Helpful Budget and Spend Management Reports

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| Workday Adaptive Planning |
| Report Name | **Location** | **Purpose** |
| Budget Status – Cost Center | Shared / A. Reporting For SNC Faculty & Staff | Enter a Cost Center and view the budget and actuals for operating, endowment, and gift revenue and expenses. Previous fiscal year actuals are also visible. This report supports drill-to-detail from the actuals column. |
| [HOW-TO: Accessing Adaptive Planning Reports & Using Drill-Through-to-Detail](https://docs.google.com/document/d/1E0P9kEQnFSrOHpFt9uP8NmANAJ1vcgQ_/edit?usp=sharing&ouid=100012600514809821623&rtpof=true&sd=true) |

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| Workday HCM & Financials |
| Report Name | **Audience** | **Purpose** |
| CR FIN Journal Lines for Organizations | Cost Center ManagersCost Center Financial Analysts | Returns a list of financial transactions charged to specific cost centers. It is reporting out of the General Ledger. It only reflects approved transactions that have been booked to the financials. It returns the same data as the drill-through-to-detail from Adaptive Planning, it just looks a little different. |
| CR FIN Journal Lines by Ledger Account for Organizations | Cost Center ManagersCost Center Financial Analysts | Returns a list of financial transactions, summarized by Ledger Account, charged to specific cost centers. It is reporting out of the General Ledger. It only reflects approved transactions that have been booked to the financials. |
| CR FIN Journal Lines by Program for Organizations | Cost Center ManagersCost Center Financial Analysts | Returns a list of program-related financial transactions charged to specific cost centers. It is reporting out of the General Ledger. It only reflects approved transactions that have been booked to the financials. |
| CR AP Supplier Invoice Requests for Organizations | Cost Center ManagersCost Center Financial Analysts | This returns all the supplier invoice requests charged to specific cost centers. This includes "draft" and "in-progress" transactions that have not yet hit the financial statement. |
| CR AP Requisitions for Organizations | Cost Center ManagersCost Center Financial Analysts | Same as above, except for Requisitions. |
| CR AP Purchase Orders for Organizations | Cost Center ManagersCost Center Financial Analysts | Same as above, except for Purchase Orders. |
| CR EXP Expense Reports for Organizations | Cost Center ManagersCost Center Financial Analysts | Same as above, except for Expense Reports. |
| CR PAY Payroll Costing for Organizations | Cost Center ManagersCost Center Financial Analysts | Returns the workers and positions with labor costs being charged to specific cost centers along with/ their distribution (e.g., 100% of wages, or something less). |
| CR HR Approved Time and Estimated Hourly Labor Costs by Worker for Organizations | Managers of Workers | Returns the approved hours from time tracking for hourly workers between a specified date range. It also provides a labor cost estimate based on the worker's hourly wage and the total hours worked. This is useful for estimating year-to-date  |