Logan's security and Logan just shared the output file with Jack. If Jack had run the report in Workday himself, he would have seen the output using his own security, as we saw in an earlier activity.

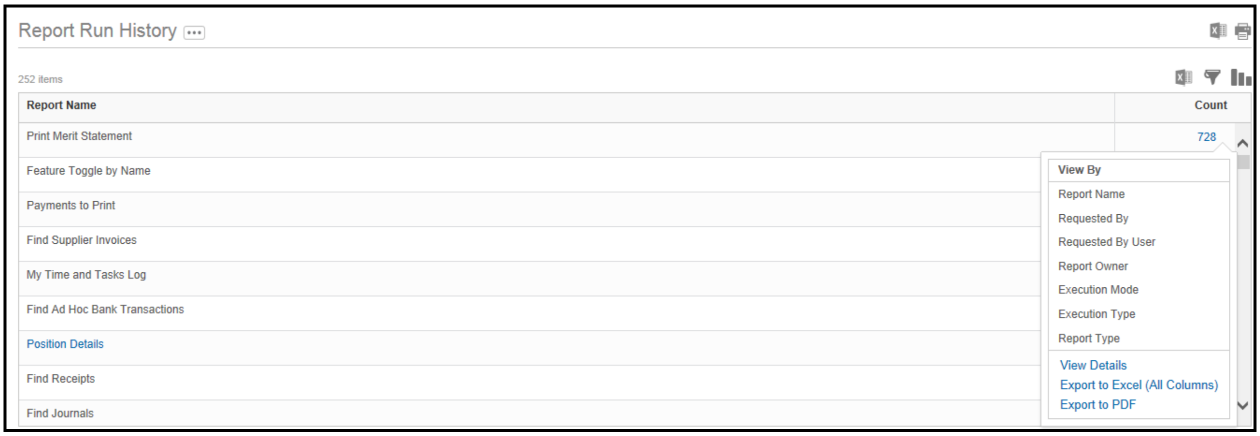
(End of Activity)

OTHER REPORT CONFIGURATION OPTIONS

REPORT RUN HISTORY

You can use the Workday-delivered **Report Run History** report to obtain the run history of both Workday standard reports and Workday custom reports. Up to six (6) months of report run data is available (starting from the current date and going back 6 months). Information provided by this report includes:

- Report name
- Count (number of runs) - You can click on the drop down arrow next to the **Count** value to drill into additional details.

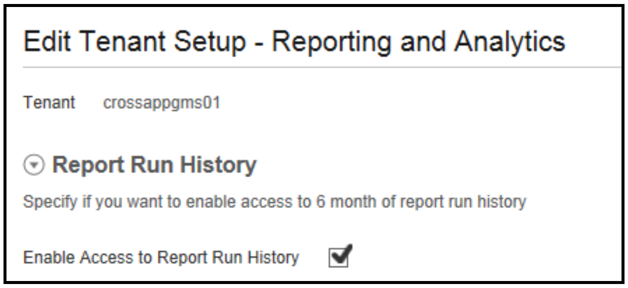


Having this information enables you to understand who is running certain reports and how often specific reports are run. It can also be useful as part of your Workday Update testing to know what reports to focus on that are being used the most.

Note that report run history does not include worklet executions, nor does it include XpressO report executions.

Setup required

To access any of the report run history for your tenant, you must specifically opt in to this data collection feature. You do so by accessing the **Edit Tenant Setup - Reporting and Analytics** task, and selecting the **Enable Access to Report Run History** option. For more information, see Tenant Setup - Reporting and Analytics.



The **Report Run History** report is built upon the **INDEXED REPORT RUN HISTORY** data source, which you can use to build your own custom reports. This data source tracks six (6) complete calendar month of report run history from the current date, back 6 months.

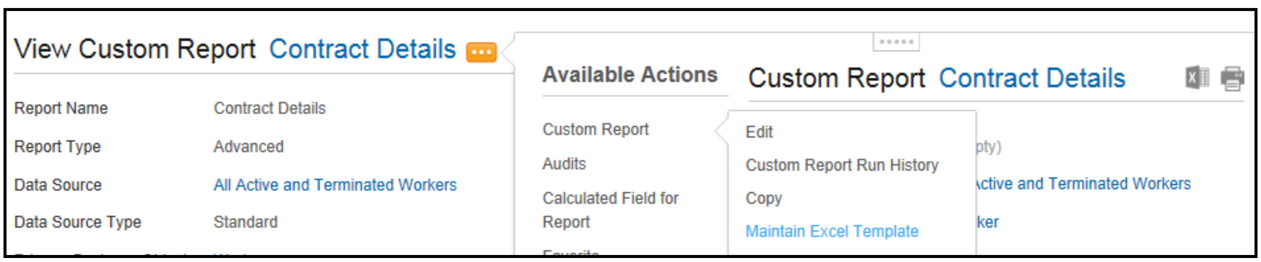
There is also a delivered report field on the Custom Report business object that shows the *number of times the given custom report has been executed*.

MAINTAIN EXCEL TEMPLATE

Workday helps you automate your Excel processing and formatting when exporting a Workday custom report. This feature reduces the time and effort needed to deliver Excel workbooks based on Workday custom reports, especially in cases when you export a report on a regular basis and then reformat the data in Excel. This feature also works with report groups. Workday supports a maximum of 10 reports within a single report group, all of which use the same Excel template associated with the report.

To use this feature,

1) In the Workday tenant, schedule the report (or report group) to an Excel output file.
2) Once the schedule runs, download the scheduled report output file to your desktop.
3) In Excel, open the workbook and see the Workday report data written to a worksheet.
4) In another worksheet in the same workbook, pull in the Workday data and apply needed formats and calculations.
    a. So the Workday report output data should be untouched in one worksheet, and any manipulations, formatting, calculations should be done in other worksheets pulling in needed data.
5) Save the Excel workbook on your desktop.
6) Log back into the tenant, and associate the Excel workbook with the custom report definition.



7) Now each time the report is scheduled, it will write the Workday report data to one worksheet in the associated workbook, and your other worksheets will pull in that data and apply needed formats and calculations.
8) The scheduled report output file is now in the tenant on the w: drive and can be shared with Workday users more securely.

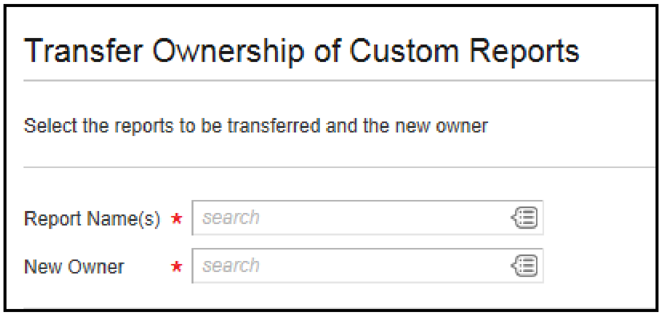
Note: Workday ensures that your report data is output as a worksheet into the Excel workbook that you associate with the report. You are responsible for designing and troubleshooting any Excel macros and formulas in other worksheets.

This option allows you to automate and make repeatable in Workday a previously 'outside of Workday' excel formatting and calculation task on Workday data.

TRANSFER OWNERSHIP

Custom Reports in Workday can only have one report owner. The report owner is the user that created or copied the report. Report ownership can be transferred to other report writers.

Those with access to the domain: **Custom Report Administration** or domain: **Manage All Custom Reports** can transfer ownership of reports. Transfer Ownership can be run using related actions for a given report or as a standalone task.



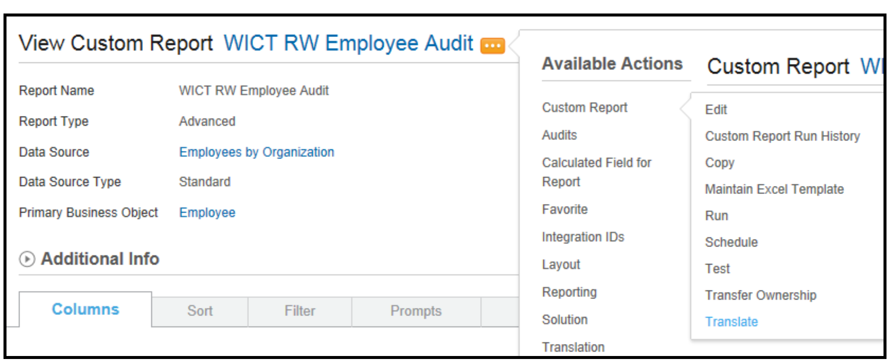
It is important to note that a report can only be transferred to a report writer that has access to that report's data source. However, the report writer the report is being transferred to may not have access to all the Report Fields. It is beneficial to run the <u>Custom Report Exception Audit</u> report after you have transferred ownership to catch any potential conflicts.

TRANSLATING CUSTOM REPORTS

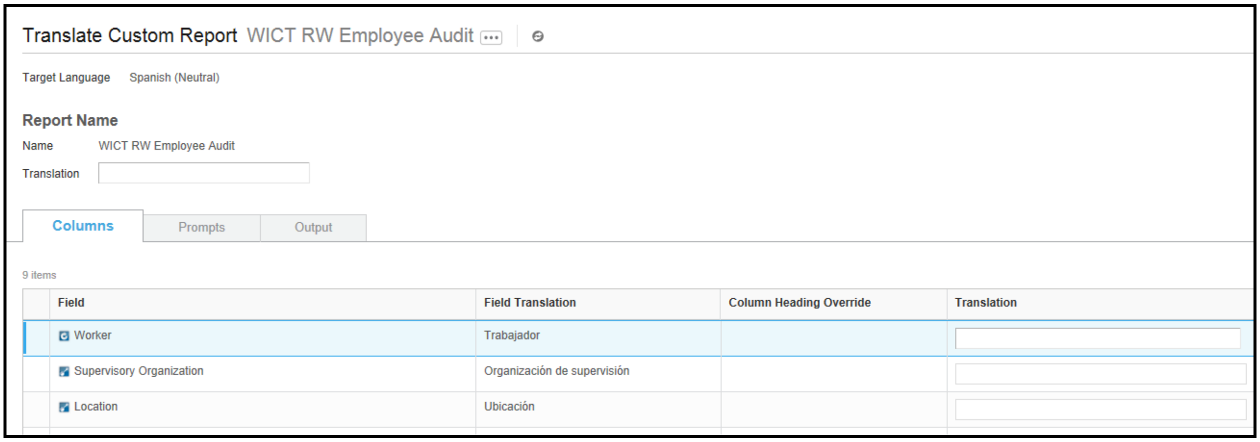
By having the ability to translate a custom report, you can design a report once and then deploy it multiple times in different languages. Users whose preferred language corresponds to one of the languages for which the report has been translated will **see report labels and prompts** in their preferred language. This saves you the trouble of designing the same report in multiple languages.

For each language for which you want to translate a custom report, follow the steps below.

1. Access the custom report you want to translate.
2. From the related actions menu, select **Custom Report > Translate.**



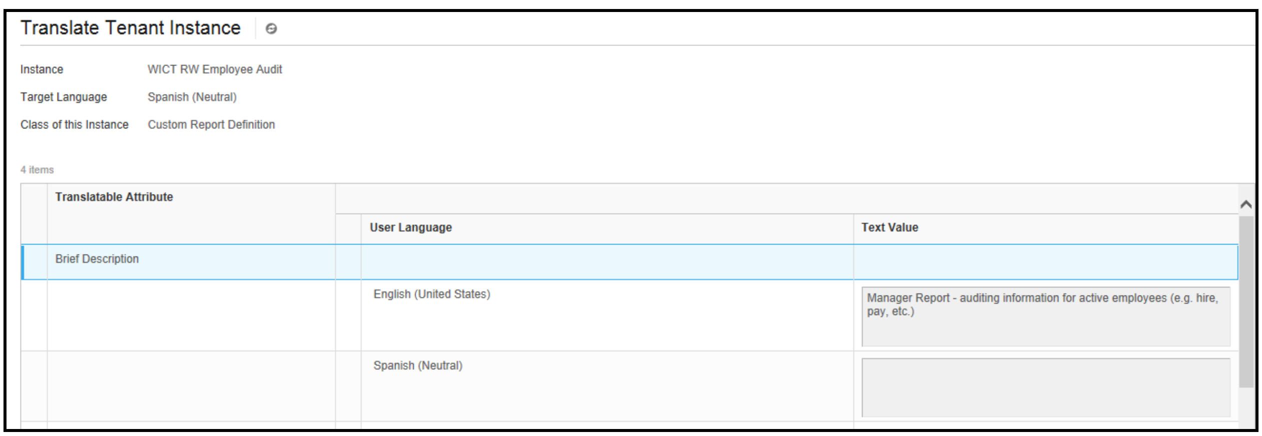
3. Select the **Target Language** and click OK.
4. Enter a **Translation** name.
5. Provide translations for needed field labels.



6. Click OK when finished with this translation.
7. Repeat these steps for each language for which you want to translate the custom report.

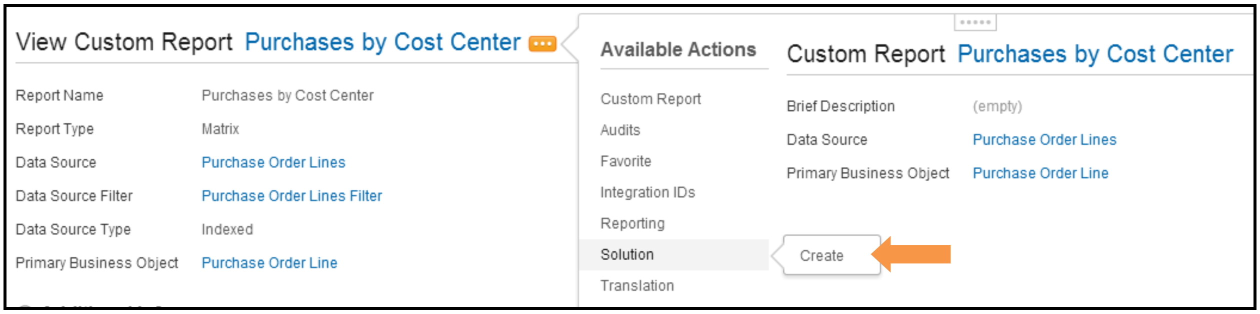
A user, whose preferred language is set to one of the target languages associated with the report, will automatically **see the report labels and prompts displayed in their preferred language.**

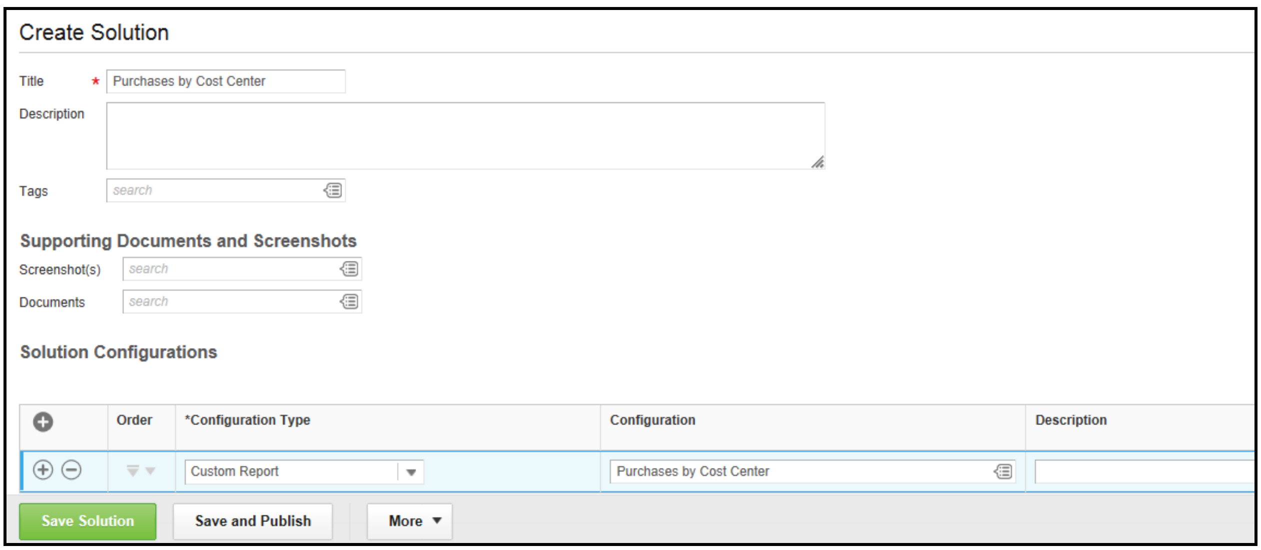
Using the related action of **Translation > Translate Instance** you can translate text information around the report instance itself, such as the brief description or more information.



SOLUTIONS

Custom Reports can be **migrated** between your tenants (Sandbox to Production) using **Solutions** saving you from having to re-create and re-configure them in another tenant. You can also use Solutions to **publish and/or import** definitions to the Solution Library (a common repository managed by Workday for all customers and partners).





For more on Solutions please see Community documentation.

MANAGE LAYOUTS & VIEW URLS

MANAGE LAYOUTS

Workday enables you to design and use **business form layouts** for meeting the exact layout specifications required by your organization. These specifications might include rich text formatting, headers and footers, page breaks, logos, and exact placement of labels, data, spaces, and margins.

The **Report Designer tool in Workday Studio** enables you to use all these types of layout features and more. It is an easy-to-use, graphical layout tool designed specifically for this purpose. Once designed in Report Designer, you can deploy your report design to your Workday tenant to associate the layout with your custom report. Layouts can then be applied when printing your report in Workday.

For more information, please see Workday's Report Designer training offerings.

WEB SERVICE > VIEW URLS

Workday enables you to expose advanced custom reports as web services. You can **enable a custom report as a web service** under the **Advanced** tab. Web services allow inter-operable, machine-to-machine interaction over the Internet. In Workday, web services present report results as **URLs**, enabling integration between Workday and external business services, such as payroll or benefits providers. Web services also can be used to expose business data to external reporting tools, such as Microsoft Excel.

For more information on enabling reports as web services, please see Workday's Integration related training offerings.

INTRODUCTION TO CUSTOM ANALYTICS - MATRIX REPORTING

Workday enables you to build your own custom analytics. Using the same approach as creating a custom report, you can create your own analysis matrix cubes to gain new insights into your data and take action on the results. Matrix reports are ideally suited for:

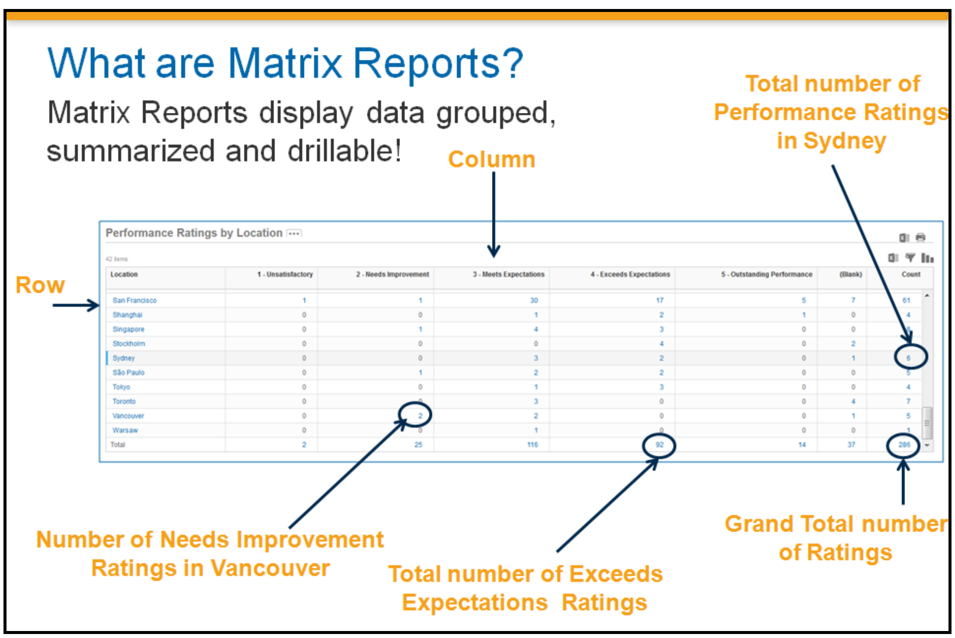
- **Aggregating/summarizing** numeric data and visually charting the results.
- Changing **rows and columns** dynamically at runtime to view different summarizations.
- **Drilling** into a summarized amount for further analysis, and then taking action based on new insights.
- **Drilling into the details** that comprise any summarized amounts.

MATRIX REPORTS

The *matrix* report type is used to display data grouped and summarized with the ability to interact and drill into the summarizations. Matrix reports are similar, but not identical to, **pivot tables and crosstabs** found in other systems.

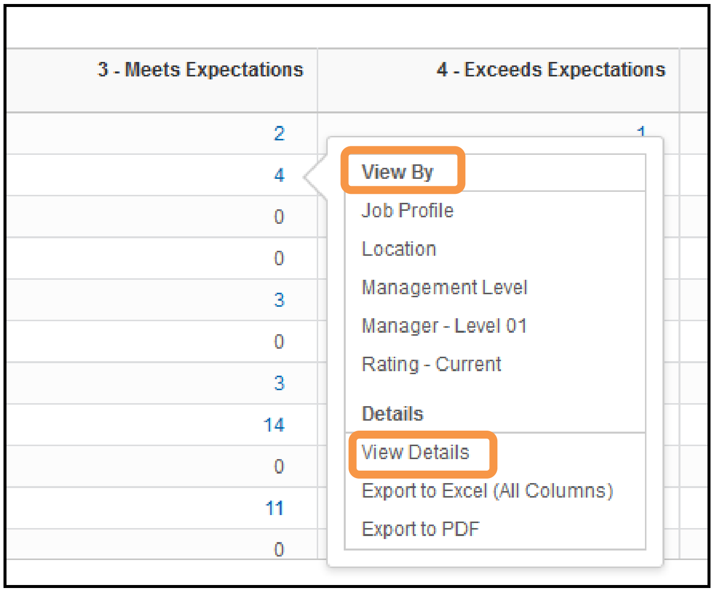
Data is grouped in a **row group** and optionally a **column group**. Values in the matrix cells display aggregate values scoped to the intersection of the row and column groups to which the cell belongs.

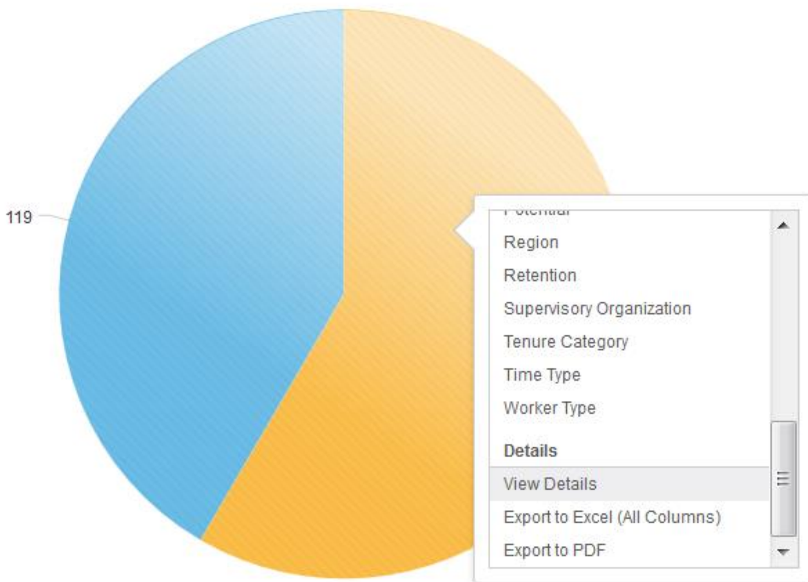
At runtime, as the report is processed, the report matrix is built both horizontally and vertically on the page, based on the data selected. If you create a matrix report and share it with a user who is not authorized to view the Summarization Field, a runtime error appears when the user attempts to run the report.



Once the matrix is built, you can view the summarization data by different fields, and each cell within the matrix is drillable. You can **drill into a number** displayed in a cell of the matrix and group the results by another field (**View By**), or you can **view the details** (**View Details**) that comprise the number in the cell of the matrix.

Drillable Fields and Detail Data are defined under the "Drill Down" tab in the matrix report definition.



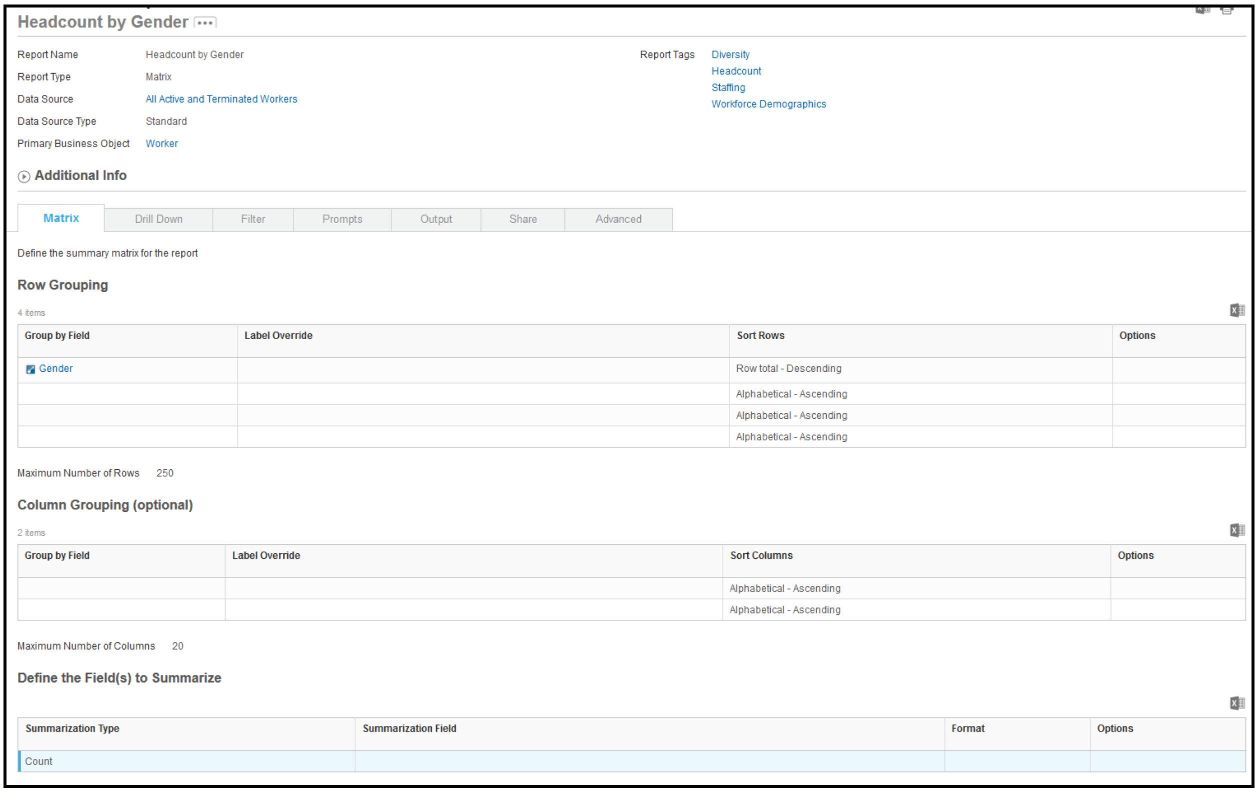


MATRIX REPORT DEFINITION

When defining a Matrix Report, you must first define the summary matrix for the report under the **Matrix** tab.

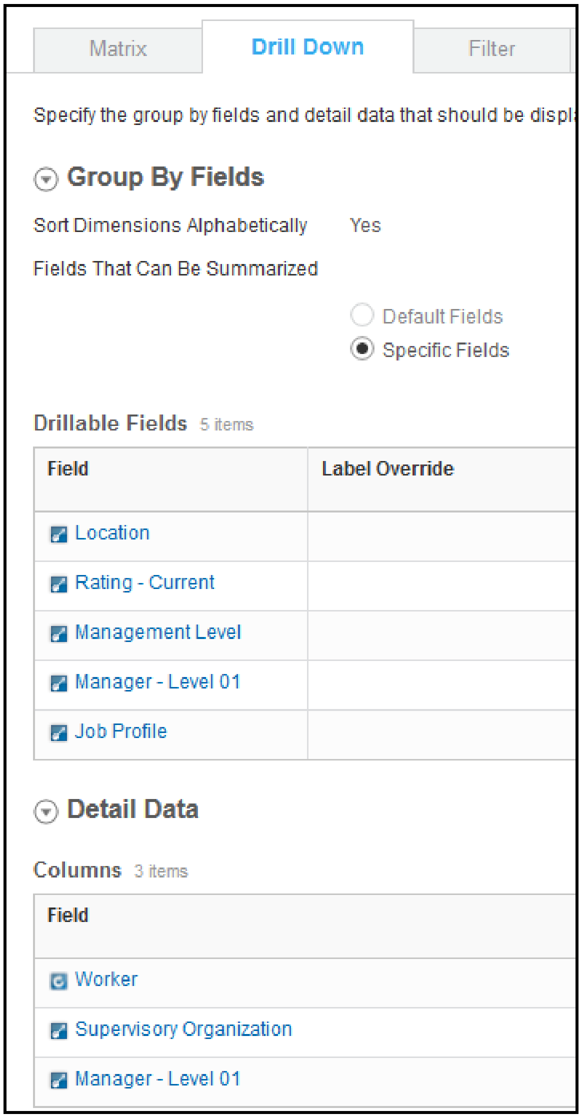
You must configure how you want to summarize the Primary Business Object for your report and in what Row and Column groupings.

You must specify at least one **Row** grouping and one summarization. Column groupings are optional. By default, the summarization type uses Count. There are several summarization types to choose from.



DEFINING DRILLABLE FIELDS & DETAIL DATA (DRILL DOWN TAB)

When building a Matrix Report, you can also define what fields the user can further drill and group by (“**Drillable Fields**”) which will drive what fields shows up under the **View By** field list. You can also define what fields should show when the user selects **View Details** (**“Detail Data**”) or clicks on a summarization metric.



For the **Group By Fields**, you can select either **Default Fields** or **Specific Fields**.

- The **Default** Group by Fields are subject to change from one Workday update to the next. To ensure the same Group by Fields are included in your matrix report from update to update, you should explicitly define the fields **(Specific Fields)** in the *Group by Fields/Drillable Fields* section on the **Drilldown** tab.

- If you explicitly define the fields in the *Drillable Fields* on the **Drilldown** tab and then share the report with a user, the user can only View and Group the report based on the fields he or she is authorized to view.

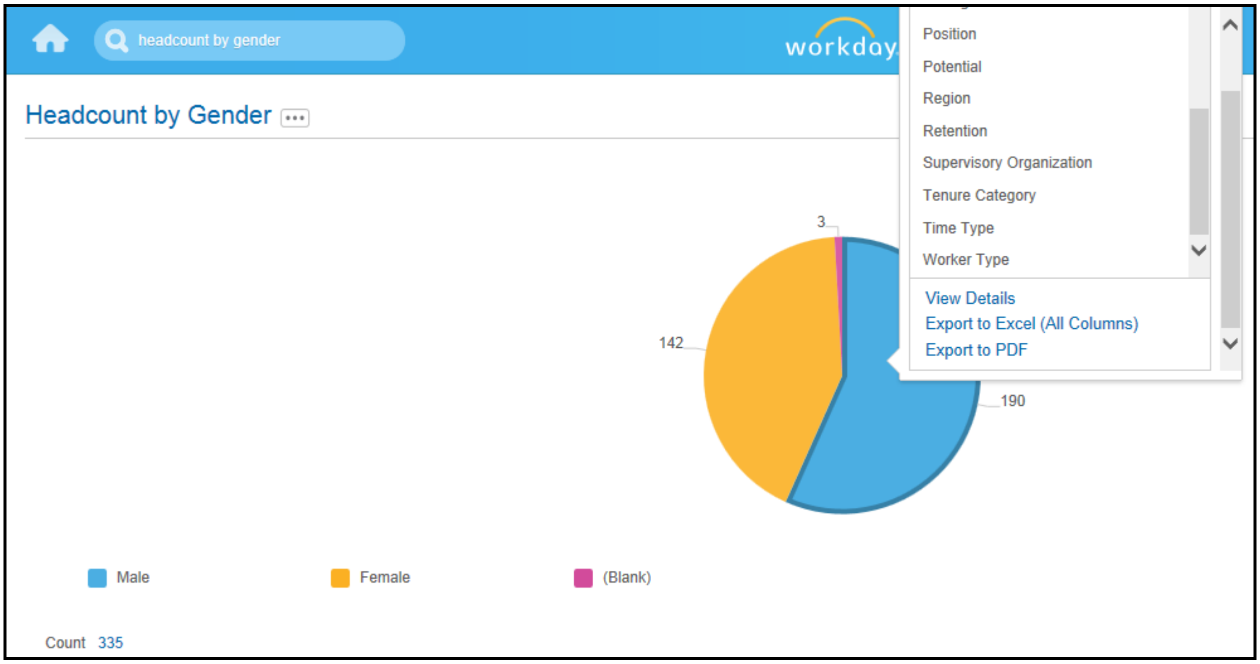
MATRIX REPORTING – VIEWING A MATRIX REPORT

Let's begin by looking at a Matrix report already in the system. The **Headcount by Gender** report is a matrix report already created in our training tenant.

Notice that this report outputs as a pie chart and that it can be drilled into to view additional information about the data in the report.

Clicking on either of the halves of the pie chart allows you to view additional information about the segment of data on that half.

Clicking on the total **Count** number allows you to view information about the total population in the report.



The options under **View By** are configured by you (or can be) under the **Drilldown tab/Drillable Fields** section in the Matrix report creation.

View Details displays the detail data that you have configured for the Matrix report under the **Drilldown tab/Detail data** section.

ACTIVITY 16 – CREATE MATRIX REPORT

Business Case: Now that you are a Matrix report writing expert you have been asked to create a report for the recruiting department that will show the hiring source at each particular location for workers. You will need to include whether the worker is a manager or not, the gender of the worker, the location, hire date, supervisory organization, and the annual compensation for each worker. The recruiting department wants to see the average compensation for each location, as well as the percentage of overall total. Output in chart and table. Only workers from locations in the United States should show up on this report.

TASK 1 - CREATE CUSTOM REPORT

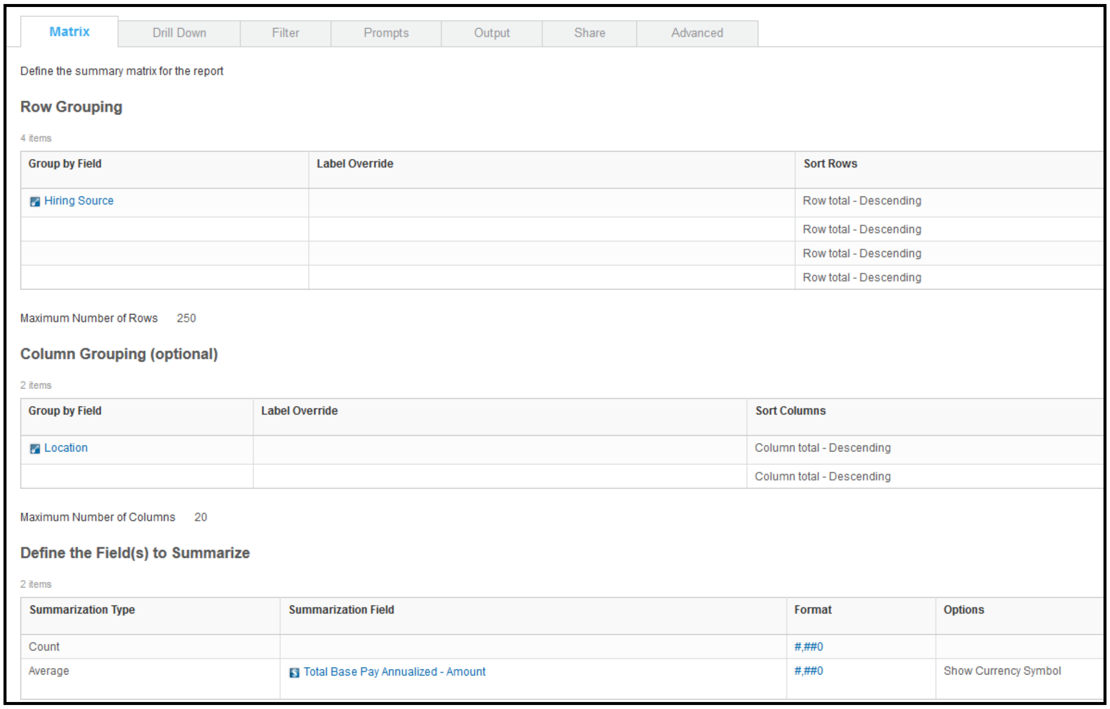
1. From the search box, run the task: *Create Custom report*.

Field Name	***Entry Value***
Report Name	WICT RW Recruiting Analysis
Report Type	Matrix
Data Source	All Active and Terminated Workers • *As a reminder this is not the most efficient data source and includes a very general and large set of instances that may not all be needed in your report. Consider more targeted or indexed data sources for optimal report performance.*

2. Click OK to begin editing this report.
3. Under the Matrix tab, define the
4. **Row Grouping**: *Hiring Source*
5. **Column Grouping**: *Location*
6. Define the **Summarizations** as:
   a. **Summarization Type:** Count
7. Add another summarization
   a. **Summarization Type:** Average

b. **Field:** Total Base Pay Annualized Amount

c. **Options:** Show Currency Symbol


Matrix | Drill Down | Filter | Prompts | Output | Share | Advanced

Define the summary matrix for the report

Row Grouping

4 items

Group by Field	Label Override	Sort Rows
Hiring Source		Row total - Descending
		Row total - Descending
		Row total - Descending
		Row total - Descending

Maximum Number of Rows 250

Column Grouping (optional)

2 items

Group by Field	Label Override	Sort Columns
Location		Column total - Descending
		Column total - Descending

Maximum Number of Columns 20

Define the Field(s) to Summarize

2 items

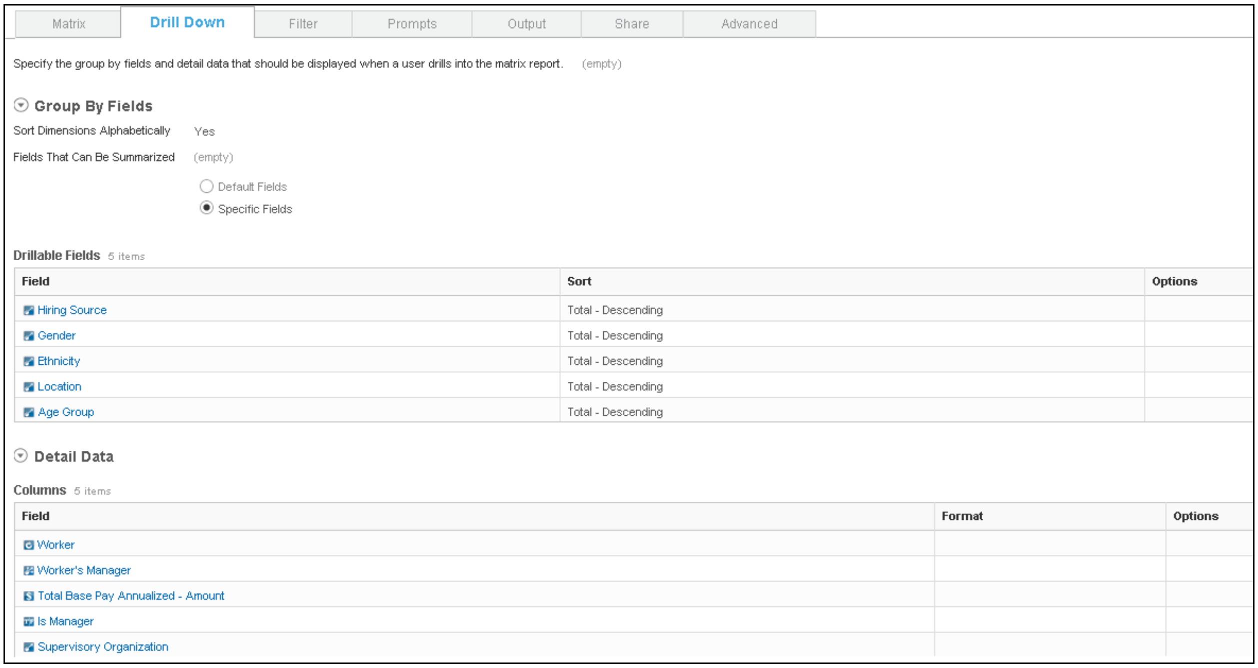
Summarization Type	Summarization Field	Format	Options
Count		#,##0	
Average	Total Base Pay Annualized - Amount	#,##0	Show Currency Symbol

8. Click on the **Drilldown** tab to define the '**Drillable fields'** that the report can be viewed and grouped by: Include the following **Drillable Fields**:

- Hiring Source
- Gender
- Ethnicity
- Location
- Age Group

9. Still under the Drilldown tab, configure the **Detail Data** section to determine what fields to show when someone wants to view the details. Include the following **Detail Data** fields:

- Worker
- Worker's Manager
- Total Base Pay Annualized Amount
- Is Manager
- Supervisory Organization



10. While still in Edit mode, go to the **Filter** tab and add Filter conditions to only include employees and only those in the United States.

    (Note how we took a very 'general and slow' data source: All Active & Terminated Workers and are now filtering it down to just Employees in the United States. Consider a more targeted or indexed data source from the start for better performance to save the report from loading a large number of instances only to then filter out many.)

Field Name	***Entry Value***
Field	Location Address – Country
Operator	Frequently Used > In the selection list
Comparison Type	Value Specified in this Filter
Comparison Value	United States of America

11. Add another filter condition

Field Name	***Entry Value***
And/Or	And
Field	Worker Type
Operator	Frequently used > in the selection list

Comparison Type	Value Specified in this filter
Comparison value	Employee

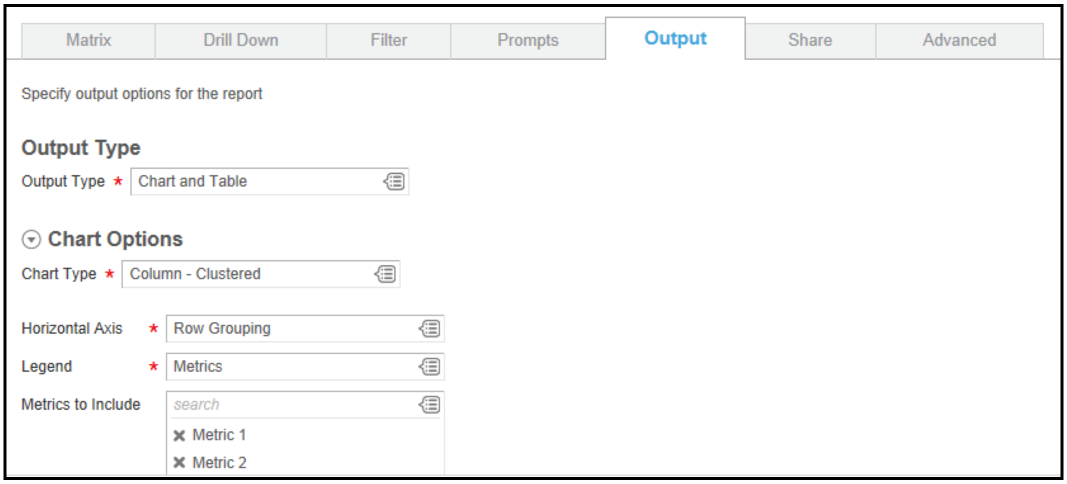

Matrix | Drill Down | Filter | Prompts | Output | Share | Advanced

Specify the filter condition that should be used for the report

2 items

And/Or	(	Field	Operator	Comparison Type	Comparison Value
And		Location Address - Country	in the selection list	Value specified in this filter	United States of America
And		Worker Type	in the selection list	Value specified in this filter	Employee

12. Under the Output tab, select Chart and Table, with Chart type: Column Clustered.



13. There will be no entry necessary on the **Share** tab nor **Advanced** tab at this time.

14. Click OK to save and Run the report

15. Answer the following questions using the matrix report output table. Remember that to drill into the matrix report, hover over a given summarization value and click on the drop down arrow to the right of the given summarization value.

a) What hiring source reports the lowest average salary? ______________________________

b) What hiring source reports the highest average salary? _____________________________

c) What location reports the highest average salary? ____________________________

d) What is the average salary for white males in San Francisco? ______________________

e) What is the average salary for all females in all locations? ____________________

(End of Activity)

ADDITIONAL RESOURCES

TEST REPORT PERFORMANCE

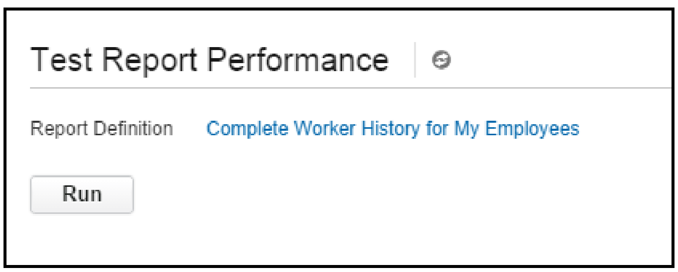
Workday provides a **Test Report Performance** task that enables you to log report performance. Using these logs you can further evaluate timings around your report's data source, filter conditions, sort and field timings.

You can create **3 types of logs** for the specified report definition:

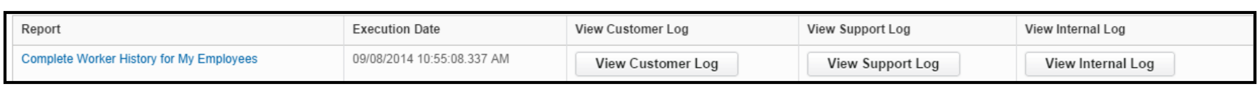
- A **customer log**: allows you to view performance data and use it optimize report performance independently.
- A **support log:** provides additional performance data for Workday's support team to help them resolve performance issues.
- An **internal log:** provides even more detailed performance data that Workday developers can analyze if needed.

Steps

1. Access the **Test Report Performance** task.
2. Select a Report Definition and click **Run**.



3. Run the **View Report Performance** task to see the logs.



Report	Execution Date	View Customer Log	View Support Log	View Internal Log
Complete Worker History for My Employees	09/08/2014 10:55:08.337 AM	View Customer Log	View Support Log	View Internal Log

WHERE TO GO FROM HERE

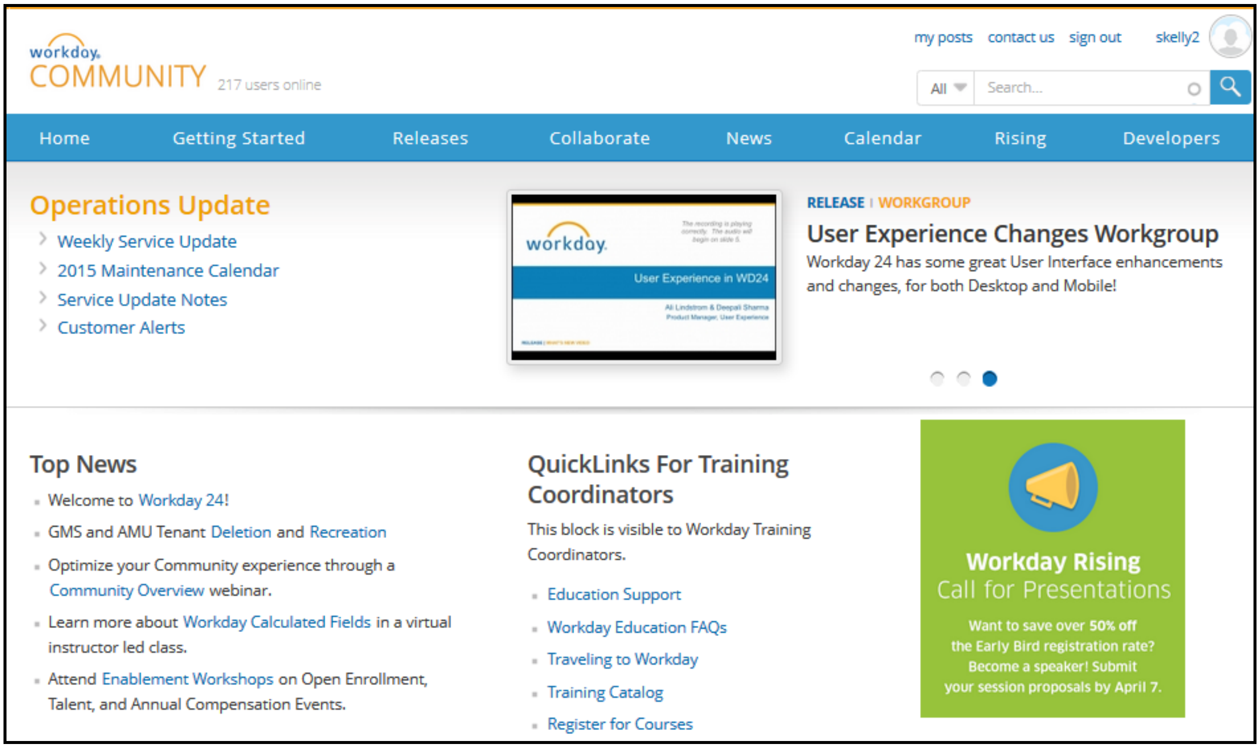
There are many resources and offerings to continue your knowledge of report writing in Workday. Some suggested classes and resources are mentioned below to further support and strengthen your Workday reporting writing experience.

For a more complete and for the latest list of options, please visit the **Workday Learning Center** and **Workday Community** for continued offerings and resources.

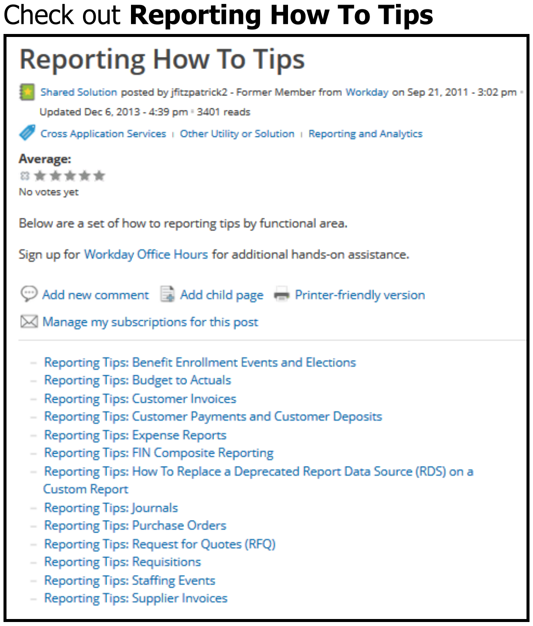
WORKDAY LEARNING CENTER

- Workday Calculated Fields (vILT or Learn Independent)
- Advanced Reporting and Analytics (vILT)
- Report Designer (BIRT) (vILT)
- Worker Trending (Learn Independent)
- Basics to Advanced (ILT)
- Integrations classes
- On Demand Education (ODEs) Series (free and subscription)
- And more

WORKDAY COMMUNITY



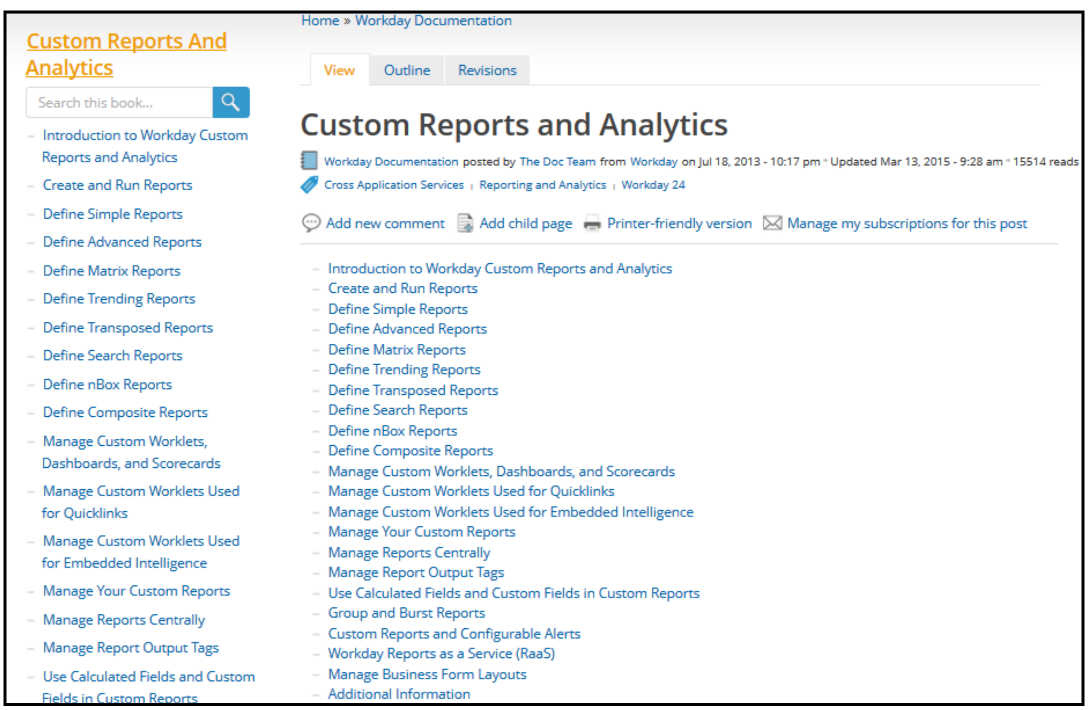
- Check out the **Training Catalog** (under Getting Started/Training) for the latest training offerings.
- Checkout **Enabling Workday** (under Getting Started/Enabling Workday)
- Checkout the **Product Dashboard: Reporting & Analytics**
- Collaborate
  - Contribute and checkout the **Solutions Catalog** for report examples shared amongst customers
- Check out **Reporting How To Tips**



- Checkout **Rising presentations** on Reporting tips, techniques and the power of analytics.

- Hints on testing custom reports with new Workday updates

- Complete reporting and analytics documentation also available under **Documentation: Custom Reports & Analytics**



APPENDIX A – REPORT MANAGEMENT SECURITY DOMAINS

The following list captures some important security domains that drive access to different report management features and report functionality.

By configuring domain security policies you can configure which users (via security groups) can have access to a given domain. You can designate greater access to Report Administrators and also distinguish access across your report writing teams, restricting sharing options and even limiting users to temporary reports.

For more information on configuring security via domain security policies and security groups, please refer to Workday's training and documentation around Configurable Security Fundamentals.

1. Custom Report Creation
2. Custom Report Administration
3. Export to PDF and Excel
4. Manage: All Custom Reports
5. Reporting Background Processes
6. Reporting Audits
7. Reporting Functionality
8. Ability to Create Only Temporary Reports
9. Maintain Excel Template
10. Report Definition Sharing – All Authorized Users
11. Report Definition Sharing – Specific Groups
12. Report Output Sharing
13. Report Tag management
14. Report Prompt Set Management
15. Scheduled Report Processes

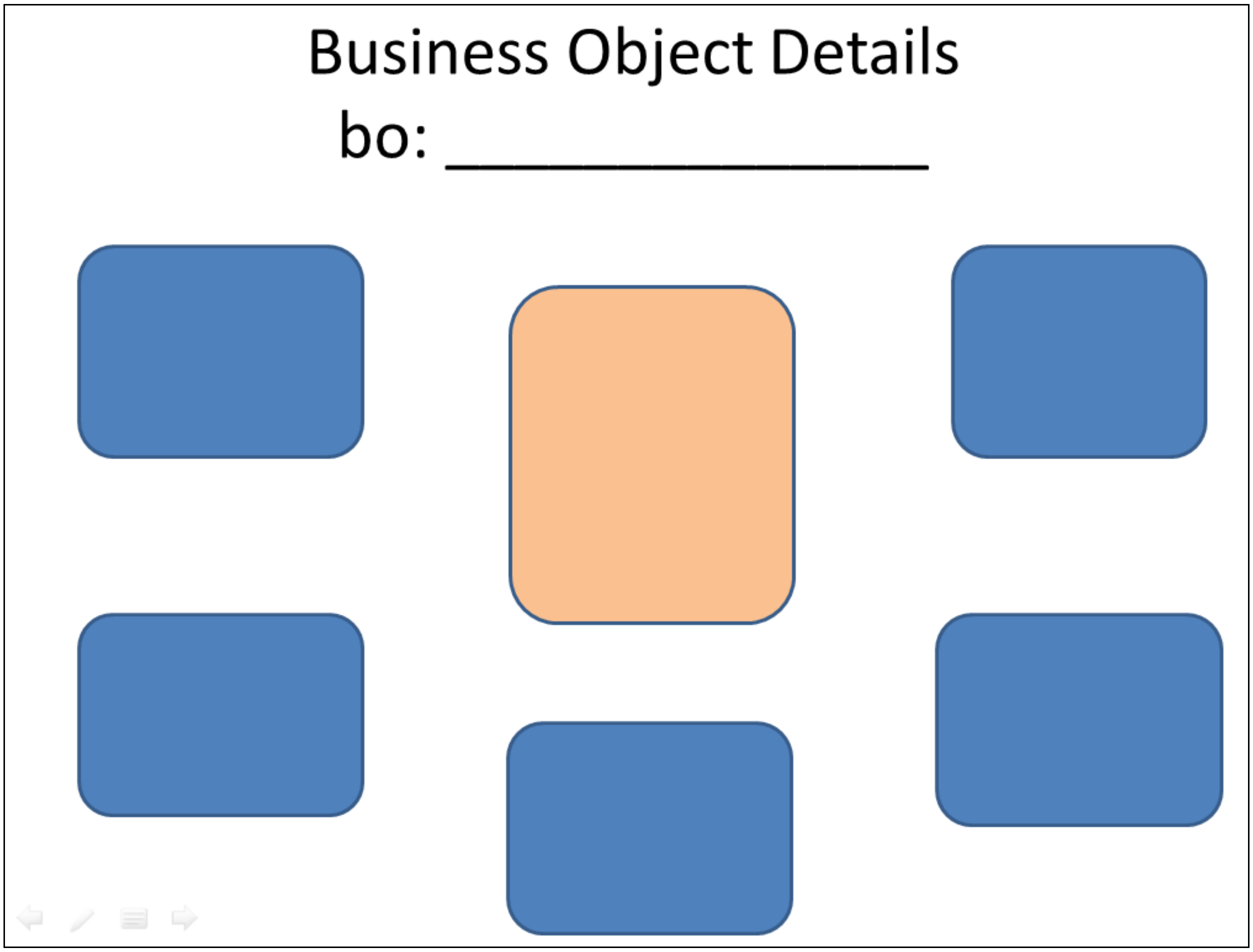
APPENDIX B – REPORT PERFORMANCE GENERAL GUIDELINES

The following list captures some general guidelines for report performance considerations:

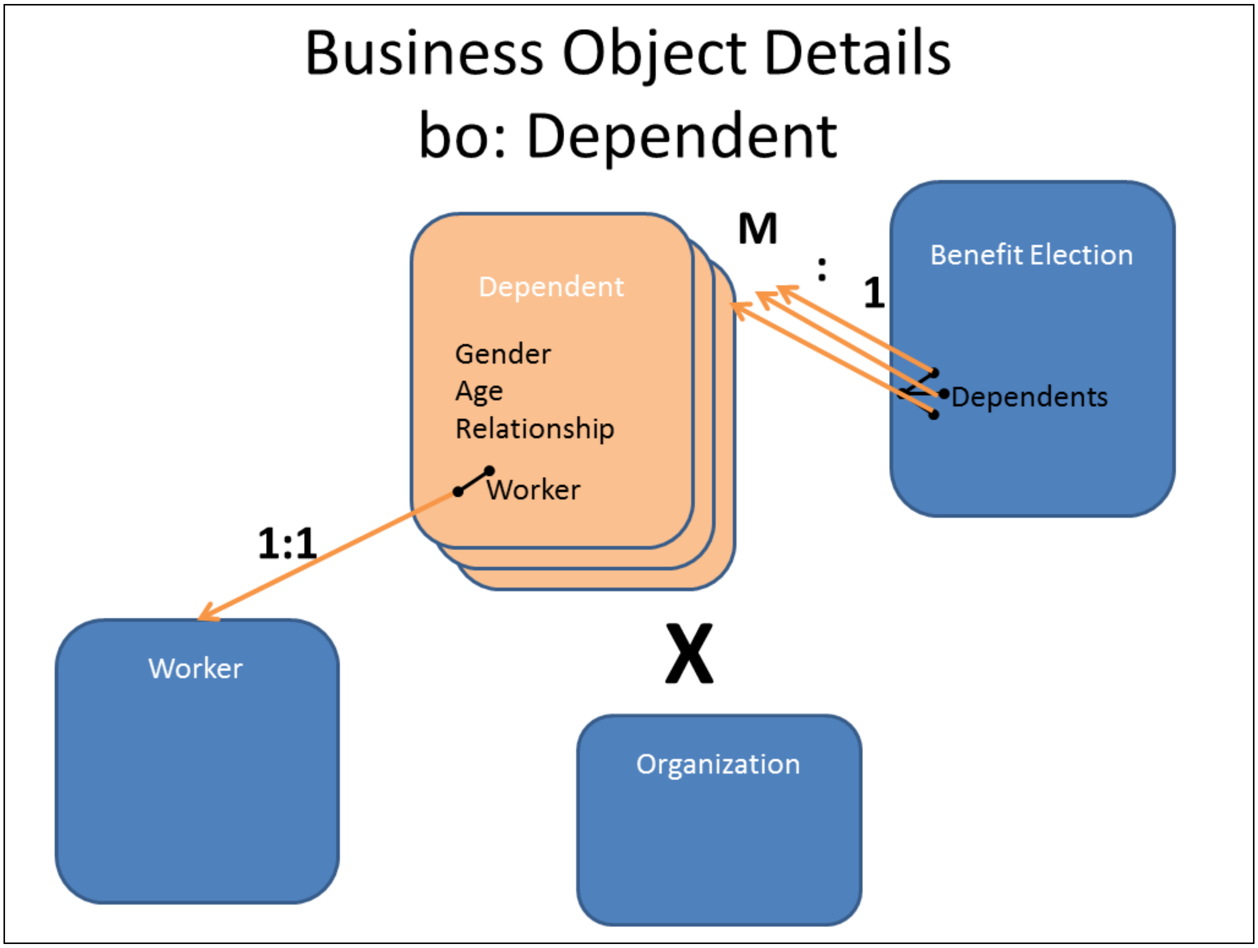
1. Reports compete for resources against other Workday tasks (e.g. Business Processes, data loads, payroll). Large reports or slow running reports can slow everything down. It is therefore imperative to benchmark and performance test your reports and design them efficiently for optimal processing.
2. **Factors** that can impact processing time:
   i. **Data Source Selection** – choose a data that is optimized to walk the object relationships you need (e.g. Workers by Organization or My Direct and Indirect Reports or All Business Process Transactions of Type Completed in Date Range)
   ii. **Security** of users running the report – unconstrained security groups will take less time than constrained security groups.
   iii. **Filters** defined in the report – sequence of the filter operations and the number and complexity of filter conditions can impact the processing time.
   iv. **Fields used for sorting** – text fields are faster than single instance fields
   v. **Complexity of fields** in the report and the values derived (e.g. calculated fields).
   vi. **Number of fields** in an advanced report and the **number of rows/instances** can impact performance
   vii. **Number of group by values** in a matrix report or **number of summarizations** can impact performance
3. **Tips –**
   i. Consider **indexed data sources** (e.g. Indexed Workers or Trended Workers) especially if number of workers being processed by report is large (e.g. customers with over 100K workers, or management reports where user manages or supports more than 10-15K workers).
   ii. Choose the **smallest data source** you need (vs. using larger data sources that pull in larger data sets and then filtering the instances down in the report)
   iii. Put **filter conditions** that **exclude the greatest amount of instances at the top**.
   iv. Since a large number of filter conditions can impact performance, **consider pre-filtered data sources** where possible.
   v. Choose a **data source with built-in prompts** vs. manually creating filters/prompts on a broader data source
      - Use Workers by Organization vs. All Workers and adding your own organization prompt.
      - Use Business Process Transactions by Type vs. All Business Process Transactions and filtering on type
   vi. Choose data **sources optimized for specific roles** (e.g. My Direct Reports, Workers supported by role)
   vii. **Avoid slow running data sources**, e.g. All Business Process Transactions, All Active & Terminated Workers where possible

WORKSHOP SOLUTIONS

Worksheet for Business Object Details walkthrough. (for solution, see next page)



Completed Worksheet for Business Object Details walkthrough.

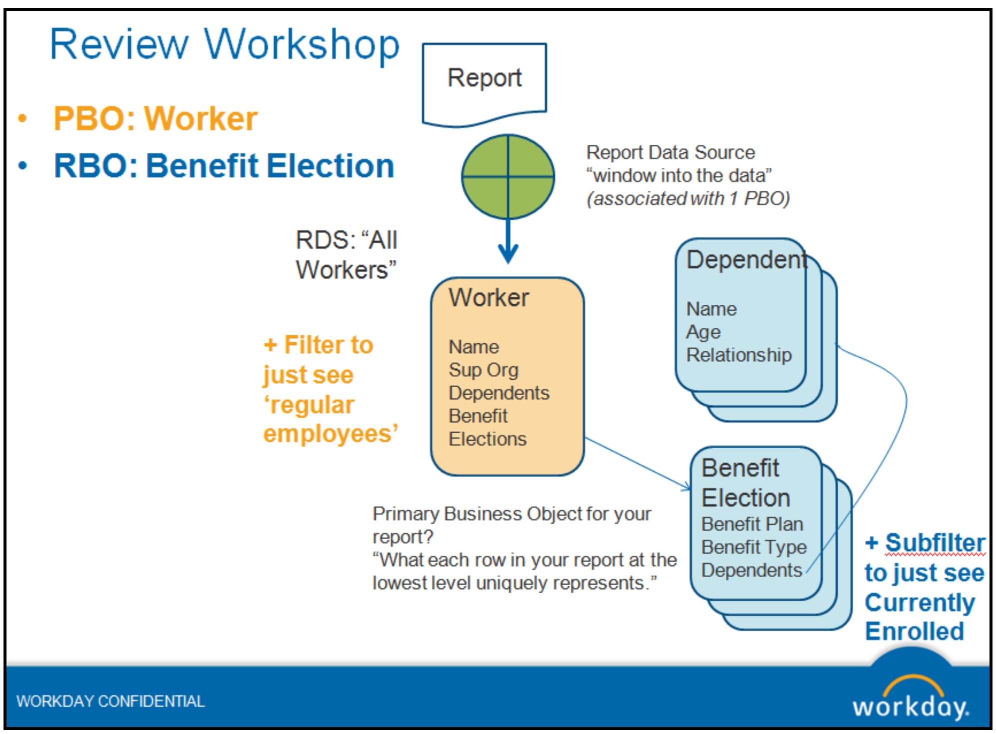


Workshop WICT RW Employee Benefits report

Below you will find 2 options for the Workshop Solution

Option 1 Worksheet questions:

1. **What would your PBO be?** Worker (or Employee)
   i. Does it contain the **Report Fields** you need? Yes – Run Bus Obj Details report on Worker (or Employee)
   ii. What view or **Data source** do you need? All Workers (or All Active Employees – this assumes you do not want to show benefit elections for inactive employees)
   iii. Do you need to **Filter** down the instances further? Yes, we only want *Regular Employees with Benefit elections*
      - Employee type = Regular
      - Benefit elections (not empty)
2. **What would your RBO be?** Benefit Election
   i. Does it contain the **Report Fields** you need? Yes – run Bus Obj Details on Benefit Election
   ii. Do you need to **Subfilter** down the instances further? Yes – only want 'current elections'
      - Currently Enrolled = true



View Custom Report

WDINST RW Employee Benefits

Report Name	WDINST RW Employee Benefits
Report Type	Advanced
Data Source	All Workers
Data Source Type	Standard
Primary Business Object	Worker

Additional Info

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

8 items

Business Object	Field
Worker	Employee
Worker	Social Security Number
Worker	Management Level
Benefit Elections	Benefit Provider
Benefit Elections	Benefit Plan
Benefit Elections	Benefit Type
Benefit Elections	Date Last Changed
Benefit Elections	Dependents

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

Specify the filter condition that should be used for the report

2 items

And/Or	(	Field	Operator	Comparison Type	Comparison Value
And		Employee Type	any in the selection list	Value specified in this filter	Regular
And		Benefit Elections	is not empty		

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

Sub Level Filter

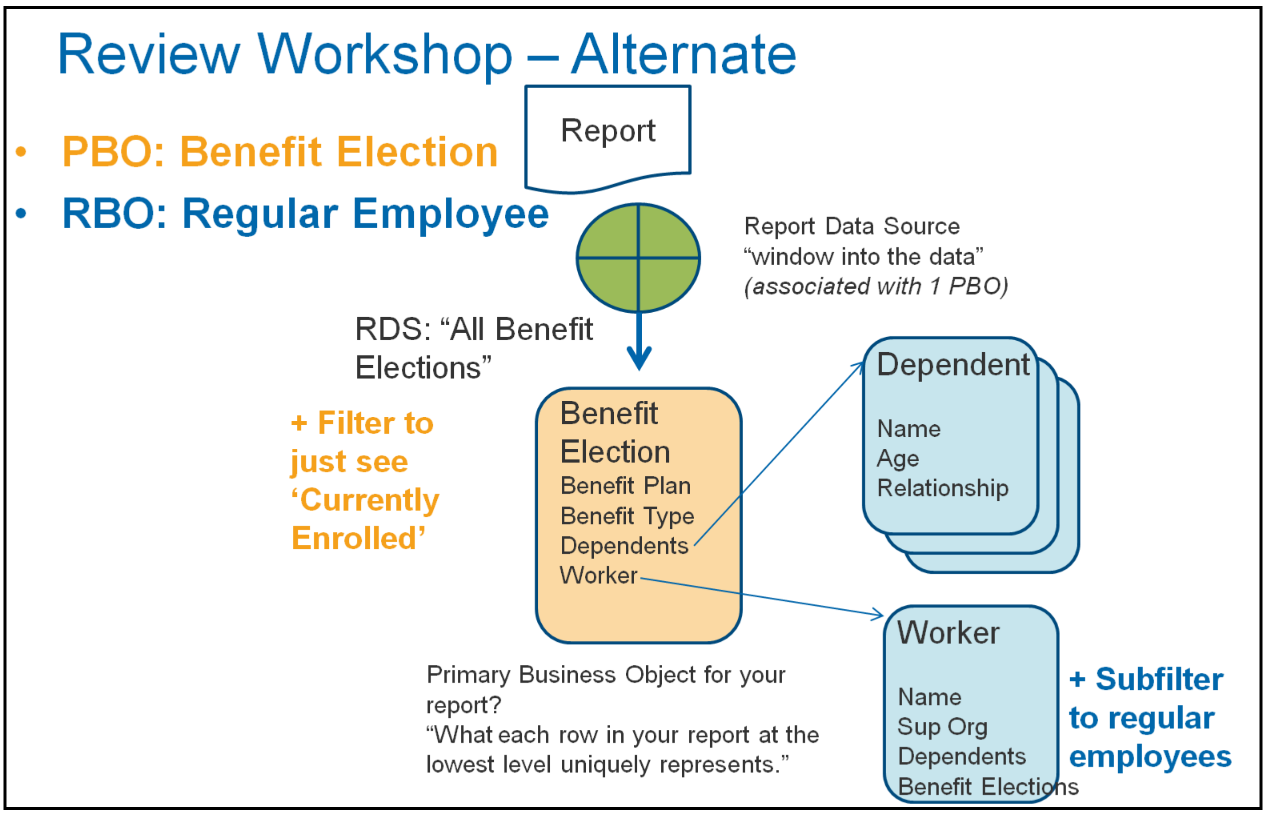
Business Object Benefit Elections

And/Or	(	*Field	*Operator	Comparison Type	Comparison Value	)
And		Currently Enrolled	equal to	Value specified in this filter	Yes	

Solution report is in tenant under WDINST RW Employee Benefits

Option 2 "Alternate" Worksheet questions:

1. **What would your PBO be?** Benefit Election
    i. Does it contain the **Report Fields** you need? Yes – Run Bus Obj Details report on Benefit Election
    ii. What view or **Data source** do you need? All Benefit Elections
    iii. Do you need to **Filter** down the instances further? Yes, we only want *Currently enrolled elections for workers*
        - Currently Enrolled = true
        - Worker (not empty)
2. **What would your RBO be?** Worker
    i. Does it contain the **Report Fields** you need? Yes – run Bus Obj Details on Worker
    ii. Do you need to **Subfilter** down the instances further? Yes – only want regular employees
        - Employee type = Regular



View Custom Report

WDINST RW Employee Benefits - Alternate

Report Name	WDINST RW Employee Benefits - Alternate
Report Type	Advanced
Data Source	All Benefit Elections
Data Source Type	Standard
Primary Business Object	Benefit Election

Additional Info

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

9 items

Business Object	Field
Benefit Election	Benefit Election
Benefit Election	Benefit Provider
Benefit Election	Benefit Plan
Benefit Election	Benefit Type
Benefit Election	Date Last Changed
Benefit Election	Dependents
Worker	Employee
Worker	Social Security Number
Worker	Management Level

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

Specify the filter condition that should be used for the report

2 items

And/Or	(	Field	Operator	Comparison Type	Comparison Value	)
And		Currently Enrolled	equal to	Value specified in this filter	Yes	
And		Worker	is not empty			

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

Sub Level Filter

Business Object Worker

And/Or	(	*Field	*Operator	Comparison Type	Comparison Value	)
And		Employee Type	any in the selection list	Value specified in this filter	Regular	

Solution report is in tenant under WDINST RW Employee Benefits – Alternate

WORKSHOP #2

Workshop WICT RW Unpaid Supplier Invoices for Office Supplies and Furniture

1. **What would your PBO be?** Supplier Invoice

   i. Does it contain the **Report Fields** you need? Yes – Run Business Object Details report on the **Supplier Invoice** business object

   ii. What view or **Data source** do you need? **Supplier Invoices**

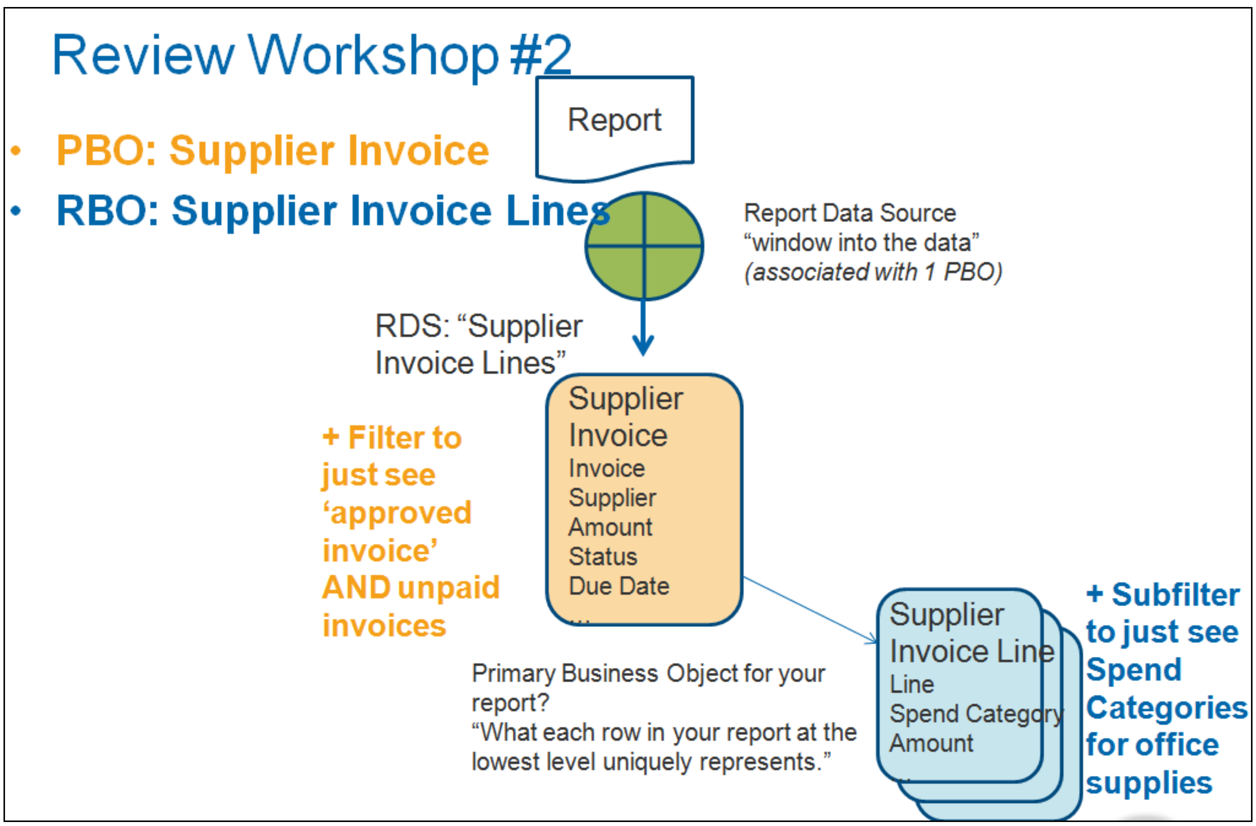
   iii. Do you need to **Filter** down the instances further? Yes, we only want *approved and unpaid invoices*

   - Document Payment Status = Unpaid or Partially Paid
   - Invoice Status = Approved

2. **What would your RBO be?** Supplier Invoice Line

   i. Does it contain the **Report Fields** you need? Yes – run Business Object Details on the **Supplier Invoice Line** business object.

   ii. Do you need to **Subfilter** down the instances further? Yes – only want invoice lines around spend category = Office Supplies or Office Furniture & Equipment



Data Source	Supplier Invoices
Data Source Filter	Supplier Invoices Filter
Data Source Type	Indexed
Primary Business Object	Supplier Invoice Document

Additional Info

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

9 items

Business Object	Field	Format	Options
Supplier Invoice Document	Supplier Invoice Document		
Supplier Invoice Document	Company		
Supplier Invoice Document	Supplier		
Supplier Invoice Document	Due Date		
Supplier Invoice Document	Invoice Amount in Base Currency		Show Currency Symbol
Supplier Invoice Document	Document Payment Status		
Supplier Invoice Lines	Supplier Invoice Line		
Supplier Invoice Lines	Spend Category		
Supplier Invoice Lines	Extended Amount in Company Base Currency		Show Currency Symbol

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

Specify the filter condition that should be used for the report

3 items

And/Or	(	Field	Operator	Comparison Type	Comparison Value
And		Document Payment Status	in the selection list	Value specified in this filter	Partially Paid Unpaid
And		Invoice Status	in the selection list	Value specified in this filter	Approved
And		Supplier Invoice Lines	is not empty		

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

Sub Level Filter

Business Object Supplier Invoice Lines

And/Or	(	Field	Operator	Comparison Type	Comparison Value
And		Spend Category	in the selection list	Value specified in this filter	Office Furniture & Equipment Office Supplies

Solution report is in tenant under WDINST Unpaid Supplier Invoices for Office Supplies and Furniture. Be sure to be logged in as Teresa Serrano (tserrano)

Activity 16 - WICT RW recruiting analysis

a. What hiring source reports the lowest average salary? Agency

b. What hiring source reports the highest average salary? Employee Referral

c. What location reports the highest average salary? San Francisco

d. What is the average salary for white males in San Francisco? 122,866

e. What is the average salary for all females in all locations? 102,529

NOTES: