workday. EDUCATION

Financial Composite Reporting

Course Manual and Activity Guide

CONTENTS

FINANCIAL COMPOSITE REPORTING

DESCRIPTION

Composite reporting is a powerful tool that allows you to combine multiple sub reports into one report, configure columns, rows, and cells, add data complexity with multiple data sources and control fields, and add polish to your report through formatting. In this course, you will learn the mechanics of Workday's Composite reporting that will allow you to create complex custom financial reports.

Covered Topics:

- Configurable Columns, Rows, and Cells
- Hierarchies and Outlining
- Multiple Data Sources and Multiple Control Columns
- Report Formatting
- Excel Formatting and Output
- Report Sharing Distribution

GOALS & OBJECTIVES

This course is designed to teach you the composite reporting techniques that you can use to start building your own solutions. At the end of the Financial Composite Reporting course, you will be able to:

- Create matrix sub reports using any of the reporting data sources built to support financial composite reporting.
- Describe at least ten features of composite reporting
- Utilize tools such as repeating column groups, lookup date rollup, column filters and multiple control fields to build complex composite reports.
- Incorporate formatting features in a composite report to highlight specific data.
- Format a report for export into Excel.

Note: While we will build specific reports in both the demonstrations and activities to support your learning experience, the objective of the course is not to build these specific financial reports; rather, is it to teach you how to use the tools to build your own complex and meaningful reports..

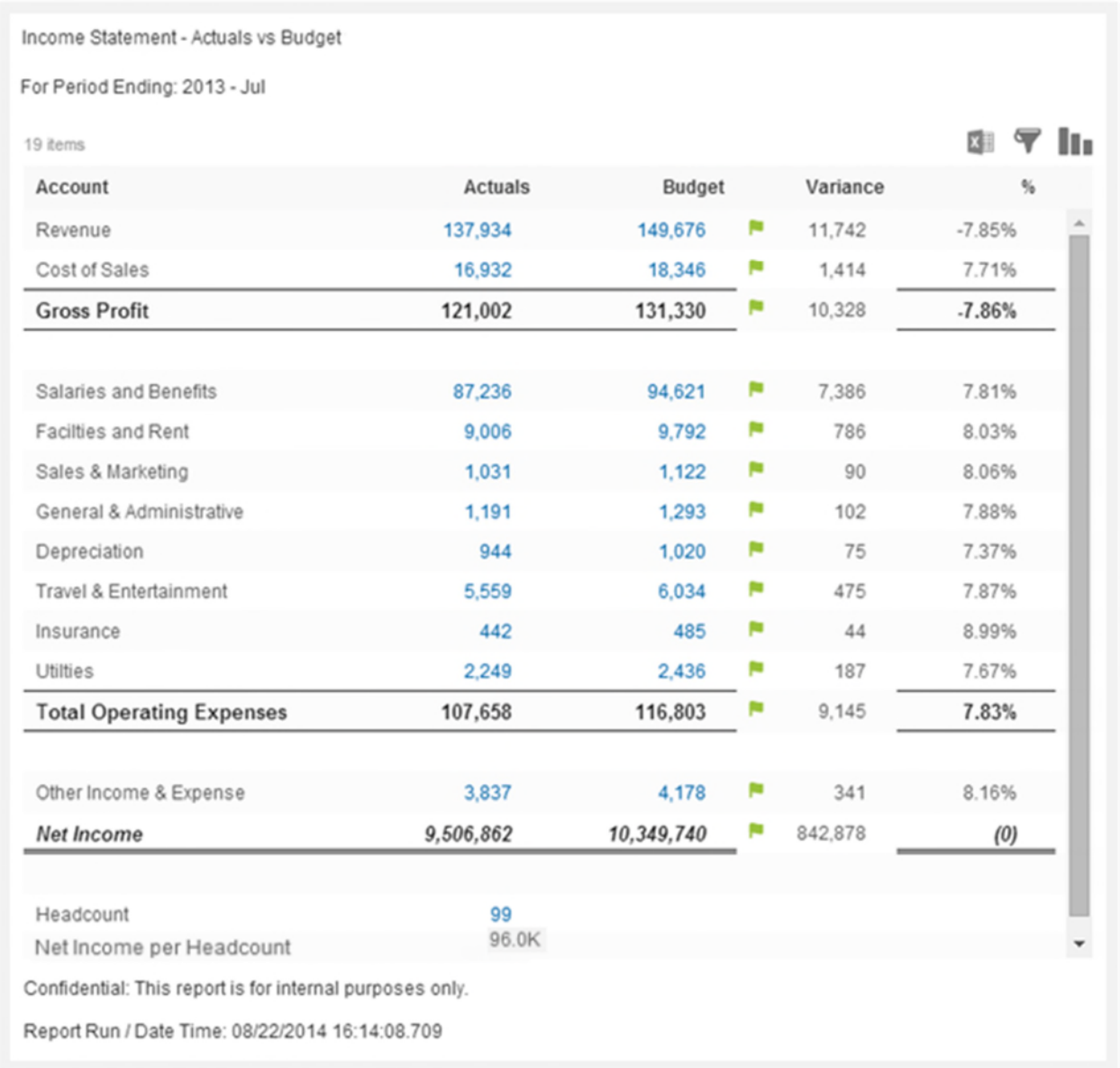
INTRODUCTION TO FINANCIAL COMPOSITE REPORTING

Composite Reporting allows you to pull the contents of one or more sub reports into a single report, and provides you with the ability to specify and configure both the columns and rows displayed on the report. Additionally, with composite reporting you can actually report on the data at the column level, row level, or cell level, and have the ability to perform column, row, and cell calculations.

FEATURES OF COMPOSITE REPORTING

Functionality	•Multiple Sub Reports / Data Sources •Configurable Columns, Rows, and Cells •Calculations and Conditional Formulas
Multi-Dimensionality	•Hierarchies & Outlining •Trending / Repeating Columns •Drilling
Design and Format	•Excel-like Design Experience •Format Styles for the Browser and Excel •Report Headers & Footers

Let's look at an example of a composite report. See if you can spot some of its features.



Income Statement - Actuals vs Budget

For Period Ending: 2013 - Jul

19 items

Account	Actuals	Budget		Variance	%
Revenue	137,934	149,676		11,742	-7.85%
Cost of Sales	16,932	18,346		1,414	7.71%
Gross Profit	**121,002**	**131,330**		10,328	**-7.86%**
Salaries and Benefits	87,236	94,621		7,386	7.81%
Facilties and Rent	9,006	9,792		786	8.03%
Sales & Marketing	1,031	1,122		90	8.06%
General & Administrative	1,191	1,293		102	7.88%
Depreciation	944	1,020		75	7.37%
Travel & Entertainment	5,559	6,034		475	7.87%
Insurance	442	485		44	8.99%
Utilties	2,249	2,436		187	7.67%
Total Operating Expenses	**107,658**	**116,803**		9,145	**7.83%**
Other Income & Expense	3,837	4,178		341	8.16%
Net Income	***9,506,862***	***10,349,740***		842,878	***(0)***
Headcount	99				
Net Income per Headcount	96.0K				

Confidential: This report is for internal purposes only.

Report Run / Date Time: 08/22/2014 16:14:08.709

Figure 1 - Example of a Composite Report with Various Features Showing

- Multiple Data Sources (Actuals vs Budget & Statistic)
- Reverse Sign
- Analytic Indicators
- Calculations (Column, Row, and Cell)
- Drillable Data
- Report Formatting
- Empty Rows and Columns
- Headers and Footers
- & More (Hierarchies and Outlining, Trending Data over Time Periods)

COURSE STRUCTURE

In this course, we're going to start with the basics of building a composite report: building the sub reports that will feed into the composite report, and then configuring the columns and rows that will let us look at and analyze specifically the information that we need. We'll then learn how to use hierarchies to more easily report on data. We'll add complexity to our reports by working with multiple data sources and control fields, and learn how to refine those resources through the use of filters and prompts. Finally, we'll look at how to format a report to highlight the data, and how to share and export that data.

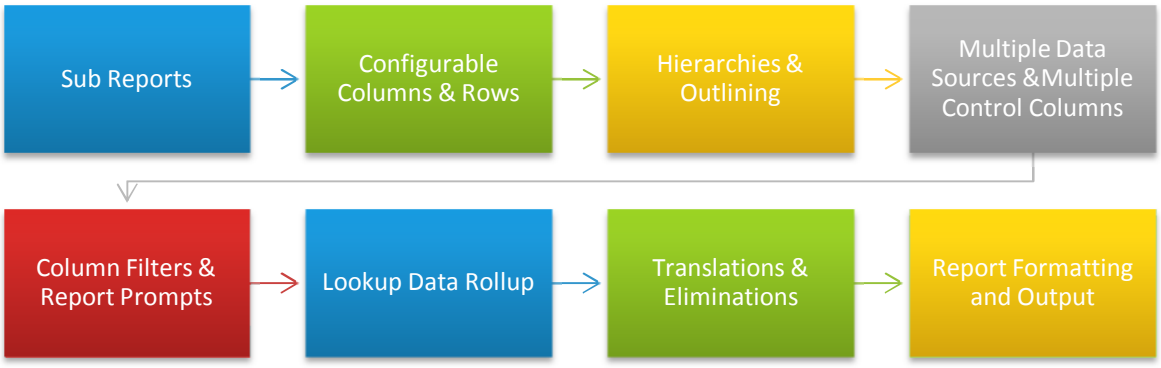
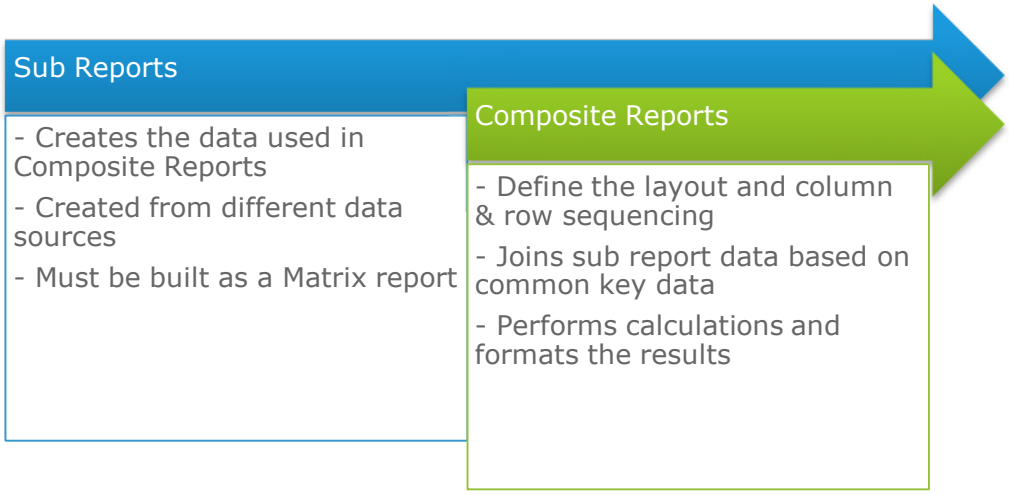


Figure 2 - Course Work Flow

CHAPTER 1 – SUB REPORTS

OVERVIEW

Sub reports are the foundation on which composite reports are built. While composite reports specify the design and layout of the final report, perform the calculations of the data, and format the results, it is actually the sub report that provides the data which is used in the composite report. Sub reports can be built using different data sources, and can join data from different aspects of the Workday system. Sub reports are always built as matrix report types.



In this chapter, you will learn how to build a basic sub report that will be used in future composite reports.

Reminder: In this chapter, we will review the basics of creating a matrix report in order to show you how it will be used in a composite report. This will not be a deep dive into how to create various matrix reports in the Workday system.

OBJECTIVES

By the end of this chapter, you will be able to:

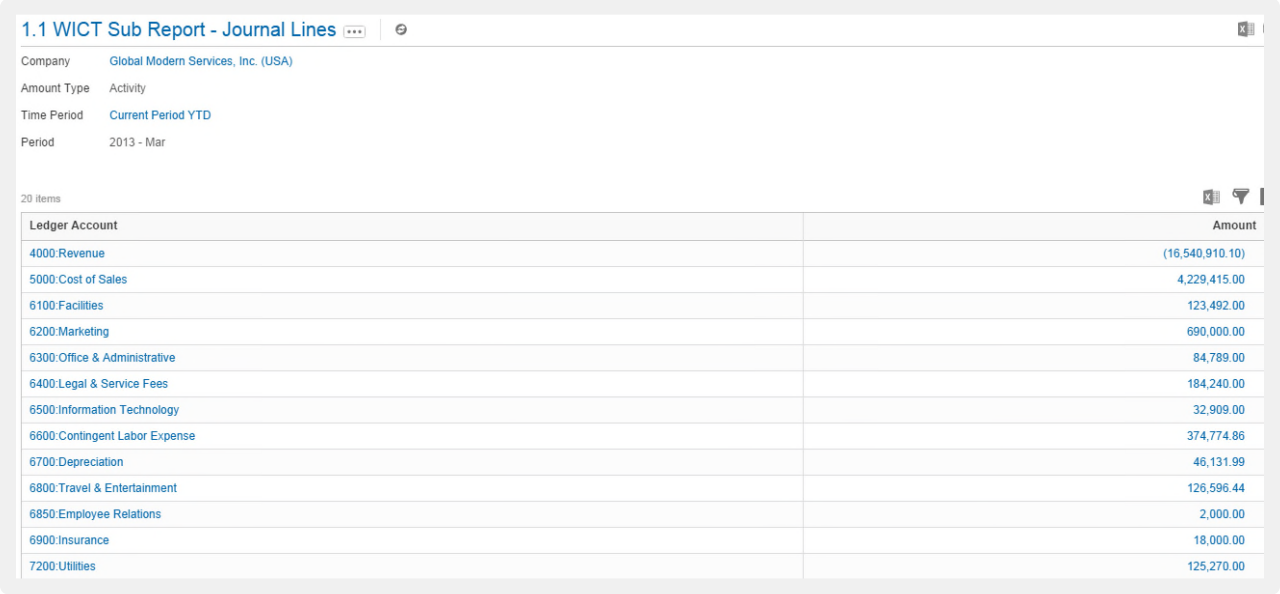
- Create a sub report, which will be used in later composite reports.
- Define row and column groupings.
- Identify drillable fields, and specify what data users will see when drilling into a field.
- Create prompt defaults for the sub report.

MATRIX REPORT TYPE

Sub reports are the foundation of composite reports, and all sub reports must be built using the matrix report type. Sub reports are simple matrix reports, and are used to display grouped and summarized data. Matrix reports are similar, but not identical to, pivot tables and crosstabs found in other systems.

In a sub report, data is grouped in a row, and optionally a column. At runtime, as the report is processed, the report matrix is built both horizontally and vertically on the page, based on the criteria specified. Once the matrix is built, you can view the summarization data by different fields, and each cell within the matrix can be 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.

Security Note: 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. This is true of the composite report as well; if a user attempts to run a composite report and does not have access to the sub report, they will also receive a runtime error.



1.1 WICT Sub Report - Journal Lines

Company: Global Modern Services, Inc. (USA)
Amount Type: Activity
Time Period: Current Period YTD
Period: 2013 - Mar

20 items

Ledger Account	Amount
4000:Revenue	(16,540,910.10)
5000:Cost of Sales	4,229,415.00
6100:Facilities	123,492.00
6200:Marketing	690,000.00
6300:Office & Administrative	84,789.00
6400:Legal & Service Fees	184,240.00
6500:Information Technology	32,909.00
6600:Contingent Labor Expense	374,774.86
6700:Depreciation	46,131.99
6800:Travel & Entertainment	126,596.44
6850:Employee Relations	2,000.00
6900:Insurance	18,000.00
7200:Utilities	125,270.00

Figure 3 - Example of Sub Report (Matrix Report Output)

REPORT DATA SOURCES

One of the first things that we need to identify when building a matrix report is the report data source from which data is being pulled. With the introduction of Composite Reporting, three new data sources were rolled out to support the reporting requirements for financial reporting. These data sources include:

- Journal Lines for Financial Reporting
- Budget Lines for Financial Reporting
- Statistic Lines for Financial Reporting

In this course, we will provide examples of reports using each of the three data sources when building our sub reports. Let's take a closer look at each report data source (RDS).

Note: Composite reports do not pull directly from data sources; rather, they pull information directly from sub reports. Therefore, you can only report on information that is identified within the sub report. For example, if you want to report on Region in your composite report, but have only defined Cost Center and Company in your sub report, you will not be able to report on Region. Region may be part of the data source, but unless it is identified as a field, it cannot be used to report data.

JOURNAL LINES FOR FINANCIAL REPORTING

This RDS will be used primarily when creating sub reports that focus on actuals data to be used in composite. This data source provides greater reporting flexibility in utilizing reporting time periods, specifying amount types (such as beginning balance, activity, and ending balance), and reporting on elimination entries, currency translations adjustments, and retained earnings.

This RDS contains a number of different filters, two of which we will focus on for this class:

- **Journal Lines for Company and Reporting Time Period**: Used when creating sub reports intended for users with a company role (e.g., Controller). Required prompts include: Company/Company Hierarchy, Ledger, Amount Type, Time Period, and Period.
- **Journal Lines for Organization and Reporting Time Period**: Used when creating reports intended for users with an organization role (e.g., Cost Center Manager). Required prompts include: Organization, Company/Company Hierarchy, Ledger, Amount Type, Time Period, and Period.

Note: The results will only include journal lines for journals that are in Posted or Proforma status; it automatically excludes journals that have been cancelled, or are in error or draft status.

This Data Source has the ability to create derived Journal Lines for financial reporting calculations similar to amounts reported by the Trial Balance or Financial Statement. The derived journal lines can include system-calculated amounts for currency translation gain or

loss, Intercompany and Interworktag Eliminations and Eliminations Variance, and aggregated Current Year Retained Earnings. The derived journal lines are for reporting only and do not create actual journals.

BUDGET LINES FOR FINANCIAL REPORTING

This RDS will be used primarily when creating sub reports that focus on budget data to be used in composite. This data source provides greater reporting flexibility in utilizing reporting time periods, and specifying amount types (such as beginning balance, activity, and ending balance).

This RDS contains a number of different filters, two of which we will focus on for this class:

- **Budget Lines for Company and Reporting Time Period**: Used when creating sub reports intended for users with a company role (e.g., Controller). The filter is used for reporting budgets for financial statements. Required prompts include: Company/Company Hierarchy, Budget Structure, Amount Type, Time Period, and Period.
- **Budget Lines for Organization and Reporting Time Period**: Used when creating reports intended for users with an organization role (e.g., Cost Center Manager). The filter is used for reporting budgets for manager financial reports. Required prompts include: Organization, Company/Company Hierarchy, Budget Structure, Amount Type, Time Period, and Period.

Note: The results will include one row for every budget entry line in available status.

STATISTIC LINES FOR FINANCIAL REPORTING

This RDS will be used primarily when creating sub reports for statistic reporting in composite. This data source provides greater reporting flexibility in utilizing reporting time periods, and specifying whether to calculate missing balances for balance-based statistic definitions.

This RDS contains one filter:

- **Statistic Lines for Company and Reporting Time Period**: Used when creating sub reports intended for users with a company role (e.g., Controller). Required prompts include: Statistic Definition, Time Period, and Period.

Note: The results will include one row for every statistic line. Both filters are used for reporting statistic values for financial statements.

BUILDING A SUB REPORT

Once you have selected both the data source and the data source filter, it's time to define what information you want to appear on your sub report. In our matrix report, there are a number of required and optional configuration settings that need to be addressed prior to running the report. In this section, we will take a preliminary look at the following tabs:

MATRIX TAB

On this first tab, you can define your row grouping (required) and column grouping (optional). As a reminder, the fields that you group by are drawn from those specified in the Primary Business Object. You may not necessarily want to see the information from every field in that object; in fact, you should identify only those fields which are needed for the composite report that you want to build.

At a minimum, the Group by Field for the rows of the report must be defined for a Sub Report. Rows in the sub report define the dimensions in the composite report.

Note: The business objects in the Group by Field should be ordered starting with those which have the fewest number of indexed values. For example, Company may come first (if there are only 10), followed by Ledger Accounts (which might have 100 accounts). The exception: the Lookup Date Rollup calculation should always be listed first, if needed.

Additionally, you must define the field(s) to be summarized. This is the measure in the composite report. Workday delivered summarization choices are:

- Average
- Calculation
- Count
- Maximum
- Minimum
- Sum

Note: You can choose to override the label for each field that you select; however, please note that the label that you give a field may not be clear to other users who view or re-use the report.
For example, if your summarization field is the sum of Ledger/Budget Debit Minus Credit, you could choose to label this simply as "Amount." However, "Amount" might be misleading to others who view the report without understanding how it was calculated.

DRILL DOWN TAB

Drillable Fields

When building a Matrix Report, you can specify which fields the user can further drill into for more specific detail. You also have the option to summarize all of the default fields; however, please note that the 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.

Security Note: 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.

For each field that you identify as a Drillable field, you can add a custom label to the field, and define how the data should be sorted. However, this label does not carry over to the composite report. It only affects what you see when you drill down on a value and select the group by values.

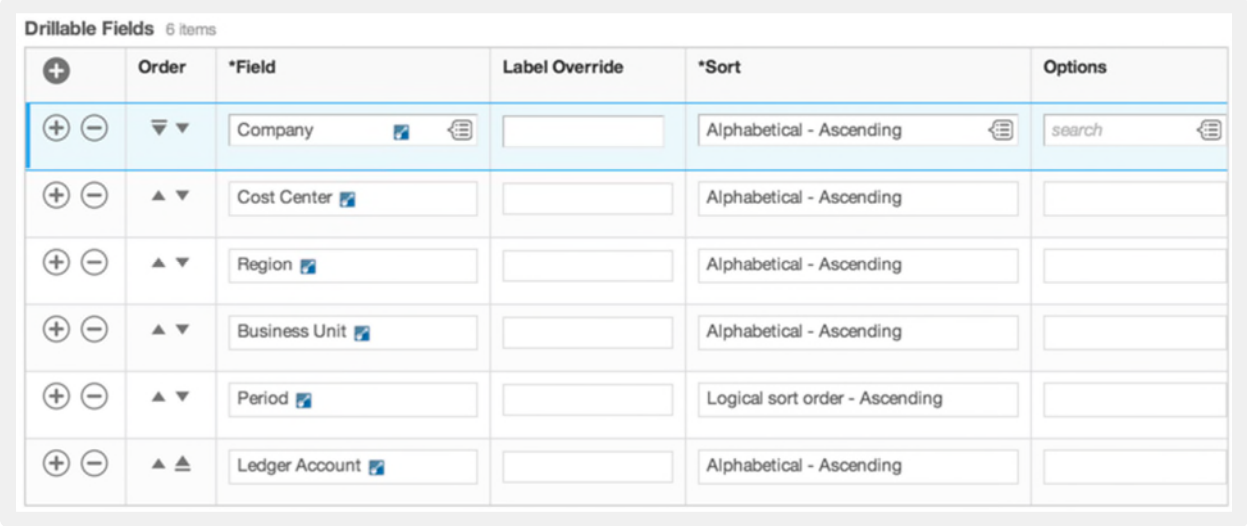


Figure 4 - Example of the Drillable Fields configuration screen

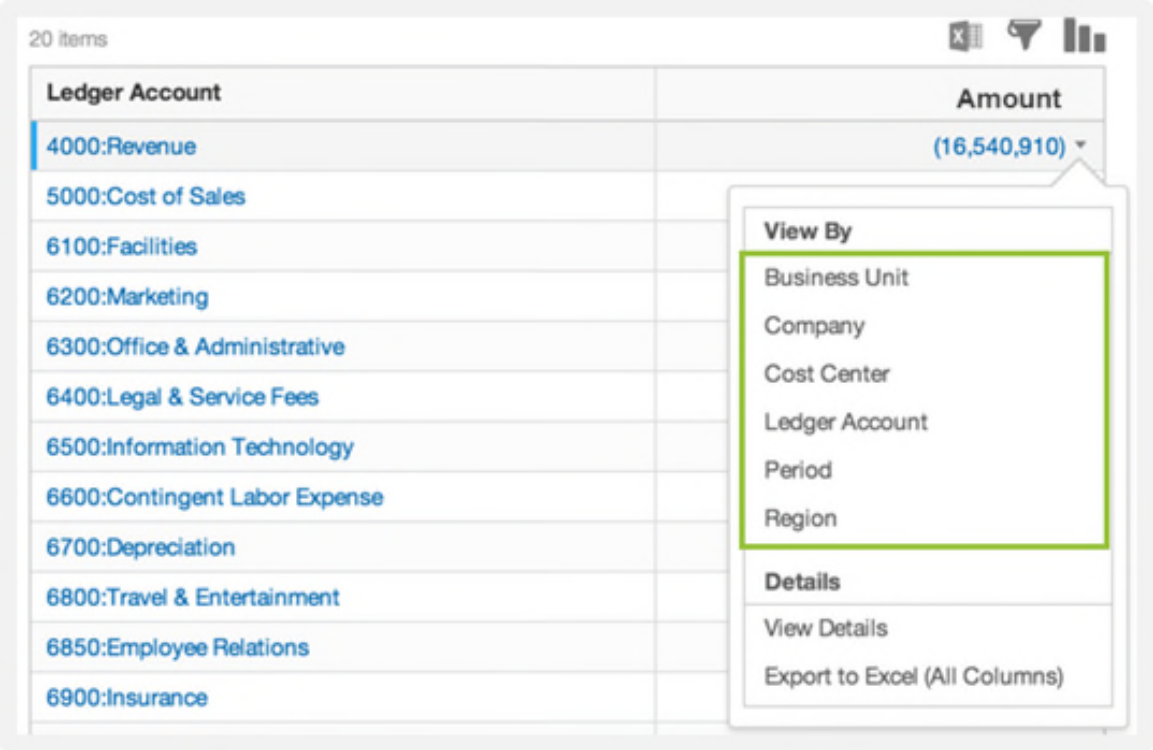


Figure 5 - Example of Drillable data fields in a completed report

Detail Data

You can also define what fields should show when the user selects View Details ("Detail Data"), or clicks on a summarization metric. By default, all included fields become drillable when the report is run. Because this can impact report performance, it is recommended that only specific fields be included in the Detail Data section.

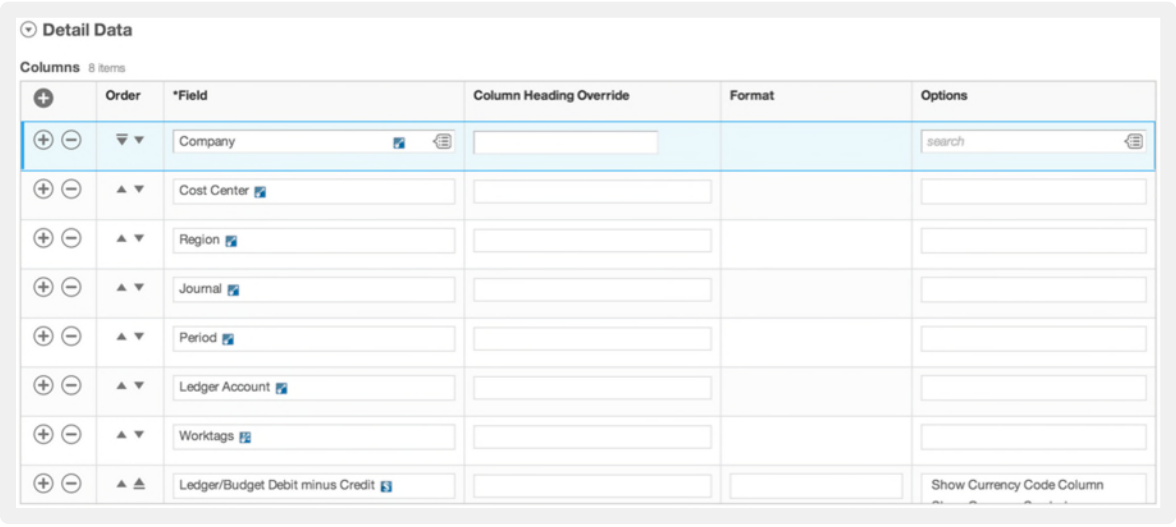


Figure 6 - Example of the Detail Data configuration screen

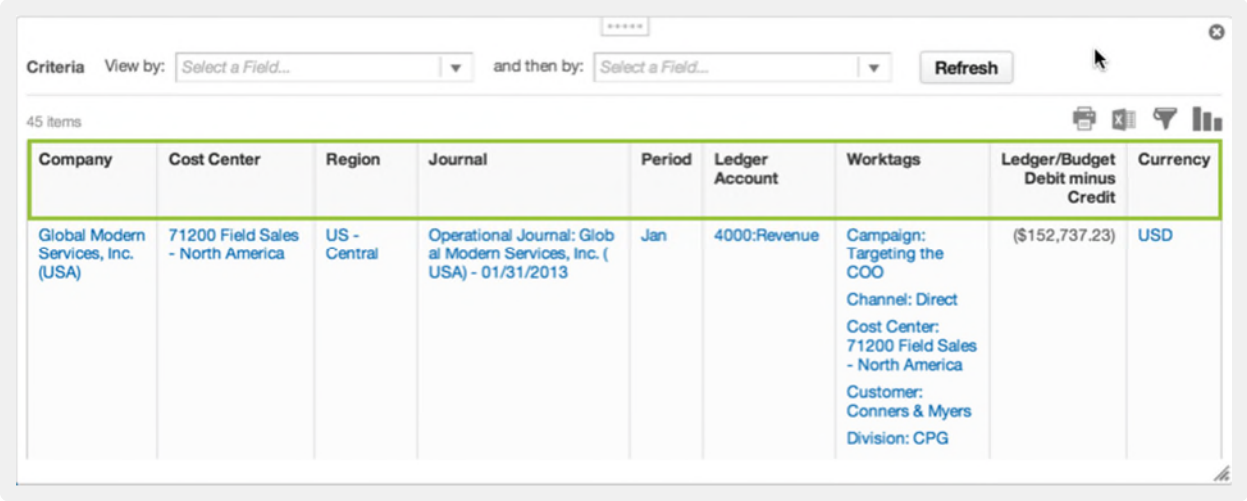


Figure 7 - Example of Detail Data fields

FILTER

Filters allow further definition of data returned for the report. Your report requirements will determine if a filter is needed. If you apply a filter to your sub report, the associated composite report will not be able to override the filter, unless it is also defined as a user prompt. You may still choose to apply a filter to prevent large amounts of unnecessary data coming into your composite report from your sub report, which may ultimately impact the system performance.

PROMPTS

Prompts help set the parameters for your report each time you run that particular report. They provide flexibility and scalability in your reports by allowing you to specify your report criteria prior to running the report.

By default, the Prompt Defaults section will be empty. To add the prompt defaults, click the Populate Undefined Prompt Defaults checkbox. This allows for quick configuration of the various available prompts.

Note: There is a specific order in which prompts should be listed in the sub report. Required prompts should always be at the top of the list. Additionally, prompts should generally be placed in this order:

1. Organization (if this is an organization filter)
2. Company
3. Ledger
4. Amount Type
5. Time Period
6. Period

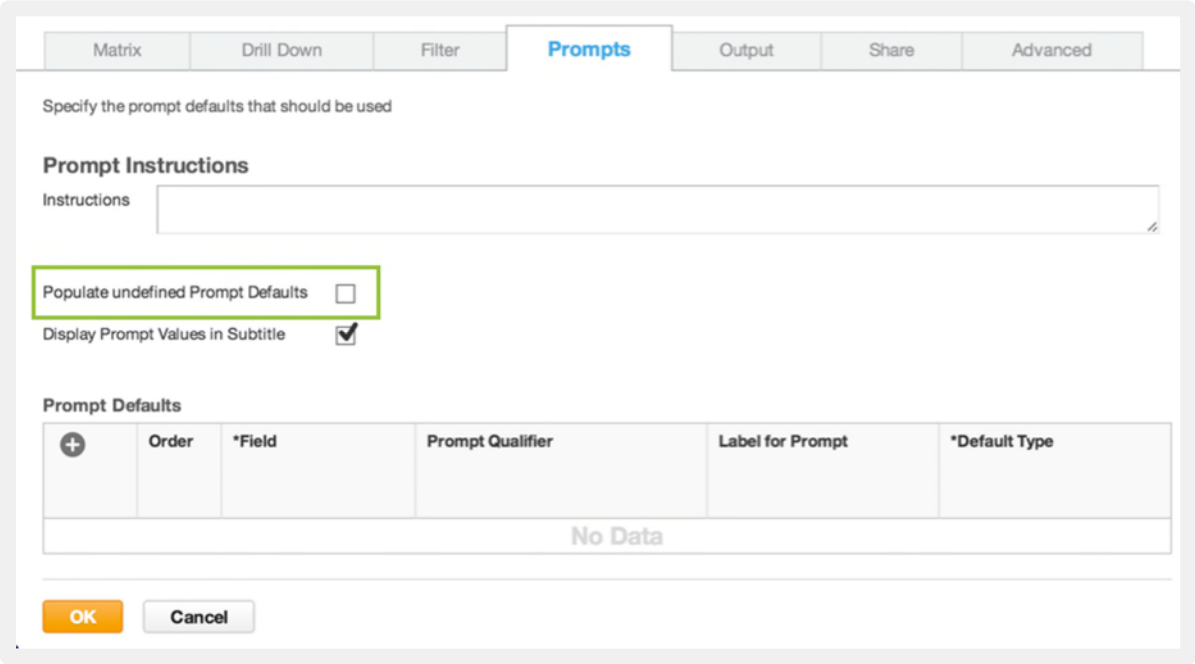


Figure 8 - Example of the Prompts tab, before having populated the Prompt Defaults area

For each field defined, you can select how the prompt is to behave. The three default types are:

- No Default Value – no prompt will be used for the field.
- Determine Value at Runtime – the prompt for the value will be displayed when the report is run. Use this when you want to state a constant in the report, but the constant is not known until the report is being run.
- Specify Default Value – report prompts will default values as indicated in the Default Value column. Please note that even though you can specify a default value in your matrix report, you are allowed to specify a different default value in your composite report.

In addition to the type of prompt that you want to see, you can also select:

- Required - whether or not it is required in order to run the report
- Do Not Prompt at Runtime – whether or not to see the prompt at all when you run the report. If you select this option, the report will run with the default type and/or value that you have specified. Please note that if you select this as an option, the field will not be configurable in the composite report.
- Do Not Show in Subtitle – whether or not to see the prompts that have been selected in a completed report. These will show up in the upper left hand corner of the report results window. This toggle is useful when you have a lot of prompts on a report (15, for example), but don't want to see all of those selections after the report is run.

OUTPUT TAB

The output tab allows flexibility in the report output and provides various options. These options are primarily used when the data produced by the Matrix report is the intended end product. For the purposes of our composite report, we are only going to focus on a few important settings on this page.

Output Type

When the Matrix report is created with the intent that it will feed into a composite report, the Output Type must be set to Table.

Time Series Options

This option is used when creating a composite report that allows for trending over time periods, using different data sources. Include All Time Periods check box will include all time periods that have data.

Note: We will look at Time Series in more detail in Chapter 6: Lookup Date Rollup.

SHARE

The report definition can be shared with users in the organization who have been granted security. There are three options:

- Don't share report definition – only the report owner can view/modify/run the report.
- Share with all authorized users – all authorized users (those who have access to the RDS) can view/modify/run the report.
- Share with specific authorized groups and users – groups and users who are identified within the Share tab can view/modify/run the report. These users would need to have access to the RDS in order to view the report.

Reminder: In order for users to be able to see the data generated in a composite report, the composite report and all of its linked sub reports must be shared with those users.

ADVANCED

Finally, on the Advanced tab you have a few options that you can implement for your report; however, these aren't going to have a significant impact on your sub report.

View Options

The Enable Save Parameters check box provides users with the option to save their prompt selections when running the matrix report. This is particularly useful for users who continually run the same reports. We will examine this feature later in this course.

Temporary Report

When you create a report, you have the option to define a report as "temporary," meaning it will be unavailable after 7 days (and permanently deleted from the system once the Delete Temporary Reports task is run by your Report Administrator).

After report creation, you can also mark a report as temporary on the advanced tab. It indicates whether this custom report should be identified as a "temporary report", and therefore purged from the system after 7 days (or a date in which you specify). This option is not recommended if you intend on using this as a sub report for a composite report.

ACTIVITY 1.1 – CREATE A SUB REPORT

Business Case: You will create a matrix report of revenue and expense utilizing the proper ledger accounts. This matrix report will be used as a sub report for an Income Statement in a future Composite Reporting activity. The report should have default prompts for company, amount type, ledger, period and time period.

Sign in as Teresa Serrano (tserrano)

CREATE A CUSTOM REPORT

1. Enter *cre cust rep* in the search box.
2. Select **Create Custom Report** task.
3. Enter the following:

Field Name	***Entry Value***
Report Name	1.1 WICT Sub Report – Journal Lines
Report Type	Matrix
Data Source	Journal Lines for Financial Reporting

4. Click **OK**.
5. Select **Journal Lines for Company Reporting and Time Period** in the Data Source Filter field.
6. On the Matrix tab, enter the following in the **Row Grouping** grid:

Order	***Field***	***Sort***
1	Ledger Account	Alphabetical - Ascending

7. Enter the following in the **Define the Field(s) to Summarize** grid:

Order	***Summarization Type***	***Summarization Field***	***Label Override***	***Format***
1	Sum	Ledger/Budget Debit minus Credit	Amount	#,##0.00;(#,##0.00)

8. Click the **Drill Down** tab.

Note: In the next two steps, there are two options for Company. Select the information icon to identify the 'Company' field that has the business object of Financial Line.

9. Add the following in the **Drillable Fields** grid:

Order	*Field*	*Sort*
1	Company	Alphabetical – Ascending
2	Cost Center	Alphabetical – Ascending
3	Region	Alphabetical – Ascending

10. Enter the following in the **Detail Data** grid:

Order	*Field*	*Options*
1	Company	
2	Cost Center	
3	Region	
4	Period	
5	Journal	
6	Ledger Account	
7	Worktags	
8	Ledger/Budget Debit minus Credit	Show Currency Symbol Show Currency Code Column

11. Click on the **Prompts** tab.

12. Check the **Populate undefined Prompt Defaults** box.

Note: The checkbox functions more like a button. When checked, a grid with the prompts will appear and the check box disappears.

13. Enter the following in the **Prompt Defaults** section:

Note: To facilitate data entry, first put your prompts in order and then configure the prompts.

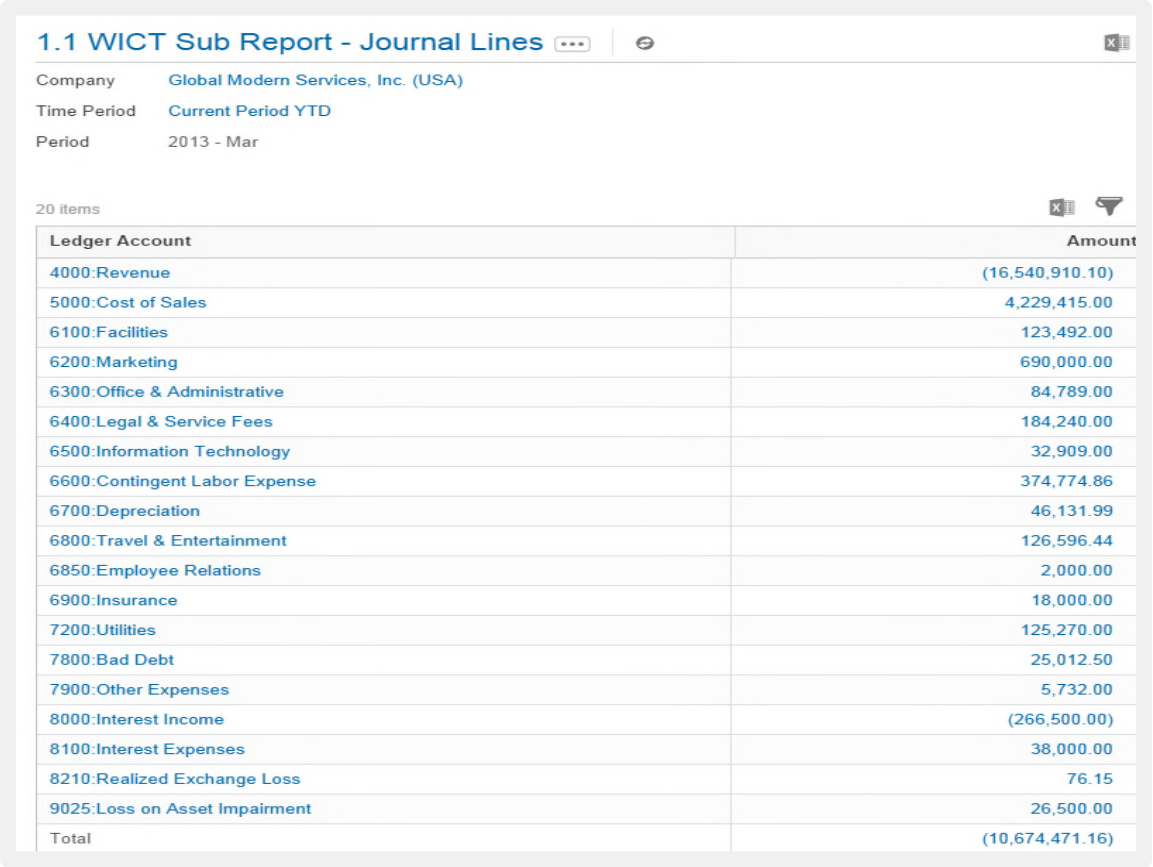
Order	*Field*	*Default Type*	*Default Value*	*Required*	*Do Not Prompt at Runtime*
1	Company	Specify Default Value	Global Modern Services, Inc. (USA)	✓	
2	Ledger	Specify Default Value	Actuals	✓	✓
3	Amount Type	Specify Default Value	Activity	✓	✓
4	Time Period	Specify Default Value	Current Period YTD	✓	
5	Period	Specify Default Value	2013 – Mar	✓	
6	Ledger Accounts and Summaries	Specify Default Value	Ledger Account Summary > Corporate: Total Expenses Corporate: Total Revenue		✓
7	Balancing Worktags	No Default Value			✓
8	Book	No Default Value			✓
9	Budget Structure	No Default Value			✓
10	Report Effective Date	No Default Value			✓
11	Calculate Current Year Retained Earnings	No Default Value			✓

Order	Field	Default Type	Default Value	Required	Do Not Prompt at Runtime
12	Calculate Translation Gain or Loss	No Default Value			✓
13	Eliminations Only	No Default Value			✓
14	Perform Intercompany Eliminations	No Default Value			✓
15	Perform InterWorktag Eliminations	No Default Value			✓

14. Click **OK**.

15. **Run** the report.

Your report should look like this:



1.1 WICT Sub Report - Journal Lines

Company: Global Modern Services, Inc. (USA)
Time Period: Current Period YTD
Period: 2013 - Mar

20 items

Ledger Account	Amount
4000:Revenue	(16,540,910.10)
5000:Cost of Sales	4,229,415.00
6100:Facilities	123,492.00
6200:Marketing	690,000.00
6300:Office & Administrative	84,789.00
6400:Legal & Service Fees	184,240.00
6500:Information Technology	32,909.00
6600:Contingent Labor Expense	374,774.86
6700:Depreciation	46,131.99
6800:Travel & Entertainment	126,596.44
6850:Employee Relations	2,000.00
6900:Insurance	18,000.00
7200:Utilities	125,270.00
7800:Bad Debt	25,012.50
7900:Other Expenses	5,732.00
8000:Interest Income	(266,500.00)
8100:Interest Expenses	38,000.00
8210:Realized Exchange Loss	76.15
9025:Loss on Asset Impairment	26,500.00
Total	(10,674,471.16)

Figure 9 - Example of a basic sub report

CHAPTER 2 – CONFIGURABLE COLUMNS AND ROWS

OVERVIEW

So far, we have built out a sub report, which will provide the data we will use in the composite report. Next, we need to build our first composite report by defining exactly what our columns and rows will contain.

Configurable columns and rows are unique to composite report types and allow you to customize columns and rows to meet your reporting needs. You define the column and row types as well as the calculations for the columns and row types.

In this chapter, you will learn how to create a basic composite report using the data from your sub report to configure the columns and rows.

GOALS AND OBJECTIVES

At the end of this chapter, you will be able to:

- Create a basic composite report with at least one column and at least one row.
- Define each column type, and describe when it should be used.
- Define each row type, and describe when it should be used.
- Define each calculation type, and its purpose.

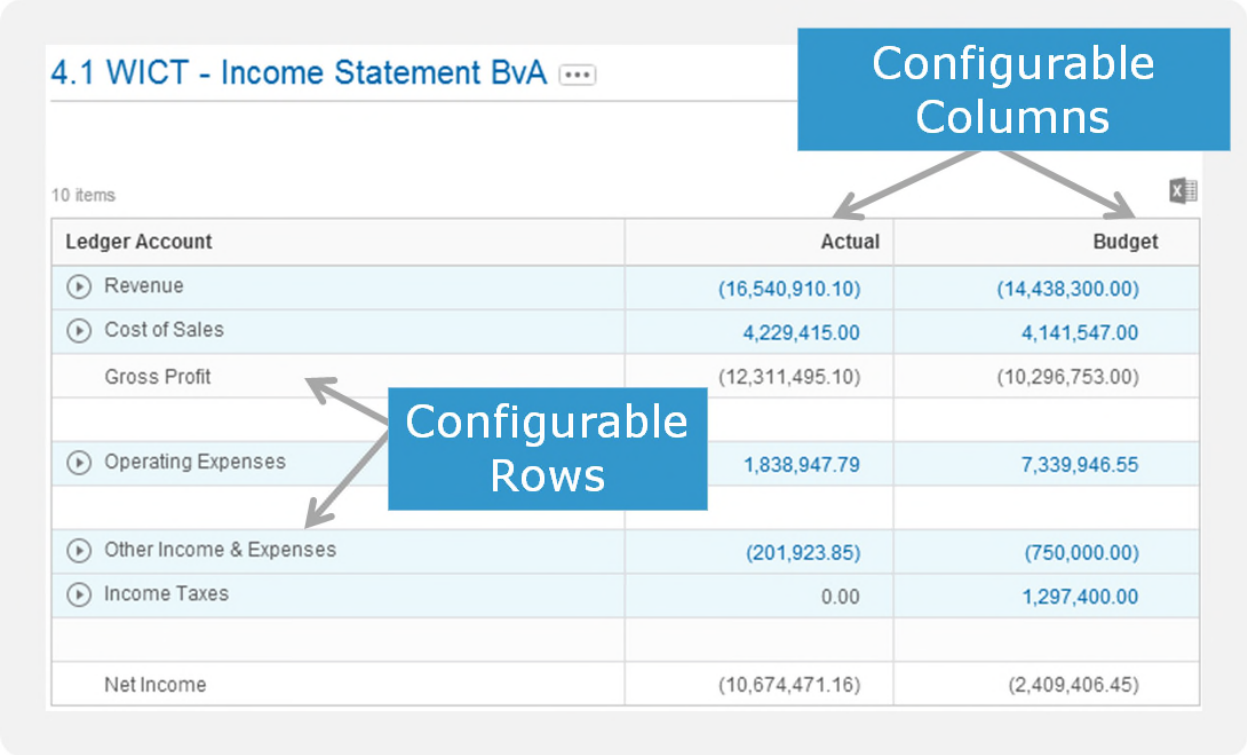


Figure 10 - Sample Composite Report

COLUMN TYPES

There are four Workday delivered column types:

Control Field	Defines the control field whose value will be used for lookups. With this column type, you must also identify the "key" Business Object.
Data	Defines the sub report from which you are pulling data. Once you have identified the sub report, additional configuration is needed to specify how to treat the data.
Calculation	Column is based on a calculation that references other columns. When selected, you will be required to configure a calculation type. There are seven different types of available
Empty	Empty columns are used to provide spacing between columns with data. By default, an Empty column will not display any data unless overwritten with cell data.

Let's look at some examples of how we would use each of the column types.

- **Control Field Example**: If you have identified multiple sub reports to include in your composite report, this is the field that ties all of those sub reports together. For example, if your composite report is built to identify the linkage between budgets and actuals, your control field is likely going to be Ledger Accounts.
- **Data Column Example**: This is going to include any information from your sub report that you want to see here. For example, in our Income Statement, we will want to pull in the Amount (Ledger/Budget Debit-Credit) totals that are generated for each ledger account in our Journal Lines sub report.
- **Calculation Example**: We will explore the various calculation types later in this chapter, but let's look at an example of when we might use this type. Let's say we are working with a report that has a large number of columns that we want to sum on a report. Rather than using a Sum calculation and identifying each individual column that we want to include in the sum, we can use a Sum Range calculation to identify the first column and last column to sum and it will pick up all columns within that range.
- **Empty Column Example**: This just inserts an empty line where you specify in the report. For example, you might want to do this in between time period columns, or after Totals columns. You could also use this to include a cell calculation. We will explore this in more detail later in the course.

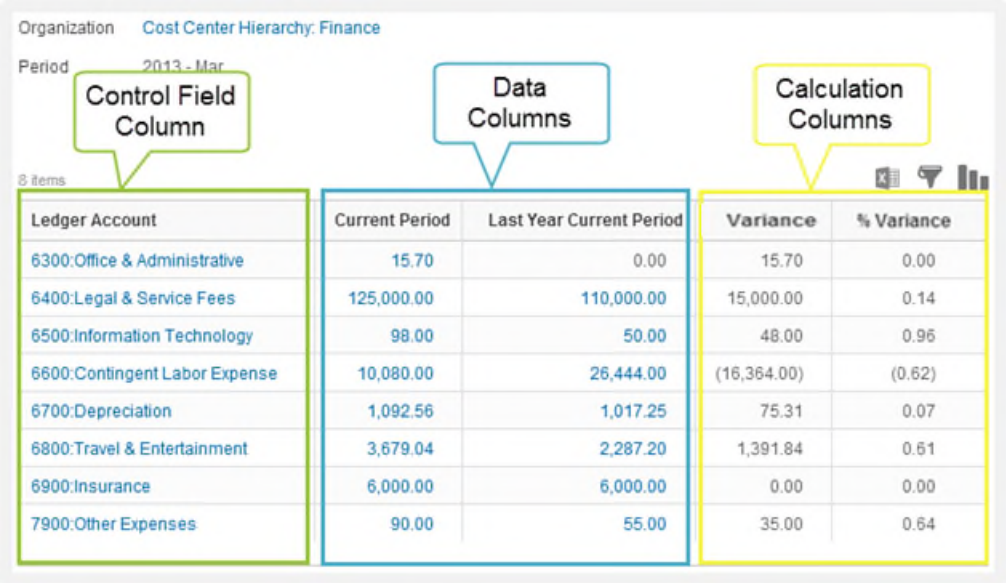


Figure 11 - Example of the Various Column Types

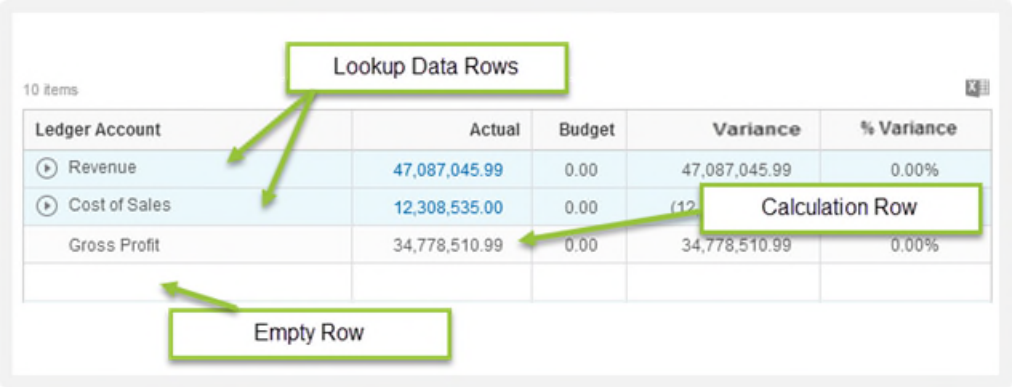
ROW TYPES

There are four Workday delivered row types:

Lookup Data function allows you to identify the field that contains the data you want to display, and lets you define the detailed instances of that data to include.	Lookup Data
Rows are generated by "unioning" the controlling fields present in the sub reports. A combine data row can be used in a calculation to create a total row.	Combine Data
Row is based on a calculation that references other rows. When selected, you will be required to configure a calculation type.	Calculation
Empty rows are used to provide spacing between rows with data. By default, an Empty row will not display any data unless overwritten with cell data.	Empty

Let's look at some examples of how we would use each of the row types.

- **Lookup Data Example**: This allows you to specify what data should be included in the row. For example, if you want to have a row that reflects Revenue, you can define a lookup data row to pull all data that reflects revenue (such as all ledger accounts that would roll up into revenue).
- **Combine Data Example**: This can act as a bucket where you can put all of your data in a row. It calculates automatically based on the Control Field column(s) specified in your report. For example, if you want to look at Trial Balance and include a row at the bottom that says "Total", you can add a Combine Data row that will include all of this information in that row.
- **Calculation Example**: This is similar to the Calculation column type, including the types of calculations that the system can perform. For example, you might sum Gross Profit, Operating Expenses, Other Income and Expenses, and Taxes in order to calculate Net Income.
- **Empty Row Example**: This is similar to the Empty Column functionality; it generates an empty row to separate out sections of data. This type could also be used to enter a text label into a specific cell. We will explore this in more detail later in the course.


Lookup Data Rows
10 items
Ledger Account
Actual
Budget
Variance
% Variance
Revenue
47,087,045.99
0.00
47,087,045.99
0.00%
Cost of Sales
12,308,535.00
0.00
Calculation Row
Gross Profit
34,778,510.99
0.00
34,778,510.99
0.00%
Empty Row

COLUMN AND ROW CALCULATIONS

There are seven Workday delivered column and row Calculation Types.

Note: In the table below, the explanations will reflect calculation types for rows; however, you can apply the same explanation to the column calculation type.

Calculation Type	Explanation	Formula
DIFFERENCE	Compute the difference between two rows. You will need to identify the rows only. Column example: Use this to display the difference between Actuals and Budget.	A – B
DIVIDE	Divide a row by another row or a numeric constant. You select the rows. For 'B', you can also return a zero if there is an error in the formula. Row example: Use this to calculate the Gross Profit Margin by dividing Gross Profit by Revenue.	A / B
MULTIPLY	Multiply two rows. You select the rows. For 'B', you can also select a numeric constant. Column example: Use this to calculate the Next Year Budget for Expense by multiplying the Actual Expense by the Estimated Increase.	A * B
PERCENT INCREASE	Compute the percentage of increase. This is used primarily when comparing data from the same underlying data source. You select the rows and you can return a zero if there is an error in the formula. Column Example: Use this to calculate an increase/change between Current Period data and Prior Period data.	(B - A) / A
PERCENT REMAINING	Compute the percentage remaining. This is used primarily when comparing data from different data sources. You select the rows and you can return a zero if there is an error in the formula. Column Example: Use this to calculate how much of the Budget is remaining when compared to Actual.	(B - A) / B
SUM	Used to Sum data from a set of rows that are not necessarily contiguous. Row example: Use this to calculate various total rows for an overall total if the rows are not contiguous.	A + C
SUM RANGE	Sum a range of contiguous rows.	A:D

BUILDING A COMPOSITE REPORT

We have looked at the types of columns and rows that are available with composite reporting, and we have defined what calculation types are available for both rows and columns. Before we start to configure our rows and columns, we need to actually create the composite report.

CREATE A CUSTOM REPORT

Composite report type triggers the features of Financial Composite Reporting and is created from the Create Custom Reports task. When you select the Composite report type, the data source is no longer available to select. Remember, this is because your matrix reports now function as your data sources. Instead, you have the option to select a prompt set.

Note: We will look at how to configure prompt sets later in this manual. For now, leave this field blank.

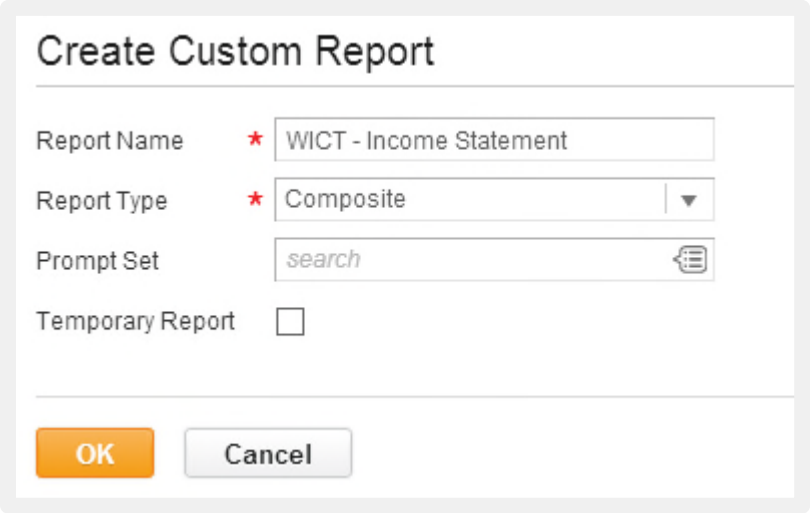


Figure 12 - Example of a new composite report creation screen

CONFIGURE A COLUMN

In order to configure a new column, you need to start by identifying the column type. To do this:

- Click in the C1 column header.
- Click on the drop-down arrow that appears in the upper-right hand corner of the header.
- Hover over the Define option.
- Select the column type according to your composite report design.

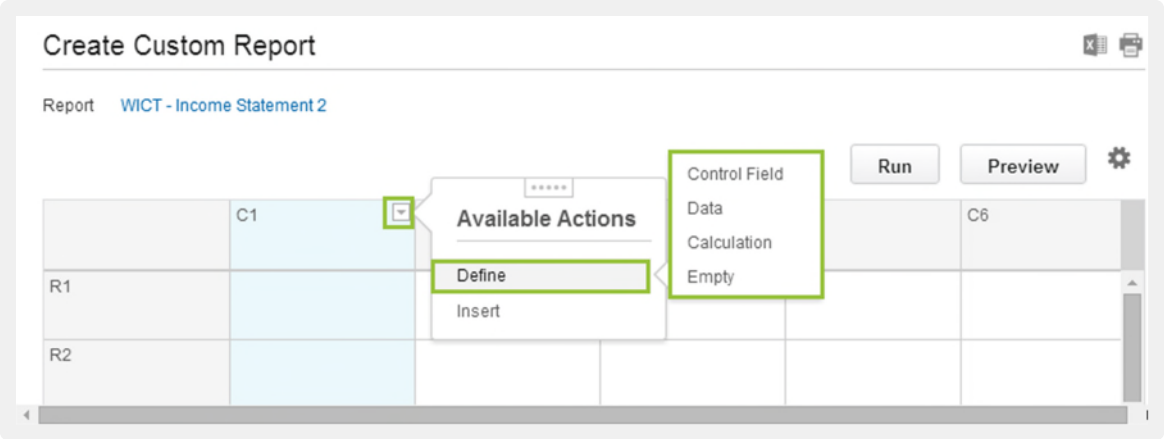
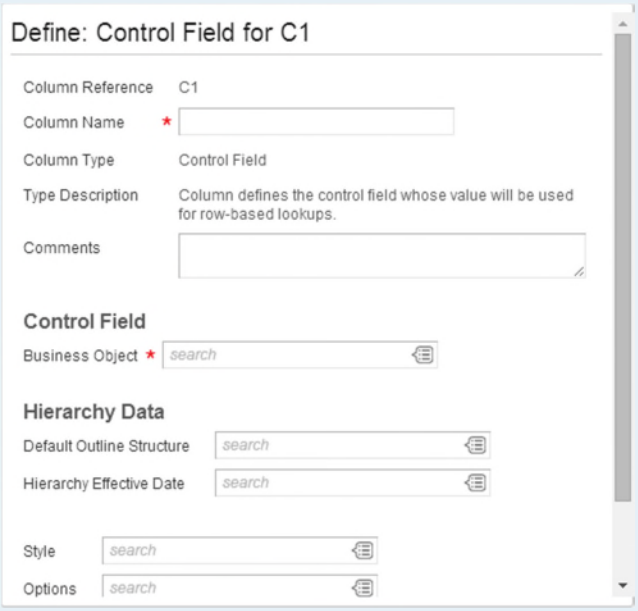


Figure 13 - Screenshot illustrating steps to take to configure a column

CONFIGURE THE COLUMN TYPE

Once you have identified the type of column, you will need to enter in the information that is appropriate for the column type. Please note that each column/row type will require different information.

Column Type Information	Screenshot
Column Type: Control Field Required Fields: • Column Name • Business Object Additional Information: • Define Outline Structure* • Hierarchy Effective Date * We will look at both of these in more detail in the next chapter. Reminder: Use this to identify the "key" value for lookups.	

Column Type: Data

Required Fields:

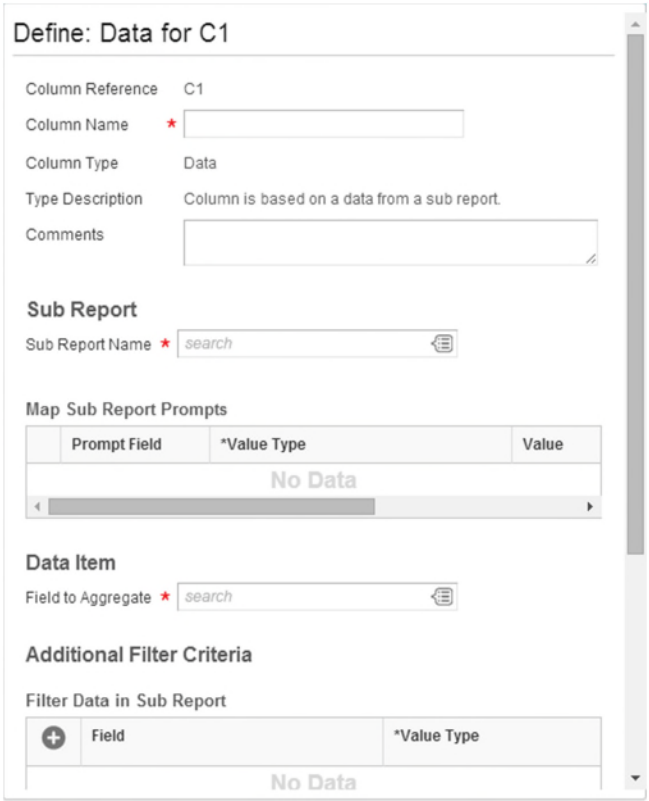
- Column Name
- Sub Report Name
- Field to Aggregate

Additional Information:

- Map Sub Report Prompts
- Additional Filter Criteria
- Repeating Column Group

Note: Once you select the Sub Report Name, the sub report prompts (where you have selected "Specify Default Value" or "Determine Default Value at Runtime") will automatically populate.

Reminder: Use this to identify the sub report from which you want to pull data.



Column Type: Calculation

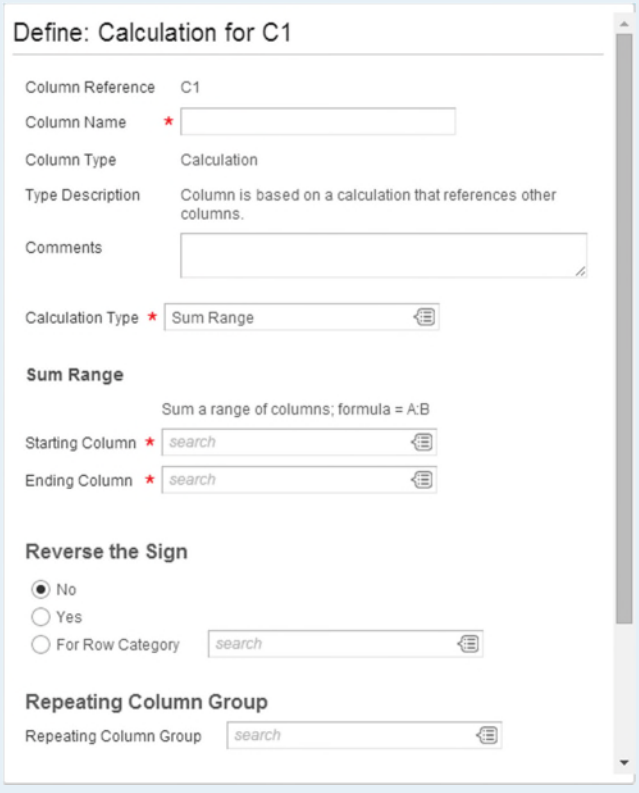
Required Fields:

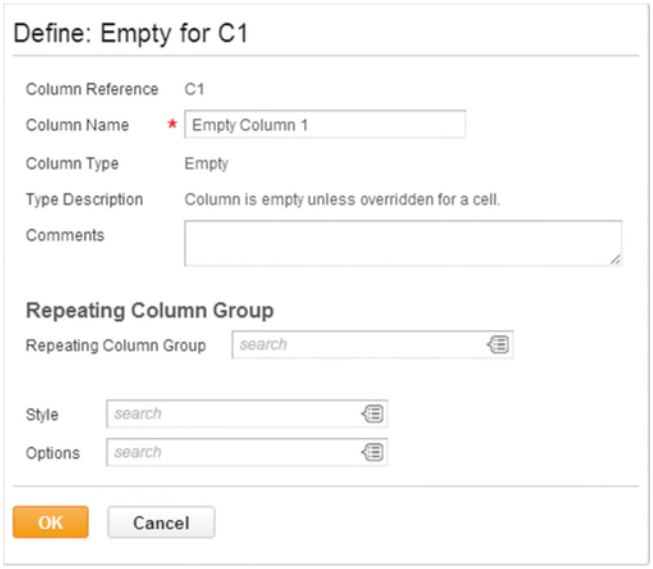
- Column Name
- Calculation Type
- Calculation Criteria (varies based on selected Calculation Type)

Additional Information:

- Reverse the Sign. Please note that this can be overridden at the report level.
- Repeating Column Group

Reminder: Use this when you want to perform a calculation on the data columns that you have already identified in the report.



Column Type: Empty Required Fields: • Column Name Additional Information: • Repeating Column Group Reminder: Use this when you want to insert an empty column. It is also a good practice to name your different columns so that you know where they appear. For example: "Empty Column 1".	

COLUMN STYLE AND OPTIONS

Each column provides you with the ability to customize the style and options for that particular column or row. We will look more closely at styles in later chapters, and you will find some Style information in the Appendix of this manual.

The Options field may vary depending on your column selections. The most common option here that you will have the ability to select is "Hide Column". The data for the column will still exist, and you can still perform calculations on it, but it will not be visible when the report is run.

ACTIVITY 2.1 – CREATE A COMPOSITE REPORT WITH A CONFIGURABLE COLUMN

Business Case: Financial reports are standardized where certain accounts are listed in certain sections of the report. Global Modern Services, Inc. (USA) needs an income statement that displays groupings of ledger accounts and calculations. For this exercise, you will create an income statement utilizing the matrix report you created in chapter one. The first part of this activity is configurable columns.

Sign in as Teresa Serrano (tserrano)

CREATE CONFIGURABLE COLUMNS

1. Enter *cre custom report* in the search box.
2. Select the **Create Custom Report** task.
3. Enter the following:

Field Name	***Entry Value***
Report Name	2.1 WICT – Income Statement
Report Type	Composite
Prompt Set	[Blank]

4. Click **OK**.
5. Click on the **C1 Dropdown**.
6. Hover-over **Define** then select **Control Field**.
7. Enter the following:

Field Name	***Entry Value***
Column Name	Ledger Account
Business Object	Ledger Account

8. Click **OK**.
9. Click on the **C2 Dropdown**.
10. Hover-over **Define** then select **Data**.

11. Enter the following:

Field Name	*Entry Value*
Column Name	Actual YTD
Sub Report Name	1.1 WICT Sub Report - Journal Lines

Note: The sub report selected will open a grid and pre-populate with the sub report defined prompts. Reminder: You will only see those prompts for which you did not select "Do Not Prompt At Runtime".

12. Review the following in the **Map Sub Report Prompts** grid:

Prompt Field	*Value Type*	*Value*
Company	Specify Value	Global Modern Services, Inc. (USA)
Time period	Specify Value	Current Period YTD
Period	Specify Value	2013 – Mar

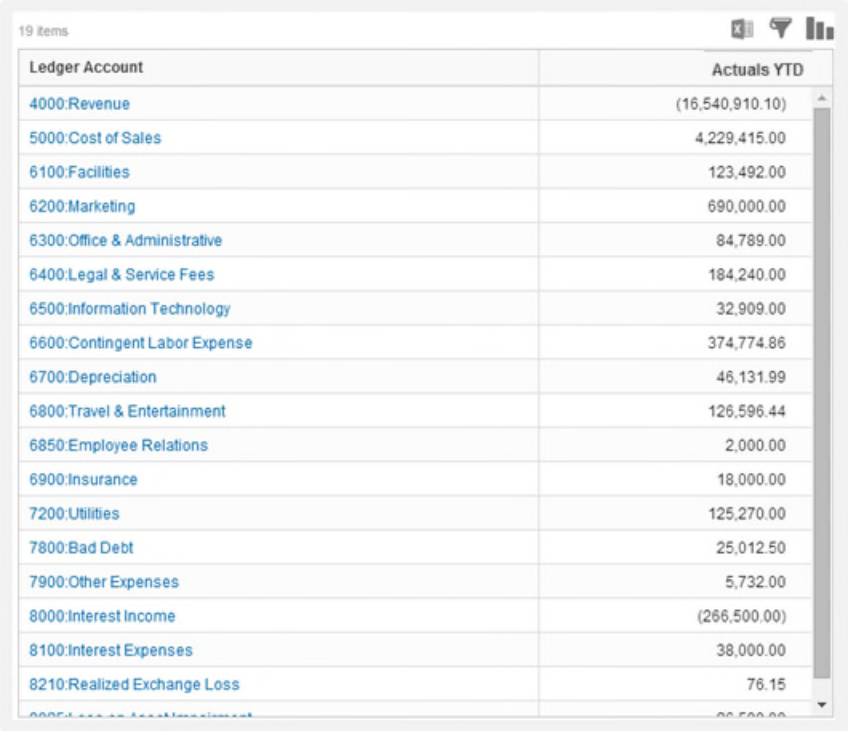
13. Enter the following:

Prompt Field	*Value Type*
Field to Aggregate	Amount
Style	Workday Styles > Default

14. Click **OK**.

15. **Run** the report.

Your report should look something like this:


19 items

Ledger Account	Actuals YTD
4000:Revenue	(16,540,910.10)
5000:Cost of Sales	4,229,415.00
6100:Facilities	123,492.00
6200:Marketing	690,000.00
6300:Office & Administrative	84,789.00
6400:Legal & Service Fees	184,240.00
6500:Information Technology	32,909.00
6600:Contingent Labor Expense	374,774.86
6700:Depreciation	46,131.99
6800:Travel & Entertainment	126,596.44
6850:Employee Relations	2,000.00
6900:Insurance	18,000.00
7200:Utilities	125,270.00
7800:Bad Debt	25,012.50
7900:Other Expenses	5,732.00
8000:Interest Income	(266,500.00)
8100:Interest Expenses	38,000.00
8210:Realized Exchange Loss	76.15

Figure 14 - Example of a Composite Report with a Configurable Column

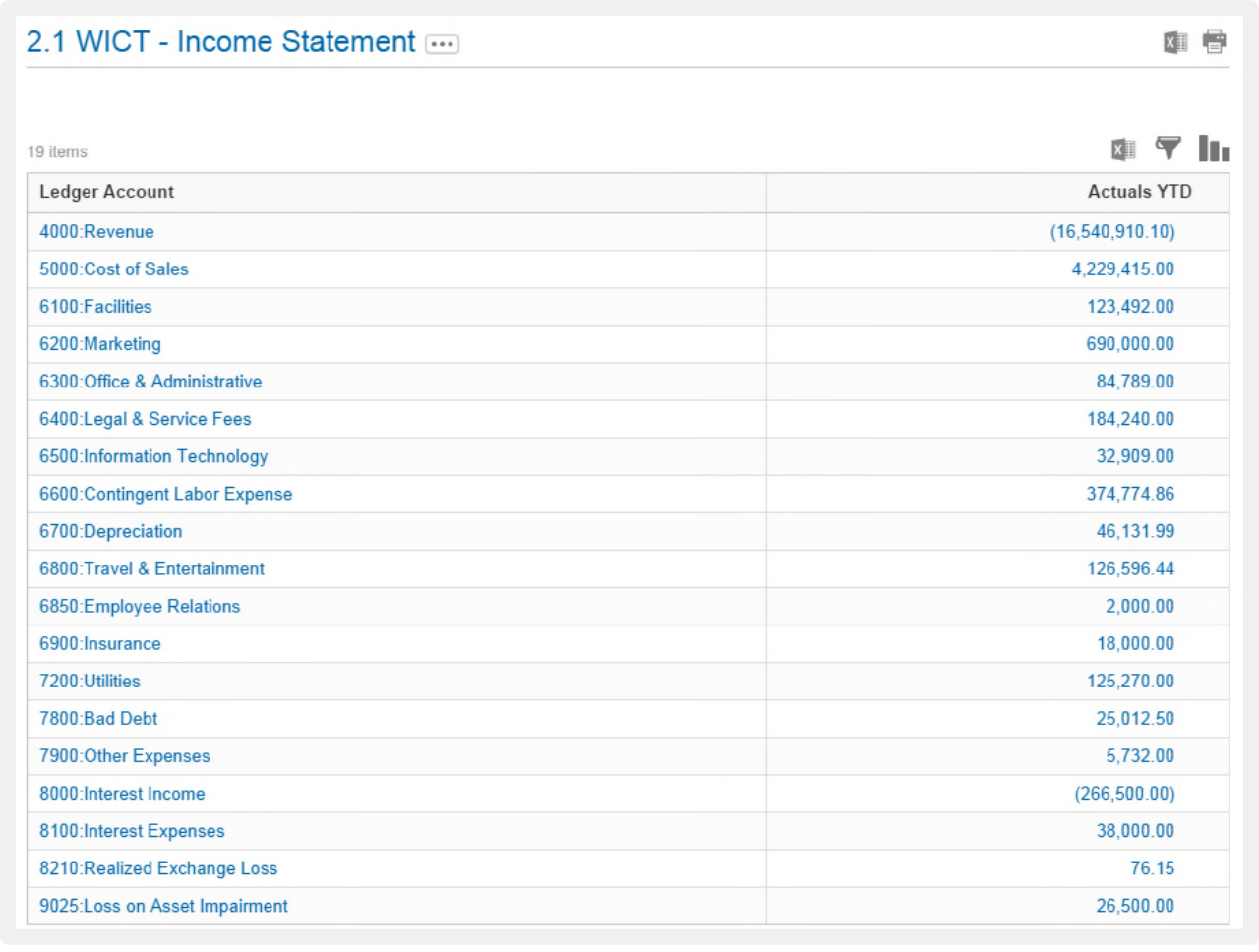
Note: Notice that the values in the Current YTD column are black, even though they are drillable. This is due to the style that we applied to the column; it is set to override the font color to black. Let's change this by defining our own Style. We can do this by searching for the Create Formatting Style task, or from within the column configuration window itself.

CREATE NEW FORMATTING STYLE

1. From the report results window, click on the title of the report (**2.1 WICT – Income Statement**) to return to Edit mode.
2. Click on the **C2 dropdown**.
3. Select **Edit Style**.
4. Click on the Style prompt, and select **Create** > **Create Formatting Style**.

5. In the Style field, enter *WICT – Drill-down Style*.
6. Click **OK**.
7. Check the **Override Number** box.
8. In the Format field, select **#,##0.00;(#,##0.00)**.
9. Click **OK**.
10. Click **OK**.
11. Run the report.

Now, your report should look like this:



2.1 WICT - Income Statement

19 items

Ledger Account	Actuals YTD
4000:Revenue	(16,540,910.10)
5000:Cost of Sales	4,229,415.00
6100:Facilities	123,492.00
6200:Marketing	690,000.00
6300:Office & Administrative	84,789.00
6400:Legal & Service Fees	184,240.00
6500:Information Technology	32,909.00
6600:Contingent Labor Expense	374,774.86
6700:Depreciation	46,131.99
6800:Travel & Entertainment	126,596.44
6850:Employee Relations	2,000.00
6900:Insurance	18,000.00
7200:Utilities	125,270.00
7800:Bad Debt	25,012.50
7900:Other Expenses	5,732.00
8000:Interest Income	(266,500.00)
8100:Interest Expenses	38,000.00
8210:Realized Exchange Loss	76.15
9025:Loss on Asset Impairment	26,500.00

Figure 15 - Example of a Composite Report with a Configurable Column that has a style applied

CONFIGURE A ROW

In order to configure a new row, you need to start by identifying the row type. To do this:

- Click in the R1 row header.
- Click on the drop-down arrow that appears in the upper-right hand corner of the header.
- Hover over the Define option.
- Select the row type according to your composite report design.

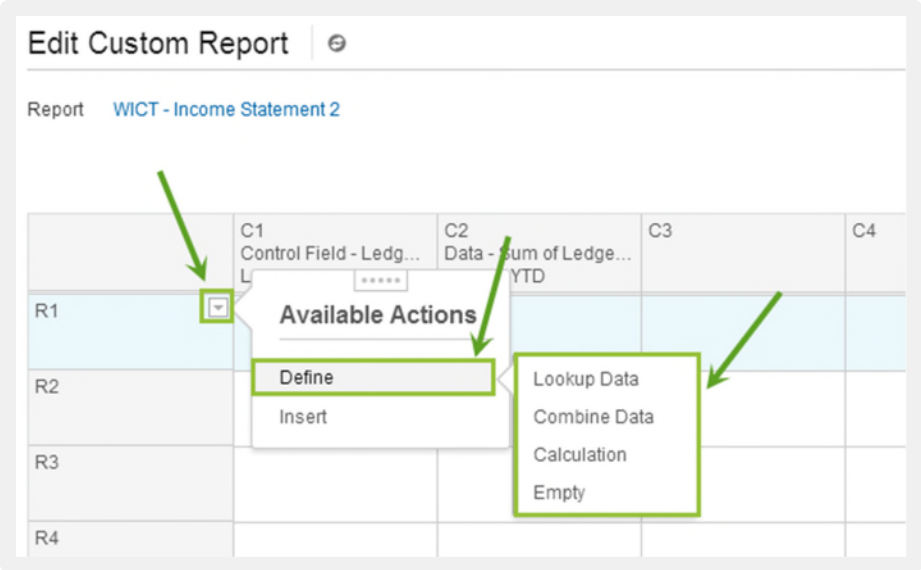
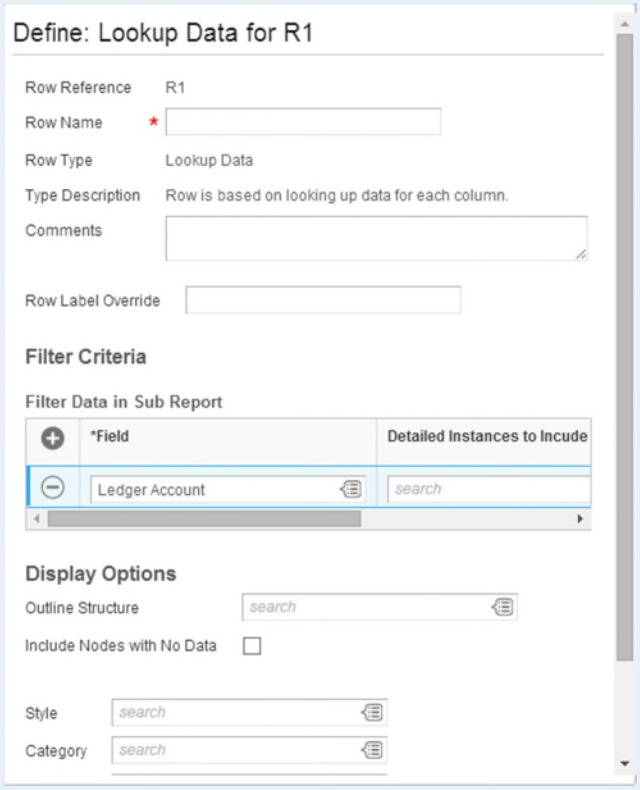
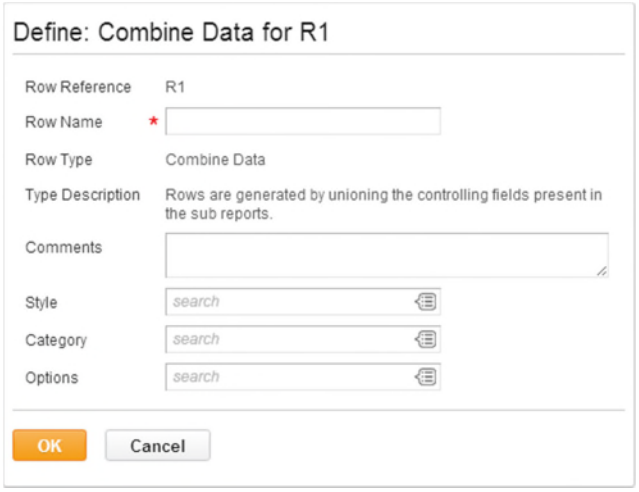
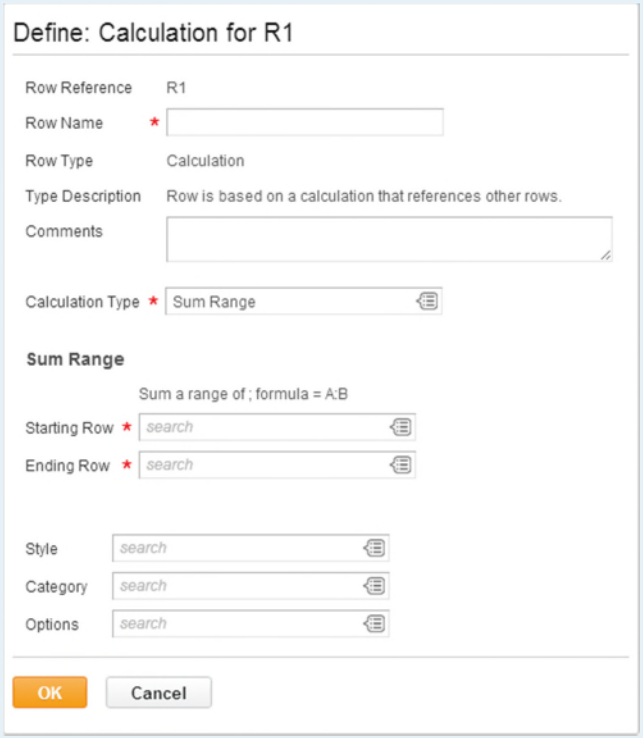
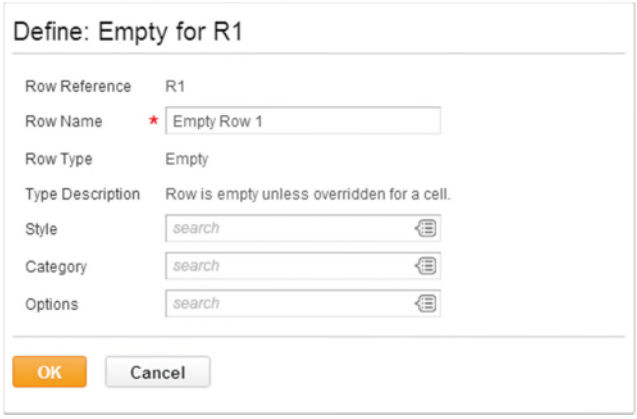


Figure 16 - Screenshot illustrating steps to take to configure a row

CONFIGURE THE ROW TYPE

Row Type Information	Screenshot
Row Type: Lookup Data Required Fields: • Row Name • Filter Criteria Additional Information: • Row Label Override * • Outline Structure ** • Include Nodes with No Data * While this is not identified as a required field, you must enter a Row Label Override if there is more than one detailed instance included in the filter criteria. ** We will look at this in more detail in the next chapter. Reminder: This function allows you to filter data displayed in a row in order to meet your design requirements.	
Row Type: Combine Data Required Fields: • Row Name Reminder: A combine data row can be used in a calculation to create a total row.	

Row Type: Calculation Required Fields: • Row Name • Calculation Type • Calculation Criteria (varies based on selected Calculation Type) Reminder: Use this when you want to perform a calculation on the data rows that you have already identified in the report.	
Row Type: Empty Required Fields: • Row Name Reminder: Use this when you want to insert an empty row. It is also a good practice to name your different rows so that you know where they appear. For example: "Empty Row 1".	

ROW STYLE, CATEGORY, AND OPTIONS

The row style and option selections are similar to those of the column. Style options allow formatting to be applied to the displayed report data. Row options exist to customize the display of rows. You have the ability to hide rows from the report output, as well as the ability to reverse the sign on a row.

Example: In the case of Revenue that is recorded as a credit, you will want to reverse the sign so that it appears positively on a report. Some calculations may also have to have the sign reversed so that the value(s) appear correctly.

Category

Category is useful when you use the Reverse the Sign option on specific rows, and need to treat the rows differently in a column calculation.

Example: Let's say that you have a row that reflects Revenue, one that reflects the Cost of Sales, and one that reflects Gross Profit. At the row level, you have selected to Reverse the Sign for the Revenue and Gross Profit rows.

When you add a column calculation (for example, the % variance between Budget and Actual numbers), the column formatting will override the Reverse the Sign option you set on the row. You will want the Column to reflect the appropriate sign for the three different rows. You can apply a row category to those rows that need the sign reversed, and specify in the column calculation that it should treat rows with that row category differently.

If a Row Category is mistakenly created, it can be deleted only after that category has been removed from all rows. After the duplicate has been disassociated from all rows:

1. Launch the Edit Custom Report task, and select the appropriate composite report.
2. Click on a row, and select **Edit**.
3. In the Category field, click the **Prompt** button.
4. Select **All**.
5. Right-click on the category that should be deleted, and select the option to **See in a New Tab**.
6. In the new tab, click on the **Related Actions** icon next to the Category Name.
7. Hover-over the **Composite Row Category** selection then click **Delete**.

ACTIVITY 2.2 – EDIT A COMPOSITE REPORT TO ADD CONFIGURABLE ROWS

Business Case: For this exercise, a basic income statement will be edited to add configurable rows. Depending on the data of the row, each row type will be reviewed.

Sign in as Teresa Serrano (tserrano)

COPY AN EXISTING REPORT

1. Enter *copy cus rep* in the search box.
2. Select the **Copy Custom Report** task.
3. Select the **2.1 WICT – Income Statement** report that you built in the last activity.
4. Click **OK**.
5. Change the name of the report to *2.2 WICT – Income Statement*.
6. Make sure the Temporary Report box is un-checked then click **OK**.
7. Click **OK**.

CREATE CONFIGURABLE ROWS

1. Click on the Report Definition link to edit the report.
2. Click on the **R1 Dropdown**.
3. Hover-over **Define** then select **Lookup Data**.
4. Enter the following:

Field Name	***Entry Value***
Row Name	Revenue
Row Label Override	Revenue

Note: Since we are including more than one account value in this row, the Row Label Override is required.

5. Enter the following in the **Filter Data in Sub Report** grid:

Field	*Detailed Instances to Include*
Ledger Account	4000: Revenue 4900: Sales Discounts

6. Click **OK**.
7. Click on the **R2 Dropdown**.
8. Hover-over **Define** then select the **Lookup Data** option.
9. Enter the following:

Field Name	*Entry Value*
Row Name	Cost of Sales
Row Label Override	Cost of Sales

10. Enter the following in the **Filter Data in Sub Report** grid:

Field	*Detailed Instances to Include*
Ledger Account	5000: Cost of Sales 5900: Purchase Discounts

11. Click **OK**.
12. Click on the **R3 Dropdown**.
13. Hover-over **Define** then select the **Calculation** option.
14. Enter the following:

Field Name	*Entry Value*
Row Name	Gross Profit
Calculation Type	Sum
Rows	R1 (Revenue) R2 (Cost of Sales)

15. Click **OK**.
16. Click on the **R4 Dropdown**.
17. Hover-over **Define** then select the **Empty** option.
18. Enter *Empty Row 1* in the Row Name field.

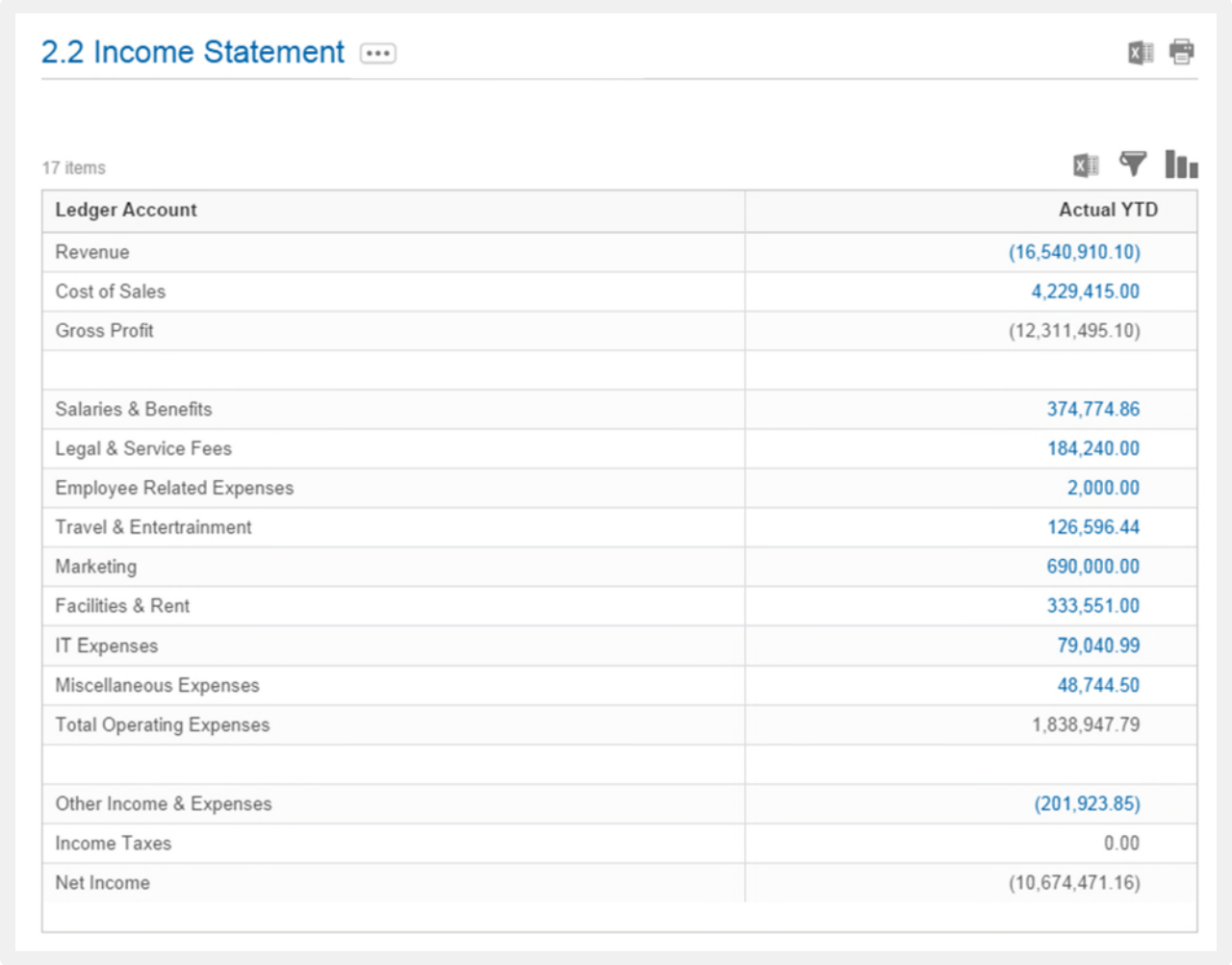
19. Click **OK**.

20. Use the following information to complete the Income Statement. Please note the first four rows are already complete:

#	Name / Override	Row Type	Calculation	Account
1	Revenue	Lookup Data		4000 4900
2	Cost of Sales	Lookup Data		5000 5900
3	Gross Profit	Calculation	Sum: R1 (Revenue) R2 (Cost of Sales)	
4	Empty Row 1	Empty		
5	Salaries & Benefits	Lookup Data		6000 6600
6	Legal & Service Fees	Lookup Data		6400
7	Employee Related Expenses	Lookup Data		6850
8	Travel & Entertainment	Lookup Data		6800
9	Marketing	Lookup Data		6200
10	Facilities & Rent	Lookup Data		6100 6300 7200
11	IT Expenses	Lookup Data		6500 6700
12	Miscellaneous Expenses	Lookup Data		6900 7800 7900
13	Total Operating Expenses	Calculation	Sum Range R5 (Salaries & Benefits) R12 (Misc Expenses)	
14	Empty Row 2	Empty		
15	Other Income & Expenses	Lookup Data		8000 8100 8210 9025
16	Income Taxes	Lookup Data		8900
17	Net Income	Calculation	Sum Rows: R3 (Gross Profit) R13 (Total Operating Expense) R15 (Other Income & Expense) R16 (Income Taxes)	

21. **Run** the report.

Your report should look like this:



2.2 Income Statement

17 items

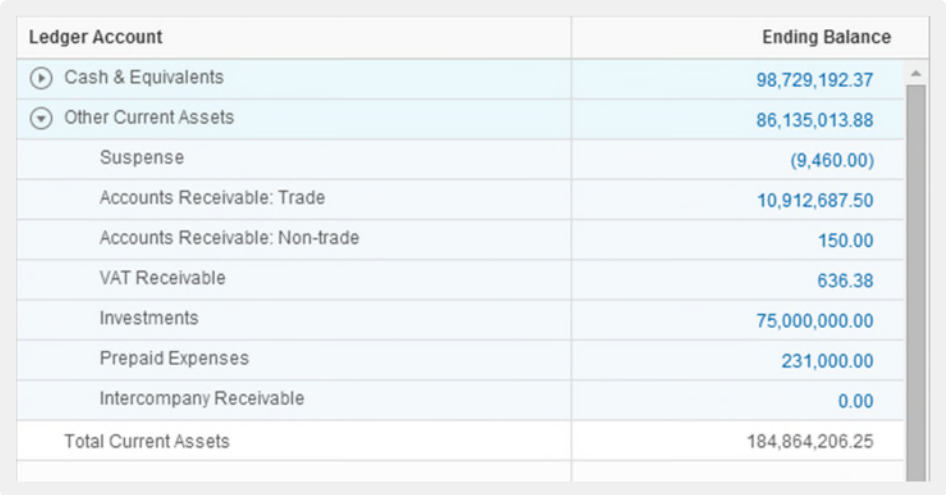
Ledger Account	Actual YTD
Revenue	(16,540,910.10)
Cost of Sales	4,229,415.00
Gross Profit	(12,311,495.10)
Salaries & Benefits	374,774.86
Legal & Service Fees	184,240.00
Employee Related Expenses	2,000.00
Travel & Entertainment	126,596.44
Marketing	690,000.00
Facilities & Rent	333,551.00
IT Expenses	79,040.99
Miscellaneous Expenses	48,744.50
Total Operating Expenses	1,838,947.79
Other Income & Expenses	(201,923.85)
Income Taxes	0.00
Net Income	(10,674,471.16)

Figure 17 – Example of a Composite Report with Configurable Rows

CHAPTER 3 – HIERARCHIES AND OUTLINING

OVERVIEW

In the previous chapter, you built your first composite report by identifying the sub report from which the data was pulled, and building the columns and rows that would comprise the report. While the process of building that report was relatively simple, the manual process of inputting every individual account was time-consuming. In composite reporting, you have the ability to utilize hierarchies for financial reports to perform consolidated reporting, i.e. having the ability to report on levels below the top level. With hierarchies, you can build an outline structure to report on account summaries, and have the ability to drill into (or "expand") summaries within the Composite report.



Ledger Account	Ending Balance
Cash & Equivalents	98,729,192.37
Other Current Assets	86,135,013.88
Suspense	(9,460.00)
Accounts Receivable: Trade	10,912,687.50
Accounts Receivable: Non-trade	150.00
VAT Receivable	636.38
Investments	75,000,000.00
Prepaid Expenses	231,000.00
Intercompany Receivable	0.00
Total Current Assets	184,864,206.25

Figure 18 – Example of using Outlining and Ledger Account Summaries to build a composite report with the ability to expand on account summaries.

In this chapter, you will learn how to make use of hierarchies to define an outline structure that groups the data based on your previously defined ledger account summaries.

Reminder: In this chapter, we will teach you how to create an outline structure based on an existing Ledger Account Summary. This chapter will not cover how to create the financial hierarchies that will be used in the course.

OBJECTIVES

By the end of this chapter, you will be able to:

- View an existing Ledger Account Summary and identify which accounts are included in each Ledger Account Summary.
- Create an Outline Structure to be used in a composite report.
- Configure hierarchy data for a row.

A QUICK LOOK AT HIERARCHIES

Hierarchies are used to accomplish three main tasks; prompting/defaulting, reporting, and consolidation. With most Workday reports, you can select an object singularly or by a hierarchy if one exists, i.e. Company and Company Hierarchy.

Hierarchies are used to define the superior/subordinate relationship between objects, and you can generally see this used for organizations that have a role associated with it (such as supervisory organizations). Hierarchies are not exclusively used by organizations; there are several objects that have hierarchical characteristics:

- Ledger Account Summaries
- Revenue Categories
- Spend Categories

LEDGER ACCOUNT SUMMARIES

Let's look at ledger account summaries in a little more detail. Ledger account summaries include a range of accounts, specific ledger accounts, or account summaries. They are built from the bottom to the top. You will need to build all levels for your specific reporting needs.

To view your ledger account summary, launch the View Ledger Account Summary task.

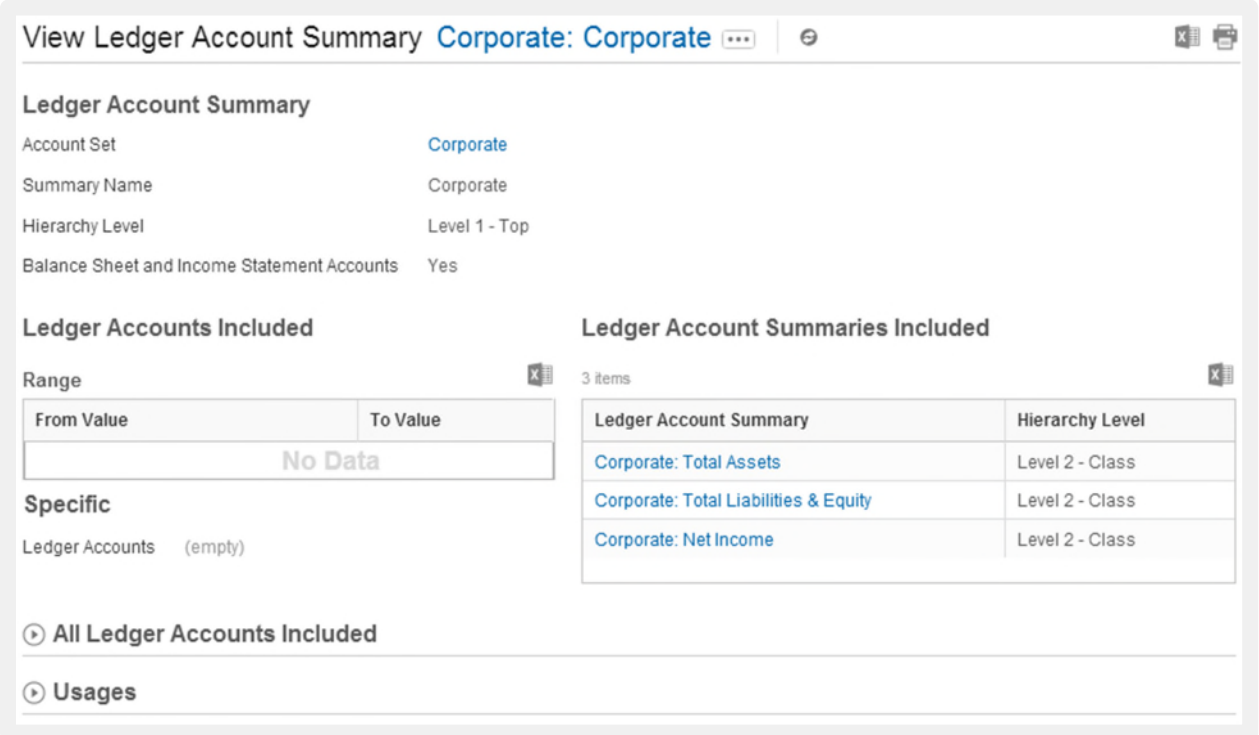


Figure 19 - Example of a top-level hierarchy (Ledger Account Summary)

Ledger Account Summary

You configure the summary by identifying the account set, name of the summary, and its hierarchy level. The hierarchy level is an optional field that enforces off of the ledger account summaries at the top-level account level.

Ledger Accounts Included

When using a combination of accounts, specific ledger accounts or account summaries, the accounts included acts as an 'OR' statement. The ability to include account ranges is a powerful one; it allows for easy maintenance when adding a new account. The new account number should be created within your specific category range in order for it to automatically be added to the Ledger Account Summary.

Ledger Account Summaries Included

Further, you can order the included account summaries. Ordering allows you to list the account summaries in a 'superior' order for logical sort ordering, i.e. Cash before Accounts Receivable. Logical sort ordering is inherent in the Composite Report when using hierarchies in columns and or rows.

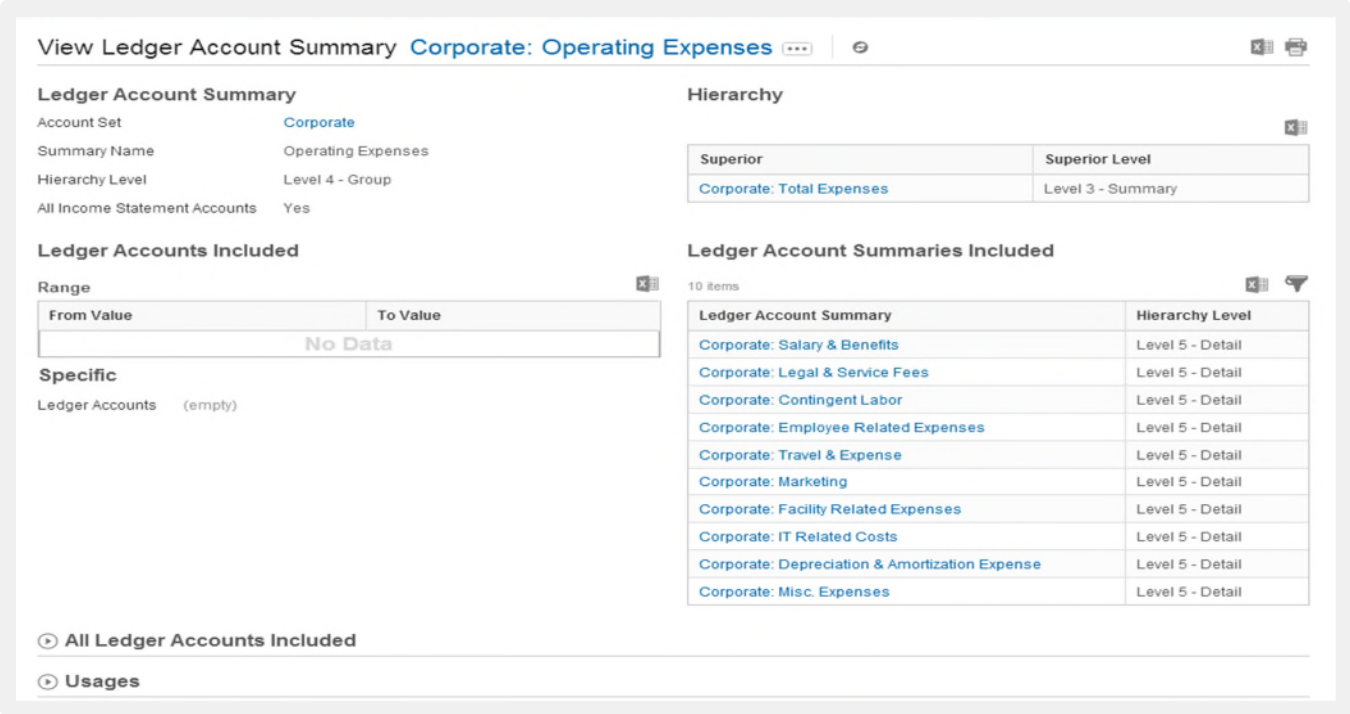


Figure 20- Example of a Level 4 hierarchy (Ledger Account Summary)

OUTLINING OVERVIEW

Outlining is the configuration for hierarchies used in Composite Reports online and when exporting to Excel. Hierarchies are defined using an Outline Structure, which consists of one or more Hierarchies, and allows you to 'nest' hierarchies and/or group by fields. Nesting allows you to drill down to lower hierarchies that may consist of ledger accounts or categories.

TERMINOLOGY

Term	Definition
NESTED HIERARCHIES	Using multiple hierarchies together where one hierarchy (e.g. cost center hierarchy) continues after the maximum level of another hierarchy (i.e. ledger account) has been reached.
PRIMARY HIERARCHY	The high level hierarchy used in the report that also displays on the initial report.
SECONDARY HIERARCHY	The 2nd level hierarchy used in the report. For online reports, the secondary hierarchy is only accessed when the user expands a node in the hierarchy beyond the leaf nodes of the primary hierarchy.
EXPANSION HIERARCHY	Any hierarchy that is not a primary hierarchy

Example: Let's look at an example of a nested hierarchy.

The label Product Revenue is a hierarchy that consists of two detail accounts, 4000: Product Revenue and 4010: Subscriptions. Revenue category is a separate dimension that is nested under each account.

Revenue		
Product Revenue		5,000
	4000: Product Revenue	3,000
	Revenue Category X	2,000
	Revenue Category Y	700
	Revenue Category Z	300
	4010: Subscriptions	2,000
	Revenue Category A	1,500
	Revenue Category B	500
	Revenue Category C	500
Services Revenue		10,000
Total Revenue		15,000

BUILDING AN OUTLINE STRUCTURE

The outline structure consists of the Primary Hierarchy definition and the Expansion Hierarchies grid. Each outline structure is identified by a required title and an optional description and can be used in any composite report.

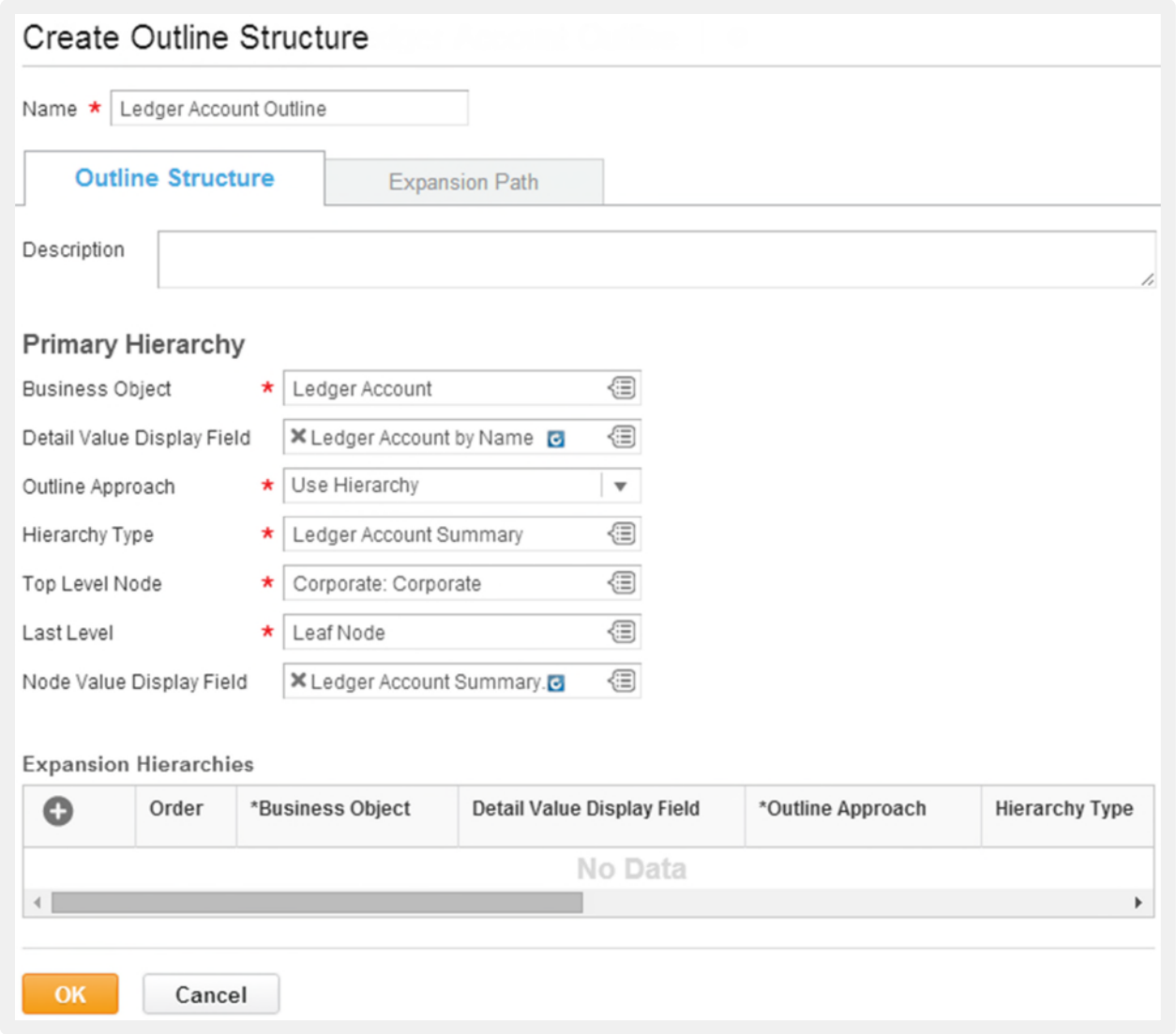


Figure 21 - Example of an Outline Structure based on the Ledger Account Summary

PRIMARY HIERARCHY

Any business object can be selected to be the Primary Hierarchy, i.e. the highest level. Once selected, the remaining fields within the Primary Hierarchy will default in and can be overridden. All fields are required except for the Detail Value Display Field and the Node Value Display Field.

Field	Information
BUSINESS OBJECT	This can include any business object.
DETAIL VALUE DISPLAY FIELD	The report field that is to be used on the report. Any valid Text, Single Instance, or Self Referencing Field associated with the Business Object can be used.
OUTLINE APPROACH	The approach specifies whether the outline level(s) defined will be based on one or more levels in a hierarchy or based on a field's value. The approach consists of Do Not Expand, Use Field Value, or Use Hierarchy.
HIERARCHY TYPE	Dependent on the Business Object; if an object is a child in the hierarchy structure, the Hierarchy Type will display the next level up. If the Business Object is the Hierarchy, the Hierarchy Type will be empty as it is already showing the top level.
TOP LEVEL NODE	Hierarchies that have been configured can be selected or a new one can be created.
LAST LEVEL	Ten node levels can be configured or the Leaf Node can be selected. A Leaf Node is the last level of the hierarchy; it has no child nodes associated with it.
NODE VALUE DISPLAY FIELD	Any valid Text, Single Instance or Self Referencing field associated with the class of the top level node for the hierarchy.

EXPANSION HIERARCHIES

The Expansion Hierarchies are optional and can contain the names of hierarchies and/or group by fields. Expansion Hierarchies use the same fields as primary hierarchies, with the addition of the First Level. For the First Level, ten levels can be configured, and it defaults to Level 2. Leaf node is available.

OUTLINE STRUCTURE WITHIN A COMPOSITE REPORT

Outline Structures can be utilized in various areas of the Composite Report.

For Columns, the Outline Structure is defined in the Hierarchy Data section. Include a Hierarchy Effective Date if a date other than today's date is needed.

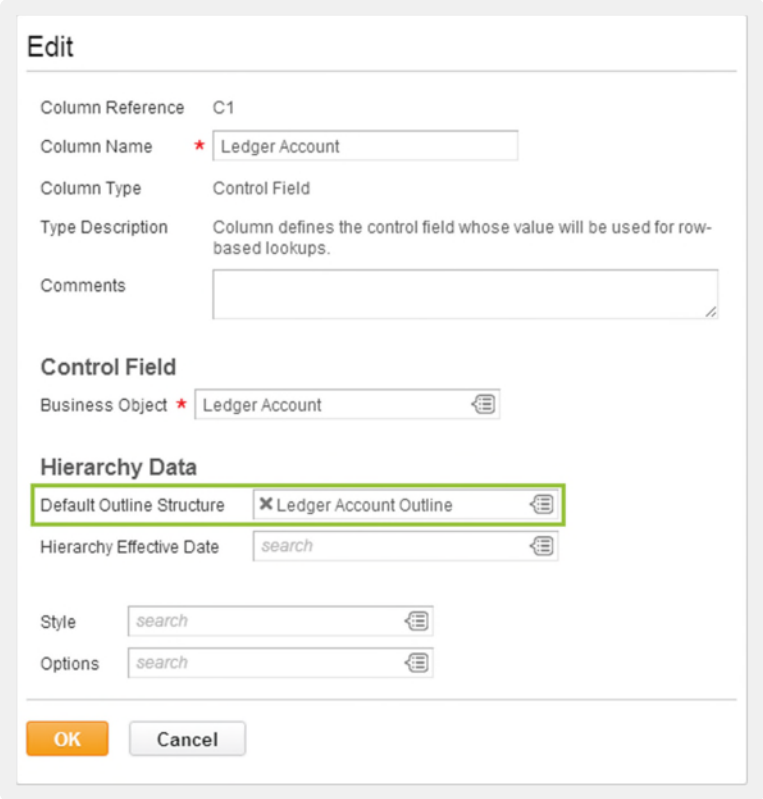


Figure 22 - Example of an Edit Column screen in which you can select the Default Outline Structure

Within a Row, you will define the Outline Structure within the Display Options section. The Include Nodes with No Data field should be checked if nodes should expand even if there is no data.

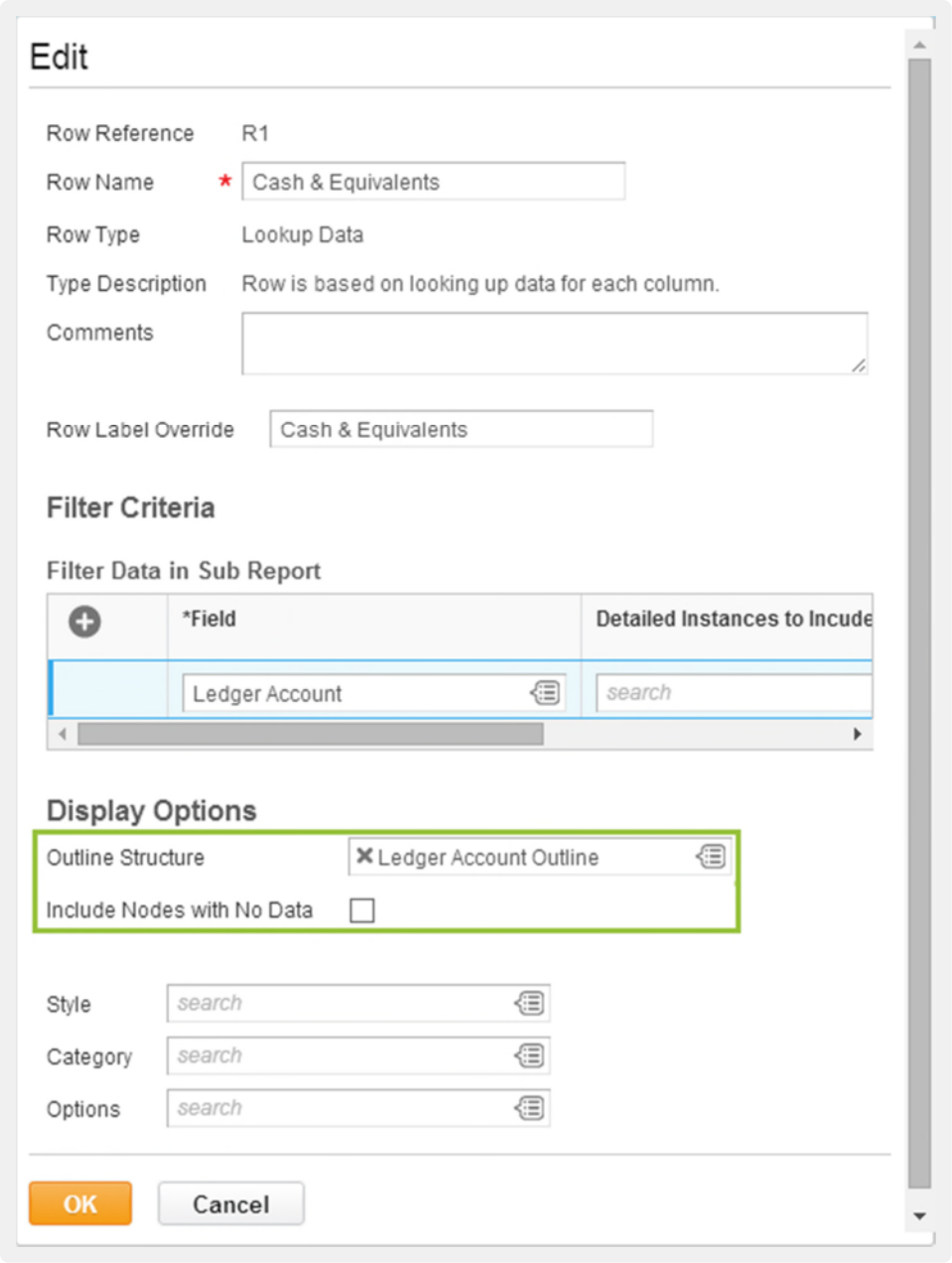


Figure 23 - Example of a Row Edit screen in which you can select the Outline Structure and select Include Nodes with No Data

ACTIVITY 3.1 – CREATE AN INCOME STATEMENT WITH ACCOUNT HIERARCHIES AND OUTLINING

Business Case: Global Modern Services requires an income statement in which they would like to view financial statement lines and expand such lines into individual account details. You will create an outline structure and utilize it on an income statement.

Sign in as Teresa Serrano (tserrano)

CREATE AN OUTLINE STRUCTURE

1. Enter *cre out struc* in the search box.
2. Launch the **Create Outline Structure** task.
3. Enter the following:

Field Name	***Entry Value***
Name	Ledger Account Outline
Business Object	Ledger Account
Detail Value Display Field	Ledger Account by Name
Outline Approach	Use Hierarchy
Hierarchy Type	Ledger Account Summary
Top Level Node	Corporate: Corporate
Last Level	Leaf Node
Node Value Display Field	Ledger Account Summary by Name

4. Click **OK**, then **Done**.

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **2.1 WICT - Income Statement** report to copy (NOTE: Do not select 2.2 WICT –Income Statement).
4. Click **OK**.

5. Update the report Name to **3.1 WICT - Income Statement**.
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Click on the **Report Definition link** to edit the report.

EDIT REPORT TO INCLUDE OUTLINING

1. Click on the **C1 Dropdown**.
2. Click **Edit**.
3. Verify and enter the following:

Field Name	***Entry Value***
Column Name	Ledger Account
Business Object	Ledger Account
Default Outline Structure	Ledger Account Outline

4. Click **OK**.

COMPLETE THE INCOME STATEMENT

1. Use the following information to configure the rows for the Income Statement:

#	***Row Name***	***Row Type***	***Hierarchy Nodes to Include / Calculation***	***Outline Structure***
1	Revenue	Lookup Data	Corporate: Revenue	Ledger Account Outline
2	Cost of Sales	Lookup Data	Corporate: Cost of Sales	Ledger Account Outline
3	Gross Profit	Calculation	Sum Range: R1 (Revenue) R2 (Cost of Sales)	
4	Empty Row 1			

#	Row Name	Row Type	Hierarchy Nodes to Include / Calculation	Outline Structure
5	Operating Expenses	Lookup Data	Corporate: Operating Expenses	Ledger Account Outline
6	Empty Row 2			
7	Other Income & Expenses	Lookup Data	Corporate: Other Income and Expenses	Ledger Account Outline
8	Income Taxes	Lookup Data	Corporate: Income Taxes	Ledger Account Outline
9	Empty Row 3	Empty		
10	Net Income	Calculation	Sum R3 (Gross Profit) R5 (Operating Expenses) R7 (Other Income & Expenses) R8 (Income Taxes)	

2. **Run** the report.

Your report should look like this:

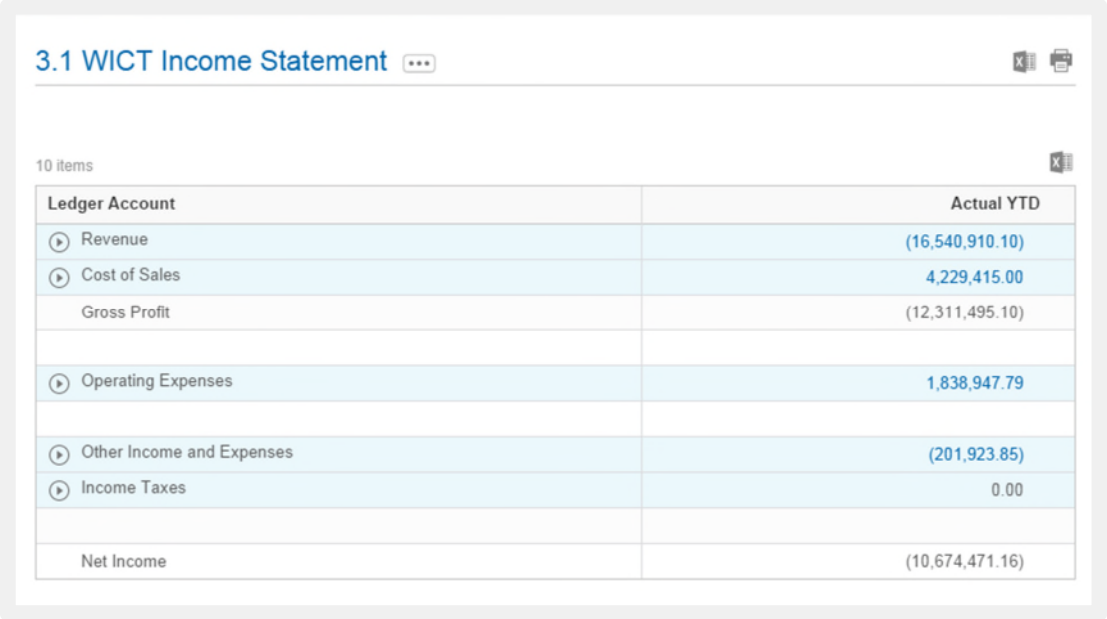


Figure 24 – Example of Income Statement with Outlining and Hierarchies

DISPLAY OPTIONS

Workday provides the ability to modify some of the display options within the composite report. For example, you may have noticed in previous reports that Revenue is displayed as a negative amount. We have the ability to change this within our row configuration.

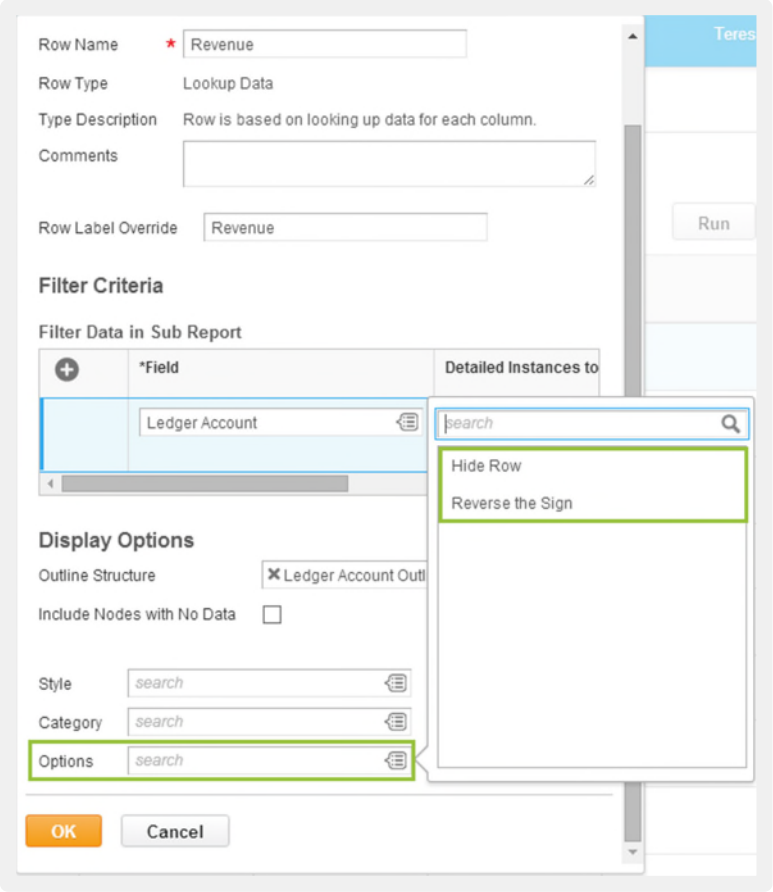


Figure 25 - Example of the Display Options available for a row.

Let's look at some of the options available to us.

REVERSE THE SIGN

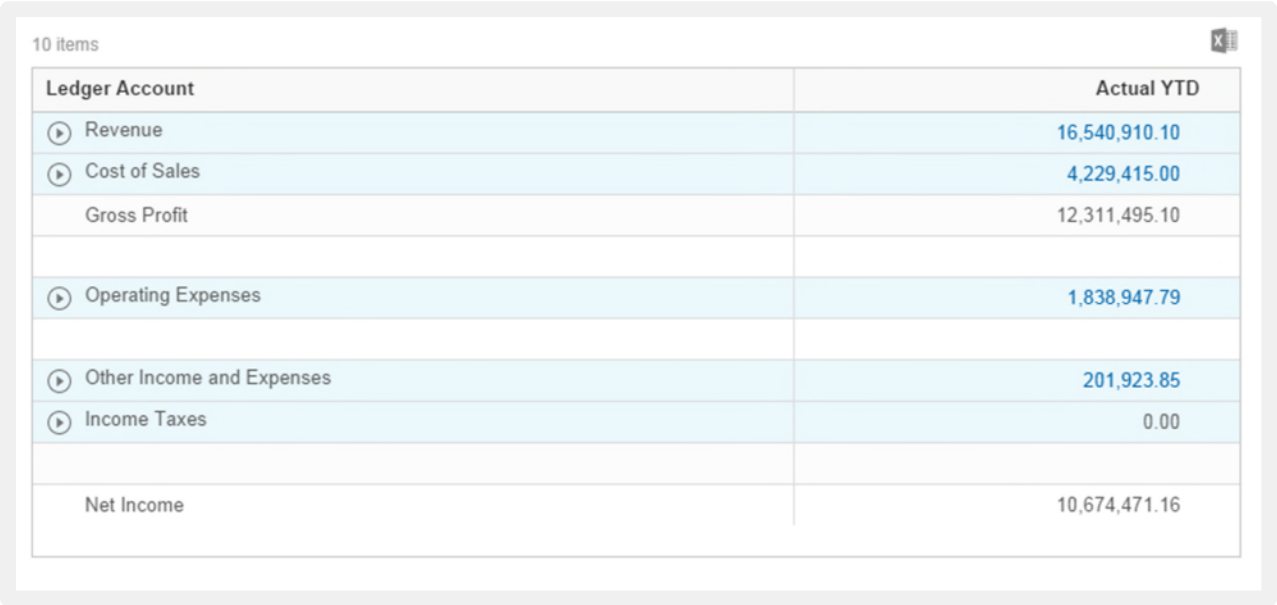
When data is retrieved on a report, users may want to see that data displayed in a specific manner. For example, when reporting Revenue, which is a 'credit' balance, it is standard to see Revenue displayed on a report in a positive fashion.

There are two ways to reverse the sign on a report. For rows, you can select Reverse the Sign in the Options field. This will apply the sign reversal to all cells within the row.

For Columns, you can select Reverse the Sign for columns defined as a calculation type column. Please note that this will override any cells in a row with a Reverse the Sign option already applied; however, you can change this by defining a Row Category and applying the

Reverse the Sign functionality to those rows that are associated with that Row Category. We will learn more about this in the next chapter.

Note: The Reverse the Sign change is purely cosmetic; it does not change the data underneath. The calculation will ignore whatever sign you have on the number when it is run.


10 items

Ledger Account	Actual YTD
Revenue	16,540,910.10
Cost of Sales	4,229,415.00
Gross Profit	12,311,495.10
Operating Expenses	1,838,947.79
Other Income and Expenses	201,923.85
Income Taxes	0.00
Net Income	10,674,471.16

Figure 26 - Example of Reverse the Sign on Revenue

HIDE

For Columns and Rows, you also have an option to Hide Column or Hide Row. Hiding columns or rows is useful when a column or row is needed for calculations but not necessarily needed for report presentation. You access this functionality by editing the column/row and using the Options drop down.

ACTIVITY 3.2 – EDIT COMPOSITE ROWS TO REVERSE THE SIGN

Business Case: Revenue appears as a negative in the system. However, for reporting purposes, revenue is viewed as positive. For the Income Statement, the revenue, gross profit, and net income calculations need the sign reversed to appear correctly.

Sign in as Teresa Serrano (tserrano)

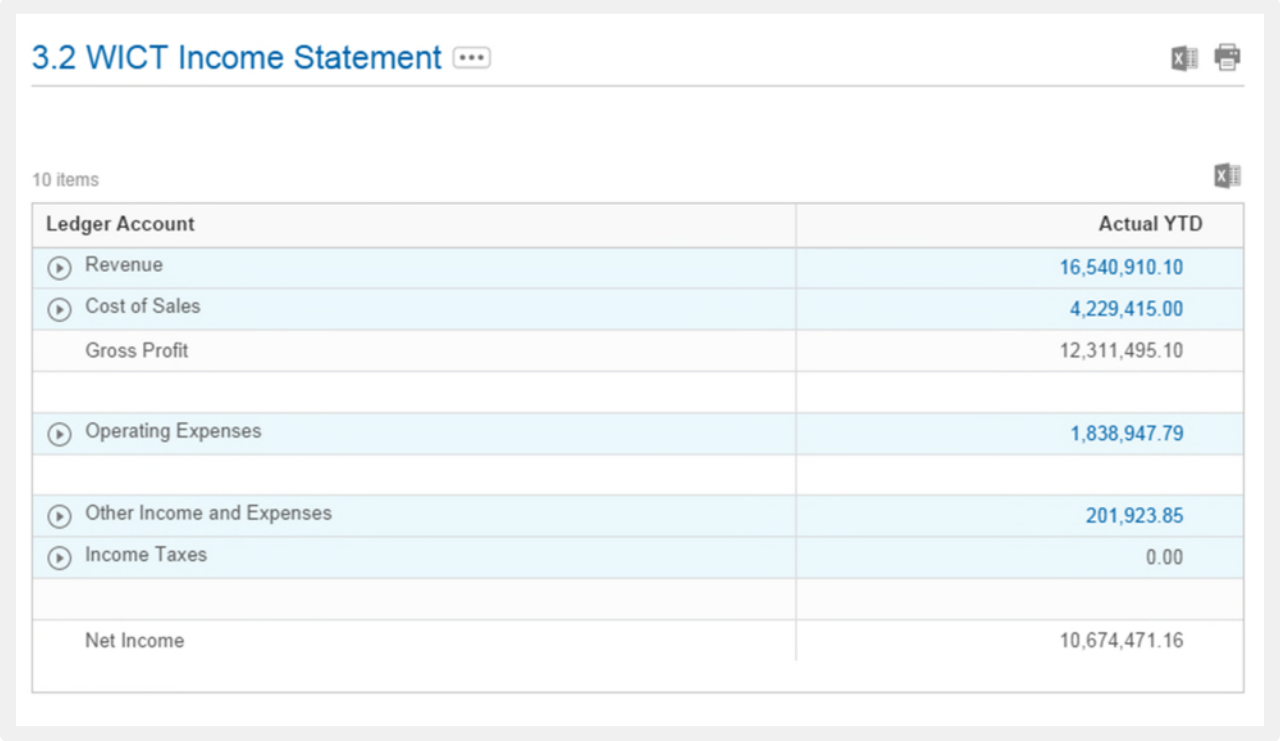
COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **3.1 WICT - Income Statement** report to copy.
4. Click **OK**.
5. Update the report Name to **3.2 WICT - Income Statement**.
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Click on the **Report Definition link** to edit the report.

EDIT ROWS TO REVERSE THE SIGN

1. Click on the **R1 Dropdown** (Revenue) and select **Edit**.
2. In the Display Options section, click on the **Options** prompt.
3. Select **Reverse the Sign**.
4. Click **OK**.
5. Repeat the steps above to modify the **R3 (Gross Profit), R7 (Other Income & Expense)** and **R10 (Net Income)** rows.

6. **Run** the report.



3.2 WICT Income Statement

10 items

Ledger Account	Actual YTD
Revenue	16,540,910.10
Cost of Sales	4,229,415.00
Gross Profit	12,311,495.10
Operating Expenses	1,838,947.79
Other Income and Expenses	201,923.85
Income Taxes	0.00
Net Income	10,674,471.16

Figure 27 – Example of a Composite Report using Reverse the Sign to accurately display Revenue, Gross Profit, Other Income and Expense, and Net Income results

CHAPTER 4 – MULTIPLE DATA SOURCES

OVERVIEW

We've now learned about the framework of building composite reports; we have learned how to build and include sub reports into our composite report, how to configure rows and columns, and how to use hierarchies and outlining to include detail in our report without all of the manual entry. From here out, we will focus on the features that support the framework of reporting.

We're going to start by looking at the features that add complexity to our data – including multiple data sources, multiple control fields, and how to use some of the display options to format the data correctly.

GOALS AND OBJECTIVES

At the end of this chapter, you will be able to:

- Incorporate multiple data sources into a single composite report.
- Configure conditional variance on calculation results to show both favorable and unfavorable results.
- Override a cell value within a report to incorporate data from a new source, to include a label on a row, or to perform a cell-level calculation.
- Configure repeating column groups in order to repeat a column, or set of columns
- Configure multiple control fields in a single report to add to the amount of detail on which you can report.

MULTIPLE DATA SOURCES

Workday captures a variety of data sets and each of those data sets is maintained in a unique Report Data Source (RDS). For example, in Workday most journals are created from operational transactions and are comprised of journal lines. These are stored in a Journal Lines RDS. Budgets are maintained by budget structures and data is either manually entered or uploaded via EIB. This Budget data is stored in a Budget Lines RDS.

Some financial reports require data from multiple RDSs. Composite reporting allows you to build a single report pulling from multiple sub reports (each reflecting a different data source). Remember, there are three data sources that support financial reporting requirements:

- Journal Lines for Financial Reporting
- Budget Lines for Financial Reporting
- Statistic Lines for Financial Reporting

The data sources contain all transactional fields and calculated fields needed to give Composite Reporting its dynamic reporting power.

Reminder: More information on the three Report Data Sources listed above, including how they are used as well as their primary filters, can be found in Chapter 1.

10 items

Ledger Account	Actual YTD	Budget YTD
Revenue	16,540,910.10	14,438,300.00
Cost of Sales	4,229,415.00	4,141,547.00
Gross Profit	12,311,495.10	10,296,753.00
Operating Expenses	1,838,947.79	7,339,946.55
Other Income and Expenses	201,923.85	750,000.00
Income Taxes	0.00	1,297,400.00
Net Income	10,674,471.16	2,409,406.45

Figure 28 - Example of Multiple Data Sources

ACTIVITY 4.1 – CREATE AN INCOME STATEMENT USING MULTIPLE DATA SOURCES

Business Case: Global Modern Services, Inc. (USA) requires another Income Statement that compares budget to actual amounts. The Income Statement will be a composite report comprised of two matrix sub reports that must be created to accommodate the Actuals and Budget, since they are separate Data Sources.

Sign in as Teresa Serrano (tserrano)

CREATE A BUDGET SUB REPORT

1. Enter *cre cust rep* in the search box.
2. Select **Create Custom Report** task.
3. Enter the following:

Field Name	*Entry Value*
Report Name	4.1 WICT Sub Report– Budget Lines
Report Type	Matrix
Data Source	Budget Lines for Financial Reporting

4. Click **OK**.
5. In the Data Source Filter field, select **Budget Lines for Company and Time Period**.
6. Enter the following in the **Row Grouping** grid:

Order	*Field*	*Sort*
1	Ledger Account	Alphabetical - Ascending

7. Enter the following in the **Define the Field(s) to Summarize** grid:

Order	*Summarization Type*	*Summarization Field*	*Label Override*	*Format*
1	Sum	Ledger/Budget Debit minus Credit	Amount	#,##0.00; (#,##0.00)

8. Click on the **Drill Down** tab.

9. Add the following in the **Drillable Fields** grid:

Order	*Field*	*Label Override*	*Sort*
1	Company		Alphabetical - Ascending
2	Cost Center		Alphabetical - Ascending
3	Region		Alphabetical - Ascending

10. Add the following in the **Detail Data** grid:

Order	*Field*	*Column Heading Override*	*Format*	*Options*
1	Company			
2	Cost Center			
3	Region			
4	Ledger/ Budget Period			
5	Ledger Account			
6	Worktags			
7	Ledger/Budget Debit minus Credit		#,##0.00;(#,##0.00)	Show Currency Code Column Show Currency Symbol

11. Click on the **Prompts** tab.

12. Check the **Populate undefined Prompt Defaults** box.

13. Enter the following in the **Prompt Defaults** section:

Order	*Field*	*Default Type*	*Default Value*	*Required*	*Do Not Prompt at Runtime*
1	Company	Specify Default Value	Global Modern Services, Inc. (USA)	✓	
2	Budget Structure	Specify Default Value	Budget	✓	✓
3	Amount Type	Specify Default Value	Activity	✓	✓
4	Time Period	Specify Default Value	Current Period YTD	✓	
5	Period	Specify Default Value	2013 – Mar	✓	
6	Budget Name	No Default Value			✓
7	Ledger Account / Summary	No Default Value			✓
8	Report Effective Date	No Default Value			✓

14. Click **OK**.

15. **Run** the report.

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **3.2 WICT - Income Statement** report to copy
4. Click **OK**.
5. Update the report Name to **4.1 WICT - Income Statement BvA**.

6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Click on the **Report Definition link** to edit the report.

EDIT THE INCOME STATEMENT TO INCLUDE A SECOND SUB-REPORT

Your income statement from Activity 3.1 had one sub-report that focused on Actual Results. The true power of Composite reporting lies in the power to work with multiple data sources that can only come from multiple sub-reports.

1. Click on the **C3 Dropdown**.
2. Hover-over **Define** then select **Data**.
3. Enter the following:

Field Name	***Entry Value***
Column Name	Budget YTD
Sub Report Name	4.1 WICT Sub Report – Budget Lines

4. Validate the following in the **Map Sub Report Prompts** grid:

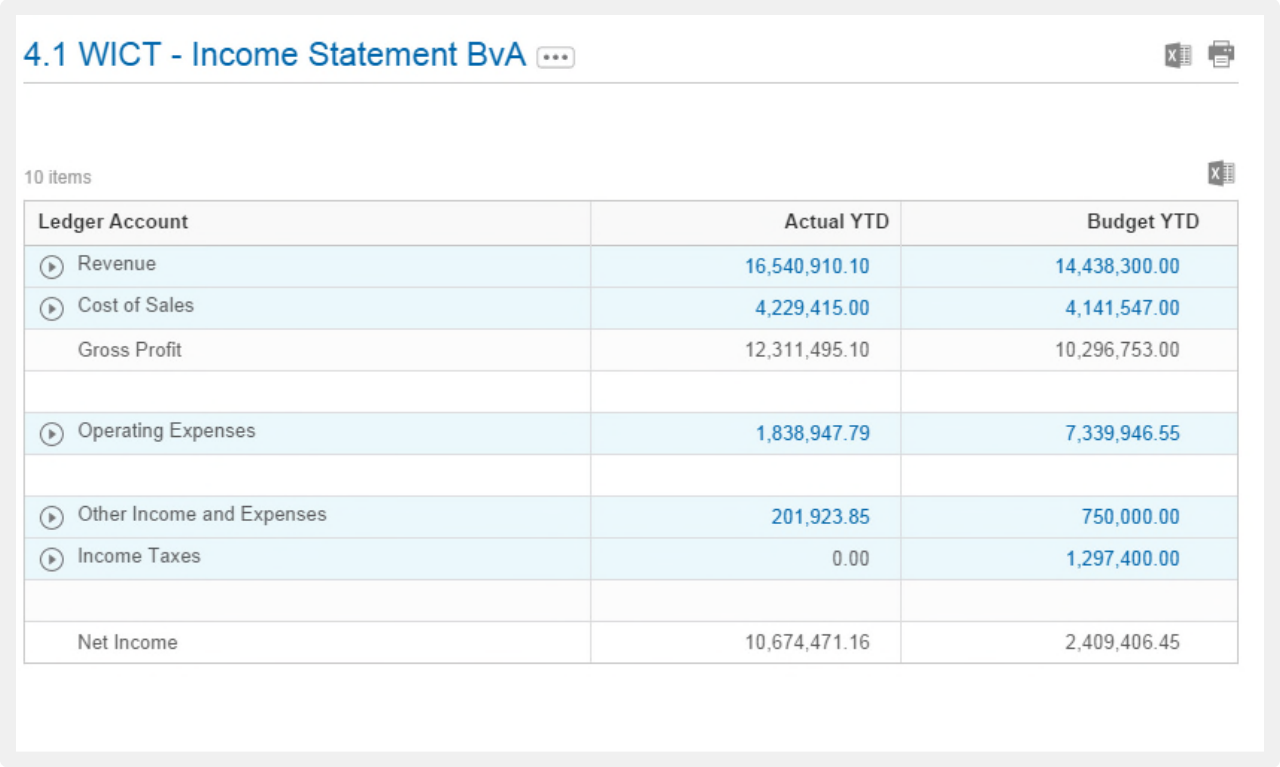
Prompt Field	***Value Type***	***Value***
Company	Specify Value	Global Modern Services, Inc. (USA)
Time period	Specify Value	Current Period YTD
Period	Specify Value	March 2013 (Standard Corporate Schedule)

5. Enter the following:

Field Name	***Entry Value***
Field to Aggregate	Amount
Style	WICT Drill-down Style

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

Your report should look like this:



4.1 WICT - Income Statement BvA

10 items

Ledger Account	Actual YTD	Budget YTD
Revenue	16,540,910.10	14,438,300.00
Cost of Sales	4,229,415.00	4,141,547.00
Gross Profit	12,311,495.10	10,296,753.00
Operating Expenses	1,838,947.79	7,339,946.55
Other Income and Expenses	201,923.85	750,000.00
Income Taxes	0.00	1,297,400.00
Net Income	10,674,471.16	2,409,406.45

Figure 29 - Example of a Composite Report with Multiple Data Sources

Note: Notice that data from both Budget and Actuals originate in two different RDSs, but are displayed in one report.

DISPLAY FAVORABLE AND UNFAVORABLE VARIANCES

To further refine our report, we can use several of the features that we have already explored to build a more accurate report. Composite reporting will let us report on favorable and unfavorable variances.

You already know that you can reverse the sign on a row to reflect a positive outcome; however, what happens if you include a column calculation that overrides the Reverse the Sign option on the row?

10 items

Ledger Account	Actual YTD	Budget YTD	Variance	% Variance
Revenue	16,540,910.10	14,438,300.00	2,102,610.10	-14.56%
Cost of Sales	4,229,415.00	4,141,547.00	(87,868.00)	-2.12%
Gross Profit	12,311,495.10	10,296,753.00	2,014,742.10	-19.57%
Operating Expenses	1,838,947.79	7,339,946.55	5,500,998.76	74.95%
Other Income and Expenses	201,923.85	750,000.00	(548,076.15)	73.08%
Income Taxes	0.00	1,297,400.00	1,297,400.00	100.00%
Net Income	10,674,471.16	2,409,406.45	8,265,064.71	-343.03%

Figure 30 - Example of the Column calculation (% Variance) overriding the Reverse the Sign switch

With composite reporting, you can create a Row Category to identify all of the rows that should be treated differently in a column calculation – appropriately displaying favorable and unfavorable variances.

Reminder: More information about Row Categories can be found in Chapter 2.

Once you define the category and apply it to the appropriate rows, you can specify in the column calculation that Reverse the Sign should be applied to those rows with that specific category.

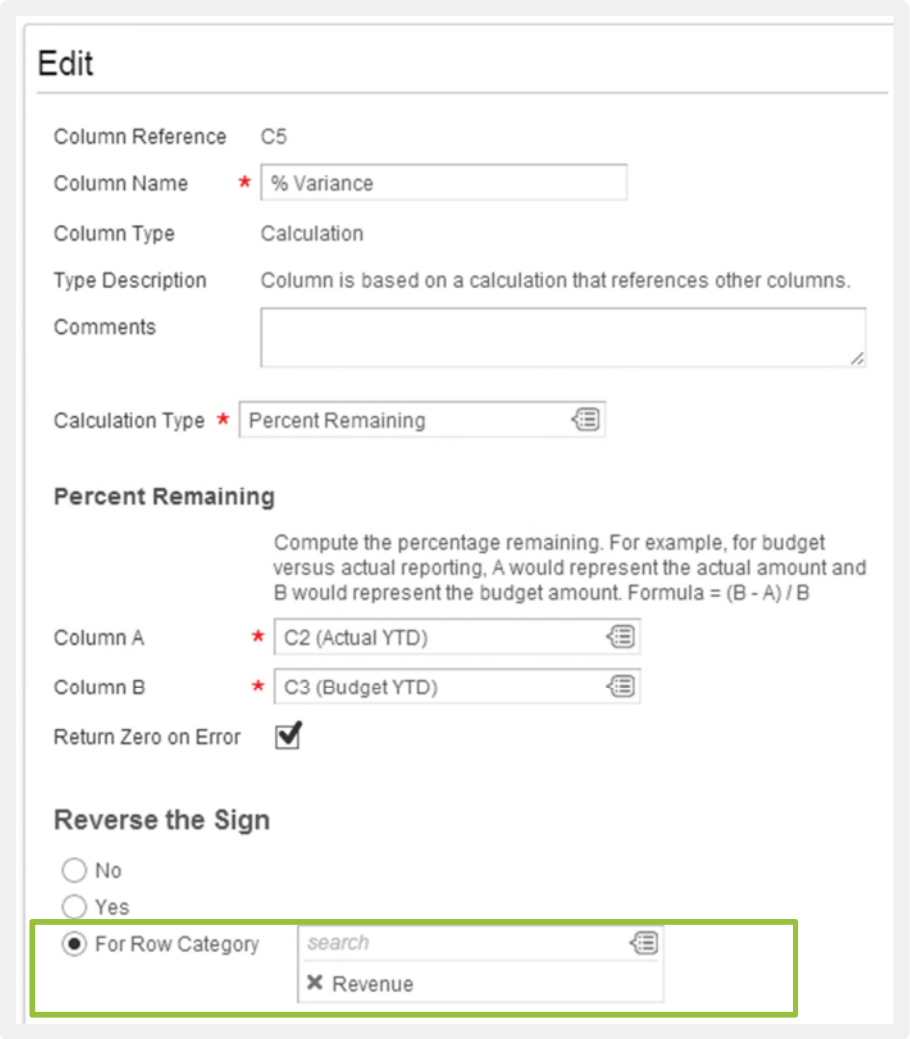


Figure 31 - Example of a Row Category selection in a Column calculation

ACTIVITY 4.2 – DISPLAY FAVORABLE AND UNFAVORABLE VARIANCES

Business Case: We now have the right (positive) values displaying in our Revenue, Gross Profit, Other Income, and Net Income rows. Next, we want to be able to identify that those specific rows should be treated differently in terms of reversing the sign on column calculations.

We will define a row category to specify which rows should have the signs reversed when creating a column calculation. This will let us display revenue in excess of budget as favorable and expense in excess of budget as unfavorable.

Sign in as Teresa Serrano (tserrano)

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **4.1 WICT - Income Statement BvA** report to copy.
4. Click **OK**.
5. Update the report Name to **4.2 WICT - Income Statement BvA**.
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Click on the **Report Definition link** to edit the report.

CALCULATE THE VARIANCE BETWEEN BUDGET AND ACTUAL

1. Click on the **C4 Dropdown**.
2. Hover-over **Define** then choose **Calculation**.
3. Enter the following:

Field Name	*Entry Value*
Column Name	Variance
Calculation Type	Difference
Column A	C3 (Budget YTD)
Column B	C2 (Actual YTD)
Reverse the Sign	No
Style	WICT – Drill-down Style

4. Click **OK**.

CREATE A REVENUE ROW CATEGORY

Note: Once the Revenue Row Category has been created, it will be saved as a category that you can apply to other rows.

1. Click on the **R1 Dropdown** (Revenue).
2. Click **Edit**.
3. In the Display Options section, click the **Prompt** icon next to Category.
4. Click **Create**.
5. Click **Create Composite Row Category**.
6. Enter *Revenue* into the Row Category Name.
7. Click **OK**.
8. Click **OK**.

APPLY THE REVENUE ROW CATEGORY TO ADDITIONAL ROWS

1. Click on the **R3 Dropdown** (Gross Profit).
2. Click **Edit**.
3. Click on the **Prompt** icon in the Category field.
4. Select **All** then choose **Revenue**.

5. Click **OK**.
6. Click on the **R7 Dropdown** (Other Income).
7. Click **Edit**.
8. Click on the **Prompt** icon in the Category field.
9. Click **All** then choose **Revenue**.
10. Click **OK**.
11. Click on the **R10 Dropdown** (Net Income).
12. Click **Edit**.
13. Click on the **Prompt** icon in the Category field.
14. Click **All** then choose **Revenue**.
15. Click **OK**.

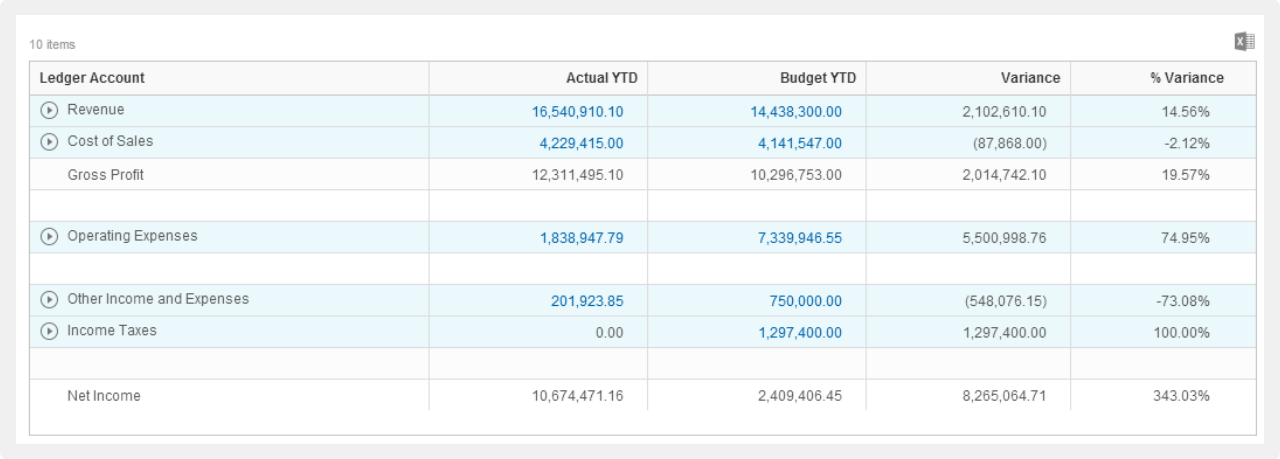
CALCULATE THE % VARIANCE BETWEEN BUDGET AND ACTUAL

1. Click on the **C5 Dropdown**.
2. Hover-over **Define** then select **Calculation**.
3. Enter the following:

Field Name	***Entry Value***
Column Name	% Variance
Calculation Type	Percent Remaining
Column A	C2 (Actual YTD)
Column B	C3 (Budget YTD)
Return Zero on Error	Checked
Reverse the Sign	For Row Category > All > Revenue

4. Click **OK**.
5. **Run** the report.

Your report should look like this:



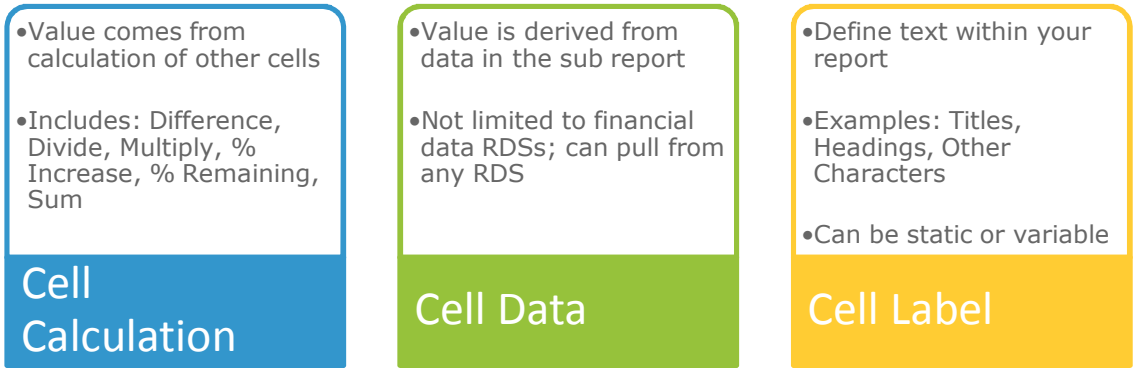
10 items

Ledger Account	Actual YTD	Budget YTD	Variance	% Variance
Revenue	16,540,910.10	14,438,300.00	2,102,610.10	14.56%
Cost of Sales	4,229,415.00	4,141,547.00	(87,868.00)	-2.12%
Gross Profit	12,311,495.10	10,296,753.00	2,014,742.10	19.57%
Operating Expenses	1,838,947.79	7,339,946.55	5,500,998.76	74.95%
Other Income and Expenses	201,923.85	750,000.00	(548,076.15)	-73.08%
Income Taxes	0.00	1,297,400.00	1,297,400.00	100.00%
Net Income	10,674,471.16	2,409,406.45	8,265,064.71	343.03%

Figure 32 - Example of a Calculation Column using Reverse the Sign and Row Categories to accurately display favorable results

CELLS

Report data consists of columns, rows, and cells. Cells provide an additional way for you to pull in data from another data source. A cell is the intersection of a column and a row, and Workday provides the ability to create a cell override that can contain data, a text label, or a calculation.



CELL TYPES

CALCULATION

Calculation cells are derived from values calculated from other cells within the Composite report. The calculation type determines the result, and is one of six types:

- Difference
- Divide
- Multiple
- Percent Increase
- Percent Remaining
- Sum

Note: Sum range is not valid for cells.

LABEL

Labels define text items within your report, i.e. titles, headings, or other characters. Cell labels can only be defined for cells within a Control Field column, or within a Column Header row.

Labels can be static text where the label does not change, or dynamic text where variables are defined.

Example: An example of a dynamic label is "Time Period 1/1/2014 to 1/31/2014." The variable would be the start and end dates, and will render based on the time period selected in the report criteria.

If a variable is a multi-instance field, meaning there are many values defined in the field, then the values will be linked, sorted alphabetically, separated by a comma. For example "Boston, Chicago, New York."

Variables must be one of the following fields:

- Report Name
- Run Date
- Run Date/Time
- Row Name
- Column Name
- Any report run time prompt
- Any sub report prompt
- Repeating fields (if the cell is in a column that is part of a repeating group)
- Other:
    - Report Owner
    - Run User
    - Report Tags
    - Prompt Instructions
    - Brief Description
    - More Info

DATA

Data cell types are derived from data from a sub report. The sub report used within the cell override can be any matrix report defined in Workday. The Edit Data window will look similar to that of a Column Edit Data window, and you will be able to enter the same required and optional information as needed.

ACTIVITY 4.3 – MODIFY COMPOSITE REPORT FOR A CELL OVERRIDE

Business Case: Global Modern Services reports their income statement showing the cost centers. They would like to enhance the report by adding square footage, and would also like to see net income by square footage. This activity utilizes a third RDS, Statistic Lines for Financial Reporting, and a cell override noting the square footage by cost center.

Sign in as Teresa Serrano (tserrano)

CREATE STATISTIC MATRIX SUB REPORT

1. Enter *cre cus rep* in the search box.
2. Select **Create Custom Report** task.
3. Enter the following:

Field Name	***Entry Value***
Report Name	4.3 WICT Sub Report – Square Footage
Report Type	Matrix
Data Source	Statistic Lines for Financial Reporting

4. Click **OK**.
5. Enter **Statistic Lines for Company and Reporting Time Period** in the Data Source Filter field.
6. On the Matrix tab, enter the following in the Row Grouping grid:

Order	***Field***	***Sort***
1	Region	Alphabetical - Ascending

7. Enter the following in the Define the Field(s) to Summarize grid:

Order	***Summarization Type***	***Summarization Field***	***Label Override***	***Format***
1	Sum	Value	Square Footage	#,##0;(#,##0)

8. Click the **Drill Down** tab.

9. Add the following in the **Drillable Fields** grid:

Order	*Field*	*Sort*
1	Company	Alphabetical – Ascending
2	Cost Center	Alphabetical – Ascending
3	Region	Alphabetical – Ascending

10. Enter the following in the **Detail Data** grid:

Order	*Field*	*Options*
1	Company	
2	Cost Center	
3	Region	
4	Period	
5	Worktags	
6	Value	

11. Click on the **Prompts** tab.

12. Check the **Populate undefined Prompt Defaults** box.

13. Enter the following in the Prompt Defaults section:

#	*Field*	*Default Type*	*Default Value*	*Required*	*Do Not Prompt at Runtime*
1	Company	Specify Default Value	Global Modern Services, Inc. (USA)	✓	
2	Statistic Definition	Specify Default Value	Sq Footage (Balance)	✓	
3	Time Period	Specify Default Value	Current Period	✓	
4	Period	Specify Default Value	2013 – Mar	✓	
5	Calculate Missing Balances	Specify Default Value	✓		✓
6	Report Effective Date				✓

#	Field	Default Type	Default Value	Required	Do Not Prompt at Runtime
7	Ledger / Budget Structure				✓

14. Click **OK**.
15. **Run** the report.

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **4.2 WICT – Income Statement BvA** report to copy.
4. Click **OK**.
5. Update the report Name to **4.3 WICT – Income Statement BvA**.
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Click on the **Report Definition link** to edit the report.

EDIT REPORT TO CREATE A COMPOSITE CELL

1. Click on the **R11 Dropdown**.
2. Hover-over **Define** then select the **Empty** option.
3. Enter *Empty Row 4* into the Row Name field.
4. Click **OK**.
5. Click on the **R12 Dropdown**.
6. Hover-over **Define** then select the **Empty** option.

7. Enter *Square Footage Row* into the Row Name field.
8. Click **OK**.
9. Click on the **R13 Dropdown**.
10. Hover-over **Define** then select the **Empty** option.
11. Enter *NI/SqFt* into the Row Name field.
12. Click **OK**.
13. Click on the **R12 C1 Dropdown**.
14. Hover-over **Define** then select the **Label** option.
15. Enter the following:

Field Name	***Entry Value***
Cell Name	Square Footage Label
Text Expression	Square Footage

16. Click **OK**.
17. Click on the **R12 C2 Dropdown**.
18. Hover-over **Define** then select the **Data** option.
19. Enter the following:

Field Name	***Entry Value***
Cell Name	Square Footage Data
Sub Report Name	4.3 WICT Sub Report – Square Footage

20. Enter the following:

Field Name	***Entry Value***
Field to Aggregate	Square Footage
Style	Workday Styles > Whole Number

21. Click **OK**.
22. Click on the **R13 C1 Dropdown**.

23. Hover-over **Define** then select the **Label** option.

24. Enter the following:

Field Name	***Entry Value***
Cell Name	Net Income / SqFt Label
Text Expression	Net Income / SqFt

25. Click **OK**.

26. Click on the **R13 C2 Dropdown**.

27. Hover-over **Define** then select the **Calculation** option.

28. Enter the following:

Field Name	***Entry Value***
Cell Name	Net Income / Square Foot
Calculation Type	Divide
Cell A	R10C2
Cell B	R12C2
Return Zero on Error	Checked
Style	WICT – Drill-down Style
Options	Reverse the Sign

29. Click **OK**.

30. **Run** the report.

Your report should look like this:

13 items

Ledger Account	Actual YTD	Budget YTD	Variance	% Variance
Revenue	16,540,910.10	14,438,300.00	2,102,610.10	14.56%
Cost of Sales	4,229,415.00	4,141,547.00	(87,868.00)	-2.12%
Gross Profit	12,311,495.10	10,296,753.00	2,014,742.10	19.57%
Operating Expenses	1,838,947.79	7,339,946.55	5,500,998.76	74.95%
Other Income and Expenses	201,923.85	750,000.00	(548,076.15)	-73.08%
Income Taxes	0.00	1,297,400.00	1,297,400.00	100.00%
Net Income	10,674,471.16	2,409,406.45	8,265,064.71	343.03%
Square Footage	29,500			
Net Income / SqFt	361.85			

Figure 33 - Example of a Cell Override to display Labels, Data, and a Calculation

REPEATING COLUMN GROUP

A repeating column group defines a column, or a series of columns, that should be repeated within the composite report based upon a set of values (e.g., a set of cost centers). If a series of columns are defined for a repeating column group, they must be contiguous (i.e., next to each other with no intervening columns that are not part of the repeating column group).

The "Data", "Calculation" and "Empty" columns types can all be a part of a repeating column group. "Control Field" columns cannot be part of a repeating column group.

SETTING UP A REPEATING COLUMN GROUP

There are several ways to create a repeating column group:

- Option 1: Click on the column drop-down, and select Repeating Column Group, or
- Option 2: Click on the column drop-down, select Edit. In the Repeating Column Group field, click on the prompt then select Create.

Selecting the first option only allows you to create a new repeating column group; it does not allow you to associate the column with an existing group. The second option has more steps, but is the recommended choice if you want more than one column to be part of the group.

The process of creating a new repeating column group is easy. At a high level, this is what it looks like:

1. In the Column Edit window, click on the **prompt** icon in the Repeating Column Group field.
2. Click on **Create** then select **Create Repeating Column Group**.
3. Identify a name for the group. This won't appear on the report; rather, it is used to let you pick the appropriate group for other columns.
4. Identify what the Controlling Field is- meaning, on which field do you want to repeat? Cost Center? Region?
5. Click **OK** once you have filled in the remaining Column information.
6. For any other columns that you want included in this group, select the Repeating Column Group name that you established in step #3.

Note: When creating a Repeating Column Group, the field must be in a sub report. Also, when combining two columns with two different data sources, the field must be on both sub reports.

ACTIVITY 4.4 – CREATE A REPEATING COLUMN GROUP

Business Case: Global Modern Services, Inc. (USA) operates using Regions. To satisfy the requirement of showing each Region's Current YTD and Prior YTD amounts, a repeating column group needs to be added to their Income Statement.

Sign in as Teresa Serrano (tserrano)

COPY THE WICT SUB REPORT – JOURNAL LINES

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **1.1 WICT Sub Report – Journal Lines** report to copy.
4. Click **OK**.
5. Update the report Name to **4.4 WICT Sub Report – Journal Lines**
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Edit the report by selecting the related action of Custom Report > Edit.

EDIT THE WICT SUB REPORT – JOURNAL LINES

Note: For a field to be used as a Repeating Column Group, it must be included in the **Row Grouping** section of the sub reports.

1. On the **Matrix** tab, update your **Row Grouping** grid:

Order	*Field*	*Sort*
1	Ledger Account	Alphabetical - Ascending
2	Region	Alphabetical - Ascending

2. Click **OK**.
3. **Run** the report.

COPY THE WICT SUB REPORT – BUDGET LINES

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **4.1 WICT Sub Report – Budget Lines** report to copy.
4. Click **OK**.
5. Update the report Name to **4.4 WICT Sub – Budget Lines.**
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Edit the report by selecting the related action of Custom Report > Edit.

EDIT WICT SUB REPORT – BUDGET JOURNAL LINES

1. On the **Matrix** tab, update your **Row Grouping** grid:

Order	***Field***	***Sort***
1	Ledger Account	Alphabetical - Ascending
2	Region	Alphabetical - Ascending

2. Click **OK**.
3. **Run** the report.

COPY THE INCOME STATEMENT

1. Enter *copy cus rep* in the search box.
2. Select **Copy Custom Report** task.

3. Select the **4.2 WICT – Income Statement BvA** report.
4. Click **OK**.
5. Enter **4.4 WICT – Income Statement BvA by Region** in the Report Name field.
6. Make sure the Temporary Report box is not checked.
7. Click **OK**.
8. Click **OK**.

ADD A REPEATING COLUMN GROUP

1. Click on the Report Definition link to edit the report.
2. Click on the **C2 Dropdown** (Actual YTD), then select **Edit**.
3. In the Sub Report Name field, select the **4.4 WICT Sub Report – Journal Lines** report.
4. In Field to Aggregate, select **Amount**.
5. Under Repeating Column Group**,** click the **Prompt** icon.
6. Click **Create**.
7. Select **Create Repeating Column Group**.
8. Enter the following:

Field Name	***Entry Value***
Repeating Column Group	Region
Controlling Field	Region

9. Click **OK**.
10. Click **OK**.
11. Click on the **C3 Dropdown** (Budget YTD) and choose **Edit**.
12. In the Sub Report Name field, select the **4.4 WICT Sub Report – Budget Lines** report.

13. In Field to Aggregate, select **Amount**.
14. Under Repeating Column Group, click on the **Prompt**.
15. Choose **All** then **Region.**
16. Click **OK**.
17. **Run** the report.

Your report should look like this:

10 items

Ledger Account	EU - Northern		Headquarters - Corporate		US - Central		US - Northeast	
	Actual YTD	Budget YTD	Actual YTD	Budget YTD	Actual YTD	Budget YTD	Actual YTD	Budget YTD
Revenue	0.00	0.00	0.00	0.00	3,969,555.65	0.00	3,723,750.00	0.00
Cost of Sales	0.00	0.00	0.00	0.00	863,940.00	0.00	1,016,400.00	0.00
Gross Profit	0.00	0.00	0.00	0.00	3,105,615.65	0.00	2,707,350.00	0.00
Operating Expenses	114.87	0.00	1,284,880.66	897,360.50	92,531.29	194,347.00	164,666.48	173,737.00
Other Income and Expenses	0.00	0.00	(26,500.00)	0.00	0.00	0.00	0.00	0.00
Income Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	(114.87)	0.00	(1,311,380.66)	(897,360.50)	3,013,084.36	(194,347.00)	2,542,683.52	(173,737.00)

Figure 34 – Example of using Repeating Column Groups to display information by Region

MULTIPLE CONTROL FIELD COLUMNS

You have learned how to add data complexity to your composite report by adding additional report data sources and by using the repeating columns feature to easily repeat data based on specific criteria. You can also add complexity to a report by having multiple control field columns.

As defined earlier, a control field is used in conjunction with a lookup data row to determine the filter criteria that will be used for the corresponding row in the composite report. A control field must be a field that is contained in each of the sub reports that will be used in the Composite Report. For example, in the activities that we have completed so far, our control field has been our ledger accounts, and our rows have reflected ledger accounts or ledger account summaries.

A report can contain up to six Control Field columns. The multiple control fields will be used in the filter that will further add to the amount of detail you can report. Examples of using multiple control fields may include:

- Ledger account with project
- Ledger account with cost center
- Ledger account with cost center and region

ACTIVITY 4.5 – LIST ACCOUNT BALANCES WITH MULTIPLE CONTROL FIELDS

Business Case: Your organization has requested Ending Balances by Ledger Account for each Region and Cost Center.

Sign in as Teresa Serrano (tserrano)

TASK1 - CREATE A NEW SUB REPORT

1. Enter *copy cus rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **4.4 WICT Sub Report – Journal Lines** report.
4. Click **OK**.
5. Name the report **4.5 WICT Sub Report – Journal Lines Translated.**
6. Click **OK**.
7. Click **OK**.
8. Edit the report by selecting the related action of Custom Report > Edit.
9. On the Matrix tab, make the following changes to the Row Grouping field:

Order	*Field*	*Sort*
1	Ledger Account	Alphabetical - Ascending
2	Company	Alphabetical - Ascending
3	Cost Center	Alphabetical - Ascending
4	Region	Alphabetical - Ascending

10. Make the following changes in the Field(s) to Summarize grid:

Order	*Summarization Type*	*Summarization Field*	*Label Override*	*Format*
1	Sum	Translated Debit Amount	Debit Amount	#,##0.00;(#,##0.00)

Order	*Summarization Type*	*Summarization Field*	*Label Override*	*Format*
2	Sum	Translated Credit Amount	Credit Amount	#,##0.00;(#,##0.00)
3	Sum	Translated Debit Minus Credit Amount	DR – CR Amount	#,##0.00;(#,##0.00)
4	Sum	Translated Credit Minus Debit Amount	CR – DR Amount	#,##0.00;(#,##0.00)

11. Click on the **Prompts** tab.

12. Check the **Populate undefined Prompt Defaults** box.

13. Update ***Amount Type, Time Period, Account Translation Rule Set, Translation Currency, Calculate Translation Gain or Loss, and Ledger Accounts and Summaries*** in the **Prompt Defaults** section. Validate the remaining row prompts.

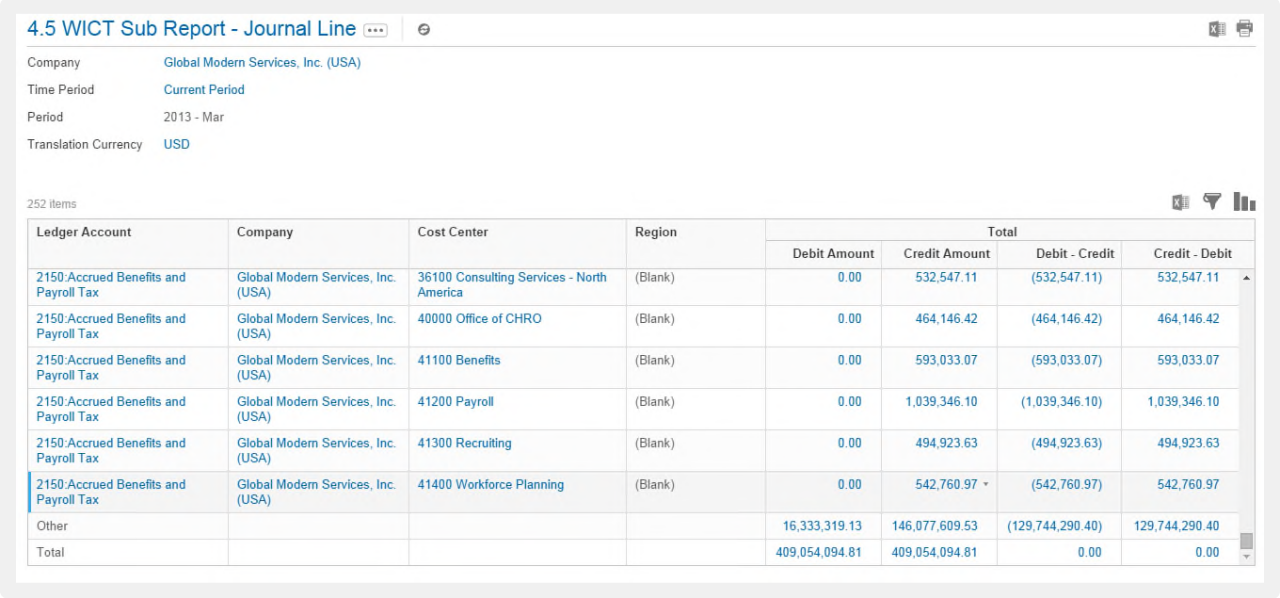
#	*Field*	*Default Type*	*Default Value*	*Required*	*Do Not Prompt at Runtime*
1	Company	Specify Default Value	Global Modern Services, Inc. (USA)	✓	
2	Ledger	Specify Default Value	Actuals	✓	✓
3	Amount Type	Specify Default Value	Ending Balance	✓	
4	Time Period	Specify Default Value	Current Period	✓	
5	Period	Specify Default Value	2013 – Mar	✓	
6	Account Translation Rule Set	Specify Default Value	Consolidations	✓	✓
7	Translation Currency	Specify Default Value	USD	✓	✓

#	Field	Default Type	Default Value	Required	Do Not Prompt at Runtime
8	Calculate Translation Gain or Loss	Specify Default Value	Checked	✓	✓
9	Balancing Worktags	No Default Value			✓
10	Book	No Default Value			✓
11	Budget Structure	No Default Value			✓
12	Ledger Accounts and Summaries	No Default Value			✓
13	Report Effective Date	No Default Value			✓
14	Calculate Current Year Retained Earnings	No Default Value			✓
15	Eliminations Only	No Default Value			✓
16	Perform Intercompany Eliminations	No Default Value			✓
17	Perform InterWorktag Eliminations	No Default Value			✓

14. Click **OK**.

15. **Run** the report.

Your output should resemble this (note that your total debits equal total credits):



4.5 WICT Sub Report - Journal Line

Company: Global Modern Services, Inc. (USA)
Time Period: Current Period
Period: 2013 - Mar
Translation Currency: USD

252 items

Ledger Account	Company	Cost Center	Region	Total			
				Debit Amount	Credit Amount	Debit - Credit	Credit - Debit
2150:Accrued Benefits and Payroll Tax	Global Modern Services, Inc. (USA)	36100 Consulting Services - North America	(Blank)	0.00	532,547.11	(532,547.11)	532,547.11
2150:Accrued Benefits and Payroll Tax	Global Modern Services, Inc. (USA)	40000 Office of CHRO	(Blank)	0.00	464,146.42	(464,146.42)	464,146.42
2150:Accrued Benefits and Payroll Tax	Global Modern Services, Inc. (USA)	41100 Benefits	(Blank)	0.00	593,033.07	(593,033.07)	593,033.07
2150:Accrued Benefits and Payroll Tax	Global Modern Services, Inc. (USA)	41200 Payroll	(Blank)	0.00	1,039,346.10	(1,039,346.10)	1,039,346.10
2150:Accrued Benefits and Payroll Tax	Global Modern Services, Inc. (USA)	41300 Recruiting	(Blank)	0.00	494,923.63	(494,923.63)	494,923.63
2150:Accrued Benefits and Payroll Tax	Global Modern Services, Inc. (USA)	41400 Workforce Planning	(Blank)	0.00	542,760.97	(542,760.97)	542,760.97
Other				16,333,319.13	146,077,609.53	(129,744,290.40)	129,744,290.40
Total				409,054,094.81	409,054,094.81	0.00	0.00

Figure 35 – Matrix report noting Account Balances by company, Cost Center, and Region. (sub-report to be used in Composite Report)

TASK2 - CREATE ACCOUNT BALANCE BY REGION & COST CENTER

1. Enter *cre cust rep* in the search box.
2. Select **Create Custom Report** task.
3. Enter the following:

Field Name	***Entry Value***
Report Name	4.5 WICT – Account Balance by Region & Cost Center
Report Type	Composite

4. Click **OK**.
5. Click on the **C1 Dropdown**.
6. Hover-over **Define** then select **Control Field**.
7. Enter the following:

Field Name	***Entry Value***
Column Name	Ledger Account
Business Object	Ledger Account

8. Click **OK**.
9. Click on the **C2 Dropdown**.
10. Click **Define** then select the **Data** option.
11. Enter the following:

Field Name	***Entry Value***
Column Name	Ending Balance
Sub Report Name	4.5 WICT Sub Report – Journal Lines Translated

12. Enter the following:

Field Name	***Entry Value***
Field to Aggregate	DR – CR Amount
Style	WICT – Drill-down Style

13. Click **OK**.
14. Click on the **C2 Dropdown**.
15. Select **Insert**.
16. Click on the **C2 Dropdown**.
17. Hover-over **Define** then select **Control Field**.
18. Enter the following:

Field Name	***Entry Value***
Column Name	Region
Business Object	Region

19. Click **OK**.
20. Click on the **C3 Dropdown**.
21. Select **Insert**.
22. Click on the **C3 Dropdown**.
23. Hover-over **Define** then select **Control Field**.

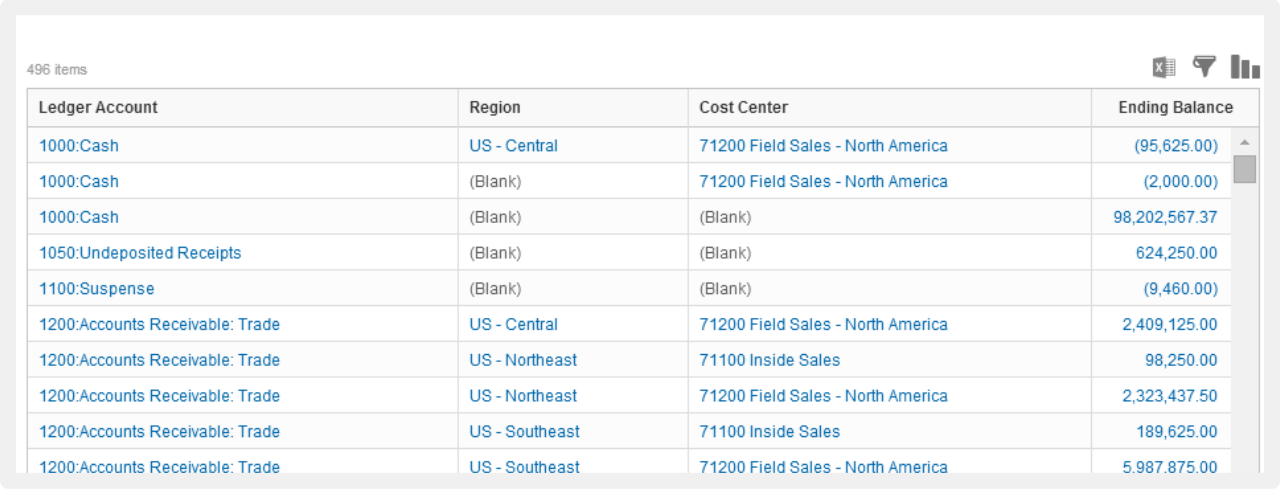
24. Enter the following:

Field Name	*Entry Value*
Column Name	Cost Center
Business Object	Cost Center

25. Click **OK**.

26. **Run** the report.

Your report should look like this:



Ledger Account	Region	Cost Center	Ending Balance
1000:Cash	US - Central	71200 Field Sales - North America	(95,625.00)
1000:Cash	(Blank)	71200 Field Sales - North America	(2,000.00)
1000:Cash	(Blank)	(Blank)	98,202,567.37
1050:Undeposited Receipts	(Blank)	(Blank)	624,250.00
1100:Suspense	(Blank)	(Blank)	(9,460.00)
1200:Accounts Receivable: Trade	US - Central	71200 Field Sales - North America	2,409,125.00
1200:Accounts Receivable: Trade	US - Northeast	71100 Inside Sales	98,250.00
1200:Accounts Receivable: Trade	US - Northeast	71200 Field Sales - North America	2,323,437.50
1200:Accounts Receivable: Trade	US - Southeast	71100 Inside Sales	189,625.00
1200:Accounts Receivable: Trade	US - Southeast	71200 Field Sales - North America	5,987,875.00

Figure 36- Example of Multiple Control Fields in a single Composite Report

CHAPTER 5 – COLUMN FILTERS AND PROMPTS

OVERVIEW

Workday Financial Composite Reporting uses sub reports as its report base. Sub Reports are used across multiple reports and makes management of reports very efficient. With the Composite report, Workday provides the ability to use column filters, prompts, and prompt sets in order to let you further refine the information within the report, making the report unique.

OBJECTIVES

By the end of this chapter, you will be able to:

- Explain the benefits of using column filters, prompts, and prompt sets within composite reports.
- Create at least one column filter to further refine the data in your report.
- Define one or more prompts to display at runtime for a composite report.
- Identify the proper order in which to create a prompt set.
- Create a prompt set and configure at least one field to prompt at runtime.

COLUMN FILTERS

Column filters allow users to be able to easily compare data across columns instead of rows.

Cost Center	Salaries & Wages	Office & Administration	Facilities	Travel & Entertainment	Total Operating Expenses
32000 Research & Development	0.00	0.00	0.00	1,586.14	1,586
32300 R&D - Product Development	0.00	51.70	0.00	0.00	52
33000 Global Support Center	0.00	0.00	0.00	9,784.09	9,784
34000 Facilities	0.00	87,378.00	123,492.00	0.00	210,870
35000 Program Management	0.00	0.00	0.00	1,552.50	1,553
40000 Office of CHRO	0.00	0.00	0.00	4,466.14	4,466

Figure 37 - Ledger Accounts by Column

ADDITIONAL FILTER CRITERIA

Column filters are located within the Edit Column window of your Composite Report, and are associated with the Data column type.

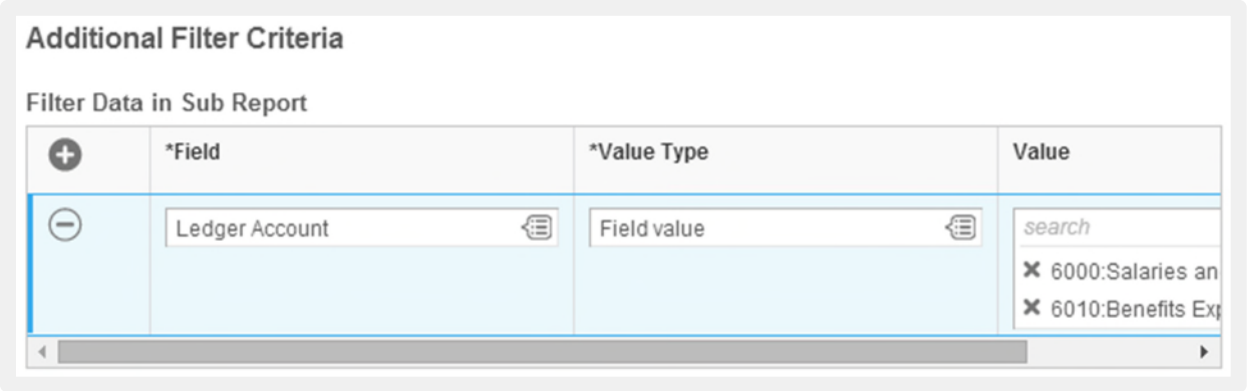


Figure 38 - Example of the additional filter criteria settings in an edit column window.

Use Additional Filter Criteria to further refine the data returned from a sub report. For example, if your sub report is based on ledger accounts, you can use Additional Filter Criteria to specify which specific Ledger accounts to include.

Text	Description
FIELD	The field used to further define data from the sub report. For example, Ledger Account will allow you to select general ledger account numbers to filter and Cost Center will allow the different tenanted cost centers to be filtered.
VALUE TYPE	Two options exist, Field value or Hierarchy Nodes. Field value is based on the field selected. If you select Ledger Account, the value of the ledger account will appear, i.e. 6000: Revenue. Hierarchy Nodes will display based on the hierarchy the Field is associated to, i.e. Corporate: Revenue.
VALUE	The specific values based on the field and value type selected. For example, if field is Category from a sub report using the RDS from Spend, the spend categories will be returned for you to select.

FILTER DATA IN SUB REPORT

Filters are created in the Filter Data in Sub Report grid. Please note that if you filter at the sub report level, only those filtered options are available in the composite report. You can do additional filtering at the composite report level, but will not be able to access items which were filtered at the sub report level.

ACTIVITY 5.1 – USE COLUMN FILTERS TO CREATE AN OPERATING EXPENSE REPORT

Business Case: The management team regularly reviews the operating expenses to control costs. They require a report by Cost Center showing the operating expenses for Salaries and Wages, Office And Administration, Facilities, and Travel and Entertainment accounts. The report should total for each Cost Center and for each ledger account grouping.

Sign in as Teresa Serrano (tserrano)

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **4.4 WICT Sub Report – Journal Lines** report to copy.
4. Click **OK**.
5. Update the report Name to **5.1 WICT Sub Report – Journal Lines.**
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Edit the report by selecting the related action of Custom Report > Edit.

ADD COST CENTER TO THE WICT SUB REPORT – JOURNAL LINES

Reminder: For a report to break out data by a certain field, such as Cost Center, that field must be included in the Row Grouping section of the sub report. These first steps modify the earlier sub report to include Cost Center.

1. On the Matrix tab, add **Cost Center** to the Row Grouping grid:

Order	*Field*	*Sort*
1	Ledger Account	Alphabetical - Ascending
2	Region	Alphabetical – Ascending
3	Cost Center	Alphabetical - Ascending

2. Click **OK**.
3. **Run** the report.

CREATE A CUSTOM REPORT

1. Enter *cre cus rep* in the search box.
2. Select **Create Custom Report** task.
3. Enter the following:

Field Name	*Entry Value*
Report Name	5.1 WICT – Operating Expense by Cost Center
Report Type	Composite

4. Click **OK**.
5. Click on the **C1 Dropdown**.
6. Hover-over **Define** then select **Control Field**.
7. Enter the following:

Field Name	*Entry Value*
Column Name	Cost Center
Business Object	Cost Center

8. Click **OK**.
9. Click on the **C2 Dropdown**.
10. Hover-over **Define** then select **Data**.
11. Enter the following:

Field Name	*Entry Value*
Column Name	Salaries & Wages
Sub Report Name	5.1 WICT Sub Report – Journal Lines

12. Validate the following in the Map Sub Report Prompts grid:

Prompt Field	*Value Type*	*Value*
Company	Specify Value	Global modern services, Inc. (USA)
Time period	Specify Value	Current Period YTD
Period	Specify Value	2013 – Mar

13. Enter the following in the Additional Filter Criteria grid:

Field	*Value Type*	*Value*
Ledger Account	Field Value	6000: Salaries and Wages 6010: Benefit Expenses

14. Enter the following:

Field Name	*Entry Value*
Field to Aggregate	Amount
Style	WICT – Drill-down Style

15. Click **OK**.
16. Click on the **C2 Dropdown**.
17. Choose **Duplicate**.
18. Click on the **C3 Dropdown**.
19. Choose **Edit**.
20. Update the following fields:

Field Name	*Entry Value*
Column Name	Office & Administration
Additional Filter Criteria > Values	6300: Office and Administration

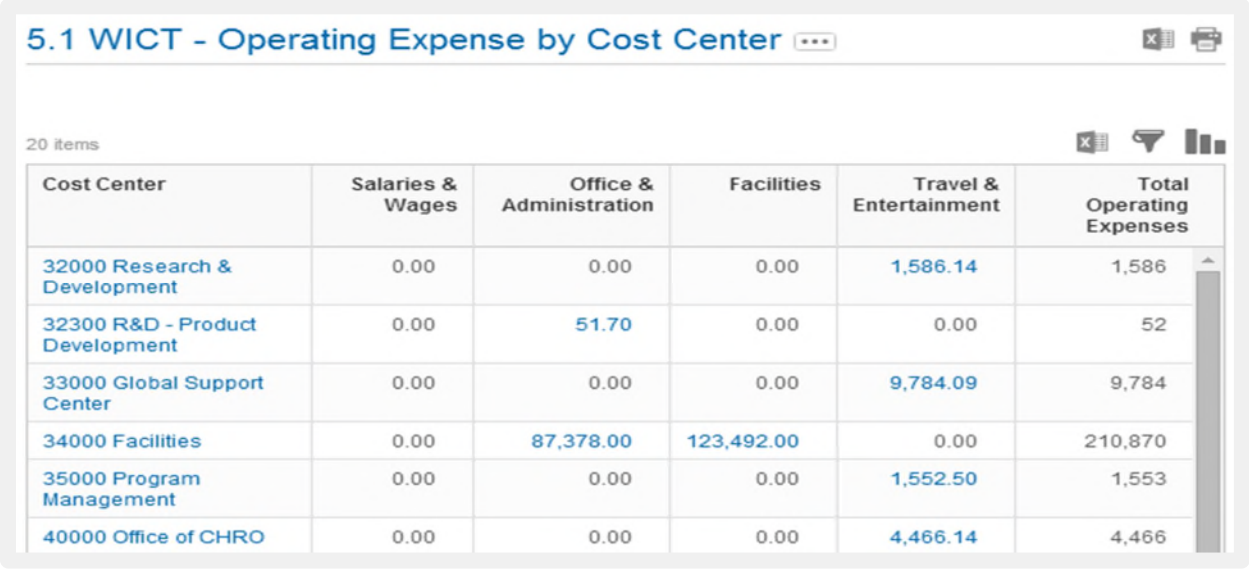
21. Click **OK**.

22. Configure the remaining columns using the information below. Use the Duplication process for Data columns. Please note the first three columns have already been built.

#	Column Name	Type	Filter Value	Calculation
1	Cost Center	Control		
2	Salaries & Wages	Data	6000: Salaries and Wages 6010: Benefit Expenses	
3	Office & Administration	Data	6300: Office and Administration	
4	Facilities	Data	6100: Facilities	
5	Travel & Entertainment	Data	6800: Travel and Entertainment	
6	Total Operating Expenses	Calculation		Sum Range C2 (Salaries & Wages) C5 (Travel & Entertainment)

23. **Run** the report.

Your report should look like this:



Cost Center	Salaries & Wages	Office & Administration	Facilities	Travel & Entertainment	Total Operating Expenses
32000 Research & Development	0.00	0.00	0.00	1,586.14	1,586
32300 R&D - Product Development	0.00	51.70	0.00	0.00	52
33000 Global Support Center	0.00	0.00	0.00	9,784.09	9,784
34000 Facilities	0.00	87,378.00	123,492.00	0.00	210,870
35000 Program Management	0.00	0.00	0.00	1,552.50	1,553
40000 Office of CHRO	0.00	0.00	0.00	4,466.14	4,466

Figure 39 – Column filters

PROMPTS

Prompts in Workday allow you specify certain criteria before you even run a report. In Composite Reports, prompts determine the selection criteria for running a report, and are configured in the Prompts tab. The prompts can be pre-populated with a value, set to no default value, or you can have the user enter the value when the report is run. Additionally, you can opt to have each prompt be identified as Required, Do Not Prompt at Runtime, and Do Not Include in Subtitle.

Reminder: Prompts are not a new concept; you have been configuring prompts ever since setting up the first sub report in Chapter 1. Please refer to Chapter 1 for additional details about prompts.

PROMPT CONFIGURATION

The prompt configuration starts with your sub report; it is there where you establish which prompts you want to appear or not appear for the user, and if there should be a value pre-populated in the field. Please note that if you check the "Do Not Prompt at Runtime" box for any of the prompts in your sub report, they will not be available to configure in your Composite report.

When the sub report is pulled into a composite report, you can modify the prompt values that are used at run time. You can also change the prompt settings from running with the default values to prompting the user to input a value.

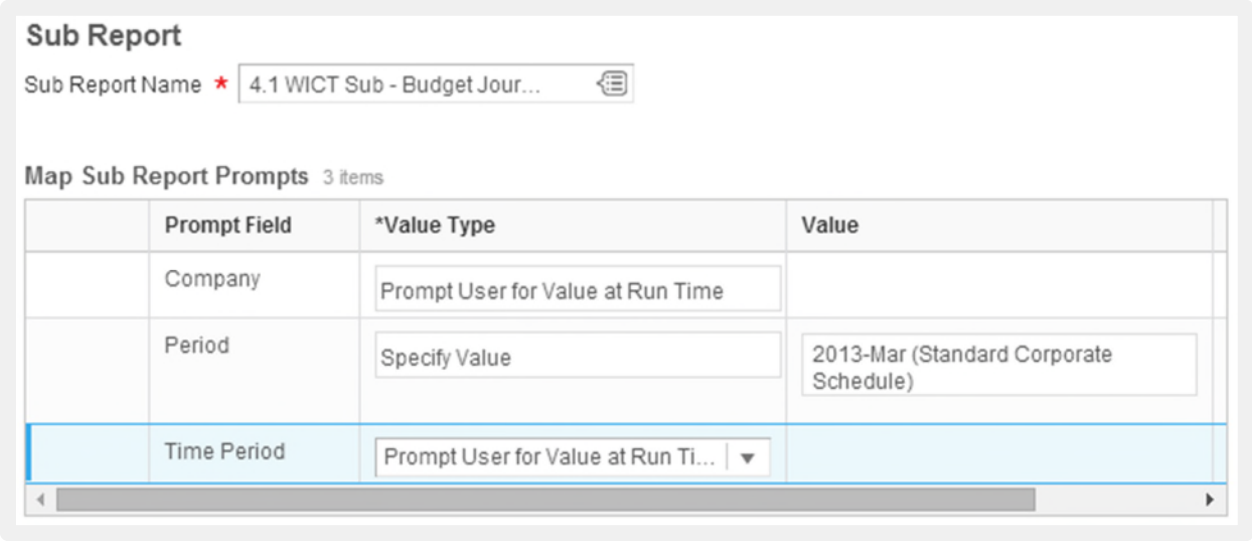


Figure 40 - Example of modifying the prompt values in the composite report to allow user input

When you run the composite report, here is what you will see:

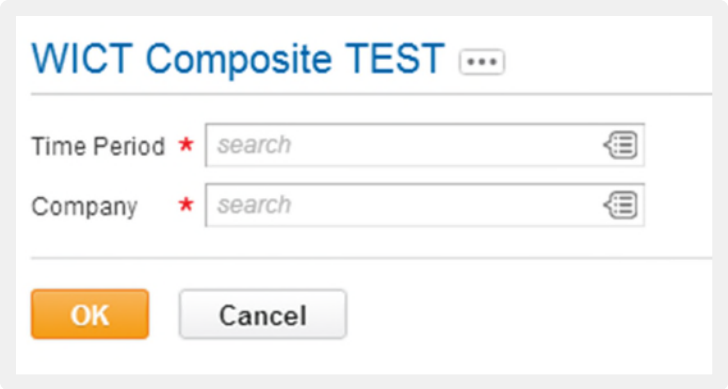


Figure 41 - Example of a composite report screen when the user is required to enter values

In the previous example, notice that Period was not available at all to modify in the composite report, whereas it would be available when you run that sub report by itself. In a composite report, the values that are pulled from the sub report into the Map Sub Reports Prompt function slightly differently. Let's look at those behaviors:

Setting in Sub Report	Behavior in Sub Report	Behavior in Composite Report
"NO DEFAULT VALUE" **"DO NOT PROMPT AT RUNTIME"**	No prompt will appear when the report is run	No prompt will appear in report configuration
"NO DEFAULT VALUE" **PROMPT AT RUNTIME**	Prompt will appear with no value when report is run	Prompt will appear in report configuration, and must be set before you can save the column settings
"SPECIFY VALUE" **"DO NOT PROMPT AT RUNTIME"**	Prompt will run with preset value when report is run (no prompt will appear)	Prompt will not appear in report configuration (will run with default setting in sub report)
"SPECIFY VALUE" **PROMPT AT RUNTIME**	Prompt will appear with a preset value that can be modified when report is run	Prompt will appear in report configuration screen. If no changes are made, no prompt will appear when composite report is run (will use the default value specified in config)

If you modify a prompt within the composite report to "Prompt User for Value at Runtime," notice that you cannot set a default value here. This is because the prompt configuration settings for a composite report are located elsewhere.

In order to access the Prompt settings for the composite report:

1. Click on the **Report Settings** icon in the upper right-hand corner of your report configuration screen. ( )
2. Click on the **Prompts** tab.
3. The fields that you marked as "Prompt User for Value at Runtime" in your Column configuration will appear here. From here, you can add the default values, toggle on the Do Not Prompt at Runtime flag, or choose for it not to appear in the report results, amongst other options.

If you don't see the prompts, remember to check the **Populate undefined Prompt Defaults** box.

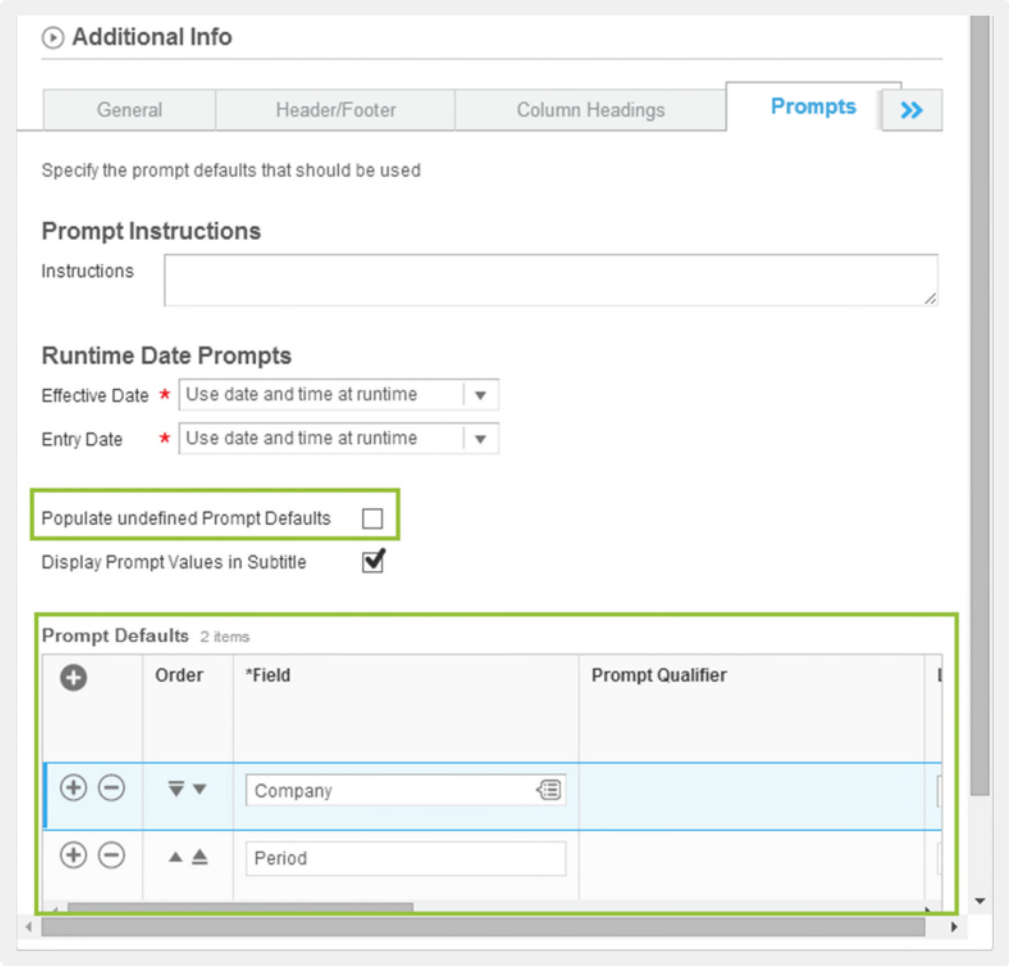


Figure 42 - Example of the Report Settings screen within a Composite Report

Note: You cannot delete sub report prompts within the composite report. However, you can set it to "Prompt User for Value at Runtime" in the column configuration screen then set the prompt in the Report Settings screen to "No Default Value", and "Do Not Prompt at Runtime". This will allow you to use the same sub report in multiple composite reports.

ACTIVITY 5.2 – USE PROMPTS TO CREATE A TRIAL BALANCE

Business Case: Global Modern Services requires a Trial Balance report, which includes Beginning Balances, Debit Amounts, Credit Amounts, and Ending Balances for each ledger account. They would also like the flexibility to run the report for different companies and time periods.

Sign in as Teresa Serrano (tserrano)

CREATE A TRIAL BALANCE

1. Enter *cre cus rep* in the search box.
2. Select **Create Custom Report** task.
3. Enter the following:

Field Name	***Entry Value***
Report Name	5.2 WICT – Trial Balance
Report Type	Composite

4. Click **OK**.
5. Click on the **C1 Dropdown**.
6. Hover-over **Define** then select **Control Field**.
7. Enter the following:

Field Name	***Entry Value***
Column Name	Ledger Account
Business Object	Ledger Account

8. Click **OK**.
9. Click on the **C2 Dropdown**.
10. Hover-over **Define** then select the **Data** option.

11. Enter the following:

Field Name	*Entry Value*
Column Name	Beginning Balance
Sub Report Name	4.5 WICT Sub Report – Journal Lines Translated

12. Enter the following in the **Map Sub Report Prompts** grid:

Prompt Field	*Value Type*	*Value*
Company	Prompt User for Value at Runtime	
Amount type	Specify Value	Beginning Balance
Time period	Specify Value	Current Period
Period	Prompt User for Value at Runtime	

Note: In most prior activities, all prompts defaulted appropriately and no updates were necessary. Please note this activity will utilize amount types of Beginning Balance, Activity, and Ending Balance, and updates to the specific prompt will be required.

13. Enter the following:

Field Name	*Entry Value*
Field to Aggregate	DR – CR Amount
Style	WICT – Drill-down Style

14. Click **OK**.

15. Click on the **C2 Dropdown**.

16. Click **Duplicate**.

17. Click on the **C3 Dropdown** and choose **Edit**.

18. Enter the following changes:

Field Name	*Entry Value*
Column Name	Debit Amount
Amount Type	Activity
Field to Aggregate	Debit Amount

19. Click **OK**.
20. Click on the **C3 Dropdown**.
21. Click **Duplicate**.
22. Click on the **C4 Dropdown** and choose **Edit**.
23. Enter the following changes:

Field Name	***Entry Value***
Column Name	Credit Amount
Amount Type	Activity
Field to Aggregate	Credit Amount

24. Click **OK**.
25. Click on the **C4 Dropdown**.
26. Click **Duplicate**.
27. Click on the **C5 Dropdown** and choose **Edit**.
28. Enter the following changes:

Field Name	***Entry Value***
Column Name	Ending Balance
Amount Type	Ending Balance
Field to Aggregate	DR – CR Amount

29. Click **OK**.
30. Click on the **Report Settings** icon  .
31. Click **Prompts**. You may need to click on the expansion arrow to see the Prompts tab.
32. Check the **Populate undefined Prompt Defaults** box.
33. Enter the following in the **Prompt Defaults** section:

Order	*Field*	*Default Type*	*Default Value*	*Required*	*Do Not Prompt at Runtime*	*Do Not Include in Subtitle*
1	Company	Specify Default Value	Consolidation – North America	✓		
2	Period	Determine Default Value at Runtime	Current Fiscal Periods	✓		

34. Click **OK**.

35. **Run** the report for **2013 – Mar**.

Your report should look like this:

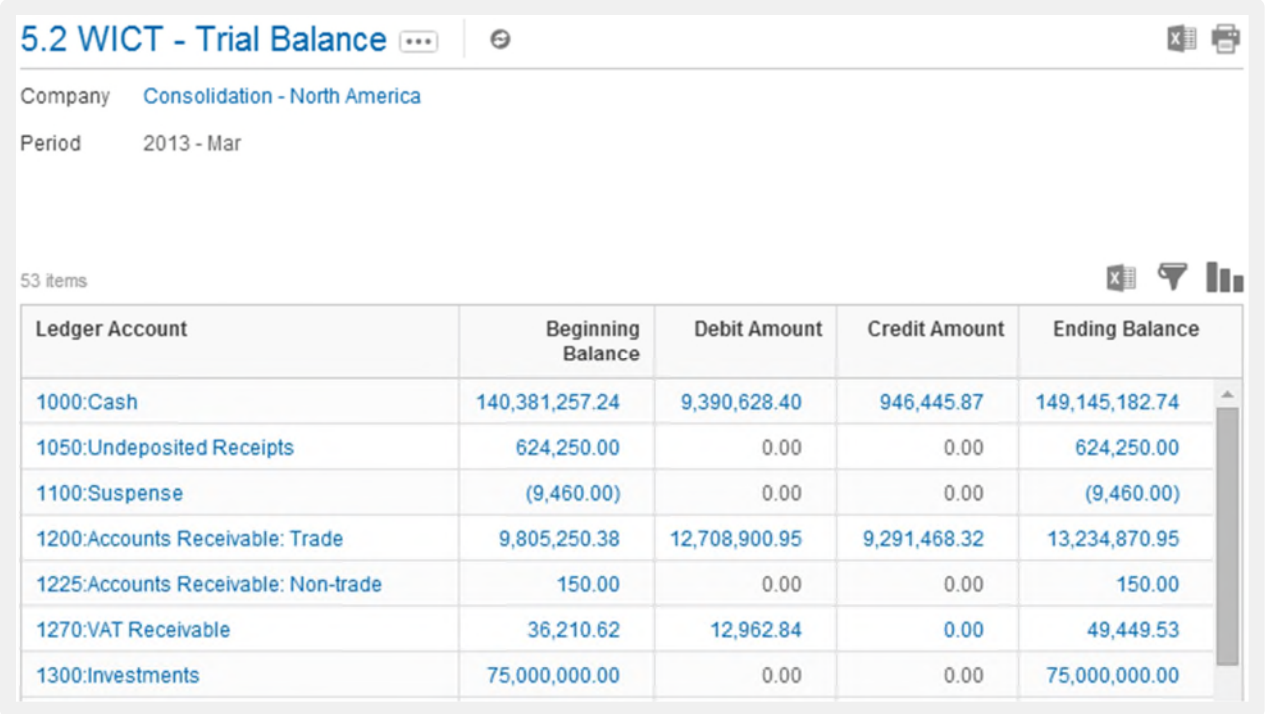


Figure 43 – Example of Trial Balance

PROMPT SETS

A prompt set is a group of commonly used prompt fields that have interdependencies. Prompt sets define the order, restrict the field by making the prompt required, and provide a default label override and a default value.

Prompt sets are beneficial when you have a composite report that pulls from more than one data source; without them, it is possible that duplicate prompts will appear when running the report.

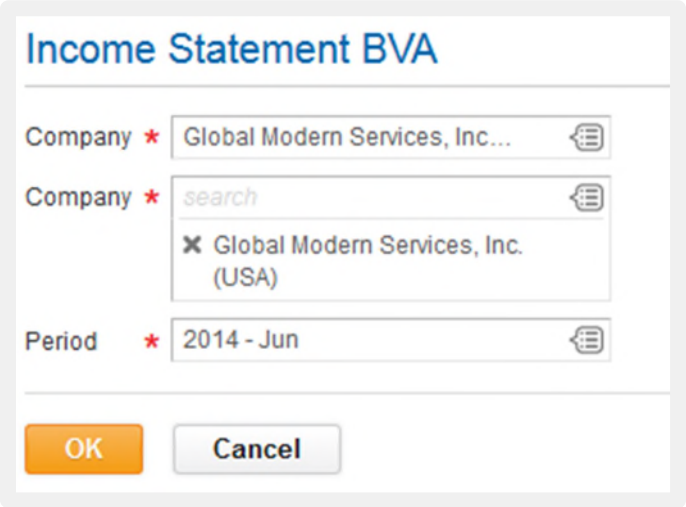


Figure 44 - Example of Multiple Prompts (Prompt Sets not configured)

Prompt Sets are configured on the General tab within the Report Settings. There are a number of different Workday-delivered prompt sets, including one that we will focus on primarily in this class: Financial Composite Reports for Company. With the right security, you can create your own as needed.

Note: In order to configure your columns to use prompt sets, you must first identify which prompt set to use in your Report Settings window. Otherwise, you will not have the option at the column level to use a prompt set for a field.

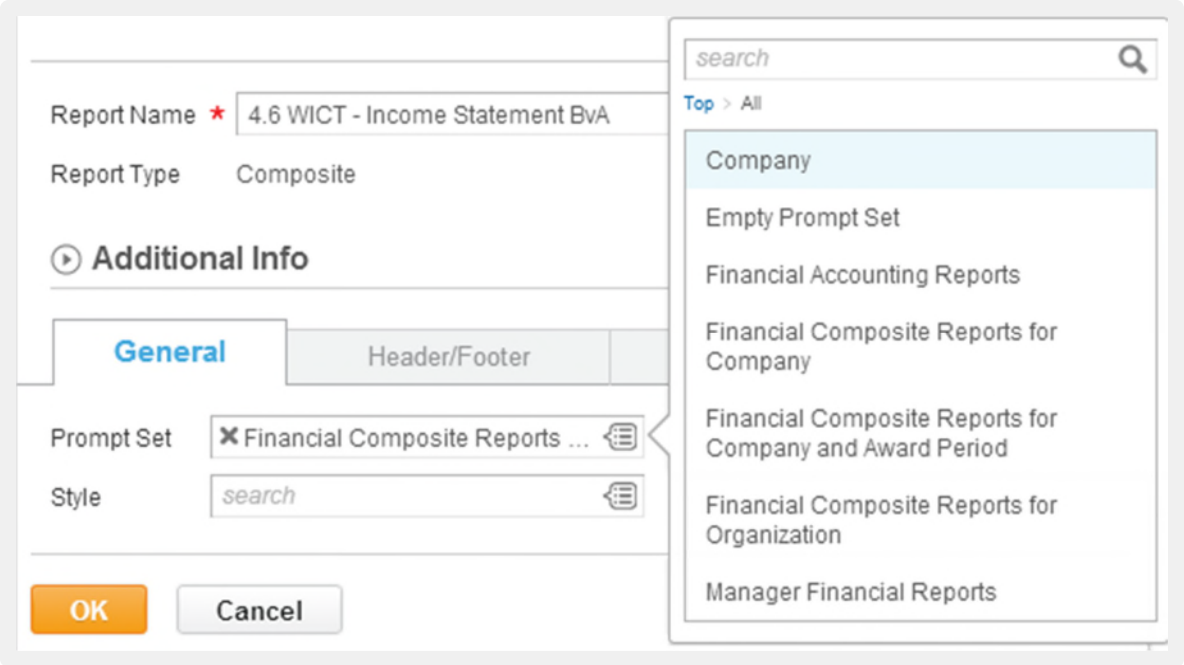
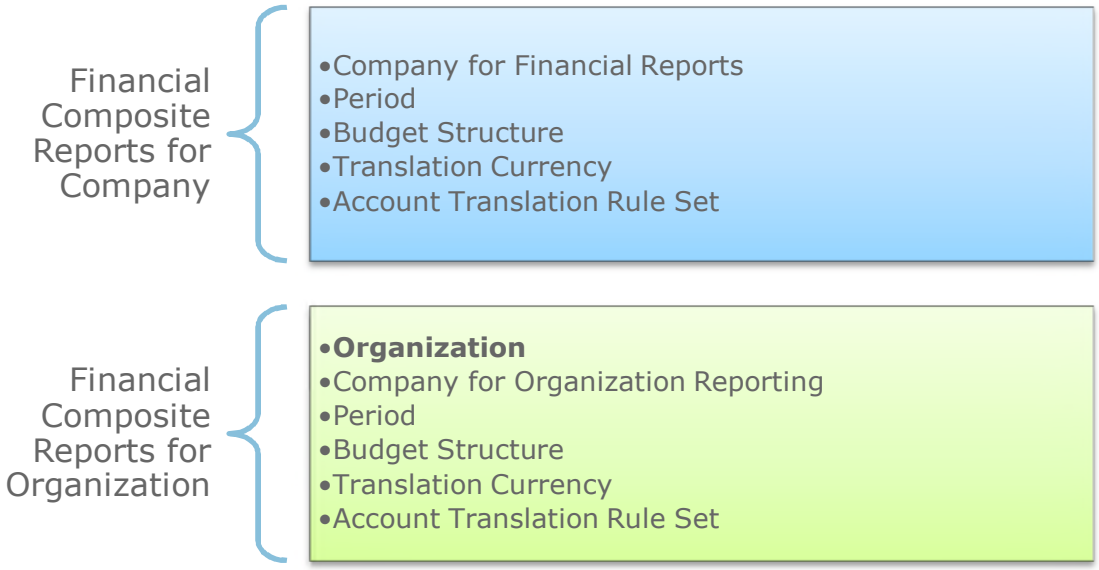


Figure 45 - Example of Prompt Set configuration on the General tab of the Report Settings

WORKDAY DELIVERED PROMPT SETS

Workday delivers several prompt sets, including two that you are more likely to use: Composite Financial Reports for Company and Composite Financial Reports for Organization. When prompts sets are used, the Prompts tab must also have the prompt fields defined in the prompt grid. In your Column configuration, the Value Type prompt field should be set to Use Value From Prompt Set. The fields in the composite column must be mapped to a field in a Prompt Set.



TENANTED PROMPT SETS

Tenanted Prompt Sets can be used to tailor what fields are used in a Prompt Set. For example, if you have a set of organization reports that will never use translation, a tenanted prompt set could have the following: Organization, Company, and Period.

ACTIVITY 5.3 – USING PROMPT SETS WITH MULTIPLE DATA SOURCES

Business Case: Global Modern Services, Inc. (USA) would like the Budget vs Actuals statement previously delivered to allow the user to define specific reporting parameters at run time instead of having them all hard coded. Since this report includes multiple data sources, you will have to include prompt sets in the report.

Sign in as Teresa Serrano (tserrano)

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **4.2 WICT – Income Statement BvA** report to copy.
4. Click **OK**.
5. Update the report Name to **5.3 WICT – Income Statement BvA**.
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Click on the **Report Definition link** to edit the report.

MODIFY COMPOSITE REPORT TO INCLUDE PROMPT SETS

1. Click on the **Report Settings** icon .
2. On the General tab, select **Financial Composite Reports for Company** in the Prompt Set field.
3. Click the **Prompts** tab.
4. Check the **Populate undefined Prompt Defaults** box.
5. Enter the following in the **Prompt Defaults** section:

#	Field	Label for Prompt	Default Type	Default Value	Required	Do Not Prompt at Runtime
1	Company for Financial Reports	Company	Specify Default Value	Global Modern Services, Inc. (USA)	✓	
2	Period		Determine Value at Runtime	Current Fiscal Periods	✓	
3	Budget Structure	Budget Structure	Specify Default Value	Budget		✓
4	Translation Currency		Specify Default Value	USD		✓
5	Account Translation Rule Set		Specify Default Value	Consolidations		✓

6. Click **OK**.
7. Click on the **C2 Dropdown** (Actual) and select **Edit**.
8. Update the section **Map Sub Report Prompts** as follows:

Prompt Field	Value Type	Value
Company	Use Value from Prompt Set	Company
Time period	Specify Value	Current Period YTD
Period	Use Value from Prompt Set	Period

9. Click **OK**.
10. Click on the **C3 Dropdown** (Budget) and select **Edit**.

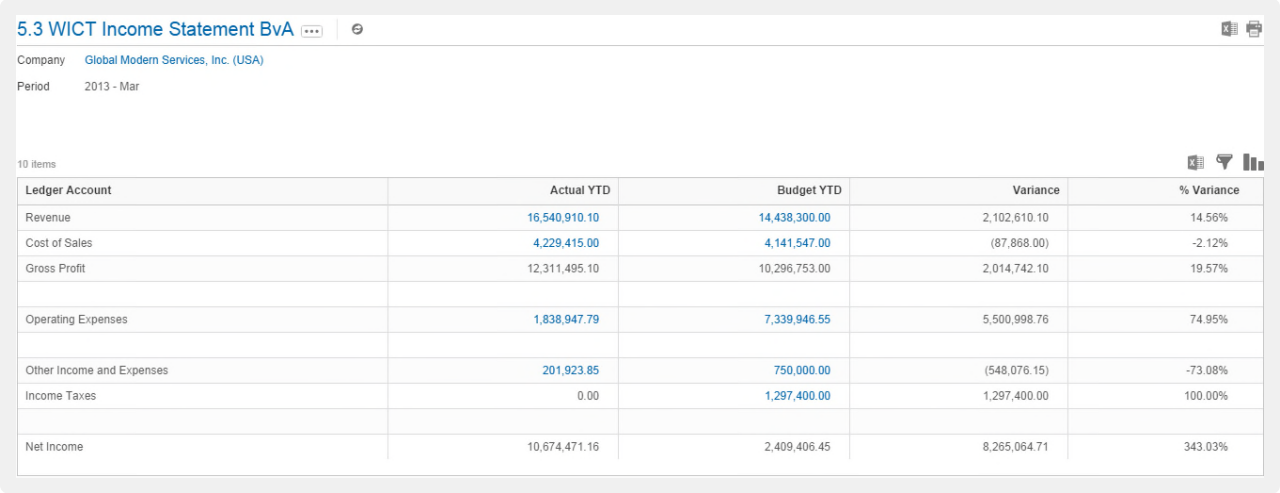
11. Update the section **Map Sub Report Prompts** as follows:

Prompt Field	*Value Type*	*Value*
Company	Use Value from Prompt Set	Company
Time period	Specify Value	Current Period YTD
Period	Use Value from Prompt Set	Period

12. Click **OK**.

13. **Run** the report for **2013 – Mar**.

When you run the report, it will look like this:



5.3 WICT Income Statement BvA

Company Global Modern Services, Inc. (USA)

Period 2013 - Mar

10 items

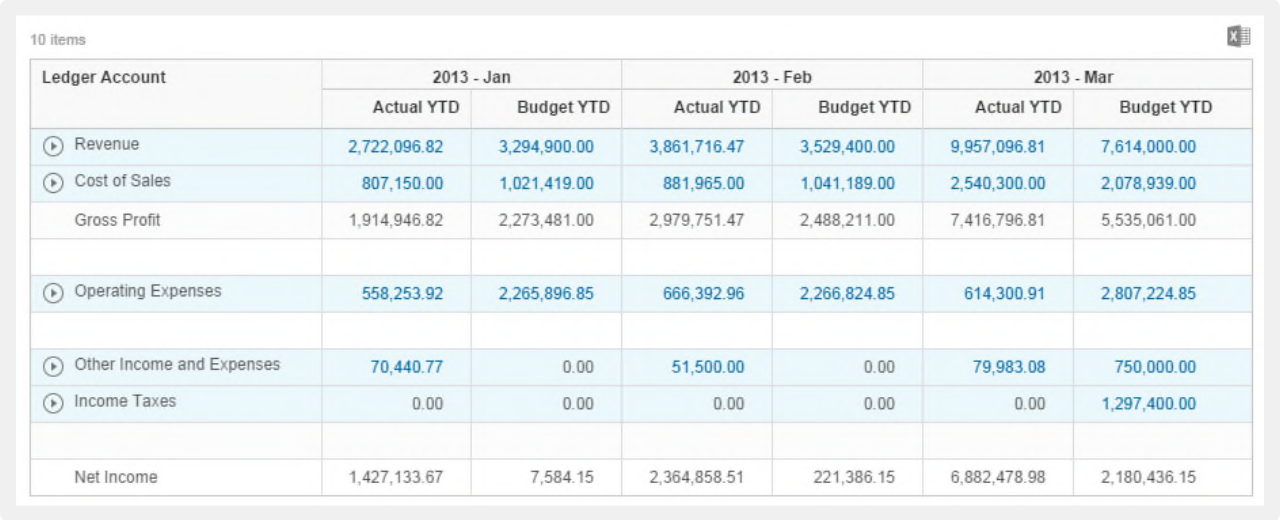
Ledger Account	Actual YTD	Budget YTD	Variance	% Variance
Revenue	16,540,910.10	14,438,300.00	2,102,610.10	14.56%
Cost of Sales	4,229,415.00	4,141,547.00	(87,868.00)	-2.12%
Gross Profit	12,311,495.10	10,296,753.00	2,014,742.10	19.57%
Operating Expenses	1,838,947.79	7,339,946.55	5,500,998.76	74.95%
Other Income and Expenses	201,923.85	750,000.00	(548,076.15)	-73.08%
Income Taxes	0.00	1,297,400.00	1,297,400.00	100.00%
Net Income	10,674,471.16	2,409,406.45	8,265,064.71	343.03%

Figure 46- Example of a Composite Report with Prompt Sets

CHAPTER 6 – LOOKUP DATE ROLLUP

OVERVIEW

Workday provides flexibility to create customized reporting periods, e.g. Period Trending. With trending reports, the Lookup Date Rollup allows a way to compare time periods based on different dates in different data sources, i.e. accounting date versus budget period end date. This allows you to report on year, quarter, month and other variations, as well as fiscal periods.



10 items

Ledger Account	2013 - Jan		2013 - Feb		2013 - Mar	
	Actual YTD	Budget YTD	Actual YTD	Budget YTD	Actual YTD	Budget YTD
Revenue	2,722,096.82	3,294,900.00	3,861,716.47	3,529,400.00	9,957,096.81	7,614,000.00
Cost of Sales	807,150.00	1,021,419.00	881,965.00	1,041,189.00	2,540,300.00	2,078,939.00
Gross Profit	1,914,946.82	2,273,481.00	2,979,751.47	2,488,211.00	7,416,796.81	5,535,061.00
Operating Expenses	558,253.92	2,265,896.85	666,392.96	2,266,824.85	614,300.91	2,807,224.85
Other Income and Expenses	70,440.77	0.00	51,500.00	0.00	79,983.08	750,000.00
Income Taxes	0.00	0.00	0.00	0.00	0.00	1,297,400.00
Net Income	1,427,133.67	7,584.15	2,364,858.51	221,386.15	6,882,478.98	2,180,436.15

Figure 47 - Example Trended Composite Report Based on Period Using Lookup Date Rollup

OBJECTIVES

By the end of this chapter, you will be able to:

- Create a Lookup Date Rollup calculated field.
- Create a composite report with trended data from multiple data sources.

COMPARING DATES FROM MULTIPLE DATA SOURCES

One of the challenges that we have with composite reports is that we may need to look at how data trends over time, but we may not have reports that match up in terms of how the dates are reported. Let's take a look at an example. Let's say that we want to compare actual to budget data on a month-by-month basis.

Actuals data contains numerous entries, all based on accounting date. In our example below, we have only reflected a few dates, but it is possible that there could be many more. On the other hand, budgets data could be provided monthly, quarterly, or at some other interval. There may not be a good way to compare the two; they are completely different.

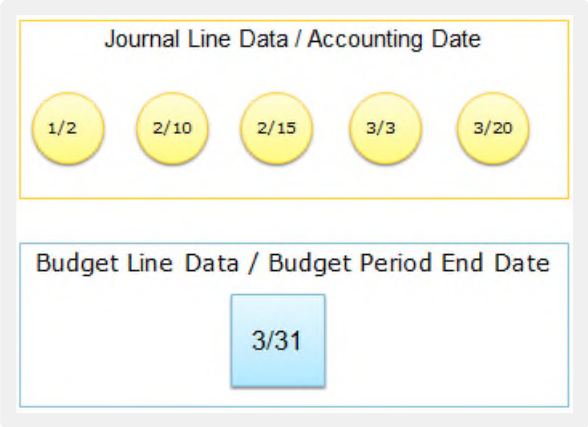


Figure 48 - Comparison between Actuals and Budgets data with different time intervals

So how do we get from this scenario to one where we can actually compare the two? We would use the Lookup Date Rollup. It creates a common "bucket" for the two different fields so that data can be read and compared.

Figure 49 - Example of a common "bucket" created by a Lookup Date Rollup field

LOOKUP DATE ROLLUP CALCULATED FIELD

The Lookup Date Rollup is a calculated field. When created, it will return single instance type field that can be used in Composite Reports. It will allow you to take transaction dates and report them in the format you defined, i.e. accounting transaction date calculated to a period lookup date in a fiscal year period (3/15/2014 = 2014 - Mar).

Lookup Date Rollups are created in sub reports and reflect the fields within the specified RDS. For example, the dates within the Journal Lines for Financial Reporting RDS contain the various dates from functional areas creating journal lines. Examples of existing date fields include: accounting date, budget date, transaction date, document date, etc.

The Format field provides a dynamic display that allows you to display fields unique to the value you select.

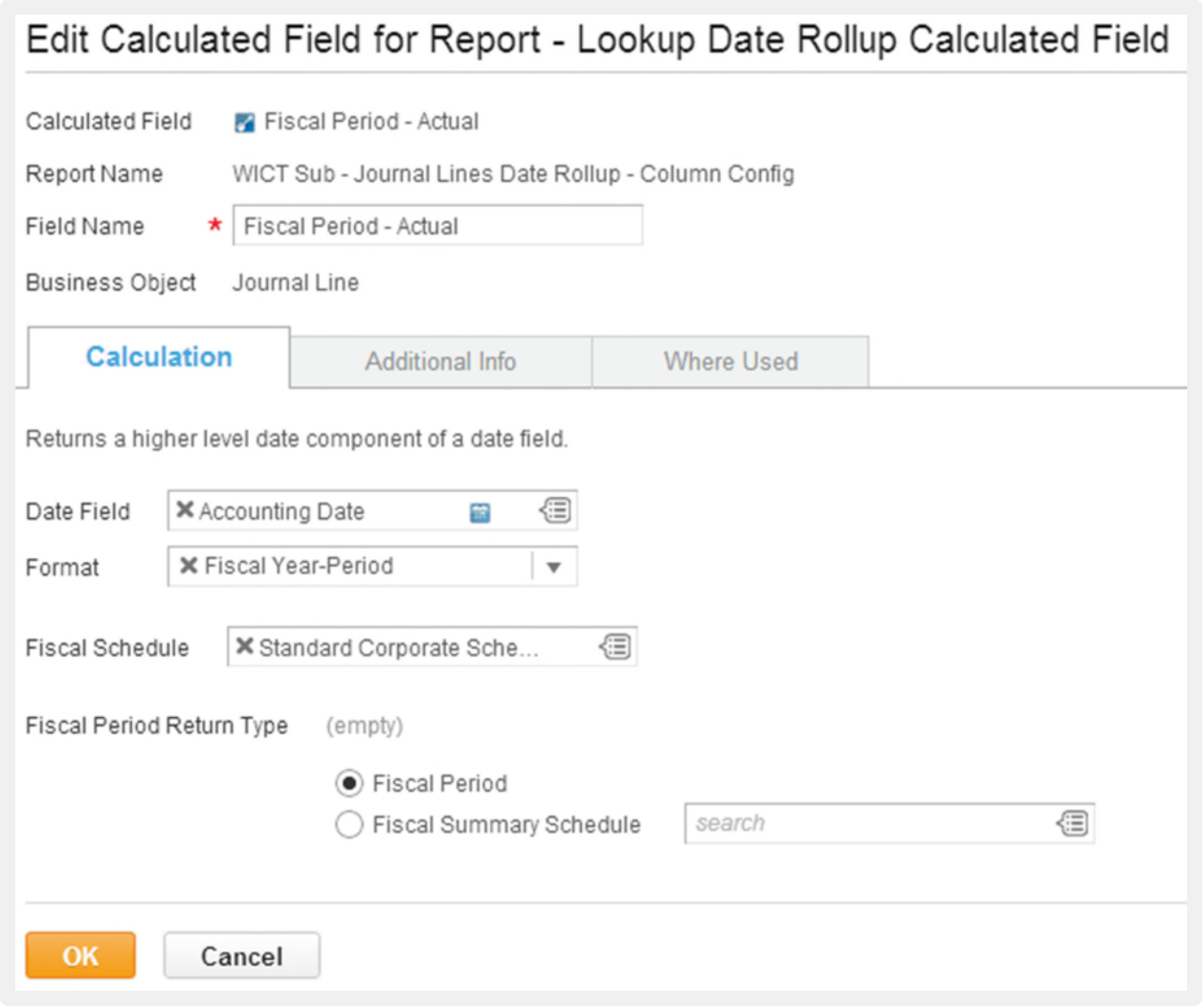


Figure 50 - Example of a Create Calculated Field for Report configuration screen

FORMATS

The format field is what defines the common ground between the two different data sources. If you don't identify a consistent format between data sources, then trending will not work. For example, if you define the format in one calculated field as "Fiscal Period – Year" and the format in the other calculated field as "Fiscal Year – Period", the two will not work together to trend the data properly.

Workday delivers the following formats for Lookup Date Rollup:

- Year
- Quarter
- Month
- Year-Quarter
- Year-Month
- Quarter-Year
- Month-Year
- Fiscal Year
- Fiscal Year-Period
- Fiscal Period
- Fiscal Period-Year
- Period Schedule Year-Period Number
- Period Schedule Period End Date

Fiscal formats require you to provide the fiscal schedule and the fiscal period return type, i.e. period or summary schedule.

BUILDING A TRENDED COMPOSITE REPORT

There are a number of steps that are needed in order to build a trended composite report.

Start with building/updating your sub reports:

1. On the Matrix tab, add a new row to include your new calculated field. You can create the new calculation field from within the new row prompt.
2. Ensure your new calculation field appears at the top of your Row Grouping list, and is set to sort identically to your other fields.
3. On the Filter tab, you want to ensure that you're pulling just the data that you need (for the best report performance). Narrow down your date range by comparing it to your Time Series Start and End dates.
4. On the Prompts tab, include the Time Series Start and End Date prompts. This is another way to narrow down your search criteria so that you are focused on a limited frame of dates.
5. On the Output tab, make sure the Include All Time Periods box is checked in the Time Series Options area. Selecting this option allows all time periods within your time series to display on the report.

Once your sub reports are built, they will be used in configuring your data columns. In order to trend, you will need to setup a repeating column group based on period.

TIME SERIES: A CLOSER LOOK

When building a trending report, it is necessary to look at data over a specific period of time. When using Lookup Date Rollup to create a trending report, you will have to use time series as a filter. Utilizing the time series creates a band around the timeframe and allows for report performance efficiency. The time series consists of two fields, Time Series Start Date and Time Series End Date, and refers to the dates for the accounting transactions.

Budgets are entered by period, not by using transaction dates. The time series for budgets uses the field Budget Period End Date.

TIME SERIES EXAMPLE

Report Date: 15-Mar

				Total YTD
	January	February	March	
Budget	$10	$10	$10	$30
Actuals	$2	$4	$5 *	$11
* Includes:				
3-Mar			$3	
20-Mar			$2	

The example above depicts how Time Series maps to Time Periods.

Budget transactions are stored as an amount for the entire period and are referenced by Time Periods. Transactions use transaction dates that are grouped to the ledger year and period and are referenced by the Time Series.

To link the two (Budgets and Actuals) together, the Time Series has to be mapped to the Time Period. Both require the maps to have the beginning date and end date.

The report run for March 15 and for the current period year to date will return $3 for the March Current Period Year to date, even though the total for March is $5.

When comparing budget to actual on March 15, the budget would be $10, and the actuals would be $3.

ACTIVITY 6.1 – CREATE A LOOKUP DATE ROLLUP JOURNAL REPORT

Business Case: Global Modern Services, Inc. (USA) would like a composite rollup report showing budget versus actuals by period. The first step is to create a matrix report with a calculated field for journal actuals by period.

Sign in as Teresa Serrano (tserrano)

CREATE A JOURNAL SUB REPORT

1. Enter *copy cus rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **5.1 WICT Sub Report – Journal Lines** report.
4. Click **OK**.
5. Enter **6.1 WICT Sub Report – Journal Lines Date Rollup** in the Report Name field.
6. Click **OK**.
7. Click **OK.**
8. Edit the report by selecting the related action > Custom Report > Edit
9. In the Row Grouping grid, click the **Prompt** in the Group by Field column.
10. Click **Create**.
11. Select **Create Calculated Field for Report**.
12. Enter the following:

Field Name	***Entry Value***
Field Name	Fiscal Period – Actual
Business Object	Journal Line
Function	Lookup Date Rollup

13. Click **OK**.

14. In the **Calculation** tab, enter the following:

Field Name	***Entry Value***
Date Field	Accounting Date
Format	Fiscal Year-Period
Fiscal Schedule	Standard Corporate Schedule
Fiscal Period Return Type	Fiscal Period

15. Click **OK**.

16. In the Row Grouping grid, make sure Fiscal Period – Actual is first, and that the Sort Rows field is accurate:

Order	***Field***	***Sort Rows***
1	Fiscal Period – Actual	Alphabetical - Ascending
2	Ledger Account	Alphabetical - Ascending
3	Region	Alphabetical - Ascending

17. In the **Filter** tab, add the following:

Field	***Operator***	***Comparison Type***	***Comparison Value***
Accounting Date	Greater than or equal to	Value from another field	Time Series Start Date
Accounting Date	Less than or equal to	Value from another field	Time Series End Date

18. Click on the **Prompts** tab.

19. Check the **Populate Undefined Prompt Defaults** box.

20. Move the **Time Series** fields to the top of the grid.

21. Update the Time Series fields on the **Prompt** tab as shown below:

#	Field	Default Type	Default Value	Required	Do Not Prompt at Runtime
1	Time Series Start Date	Determine Default Value at Runtime	Fiscal Time Period Start Date	✓	✓
2	Time Series End Date	Determine Default Value at Runtime	Fiscal Time Period End Date	✓	✓
3	Company	Specify Default Value	Global Modern Services, Inc. (USA)	✓	
4	Ledger	Specify Default Value	Actuals	✓	✓
5	Amount Type	Specify Default Value	Activity	✓	✓
6	Time Period	Specify Default Value	Current Period YTD	✓	
7	Period	Specify Default Value	2013 - Mar	✓	
8	Balancing Worktags				✓
9	Book				✓
10	Budget Structure				✓
11	Ledger Accounts and Summaries	No Default Value			✓
12	Report Effective Date				✓
13	Calculate Current Year Retained Earnings				✓
14	Calculate Translation Gain or Loss				✓
15	Eliminations Only				✓

#	Field	Default Type	Default Value	Required	Do Not Prompt at Runtime
16	Perform Intercompany Eliminations				✓
17	Perform Interworktag Eliminations				✓

22. Click on the **Output** tab.
23. Expand **Time Series Options**.
24. Check the **Include All Time Periods** box.
25. Click **OK**.
26. **Run** the report.

CREATE A BUDGETS SUB REPORT

1. Enter *cop cus rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **4.4 WICT Sub Report – Budget Lines** report.
4. Click **OK**.
5. Enter **6.1 WICT Sub Report – Budget Lines Date Rollup** in the Report Name field.
6. Click **OK**.
7. Click **OK**.
8. Edit the report by selecting the relation action of Custom Report > Edit.
9. In the Row Grouping grid, click the **Prompt** in the Group by Field column.
10. Click **Create**.
11. Select **Create Calculated Field for Report**.

12. Enter the following:

Field Name	*Entry Value*
Field Name	Fiscal Period – Budget
Business Object	Budget Entry Line
Function	Lookup Date Rollup

13. Click **OK**.

14. In the **Calculation** tab, enter the following:

Field Name	*Entry Value*
Date Field	Budget Period End Date
Format	Fiscal Year-Period
Fiscal Schedule	Standard Corporate Schedule
Fiscal Period Return Type	Fiscal Period

15. Click **OK**.

16. In the Row Grouping grid, make sure Fiscal Period – Budget is first, and that the Sort Rows field is accurate:

Order	*Field*	*Sort Rows*
1	Fiscal Period – Budget	Alphabetical - Ascending
2	Ledger Account	Alphabetical - Ascending
3	Region	Alphabetical - Ascending

17. Add the following in the Filter tab:

Field	*Operator*	*Comparison Type*	*Comparison Value*
Budget Period End Date	Greater than or equal to	Value from another field	Time Series Start Date
Budget Period End Date	Less than or equal to	Value from another field	Time Series End Date

18. Click on the **Prompts** tab.

19. Check the **Populate undefined Prompt Defaults** box.

20. Move the **Time Series** fields to the top of the grid.

21. Update the Time Series fields on the **Prompt** tab as shown below:

Order	*Field*	*Default Type*	*Default Value*	*Required*	*Do Not Prompt at Runtime*
1	Time Series Start Date	Determine Value at Runtime	Fiscal Time Period Start Date	✓	✓
2	Time Series End Date	Determine Value at Runtime	Fiscal Time Period End Date	✓	✓
3	Company	Specify Default Value	Global Modern Services, Inc. (USA)	✓	
4	Budget Structure	Specify default value	Budget	✓	✓
5	Amount Type	Specify Default Value	Activity	✓	✓
6	Time Period	Specify Default Value	Current Period YTD	✓	
7	Period	Specify Default Value	2013 - Mar	✓	
8	Budget Name				✓
9	Ledger Accounts and Summaries	No Default Value			✓
10	Report Effective Date				✓

22. Click on the **Output** tab.

23. Expand **Time Series Options**.

24. Check the **Include All Time Periods** box.

25. Click **OK**.

26. **Run** the report.

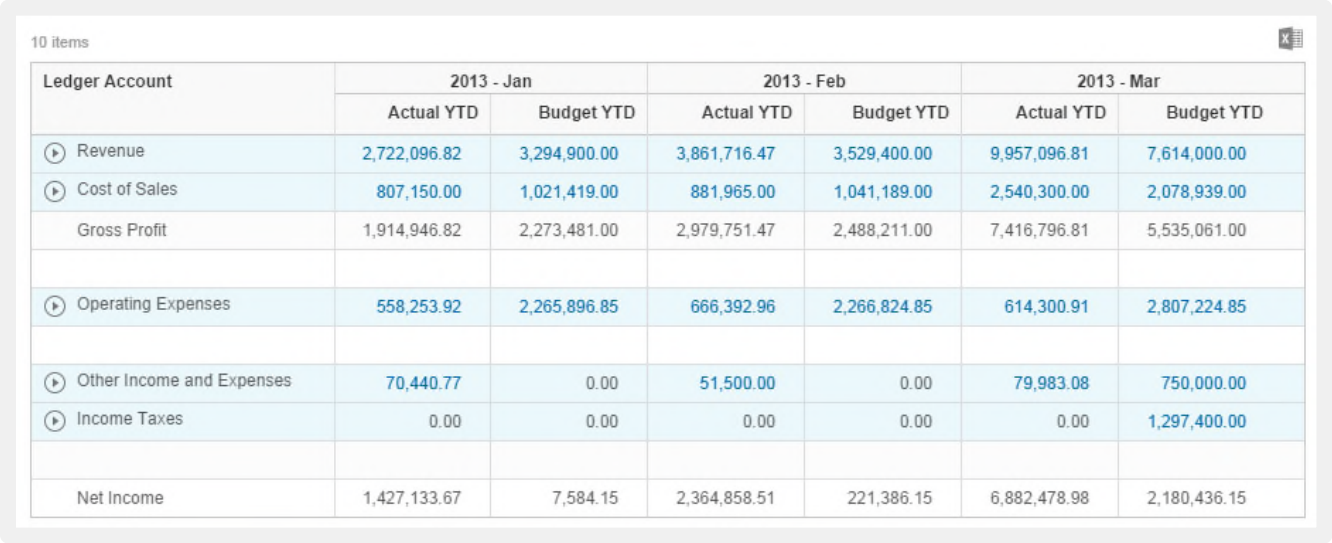
CREATE A COMPOSITE TREND REPORT

1. Enter *cop cus rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **5.3 WICT – Income Statement BVA** report.
4. Click **OK**.
5. Enter *6.1 WICT – Income Statement BvA – Trended* in the Report Name field.
6. Click **OK**.
7. Click **OK**.
8. Click on the Report Definition link to edit the report.
9. Click on the **C5 Dropdown** (% Variance)
10. Click **Delete**.
11. Click **OK**.
12. Click on the **C4 Dropdown** (Variance)
13. Click **Delete**.
14. Click **OK**.
15. Click on the **C2 Dropdown** (Actual YTD)
16. Click **Edit**.
17. Change the Sub Report Name to *6.1 WICT Sub Report - Journal Lines Date Rollup.*
18. In the Map Sub Report Prompts section, update the Value Type of the Period and Company prompts to **Use Value From Prompt Set**.
19. Select **Amount** in the Field to Aggregate field.
20. Click on the **Prompt** for the Repeating Column Group field.
21. Click **Create**.
22. Select **Create Repeating Column Group**.
23. Enter the following:

Field Name	*Entry Value*
Repeating Column Group	Period
Controlling Field	Fiscal Period – Actual

24. Click **OK**.
25. Click **OK**.
26. Click on the **C3 Dropdown** (Budget YTD)
27. Click **Edit**.
28. Change the Sub Report Name to *6.1 WICT Sub Report - Budget Lines Date Rollup*.
29. In the Map Sub Report Prompts section, update the Value Type of the Period and Company prompts to **Use Value From Prompt Set**.
30. Select **Amount** in the Field to Aggregate field.
31. Click on the **Prompt** for the Repeating Column Group field.
32. Click **All** then select **Period**.
33. Click **OK**.
34. **Run** the report for period 2013 - Mar.

Your report should look like this:



10 items

Ledger Account	2013 - Jan		2013 - Feb		2013 - Mar	
	Actual YTD	Budget YTD	Actual YTD	Budget YTD	Actual YTD	Budget YTD
Revenue	2,722,096.82	3,294,900.00	3,861,716.47	3,529,400.00	9,957,096.81	7,614,000.00
Cost of Sales	807,150.00	1,021,419.00	881,965.00	1,041,189.00	2,540,300.00	2,078,939.00
Gross Profit	1,914,946.82	2,273,481.00	2,979,751.47	2,488,211.00	7,416,796.81	5,535,061.00
Operating Expenses	558,253.92	2,265,896.85	666,392.96	2,266,824.85	614,300.91	2,807,224.85
Other Income and Expenses	70,440.77	0.00	51,500.00	0.00	79,983.08	750,000.00
Income Taxes	0.00	0.00	0.00	0.00	0.00	1,297,400.00
Net Income	1,427,133.67	7,584.15	2,364,858.51	221,386.15	6,882,478.98	2,180,436.15

CHAPTER 7 – TRANSLATIONS AND ELIMINATIONS

OVERVIEW

Composite Reporting enables you to consolidate financial statements for your legal entities. As part of consolidated reporting, you need to eliminate intercompany transactions and translate foreign currencies to a base currency. Both eliminations and translations impact retained earnings.

In this chapter, we will cover eliminations, translations, and retained earnings from a reporting perspective only. It will not cover specifics around how translations occur, how to load foreign exchange data, and other processes that support or generate the data.

OBJECTIVES

By the end of this chapter, you will be able to:

- Identify the different types of information that can be included in a report related to translations and eliminations.
- Report on Eliminations within a composite report.

ACCOUNTING CONSTRUCTS

Through the use of the Journal Lines for Financial Reporting data source and sub reports, you can add the following to your Composite reports:

- Elimination Journals
- Elimination Only Journals
- Currency Translations
- Currency Gain/Loss
- Calculated Retained Earnings

Each construct listed is calculated within Workday for use in reporting, but no actual journal will exist. Calculations within the RDSs allow values to be pulled into composite reports. Configuring specific prompts within the sub reports and the composite reports will allow you to report on these various constructs.

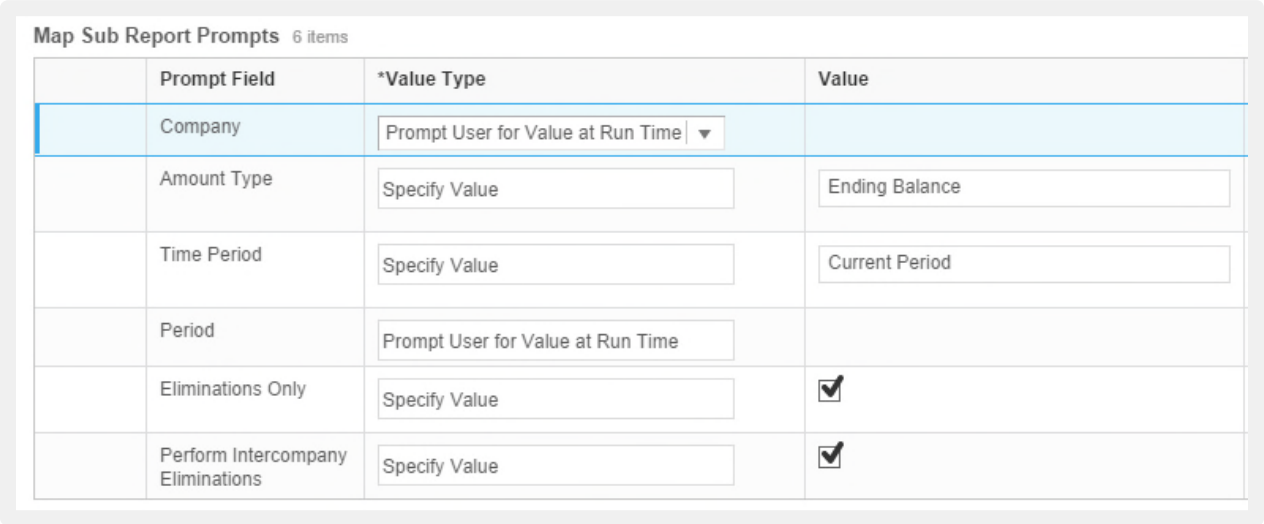


Figure 51 - Example of how configuration of prompts in a sub report, and the sub report prompts within a composite report will allow you to report on Elimination Only Journals

ELIMINATION JOURNALS

Elimination journals look at journals that are specified with Intercompany or Interworktags. Both identify entries needing to be eliminated upon consolidation. Within a composite column, you can perform eliminations in the Map Sub Report Prompts Section by either one of these fields:

- Perform Intercompany Eliminations
- Perform Interworktag Eliminations

ELIMINATION ONLY JOURNALS

This is used in conjunction with Elimination Journals, and allows you to report only the elimination entries. This is useful when you want one Composite Column showing only the Eliminations performed.

CURRENCY TRANSLATIONS

Currency Translations look at journals where the transactions are in a foreign currency, and processes the conversion to the default currency of the company selected. Within a composite column you can perform translations by checking the box for the Calculate Translation Gain or Loss in the Map Sub Report Prompts Section. The translations use the translation currency and the account translation rule set to determine the gain/loss.

CURRENCY GAIN/LOSS

This is used in conjunction with currency Translations. You can include the calculated total from the translations and have it appear on a report.

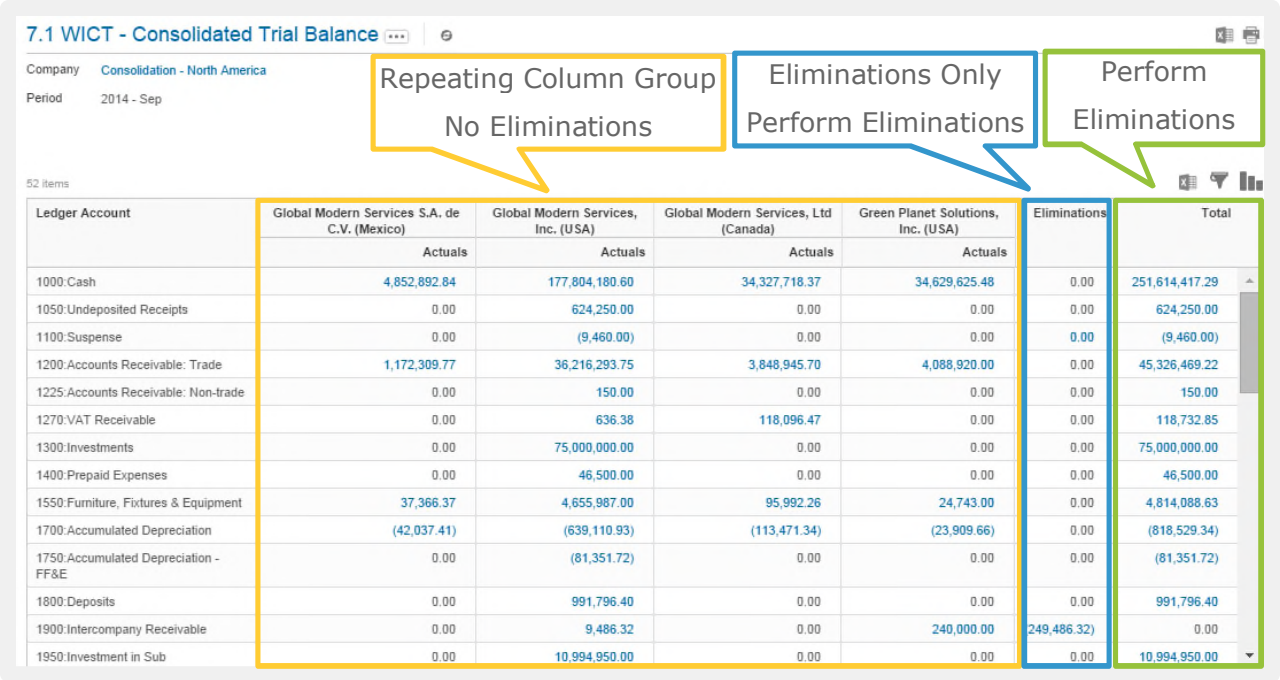
CALCULATED RETAINED EARNINGS

To include retained earnings on a report, you can process and report by checking the box for the Calculate Current Year Retained Earnings in the Map Sub Report Prompts Section.

Example: Global Modern Services, Inc. consolidates their operations in Europe and the United States into one report. The European company translates from the Euro into US Dollars using the current currency rates. For intercompany and Interworktags, the elimination entries are to show on the consolidated report and subtracted to show the total ending balance for each ledger account.

To accomplish the consolidated trial balance, you would need to consider the following Composite features:

- One sub report that will address the need for different elimination prompts
  - The ability to not prompt for eliminations
  - The ability to prompt for eliminations only and perform eliminations
  - The ability to perform eliminations but not show the eliminations only
- Repeating Column Group in the composite report to identify the individual companies to be consolidated.



7.1 WICT - Consolidated Trial Balance

Company: Consolidation - North America
Period: 2014 - Sep

52 items

Ledger Account	Global Modern Services S.A. de C.V. (Mexico)	Global Modern Services, Inc. (USA)	Global Modern Services, Ltd (Canada)	Green Planet Solutions, Inc. (USA)	Eliminations	Total
	Actuals	Actuals	Actuals	Actuals		
1000:Cash	4,852,892.84	177,804,180.60	34,327,718.37	34,629,625.48	0.00	251,614,417.29
1050:Undeposited Receipts	0.00	624,250.00	0.00	0.00	0.00	624,250.00
1100:Suspense	0.00	(9,460.00)	0.00	0.00	0.00	(9,460.00)
1200:Accounts Receivable: Trade	1,172,309.77	36,216,293.75	3,848,945.70	4,088,920.00	0.00	45,326,469.22
1225:Accounts Receivable: Non-trade	0.00	150.00	0.00	0.00	0.00	150.00
1270:VAT Receivable	0.00	636.38	118,096.47	0.00	0.00	118,732.85
1300:Investments	0.00	75,000,000.00	0.00	0.00	0.00	75,000,000.00
1400:Prepaid Expenses	0.00	46,500.00	0.00	0.00	0.00	46,500.00
1550:Furniture, Fixtures & Equipment	37,366.37	4,655,987.00	95,992.26	24,743.00	0.00	4,814,088.63
1700:Accumulated Depreciation	(42,037.41)	(639,110.93)	(113,471.34)	(23,909.66)	0.00	(818,529.34)
1750:Accumulated Depreciation - FF&E	0.00	(81,351.72)	0.00	0.00	0.00	(81,351.72)
1800:Deposits	0.00	991,796.40	0.00	0.00	0.00	991,796.40
1900:Intercompany Receivable	0.00	9,486.32	0.00	240,000.00	(249,486.32)	0.00
1950:Investment in Sub	0.00	10,994,950.00	0.00	0.00	0.00	10,994,950.00

Figure 52 - Consolidated Trial Balance with One Sub Report Using Various Prompt Options

ACTIVITY 7.1 – CREATE A CONSOLIDATED TRIAL BALANCE WITH TRANSLATIONS & ELIMINATIONS

Business Case: Global Modern Services, Inc. (USA) is a consolidated company that transacts in multiple currencies. For month end, they are required to report in USD and show the eliminations to show the impact of consolidation. This report will be used primarily to examine the North American companies.

Sign in as Teresa Serrano (tserrano)

CREATE NEW SUB REPORT FOR CONSOLIDATIONS

1. Enter *copy cus rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **4.5 WICT Sub Report – Journal Lines Translated** report.
4. Click **OK**.
5. Change the report name to **7.1 WICT Sub Report – Journal Lines for Consolidations.**
6. Click **OK**.
7. Click **OK.**
8. Edit the report by selecting the related action > Custom Report > Edit
9. On the Prompts tab, update the fields below to the following settings:

Field	***Default Type***	***Default Value***	***Required***	***Do Not Prompt at Runtime***
Amount Type	Specify Default Value	Ending Balance	✓	✓
Time Period	Specify Default Value	Current Period	✓	✓
Eliminations Only	No Default Value			

Field	*Default Type*	*Default Value*	*Required*	*Do Not Prompt at Runtime*
Perform Intercompany Eliminations	No Default Value			

10. Click **OK**.

CREATE CONSOLIDATED TRIAL BALANCE COMPOSITE REPORT

1. Enter *cre cus rep* in the search box.
2. Select **Create Custom Report** task.
3. Enter the following:

Field Name	*Entry Value*
Report Name	7.1 WICT – Consolidated Trial Balance
Report Type	Composite

4. Click **OK**.
5. Click on the **C1 Dropdown**.
6. Hover-over **Define** then select **Control Field**.
7. Enter the following:

Field Name	*Entry Value*
Column Name	Ledger Account
Business Object	Ledger Account

8. Click **OK**.
9. Click on the **C2 Dropdown**.
10. Hover-over **Define** then select the **Data** option.
11. Enter the following:

Field Name	*Entry Value*
Column Name	Actuals

Sub Report Name	7.1 WICT Sub Report – Journal Lines for Consolidations

12. Enter the following in the **Map Sub Report Prompts** grid:

Prompt Field	*Value Type*	*Value*
Company	Prompt User for Value at Run Time	
Period	Prompt User for Value at Run Time	
Eliminations Only	Specify Value	Unchecked
Perform Intercompany Eliminations	Specify Value	Unchecked

13. Enter the following:

Field Name	*Entry Value*
Field to Aggregate	DR – CR Amount
Style	WICT – Drill-down Style

14. Click on the prompt in the Repeating Column Group field, click **Create > Create Repeating Column Group**.

15. Enter the following:

Field Name	*Entry Value*
Repeating Column Group	Company
Controlling Field	Company

16. Click **OK**.

17. Click **OK**.

18. Click on the **C3 Dropdown**.

19. Hover-over **Define** then select the **Data** option.

20. Enter the following:

Field Name	*Entry Value*
Column Name	Eliminations

Sub Report Name	7.1 WICT Sub Report – Journal Lines for Consolidations

21. Enter the following in the **Map Sub Report Prompts** grid:

Prompt Field	*Value Type*	*Value*
Company	Prompt User for Value at Run Time	
Period	Prompt User for Value at Run Time	
Eliminations Only	Specify Value	Checked
Perform Intercompany Eliminations	Specify Value	Checked

22. Enter the following:

Field Name	*Entry Value*
Field to Aggregate	CR – DR Amount
Style	WICT – Drill-down Style

23. Click **OK**.

24. Click on the **C4 Dropdown**.

25. Hover-over **Define** then select the **Data** option.

26. Enter the following:

Field Name	*Entry Value*
Column Name	Total
Sub Report Name	7.1 WICT Sub Report – Journal Lines for Consolidations

27. Enter the following in the **Map Sub Report Prompts** grid:

Prompt Field	*Value Type*	*Value*
Company	Prompt User for Value at Run Time	
Period	Prompt User for Value at Run Time	
Eliminations Only	Specify Value	Unchecked
Perform Intercompany Eliminations	Specify Value	Checked

28. Enter the following:

Field Name	*Entry Value*
Field to Aggregate	DR – CR Amount
Style	WICT – Drill-down style

29. Click **OK**.

30. Click on the **Report Settings** icon.

31. Click on the **Prompts** tab.

32. Check the **Populate undefined Prompt Defaults** box.

33. Enter the following in the **Prompt Defaults** section:

Order	*Field*	*Default Type*	*Default Value*	*Required*	*Do Not Prompt at Runtime*
1	Company	Specify Default Value	Consolidation – North America	✓	
2	Period	Determine Default Value at Runtime	Current Fiscal Periods	✓	

34. Click **OK**.

35. Click on the **R1 Dropdown**.

36. Hover-over **Define** then select the **Combine Data** option.

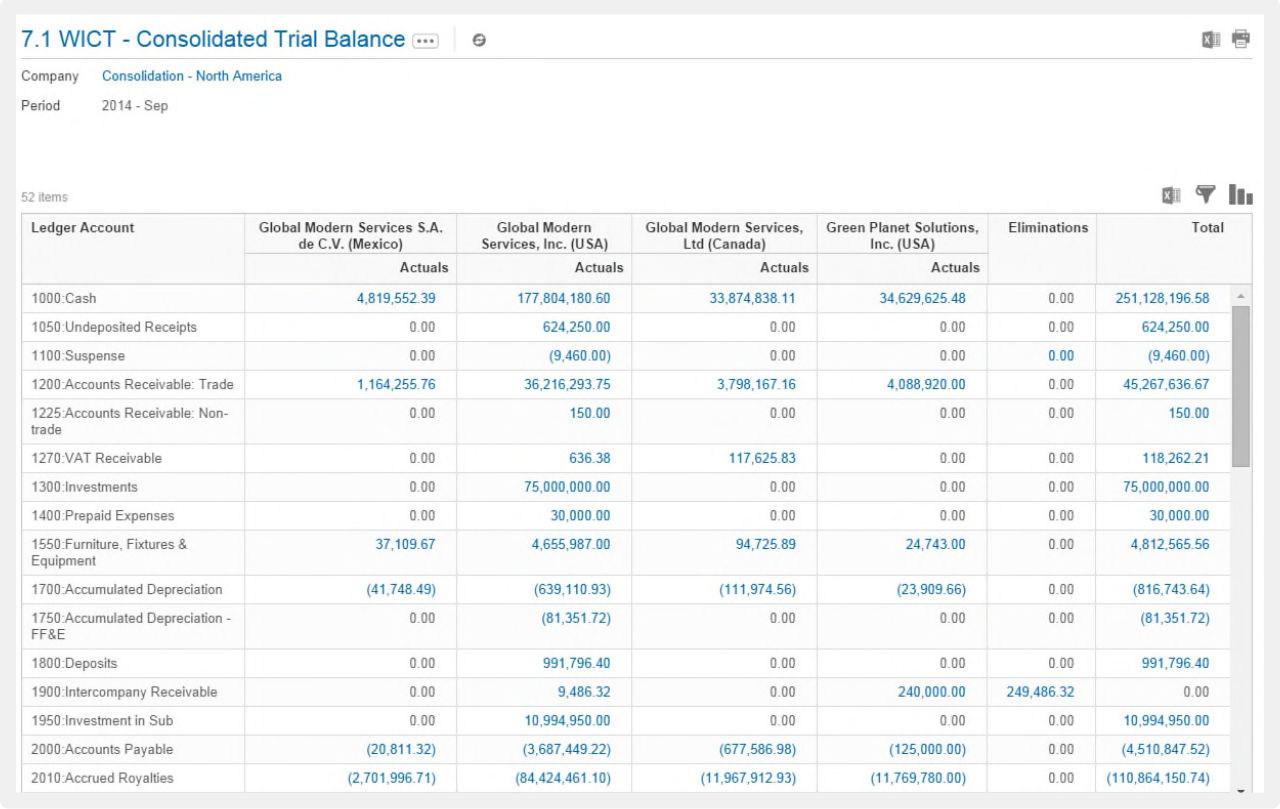
37. Enter *Trial Balance Ledger Accounts* in the Row Name field.

38. Click **OK**.
39. Click on the **R2 Dropdown**.
40. Hover-over **Define** then select the **Calculation** option.
41. Enter the following data:

Field Name	***Entry Value***
Row Name	Total
Calculation Type	Sum
Sum : Rows	R1 (Trial Balance Ledger Accounts)

42. Click **OK**.
43. **Run** the report for September 2014.

Your report should look like this:



7.1 WICT - Consolidated Trial Balance

Company Consolidation - North America

Period 2014 - Sep

52 items

Ledger Account	Global Modern Services S.A. de C.V. (Mexico)	Global Modern Services, Inc. (USA)	Global Modern Services, Ltd (Canada)	Green Planet Solutions, Inc. (USA)	Eliminations	Total
	Actuals	Actuals	Actuals	Actuals		
1000:Cash	4,819,552.39	177,804,180.60	33,874,838.11	34,629,625.48	0.00	251,128,196.58
1050:Undeposited Receipts	0.00	624,250.00	0.00	0.00	0.00	624,250.00
1100:Suspense	0.00	(9,460.00)	0.00	0.00	0.00	(9,460.00)
1200:Accounts Receivable: Trade	1,164,255.76	36,216,293.75	3,798,167.16	4,088,920.00	0.00	45,267,636.67
1225:Accounts Receivable: Non-trade	0.00	150.00	0.00	0.00	0.00	150.00
1270:VAT Receivable	0.00	636.38	117,625.83	0.00	0.00	118,262.21
1300:Investments	0.00	75,000,000.00	0.00	0.00	0.00	75,000,000.00
1400:Prepaid Expenses	0.00	30,000.00	0.00	0.00	0.00	30,000.00
1550:Furniture, Fixtures & Equipment	37,109.67	4,655,987.00	94,725.89	24,743.00	0.00	4,812,565.56
1700:Accumulated Depreciation	(41,748.49)	(639,110.93)	(111,974.56)	(23,909.66)	0.00	(816,743.64)
1750:Accumulated Depreciation - FF&E	0.00	(81,351.72)	0.00	0.00	0.00	(81,351.72)
1800:Deposits	0.00	991,796.40	0.00	0.00	0.00	991,796.40
1900:Intercompany Receivable	0.00	9,486.32	0.00	240,000.00	249,486.32	0.00
1950:Investment in Sub	0.00	10,994,950.00	0.00	0.00	0.00	10,994,950.00
2000:Accounts Payable	(20,811.32)	(3,687,449.22)	(677,586.98)	(125,000.00)	0.00	(4,510,847.52)
2010:Accrued Royalties	(2,701,996.71)	(84,424,461.10)	(11,967,912.93)	(11,769,780.00)	0.00	(110,864,150.74)

CHAPTER 8 (OPTIONAL) – FORMATTING & OUTPUT

OVERVIEW

In this course, you have learned how to construct a basic composite report, how to add data complexity by adding in multiple data sources and control fields, and how to fine tune your data through the use of filters and prompts. Next, you will learn how to add formatting to your report to further customize the user experience. You will also learn how to add Excel formatting to your report, which will be visible when you export that report to Excel.

Workday provides the ability to customize your reports even further with the ability to customize report headers, column headers, and report footers. Additionally, you can add analytic indicators to visually indicate if the data is favorable or unfavorable.

OBJECTIVES

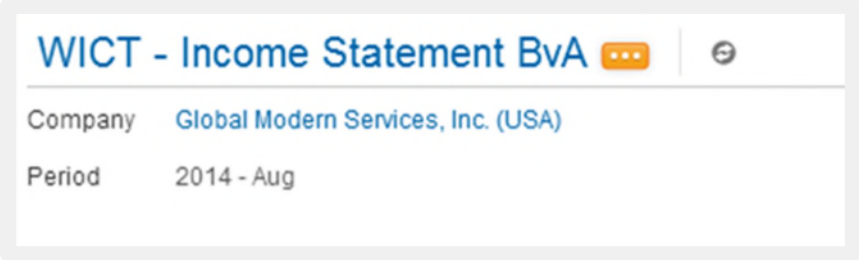
By the end of this chapter, you will be able to:

- Create customized headers and footers using both static text and report variables.
- Identify the different type of analytic indicators that are available when building out a composite report.
- Build a report using at least two different types of analytic indicators.
- Create customized column headers that include variable information.
- Describe some of the limitations of formatting for Excel within a Workday report.
- Apply Excel formats to a composite report.
- Export a formatted report into Excel.
- Share a report with others in the organization, and allow them to only view data for their organization.
- Create a report group in order to run multiple reports a single time or at scheduled intervals.

HEADERS

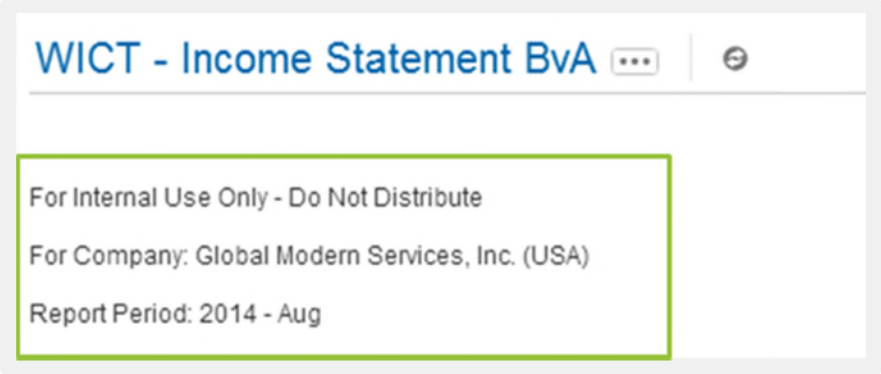
There are a number of different options available with regards to including header information in your report.

- Display the prompt selections at the top of your report. This doesn't require any additional configuration if your report is set to display prompts, and simply lists the fields and values that you selected before running the report.



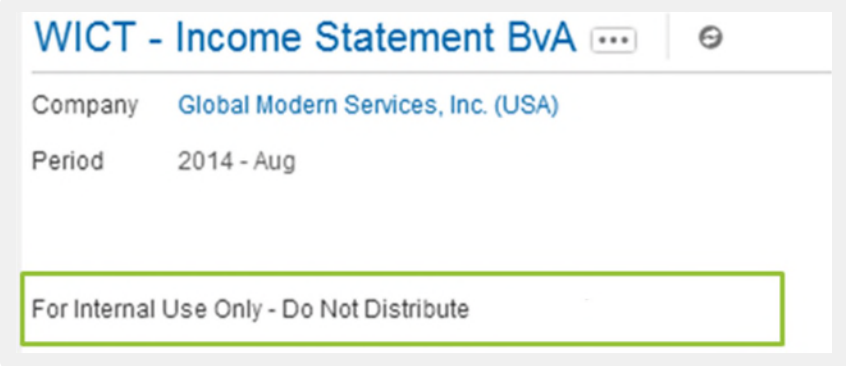
53 - Example of a Report Displaying Prompt Values Only

- Display custom header information at the top of your report. This allows you to customize the wording displayed in the header, and use variables to automatically populate values into that header.



54 - Example of a Report with a Custom Header, No Prompts

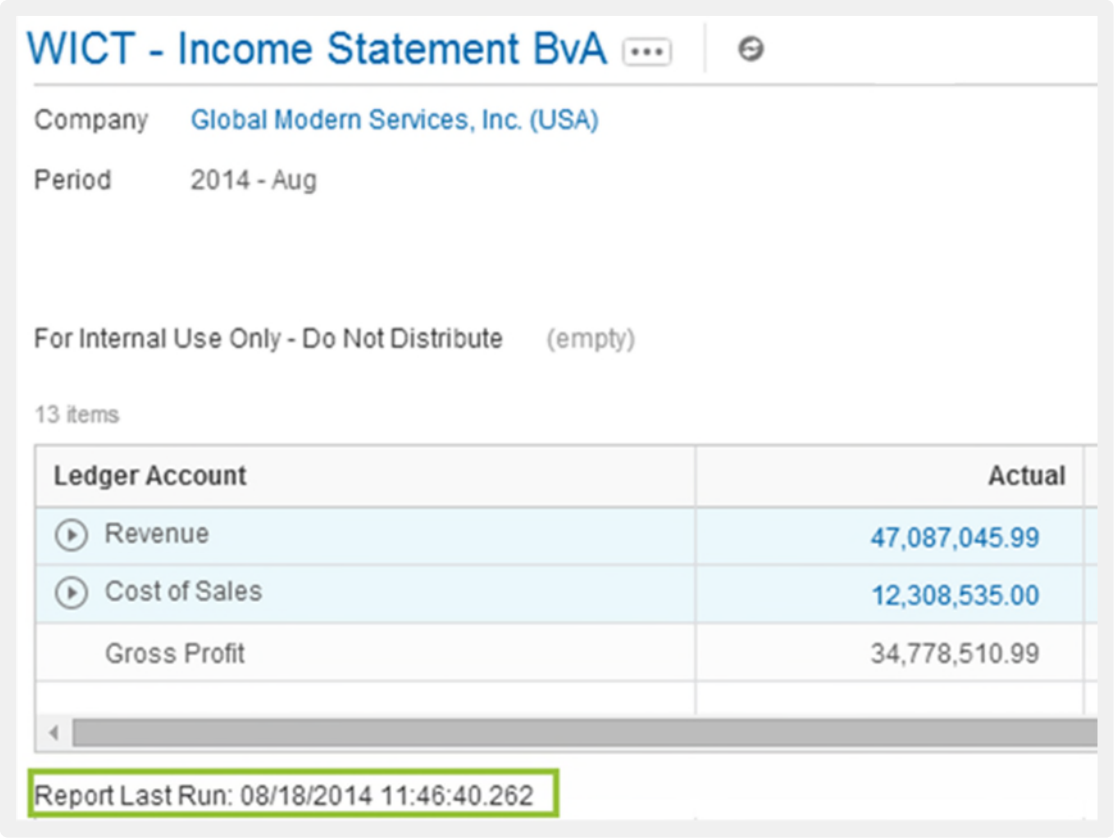
- Display both prompt selections and custom header information. This is a little more unusual, but it allows you to display both the prompt information populated into the report, and any custom header information directly below that.



55 - Example of a Report Displaying Both Prompts and a Custom Header

FOOTERS

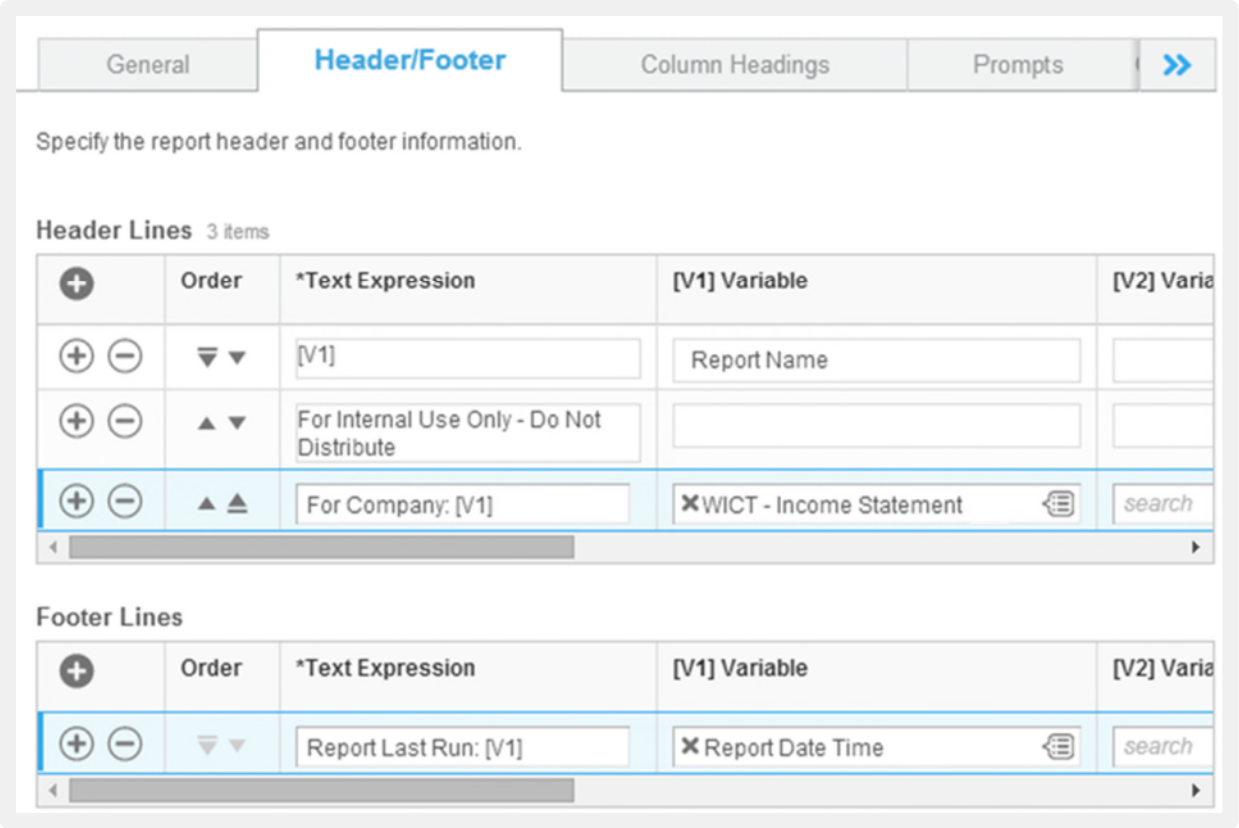
Footers can only be configured through the Report Settings window, and display at the bottom of your report.



56 - Example of a Footer in a Report

HEADER AND FOOTER CONFIGURATION

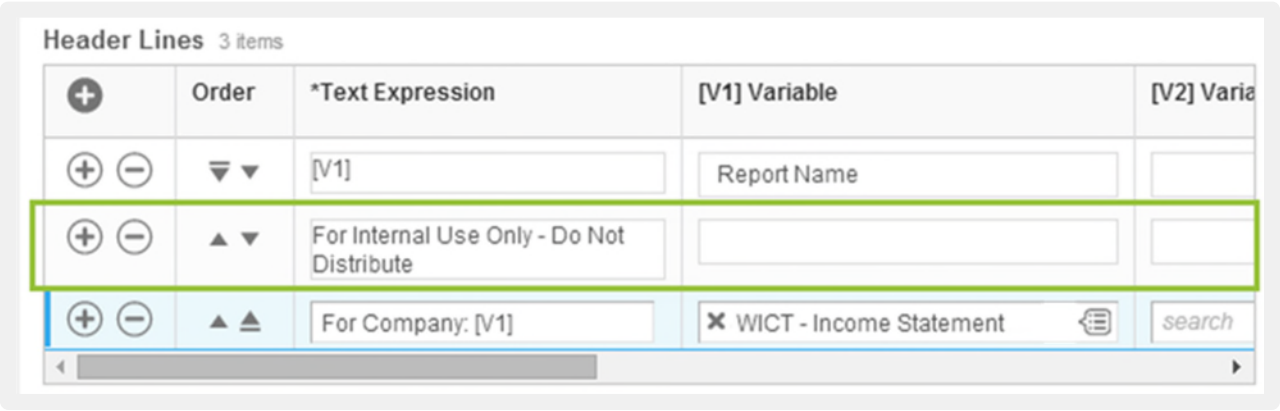
Headers and footers can be defined in a composite report. You can define text, variables, or a combination of both. You can also specify the order in which you want the header and footer lines to appear.



57 - Example of Configured Headers/Footers in a Report

DEFINE TEXT

Defining a text-only line in the header or footer section is easy. Enter the text into the Text Expression field as you want it to appear on the report.



58 - Example of a Text-Only Header Row

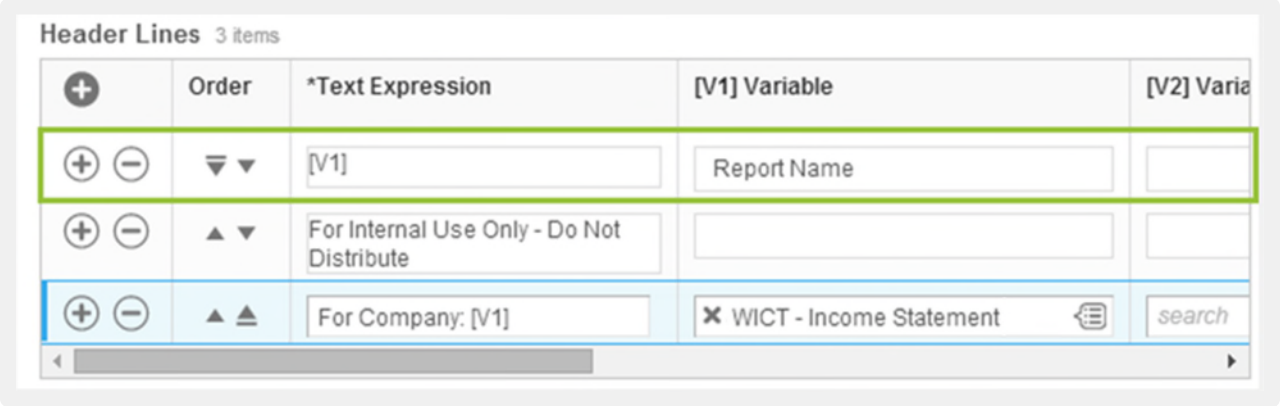
DEFINE VARIABLES

You can define up to four different variables in a single header row. There are several different default variables that can be added:

- Report Time
- Report Date Time
- Report Name

Additionally, you can also use any of the values that are promptable within the Report Settings or create your own Data Column Field Variable.

To define variables within the line, you need to add the variable(s) prompt in the Text Expression box, and identify the specific variable to be used in the variable field. For example, if you want the Report Name to appear in the header, you would add **[V1]** into the Text Expression field, and the **Report Name** variable into the [V1] Variable field.

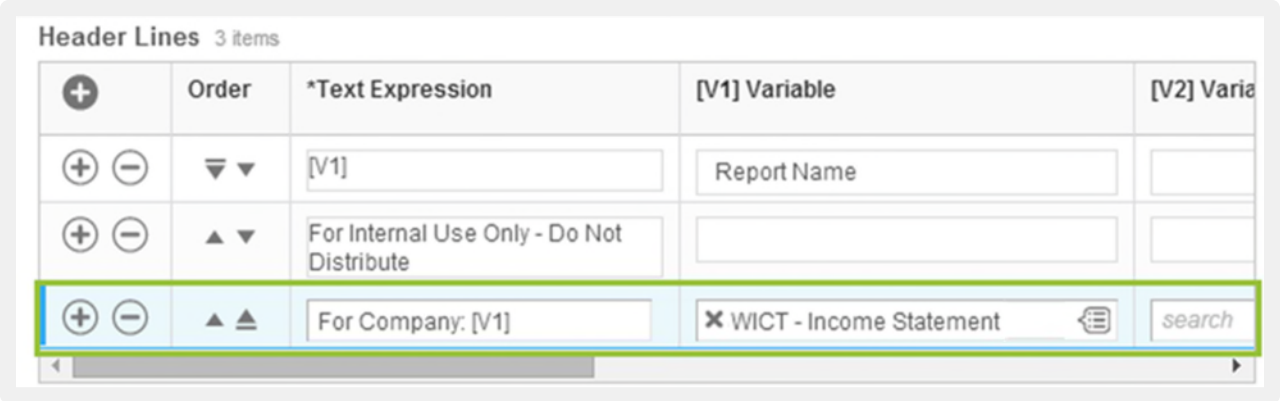


59 - Example of a Variable-Only Row

Note: The variables in the Text Expression box are case sensitive. Please make sure to enter [V1] and not [v1].

DEFINE TEXT + VARIABLES

You can also display a combination of customized text and specific variables in a header or footer row. For example, if you wanted to add the text "For Company: " before the Company variable, your Text Expression would look like this: For Company: [V1]. The variable would be populated with your Company report prompt.



60 - Example of a Text with Variable Row

HEADERS/FOOTERS AND REPORT PROMPTS

Your prompt selections will appear by default on a generated report, which may be repetitive with the Header and Footer configurations.

If you want to suppress the prompts from appearing on your report, you can do this from the Report Settings > Prompts screen. To suppress all of the prompts from appearing, un-check the Display Prompt Values in Subtitle box. Or, if you only want to suppress specific prompts in the header, check the Do Not Include in Subtitle box in the Prompt Defaults grid for those individual prompts.

ACTIVITY 8.1 – ADD HEADER AND FOOTER INFORMATION TO A COMPOSITE REPORT

Business Case: Global Modern Services, Inc. (USA) would like headers and footers to print on their reports. For the headers and footers, they would like them to render at run time where values would populate based on reports. Also, they would want the reports to indicate internal use only. They do not want the prompt values to appear in addition to the header and footer information.

Sign in as Teresa Serrano (tserrano)

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **5.3 WICT – Income Statement BvA** report to copy.
4. Click **OK**.
5. Update the report Name to **8.1 WICT – Income Statement BvA**.
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Click on the **Report Definition link** to edit the report.

MODIFY COMPOSITE REPORT WITH HEADERS AND FOOTERS

1. Click on the **Report Settings** icon.
2. Click on the **Header/Footer** tab.

3. Enter the following in the **Header Lines** grid:

#	*Text Expression*	*[V1] Variable*
1	Budget vs Actual	
2	Company: [V1]	Report Prompts: **8.1 WICT – Income Statement BVA – Company for Financial Reports**
3	Period: [V1]	Report Prompts:8.1 **WICT –Income Statement BVA – Period**

4. Enter the following in the **Footer Lines** grid:

#	*Text Expression*	*[V1] Variable*
1	Company Confidential, For Internal Use Only	
2	Report Generation: [V1]	Default Value -> Report Date Time

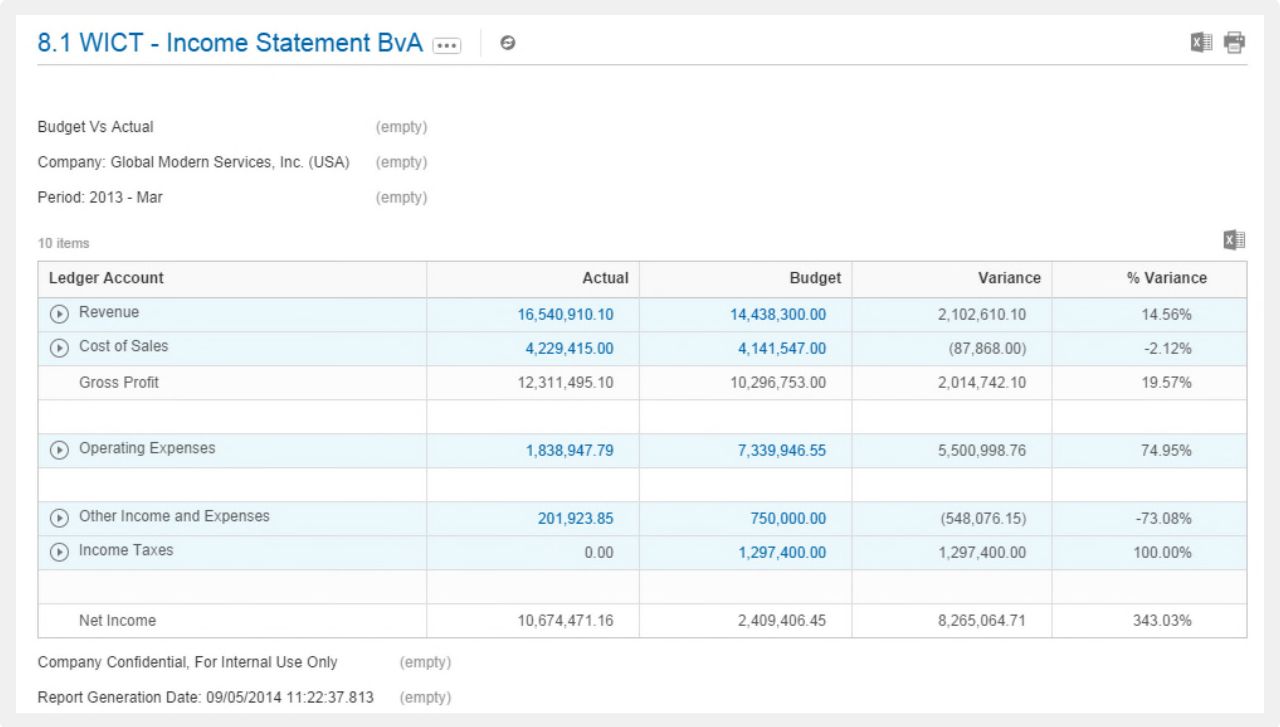
5. Click on the **Prompts** tab.

6. In the section above the Prompt Defaults, **uncheck** the option for Display Prompt Values in Subtitle.

7. Click **OK**.

8. **Run** the report.

Your report should look like this:



8.1 WICT - Income Statement BvA

Budget Vs Actual (empty)
Company: Global Modern Services, Inc. (USA) (empty)
Period: 2013 - Mar (empty)

10 items

Ledger Account	Actual	Budget	Variance	% Variance
Revenue	16,540,910.10	14,438,300.00	2,102,610.10	14.56%
Cost of Sales	4,229,415.00	4,141,547.00	(87,868.00)	-2.12%
Gross Profit	12,311,495.10	10,296,753.00	2,014,742.10	19.57%
Operating Expenses	1,838,947.79	7,339,946.55	5,500,998.76	74.95%
Other Income and Expenses	201,923.85	750,000.00	(548,076.15)	-73.08%
Income Taxes	0.00	1,297,400.00	1,297,400.00	100.00%
Net Income	10,674,471.16	2,409,406.45	8,265,064.71	343.03%

Company Confidential, For Internal Use Only (empty)
Report Generation Date: 09/05/2014 11:22:37.813 (empty)

61 - Example of a Composite Report with a Header and Footer Configured

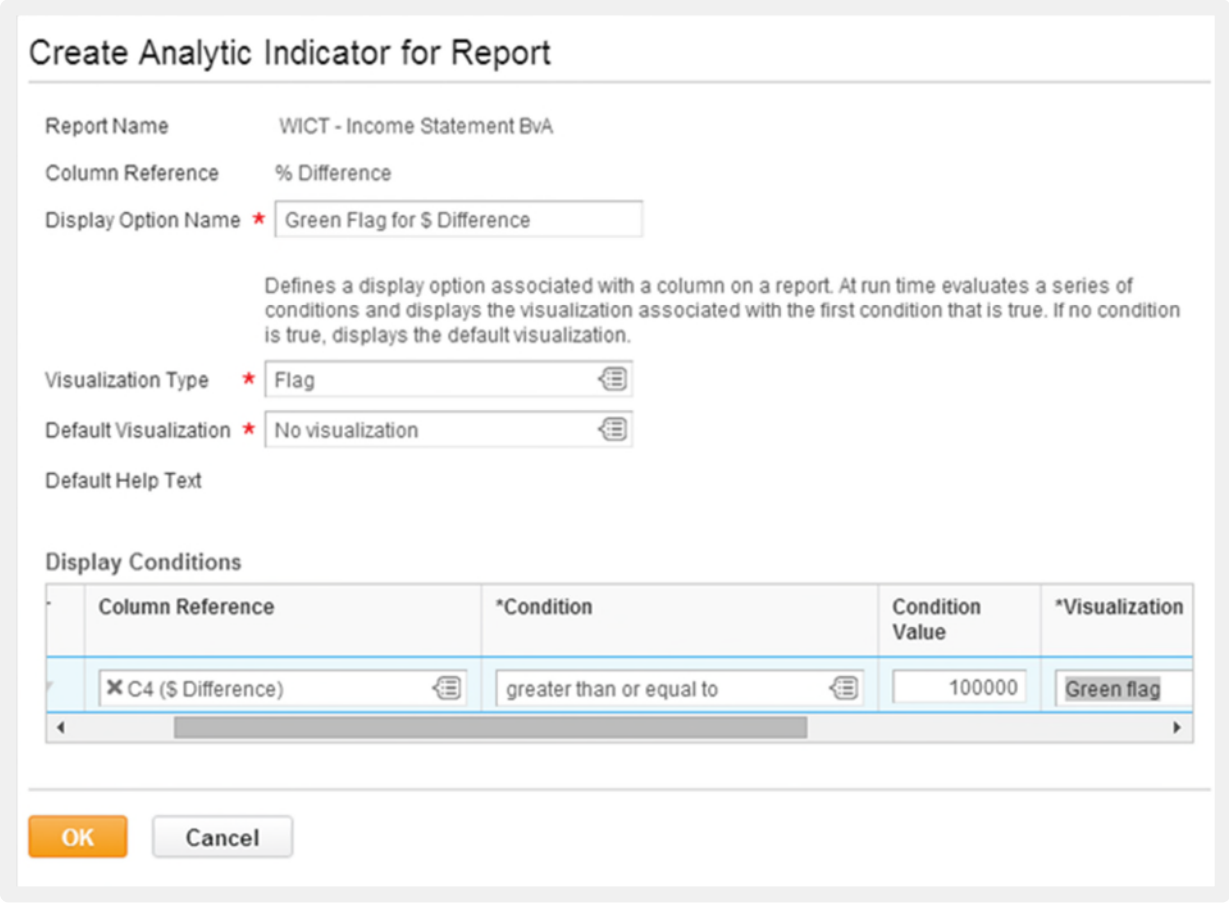
ANALYTIC INDICATORS

Analytic Indicators can be applied to composite reports. Analytic Indicators behave the same way for Composite Reports as they do for Matrix reports, with a few exceptions.

In order to create a new analytic indicator for a column, you must go into the Edit window. The option to create a new indicator is found within the Options field.

Within the Create Analytic Indicator for Report window, you can define:

- The name of the Analytic Indicator option. Column options can be reused in other columns.
- The type of option you wish to use. A list of options and a few examples can be found in the next topic.
- The default visualization that you want to see for your data.
- Any exceptions to the default, including how to visualize each exception.



62 - Example of an Analytic Indicator Configuration Screen

Note: You can opt to show the analytic indicator option only by defining both the indicator, and selecting the "Show Icon Only" option in the Options field.

VISUALIZATION DEFINITIONS

Visualization Types	Options	Example(s)
CHECK MARK / X	• Green check mark • Red X	
FIVE STAR RATING	• No stars • 1 star • 2 stars • 3 stars • 4 stars • 5 stars	
FLAG	• Blue flag • Green flag • Orange flag • Purple flag • Red flag • Yellow flag	
NBOX 3X3 **NBOX 4X4** **NBOX 5X5**	• Row 1 Column 1 • Row 1 Column 2 • Row 1 Column 3 • Row 2 Column 1 • *Etc.*	
PROGRESS BAR	• 0% • 25% • 50% • 75% • 100%	
STATUS – GREEN/YELLOW/RED	• Green Circle • Yellow Triangle • Red Diamond	
TREND ARROW	• Steady state – Gray • Trend down – Gray • Trend down – Green • Trend down – Red • Trend up – Gray • Trend up – Green • Trend up - Red	

ACTIVITY 8.2 – MODIFY THE BUDGET VS ACTUALS STATEMENT TO INCLUDE ANALYTIC INDICATORS

Business Case: Global Modern Services, Inc. (USA) requested a visual indicator to be added to the Budget vs Actuals report to draw attention to changes that exceed specific criteria. Specifically, there should be a red flag on the report if there is a variance greater than $100,000. Additionally, there should be trending indicators in the % variance column to indicate positive, negative, or neutral results.

Sign in as Teresa Serrano (tserrano)

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **8.1 WICT – Income Statement BvA** report to copy.
4. Click **OK**.
5. Update the report Name to **8.2 WICT – Income Statement BvA**.
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Click on the **Report Definition link** to edit the report.

ADD COMPARATIVE COLUMNS

1. Click on the **C4 Dropdown** (Variance) and choose **Edit**.
2. In the Options section, click on the **Prompt** icon.
3. Click **Create** > **Create Analytic Indicator for Report**.
4. Enter the following:

Field Name	*Entry Value*
Display Option Name	Red Flag for Variance
Visualization Type	Flag
Default Visualization	No Visualization

5. Enter the following in the **Display Conditions** grid:

#	*Column Reference*	*Condition*	*Condition Value*	*Visualization*	*Help Text*
1	Variance	Less Than or Equal To	-100,000	Red Flag	

6. Click **OK**.
7. Click **OK**.
8. Click on the **C5 Dropdown** (% Variance) and choose **Edit**.
9. Click on the **Prompt** icon in the Options field.
10. Click **Create** > **Create Analytic Indicator for Report**.
11. Enter the following:

Field Name	*Entry Value*
Display Option Name	% Trending Arrows
Visualization Type	Trend Arrow
Default Visualization	No Visualization

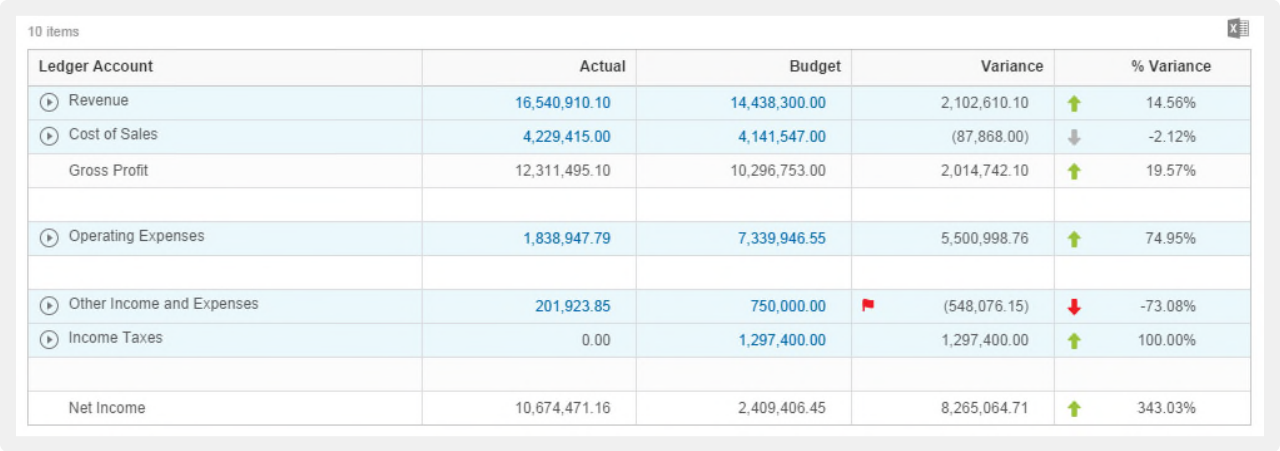
12. Enter the following in the **Display Conditions** grid:

#	*Column Reference*	*Condition*	*Condition Value*	*Visualization*
1	% Variance	Less Than or Equal To	-0.2	Trend Down - Red
2	% Variance	Less Than or Equal To	0	Trend Down - Gray
3	% Variance	Less Than or Equal To	0.1	Trend Up - Gray
4	% Variance	Greater Than	0.1	Trend Up - Green

13. Click **OK**.
14. Click **OK**.

15. **Run** the report for **2013 – Mar**.

Your report should look like this:



10 items

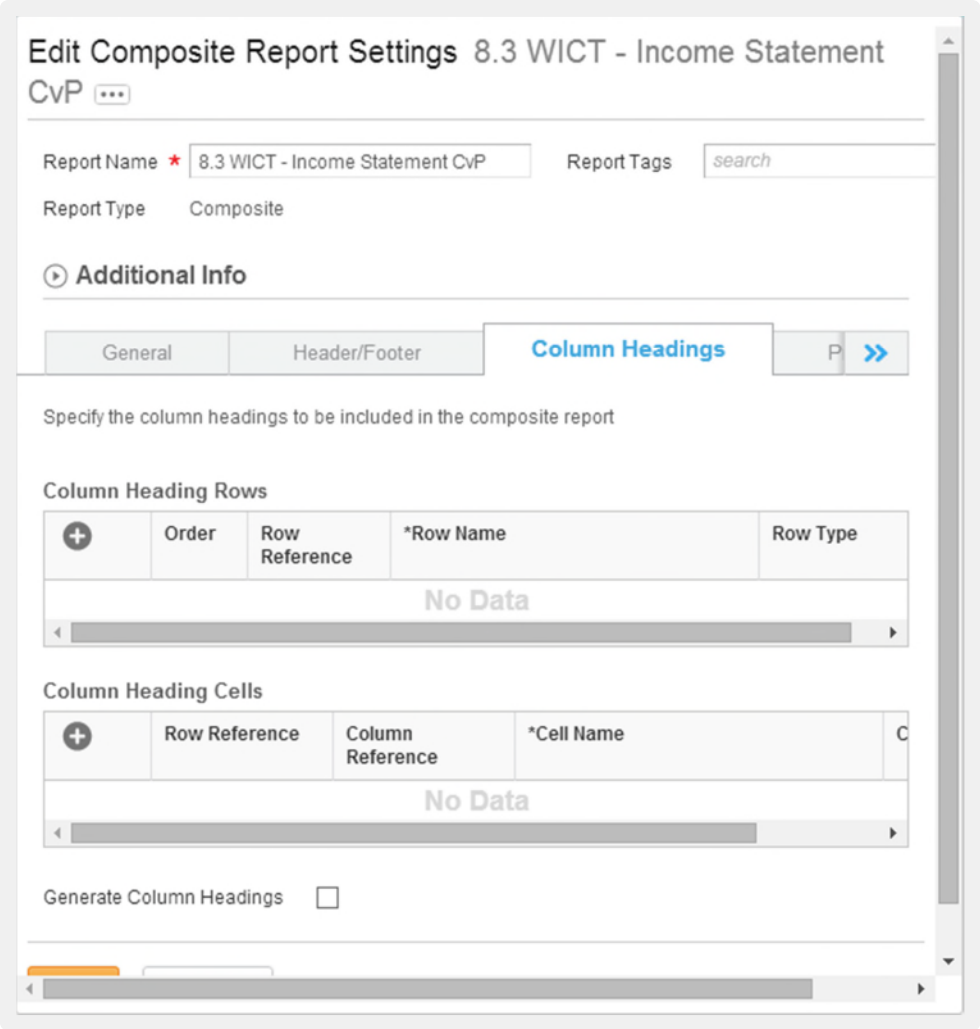
Ledger Account	Actual	Budget	Variance	% Variance
Revenue	16,540,910.10	14,438,300.00	2,102,610.10	14.56%
Cost of Sales	4,229,415.00	4,141,547.00	(87,868.00)	-2.12%
Gross Profit	12,311,495.10	10,296,753.00	2,014,742.10	19.57%
Operating Expenses	1,838,947.79	7,339,946.55	5,500,998.76	74.95%
Other Income and Expenses	201,923.85	750,000.00	(548,076.15)	-73.08%
Income Taxes	0.00	1,297,400.00	1,297,400.00	100.00%
Net Income	10,674,471.16	2,409,406.45	8,265,064.71	343.03%

63 - Example of a Composite Report with Analytic Indicators Configured

COLUMN HEADINGS

When configurable columns are defined, the column name defined in the object is what appears on the report. With Column Headings, columns can be customized with variables to give more meaning to the data, e.g. Actual Mar-2013 instead of Sum of Ledger Current Year to Date.

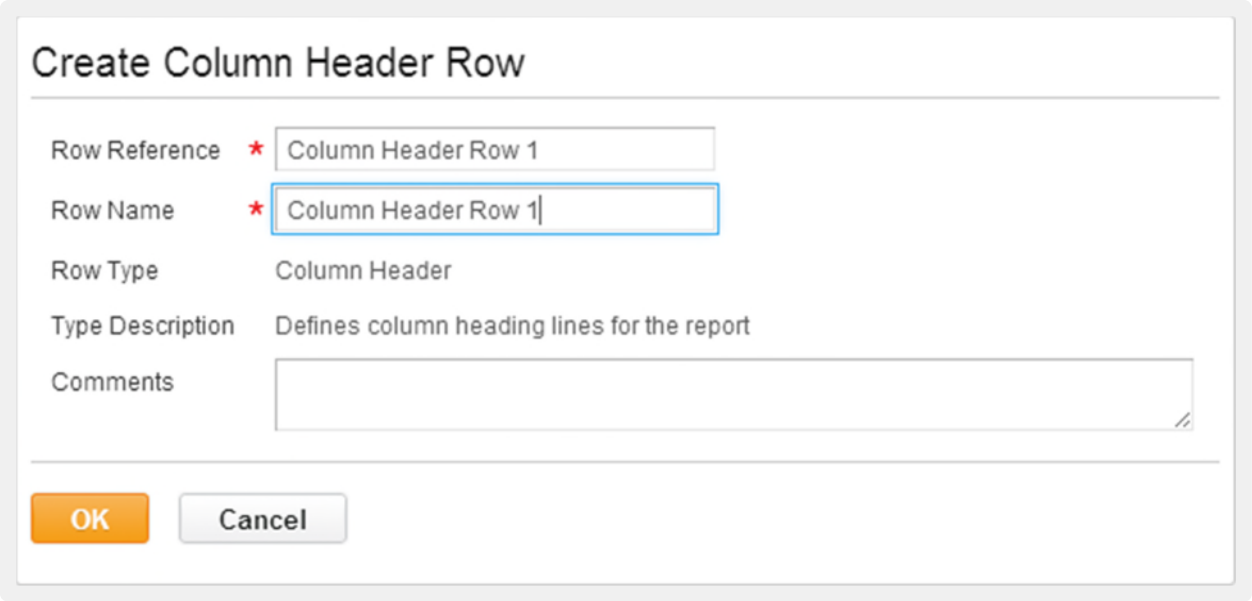
You can configure the column headings from the Report Settings window. Navigate to the Column/Headings tab and two options exist: Column Heading Rows and Column Heading Cells.



64 - Example of a Column Heading Configuration Screen (blank)

COLUMN HEADER ROWS

Column Header Rows are defined by entering the Row Reference and Row Name. If multiple Column Heading Rows exist, they can be ordered. You might do this if you want to create a multi-layered header; for example, the first row could say Current and Prior, and the second header row could have variable dates for each.

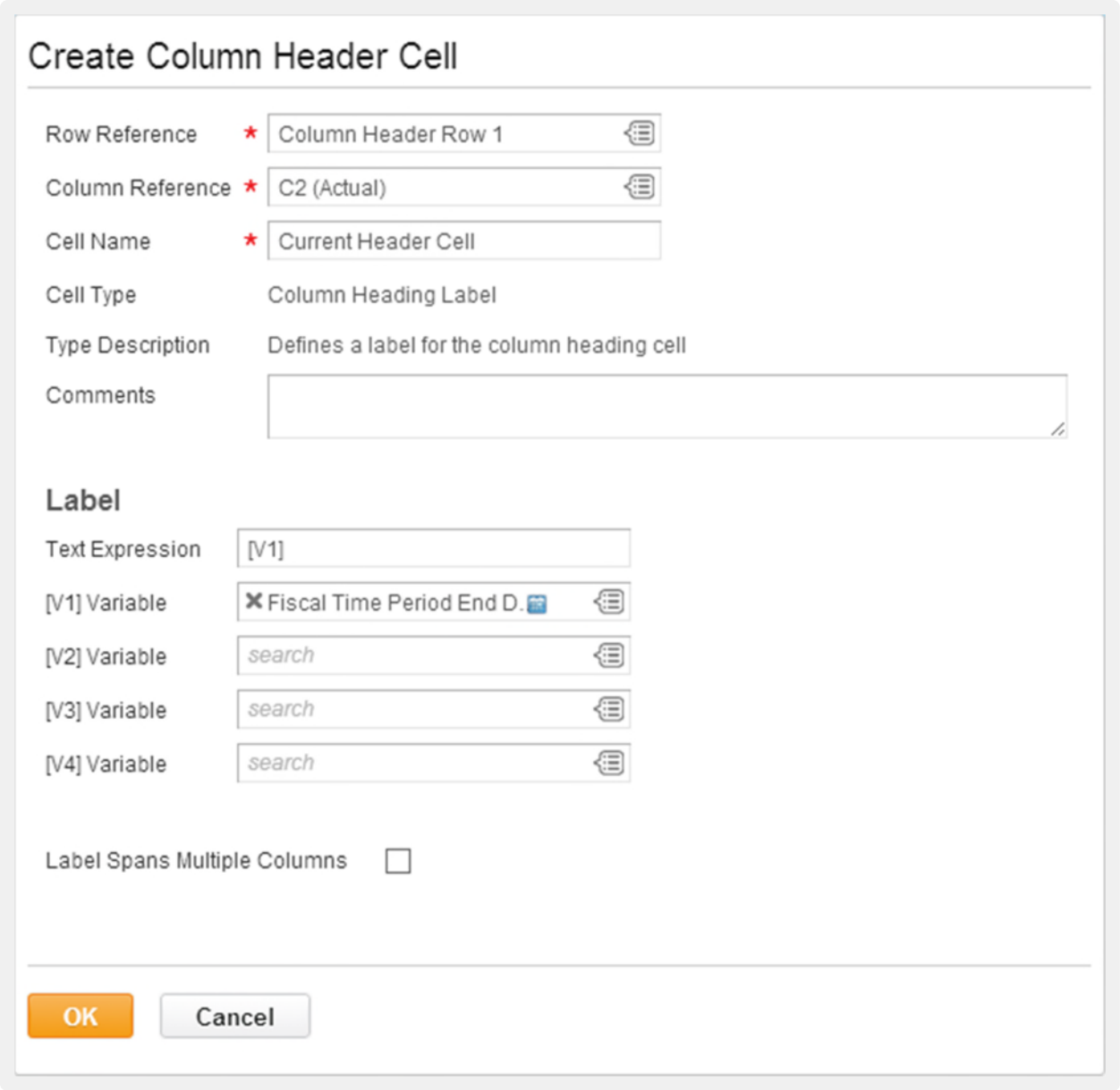


65 - Example of a Column Header Row Configuration Screen.

COLUMN HEADER CELLS

Column Header Cells are defined by entering the Row Reference and Column Reference, Cell name, and variables you would like on the report. In the Label section, variables can be defined to make the report more descriptive. Default variables include Column Name, Report Date, Report Date and Time, Report Name. Report prompts are dependent on the report.

In some cases, the column header may group more than one successive column. That is accomplished by checking the box titled 'Label Spans Multiple Columns'.



66 - Example of a Column Header Cell Configuration Screen

AUTOMATICALLY GENERATE COLUMN HEADING INFORMATION

You can also automatically generate your column heading information, based on the labels that are already established within the report. To do this, check the Generate Column Headings box that is at the bottom of the Column Headings configuration screen.

ACTIVITY 8.3 – ADD COLUMN HEADERS TO SPECIFY CURRENT AND PRIOR YEAR DATES

Business Case: Global Modern Services, Inc. (USA) requires an Income Statement showing Current Period Year to Date compared against Last Year Current Period Year to Date. They have requested that the columns headers display the date of the data.

Sign in as Teresa Serrano (tserrano)

COPY THE BUDGET VS ACTUAL REPORT

1. Enter *copy cus rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **8.1 WICT – Income Statement BvA** report.
4. Click **OK**.
5. Change the Report Name to **8.3 WICT – Income Statement CvP**.
6. Click **OK**.
7. Click **OK**.
8. Click on the **Report Definition** to edit the report.
9. Click on the **C3 Dropdown** (Budget) column.
10. Click **Edit**.
11. Enter the following:

Field Name	***Entry Value***
Column Name	Prior YTD
Sub Report Name	5.1 WICT Sub Report – Journal Lines

12. Enter the following in the **Map Sub Report Prompts** grid:

Prompt Field	*Value Type*	*Value*
Company	Use Value from Prompt Set	Company
Time period	Specify Value	Last Year – Current Period YTD
Period	Use Value from Prompt Set	Period

13. Enter the following:

Field Name	*Entry Value*
Field to Aggregate	Amount
Style	WICT – Drill-down Style

14. Click **OK**.
15. Click on the **C5 Dropdown** (% Variance).
16. Select **Delete** then click **OK**.
17. Click on the **C4 Dropdown** (Variance).
18. Select **Delete** then click **OK**.

ADD THE NEW COLUMN HEADINGS

1. Click on the **Report Settings** icon.
2. Click on the **Header / Footer** tab.
3. Update the Header Lines section replacing Budget vs Actual with *Current vs Prior*.
4. Click on the **Column Headings** tab.
5. **Add** a line to the Column Heading Rows grid.
6. Under Row Name click the **prompt** then **Create**.
7. Select **Create Composite Column Header Row**.
8. Enter the following:

Field Name	*Entry Value*

Reference	Column Header Row 1
Row Name	Column Header Row 1

9. Click **OK**.
10. Click on the **Column Headings** tab.
11. **Add** a line to the Column Heading Cells grid.
12. Under Cell Name click the **prompt** then **Create**.
13. Click on **Create Column Header Cell**.
14. Enter the following:

Field Name	***Entry Value***
Row Reference	Column Header Row 1
Column Reference	C2 (Actual YTD)
Cell Name	Current Column Header
Text Expression	[V1]
[V1] Variable	Fiscal Time Period End Date

15. Click **OK**.
16. Click on the **Column Headings** tab.
17. **Add** a line to the Column Heading Cells grid.
18. Under **Cell Name** click the **prompt** then **Create**.
19. Click on **Create Column Header Cell**.
20. Enter the following:

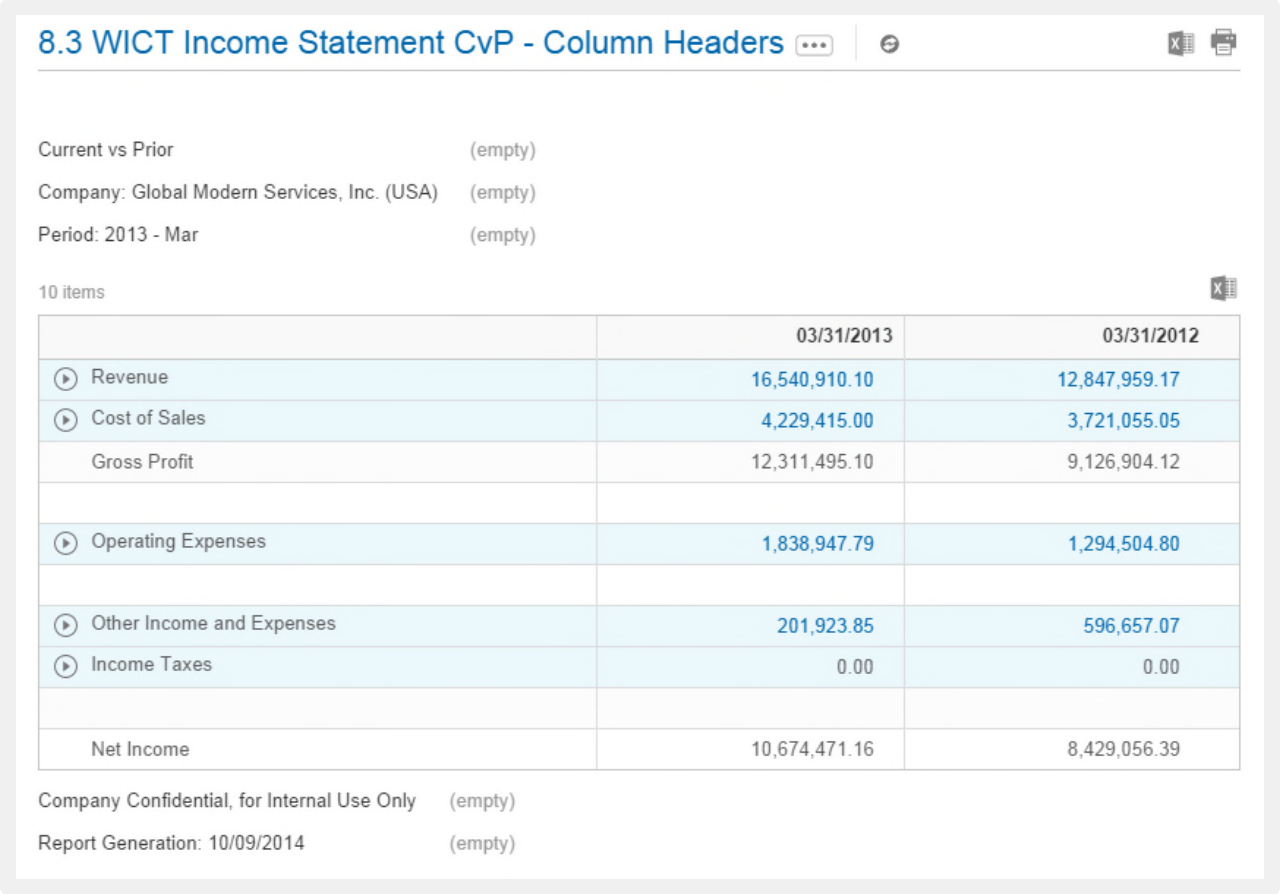
Field Name	***Entry Value***
Row Reference	Column Header Row 1
Column Reference	C3 (Prior YTD)
Cell Name	Prior Column Header
Text Expression	[V1]
[V1] Variable	Fiscal Time Period End Date

21. Click **OK**.

22. Click **OK**.

23. **Run** the report for **2013 – Mar**.

Your report should look like this:



8.3 WICT Income Statement CvP - Column Headers

Current vs Prior (empty)
Company: Global Modern Services, Inc. (USA) (empty)
Period: 2013 - Mar (empty)

10 items

	03/31/2013	03/31/2012
Revenue	16,540,910.10	12,847,959.17
Cost of Sales	4,229,415.00	3,721,055.05
Gross Profit	12,311,495.10	9,126,904.12
Operating Expenses	1,838,947.79	1,294,504.80
Other Income and Expenses	201,923.85	596,657.07
Income Taxes	0.00	0.00
Net Income	10,674,471.16	8,429,056.39

Company Confidential, for Internal Use Only (empty)
Report Generation: 10/09/2014 (empty)

67 - Example of a Composite Report with Variable Column Headers

FORMATTING FOR EXCEL

Workday provides the ability to apply Workday delivered or custom styles to your report that will apply to your Excel export of the report. These styles can be applied to your report header, footer, columns, rows, and even individual cells, and will render when the report is exported to Excel. Styling your data provides you with the opportunity to see a more polished version of your report, allowing you to add items such as currency symbols, bold headers, double underlines, etc.

There are a number of different options that you can configure with regards to styles.

Note: For more information about the styles, please see Appendix A. There you will find a list of options available for configuring your own style and information on accessing the report of workday delivered styles.

LIMITATIONS

There are some limitations to the styles that can be configured within Workday. Styles generally will not cover all of the options that you will find within Excel. For example, when stylizing a header font, the options are limited to:

- Style – Regular, Bold, Italic, and Bold Italic
- Size – Small 8, Medium 10, Large 16
- Underline – No Underline, Underline, Double Underline
- Color – Black #000000, Red #FF0000, Blue #0000FF

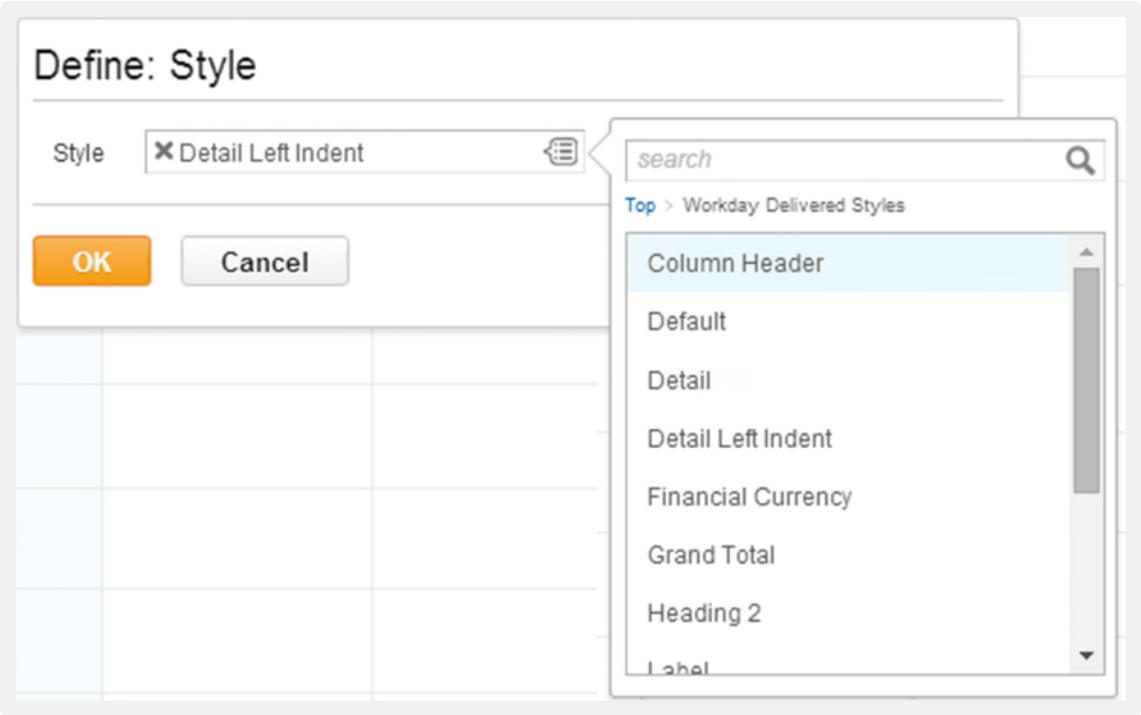
Additionally, when viewing your report in Workday, you may not see all of the applied styles on screen; some may only be visible when viewing in the Excel file.

APPLY A WORKDAY DELIVERED STYLE TO THE REPORT

To apply a Workday delivered style to a column, row, or cell:

1. In the report edit window, click on the drop-down arrow in the appropriate column, row, or cell.
2. Click on **Edit Style**.
3. Click on the **prompt** next to the Style field.

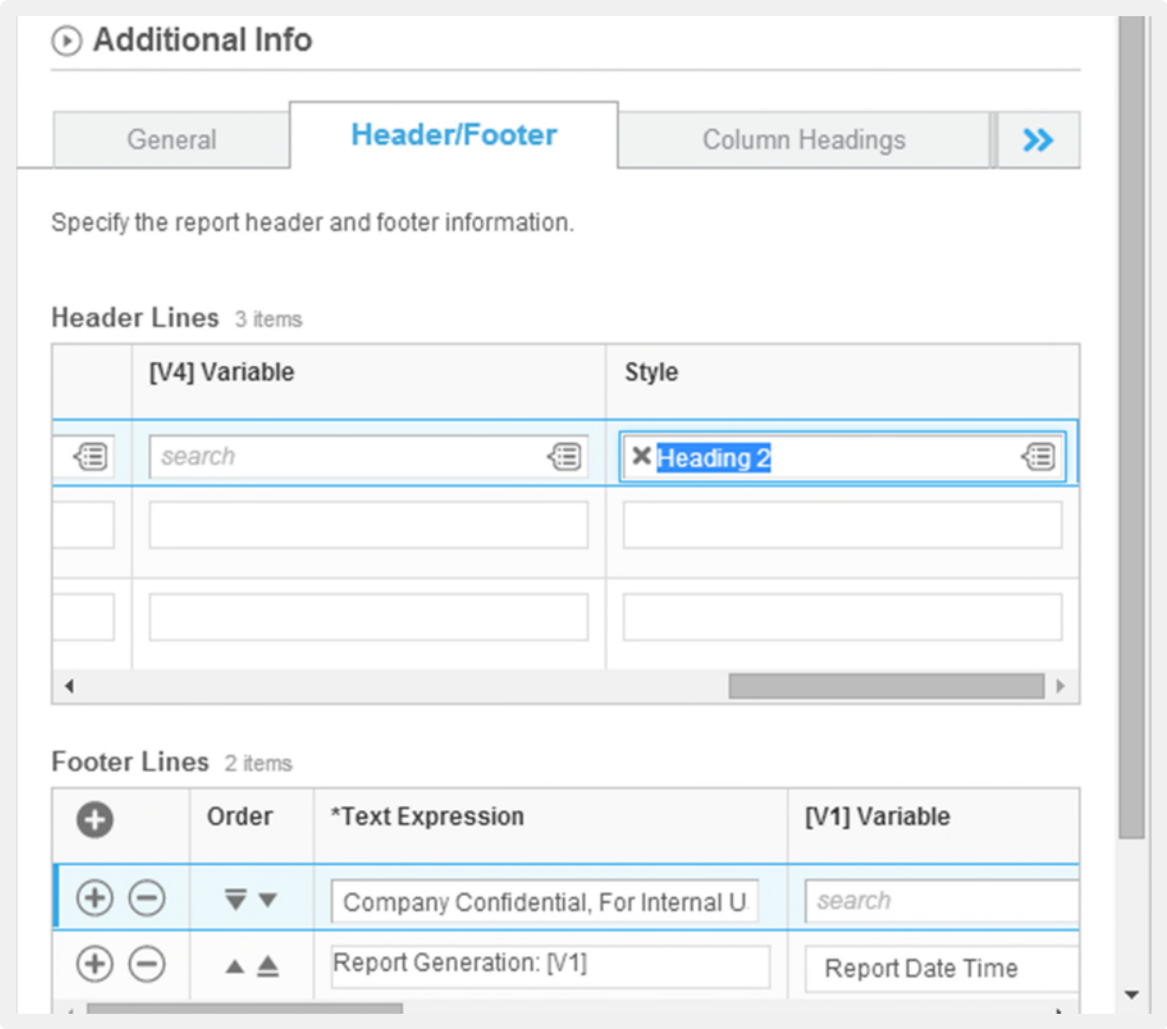
4. Select **Workday Delivered Styles**. Please note that you can also select a tenanted style here, or create a report-specific style. Complete styling options can be found in the Appendix.
5. Select the appropriate Workday Delivered style. For a complete list of the styles and their definitions, refer to the "View Formatting Style (Workday Owned)" report in your tenant.



68 - Example of a Workday-Delivered Style Selection for a Column, Row, or Cell

To apply a Workday-Delivered style to a header or footer:

1. In the report edit window, click on the **Report Settings** icon.
2. Click on the **Header/Footer** tab.
3. Scroll to the right in the Header Lines or Footer Lines section. Each header and footer line has a Style field associated with it, and you can customize each line differently.
4. Click on the **prompt** in the Style field of the appropriate header or footer line.
5. Click on **Workday Delivered Styles**.
6. Select the appropriate style for your needs.

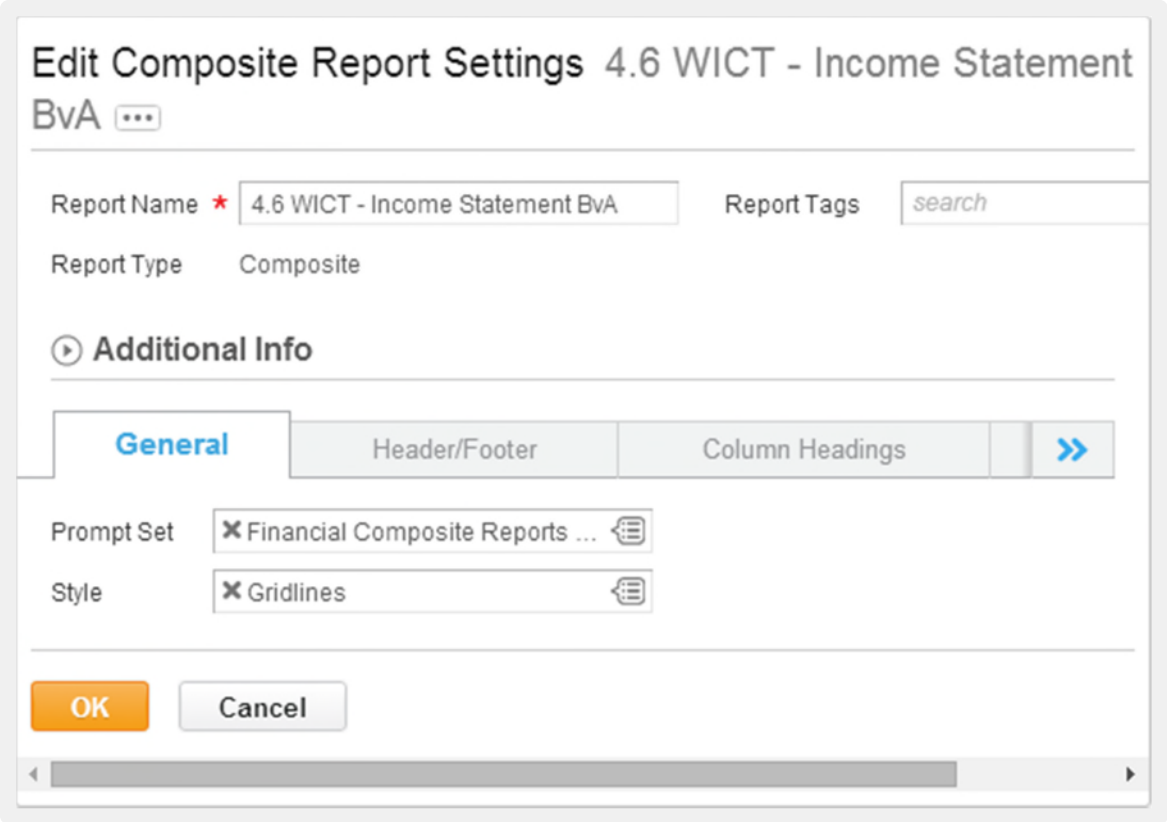


69 - Example of a Workday-Delivered Style Selection for a Header or Footer

You also have the option to apply a style (Workday delivered or custom) to an entire report. For example, if you want to remove the gridlines that appear by default, you would do this at the general report level.

To apply a style to a report:

1. In the report edit window, click on the **Report Settings** icon.
2. On the General tab, click on the **prompt** in the Style field.
3. Select the appropriate style for your needs.



70 - Example of a Workday-Delivered Style Selection for a Composite Report

EXPORT AN EXCEL REPORT

Exporting an excel report is not unique to composite reporting; the functionality is the same and is triggered when you click on the Export to Excel icon ( ) in the upper right-hand corner of the screen.

ACTIVITY 8.4 – MODIFY COMPOSITE REPORT ADDING EXCEL FORMATTING

Business Case: Global Modern Services, Inc. (USA) would like to download reports into Excel efficiently and have the reports readily available. Adding Excel Formats allows a quicker report distribution to report users as it saves time in formatting financial reports.

Sign in as Teresa Serrano (tserrano)

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **2.2 WICT – Income Statement** report to copy.
4. Click **OK**.
5. Update the report Name to **8.4 WICT – Income Statement – Formatted**.
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Click on the **Report Definition link** to edit the report.

MODIFY COMPOSITE REPORT WITH EXCEL FORMATTING

1. Click on the **R3 Dropdown** (Gross Profit) and choose **Style**.
2. Select the **Subtotal** style.
3. Click **OK**.
4. Click on the **R13 Dropdown** (Total Operating Expense) and choose **Style**.
5. Select the **Subtotal** style.
6. Click **OK**.

7. Click on the **R17 Dropdown** (Net Income) and choose **Style**.
8. Select the **Grand Total** style.
9. Click **OK**.
10. Click on the **C1 Dropdown** (Ledger Account) and choose **Style**.
11. Select the **Detail Left Indent** style.
12. Click **OK**.
13. **Run** the report.
14. Export to Excel.

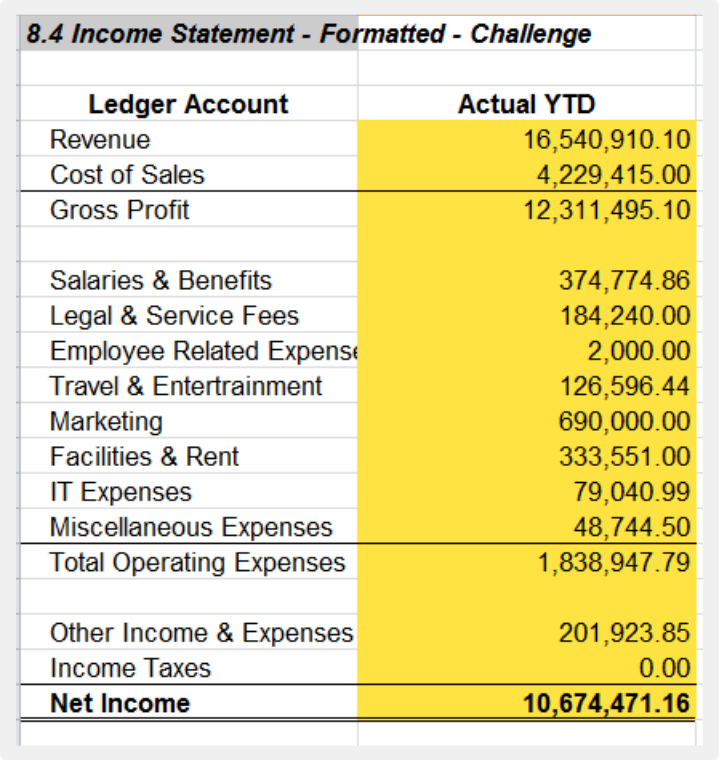
Activity Answer: Your exported file should look like this:

	A	B
1	***8.4 Income Statement - Formatted***	
2		
3	**Ledger Account**	**Actual YTD**
4	Revenue	(16,540,910.10)
5	Cost of Sales	4,229,415.00
6	Gross Profit	(12,311,495.10)
7		
8	Salaries & Benefits	374,774.86
9	Legal & Service Fees	184,240.00
10	Employee Related Expense	2,000.00
11	Travel & Entertainment	126,596.44
12	Marketing	690,000.00
13	Facilities & Rent	333,551.00
14	IT Expenses	79,040.99
15	Miscellaneous Expenses	48,744.50
16	Total Operating Expenses	1,838,947.79
17		
18	Other Income & Expenses	(201,923.85)
19	Income Taxes	0.00
20	**Net Income**	**(10,674,471.16)**

71 - Example of an Exported Excel Report with Formatting

Challenge Activity: Add yellow shading to the "Actuals YTD" column and reverse the signs for Revenue, Gross Profit, Other Income and Expense, and Net Income.

If you completed the challenge activity, your exported file should look like this:



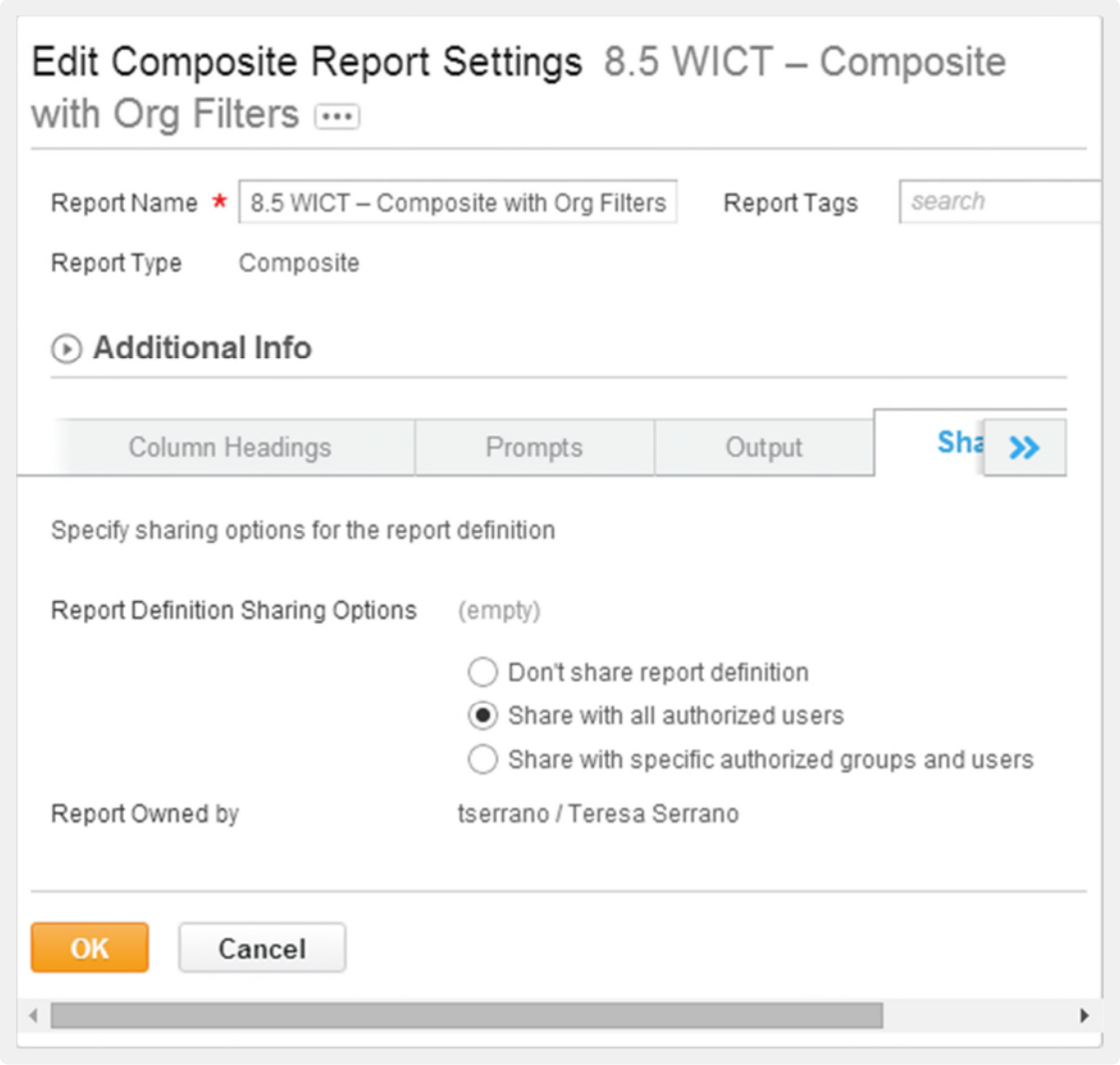
8.4 Income Statement - Formatted - Challenge

Ledger Account	Actual YTD
Revenue	16,540,910.10
Cost of Sales	4,229,415.00
Gross Profit	12,311,495.10
Salaries & Benefits	374,774.86
Legal & Service Fees	184,240.00
Employee Related Expens	2,000.00
Travel & Entertrainment	126,596.44
Marketing	690,000.00
Facilities & Rent	333,551.00
IT Expenses	79,040.99
Miscellaneous Expenses	48,744.50
Total Operating Expenses	1,838,947.79
Other Income & Expenses	201,923.85
Income Taxes	0.00
Net Income	**10,674,471.16**

72 - Example of an Exported Excel Report with Formatting, including Shading

REPORT SHARING

Workday provides the ability to share composite report with other authorized users in the system. In order to share composite reports with others in the organization, the composite report and all of its referenced sub reports must be shared.



73 - Example of a shared composite report

ACTIVITY 8.5 – CREATE A SHARED REPORT

Business Case: Global Modern Services, Inc. (USA) requires a report which compares expenses from the current period to the same period last year. This report should be made available to all Cost Center managers; however, they should only see data for their own Cost Centers.

Sign in as Teresa Serrano (tserrano)

CREATE A SUB REPORT WITH AN ORGANIZATION FILTER

1. Enter *cre cus rep* in the search box.
2. Select **Create Custom Report** task.
3. Enter the following:

Field Name	***Entry Value***
Report Name	8.5 WICT Sub Report – Journal Lines for Org
Report Type	Matrix
Data Source	Journal Lines for Financial Reporting

4. Click **OK**.
5. Select **Journal Lines for Organization and Reporting Time Period** in the Data Source Filter field.
6. Enter the following in the **Row Grouping** grid:

Order	***Field***	***Sort***
1	Ledger Account	Alphabetical - Ascending
2	Cost Center	Alphabetical - Ascending
3	Region	Alphabetical - Ascending

7. Enter the following in the section **Define the Field(s) to Summarize**:

Order	*Summarization Type*	*Summarization Field*	*Label Override*	*Format*
1	Sum	Ledger/Budget Debit minus Credit	Amount	#,##0.00; (#,##0.00)

8. Click on the **Drill Down** tab.

9. Add the following in the **Drillable Fields** grid:

Order	*Field*	*Sort*
1	Company	Alphabetical - Ascending
2	Cost Center	Alphabetical - Ascending
3	Region	Alphabetical - Ascending
4	Business Unit	Alphabetical - Ascending
5	Journal Source	Alphabetical - Ascending
6	Period	Alphabetical - Ascending
7	Ledger Account	Alphabetical - Ascending

10. Add the following in the **Detail Data** grid:

Order	*Field*	*Options*
1	Journal Source	
2	Period	
3	Ledger Account	
4	Worktags	
5	Ledger/Budget Debit minus Credit	Show Currency Code Show Currency Symbol

11. Click on the **Prompts** tab.

12. Check the **Populate undefined Prompt Defaults** box.

13. Enter the following in the **Prompt Defaults** section:

#	Field	Default Type	Default Value	Required	Do Not Prompt at Runtime
1	Organization	No Default Value		✓	
2	Company	Specify Default Value	Global Modern Services, Inc. (USA)	✓	
3	Ledger	Specify Default Value	Actuals	✓	✓
4	Amount Type	Specify Default Value	Activity	✓	✓
5	Time Period	Specify Default Value	Current Period	✓	
6	Period	Specify Default Value	2013 – Mar	✓	
7	Balancing Worktags	No Default Value			✓
8	Book	No Default Value			✓
9	Budget Structure	No Default Value			✓
10	Ledger Account / Summary	Specify default Value	Ledger Account Summary > Corporate: Total Expenses		✓
11	Report Effective Date				✓
12	Calculate Current Year Retained Earnings				✓
13	Calculate Translation Gain or Loss				✓
14	Eliminations Only				✓

#	Field	Default Type	Default Value	Required	Do Not Prompt at Runtime
15	Perform Intercompany Eliminations				✓
16	Perform InterWorktag Eliminations				✓

14. Click on the **Share** tab.
15. Under the Report Definition Sharing Options section, select **Share with all authorized users.**
16. Click **OK**.

COMPOSITE REPORT WITH ORGANIZATION FILTER

1. Enter *cre cus rep* in the search box.
2. Select **Create Custom Report** task.
3. Enter the following:

Field Name	Entry Value
Report Name	8.5 WICT – Composite with Org Filters
Report Type	Composite

4. Click **OK**.
5. Click on the **C1 Dropdown**.
6. Hover-over **Define** then select **Control Field**.
7. Enter the following:

Field Name	Entry Value
Column Name	Ledger Account
Business Object	Ledger Account

8. Click **OK**.
9. Click on the **C2 Dropdown**.
10. Hover-over **Define** then select **Data**.
11. Enter the following:

Field Name	***Entry Value***
Column Name	Current Period
Sub Report	8.5 WICT Sub Report – Journal Lines for Org

12. Enter the following in the **Map Sub Report Prompts** grid:

Prompt Field	***Value Type***	***Value***
Organization	Prompt User for Value at Run Time	
Company	Specify Value	Global Modern Services, Inc. (USA)
Time Period	Specify Value	Current Period
Period	Prompt User for Value at Run Time	

13. Field to Aggregate: **Amount**
14. Click **OK**.
15. Click on the **C3 Dropdown**.
16. Hover-over **Define** then select **Data**.
17. Enter the following:

Field Name	***Entry Value***
Column Name	Last Year Current Period
Sub Report	8.5 WICT Sub Report – Journal Lines for Org

18. Enter the following in the **Map Sub Report Prompts**:

Prompt Field	*Value Type*	*Value*
Organization	Prompt User for Value at Run Time	
Company	Specify Value	Global Modern Services, Inc. (USA)
Time Period	Specify Value	Last Year - Current Period
Period	Prompt User for Value at Run Time	

19. Field to Aggregate: **Amount**
20. Click **OK**.
21. Click on the **C4 Dropdown**.
22. Hover-over **Define** then choose **Calculation**.
23. Enter the following:

Field Name	*Entry Value*
Column Name	Variance
Calculation Type	Difference
Column A	C2 (Current Period)
Column B	C3 (Last Year Current Period)
Reverse the Sign	No

24. Click **OK**.
25. Click on the **C5 Dropdown**.
26. Hover-over **Define** then select **Calculation**.

27. Enter the following:

Field Name	*Entry Value*
Column Name	% Variance
Calculation Type	Percent Increase
Column A	C3 (Last Year Current Period)
Column B	C2 (Current Period)
Return Zero on Error	Checked
Reverse the Sign	No

28. Click **OK**.

29. Click on the **Report Settings** icon.

30. On the **General** tab, select the **Style** of *WICT - Drill-down Style*

31. Click on the **Prompts** tab.

32. Check the **Populate undefined Prompt Defaults** box.

33. Enter the following in the **Prompt Defaults** section:

Field	*Default Type*	*Default Value*	*Required*	*Do Not Prompt at Runtime*
Organization	No Default Value		✓	
Period	Determine Default Value at Runtime	Current Fiscal Periods	✓	

34. Click on the **Share** tab.

35. Under the Report Definition Sharing Options section, select **Share with all authorized users**.

36. Click **OK**.

37. **Run** the report for **2013 – Mar**, for the **Cost Center Hierarchy: Finance** Organization.

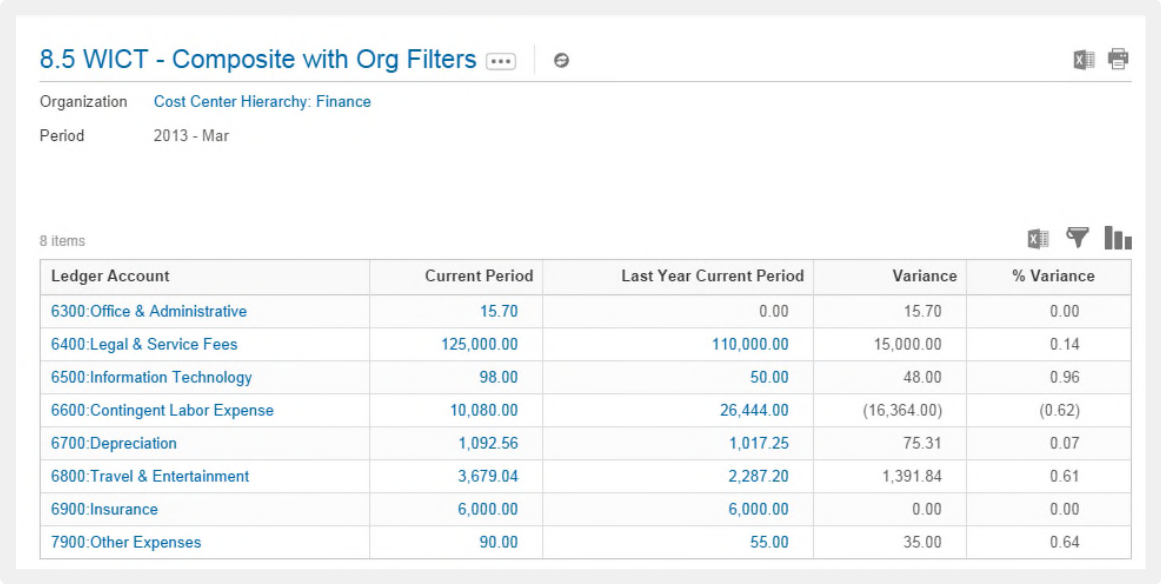
Note: Notice the number of organizations that are available to Teresa.

LOG IN AS A DIFFERENT USER

1. In a separate browser, log in as **Jake Lee** (jlee).
2. Select the **8.5 WICT – Composite with Org Filters** report.
3. **Run** the report for **2013 – Mar**, for the **Cost Center Hierarchy: Sales & Marketing** Organization.

Note: Notice that Jake only has access to the one organization for which he is responsible.

Your report for Teresa should look like this:



8.5 WICT - Composite with Org Filters

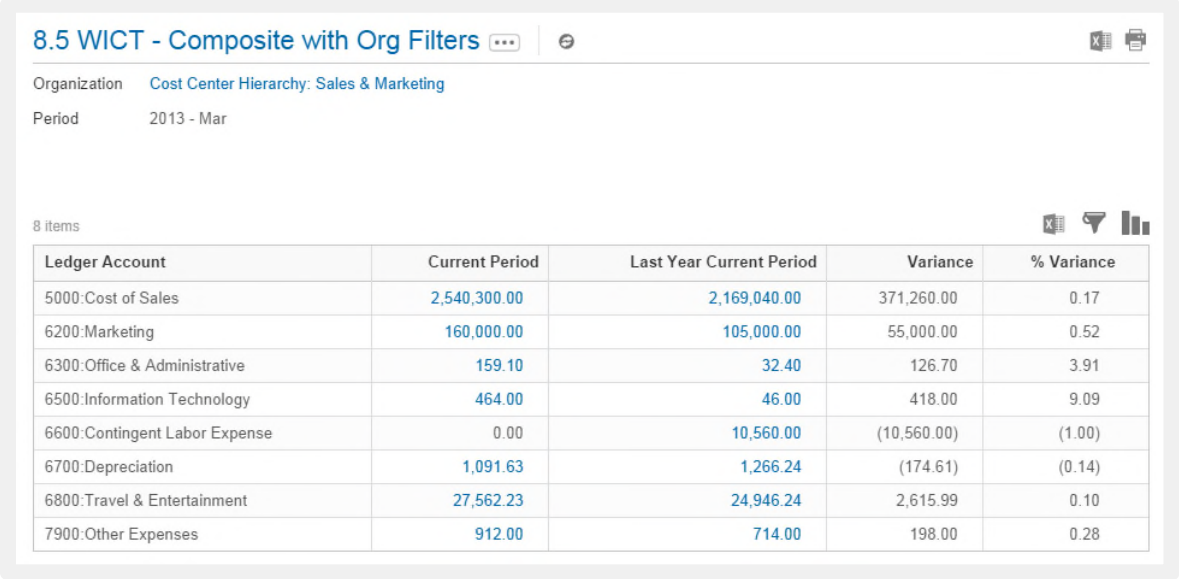
Organization: Cost Center Hierarchy: Finance

Period: 2013 - Mar

8 items

Ledger Account	Current Period	Last Year Current Period	Variance	% Variance
6300:Office & Administrative	15.70	0.00	15.70	0.00
6400:Legal & Service Fees	125,000.00	110,000.00	15,000.00	0.14
6500:Information Technology	98.00	50.00	48.00	0.96
6600:Contingent Labor Expense	10,080.00	26,444.00	(16,364.00)	(0.62)
6700:Depreciation	1,092.56	1,017.25	75.31	0.07
6800:Travel & Entertainment	3,679.04	2,287.20	1,391.84	0.61
6900:Insurance	6,000.00	6,000.00	0.00	0.00
7900:Other Expenses	90.00	55.00	35.00	0.64

Your Report for Jake should look like this:



8.5 WICT - Composite with Org Filters

Organization: Cost Center Hierarchy: Sales & Marketing

Period: 2013 - Mar

8 items

Ledger Account	Current Period	Last Year Current Period	Variance	% Variance
5000:Cost of Sales	2,540,300.00	2,169,040.00	371,260.00	0.17
6200:Marketing	160,000.00	105,000.00	55,000.00	0.52
6300:Office & Administrative	159.10	32.40	126.70	3.91
6500:Information Technology	464.00	46.00	418.00	9.09
6600:Contingent Labor Expense	0.00	10,560.00	(10,560.00)	(1.00)
6700:Depreciation	1,091.63	1,266.24	(174.61)	(0.14)
6800:Travel & Entertainment	27,562.23	24,946.24	2,615.99	0.10
7900:Other Expenses	912.00	714.00	198.00	0.28

REPORT GROUPING

Report Grouping provides you with the ability to group multiple reports together to run based on a single request. This is especially useful when you need to run a set of reports on a regular basis (such as quarter end). In order to use this feature, you need to:

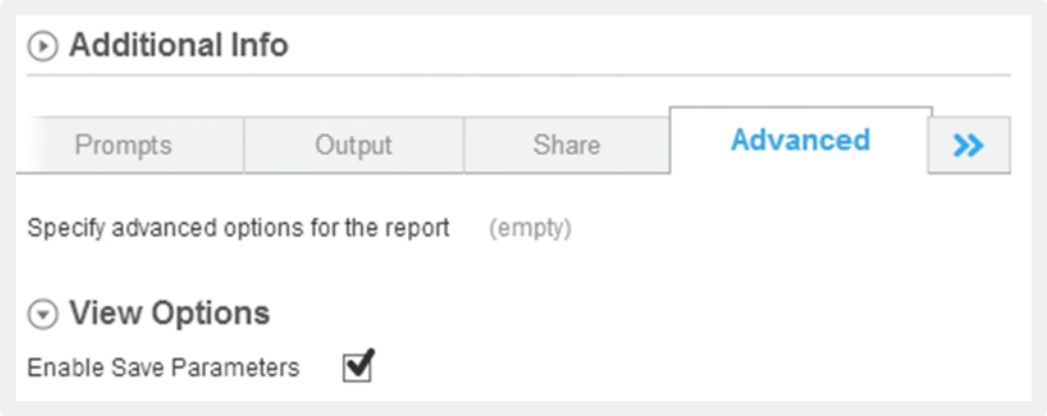
1. Identify the reports which you want to run on a regular basis.
2. Save filters for the report.
3. Create a Report Group and add the reports to the group.
4. Schedule the Report Group to run.

When the Report Group processes, each report will process based on the way it was configured in the report group.

SAVE REPORT FILTERS

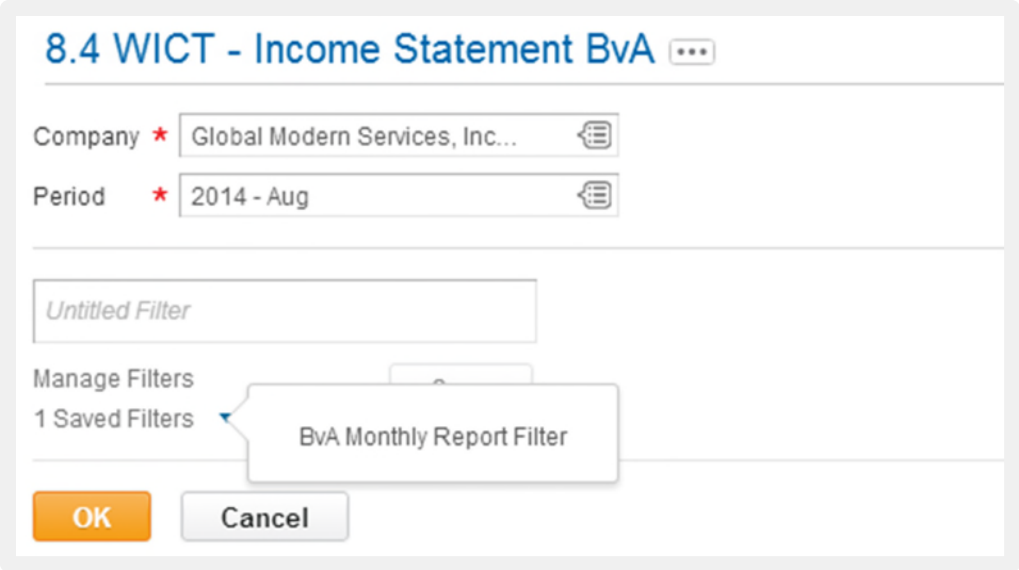
Reports within Workday have the ability to save a filter. Only reports with saved filters are able to be pulled into a report group.

For Composite Reports, each report will need to be enabled to save the report parameters, it is not automatic. To enable the parameters, navigate to the Report Settings and select the advanced tab. The View Options will have a check box to Enable Save Parameters.



74 - The Enable Save Parameters check box, found within the Report Settings window

Once the Save Parameters functionality is enabled, you will have the option to save your prompt configurations each time the report is run.



75 - Example of a Saved Report Filter

If any of the reports in your Report Group prompt you for values when the report is run, you will either need to specify what those prompt values are within the Report Group, or use Save Filters to pull the prompt values.

CREATE REPORT GROUP

Prompts Tab

Once you have created a new report group ("Create Report Group" task), you will need to identify the Prompt Set that the report group will use and the reports that are contained in the Report Group.

A Report Group uses the prompts in a Prompt Set. The Prompt Set chosen will default the prompt fields in the Prompts tab where you can identify the label for the prompt and the default type. Default types can be:

- Determine default value at runtime
- No default value
- Specify default value

You can also identify if the prompt field is required or not as well as if the prompt should appear at runtime.

Reports Tab

The Reports tab will allow you to identify the reports within the report group. Select the report and the saved filter and identify the description and output type. The Report Prompts

section allows you to map the prompt fields associated with the report. By default, the report prompt values will be sourced from the report's saved filter. Configure by selecting the prompt field, value type, field, and check box identifying if the field is a Securing Entity.

Sharing Tab

You can choose to share the report output with others within the organization. Use caution when choosing this option; other users will see the same output as you, regardless of their security permissions.

Please note: You can share the report output from a Report Group, but cannot share the Report Group itself.

SCHEDULE A REPORT OR REPORT GROUP

Composite reports can be scheduled via the related action off of the report. The Run Frequency can be one of the following:

- Run Now
- Run Once in the Future
- Daily Recurrence
- Weekly Recurrence
- Monthly Recurrence

Depending on the Run Frequency selected, a dynamic screen will guide you through the configuration. Run Once will show Output and Share tabs, Run Once in the Future and other recurrence selections will show the Schedule, Output, and Share tabs.

For all recurrences other than ‘Now’, the Recurrence Criteria will ask how many recurrences, the start time, and the time zone. Further, you will select the Range of Recurrences by indicating the start and end dates.

Output will allow you to select either Excel or PDF, identify any Report Tags, indicate the number of days until the report will be deleted, and if a report should be generated if there is no output.

On the Share tab, specify the sharing for the report output. Note that by selecting "Share report output with other users" below, you are authorizing the specified users the right to view the report and its data exactly as you see it, regardless of their security.

When the report runs, there will be a refresh tab for reports run ‘Now’. Reports with another Run Frequency will run at that time configured. Regardless of the Run Frequency, the submitter of the report will receive a notification that the report is available as an output file.

ACTIVITY 8.6 – CREATING REPORT GROUPS FOR REPORT DISTRIBUTION

Business Case: Global Modern Services, Inc. (USA) would like a reporting package to be generated automatically and delivered to the CFO.

Sign in as Teresa Serrano (tserrano)

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **8.2 WICT – Income Statement BvA** report to copy.
4. Click **OK**.
5. Update the report Name to **8.6 WICT – Income Statement BvA**.
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Click on the **Report Definition link** to edit the report.

MODIFY THE BUDGET VS ACTUAL INCOME STATEMENT TO ALLOW SAVED FILTERS

1. Click on the **Report Settings** icon.
2. Click on the **Advanced** tab.
3. Under View Options, check the **Enable Save Parameters** box**.**
4. Click **OK**.
5. Click **Run**.
6. Enter the following data:

Prompt Name	*Entry Value*
Company	Global Modern Services, Inc. (USA)
Period	2013 – Mar
Filter Name	BvA Monthly Report Filter

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

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **5.2 WICT – Trial Balance** report to copy.
4. Click **OK**.
5. Update the report Name to **8.6 WICT – Trial Balance**.
6. Un-check the Temporary Report box if checked.
7. Click **OK**.
8. Click **OK**.
9. Click on the **Report Definition link** to edit the report.

MODIFY THE TRIAL BALANCE TO ALLOW SAVED FILTERS

1. Click on the **Report Settings** icon.
2. Click on the **Advanced** tab.
3. Under View Options, check the **Enable Save Parameters** box.
4. Click **OK**.
5. Click **Run**.
6. Enter the following data:

Prompt Name	*Entry Value*
Company	Global Modern Services, Inc. (USA)
Period	2013 – Mar
Filter Name	Trial Balance Monthly Report Filter

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

CREATE REPORT GROUP

1. Enter *cre rep group* in the search box.
2. Select **Create Report Group** task.
3. Enter the following:

Field Name	*Entry Value*
Report Group	8.6 WICT - Monthly Financial Reports
Prompt Set	Financial Composite Reports for Company

4. Click **OK**.
5. Enter the following on the **Prompts** tab:

#	*Field*	*Label for Prompt*	*Default Type*	*Default Value*	*Required*	*Do Not Prompt at Runtime*
1	Company for Financial Reports	Company	Specify Default Value	Global Modern Services, Inc. (USA)	✓	
2	Period	Period	No Default Value		✓	
4	Budget Structure	Budget Structure	Specify Default Value	Budget		✓

#	Field	Label for Prompt	Default Type	Default Value	Required	Do Not Prompt at Runtime
5	Translation Currency	Translation Currency	Specify Default Value	USD		✓
6	Account Translation Rule Set	Account Translation Rule Set	Specify Default Value	Consolidations		✓

6. Select the **Reports** tab.
7. Click on **Add**.
8. Enter the following:

Field Name	Entry Value
Report or Task	8.6 WICT – Income Statement BVA
Saved Filter	BVA Monthly Report Filter

9. Click on the **Add** icon.
10. Enter the following:

Field Name	Entry Value
Report or Task	8.6 WICT – Trial Balance
Saved Filter	Trial Balance Monthly Report Filter

11. Click **OK**.

SCHEDULE THE REPORT GROUP

1. Click on the **Related Actions** icon next to the Report Group icon.
2. Select **Report Group** then **Schedule**.

3. Enter the following:

Field Name	*Entry Value*
Report	8.6 WICT – Monthly Financial Reports
Run Frequency	Run Now

4. Click **OK**.

5. On the **Report Criteria** tab entering the following:

Field	*Value Type*	*Value*
Company	Specify Value	Global Modern Services, Inc. (USA)
Period	Specify Value	2013 – Mar

6. Click **OK**.

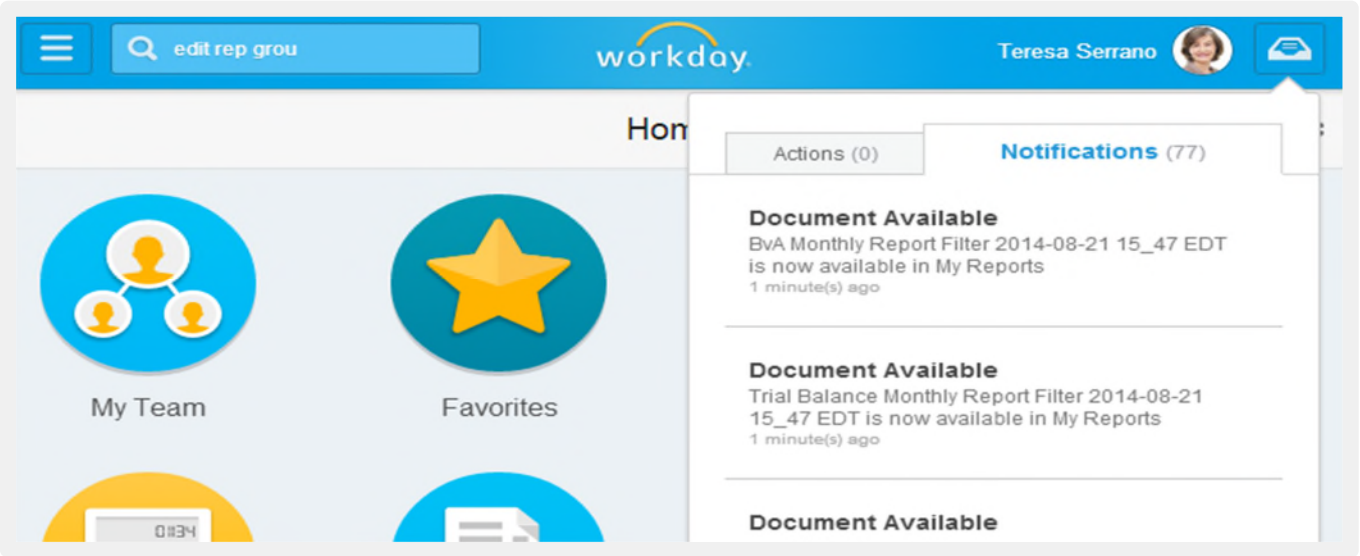
7. Refresh you screen until processing complete.

8. Click on the **Inbox** icon.

9. Click on the **Notifications** tab. Here you will see the report notifications once they have finished running.

10. **Review** the reports.

Your notifications window will look like this:



76 - Example of a Notifications Window with Report Notifications

APPENDIX A – STYLE

Style is used when defining Composite Columns, Headers and Footers.

STYLE CONFIGURATION OPTIONS

In order to define a custom style in Workday, the following options are available.

NUMBER

Numbers styles can be overridden and when checked, you can define the format and opt to show the currency symbol. Formats are the standard Workday delivered formats.

FONT

Fonts can be overridden in terms of Style, Size, Underline, and Color. Standard Font is Arial.

- Style – Regular, Bold, Italic, and Bold Italic
- Size – Small 8, Medium 10, Large 16
- Underline – No Underline, Underline, Double Underline
- Color – Black #000000, Red #FF0000, Blue #0000FF

ALIGNMENT

Alignment choices can be Default, Left, Center, or Right and you can opt for wrapping text. For a left indentation, you can identify the number of spaces to indent.

FILL

The Fill color choices are available when overridden. Colors are:

- Gray #C0C0C0
- White #FFFFFF
- Yellow #FFFF00
- Blue #0000FF
- None

BORDER

There many different border patterns you can define. The Style definitions provided are None, Single, or Double. Color definitions provided are Gray, Black, or White. When overridden, you must select a value for each definition.

- Top Style
- Top Color
- Left Style
- Left Color
- Right Style
- Right Color
- Bottom Style
- Bottom Color

COLUMN WIDTH

The column width only applies to styles defined for a report or a column. When overridden, you must select Narrow 8, Normal 23, Wide 30, or Extra Wide 40.

ROW HEIGHT

Row Height only applies to styles defined for a report or row. When overridden, you must select either Normal 14 or Tall 21.

GRIDLINES

Gridlines only apply to styles defined for a report. Your options are to override gridlines or to show gridlines.

WORKDAY DELIVERED STYLE DEFINITIONS

Workday delivers a variety of style definitions to kick start your design efforts. In order to access and review those styles, refer to the "View Formatting Style (Workday Owned)" report in your tenant.

APPENDIX B – WORKSHOP

BALANCE SHEET UTILIZING LEDGER ACCOUNT HIERARCHIES AND OUTLINING

Business Case: Global Modern Services requires a balance sheet in which they would like to view financial statement lines and expand such lines into individual account details. In this workshop, you will create a balance sheet utilizing ledger account hierarchies and outlining. You have the skills to create the financial statement in this workshop once you have completed Chapter 3.

Sign in as Teresa Serrano (tserrano)

COPY A CUSTOM REPORT

1. Enter *cop cust rep* in the search box.
2. Select **Copy Custom Report** task.
3. Select the **1.1 WICT Sub Report – Journal Lines** report to copy.
4. Click **OK**.
5. Update the report Name to **WICT Sub Report – Journal Lines for Balance Sheet.**
6. Click **OK**.
7. Click **OK**.
8. Edit the report by selecting the related action of Custom Report > Edit.
9. Click on the **Prompts** tab.
10. Change the prompt for Amount Type to **Ending Balance**.
11. Change the prompt for Time Period to **Current Period**.
12. Change the prompt for Ledger Accounts and Summaries to **No Default Value**.
13. For the Calculate Current Year Retained Earnings field, uncheck the **Do Not Prompt at Runtime** box.
14. Click **OK**.
15. **Run** the report.

CREATE A CUSTOM REPORT

1. Enter *cre cust rep* in the search box.
2. Select **Create Custom Report** task.
3. Enter the following:

Field Name	***Entry Value***
Report Name	WICT – Balance Sheet
Report Type	Composite

4. Click **OK**.
5. Click on the **C1 Dropdown**.
6. Hover-over **Define** then select **Control Field**.
7. Enter the following:

Field Name	***Entry Value***
Column Name	Ledger Account
Business Object	Ledger Account
Default Outline Structure	Ledger Account Outline

8. Click **OK**.
9. Click on the **C2 Dropdown**.
10. Hover-over **Define** then select **Data**.
11. Enter the following:

Field Name	***Entry Value***
Column Name	Ending Balance
Sub Report Name	WICT Sub Report – Journal Lines for Balance Sheet

12. Validate/Enter the following in the **Map Sub Report Prompts** grid:

Prompt Field	***Value Type***	***Value***
Company	Specify Value	Global Modern Services, Inc. (USA)

Time period	Specify Value	Current Period
Period	Specify Value	2013 – Mar (Standard Corporate Schedule)
Calculate Current Year Retained Earnings	Specify Value	Checked

13. Enter the following:

Field Name	***Entry Value***
Field to Aggregate	Amount
Style	WICT – Drill-Down Style

14. Click **OK**.

15. Click on the **R1 Dropdown**.

16. Hover-over **Define** then select **Lookup Data**.

17. Enter the following:

Field Name	***Entry Value***
Row Name	Cash & Equivalents

18. In the Filter Data in Sub Report grid, update the Hierarchy Nodes to Include field to show **Corporate: Cash & Equivalents**.

19. In the Outline Structure field, select **Ledger Account Outline**.

20. Click **OK**.

21. Repeat the steps above to build out the rows as listed in the following table. Row 1 is already complete.

#	***Row Name***	***Row Type***	***Hierarchy Nodes to Include / Calculation***	***Outline Structure***
1	Cash & Equivalents	Lookup Data	Corporate: Cash & Equivalents	Ledger Account Outline
2	Other Current Assets	Lookup Data	Corporate: Other Current Assets	Ledger Account Outline

#	Row Name	Row Type	Hierarchy Nodes to Include / Calculation	Outline Structure
3	Total Current Assets	Calculation	Sum Range: R1 (Cash & Equivalents) R2 (Other Current Assets)	
4	Empty Row 1			
5	WIP & Intangibles	Lookup Data	Corporate: WIP & Intangibles	Ledger Account Outline
6	Deposits	Lookup Data	Corporate: Deposits	Ledger Account Outline
7	Investments in Subsidiaries	Lookup Data	Corporate: Investments in Subsidiaries	Ledger Account Outline
8	Total Other Assets	Calculation	Sum Range: R5 (WIP & Intangibles) R7 (Investments in Subsidiaries)	
9	Empty Row 2			
10	Capital Assets	Lookup Data	Corporate: Capital Assets	Ledger Account Outline
11	Accumulated Depreciation	Lookup Data	Corporate: Accumulated Depreciation	Ledger Account Outline
12	Total Property Plant & Equipment	Calculation	Sum Range: R10 (Capital Assets) R11 (Accumulated Depreciation)	
13	Total Assets	Calculation	Sum: R3 (Total Current Assets) R8 (Total Other Assets) R12 (Total Property Plant & Equipment)	
14	Empty Row 3	Empty		
15	Current Liabilities	Lookup Data	Corporate: Current Liabilities	Ledger Account Outline

#	Row Name	Row Type	Hierarchy Nodes to Include / Calculation	Outline Structure
16	Other Liabilities	Lookup Data	Corporate: Other Liabilities	Ledger Account Outline
17	Total Liabilities	Calculation	Sum Range: R15 (Current Liabilities) R16 (Other Liabilities)	
18	Empty Row 4	Empty		
19	Capital Stock	Lookup Data	Corporate: Capital Stock	Ledger Account Outline
20	Retained Earnings	Lookup Data	Corporate: Retained Earnings	Ledger Account Outline
21	Currency Translation Adjustment	Lookup Data	Corporate: Currency Translation Adjustment	Ledger Account Outline
22	Total Equity	Calculation	Sum Range: R19 (Capital Stock) R21 (Currency Translation Adjustment)	
23	Empty Row 5	Empty		
24	Total Liabilities and Equity	Calculation	Sum: R17 (Total Liabilities) R22 (Total Equity)	

22. Click **OK**.

23. **Run** the report.

Your report should look like this:

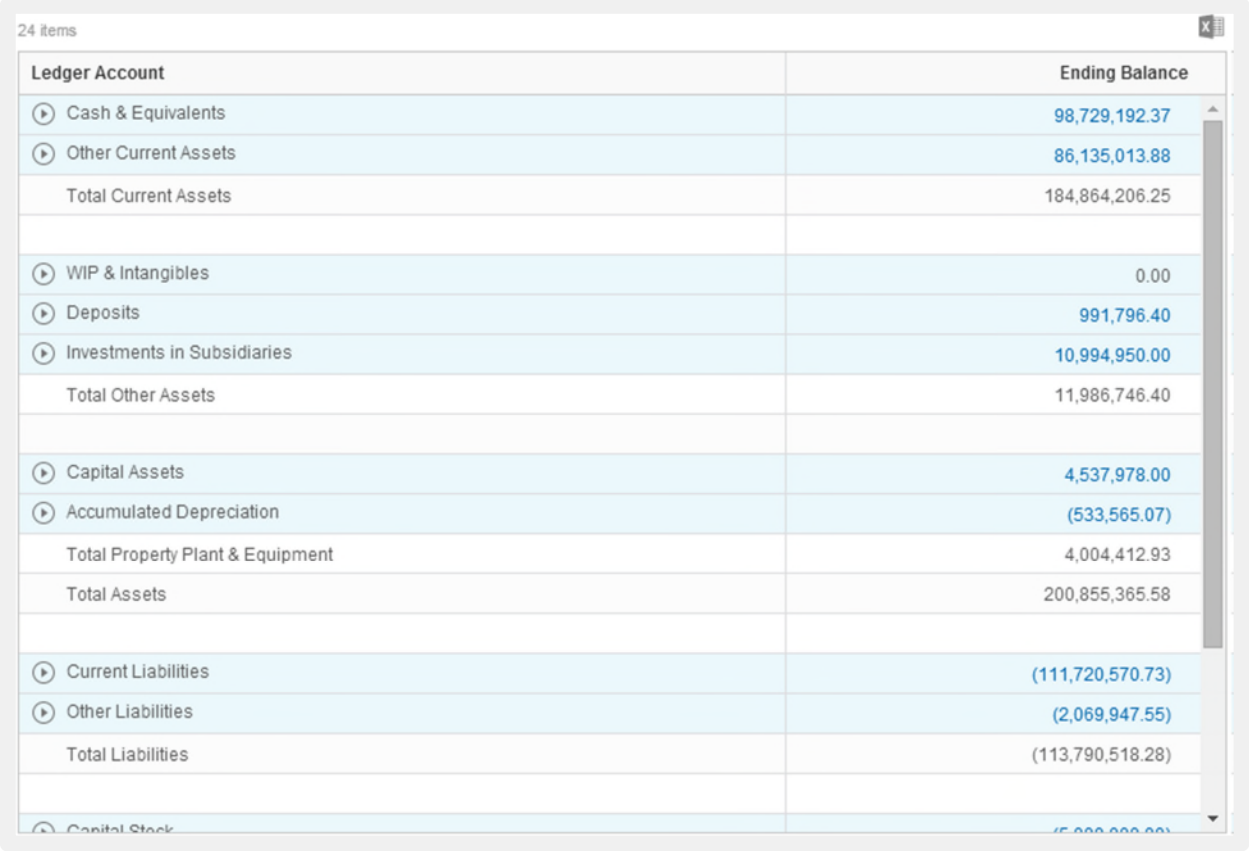


Figure 77 – Examples of Composite Report with Outline Selected

