

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.

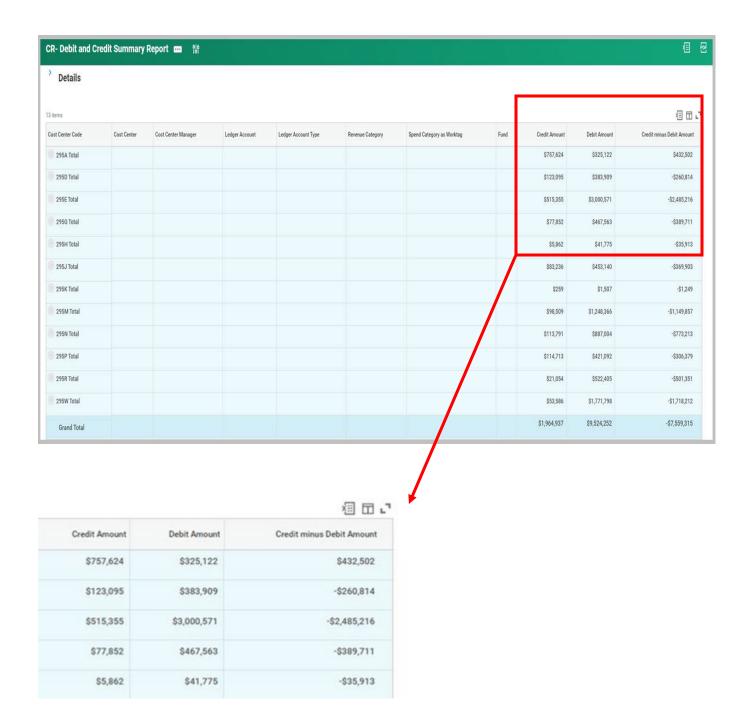
Debit and Credit Summary Report

Workday Report Name: CR - Debit and Credit Summary Report

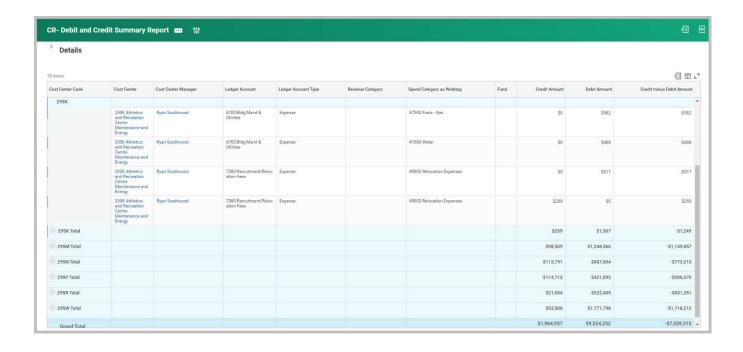
The CR- Debit and Credit Summary Report can be generated at a cost center or cost center hierarchy level. However, the intention of the report is to provide cost center hierarchy level summary and drill-down data for multiple cost centers within the one report. The report will

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



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.



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 <u>Cresdelle Zubrycki</u>, 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 <u>Doreen Jans</u>, Manager, Financial Services.