

MEMO

DATE: October 21, 2022

TO: Business Administrators, and Business and Finance Managers
Budget Officers
Controllers
Operational Accounting
Financial Services
Corporate Planning
Academic Operations and Planning
Data Architect, Performance and BI Reporting

CC: Duane McNair, Vice President, Finance and Administration
Grant Perry, Chief Financial Officer
Emily Woods, Director, Financial Planning
James Pede, Associate Director, Financial Operations
Claire Ramsay, Manager, Workday Support
Eghosa Iria, IT Change Management Specialist, Workday Support
Antony Holyer, Systems Administrator, Workday Support
Kim Blackburn, Communications

FROM: Doreen Jans, Manager, Financial Services

SUBJECT: Debit and Credit Summary Report in Workday

Financial Services works regularly with the Workday Support Team to enhance Workday and create solutions to improve the reporting capabilities for the College.

The purpose of this memo is to let you know about the latest changes in Workday and to provide an overview of those changes, including why they are being implemented and how they impact your work when using Workday.

Debit and Credit Summary Report

Workday Report Name: [CR - Debit and Credit Summary Report](#)

The CR- Debit and Credit Summary Report can be generated at a cost center or cost center hierarchy level. However, the intention of the report is to provide cost center hierarchy level summary and drill-down data for multiple cost centers within the one report. The report will

provide the revenue and expense data for each cost center in the hierarchy level, as well as calculate the credit less the debit dollar amounts.

Sample Report, with Drill-down

CR- Debit and Credit Summary Report

Details

13 items

Cost Center Code	Cost Center	Cost Center Manager	Ledger Account	Ledger Account Type	Revenue Category	Spend Category as Worktag	Fund	Credit Amount	Debit Amount	Credit minus Debit Amount
295A Total								\$757,624	\$325,122	\$432,502
295D Total								\$123,095	\$383,909	-\$260,814
295E Total								\$515,355	\$3,000,571	-\$2,485,216
295G Total								\$77,852	\$467,563	-\$389,711
295H Total								\$5,862	\$41,775	-\$35,913
295J Total								\$83,236	\$453,140	-\$369,903
295K Total								\$259	\$1,507	-\$1,249
295M Total								\$98,509	\$1,248,366	-\$1,149,857
295N Total								\$113,791	\$887,004	-\$773,213
295P Total								\$114,713	\$421,092	-\$306,379
295R Total								\$21,054	\$522,405	-\$501,351
295W Total								\$53,586	\$1,771,798	-\$1,718,212
Grand Total								\$1,964,937	\$9,524,252	-\$7,559,315

Drill-down view of the 295H Total row:

Credit Amount	Debit Amount	Credit minus Debit Amount
\$757,624	\$325,122	\$432,502
\$123,095	\$383,909	-\$260,814
\$515,355	\$3,000,571	-\$2,485,216
\$77,852	\$467,563	-\$389,711
\$5,862	\$41,775	-\$35,913

There is also the ability to drill down into each cost center to the individual transaction level. An example of the drill-down reporting outcome can be seen below.

CR- Debit and Credit Summary Report										
Details										
Cost Center Code	Cost Center	Cost Center Manager	Ledger Account	Ledger Account Type	Revenue Category	Spend Category as Worktag	Fund	Credit Amount	Debit Amount	Credit minus Debit Amount
295K	295K Athletics and Recreation Centre Maintenance and Energy	Ryan Southwood	6700 Bldg Maint & Utilities	Expense		47500 Fuels + Gas		\$0	\$582	-\$582
	295K Athletics and Recreation Centre Maintenance and Energy	Ryan Southwood	6700 Bldg Maint & Utilities	Expense		47600 Water		\$0	\$408	-\$408
	295K Athletics and Recreation Centre Maintenance and Energy	Ryan Southwood	7380 Recruitment/Relocation Fees	Expense		49903 Relocation Expenses		\$0	\$517	-\$517
	295K Athletics and Recreation Centre Maintenance and Energy	Ryan Southwood	7380 Recruitment/Relocation Fees	Expense		49903 Relocation Expenses		\$259	\$0	\$259
295K Total								\$259	\$1,507	-\$1,249
295M Total								\$98,509	\$1,248,366	-\$1,149,857
295N Total								\$113,791	\$887,004	-\$773,213
295P Total								\$114,713	\$421,092	-\$306,379
295R Total								\$21,054	\$522,405	-\$501,351
295W Total								\$53,586	\$1,771,798	-\$1,718,212
Grand Total								\$1,964,937	\$9,524,252	-\$7,559,315

Why is this report now available?

A basic Debit and Credit Summary Report template existed in Workday in a rudimentary structure, however its layout and labelling required modification to present self-explanatory column headers and to be utilized by the College's Workday reporting community.

Additional details

The Workday user guide has been updated to reflect this change in functionality, found [here](#).

For additional details contact [Cresdelle Zubrycki](#), Senior Financial Analyst, Financial Services.

When will this be available?

This change will be effective on Monday, Oct. 24, 2022 by 1 p.m.

Who to contact for questions or concerns

If you have any questions or concerns, please contact [Doreen Jans](#), Manager, Financial Services.