Report Writer

Course Manual and Activity Guide

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REPORT WRITER FOR WORKDAY 26

DESCRIPTION
This course introduces you to the Workday Report Writer tool. You will learn how to leverage Workday business objects and data sources to access the report data you need. You will also learn how to build custom reports to meet business requirements from various functional areas.

This course will cover the following topics:

- Reporting Overview
- Building Custom Reports
- Sorting and Filtering
- Prompting
- Totaling, Grouping, and Outlining
- Report Security
- Scheduling Reports
- Introduction to Matrix Reports
- Working with Calculated Fields
- Report Performance

GOAL & OBJECTIVES
In this class, you will be stepping into the roles of two workers at Global Modern Services. Logan McNeil, the Chief Human Resources Officer (CHRO), is the report writer for the HCM side of the business. Teresa Serrano, Chief Financial Officer (CFO), is the report writer for the financial side of the business. Throughout this class, you will be given a set of business case scenarios in which Teresa and Logan will be required to create reports with specific requirements. You will help them build custom reports using the Workday Report Writer tool.

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

- Create a custom report using the Advanced report type that sorts, filters, prompts, groups, and totals the data.
- Create a basic matrix report that summarizes the data and uses drillable fields.
- Use the tools in Workday to determine the appropriate primary business object and data source for a report.
- Create a basic calculated field to display data from a related business object on a report.
- Troubleshoot why a user cannot access a report or see certain data on the report.
- Explain the performance considerations when creating a custom report.
PROXY ACCESS IN TRAINING TENANTS

Throughout this class, you will use proxy access in your training tenants to make it easy to test reports as other users. Proxy access can only be enabled in training, sandbox, and other non-production environments. In order to use proxy access, a proxy access policy must be configured in the tenant.

You can use the Start Proxy task to act as another user in the tenant.

1 - Start Proxy

When acting as another user, you will see “On behalf of:” in the top right corner of the screen.

2 - On Behalf of Another User

You can use the Stop Proxy task to act as yourself again.

3 - Stop Proxy
CHAPTER 1 – REPORTING OVERVIEW

OVERVIEW

In this chapter, you will become familiar with the Workday Report Writer tool. You will learn how to run standard reports and manipulate the output of a report. You will also learn how to use these standard reports as a starting point for creating custom reports.

OBJECTIVES

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

- Describe the high-level reporting capabilities in Workday.
- View Workday standard reports.
- Run a standard report and explore the output.
- Copy a standard report to create a custom report.
- Create a report tag and associate it with custom reports.
- Determine if a standard report can be copied and used as the starting point for a custom report.
WORKDAY REPORTING OVERVIEW

Reports in Workday are designed for the functional user and have an easy-to-use, consumer-friendly interface. Reports are built in to the application, which allows users to take action on the report output directly from the user interface. By being built-in and not bolt-on, reports in Workday also leverage your security configuration. This allows you to access real-time, relevant data.

You can build custom reports using the Report Writer tool. You can embed reports in your business process transactions to provide relevant data for decision-making at the time of decision. You can also enable reports as worklets and display them on dashboards. In addition, you can use scorecards to display a snapshot of important metrics for a specific organization for a particular period. These metrics are sometimes called KPIs (or key performance indicators).

Reports can be used in outbound integrations (Reporting-as-a-Service) and accessed from mobile devices.

Workday allows you to associate layouts with your custom reports, which it uses to generate PDF files. In Workday, these designs are known as business form layouts. You can define a business form layout using the Report Designer (BIRT) tool in Workday Studio.

You can use Big Data Analytics to analyze data from both Workday and external sources.

Workday helps you automate your Excel processing and formatting when exporting a Workday custom report. Excel Templates reduce the time and effort needed to deliver Excel workbooks based on Workday custom reports, especially in cases where you export a report on a regular basis and then reformat the data in Excel. This feature supports any macros, calculations, and formatting you defined in the associated workbook template.
FINDING REPORTS IN WORKDAY

You can use the Search box to find and run reports in Workday. In the Search Results, you will see two sections of results. The Tasks and Reports section returns matching results you can run. The All of Workday section returns matching object definitions. You can use an object definition’s Related Actions icon to take action on the given object. For a custom report, you can use the object definition’s related actions to edit the report. You can use the Categories along the left-hand side to further refine the results.

5 - Searching for Reports in Workday

USING SEARCH PREFIXES
You can use search prefixes to limit the search results. Type ? in the Search box to see a list of supported search prefixes. To search using a search prefix, type <search prefix>: <specified string> in the Search box. For example, type rd: expense to search for custom reports using a search string.

The following table lists common reporting search prefixes.

<table>
<thead>
<tr>
<th>Search Prefix</th>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>rd</td>
<td>Searches for custom reports using a search string.</td>
</tr>
<tr>
<td>rdt</td>
<td>Searches for custom report definitions using a report tag.</td>
</tr>
<tr>
<td>field</td>
<td>Searches for fields (including report fields) using a search string.</td>
</tr>
</tbody>
</table>
**SCENARIO**

Teresa Serrano needs to create a report that identifies expenses without a receipt.

These are the fields she needs to display in the report:

<table>
<thead>
<tr>
<th>Expense Report</th>
<th>Expense Report Date</th>
<th>Cost Center</th>
<th>Worker</th>
<th>Expense Item as Worktag</th>
<th>Currency</th>
<th>Extended Amount</th>
<th>Receipt Attached</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXP-00004948</td>
<td>1/9/15</td>
<td>71200</td>
<td>Neal Jackson</td>
<td>Airfare</td>
<td>USD</td>
<td>$576.69</td>
<td>No</td>
</tr>
<tr>
<td>EXP-00004950</td>
<td>1/9/15</td>
<td>10000</td>
<td>Steve Morgan</td>
<td>Meals</td>
<td>USD</td>
<td>$39.49</td>
<td>No</td>
</tr>
<tr>
<td>EXP-00004966</td>
<td>1/16/15</td>
<td>41200</td>
<td>Betty Liu</td>
<td>Parking</td>
<td>USD</td>
<td>$117.00</td>
<td>No</td>
</tr>
</tbody>
</table>

If there is a Workday standard report that is close to what Teresa needs, she can copy and modify it.

**WORKDAY STANDARD REPORTS**

You can use the Workday Standard Reports report to view Workday-delivered reports. When you run this report, it asks you to select the category whose reports you want to list. You can select as many categories as you want.

**Security Notes:**
- The report shows all standard reports and all categories, even if you do not have security permissions to access the menu category or the report.
- You must have access to the Custom Report Administration security domain to run the Workday Standard Reports report.
6 - Workday Standard Reports

These are the columns displayed in the report.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>The category for the standard report.</td>
</tr>
<tr>
<td>Report</td>
<td>Related actions you can take on the standard report.</td>
</tr>
<tr>
<td>Name</td>
<td>Name of the standard report.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of what is displayed in the report.</td>
</tr>
<tr>
<td>Type</td>
<td>The type of report, either XpressO or Report Writer.</td>
</tr>
<tr>
<td></td>
<td>XpressO reports are created using a proprietary programming tool that</td>
</tr>
<tr>
<td></td>
<td>provides special capabilities for building reports. You cannot copy and</td>
</tr>
<tr>
<td></td>
<td>then modify these reports using the Report Writer tool.</td>
</tr>
<tr>
<td></td>
<td>Report Writer reports are created using the same Report Writer tool that</td>
</tr>
<tr>
<td></td>
<td>is available to you. You can make a copy of a Report Writer report, change</td>
</tr>
<tr>
<td></td>
<td>it any way you want, and then save it.</td>
</tr>
<tr>
<td>Schedulable</td>
<td>Indicates whether a report can be scheduled.</td>
</tr>
<tr>
<td>Domain</td>
<td>Shows the name of the domain in which the report is secured. Users must</td>
</tr>
<tr>
<td></td>
<td>have access to one of the security domains to run the report.</td>
</tr>
</tbody>
</table>

- My Spend Authorizations: Workers can view their spend authorizations in any status. From the report, workers can view, cancel, or change existing spend authorizations, and also create spend authorizations.
  Required prompt: none
  Optional prompt: none

- No Expense Report Submitted: List workers who have not submitted expense reports within a specified time period, and display workers who do not have any expense reports with a submitted date in the reporting period range you specify.

XpressO: Yes
Manage: Spend Authorization
Self-Service: Spend Authorization
Report Writer: Yes
Manage: Expense Report
DEMO – EXPLORE STANDARD REPORTS

Introduction: This demo will show you how to find standard reports using the Workday Standard Reports report. You will also learn how to run a standard report and explore the report output.

Sign in as Teresa Serrano (tserrano)

EXPLORE WORKDAY STANDARD REPORTS

1. Type *Work Stan Rep* in the Search box and press *Enter*.

2. Select *Workday Standard Reports* in the top portion of the Search Results.

3. Type *worker* in the Report Categories field and press *Enter*. This will show you all Report Categories that include the word “worker.”

4. Select *Worker Data* and *Worker Data History*.

5. Click *OK* to view the report.

   a. Which report lets you find workers in a supervisory organization and filter based on Degree and School?

   b. Which report cannot be scheduled? (Hint: Scroll to the bottom of the report.)

   c. Which reports are XpressO reports?

6. Click the Find Workers report’s *Related Actions*. Hover over Standard Report and notice that you can run this standard report. Click *Related Actions* again to close the pop-up.

7. Click the Beneficiary Change Summary report’s *Related Actions*. Why can’t you access Standard Report > Run?

8. Click *Related Actions* again to close the pop-up box.

RUN A STANDARD REPORT

1. Click the *Back* arrow next to Workday Standard Reports to select a different report category to view.
2. Click X next to Worker Data and Worker Data History to remove them as selected categories.

3. Select Expenses as the new Report Category and click OK.

4. Click the Credit Card Transactions Not Expensed report’s Related Actions and select Standard Report > Run. This report prompts the user for information.

5. Enter the following information in the report prompts:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Global Modern Services, Inc. (USA)</td>
</tr>
<tr>
<td>Date Loaded From</td>
<td>01/01/2015</td>
</tr>
<tr>
<td>Date Loaded To</td>
<td>12/31/2015</td>
</tr>
</tbody>
</table>

6. Click OK.

EXPLORE THE REPORT OUTPUT

1. Click the Billing Date column and then select Sort Descending. This will sort the data by the most recent date.

2. Click the Billing Date column and then select Remove Sort.

3. Click the Corporate Credit Card Account column and then select GMS USA Amex Account (Corp) and GMS USA Visa Account (Corp) in the Value field.

4. Click Filter. This will display only credit card transactions for corporate credit cards in the USA.

5. Click the Corporate Credit Card Account column and then select Remove Filter.

6. Click the Filter icon that is just above the grid on the far right and click Add. This is another way that you can filter by a column in the report.

7. Click Cancel.

8. Click the Export to Excel icon that is just above the grid on the far right and view the resulting output.

9. Click the Export to Excel icon that is near Teresa’s name (upper right corner) and view the resulting output. What is the difference between the two Excel files?
10. Click the **Expand/Collapse Chart** icon that is just above the grid on the far right to view a chart of the data.

11. Click the **Configure** icon and change the chart type to **Clustered Bar**.

12. Click the **Expand/Collapse Chart** icon that is just above the grid on the far right to hide the chart.

13. Click the **Select to show/hide columns** icon that is just above the grid on the far right.

14. Clear the **Transaction Currency** and **Managers** checkboxes.

15. Click **Done** and verify that the report does not display the Transaction Currency and Managers columns.

16. Click the **View Printable Version (PDF)** icon that is near Teresa's name and view the resulting output.

17. In the Corporate Credit Card Account column, click GMS USA Amex Account (Corp)'s **Related Actions**. Notice that there are several related actions you can take for this corporate credit card account right from this report.

18. Click **Related Actions** again to close the pop-up box.

19. Click the Credit Card Transactions Not Expensed report's **Related Actions**. Notice there are several related actions you can take for this standard report, including creating a copy.

20. Click **Related Actions** again to close the pop-up box.
**ACTIVITY 1.1 – RUN A STANDARD REPORT**

Business Case: Teresa Serrano needs to create a report that shows expense report line items without a receipt. She needs to display these fields in the report:
- Expense Report
- Expense Report Date
- Cost Center
- Worker
- Expense Item as Worktag
- Currency
- Extended Amount
- Receipt Attached

She needs to see if there is a Workday standard report that meets her needs.

ışı Sign in as Teresa Serrano (tserrano)

VIEW WORKDAY STANDARD REPORTS

1. Type *Work Stan Rep* in the Search box and press **Enter**.
2. Select *Workday Standard Reports* in the top portion of the Search Results.
4. Click **OK**.
5. Scroll down in the list of reports and find the Expenses Without Receipt report.
   a. Based on the Description field, does this report show expense report line items without an attached receipt?
   b. Is this a Report Writer report?

RUN A STANDARD REPORT

1. Click the Expenses Without Receipt report’s **Related Actions** and select **Standard Report > Run**.
2. Enter the following information in the report prompts:
3. Click **OK**.

4. Compare the fields displayed in the standard report with the fields that Teresa wants in her report. These include: Expense Report, Expense Report Date, Cost Center, Worker, Expense Item as Worktag, Currency, Extended Amount, and Receipt Attached.

   a. Are any of the desired fields missing from the standard report? If yes, which ones?

   b. Are there fields in the standard report that Teresa does not want displayed?

   c. Can Teresa use the standard report as is, or will she need to copy and modify it?

EXPLORE THE REPORT OUTPUT

1. Click the **Expense Report Date** column and then select **Sort Descending**. This will sort the data by the most recent date.

2. Click the **Expense Report Date** column and then select **Remove Sort**.

3. Click the **Expense Item as Worktag** column and then select both **Airfare** and **Meals** in the Value field.

4. Click **Filter**. This will display only expense report lines items for airfare and meals.

5. Click the **Expense Item as Worktag** column and then select **Remove Filter**.

6. In the Worker column, click Neal Jackson’s **Related Actions**. Notice that there are several related actions you can take for Neal Jackson right from this report.

7. Click **Related Actions** again to close the pop-up box.
COPYING A STANDARD REPORT

There are two ways to copy a standard report:

1. From the standard report’s Related Actions, you can take the Standard Report > Copy related action.

   ![Image of Standard Report Copy Action](image)

   7 - Standard Report > Copy Related Action

2. You can use the task Copy Standard Report to Custom Report.

   ![Image of Copy Standard Report to Custom Report](image)

   8 - Copy Standard Report to Custom Report

**Note:** You can only copy Report Writer reports, not XpressO reports.

**Security Notes:**
- By default, a custom report is not shared with other users. This means only the owner can see and run the report.
- You must have access to the Custom Report Creation security domain to copy a standard report and create a custom report.
MODIFYING REPORT COLUMNS

9 – Modify Report Columns

When editing a custom report, you can modify the fields that will be displayed as columns in the report via the Columns tab.

- Use the + and – icons to add or remove a row.
- Use the up and down arrows to reorder the rows.
- Select the field you want to display.
- Optionally, override the field name displayed on the report.
- Select from a variety of numeric formats (masks).
- Select options for how the data should be displayed.
SAVING PROMPT FILTERS

When editing a custom report, you can Enable Save Parameters on the Advanced tab.

10 - Enable Save Parameters

Enabling this option lets you save and reuse prompt filter values when you run a report.

11 - Saving Prompt Filters
HIDING STANDARD REPORTS

Hide Workday Delivered Report

12 - Hide Workday Delivered Report

The Hide Workday Delivered Report task makes standard reports no longer searchable. This eliminates confusion with your users when you create a custom report that should be run instead of the Workday-delivered report.

When you hide a standard report, it is no longer available in search results, in menus, or as a related action.

Hiding standard reports is typically performed by someone at the central organization level. This person needs to understand the full impact of this change across the entire organization.

Security Note: You must have access to the Setup: Tenant Setup - General security domain to hide standard reports.

Note: When moving reports from Sandbox to Production, Workday does not move the hidden report settings. You will need to use the Hide Workday Delivered Report task in production to hide any reports that you have hidden in the Sandbox.
**DEMO – COPY A STANDARD REPORT**

**Introduction:** This demo will show you how to copy a standard report and modify the columns displayed in the report.

👩‍💻 **Sign in as Teresa Serrano (tserrano)**

**COPY A STANDARD REPORT**

1. Type `credit card trans not` in the Search box and press **Enter**.

2. Select the **Credit Card Transactions Not Expensed** report in the top portion of the Search Results.

3. Enter the following information in the report prompts:

<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
<th><strong>Entry Value</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Global Modern Services, Inc. (USA)</td>
</tr>
<tr>
<td>Date Loaded From</td>
<td>01/01/2015</td>
</tr>
<tr>
<td>Date Loaded To</td>
<td>12/31/2015</td>
</tr>
</tbody>
</table>

4. Click **OK**.

5. Click the Credit Card Transactions Not Expensed report’s **Related Actions** and select **Standard Report > Copy**.

6. Change the report name to **WICT RW Credit Card Transactions Not Expensed** and click **OK**.

**MODIFY THE COLUMNS IN THE REPORT**

1. Click the **Move Row Up** arrow to move the Employee field before the Corporate Credit Card Account field.

2. Click the **Move Row to Top** arrow to move Worker’s Manager(s) to the top. Then click the **Move Row Down** arrow to move Worker’s Manager(s) to just below Employee.
3. Click the **Remove Row** icon to remove Credit Card Transaction Load Date and Credit Card Billing Date.

4. Use the **Add Row** icon to add a row at the end.

5. Select **Credit Card Transaction Type Code** for the Field.

6. Enter **Transaction Type Code** in the Column Heading Override field.

7. Locate the Credit Card Extended Amount row, and in the Options field select **Valid Options > Show Currency Symbol**.

8. Click the **Advanced** tab and verify that Enable Save Parameters is selected.

9. Click **OK**.

10. Click **Run**.

11. Enter the following information in the report prompts:

<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
<th><strong>Entry Value</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Global Modern Services, Inc. (USA)</td>
</tr>
<tr>
<td>Date Loaded From</td>
<td>01/01/2015</td>
</tr>
<tr>
<td>Date Loaded To</td>
<td>12/31/2015</td>
</tr>
</tbody>
</table>

12. Enter **Credit Card Transactions Not Expensed 2015** in the Untitled Filter box.

13. Click **Save**.

14. Click **OK** to run the report and verify the changes to the columns.

a. Are Credit Card Transaction Load Date and Credit Card Billing Date displayed on the report?

b. Does the Extended Amount column show the currency symbol?

c. What is the name of the last column?

15. Type **wict rw credit** in the Search box and press **Enter**. Notice that the custom report appears in the search results twice. Clicking the report link on the top will run the report, while the report link on the bottom allows you to view or take action on the report definition.

16. Select the **WICT RW Credit Card Transactions Not Expensed** report in the top portion of the Search Results.
17. Select 1 Saved Filters > Credit Card Transactions Not Expensed 2015. This will populate the prompt values with your previously saved values.

18. Click OK to run the report.
ACTIVITY 1.2 – COPY A STANDARD REPORT

Business Case: Teresa Serrano needs to copy the Expenses Without Receipt standard report and modify the columns displayed in the report. She needs to display these fields:

- Expense Report
- Expense Report Date
- Cost Center
- Worker
- Expense Item as Worktag
- Currency
- Extended Amount
- Receipt Attached

Sign in as Teresa Serrano (tserrano)

COPY A STANDARD REPORT

1. Type `exp without` in the Search box and press Enter.

2. Select Expenses Without Receipt from the top portion of the Search Results.

3. Enter the following information in the report prompts:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Global Modern Services, Inc. (USA)</td>
</tr>
<tr>
<td>Expense Report Date From</td>
<td>01/01/2015</td>
</tr>
<tr>
<td>Expense Report Date To</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Reporting Currency</td>
<td>USD</td>
</tr>
</tbody>
</table>

4. Click OK.

5. Click the Expenses Without Receipt report’s Related Actions and select Standard Report > Copy.

6. Change the report name to WICT RW Expenses Without Receipt.

7. Click OK.
MODIFY THE COLUMNS IN THE REPORT

1. Click the **Remove Row** icon to remove the following fields:

   **Field Name**

   - Company
   - Expense Report Line Date
   - Email – Work
   - Worker’s Manager(s)
   - Expense Report Status
   - Expense Report Worker Payment Status
   - Memo

2. On the Expense Report Date row, click the **Add Row** icon.

3. In the new row, select **Cost Center** for the field.

4. On the Reporting Currency row, click the **Add Row** icon.

5. Enter the following information in the new row:

   **Field Name** | **Entry Value**
   --- | ---
   Field | Receipt Included and Attached
   Column Heading Override | Receipt Attached
   Options | Valid Options > Show No When False

6. Click the **Move Row Up** arrow to move Reporting Currency before Extended Amount in Reporting Currency.

7. For the Extended Amount in Reporting Currency row, select **Valid Options > Show Currency Symbol** in the Options field.

8. Click the **Advanced** tab and verify that Enable Save Parameters is selected.

9. Click **OK**.

RUN THE REPORT

1. Click **Run**.
2. Enter the following information in the report prompts:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Global Modern Services, Inc. (USA)</td>
</tr>
<tr>
<td>Expense Report Date From</td>
<td>01/01/2015</td>
</tr>
<tr>
<td>Expense Report Date To</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Reporting Currency</td>
<td>USD</td>
</tr>
</tbody>
</table>

3. Enter Expenses Without Receipt GMS 2015 in the Untitled Filter box.

4. Click **Save**.

5. Click **OK** to run the report and verify the changes to the columns.

6. Type *wict rw exp with* in the Search box and press Enter. Notice that the WICT RW Expenses Without Receipt custom report appears in the search results twice. The top occurrence is the report and the bottom occurrence is the report definition.

7. Select the **WICT RW Expenses Without Receipt** report in the top portion of the Search Results.

8. Select **1 Saved Filters > Expenses Without Receipt GMS 2015**. This will populate the prompt values with your previously saved values.

9. Click **OK** to run the report.
ACTIVITY 1.3 – LEVERAGE STANDARD REPORTS

Business Case: For each scenario, determine if there is a standard report you can use as a starting point. If yes, what modifications would you make?

Sign in as Teresa Serrano (tserrano)

EXPLORE STANDARD REPORTS
(Hint: Use Workday Standard Reports.)

1. You need a report that displays journal lines by company, year, and period. The report should display the journal, company, status, accounting date, source, ledger, currency, ledger account, ledger debit amount, ledger credit amount, and worktags. (Hint: Financial Accounting report category)

Can you use a standard report as a starting point? If yes, what modifications would you make?

2. You need a report that lists the benefit plans in which a worker is eligible to enroll. The report should display the health care coverage plans, health savings account plans, spending account plans, insurance coverage plans, and defined contribution plans. (Hint: Benefits report category)

Can you use a standard report as a starting point? If yes, what modifications would you make?
USING REPORT TAGS

You can use report tags to easily categorize and find reports.

CREATING REPORT TAGS

When editing a custom report, you can create a new report tag by selecting Create Report Tag from the Report Tags field.

13 - Report Tags

Security Note: You must have access to the Report Tag Management security domain to create report tags.

SEARCHING USING REPORT TAGS

When you search for a report tag name, all associated reports will be displayed. You can use the rdt prefix to only display custom report definitions in the search results.

14 - Searching Using Report Tags

Security Note: When using reports tags to find custom reports, users will only see reports of a given tag that are shared with them.
ACTIVITY 1.4 – ADD REPORT TAGS TO CUSTOM REPORTS

Business Case: Teresa Serrano wants to be able to easily search for the expense report she just created.

Sign in as Teresa Serrano (tserrano)

ADD REPORT TAGS

1. Type `wict rw exp with` in the Search box and press Enter.
2. Click the WICT RW Expenses Without Receipt report definition’s Related Actions and select Custom Report > Edit.
4. Enter Training Reports in the Report Tag field.
5. Click OK.
6. Select Expenses as an additional report tag.
7. Click OK.

SEARCH USING A REPORT TAG

1. Type `?` in the Search box and press Enter. This shows you the list of Search Prefixes you can use to limit your search results.
2. Filter the To Find… column to only show values that contain report. Notice that there are two prefixes you can use to find custom reports: `rd` and `rdt`. The `rd` prefix searches for custom reports using a search string. The `rdt` prefix searches for custom report definitions using a report tag.
3. Type `rdt: training reports` in the Search box and press Enter. Does the WICT RW Expenses Without Receipt report definition appear in the search results?
4. Type `rdt: expense` in the Search box and press Enter.
   a. How many items are returned in the search results?
b. Does the WICT RW Expenses Without Receipt report definition appear in the search results?

5. Access the Start Proxy task.

6. Select Logan McNeil in the Act As field and click OK.

7. Type rdt: expense in the Search box and press Enter.
   a. How many items are returned in the search results?
   b. Does the WICT RW Expenses Without Receipt report definition appear in the search results?

8. Access the Stop Proxy task.

9. Select the Confirm checkbox and click OK.
You can use the **All Custom Reports** report to view all custom reports in the tenant. You can leverage these custom reports as a starting point for new custom reports.

### All Custom Reports

<table>
<thead>
<tr>
<th>Custom Report</th>
<th>Report Type</th>
<th>Data Source</th>
<th>Category</th>
<th>Report Tags</th>
<th>Report Owner</th>
<th>Description</th>
<th>Created On</th>
</tr>
</thead>
</table>

**15- All Custom Reports**
CHAPTER 2 – BUILDING CUSTOM REPORTS

OVERVIEW

In this chapter, you will learn common terminology used in reporting. You will use the tools in Workday to determine the appropriate primary business object and data source for a report. You will also learn how to create a custom report using the Advanced report type, and add fields from the primary and related business objects.

OBJECTIVES

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

- Define common reporting terminology.
- View the fields, related business objects, data sources, and reports for a business object.
- View the delivered data sources.
- Use contextual reporting to view report fields and values.
- Create a custom report using the Advanced report type.
- Add fields from the primary and related business objects to a custom report.
REPORTING TERMINOLOGY

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

The report data source provides the view into the primary business object (PBO). This object gives you access to class report fields (CRFs), as well as links to related business objects (RBOs).

<table>
<thead>
<tr>
<th>Employee (All Active Employees view)</th>
<th>Job Title</th>
<th>Hire Date</th>
<th>Hire Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alain DuBois</td>
<td>Manager, Global Support</td>
<td>01/01/2000</td>
<td>2000-Q1</td>
</tr>
<tr>
<td>Alex Grossman</td>
<td>Senior Risk Analyst</td>
<td>03/16/2012</td>
<td>2012-Q1</td>
</tr>
<tr>
<td>Amelia Casias</td>
<td>Manager, Global Support</td>
<td>11/16/2009</td>
<td>2009-Q4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dependants</th>
<th>Related Business Object (RBO)</th>
<th>Name</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent</td>
<td></td>
<td>Nathale DuBois</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vivienne Peroux</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cynthia Grossman</td>
<td>44</td>
</tr>
</tbody>
</table>

16 - Graphic representation of the relationship between Data Sources, Class Report Fields, and Business Objects

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Business Object</td>
<td>The main business object for the report. It holds the data that will be displayed in your report.</td>
</tr>
<tr>
<td>Related Business Object</td>
<td>Objects that are associated with the primary business object. These can have a 1:1 or 1:M relationship with the primary business object.  A field on the primary business object links the two business objects together.</td>
</tr>
<tr>
<td>Report Data Source</td>
<td>Workday delivers data sources for some business objects. You can think of the data source as the ‘view’ or ‘starting filter’ for reporting on the given primary business object. This is the first and most important step in developing a custom report.</td>
</tr>
<tr>
<td>Class Report Fields</td>
<td>When working with Workday custom reports, you can select available fields (depending on your security). These fields can be Workday-delivered fields, calculated fields, or custom fields.</td>
</tr>
</tbody>
</table>
Instances of a business object in Workday are like rows in a table or spreadsheet. Each instance represents a unique occurrence of that type of object, such as a given organization or worker.

**IMPORTANCE OF THE REPORT DATA SOURCE**

Data sources are defined and delivered by Workday. Workday delivers zero, one, or multiple data sources for business objects. The report data source is the view or selection of instances of a given primary business object; this is essentially the starting data for your report.

With the exception of Composite reports, you must select a single report data source when creating a report. This will determine the primary business object for the report. The report displays one row for each instance of the primary business object.

Let’s take a look at an example. If you create a report with All Active Employees as the report data source, then the primary business object for the report will be Employee. The report will show one row for each instance of Employee. Notice that Alain DuBois only appears once in the table. His dependents are listed as “sub-rows” and grouped under the Dependents heading.

If you create a report with All Dependents as the report data source, then the primary business object will be Dependent. The report will show one row for each instance of Dependent. Notice that Alain DuBois appears twice in the table (once for each dependent).
Both data sources let you access the same information, but the information is displayed differently. You need to understand how users want to view, sort, and filter the data in order to pick the best report data source for the report.

Each data source associated with a primary business object has its own security. The access defined for a data source controls whether a user can create or run a custom report based on that data source. Each data source has a list of permitted security groups. You must have access to a permitted security group to create a report using the data source or run the report. In addition, you can only share a report with users who have access the report’s data source.

There are two types of data sources: Standard and Indexed. Let’s take a look at the difference between the two types.

**STANDARD DATA SOURCES**

Most data sources in Workday are standard data sources. A given Workday business object can have several standard data sources associated with it, each representing a different filter or selection into instances of that object. Think of the data source as a starting filter. You should choose the data source that returns the smallest data set that still includes all needed data. This is more efficient than using a data source that returns a larger data set and applying filters to only display a subset of the data.

A data source can contain all instances of the primary business object (e.g., All Workers), or it can have built-in filtering logic defined by Workday (e.g., All Active and Terminated Workers). If it has built-in filtering, the filter comparison value(s) can either be built into the data source (e.g., All Active Employees) or designed so the user is prompted for the comparison value when running the report (e.g., Employees by Organization).

The following example shows different standard data sources for the Worker and Employee business objects. The All Workers data source will return all active, terminated, and future workers. The All Active and Terminated Workers data source will return active and terminated workers, but not future workers. The All Active Employees data source will return active employees, but not contingent, terminated, or future workers. For optimal performance, choose the data source that returns the smallest data set that contains all needed data. If you are only
interested in active employees, then choosing the All Active Employees data source will result in a more efficient report.

INDEXED DATA SOURCES
Indexed data sources are a special type of data source optimized for performance, aggregation, and faceted filtering on large volumes of data. It is recommended that you use these whenever possible to get the best performing reports.

When you create a custom report based on an indexed data source, a prompt enables you to select from a list of predefined filters (if available for that indexed data source). Data source filters are secured so users will only be able to use filters to which they have access.

To gain the performance benefits of indexed data sources, use indexed delivered fields. Non-indexed fields can be used but will not realize indexing benefits. Additionally, fields may be indexed for different purposes. The biggest impact to performance would be using a field for grouping, aggregation, or filtering that is not indexed for those purposes. Non-indexed fields in detailed reporting do not have as great an impact to the overall performance.

Resource: You can find more information about report performance on Community: https://community.workday.com/node/104700.

The following is a sample list of indexed data sources available in Workday.

- Indexed Workers
- Indexed External Payroll Results
- Indexed Worker for Professional Profile
- Purchase Orders
- Purchase Order Lines
- Project Scenarios
• Trended Workers
• Expense Reports for Company
• Expense Reports for Worker
• Expense Report Lines for Company
• Expense Report Lines for Worker
• Payroll Inputs
• Journal Lines
• Journal Lines for Financial Reporting

• Project Scenario Assignments
• Project Scenario Assignment Allocations
• Indexed Report Run History
• Supplier Invoices
• Supplier Invoice Lines
• All Time Blocks
• All Time Clock Events

Just like with standard data sources, a given Workday business object can have multiple indexed data sources associated with it. Each indexed data source provides a different filter into instances of that object. For example, the Journal Line business object has two indexed data sources: Journal Lines and Journal Lines for Financial Reporting. The Journal Lines data source will return more instances than the Journal Lines for Financial Reporting data source. For optimal performance, you should choose the data source that returns the smallest data set that contains all needed data.
CLASS REPORT FIELDS

Each data source has many Class Report Fields (CRFs). When creating custom reports, you can display, sort, filter, and create prompts for Workday-delivered fields, calculated fields, and custom fields.

Class report fields (CRFs) can be simple types or object types. Simple types are not actionable and appear as black text. Object types are actionable and appear as blue text. Access to class report fields is controlled by security.

The following table shows the field type icons and their definitions.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Text" /></td>
<td><strong>Text</strong> – Represents a simple text field, such as First Name.</td>
</tr>
<tr>
<td><img src="image" alt="Rich Text" /></td>
<td><strong>Rich Text</strong> – Represents a rich text field, such as Overall Comment – Manager.</td>
</tr>
<tr>
<td><img src="image" alt="Numeric" /></td>
<td><strong>Numeric</strong> – Represents a numeric field, such as Employee Count.</td>
</tr>
<tr>
<td><img src="image" alt="Currency" /></td>
<td><strong>Currency</strong> – Represents a currency field, such as Base Pay.</td>
</tr>
<tr>
<td><img src="image" alt="Date" /></td>
<td><strong>Date</strong> – Represents a date field, such as Hire Date.</td>
</tr>
<tr>
<td><img src="image" alt="Time" /></td>
<td><strong>Time</strong> – Represents a time field, such as End Time.</td>
</tr>
<tr>
<td><img src="image" alt="DateTimeZone" /></td>
<td><strong>DateTimeZone</strong> – Represents a date and time (in a specific time zone) field, such as End Date/Time.</td>
</tr>
<tr>
<td><img src="image" alt="Boolean" /></td>
<td><strong>Boolean</strong> – Represents a True/False field, such as Active Status.</td>
</tr>
<tr>
<td><img src="image" alt="Single instance" /></td>
<td><strong>Single instance</strong>: Represents a one-to-one (1:1) relationship between two objects. For example, one Employee can be associated with one Pay Group.</td>
</tr>
<tr>
<td><img src="image" alt="Multi-instance" /></td>
<td><strong>Multi-instance</strong>: Represents a one-to-many (1:M) relationship between two objects. For example, one Worker can have multiple Dependents.</td>
</tr>
<tr>
<td><img src="image" alt="Self-referencing instance" /></td>
<td><strong>Self-referencing instance</strong>: A reference back to itself. For example, a self-referencing instance of worker identifies the worker and allows you to drill into the details and access related actions.</td>
</tr>
</tbody>
</table>
ACTIVITY 2.1 – EXPLORE A CUSTOM REPORT

Business Case: You need to understand how the primary business object and data source control what can be displayed on a custom report.

Sign in as Logan McNeil (lmcneil)

EXPLORE A CUSTOM REPORT

1. Type rd: wdinst rw in the Search box and press Enter.

2. Click the WDINST RW Employee Details report definition’s Related Actions and select Custom Report > Edit. What is the report data source, data source type, and primary business object for this report?

3. On the Columns tab, view the Business Object and Field columns. Which class report fields are from the primary business object and which are from the related business object?

4. In the Business Object column, click the Dependents’ Related Actions.
   
   a. What is the Field Type for this field?
   
   b. What is the Related Business Object for this field?

5. Click Related Actions again to close the pop-up box.

6. In the Field column, click the Hire Quarter’s Related Actions. Is this a Workday-delivered field, calculated field, or custom field?

7. Click Related Actions again to close the pop-up box.

8. Click OK.

9. Click Run.
   
   a. How many instances of the primary business object (Employee) are returned?
   
   b. For Alain DuBois, how many instances of the related business object (Dependent) are returned?
   
   c. For Alex Grossman, how many instances of the related business object (Dependent) are returned?
10. In the Employee column, click Alex Grossman’s **Related Actions**. Note that this field is actionable because it is a single instance field.

11. Click **Related Actions** again to close the pop-up box.
DETERMINING THE PRIMARY BUSINESS OBJECT AND DATA SOURCE

When creating a custom report, you need to determine the primary business object and data source for the report. There are several questions you should ask:

- Which business object(s) contain the fields needed in the report?
- If there are multiple business objects:
  - Are these business objects related?
  - Which should be the primary business object?
  - Which should be the related business object?
  - Which field links the two business objects together?
- Which data source should be used?

BUSINESS OBJECT DETAILS REPORT

The Business Object Details report can help you understand and navigate the Workday object model. Knowing how business objects relate to each other and which data sources are available is invaluable when building reports. We recommend starting with this report first to get an idea of what objects you might want to use in your custom report. You can also use this report to get a list of data sources.

When running this report, you must select which business object you want to view.

This report contains up to four tabs: Fields, Related Business Objects, Data Sources, and Reports. If the business object does not contain data for one of these tabs, the tab will be hidden.

FIELDS TAB

This tab shows all available delivered, calculated, and custom fields for the business object. You can filter by a column in the report to narrow down which fields are displayed. For example, you might filter the Field Source field to only show calculated fields.
RELATED BUSINESS OBJECTS TAB
This tab shows information about the relationships between this business object and other business objects. The tab displays two sections of information. On the left hand side, you can see the list of business objects that this business object links to. On the right hand side, you can see the list of business objects that link to this business object.

Note: Depending on the width of your browser, the Links to Related Business Objects grid may appear above the Links from Related Business Objects grid, instead of side-by-side.
You can click on the number in the Number of Links column to see which fields link the business objects together. In the following example, there are three fields that link from the Expense Report business object to the Employee business object.

<table>
<thead>
<tr>
<th>Business Object</th>
<th>Field</th>
<th>Related Business Object</th>
<th>Field Type</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report</td>
<td>Employee Approved By</td>
<td>Employee</td>
<td>Multi-instance</td>
<td>Worker</td>
<td>Employees who Approved Expense Report</td>
</tr>
<tr>
<td>Expense Report</td>
<td>Employee Created By</td>
<td>Employee</td>
<td>Multi-instance</td>
<td>Worker</td>
<td>Employee who entered the Expense Report</td>
</tr>
</tbody>
</table>

23 - Links between Objects

DATA SOURCES TAB
This tab shows available data sources for the business object. You can also view more general data sources and more specific data sources.

**Note:** If you don’t see the Data Sources tab, then there are no delivered data sources for the business object. This means the business object cannot be used as the primary business object for a report. Consider using a related business object to access the data you need.
<table>
<thead>
<tr>
<th>Data Source</th>
<th>Description</th>
<th>Primary Business Object</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Active Employees</td>
<td>Accesses the Employee as its primary object and returns one row per employee. Only includes all active employees. Does not contain any built-in prompts. This data source can be used to build reports for only active employees and not all employees.</td>
<td>Employee</td>
<td>Worker Data</td>
</tr>
<tr>
<td>All Terminated Employees</td>
<td>Accesses the Employee as its primary object and returns one row per employee. Only includes all terminated employees. Does not contain any built-in prompts. This data source can be used to build reports for only terminated employees and not all employees.</td>
<td>Employee</td>
<td>Worker Data</td>
</tr>
<tr>
<td>Employee Compensation Step Progression Audit</td>
<td>This is used by Employee Compensation Step Progression Audit report. This report runs immediately following the conclusion of an Automatic Step Progression batch process to identify active Employees that are still eligible to progress to the next Compensation Step. These Employees should have been progressed by the Automatic Step Progression process but did not and the Compensation Admin should be notified of these exceptions so remedial action may be taken where necessary. Works against an employee's primary job only.</td>
<td>Employee</td>
<td>Compensation</td>
</tr>
</tbody>
</table>
REPORTS TAB
This tab shows if there are reports in the tenant (both standard and custom) that use the given business object. You can use these reports as a reference when writing reports for this business object.

You can click the Reports Displaying Business Object at Second Level button to see the reports that include this business object as a related object.

<table>
<thead>
<tr>
<th>Standard Reports</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Report</td>
<td>Data Source</td>
</tr>
<tr>
<td>AAP Report</td>
<td>Employees by Organization</td>
</tr>
<tr>
<td>Active Employees</td>
<td>All Active Employees</td>
</tr>
<tr>
<td>Active Employees Not Eligible for Benefits</td>
<td>All Active Employees</td>
</tr>
<tr>
<td>Average Performance Ratings by Supervisory Organization</td>
<td>Employees by Organization</td>
</tr>
<tr>
<td>Compare Team</td>
<td>Employees by Organization</td>
</tr>
<tr>
<td>Compensation Employee Totals ORFs (Development)</td>
<td>Employees from Organization (Development)</td>
</tr>
<tr>
<td>EEO-1 Employment Data Audit</td>
<td>All Active Employees</td>
</tr>
<tr>
<td>EEO-1 Employment Data Sub-Report</td>
<td>All Active Employees</td>
</tr>
<tr>
<td>EEO-3 Members</td>
<td>All Active Employees</td>
</tr>
<tr>
<td>EEO-4 Full-Time Employees</td>
<td>All Active Employees</td>
</tr>
<tr>
<td>EEO-4 Other Than Full-Time Employees</td>
<td>All Active Employees</td>
</tr>
<tr>
<td>EEO-5 Staff by Employee and Time Type</td>
<td>All Active Employees</td>
</tr>
<tr>
<td>Employee Talent Analysis</td>
<td>All Active Employees</td>
</tr>
<tr>
<td>Employees Covered By Collective Agreements</td>
<td>All Active Employees</td>
</tr>
<tr>
<td>Employees with Compensation for Additional Jobs Audit</td>
<td>All Active Employees</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Custom Reports</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Report</td>
<td>Workday Account</td>
</tr>
<tr>
<td>Active Employees with Disciplinary Actions</td>
<td>Imonseil / Logan McNeil</td>
</tr>
<tr>
<td>Actual Maternity Dates Calculation Report</td>
<td>Imonseil / Logan McNeil</td>
</tr>
<tr>
<td>Alert - Medical Exam</td>
<td>Imonseil / Logan McNeil</td>
</tr>
<tr>
<td>Alert - Perinatologist Event</td>
<td>Imonseil / Logan McNeil</td>
</tr>
<tr>
<td>Alert - Probation Period End Dates Approaching 30 Days</td>
<td>Imonseil / Logan McNeil</td>
</tr>
<tr>
<td>Alert - Whose employees have certifications expiring in the next 6 months?</td>
<td>Imonseil / Logan McNeil</td>
</tr>
<tr>
<td>Alert - Worker over age 50 and NOT enrolled in 401(k) Catchup</td>
<td>Imonseil / Logan McNeil</td>
</tr>
<tr>
<td>All Certifications</td>
<td>Imonseil / Logan McNeil</td>
</tr>
</tbody>
</table>

[Reports Displaying Business Object at Second Level]
DATA SOURCES REPORT

Another useful report for research is use the Data Sources report. This report helps you understand:

- Whether a data source is standard or indexed.
- If the data source includes built-in prompts.
- Permitted security groups for the data source.

You can filter the report by category to narrow down the data sources.

---

**Data Sources Report**

<table>
<thead>
<tr>
<th>Data Source</th>
<th>Primary Business Object</th>
<th>Description</th>
<th>Data Source Type</th>
<th>Built-In Prompts</th>
<th>Permitted Security Groups</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Active Employees</td>
<td>Employee</td>
<td>Accesses the Employee as its primary object and returns one row per employee. Only includes all active employees. Does not contain any built-in prompts. This data source can be used to build reports for only active employees and not all employees</td>
<td>Standard</td>
<td></td>
<td>Benefits Administrator, Benefits Partner, Benefits System, Chief Financial Officer, Chief Information Officer</td>
<td>Worker Data</td>
</tr>
<tr>
<td>All Employee Compensation Events</td>
<td>Employee Compensation Event</td>
<td>Accesses Employee Compensation Event as the primary object and returns one row per compensation event. Includes all employee compensation events that are not static, does not contain built-in prompts. Applies filters on reports with this data source to boost performance.</td>
<td>Standard</td>
<td></td>
<td>Benefits Administrator, Benefits Partner, Chief Operating Officer, Compensation Administrator, Compensation Partner</td>
<td>Compensation</td>
</tr>
</tbody>
</table>

---
DEMO – EXPLORE THE BUSINESS OBJECT DETAILS AND DATA SOURCES REPORTS

Introduction: This demo will show you how to leverage the Business Object Details and Data Sources reports.

Sign in as Logan McNeil (lmcneil)

VIEW THE BUSINESS OBJECT DETAILS REPORT

1. Access the Business Object Details report.
3. Click OK.
4. View the Fields tab. How many fields are on the Expense Report business object?
   Note: Your training tenant includes calculated and custom fields. The Expense Report business object in your tenant will contain a different number of fields.
5. View the Related Business Objects tab.
6. In the Links to Related Business Objects table, filter the Business Object field by Worker.
7. Click 7 in the Number of Links column.
   a. What field types are these fields?
   b. Which field(s) on Expense Report can return more than one worker?
8. Close the pop-up box.
10. Click 2 in the Number of Links column. Which fields link the Expense Report Line business object to the Expense Report business object?
11. Close the pop-up box.
12. View the **Data Sources** tab. How many data sources are available for the Expense Report business object?

13. View the **Reports** tab.

***VIEW THE DATA SOURCES REPORT***

1. Access the **Data Sources** report.

2. Filter the Primary Business Object field by **Expense Report**. Does the Expense Report business object have both Indexed and Standard report data sources?
Logan McNeil needs to create a report that shows the last base pay increase for all active employees by organization.

These are the fields she needs to display in the report:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Employee ID</th>
<th>Base Pay - Current</th>
<th>Base Pay - Proposed</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Carlton</td>
<td>21237</td>
<td>50,488.66</td>
<td>52,508.20</td>
<td>04/01/2015</td>
</tr>
<tr>
<td>Adrian Martin</td>
<td>21104</td>
<td>124,848.00</td>
<td>126,720.72</td>
<td>04/01/2015</td>
</tr>
<tr>
<td>Aidan Mitzner</td>
<td>21142</td>
<td>90,032.90</td>
<td>92,283.72</td>
<td>04/01/2015</td>
</tr>
</tbody>
</table>

She looked for a standard report, but didn't find one that meets her needs. So she will need to create a custom report. First, she will determine the primary business object and data source for the report.

REPORTING ON WORKERS

Based on the scenario, Logan needs to report on all active employees. These are some of the different Workday business objects that let you report on workers:

- The Employee business object contains regular employees.
- The Contingent Worker business object contains contractors.
- The Worker business object contains both regular employees and contractors. It is all the workers in the Employee business object plus all the workers in the Contingent Worker business object.
REPORTING ON EVENTS

Based on the scenario, Logan needs to report on the current base pay, proposed base pay, and effective date of the last base pay increase. She needs to understand what business objects contain this information.

Workday data is commonly updated via business process transactions, or ‘events,’ that are captured in your tenant as of an effective date. This allows you to future date or past date a given change, such as a compensation change.

Workday provides data sources allowing you to report on these business process transactions. The Action Event business object captures overall information about your transactions. You can use data sources to report on the Action Event business object more generally.
Workday also provides specific data sources for specific types of transactions. For optimal performance, use targeted data sources to report on specific types of events. Below are some more specific event objects that contain information about compensation events.

- The Employee Compensation Event business object contains the before and after values for compensation changes for each employee.
- The Employee Compensation Events for Compensation Plan Adjustment business object contains more specific data about employee compensation changes.

You can report on events directly or you can get to the event data from another business object, such as Employee. It all depends on how you need to display, filter, group, and sort the data.
ACTIVITY 2.2 (WALKTHROUGH) – DETERMINE THE PRIMARY BUSINESS OBJECT AND DATA SOURCE

Business Case: Logan McNeil needs to create a custom report that shows the last base pay increase for all active employees by organization. She needs to display these fields in the report:

- Employee
- Employee ID
- Base Pay – Current
- Base Pay – Proposed
- Effective Date

She needs to determine the primary business object and data source for the report.

Sign in as Logan McNeil (lmcneil)

EXPLORE BUSINESS OBJECTS

1. Access the Business Object Details report.
2. Select Employee in the Business Object field.
3. Click OK.
4. Filter the Field Name column by Dependents and Position. Are these fields for the Employee business object?
5. Click the Related Business Objects tab.
6. In the Links to Related Business Objects table, filter the Business Object field by Employee Compensation Event.
7. Click 11 in the Number of Links column. This is the number of fields that link to the Employee Compensation Event business object. Which field contains the business process for the last compensation change, with a base pay change for the employee? (Hint: Look at the Description column.)
8. Close the pop-up box.
9. Hover over the Employee Compensation Event link.
10. Right-click and select See in New Tab.
11. Filter the Field Name column by **Base Pay – Current**, **Base Pay – Proposed**, and **Effective Date**. Are these Workday-delivered fields for the Employee Compensation Event business object?

12. Close the tab for the Employee Compensation Event business object.

13. Click the **Data Sources** tab for the Employee business object.

14. Expand the **More General Data Sources** section. Use the following table to compare the All Active Employees, Employees by Organization, and Indexed Workers data sources. Hint: Two of these data sources are in the chart at the top and the other is in the More General Data Sources section.

<table>
<thead>
<tr>
<th>All Active Employees</th>
<th>Employees by Organization</th>
<th>Indexed Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does the data source return active employees or active workers?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>What is the primary business object for this data source?</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Indexed Workers data source returns all active workers (including both employees and contingent workers). Therefore, you should focus on the All Active Employees and Employees by Organization data sources. This will limit the number of instances returned and improve performance.

**COMPARE DATA SOURCES**

1. Access the **Data Sources** report to do some additional research.

2. Filter the Data Source field by **All Active Employees** and **Employees by Organization**.

3. Use the following table to further compare the All Active Employees and Employees by Organization data sources.
The Employees by Organization data source will return fewer instances than the All Active Employees data source, because it includes built-in prompts. This will result in better report performance. Since Logan’s report needs to show data for all active employees by organization, you can use the Employees by Organization data source.

DETERMINE THE PRIMARY BUSINESS OBJECT AND DATA SOURCE
Based on your research, here are some questions to help you determine the primary business object and data source.

1. Based on the business object details you’ve seen in this activity, which business object(s) contain the fields needed in the report detailed in the business case for this activity?

2. Are these business objects related?

3. Which should be the primary business object?

4. Which should be the related business object?

5. Which field links the two business objects together?

6. Which data source should be used?
**CONTEXTUAL REPORTING**

You can use contextual reporting in Workday when you know the data you want to report on, but you don’t know the business objects and report fields for that data.

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

Many Workday business objects, such as a worker or supplier invoice, allow you to create a custom report directly from them in the context of where you are in the application. This enables you to quickly build a report using data that is familiar to you.

When viewing the data you’re interested in, such as a given employee or given expense report, you can select Reporting from the Related Actions. These are the contextual reporting options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Custom Report from Here</td>
<td>Used to create a custom report from the context of where you are in the application. Workday automatically restricts the data sources available for the report to those that are based on the selected business object.</td>
</tr>
<tr>
<td>Related Reports</td>
<td>Used to view the standard and custom reports that use this business object as the primary object on the report. You will only see a list of related reports to which you have security access.</td>
</tr>
<tr>
<td>Report Fields and Values</td>
<td>Used to display all the report fields and values related to the selected business object and instance. It only displays fields that you are allowed to view. For each field, you can also see data sources that include those fields for reporting.</td>
</tr>
</tbody>
</table>

The following example shows the pay change history for an employee. You can either (1) create a custom report about compensation changes, (2) see related reports that are about compensation changes, or (3) see all the report fields and values around a compensation change event.
29 - Contextual Reporting
DEMO – USE REPORT FIELDS AND VALUES

Introduction: This demo will show you how to leverage the Reporting > Report Fields and Values option when designing and building your reports.

Sign in as Logan McNeil (lmcneil)

VIEW A WORKER’S RECORD

1. Access the worker record for Adam Carlton.

2. Select Compensation > Pay Change History to see a list of compensation changes.

3. In the Compensation Action field, click the Merit Compensation Change’s Related Actions.


5. Filter the Field column by Base Pay – Current, Base Pay – Proposed, and Effective Date. Notice that you can see the values for these fields for Adam Carlton.
CREATING A CUSTOM REPORT

Before building a custom report, there are several questions you should ask to help you design the report:

- Where is the data I need?
- What view of the data do I need?
- What fields should be displayed?
- How should the data be grouped and sorted?
- How should the data be filtered?
- How should the output be displayed?
- Who is this report for? Who should report be shared with?
- Is there an existing report that can be used as a starting point?

You can use the Create Custom Report task to create a custom report. When creating a report, you must specify the Report Name, Report Type, and Data Source. You can also select the Temporary Report and Web Service Enable options, which will be discussed later in this chapter.

Reminder: A user’s access to data sources drives data source selection for the report.

Note: Selecting the data source determines the primary business object for the report. Once a report is based on a primary business object, you can only change the report’s data source to another data source on the same primary business object. You cannot change the primary business object for a report.
REPORT NAME
As a best practice, you should establish a naming convention to make your reports easy to find.

REPORT TYPE
Report Writer provides the following report types for creating custom reports. In this course, we will cover the Advanced and Matrix report types.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced</td>
<td>Allows you to display data from the primary and related business objects. You can also sort and filter the data, show groupings, display subtotals and a grand total, add charts, enable the report as a worklet, share the report with other users, and enable the report as a web service.</td>
</tr>
<tr>
<td>Composite</td>
<td>Allows you to combine several existing Matrix or Advanced reports into one report. Each report is considered a sub-report and each report can have its own data source. It also provides advanced formatting options.</td>
</tr>
<tr>
<td>Matrix</td>
<td>Forms the foundation for custom analytics. It allows you to group data, summarize the metrics for each grouping, and drill into the summarizations for further analysis.</td>
</tr>
<tr>
<td>nBox</td>
<td>Counts the data and displays the results in a two-dimensional matrix.</td>
</tr>
<tr>
<td>Search</td>
<td>Displays search results based on values selected for facet filters on the report.</td>
</tr>
<tr>
<td>Simple</td>
<td>Provides straightforward design options for the beginning or occasional user to create reports quickly and easily with limited options. It allows you to display, sort, and filter data from the primary business object.</td>
</tr>
<tr>
<td>Transposed</td>
<td>Interchanges the rows and corresponding columns on the report. This allows you to create reports that enable side-by-side comparisons.</td>
</tr>
<tr>
<td>Trending</td>
<td>Similar to a matrix report, but with a time period element. It is commonly used to report and analyze trended worker data, like headcount and attrition, over time.</td>
</tr>
</tbody>
</table>

DATA SOURCE
When creating a custom report, one of the most important decisions is selecting your report’s data source. This data source drives the primary business object for your report as well as the ‘view’ of that data. Data sources provide the starting filter for your report. You can search on data sources by name, category, business object, or a combination of category and business object.
TEMPORARY REPORT
You can mark a report as Temporary, which means that the report has a defined period of time before it expires and becomes eligible for deletion in the tenant. By default, a report will expire after seven days. For reports that are not the Simple report type, you can change the expiration information on the Advanced tab.

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

Security Note: You must have access to the Custom Report Administration security domain to schedule reports for deletion.

Note: If you create a custom report and then cancel the report, or if your session times out, your report will be saved as a temporary report. Be sure to either delete the report or change the report options so it is no longer a temporary report.

You may not want to give all Report Writers the ability to create permanent reports that consume system resources indefinitely. Therefore, Workday enables you to restrict specific Report Writer users so that they only have the ability to create temporary report definitions. Report Administrators can still access these temporary reports to mark them as permanent or change the expiration dates as needed.

Security Note: Users associated with security groups configured for the Ability to Create Only Temporary Reports security domain will be limited to just temporary reports. This access can support ad-hoc reporting needs and can help separate groups of report writers in the tenant.

WEB SERVICE ENABLED
To use a custom report in an outbound integration (Reporting-as-a-Service), select the Web Service Enable checkbox. Selecting this checkbox also makes the report available to the Business Intelligence Reporting Tool (BIRT) and the Big Data Analytics tool. You can set additional web services options on the Advanced tab.
**CUSTOM REPORT TABS**
When creating a custom report using the Advanced Report type, you can configure the report using these tabs:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Columns**| Specify the fields to include on the report and the sequence in which they should be displayed. The columns grid contains one row for each field that should appear as a column on the report. Each row in the grid defines the business object, field, column heading overrides, and options for how the field should be displayed.  
  *Security Note:* You can only add fields that you have access to.                                                                 |
| **Sort**   | Control the order in which data will be presented and grouped. This tab controls sorting data on the primary business object and sub sorting data on related business objects.  
  You can also specify options for displaying subtotals, grand totals, and outlines.  
  If no sorting or grouping criteria is specified, the report will sort the data based on the first (leftmost) column associated with the primary business object and the data will not be grouped or totaled. |
| **Filter** | Specify how you want to filter the primary business object. A filter consists of one or more filter conditions, defined as rows in the filter grid. |
| **Subfilter** | Specify how you want to filter the related business objects. You can add subfilters for multiple related business objects. Each subfilter row corresponds to filter conditions for the particular related business object you select. |
| **Prompts** | Specify prompt-related data about your report, including populating undefined prompt values. You can set default values for prompts so users do not have to enter values when running a report. You can also hide prompts that have default values, so users do not see them at runtime. |
| **Output** | Override the default output options, including output type, worklet options, and help text. By default, a custom report is rendered as a table. You can change this to display the report as a chart, chart and table, or gauge. By default, a custom report is not enabled for use as a worklet, but you can change this setting. |
| **Share** | Share the report with other users or groups. By default, a custom report is visible only to its owner. You can only share a report with users who have access to the report data source. Sharing a report with other users allows them to run and copy the report. Once they have copied the report, they can edit and share their version. |
| **Advanced** | Define additional report options, such as enabling save parameters, enabling a report as a web service, or changing the expiration information for temporary reports. |
ADDING FIELDS FROM RELATED BUSINESS OBJECTS

You have already seen how to add fields from the primary business object. Depending on the report type, you can also add fields from related business objects. On the Columns tab, you specify the Business Object and Field for the related data. A given custom report definition can include fields from more than one related business object. Additionally, you can select a field that links the PBO and RBO together. In the following example, we see the Last Base Pay Increase field linking a report using the Employee PBO to the Employee Compensation Event RBO. This allows you to pull fields from the RBO into your report as well.

Note: When building a report using the Advanced report type, you can only access fields from related business objects that are one level deep. To access fields from RBOs that are more than one level deep, you will need to create a calculated field.
ACTIVITY 2.3 – CREATE A CUSTOM REPORT

Business Case: Now that Logan McNeil knows which primary business object and data source to use, she can create her custom report.

Sign in as Logan McNeil (lmcneil)

CREATE A CUSTOM REPORT

1. Access the Create Custom Report task.

2. Enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>WICT RW Employee Last Base Pay Increase</td>
</tr>
<tr>
<td>Report Type</td>
<td>Advanced</td>
</tr>
<tr>
<td>Data Source</td>
<td>Employees by Organization</td>
</tr>
</tbody>
</table>

3. Click OK.

4. Add four additional rows to the Columns section and enter the following information:

<table>
<thead>
<tr>
<th>Business Object</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Employee</td>
</tr>
<tr>
<td>Employee</td>
<td>Employee ID</td>
</tr>
<tr>
<td>Last Base Pay Increase</td>
<td>Base Pay – Current</td>
</tr>
<tr>
<td>Last Base Pay Increase</td>
<td>Base Pay – Proposed</td>
</tr>
<tr>
<td>Last Base Pay Increase</td>
<td>Effective Date</td>
</tr>
</tbody>
</table>

5. Click OK.

6. Click Run. These are the report prompts that are built-in to the Employees by Organization data source.

7. Select Global Modern Services, Inc. (USA) in the Organization field.

8. Click OK and verify the report results.
CHAPTER 3 – SORTING AND FILTERING

OVERVIEW

In this chapter, you will learn how to further configure your custom reports to just display the data you need. You will learn how to sort and filter the data in a report.

OBJECTIVES

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

- Sort and sub sort the data on a report.
- Filter the data on a report using filters and subfilters.
- Leverage custom reports as a starting point for new custom reports.
Logan McNeil needs to create a report that shows expense report data for all active workers.

The following table shows the fields she needs to display in the report.

<table>
<thead>
<tr>
<th>Worker</th>
<th>Supervisory Organization</th>
<th>Location</th>
<th>Locale</th>
<th>Expense Reports – All Statuses</th>
<th>Expense Items on Expense Report</th>
<th>Expense Report Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salim Chabani</td>
<td>Call Center</td>
<td>Mulhouse</td>
<td>fr_FR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boris Muller</td>
<td>Consulting</td>
<td>Munich</td>
<td>de_DE</td>
<td>EXP-4960 Airfare</td>
<td>Hotel</td>
<td>€1,380.14</td>
</tr>
<tr>
<td>Carol Abbott</td>
<td>Consulting</td>
<td>Chicago</td>
<td>en_US</td>
<td>EXP-3916 Hotel</td>
<td></td>
<td>$731.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXP-3598 Airfare</td>
<td></td>
<td>$1040.50</td>
</tr>
</tbody>
</table>

The report output should be sorted first by the supervisory organization and second by the worker. The expense reports for each worker should be sorted by the total amount.
ACTIVITY 3.1 – DETERMINE THE PRIMARY BUSINESS OBJECT AND DATA SOURCE

Business Case: Logan McNeil needs to create a custom report that shows expense report data for all active workers. She needs to display these fields in the report:

- Worker
- Supervisory Organization
- Location
- Locale
- Expense Report
- Expense Items on Expense Report
- Expense Report Total Amount

⚠️ Sign in as Logan McNeil (lmcneil)

Use the Business Object Details and Data Sources reports to determine the primary business object and data source for Logan’s report.

1. Which business objects contain the fields needed in the report?
2. Are these business objects related?
3. Which should be the primary business object?
4. Which should be the related business objects?
5. Which field links the primary and related business object together?
6. Which data source should be used?

(Hint: The Location business object contains the Locale field. If you get stuck on a question, see appendix A for the answer key)
SORTING

By default, a custom report is sorted by the left-most column of the primary business object. The Sort tab on the report definition allows you to control the order in which data will be presented and grouped.

In the Sort and Group grid, you can specify which fields from the primary business object should be used to sort the data. The first field determines the highest level sort, the second field determines the next level sort, and so on.

In the following example, the report will sort by Supervisory Organization and then by Full Name.

32 – Sorting first by Supervisory Organization, and then by Full Name

Sorting on simple field types performs better than sorting on object field types, because object field types access additional data in the background. In the example above, we are sorting by Full Name instead of Worker. Full Name is a text field, so it will perform better than Worker, which is a self-referencing field.

Note: Fields used for sorting do not need to be displayed on the report output.

SUB LEVEL SORTING

In addition to sorting data from the primary business object, you can also sort data from related business objects. In the Sub Level Sort section, you can specify which fields from a related business object should be used to sort the related data. If you do not configure sub level sorting, related instances are sorted by the left-most column of the related business object by default.
Related business objects and fields used for sub level sorting do not need to be displayed on the report output.

In the following example, the report will sort instances of the Expense Reports – All Statuses related business object by the Expense Report Total Amount field.

33 - Sub Level Sorting

You can use the Add button to sort data from additional related business objects on your report.

LOGICAL SORT ORDER

Most fields in Workday can only be sorted alphabetically (either or ascending or descending). However, certain fields in Workday are enabled for logical sort order (either ascending or descending). These fields have a logical predefined order. By default, if a field is enabled for logical sort, the logical sort will be used. You can search Community for “logical sort order” to see a list of fields enabled for logical sorting.

The following example shows the Period field which is using in financial reports. This field has a logical sort order of January, February, March, etc.
34 - Logical Sort Order options
DEMO – VIEW THE SORT OPTIONS

Introduction: This demo will show you how to sort a report by fields on the primary business object and on a related business object.

Sign in as Logan McNeil (lmcneil)

VIEW THE SORT OPTIONS

1. Copy the WDINST RW Worker Expense Reports custom report.
2. Change the report name to WICT RW Worker Expense Reports Demo and click OK.
3. In the Business Object column, click the Location’s Related Actions. What is the Field Type?
4. Click Related Actions again to close the pop-up box.
5. In the Business Object column, click the Expense Reports – All Statuses’ Related Actions. What is the Field Type?
6. Click Related Actions again to close the pop-up box.
7. Click the Sort tab. Notice that that the report is sorted by two fields from the primary business object: Supervisory Organization and Full Name.
8. Click the prompt in the Sort Direction field. It is set to Alphabetical – Ascending. Notice the only other option is Alphabetical – Descending.
9. Click somewhere on the report to close the pop up box.
10. Scroll down to the Sub Level Sort section.
11. Click the Add button.
12. In the Business Object field, add the Expense Reports – All Statuses related business object.
13. Add a row and select the Expense Report Total Amount field.
14. Click OK.
15. Click Run. Verify that the report is sorted first by Supervisory Organization and second by Worker.
16. Scroll down to worker Dylan Shaw and verify that his expense reports are listed from lowest to highest amount.
ACTIVITY 3.2 – SORT THE DATA ON A REPORT

Business Case: Logan McNeil needs to create a custom report that shows expense report data for all active workers. She needs to display these fields in the report:

- Worker
- Supervisory Organization
- Location
- Locale
- Expense Report
- Expense Items on Expense Report
- Expense Report Total Amount

The report output should be sorted first by the supervisory organization and second by the worker. The expense reports for each worker should be sorted by the total amount.

Sign in as Logan McNeil (lmcneil)

ADD FIELDS TO A CUSTOM REPORT

1. Access the Create Custom Report task.

2. Enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>WICT RW Worker Expense Reports</td>
</tr>
<tr>
<td>Report Type</td>
<td>Advanced</td>
</tr>
<tr>
<td>Data Source</td>
<td>Indexed Workers</td>
</tr>
</tbody>
</table>

3. Click OK.

4. Add seven rows to the Columns grid and enter the following information:

<table>
<thead>
<tr>
<th>Business Object</th>
<th>Field</th>
<th>Column Heading Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worker</td>
<td>Worker</td>
<td></td>
</tr>
<tr>
<td>Worker</td>
<td>Supervisory Organization</td>
<td></td>
</tr>
<tr>
<td>Worker</td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Locale</td>
<td></td>
</tr>
</tbody>
</table>
5. Select **Show Currency Symbol** in the Options field for Expense Report Total Amount.

6. Click **OK**.

7. Click **Run**.

   **Note:** By default, the data is sorted alphabetically by the leftmost column of the primary business object (Worker).

---

**SORT THE DATA**

1. Use the report’s Related Actions to select Custom Report > Edit. This is how you will edit custom reports throughout the course.

2. Click the **Sort** tab.

3. Add two rows to the Sort and Group grid.

4. In the first row, select **Fields on Report > Supervisory Organization** for the Field. Notice that the Sort Direction defaults to Alphabetical – Ascending.

5. In the second row, select **Full Name** for the Field.

   **Note:** Sorting by the Full Name text field will perform better than sorting by the Worker self-referencing field.

6. In the Sub Level Sort section, click **Add**.

7. Select **Business Objects on Report > Expense Reports – All Statuses** in the Business Object field.

8. Add a row to the Sub Level Sort grid.

10. Click **OK**.

11. Click **Run**. Verify that the report is sorted first by Supervisory Organization and second by Worker.

12. Scroll down to worker Carol Abbott and verify that her expense reports are listed from lowest to highest amount.
SCENARIO

Logan McNeil needs to filter her report to only show workers from London. For each worker, she wants to show expense reports that contain Airfare and have a total amount greater than 1000.

<table>
<thead>
<tr>
<th>Worker</th>
<th>Supervisory Organization</th>
<th>Location</th>
<th>Locale</th>
<th>Expense Report</th>
<th>Expense Items on Expense Report</th>
<th>Expense Report Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dylan Shaw</td>
<td>Consulting Services</td>
<td>London</td>
<td>en_GB</td>
<td>EXP-4920</td>
<td>Airfare Hotel</td>
<td>£1,048.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXP-4739</td>
<td>Airfare Meals</td>
<td>£1,357.97</td>
</tr>
<tr>
<td>Oscar Bell</td>
<td>Facilities Group</td>
<td>London</td>
<td>en_GB</td>
<td>EXP-4985</td>
<td>Airfare Car</td>
<td>£1,951.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXP-2668</td>
<td>Airfare</td>
<td>£2,162.95</td>
</tr>
</tbody>
</table>

FILTERING

The Filter tab allows you to filter the primary business object. A filter consists of one or more filter conditions, defined as rows in the filter grid. You can filter on any field from the primary business object or Global business object (global fields). Fields used for filtering do not need to be displayed on the report output.

35 – Filtering on your report definition
These are the options available when defining a filter:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>And/Or</td>
<td>Enables you to specify how multiple filter conditions should be evaluated. Select And to indicate that each business object instance must satisfy all conditions specified in your filter criteria in order to be included in the report. Select Or to indicate that each business object instance must satisfy at least one of the conditions in order to be included in the report.</td>
</tr>
<tr>
<td>Parentheses</td>
<td>Some report types, like Advanced, allow you to use any combination of And and Or conditions within a filter. You can use parentheses to group conditions together and control the sequence in which conditions are evaluated.</td>
</tr>
<tr>
<td>Field</td>
<td>Specifies the field to be evaluated.</td>
</tr>
<tr>
<td>Operator</td>
<td>Specifies the logical operator that should be used in the filter condition. The available choices depend on the field type.</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Specifies how the field should be compared. The options are:</td>
</tr>
<tr>
<td></td>
<td>- Value specified in this filter – This option allows you to explicitly specify a value to filter on.</td>
</tr>
<tr>
<td></td>
<td>- Value from another field – This option allows you to compare the value of one field to another.</td>
</tr>
<tr>
<td></td>
<td>- Prompt the user for the value – With this option, the prompt value is required for filtering and whatever value is entered will be used to filter the report.</td>
</tr>
<tr>
<td></td>
<td>- Prompt the user for the value and ignore the filter condition if the value is blank – This option configures an optional prompt, so if nothing is entered at the prompt (i.e., blank value), the report will ignore the filter condition. The report will only use the value to filter on if not blank.</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>Specifies the value that will be compared to the Field value, or the particular prompt used to prompt the user for a value. The ability to enable this field and available choices depend on the Field type, the Operator, and the Comparison Type.</td>
</tr>
</tbody>
</table>

PERFORMANCE CONSIDERATIONS
As discussed previously, you should select a data source that filters unnecessary data from the report. Once the data source has narrowed down the data, you can apply filter criteria to further narrow the results.

Keep in mind that filters can impact the runtime of a report. Both the number of filters and the order of filters can slow a report down. Whenever possible, use a data source with a built-in
filter. In addition, you should place filters that exclude the greatest amount of instances from the report at the top of the filter grid.

SUBFILTERING
In addition to filtering data from the primary business object, you can also filter data from related business objects. On the Subfilter tab, you can specify which fields from a related business object should be used to filter the related data. Related business objects and fields used for subfiltering do not need to be displayed on the report output.

FILTER LOGIC
It is important to understand how your report filter and subfilter interact. For a given instance of your primary business object, the subfilter logic is executed first, then your filter logic.

Let’s take a look at an example where Worker is the primary business object and Expense Report is the related business object:

- For a worker on the Worker primary business object, the subfilter looks on the Expense Report related business object to see if the worker has corresponding expense reports.
- If the worker has corresponding expense reports, the sub filter applies the “Amount > 1000” logic and returns expense reports that meet the criteria.
- Next, the process moves back to the primary business object.
- The filter determines if the worker lives in London and returns workers that meet the criteria.
- Note that workers who live in London but do not have expense reports will also be returned on the report.
Note: You should include the condition “RBO not empty” in your filter. This will filter out instances of the primary business object that do not have related data.
DEMO – VIEW THE FILTER OPTIONS

Introduction: This demo will show you how to filter a report by fields on the primary business object and on a related business object.

Sign in as Logan McNeil (lmcneil)

VIEW THE FILTER OPTIONS

1. Edit the WICT RW Worker Expense Reports Demo custom report.

2. Click the Filter tab. Notice that the report is filtered to only display workers whose Location is London.

3. Click the Subfilter tab. Notice that the report is subfiltered by Expense Report Total Amount greater than 1000 and Expense Items on Expense Report includes Airfare.

4. Click OK.

5. Click Run. Verify that the report only shows workers from London. Also verify that the report only shows expense reports that contain Airfare as an expense item and whose amount is greater than 1000. Notice that the report also displays workers from London who do not have any expense reports. Let’s filter out those workers from the report.

6. Edit the custom report.

7. Click the Filter tab.

8. Add another row to the bottom of the grid and enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Fields on Report &gt; Expense Reports – All Statuses</td>
</tr>
<tr>
<td>Operator</td>
<td>Frequently Used &gt; is not empty</td>
</tr>
</tbody>
</table>

9. Click OK.

10. Click Run. Verify that the report no longer shows workers from London who do not have any expense report.
ACTIVITY 3.3 – FILTER THE DATA ON A REPORT

Business Case: Logan McNeil needs to modify her custom report. She needs to filter the data to only show:

- Workers from London.
- Expense reports that contain Airfare as an expense item.
- Expense reports whose total amount is greater than 1000.

Sign in as Logan McNeil (lmcneil)

ADD A FILTER

1. Edit the WICT RW Worker Expense Reports custom report.
2. Click the Filter tab.
3. Add one row to the grid and enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Location</td>
<td>London</td>
</tr>
<tr>
<td>Operator</td>
<td>in the selection list</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Value specified in this filter</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>London</td>
</tr>
</tbody>
</table>

4. Click OK.
5. Click Run. Verify that the report only shows workers from London.

ADD SUBFILTERS

1. Edit the custom report.
2. Click the Subfilter tab.
3. Click Add.
5. Add two rows to the grid.

6. Enter the following information in the first row:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Expense Report Total Amount</td>
</tr>
<tr>
<td>Operator</td>
<td>greater than</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Value specified in this filter</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>1000</td>
</tr>
</tbody>
</table>

7. Enter the following information in the second row:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Expense Items on Expense Report</td>
</tr>
<tr>
<td>Operator</td>
<td>any in the selection list</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Value specified in this filter</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>Airfare</td>
</tr>
</tbody>
</table>

8. Click OK.

9. Click Run. Verify that the report only shows expense reports that contain Airfare as an expense item and whose amount is greater than 1000. Notice that the report also displays workers from London who do not have any expense reports. Let’s filter out those workers from the report.

10. Edit the custom report.

11. Click the Filter tab.

12. Add another row to the bottom of the grid and enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Expense Reports – All Statuses</td>
</tr>
<tr>
<td>Operator</td>
<td>is not empty</td>
</tr>
</tbody>
</table>

13. Click OK.

14. Click Run. Verify that the report no longer shows workers from London who do not have any expense reports.
USING WORKTAGS FOR FILTERING

Worktags are a key aspect of financial reporting. They classify transactions and supporting data to make their business purposes clear. For financial reporting, they provide a readily available method of accessing information, filtering searches to focus results, and analyzing information in aggregated and summarized reports. Worktags can be assigned to any line item that generates a financial update.

Resource: Workday delivers many worktag types that you can use to tag your business transactions and supporting data. You can search Community for “worktag types” to see a list of delivered worktag types.

In the following example, each expense report line is tagged with a number of worktags that you can use to access and filter the data in a report. This expense report line contains worktags for Cost Center and Region, as well as Division and Location.

<table>
<thead>
<tr>
<th>Date</th>
<th>10/07/2014</th>
<th>Itemized</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Item</td>
<td>Taxis / Trains / Shuttles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>2</td>
<td>Receipt Included</td>
<td>No</td>
</tr>
<tr>
<td>Per Unit Amount</td>
<td>34.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount</td>
<td>68.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td>GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Currency Rate</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Converted Amount</td>
<td>68.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Converted Currency</td>
<td>GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memo</td>
<td>(empty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billable</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cost Center</strong></td>
<td><strong>36300 Consulting Services - EMEA</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Region</strong></td>
<td>EU - Northern</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Worktags</td>
<td>Division: Other Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Location: London</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

38 - Worktags on an Expense Report Line
You can create a report that filters on worktag values. In the following example, the report filters the data to show only worktags that contain the cost center 36300 Consulting Services - EMEA.

<table>
<thead>
<tr>
<th>Expense Report: EXP-00004894</th>
<th>Expense Items</th>
<th>Total Amount</th>
<th>Worktags</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Airfare</td>
<td>£545.00</td>
<td>36300 Consulting Services - EMEA</td>
</tr>
<tr>
<td></td>
<td>Hotel</td>
<td></td>
<td>EU - Northern</td>
</tr>
<tr>
<td></td>
<td>Accommodations</td>
<td></td>
<td>London</td>
</tr>
<tr>
<td></td>
<td>Meals</td>
<td></td>
<td>Other Services</td>
</tr>
<tr>
<td></td>
<td>Taxis / Trains / Shuttles</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mobile Phone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Report: EXP-00004842</th>
<th>Expense Items</th>
<th>Total Amount</th>
<th>Worktags</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Airfare</td>
<td>£658.43</td>
<td>36300 Consulting Services - EMEA</td>
</tr>
<tr>
<td></td>
<td>Car Rental &amp; Gas</td>
<td></td>
<td>EU - Northern</td>
</tr>
<tr>
<td></td>
<td>Meals</td>
<td></td>
<td>London</td>
</tr>
<tr>
<td></td>
<td>Mobile Phone</td>
<td></td>
<td>Other Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Report: EXP-00004920</th>
<th>Expense Items</th>
<th>Total Amount</th>
<th>Worktags</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Airfare</td>
<td>£1,048.30</td>
<td>36300 Consulting Services - EMEA</td>
</tr>
<tr>
<td></td>
<td>Hotel</td>
<td></td>
<td>EU - Northern</td>
</tr>
<tr>
<td></td>
<td>Accommodations</td>
<td></td>
<td>London</td>
</tr>
<tr>
<td></td>
<td>Internet Access Fees</td>
<td></td>
<td>Other Services</td>
</tr>
<tr>
<td></td>
<td>Mobile Phone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

39 - Report Filtered by Worktags
CHAPTER 4 – PROMPTING

OVERVIEW

In this chapter, you will learn how to configure prompts and define default prompt values. Prompts provide more flexibility because users can specify the criteria for the report each time it is run.

OBJECTIVES

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

- Configure prompts and explain where prompts can come from.
- Describe the functionality and use cases of runtime data prompts.
Logan McNeil needs to modify her report to prompt users for values instead of hard-coding filters and subfilters.

The following example shows the data filtered by Location = London, Expense Items on Expense Report includes Airfare, and Expense Report Total Amount > 1000.

<table>
<thead>
<tr>
<th>Worker</th>
<th>Supervisory Organization</th>
<th>Location</th>
<th>Locale</th>
<th>Expense Reports – All_statuses</th>
<th>Expense Report</th>
<th>Expense Items on Expense Report</th>
<th>Expense Report Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dylan Shaw</td>
<td>Consulting Services</td>
<td>London</td>
<td>en_GB</td>
<td>EXP-4920</td>
<td>Airfare</td>
<td>Hotel</td>
<td>£1,048.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXP-4739</td>
<td>Airfare</td>
<td>Meals</td>
<td>£1,357.97</td>
</tr>
<tr>
<td>Oscar Bell</td>
<td>Facilities Group</td>
<td>London</td>
<td>en_GB</td>
<td>EXP-4985</td>
<td>Airfare</td>
<td>Car</td>
<td>£1,951.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EXP-2668</td>
<td>Airfare</td>
<td></td>
<td>£2,162.95</td>
</tr>
</tbody>
</table>
PROMPTING

Instead of hardcoding filter values, you can use prompts in your filters and subfilters. Prompts provide more flexibility because users can specify the criteria for the report each time it is run.

USING PROMPTS IN FILTERS AND SUBFILTERS

On the Filter and Subfilter tabs, you can control which fields should prompt the user for a value when the report is run.

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Comparison Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report Total Amount</td>
<td>greater than</td>
<td>Prompt the user for the value</td>
</tr>
<tr>
<td>Expense Items on Expense Report</td>
<td>any in the selection list</td>
<td>Prompt the user for the value and ignore the filter condition if the value is blank</td>
</tr>
</tbody>
</table>

40 - Prompting the User for a Value in Filters and Subfilters

When defining a filter or subfilter condition, there are two comparison types that you can use to prompt the user for a value.

<table>
<thead>
<tr>
<th>Comparison Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prompt the user for a value</td>
<td>Workday will use whatever prompt value is entered to filter the report. If this prompt value is left blank, then the report will be filtered by a blank value.</td>
</tr>
<tr>
<td>Prompt the user for a value and ignore the filter condition if the value is blank</td>
<td>With this option, if the prompt value is left blank, the report will ignore the filter condition.</td>
</tr>
</tbody>
</table>
CONFIGURING PROMPTS
On the Prompts tab, you can configure the prompt settings.

41 - Prompt Settings
The Instructions field lets you specify information to display to the user. When a user runs a report, the user will see your instructions when they are prompted for input.

42 - Instructions When Prompting a User for Input
Some fields in Workday come with default prompts that will automatically be added to your report if you add the field to your report definition. In the Prompt tab, the Populate undefined Prompt Defaults checkbox lets you quickly populate any prompt defaults. When you select this checkbox, any undefined prompts are automatically added to the Prompt Defaults grid.
43 – Use the populate Undefined Prompts checkbox in the Prompt tab to add any default prompts to the Prompt Defaults section in this tab.

The Display Prompt Values in Subtitle checkbox lets you show or hide the prompt values at the top of the report output. In the Prompt Defaults grid, you can use the Do Not Include in Subtitle setting to exclude specific prompt values from displaying in the subtitle.

44 - Display Prompt Values at the Top of the Report Output

In the Prompt Defaults grid, you can specify options and default values for your prompt fields.

45 - Prompt Defaults Grid

These are the options available when defining prompt defaults:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Field</strong></td>
<td>Specifies the field for which you want to enter prompt data.</td>
</tr>
<tr>
<td><strong>Prompt Qualifier</strong></td>
<td>If you have defined a data range or a data set prompt for this field, you must choose the Prompt Qualifier to identify which prompt you want to override.</td>
</tr>
<tr>
<td><strong>Label for Prompt</strong></td>
<td>Overrides the label displayed for this prompt when you run the report.</td>
</tr>
</tbody>
</table>
| Default Type | Determines the default values to use when the report is run. The options are:  
|              | - No default value – Specifies that no default value is defined for the field. When the report runs, the user is prompted for a value.  
|              | - Specify default value – Specifies that the default value(s) entered in the Default Value field are displayed to the user in the report prompt field.  
|              | - Determine default value at runtime – Uses the field specified in the Default Value field to determine the default value(s) to display in the report prompt field. |
| Default Value | Used with the Specify default value and Determine default value at runtime options. This field specifies the default value(s) or field to use to determine the default prompt. |
| Required     | Specifies that a prompt field value is required and the field cannot be left blank when the report runs. |
| Do Not Prompt at Runtime | Suppresses the display of the prompt for this field. Any default values are used automatically, skipping any interaction for the prompt for this field. |
| Do Not Include in Subtitle | Suppresses the display of the selected prompt values from the final report display. By default, any values the user selects from prompts appear below the report title (above the detail data) when the report is run. |
DEMO – VIEW THE PROMPT OPTIONS

Introduction: This demo will show you how to prompt users for filter values.

_domains

Sign in as Logan McNeil (lmcneil)

PROMPT FOR LOCATION

1. Edit the WICT RW Worker Expense Reports Demo custom report.
2. Click the Filter tab.
3. Locate the Location field, and in the Comparison Type field select Common > Prompt the user for the value.
4. Click OK.
5. Click Run.
6. Leave the Location blank and click OK. Notice that the report does not return any results.
7. Edit the custom report.
8. Click the Prompts tab.
9. Select the Populate undefined Prompt Defaults checkbox. This will add any undefined prompts to the Prompt Defaults grid.
10. For the Location field, enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Type</td>
<td>Specify default value</td>
</tr>
<tr>
<td>Default Value</td>
<td>London</td>
</tr>
<tr>
<td>Required</td>
<td>Select checkbox</td>
</tr>
</tbody>
</table>

11. Click OK.
12. Click Run.
13. Click OK. Verify that the report only shows workers from London.
ACTIVITY 4.1 – ADD FILTER PROMPTS

Business Case: Logan McNeil needs to modify her custom report again. This time she needs to replace the hard-coded filters with prompts.

Sign in as Logan McNeil (lmcneil)

PROMPT FOR LOCATION

1. Edit the WICT RW Worker Expense Reports custom report.

2. Click the Filter tab.

3. For the Location field, select Common > Prompt the user for the value in the Comparison Type field.

4. Click OK.

5. Click Run.

6. Leave the Location blank and click OK. Notice that the report does not return any results.

7. Edit the custom report.

8. Click the Prompts tab.

9. Enter Please select values for this report. in the Instructions field.

10. Select the Populate undefined Prompt Defaults checkbox. This will add any undefined prompts to the Prompt Defaults grid.

11. Select the Required checkbox for the Location field.

12. Click OK.

13. Click Run.

14. Click OK and notice that you get an error message that Location must have a value.

15. Select London in the Location field and click OK. Verify that the report only shows workers from London.
PROMPT FOR EXPENSE REPORT ITEMS AND AMOUNT

1. Edit the custom report.

2. Click the Subfilter tab.

3. For the Expense Report Total Amount field, select Common > Prompt the user for the value in the Comparison Type field.

4. For the Expense Items on Expense Report field, select All > Prompt the user for the value and ignore the filter condition if the value is blank in the Comparison Type field.

5. Click the Prompts tab.

6. Select the Populate undefined Prompt Defaults checkbox.

7. For the Expense Items on Expense Report field, enter Expense Items (optional) in the Label for Prompt field.

8. For the Expense Report Total Amount field, enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Type</td>
<td>Specify default value</td>
</tr>
<tr>
<td>Default Value</td>
<td>1000</td>
</tr>
<tr>
<td>Required</td>
<td>Select checkbox</td>
</tr>
</tbody>
</table>

9. Click OK.

10. Click Run.

11. Enter the following prompt values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>London</td>
</tr>
<tr>
<td>Expense Items (optional)</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Expense Report Total Amount</td>
<td>Leave the default value</td>
</tr>
</tbody>
</table>

12. Click OK. Verify that the report only shows workers from London. Also verify that the report only shows expense reports whose amount is greater than 1000.
WHERE CAN PROMPTS COME FROM?

In addition to defining prompts in filters and subfilters, prompts can come from other places. You can set the defaults for these prompts on the Prompts tab.

<table>
<thead>
<tr>
<th>Location</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Source</td>
<td>The Employees by Organization data source has these built-in prompts: Include Managers, Include Subordinate Organizations, and Organization.</td>
</tr>
<tr>
<td>Data Source Filter</td>
<td>The Journal Lines for Company data source filter has nine built-in prompts, including Company, Year, and Period.</td>
</tr>
<tr>
<td>Field</td>
<td>The Expense Report Total Amount in Reporting Currency field has a built-in prompt for Reporting Currency.</td>
</tr>
<tr>
<td>Calculated Field</td>
<td>You can create a calculated field using the Prompt for Value function.</td>
</tr>
<tr>
<td>Prompt Set</td>
<td>You can create a prompt set to group prompt field values. For example, when a report group or a composite report contains multiple reports all prompting on the same field, a prompt set will allow you to enter the prompt field value once and then will feed the one value to the multiple uses of the field.</td>
</tr>
</tbody>
</table>

**Note:** When possible, you should use a data source with built-in prompts rather than manually creating filters and prompts on a more generic data source. This will result in a more efficient report.
Introduction: This demo will show you how to use the Business Object Details and Data Sources reports to determine which data sources, data source filters, and fields contain built-in prompts.

😊 Sign in as Logan McNeil (lmcneil)

USE THE BUSINESS OBJECT DETAILS REPORT

1. Access the Business Object Details report.
3. Click OK.
4. Filter the Field Type field by Currency.
5. Scroll down to the Capitalized Costs field. Does this field have built-in prompts? If yes, which ones?

USE THE DATA SOURCES REPORT

1. Access the Data Sources report.
2. Filter the Data Source field by Billable Project Transactions. Does the Billable Project Transactions data source have built-in prompts? If yes, which ones?
3. Filter the Data Source field by Journal Lines. Does the Beginning Balance Translation Amounts data source filter have built-in prompts? If yes, which ones?
ACTIVITY 4.2 – ADD A FIELD WITH A BUILT-IN PROMPT

Business Case: Logan McNeil wants to change her custom report so that expense report amounts are all displayed in USD.

Sign in as Logan McNeil (lmcneil)

ADD A FIELD WITH A BUILT-IN PROMPT

1. Edit the WICT RW Worker Expense Reports custom report.

2. On the Columns tab, change the Expense Report Total Amount field to Expense Report Total Amount in Reporting Currency.


4. On the Subfilter tab, change the first row in the grid to the following:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Expense Report Total Amount in Reporting Currency</td>
</tr>
<tr>
<td>Operator</td>
<td>greater than</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Prompt the user for the value</td>
</tr>
<tr>
<td>Comparison Value</td>
<td>Default Prompt</td>
</tr>
</tbody>
</table>

5. Click the Prompts tab.

6. In the Prompt Defaults grid, change the Expense Report Total Amount field to Expense Report Total Amount in Reporting Currency.

7. Set the Default Value to 1000.

8. Select the Populate undefined Prompt Defaults checkbox. This will add the Reporting Currency field to the Prompt Defaults grid. Remember that you did not add this field as a filter. This prompt is coming directly from the Expense Report Total Amount in Reporting Currency field.

9. Enter the following values for the Reporting Currency field:
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Type</td>
<td>Specify default value</td>
</tr>
<tr>
<td>Default Value</td>
<td>USD</td>
</tr>
<tr>
<td>Do Not Prompt at Runtime</td>
<td>Select checkbox</td>
</tr>
</tbody>
</table>

10. Click **OK**.

11. Click **Run**. Notice that you are not prompted for the Reporting Currency. This is because you selected the Do Not Prompt at Runtime checkbox.

12. Select **London** and **Singapore** for the Location field.

13. Click **OK**. Verify that the report shows the total amount in U.S. Dollars.
SCENARIO

Logan McNeil needs to create a report that shows the hire date and annual salary for active employees. She needs to run the report as of an effective date to show salary information as of that date.

The following example shows the salary information as of January 1, 2011.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Hire Date</th>
<th>Total Base Pay Annualized - Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Carlton</td>
<td>06/14/2010</td>
<td>44,000.00</td>
</tr>
<tr>
<td>Aidan Mitzner</td>
<td>01/01/2000</td>
<td>84,000.00</td>
</tr>
<tr>
<td>Ajay Mokashi</td>
<td>01/04/2010</td>
<td>140,000.00</td>
</tr>
</tbody>
</table>
RUNTIME DATE PROMPTS

Many Workday business objects allow you to specify an effective (or "as of") date when you create or edit an instance. This allows you to set an effective date that is different than the data entry date. This is useful when you need to hire a worker retroactively to the first day of this week, or to create a new organization to become available on the first day of next year. When creating or editing an instance, you are not prompted for an entry date. This information is automatically stored in the system.

You can report on historical (or future-dated) data using Runtime Date Prompts in your report. On the Prompts tab, you can specify options to prompt the user for the Effective Date and Entry Date. By default, the runtime date prompts use the current date and time.

Note: You cannot use Runtime Date Prompts with indexed data sources.

The Effective Date options are:

- Prompt for effective as of date
- Prompt for effective as of date and time
- Use date and time at runtime (default)

The Entry Date options are:

- Prompt for entry date
- Prompt for entry date and time
- Use date and time at runtime (default)
RUNTIME DATE PROMPTS EXAMPLE
The following table shows the entry date and effective date for hiring three employees.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Entry Date</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire Employee A</td>
<td>June 5, 2014</td>
<td>June 1, 2014</td>
</tr>
<tr>
<td>Hire Employee B</td>
<td>June 1, 2014</td>
<td>July 1, 2014</td>
</tr>
<tr>
<td>Hire Employee C</td>
<td>July 1, 2014</td>
<td>June 1, 2014</td>
</tr>
</tbody>
</table>

Which rows would be returned if the following dates are used in the Runtime Date Prompts?

- Effective Date = June 20, 2014
- Entry Date = June 20, 2014
- Entry Date and Effective Date = June 20, 2014
ACTIVITY 4.3 – RUN A REPORT WITH A RUNTIME DATE PROMPT

Business Case: Logan McNeil needs a report that shows the hire date and annual salary for active employees. She needs to run the report as of an effective date to show salary information as of that date.

Sign in as Logan McNeil (lmcneil)

ADD A RUNTIME DATE PROMPT

1. Run the WDINST RW Employee Salary Info as of Date custom report.
2. Enter today’s date for the Effective as of Date field.
3. Click OK and view the report output.
   a. How many instances are returned?
   b. What is Adam Carlton’s annual salary?
4. Rerun the report and use 01/01/2011 for the Effective as of Date.
   a. How many instances are returned?
   b. What is Adam Carlton’s annual salary?
SCENARIO (ON YOUR OWN)

Teresa needs to create a report showing approved supplier invoices that are unpaid or partially paid. The report should prompt the user for which spend categories to display and ignore a blank value.

These are the fields she needs to display in the report:

<table>
<thead>
<tr>
<th>Supplier Invoice Document</th>
<th>Company</th>
<th>Supplier</th>
<th>Due Date</th>
<th>Invoice Amount in Base Currency</th>
<th>Document Payment Status</th>
<th>Supplier Invoice Lines</th>
<th>Spend Category</th>
<th>Extended Amount in Company Base Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>11735</td>
<td>GMS (USA)</td>
<td>Corp. Express</td>
<td>12/21</td>
<td>$25,000</td>
<td>Unpaid</td>
<td>23250</td>
<td>Office Supplies</td>
<td>$25,000</td>
</tr>
<tr>
<td>11738</td>
<td>GMS (USA)</td>
<td>Office Depot</td>
<td>12/24</td>
<td>$30,000</td>
<td>Unpaid</td>
<td>3246</td>
<td>Office Supplies</td>
<td>$13,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3575</td>
<td>Office Supplies</td>
<td>$17,000</td>
</tr>
</tbody>
</table>
REPORTING ON SUPPLIER INVOICES

Based on the scenario, Teresa needs to report on the approved supplier invoices that are unpaid or partially paid. In Workday, you can create a supplier invoice that contains information about the invoice as well as the individual invoice lines.

![Supplier Invoice](image)

47 - Supplier Invoice header and line information

Workday stores the data in the following business objects:

- Supplier Invoice – Contains information about the invoice, including Invoice Number and Status.
- Supplier Invoice Line – Contains information about a single invoice line, including Line Number and Spend Category.

The Supplier Invoice business object has a one-to-many (1:M) relationship to the Supplier Invoice Line business object.

**Note:** The Supplier Invoice business object does not have any data sources available for use in reporting. However, the Supplier Invoice Document business object has the Supplier Invoice data source necessary to retrieve invoice data. You will use this Supplier Invoice data source in your next activity.
ACTIVITY 4.4 – CREATE A CUSTOM REPORT (ON YOUR OWN)

Business Case: Teresa Serrano needs to create a report showing approved supplier invoices that are unpaid or partially paid. The report should prompt the user for which spend categories to display and ignore a blank value.

Sign in as Teresa Serrano (tserrano)

ACTIVITY OBJECTIVES

1. Create a custom report.
   a. Use Advanced as the report type and Supplier Invoices as the data source.
   b. Use Supplier Invoices Filter as the data source filter.

2. Add fields.
   b. Fields from the Supplier Invoice Lines business object: Supplier Invoice Line, Spend Category, and Extended Amount in Company Base Currency.

3. Add filters.
   a. Filter by Document Payment Status contains Partially Paid or Unpaid.
   b. Filter by Invoice Status contains Approved.
   c. Filter by Supplier Invoice Lines is not empty.

4. Add subfilter. Subfilter by Spend Category contains value from prompt (ignore if blank).

5. Populate undefined prompts.

6. Run the report.

Note: The solution report is in the tenant under WDINST RW Unpaid Supplier Invoices.
CHAPTER 5 – TOTALING, GROUPING, AND OUTLINING

OVERVIEW
In this chapter, you will learn how to configure totaling, grouping, and outlining. When building a custom report using the Advanced report type, you can display subtotals, grand totals, headers, groupings, and collapsible and expandable outlines.

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

- Display subtotals and grand totals on a report.
- Group the data on a report.
- Enable collapsible and expandable outlining.
SCENARIO

Teresa Serrano needs to create a report that totals expense items for a worker by cost center and region.

The report should display the following information:

- Total amount of expense items by cost center
- Total amount of cost center expense items within a region
- Grand total of expense items
- Expandable and collapsible groupings to easily visualize the data

These are the fields, headers, groupings, and totals that she needs to display in the report.

<table>
<thead>
<tr>
<th>Cost Center/Region</th>
<th>Worker</th>
<th>Expense Item as Worktag</th>
<th>Expense Report</th>
<th>Expense Line Amount in USD</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>US – West (Region)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>71200 Field Sales (Cost Center)</td>
<td>Rodrigo Sanchez</td>
<td>Meals</td>
<td>EXP-5047</td>
<td>$570.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rodrigo Sanchez</td>
<td>Airfare</td>
<td>EXP-5047</td>
<td>$998.59</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rodrigo Sanchez</td>
<td>Lodging</td>
<td>EXP-5047</td>
<td>$1,092.29</td>
<td></td>
</tr>
<tr>
<td>▲ 71200 Field Sales (Cost Center)</td>
<td></td>
<td></td>
<td></td>
<td>$2,661.73</td>
<td>9</td>
</tr>
<tr>
<td>▲ US – West (Region)</td>
<td></td>
<td></td>
<td></td>
<td>$2,661.73</td>
<td>9</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td>$98,687.65</td>
<td>205</td>
</tr>
</tbody>
</table>
TOTALING

When building a custom report using the Advanced report type, you can display subtotals and a grand total. These are the steps to set up totaling.

1. On the Columns tab, select a numeric or currency field (or fields) to aggregate. You can select Average, Maximum, Minimum, or Sum in the Options field. You can only select one aggregation option per row.

2. (Optional) Add the Count global field as a column in the report. The report will display the count of instances for each subtotal and the grand total.

3. On the Sort tab, select which sort levels on the report should display a subtotal for all their instances.

4. Select if the report should include the group name in subtotals. In the following example, either Region or Cost Center will appear in the subtotal rows.

5. Select if the report should include the word “Total” in subtotal rows.

6. Select if the report should display a grand total for all instances in the report.
49 - Setting up Totaling on the Sort Tab

**Important:**
- If the aggregation type is Sum, subtotals and the grand total will show the sum of the data.
- If the aggregation type is Average, subtotals and the grand total will show the average value of the data.
- If the aggregation type is Maximum, subtotals and the grand total will show the maximum value of the data.
- If the aggregation type is Minimum, subtotals and the grand total will show the minimum value of the data.

**GROUPING**

When building a custom report using the Advanced report type, you can add groupings to easily visualize the data. These are the steps to set up grouping.

1. On the Columns tab, add the Group Name global field to the top of the Columns grid. You can also override the column heading for this field.
50 - Setting up Groupings on the Columns Tab

2. On the Sort tab, select which groups should have a header line at the top of the group.

3. Select if the report should include the group name in headers. In the example below, either Region or Cost Center will appear in the header rows.

51 - Setting up Groupings on the Sort Tab
OUTLINING

When building a custom report using the Advanced report type, you can enable outlining to expand and collapse groupings. On the Sort tab, you can select the Enable Outlining based on Grouping checkbox.

52 - Enabling Outlining on the Sort Tab

**Note:** In order to use outlining, all fields on the report must be from the primary business object.
REPORT OUTPUT

The following image shows how the totaling, grouping, and outlining options map to the report output.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field to Aggregate</td>
<td>Field used in subtotals and grand totals.</td>
</tr>
<tr>
<td>Count</td>
<td>Displays the count of instances for each subtotal and the grand total.</td>
</tr>
<tr>
<td>Display Subtotals</td>
<td>Shows the total amount for selected groupings.</td>
</tr>
<tr>
<td>Display Grand Totals</td>
<td>Shows the grand total.</td>
</tr>
<tr>
<td>Display Headers</td>
<td>Shows headers for selected groupings to make the data easier to read.</td>
</tr>
<tr>
<td>Include Group Name in Headers and Subtotals</td>
<td>Shows the name of the grouping in heading and subtotals.</td>
</tr>
<tr>
<td>Include “Total” label in Subtotals</td>
<td>Shows the word Total in subtotals.</td>
</tr>
<tr>
<td>Enable Outlining bases on Grouping</td>
<td>Allows you to expand and collapse groupings.</td>
</tr>
</tbody>
</table>
ACTIVITY 5.1 – CONFIGURE TOTALS, GROUPING, AND OUTLINING

Business Case: Teresa Serrano needs to create a report that totals expense items for a worker by cost center and region. The report should include expandable and collapsible groupings, subtotals, and a grand total.

Sign in as Teresa Serrano (tserrano)

COPY A CUSTOM REPORT

1. Access the Copy Custom Report task.

2. Select WDINST RW Expense Report Lines for Date Range in the Report Name field and click OK.

3. Rename the report to WICT RW Expense Report Lines for Date Range.

4. Click OK. Notice that this report uses an indexed data source.

5. Click the Filter tab. Notice that this report will prompt the user for a start and end Expense Report Accounting Date.

6. Navigate to the Advanced tab.

7. Select the Enable Save Parameters checkbox. This will allow you to save the prompt values when running this report.

8. Click OK and then click Run.

9. Enter the following information in the report prompts:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Global Modern Services (USA)</td>
</tr>
<tr>
<td>Starting Expense Report Accounting Date</td>
<td>01/01/2015</td>
</tr>
<tr>
<td>Ending Expense Report Accounting Date</td>
<td>12/31/2015</td>
</tr>
</tbody>
</table>

10. Enter GMS 2015 in the Untitled Filter box and click Save.

11. Click OK and view the results.
ADD SUBTOTALS AND A GRAND TOTAL

1. Edit the custom report.

2. Select **Show Currency Symbol** and **Sum** in the Options field for Expense Line Amount in USD. This is the field you will aggregate for subtotals and the grand total.

3. Click the **Sort** tab.

4. Add two rows to the Sort and Group grid. You will add the Region and Cost Center fields to this grid, since you want to display subtotals at these levels.

5. Enter the following information in the first row:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Fields on Report &gt; Region</td>
</tr>
<tr>
<td>Sort Direction</td>
<td>Alphabetical - Ascending</td>
</tr>
<tr>
<td>Display Subtotals</td>
<td>Select checkbox</td>
</tr>
</tbody>
</table>

6. Enter the following information in the second row:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Fields on Report &gt; Cost Center</td>
</tr>
<tr>
<td>Sort Direction</td>
<td>Alphabetical - Ascending</td>
</tr>
<tr>
<td>Display Subtotals</td>
<td>Select checkbox</td>
</tr>
</tbody>
</table>

7. In the Grouping and Totaling Options section, select the **Display Grand Totals** checkbox.

8. Click **OK** and then click **Run**.

9. Select **1 Saved Filters > GMS 2015**.

10. Click **OK**.

11. Scroll down to the bottom of the report.

   a. For the US – Southeast Region, what is the total expense line amount for the 71200 Field Sales – North America cost center?

   b. What is the total expense line amount for the US – West region?

   c. What is the grand total expense line amount?
ADD THE COUNT FIELD

1. Edit the custom report.
2. Add a row to the bottom of the columns grid.
3. Select Count for the Field.
4. Click OK and then click Run.
5. Select 1 Saved Filters > GMS 2015.
6. Click OK. Notice that the report displays the count of instances for each subtotal and the grand total.
7. Scroll down to the bottom of the report.
   a. In the US Southeast region, how many expense reports are included in the subtotal for the 71200 Field Sales – North America cost center?
   b. How many expense reports are included in the subtotal for the US – West region?
   c. How many expense reports are included in the grand total?

ADD GROUPINGS

1. Edit the custom report.
2. Add a row to the top of the Columns grid.
3. Select Group Name for the Field.
4. Click OK and then click Run.
5. Select 1 Saved Filters > GMS 2015.
6. Click OK.
7. Scroll down to the bottom of the report.
   a. For the third to last row, what information is captured in the Group Name column?
   b. For the second to last row, what information is captured in the Group Name column?
c. For the last row, what information is captured in the Group Name column?

8. Edit the custom report.

9. Remove the Region and Cost Center fields from the Columns grid, since this information is now captured in the Group Name column.

10. Enter Region/Cost Center in the Column Heading Override field for Group Name.

11. Click the Sort tab.

12. In the Sort and Group grid, select the Display Headers checkbox for the Region and Cost Center fields.

13. In the Grouping and Outlining Options section, select the Include Group Name in Headers and Subtotals and Include “Total” label in Subtotals checkboxes.

14. Click OK and then click Run.

15. Select 1 Saved Filters > GMS 2015.

16. Click OK.

17. Scroll down to the Headquarters – Corporate (Region) header. Notice that the group name (Region) is included in the header.

18. Scroll down to the 10000 Office of CEO (Cost Center) Total subtotal. Notice that the group name (Cost Center) is included in the subtotal name. Also notice that the word “Total” is included in the subtotal name.

ADD OUTLINING

1. Edit the custom report.

2. Click the Sort tab.

3. In the Grouping and Totaling Options section, select the Enable Outlining based on Grouping checkbox.

4. Click OK and then click Run.

5. Select 1 Saved Filters > GMS 2015.

6. Click OK.
7. Expand and collapse the groupings to view the details of the report.

8. Click the Export to Excel icon at the top of the grid.

9. Open the exported Excel file. Notice that you can expand and collapse the groupings in Excel.

10. Click the View Printable Version (PDF) icon at the top of the page.

11. Open the exported PDF file. Notice that the file only shows the top level of the outline.
SUMMARY REPORTS

When building a custom report using the Advanced report type, you can also generate summary reports. These reports only show totals, without any of the detail data. The following example shows the report summarized by the Region Field.

<table>
<thead>
<tr>
<th>Region</th>
<th>Expense Line Amount in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$26,689.98</td>
</tr>
<tr>
<td>Headquarters - Corporate</td>
<td>$44,209.95</td>
</tr>
<tr>
<td>US - Central</td>
<td>$14,161.67</td>
</tr>
<tr>
<td>US - Northeast</td>
<td>$4,175.93</td>
</tr>
<tr>
<td>US - Southeast</td>
<td>$6,788.39</td>
</tr>
<tr>
<td>US - West</td>
<td>$2,661.73</td>
</tr>
<tr>
<td></td>
<td>$98,687.65</td>
</tr>
</tbody>
</table>

54 - Summary Report

These are the steps to configure a summary report.

1. On the Sort tab, select the Summarize Detail Rows checkbox. Only the last row in the Sort and Group grid can have the Summarize Detail Rows checkbox selected.

55 - Setting up Summary Reports on the Sort Tab
2. Remove fields from the Columns tab that are not used to sort or aggregate the data. You will get an error message if the Columns tab includes additional fields.

---

**56 - Setting up Summary Reports on the Sort Tab**
CHAPTER 6 – REPORT SECURITY

OVERVIEW

In this chapter, you will learn how security domains and security groups control access to reports and report data. You will also learn how to share custom reports with authorized users and troubleshoot report access issues.

OBJECTIVES

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

- Describe the security features that control access to reports and report fields.
- Share a report with other users.
- Troubleshoot report access issues.
**SCENARIO**

Logan McNeil needs to share an employee audit report with managers.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Supervisory Organization</th>
<th>Total Base Pay Annualized in USD - Amount</th>
<th>Hire Date</th>
<th>SSN</th>
<th>Age</th>
<th>Emergency Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan Moore</td>
<td>Accounts Payable</td>
<td>85,692.03</td>
<td>01/01/2000</td>
<td>342-10-2843</td>
<td>42</td>
<td>Alice Moore, Robert Moore</td>
</tr>
<tr>
<td>Jerome Williams</td>
<td>Accounts Payable</td>
<td>80,832.55</td>
<td>01/01/2000</td>
<td>344-20-0127</td>
<td>37</td>
<td>James Williams, Ruth Williams</td>
</tr>
<tr>
<td>Ian Murray</td>
<td>Accounts Payable</td>
<td>58,349.50</td>
<td>02/01/2013</td>
<td>567-34-9819</td>
<td>28</td>
<td>Samantha Murray</td>
</tr>
</tbody>
</table>

Betty Liu is the manager of the Payroll Department. She is also the payroll administrator for the tenant, which gives her additional access to certain data. Jack Taylor is the manager of the IT HelpDesk Department. They both need to run the report and see which reports fields and data they can access.
WORKDAY SECURITY MODEL

The Workday security model controls access to reports and report data.

A security domain is a predefined set of related securable items.

Worker Data: Active Employees

<table>
<thead>
<tr>
<th>Securable Item</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Employees</td>
<td>Report</td>
</tr>
<tr>
<td>Employee Talent Analysis</td>
<td>Report</td>
</tr>
<tr>
<td>All Active Employees</td>
<td>Data Source</td>
</tr>
</tbody>
</table>

A domain security policy links a security group to a security domain.

HR Partner
Logan McNeil

A security group is a collection of users.

A security domain is a predefined set of related securable items that include reports, tasks, report fields, data sources, and data source filters. The securable items that make up a domain cannot be changed. The example shows the Worker Data: Active Employees security domain. This security domain contains three securable items:

- Active Employees, which is a report.
- Employee Talent Analysis, which is a report.
- All Active Employees, which is a data source.

A security group is a collection of users. Membership is determined by explicitly identifying individual users or indirectly identifying users by their information, such as by the role assignment on their position, job details such as management level, or by their geographic location. In the example, the HR Partner security group has one member, Logan McNeil. This security group identifies users whose positions are assigned to the HR Partner role.

Each domain has its own domain security policy that controls access to the securable items in the domain. Users in the security group can have view or modify access to the securable items. In this example, Logan will be able to:

- Run the Active Employees and Employee Talent Analysis reports.
- Run a report that uses the All Active Employees data source.

All delivered items, including data sources, report fields, delivered reports, and tasks, are secured to domains. To access an item, users must belong to a security group with access to the domain securing the item. The security administrator can configure the domain security policies and add or remove security groups as needed.
The following table shows examples of using security domains and permitted security groups to control access to reports, tasks, data sources, and report fields.

<table>
<thead>
<tr>
<th>Securable Item</th>
<th>Security Domain</th>
<th>Permitted Security Groups</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard Report: Find Journal Lines</strong></td>
<td>Process: Journals</td>
<td>Accountant\nAccounting Manager\nCompany Financial Analyst\nController\nFinance Auditor\nFinancial Management System\nImplementers</td>
<td>Members of these security groups can run this standard report.</td>
</tr>
<tr>
<td><strong>Task: Create Custom Report</strong></td>
<td>Custom Report Creation</td>
<td>Implementers\nManager (Unconstrained)\nReport Writer\nSetup Administrator\nTemporary Report Writer</td>
<td>Members of these security groups can create custom reports.</td>
</tr>
<tr>
<td><strong>Data Source: All Customer-Owned Deductions</strong></td>
<td>Set Up: Payroll (Calculations - Payroll Specific)</td>
<td>Implementers\nPayroll Administrator\nPayroll Auditor\nPayroll Calculations Administrator\nPayroll Partner</td>
<td>Members of these security groups can create and run reports that use this data source (assuming the report has been shared with them).</td>
</tr>
</tbody>
</table>
UNCONSTRAINED VS. CONSTRAINED SECURITY GROUPS

A security group can be unconstrained or constrained. Users in an unconstrained security group have access to all data for a given item. Users in a constrained security group have contextual access to a subset of data for a given item. For constrained security groups, a user’s access to specific data is controlled either by their individual role or their organization.

In the following example, Betty Liu is a member of both the Payroll Administrator and Manager security groups. Jack Taylor is a member of the Manager security group. Let’s assume that both the Payroll Administrator and Manager security groups have access to the Base Pay Amount report field. Betty can see all data for this report field, since she belongs to an unconstrained security group with access to the report field. Jack can only see his employee’s (Jeff Gordon) data for this report field, since he belongs to a constrained security group with access to the report field.

Security Note: A user can be a member of many security groups. A user’s access is the union of all their security group access.
Unconstrained security groups have access to all data for a given item, while constrained security groups only have access to a subset of data.

The most common security group types are user-based and role-based security groups. User-based security groups are unconstrained security groups that are manually assigned to users. User-based security groups are often used for administrators that need to see and set up data in the tenant for a given area. Role-based security groups are commonly constrained and allow you to identify members based on role-assignment as well as constrain members to target access in organizations assigned to the role.
SHARING REPORTS

By default, custom reports are not shared. A custom report is visible only to its owner (and to users who have access to manage all custom reports). The Share tab lets you share a custom report with authorized users. You can share a custom report with all users who have access to the report data source, or you can share a report with specific groups and users who have access to the report data source. The domain securing the custom report’s data source determines which security groups you can share the custom report with.

59 - Sharing Options

**Security Note:** You can control if report writers can use the different sharing options. Report writers must have access to these security domains to use the sharing options:

- Domain: Report Definition Sharing – All Authorized Users
- Domain: Report Definition Sharing – Specific Groups
- Domain: Report Definition Sharing – Specific Users

When a report is shared with users, they can run the report but they can’t edit the report. Only the report owner (and those who can manage all custom reports) can edit their own custom reports. However, a shared user can view the report definition and copy the report definition if the shared user is also a report writer.

**Note:** You can use the Start Proxy task to easily test the report as a shared user. This lets you verify that a user can see the appropriate data in the report.
WHAT WILL USERS SEE ON A SHARED REPORT?
A user running a Shared report will see the report results based on their security to the data source and report fields. The following example shows the report output when Jack Taylor runs a shared report.

60 - Report Output when Jack Taylor Runs a Shared Report

The Workday security model determines what Jack can see on the report:

- He only sees 2 instances (rows) based on his access to the data source. Jack can only see employees in his organization (IT HelpDesk Department).
- He cannot see the Social Security Number for his employee Jeff Gordon. Jack has constrained access to this report field, so he can only see his own Social Security Number.
- He cannot see his own base pay amount. Even though Jack has access to this information in Workday, he has constrained access to the report field. On the report, he can only see his employee’s base pay.
- He cannot see the Age and Emergency Contacts report fields at all in the output. Jack does not have any access to these report fields.
Introduction: This demo will show you the how to share a report with authorized users. You will also see how security impacts what users see.

Sign in as Logan McNeil (lmcneil)

RUN THE REPORT AS THE REPORT OWNER

1. Copy the WDINST RW Employee Audit by Organization custom report.

2. Change the report name to WICT RW Employee Audit by Organization Demo and click OK.

3. Click the Prompts tab. Notice that the Organization field is defaulted to Global Modern Services, Inc. (USA). Also notice that the Include Managers and Include Subordinate Organizations fields have default values and are hidden from the user.

4. Click the Share tab and verify that the report is not shared with other users.

5. Run the report.
   a. How many instances does Logan see?
   b. Does Logan see all fields in the report? If no, which fields are missing?
   c. Does Logan see data in all the cells? If no, what data is missing?

SEARCH FOR THE REPORT AS A BETTY LIU

1. Access the Start Proxy task.

2. Select Betty Liu in the Act As field and click OK.

3. Search for the WICT RW Employee Audit by Organization Demo report. Why can't Betty see the report in the search results?

4. Access the Stop Proxy task.

5. Select the Confirm checkbox and click OK.
SHARE THE REPORT WITH SPECIFIC AUTHORIZED GROUPS

1. Edit the WICT RW Employee Audit by Organization Demo custom report.
2. Click the Share tab.
3. Select the Share with specific authorized groups and users checkbox.
4. Select Manager in the Authorized Groups field.
5. Click the Output tab and expand the Help Text section.
6. Enter Manager Report – auditing information for active employees in the Brief Description field.
7. Click OK.

RUN THE REPORT AS BETTY LIU

1. Access the Start Proxy task.
2. Select Betty Liu in the Act As field and click OK.
3. Access the WICT RW Employee Audit by Organization Demo report. (Notice that the help text displays in the Search Results.)
4. Run the report using Global Modern Service, Inc. (USA) as the Organization.
   a. How many instances does Betty see?
   b. Does Betty see all fields in the report? If no, which fields are missing?
   c. Does Betty see data in all the cells? If no, what data is missing?
5. Access the Stop Proxy task.
6. Select the Confirm checkbox and click OK.

VIEW THE SECURITY SETTINGS FOR BETTY LIU

2. Select Betty Liu (Employee) in the Person field.
3. Click **OK**. Here you will see a list of the security groups that Betty is a member of.

   **Security Note:** Betty Liu will have access to the report based on all security groups that she is a member of.

4. Use the View Security Groups report to fill out the following table.

   **Security Group** | **Constrained or Unconstrained?**
   --- | ---
   Management Chain |  
   Manager |  
   Payroll Administrator |  
   Payroll Interface Partner |  
   Payroll Partner |  

5. View the report definition for the **WICT RW Employee Audit by Organization Demo** report. *(Note: Do not view the report definition in edit mode.)*

6. Click the Employee by Organization data source’s **Related Actions**.

7. Hover over the **Security** action.

8. Right-click on **View Security** and select **See in New Tab**.

9. Click the **More** links to view all permitted security groups. Betty is a member of the Management Chain, Manager, Payroll Administrator, Payroll Partner, and Employee as Self security groups. These are all permitted security domains for this data source. Since Betty belongs to an unconstrained security group (Payroll Administrator), she can see all employees.

10. Close the tab and the Related Actions’ pop-up.
11. Use the **Security > View Security** Related Actions for each of the following report fields to fill in the following table. (Hint: Use the table from the earlier step to see which security groups Betty belongs to.)

<table>
<thead>
<tr>
<th>Report Field</th>
<th>Which permitted security groups does Betty belong to?</th>
<th>What data can Betty see for this report field?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Base Pay Annualized in USD - Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security Number – Formatted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ACTIVITY 6.1 – SHARE A REPORT

Business Case: Logan McNeil needs to share an employee audit report with managers.

Sign in as Logan McNeil (lmcneil)

SHARE THE REPORT WITH SPECIFIC AUTHORIZED GROUPS

1. Copy the **WDINST RW Employee Audit by Organization** custom report.

2. Change the report name to **WICT RW Employee Audit by Organization** and click **OK**.

3. Click the **Share** tab.

4. Select the **Share with specific authorized groups and users** checkbox.

5. Select **Manager** in the **Authorized Groups** field.

6. Click **OK**.

RUN THE REPORT AS A JACK TAYLOR

1. Access the **Start Proxy** task.

2. Select **Jack Taylor** in the **Act As** field and click **OK**. Jack is the manager of the IT HelpDesk Department and he has one employee, Jeff Gordon.

3. Access the **WICT RW Employee Audit by Organization** report.

4. Click **OK** to run the report and notice that you get an error message. Jack cannot run the report for the Global Modern Services, Inc. (USA) organization. He can only run the report for his own organization.

5. Select **Organizations > IT HelpDesk Department** in the **Organization** field and click **OK**.

   a. How many instances does Jack see?

   b. Does Jack see all fields in the report? If no, which fields are missing?

   c. Does Jack see data in all the cells? If no, what data is missing?
6. Access the **Stop Proxy** task.

7. Select the **Confirm** checkbox and click **OK**.

---

**VIEW THE SECURITY SETTINGS FOR JACK TAYLOR**

1. Access the **View Security Groups for User** report.

2. Select **Jack Taylor (Employee)** in the Person field.

3. Click **OK**. Notice that Jack is a member the following groups.

<table>
<thead>
<tr>
<th>Group</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Employees</td>
<td>Management Chain</td>
</tr>
<tr>
<td>All Managers’ Managers</td>
<td>Manager</td>
</tr>
<tr>
<td>All Project Members</td>
<td>Manager’s Manager</td>
</tr>
<tr>
<td>All Users</td>
<td>Manager (Job-Based)</td>
</tr>
<tr>
<td>Any Organization Role (Leadership or Supporting)</td>
<td>Manager (Unconstrained)</td>
</tr>
<tr>
<td>Canada and the United States (WD9 Conversion)</td>
<td>Manager for Majority of Event</td>
</tr>
<tr>
<td>Cost Center Manager</td>
<td>Manager - Integrations</td>
</tr>
<tr>
<td>Cost Center Manager Chain</td>
<td>Manager Pay Component Visibility</td>
</tr>
<tr>
<td>Dallas – All Workers</td>
<td>Primary Manager</td>
</tr>
<tr>
<td>Documents - Manager Categories</td>
<td>Primary Manager’s Manager</td>
</tr>
<tr>
<td>Employee As Self</td>
<td>Project Member as Self</td>
</tr>
<tr>
<td>Employee As Self (Canada and the United States - WD9 Conversion)</td>
<td>Restricted Spend Category / IT Equipment</td>
</tr>
<tr>
<td>Employee Pay Component Visibility</td>
<td>Unrestricted Expense Items / All Employees</td>
</tr>
<tr>
<td>IT Workers</td>
<td>Unrestricted Spend Category / All Employees</td>
</tr>
</tbody>
</table>

---

**Security Note:** Jack will have access to the report based on all security groups that he is a member of.
4. Use the **View Security Groups for User** report to fill out the following table.

<table>
<thead>
<tr>
<th>Security Group</th>
<th>Constrained or Unconstrained?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Chain</td>
<td></td>
</tr>
<tr>
<td>Manager</td>
<td></td>
</tr>
</tbody>
</table>

5. View the report definition for the **WICT RW Employee Audit by Organization** report. *(Note: Do not view the report definition in edit mode.)*

6. Click the Employee by Organization Data Source’s **Related Actions**.

7. Hover over the **Security** action.

8. Right-click on **View Security** and select **See in New Tab**.

9. Click the **More** links to view all permitted security groups. Jack is a member of the Management Chain, Manager, and Employee as Self security groups. These are all permitted security domains for this data source. Since Jack belongs to constrained security groups, he can only see employees for his organization.

10. Close the tab and the Related Actions’ pop-up.

11. Use the **Security > View Security** related actions to fill in the following table. *(Hint: Use the table from the earlier step to see which security groups Jack belongs to.)*

<table>
<thead>
<tr>
<th>Report Field</th>
<th>Which permitted security groups do Jack belong to?</th>
<th>What data can Jack see for this report field?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Base Pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annualized in USD - Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number – Formatted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COMMON REPORT ACCESS ISSUES

The following table shows common report access issues that users face when running a shared report.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Root Cause</th>
</tr>
</thead>
<tbody>
<tr>
<td>A user can’t run a standard report.</td>
<td>The user doesn’t have access to a domain securing the standard report.</td>
</tr>
<tr>
<td>A user can’t run a custom report.</td>
<td>The custom report hasn’t been shared with the user.</td>
</tr>
<tr>
<td>A user can’t see report field data for certain instances.</td>
<td>The data is missing for these instances or the user belongs to a security group that has constrained access to the report field.</td>
</tr>
<tr>
<td>A user can’t see a report field at all.</td>
<td>The user doesn’t belong to a security group that has access to the report field.</td>
</tr>
<tr>
<td>A user sees a different number of instances than another user.</td>
<td>The user belongs to a security group that has constrained access to the data source or to report fields used in filters.</td>
</tr>
<tr>
<td>When running a report, a user gets an error that they don’t have access to a report field.</td>
<td>The user doesn’t belong to a security group that has access to a report field used to generate the report, such as in a filter or subfilter.</td>
</tr>
</tbody>
</table>

Below are the basic steps you should take when troubleshooting report access issues.

1. Verify that the user should have access to the report or data.
2. Determine which domains secure the standard report, data source, or report field and the permitted security groups.
3. Determine which security groups the user belongs to.
4. Add the user to a security group that already has access to the domain or edit the domain security policy to include a security group to which the user belongs.

You will need to work with your security team to view security groups, view security domains, and change the domain security policy. The security team can use these Workday standard reports to troubleshoot report access issues:

<table>
<thead>
<tr>
<th>Standard Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Security for Securable Item</td>
<td>Shows the security policies and permitted security groups for a securable item, such as a data source or report field.</td>
</tr>
<tr>
<td>View Security Groups for User</td>
<td>Shows which security groups a user belongs to.</td>
</tr>
</tbody>
</table>
Below are the specific steps you can take to troubleshoot each report access issue. Remember to first check that the user *should* have access to the report or data.

**ISSUE – A USER CAN’T RUN A STANDARD REPORT**

<table>
<thead>
<tr>
<th>Root Cause</th>
<th>The user doesn’t have access to a domain securing the standard report.</th>
</tr>
</thead>
</table>
| Resolution | 1. Run the **View Security for Securable Item** report to identify the security domains and permitted security groups for the standard report. *(Note: The standard report name is the securable item.)*  
2. Run the **View Security Groups for User** report to identify which security groups a user belongs to.  
3. Add the user to a security group that already has access to the domain or edit the domain security policy to include a security group that the user belongs to. |
## ISSUE – A USER CAN’T RUN A CUSTOM REPORT

<table>
<thead>
<tr>
<th>Root Cause</th>
<th>The custom report hasn’t been shared with the user.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>1. View the Share tab of the custom report definition to see which authorized users and groups the report has been shared with.</td>
</tr>
<tr>
<td></td>
<td>2. Share the custom report with the user or with a security group that the user belongs to. If the report can’t be shared with the user, then the user doesn’t belong to a security group that has access to the custom report’s data source.</td>
</tr>
<tr>
<td></td>
<td>3. Using the data source’s Related Actions, select Security &gt; View Security to identify the security domains and permitted security groups. (Note: You can also run the View Security for Securable Item report for the data source to get this information.)</td>
</tr>
<tr>
<td></td>
<td>4. Run the View Security Groups for User report to identify which security groups a user belongs to.</td>
</tr>
<tr>
<td></td>
<td>5. Add the user to a security group that already has access to the domain or edit the domain security policy to include a security group that the user belongs to.</td>
</tr>
<tr>
<td></td>
<td>6. Once security has been configured, share the custom report with the user or with a security group that the user belongs to.</td>
</tr>
</tbody>
</table>
ISSUE – A USER CAN’T SEE REPORT FIELD DATA FOR CERTAIN INSTANCES

<table>
<thead>
<tr>
<th>Root Cause</th>
<th>The data is missing for these instances or the user belongs to a security group that has constrained access to the report field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>1. Have a user with unconstrained access run the report and verify that data exists for these instances.</td>
</tr>
<tr>
<td></td>
<td>2. Using the report field’s Related Actions, select Security &gt; View Security to identify the security domains and permitted security groups. (Note: You can also run the View Security for Securable Item report for the report field to get this information.)</td>
</tr>
<tr>
<td></td>
<td>3. Run the View Security Groups for User report to identify which security groups a user belongs to.</td>
</tr>
<tr>
<td></td>
<td>4. See which security group gives the user access to the report field.</td>
</tr>
<tr>
<td></td>
<td>5. Verify that the security group is constrained, and confirm that the data should be hidden based on this constraint.</td>
</tr>
<tr>
<td></td>
<td>6. Edit the domain security policy for the report field to give the user unconstrained access.</td>
</tr>
</tbody>
</table>

ISSUE – A USER CAN’T SEE A REPORT FIELD AT ALL

<table>
<thead>
<tr>
<th>Root Cause</th>
<th>The user doesn’t belong to a security group that has access to the report field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>1. Using the report field’s Related Actions, select Security &gt; View Security to identify the security domains and permitted security groups. (Note: You can also run the View Security for Securable Item report for the report field to get this information.)</td>
</tr>
<tr>
<td></td>
<td>2. Run the View Security Groups for User report to identify which security groups a user belongs to.</td>
</tr>
<tr>
<td></td>
<td>3. Add the user to a security group that already has access to the domain or edit the domain security policy to include a security group that the user belongs to.</td>
</tr>
</tbody>
</table>
### ISSUE – A USER SEES A DIFFERENT NUMBER OF INSTANCES THAN ANOTHER USER

<table>
<thead>
<tr>
<th>Root Cause</th>
<th>The user belongs to a security group that has constrained access to the data source or to report fields used in filters.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>1. Run the <strong>View Security Groups for User</strong> report to identify which security groups a user belongs to.</td>
</tr>
<tr>
<td></td>
<td>2. Using the data source’s Related Actions, select <strong>Security &gt; View Security</strong> to identify the security domains and permitted security groups. <em>(Note: You can also run the View Security for Securable Item report for the data source to get this information.)</em></td>
</tr>
<tr>
<td></td>
<td>3. See which security group gives the user access to the data source.</td>
</tr>
<tr>
<td></td>
<td>4. Verify that the security group is constrained, and confirm that the data should be hidden based on this constraint.</td>
</tr>
<tr>
<td></td>
<td>5. Using the report field’s Related Actions, select <strong>Security &gt; View Security</strong> to identify the security domains and permitted security groups. <em>(Note: You can also run the View Security for Securable Item report for the report field to get this information.)</em></td>
</tr>
<tr>
<td></td>
<td>6. See which security group gives the user access to the report field.</td>
</tr>
<tr>
<td></td>
<td>7. Verify that the security group is constrained, and confirm that the data should be hidden based on this constraint.</td>
</tr>
<tr>
<td></td>
<td>8. Edit the domain security policy for the data source and/or report fields to give the user unconstrained access.</td>
</tr>
</tbody>
</table>
ISSUE – WHEN RUNNING A REPORT, A USER GETS AN ERROR THAT THEY DON'T HAVE ACCESS TO A REPORT FIELD.
Below is an example error message that a user gets when running a report where they don’t have access to a field used in a report filter.

61 - Error Message

<table>
<thead>
<tr>
<th>Root Cause</th>
<th>The user doesn’t belong to a security group that has access to a report field used to generate the report, such as in a filter or subfilter.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>1. Read the error message to determine which field is causing the issue.</td>
</tr>
<tr>
<td></td>
<td>2. Using the report field’s Related Actions, select Security &gt; View Security to identify the security domains and permitted security groups. (Note: You can also run the View Security for Securable Item report for the report field to get this information.)</td>
</tr>
<tr>
<td></td>
<td>3. Run the View Security Groups for User report to identify which security groups a user belongs to.</td>
</tr>
<tr>
<td></td>
<td>4. Add the user to a security group that already has access to the domain or edit the domain security policy to include a security group that the user belongs to.</td>
</tr>
</tbody>
</table>
WHO CAN CREATE, EDIT, COPY, AND DELETE A CUSTOM REPORT?

Users with access to the Custom Report Creation security domain can create a custom report. Security domains control access to data sources and report fields. When creating a custom report, you must have access to:

- A security domain for the data source you want to use.
- Security domains for the report fields you want to add.

Prompts will only show the data sources and report fields that you have access to.

The report owner and users with access to the Manage: All Custom Reports security domain can edit and delete a custom report. You can’t delete a custom report definition if it is used anywhere, such as a worklet on a dashboard.

TRANSFERRING OWNERSHIP OF A REPORT

You can use the Transfer Ownership of Custom Reports task to change the owner of one or more reports to a different user. This is useful when people leave the company or change jobs. The new owner must have access to the report’s data source and report fields and have access to the Custom Report Creation security domain.

Select the reports to be transferred and the new owner

Report Name(s) *

- WiCT RW Employee Audit by Organization Demo 2
- WiCT RW Employee Audit by Organization Demo 1
- WiCT RW Employee Audit by Organization Demo

New Owner *

- blu / Betty Liu

62 - Transfer Owner of Custom Reports Task

Security Note: You must have access to the Custom Report Administration or Manage: All Custom Reports security domain to transfer ownership of reports owned by other users.
CUSTOM REPORT EXCEPTION AUDIT

You can run the Custom Report Exception Audit standard report to view warnings and errors for custom reports. This can be helpful when transferring ownership of a report to another user. You can transfer a report to another user as long the new owner has access to the data source. However, the new owner will get an error when they try to edit the custom report if they don’t have access to all of the report fields. Running this report will identify these errors ahead of time.

![Custom Report Exception Audit](image)

<table>
<thead>
<tr>
<th>Report</th>
<th>Report Owner</th>
<th>Problems</th>
<th>Problem/Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual vs Budget</td>
<td>tserrano / Teresa Serrano</td>
<td>Warning</td>
<td>Gross Profit</td>
</tr>
<tr>
<td>Actual vs Budget vs Prior Year</td>
<td>tserrano / Teresa Serrano</td>
<td>Warning</td>
<td>Actual vs Budget</td>
</tr>
<tr>
<td>Actual vs Budget vs Prior Year</td>
<td>tserrano / Teresa Serrano</td>
<td>Warning</td>
<td>Actual vs Budget vs Prior Year</td>
</tr>
<tr>
<td>Actual vs Budget vs Prior Year</td>
<td>tserrano / Teresa Serrano</td>
<td>Warning</td>
<td>Gross Profit</td>
</tr>
</tbody>
</table>

63 - Custom Report Exception Audit
DEMO – COPYING A SHARED REPORT

Introduction: This demo will show you how to copy a shared report. You will also see how security issues can cause errors on a report.

Sign in as Logan McNeil (lmcneil)

RUN THE REPORT AS BETTY LIU

1. Access the Start Proxy task.
2. Select Betty Liu in the Act As field and click OK.
3. Access the WICT RW Employee Audit by Organization Demo report.
4. Run the report using Global Modern Service, Inc. (USA) as the Organization.
5. Click the custom report's Related Actions.
6. Hover over the Custom Report action.
   a. Can Betty edit the custom report?
   b. Can Betty copy the custom report?
7. Click Copy.
8. Change the report name to WICT RW Employee Audit by Organization Demo Betty and click OK. Notice that you get one error message. Since Betty does not have access to the Emergency Contacts report field, she cannot include them in her report.
10. Click OK and run the report.
11. Access the Stop Proxy task.
12. Select the Confirm checkbox and click OK.
CHAPTER 7 – SCHEDULING REPORTS

OVERVIEW

In this chapter, you will learn how to schedule a report to run immediately, at a specific time in the future, or on a recurring basis. You will also learn the significance of sharing report output with other users.

OBJECTIVES

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

- Describe the options available when scheduling a report.
- Schedule a report and share the output with specific users.
Logan McNeil needs to schedule the employee audit report and share the output with managers.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Supervisory Organization</th>
<th>Total Base Pay Annualized in USD - Amount</th>
<th>Hire Date</th>
<th>SSN</th>
<th>Age</th>
<th>Emergency Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan Moore</td>
<td>Accounts Payable</td>
<td>85,692.03</td>
<td>01/01/2000</td>
<td>342-10-2843</td>
<td>42</td>
<td>Alice Moore, Robert Moore</td>
</tr>
<tr>
<td>Jerome Williams</td>
<td>Accounts Payable</td>
<td>80,832.55</td>
<td>01/01/2000</td>
<td>344-20-0127</td>
<td>37</td>
<td>James Williams, Ruth Williams</td>
</tr>
<tr>
<td>Ian Murray</td>
<td>Accounts Payable</td>
<td>58,349.50</td>
<td>02/01/2013</td>
<td>567-34-9819</td>
<td>28</td>
<td>Samantha Murray</td>
</tr>
</tbody>
</table>

As a manager, Jack Taylor needs to view the output of the report.
SCHEDULING A REPORT

You can use the Schedule a Report task to schedule a report or report group to run. Report groups allow you to run multiple reports as a single unit.

You can set the run frequency to run now, run once in the future, daily recurrence, weekly recurrence, or monthly recurrence. Scheduled reports run in the background.

Note: You can also get to this task from the report’s Related Actions.
REPORT CRITERIA
On the Report Criteria tab, you must define default values for prompts that are visible to users when running the report.

These are the report criteria options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Value Type</strong></td>
<td>Select whether you want to specify a value for the prompt field or have the value calculated at runtime based on the value of another field.</td>
</tr>
<tr>
<td><strong>Value</strong></td>
<td>When the Value Type field is Specify Value, select the prompt value to use when the report is run. When the Value Type field is Determine Value at Runtime, select the field that should determine the prompt value when the report is run.</td>
</tr>
</tbody>
</table>
**SCHEDULE**

If you are scheduling a report to run later, define the schedule on the Schedule tab.

![Schedule Tab]

**66 - Schedule tab**

The schedule options will vary depending on the run frequency.

<table>
<thead>
<tr>
<th>Run Frequency</th>
<th>Schedule Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Run Once in the Future</strong></td>
<td>Specify the Start Date, Start Time, and Time Zone.</td>
</tr>
<tr>
<td><strong>Daily Recurrence</strong></td>
<td>Set the Recurrence Type to Recurs Every Weekday or Recurs Every x Day(s). If you select Recurs Every x Day(s), enter a number between 1 and 366 to specify the number of days between recurrences. Specify the Start Time, Time Zone, Start Date, and End Date.</td>
</tr>
<tr>
<td><strong>Weekly Recurrence</strong></td>
<td>In the Recurs Every x Weeks(s) field, enter a number between 1 and 52 to specify the weekly frequency. In the Day(s) of the Week field, select one or more days of the week to schedule each recurrence. Specify the Start Time, Time Zone, Start Date, and End Date.</td>
</tr>
</tbody>
</table>
Monthly Recurrence

Set the monthly recurrence criteria to Every Month or Month(s). If you select Month(s), specify one or more months to schedule each recurrence.

Set the Recurrence Type to Day(s) of the Month or Day of the Week.

Specify the Start Time, Time Zone, Start Date, and End Date.

Note: Workday lets you to select an End Date that allows 5 executions of any recurring report beyond December 31st of the following year.

OUTPUT

On the Output tab, you define the report output options.

<table>
<thead>
<tr>
<th>Report Criteria</th>
<th>Schedule</th>
<th>Output</th>
<th>Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output Type</td>
<td>(empty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excel</td>
<td>Report (PDF)</td>
<td></td>
</tr>
<tr>
<td>Report Tags</td>
<td>Training Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File to be Deleted After (Days)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do Not Output an Empty Report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

67 - Output tab

These are the report output options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output Type</td>
<td>Select Excel or Report (PDF).</td>
</tr>
<tr>
<td>Report Tags</td>
<td>Associate report tags with the report output to make the file easy to find.</td>
</tr>
<tr>
<td>File to be Deleted After (Days)</td>
<td>Specify how many days Workday should keep the report output before deleting it.</td>
</tr>
<tr>
<td>Do Not Output an Empty Report</td>
<td>Select this option to suppress the creation of an empty file on the W: Drive if there is no report output and eliminate the corresponding email notification.</td>
</tr>
</tbody>
</table>
SHARE
On the Share tab, you can share the report output with authorized users and security groups.

<table>
<thead>
<tr>
<th>Report Criteria</th>
<th>Schedule</th>
<th>Output</th>
<th>Share</th>
</tr>
</thead>
</table>

Specify the sharing options for the report output. Note that 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.

**Report Output Sharing Options** *(empty)*
- Don’t share report output
- Share report output with other users

**Authorized Users**

**Security Groups**
- Manager (Unconstrained)

**I agree to the statement above**

These are the sharing options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don’t share report output</td>
<td>Report output is not shared. Only the user scheduling the report can see the report output file.</td>
</tr>
<tr>
<td>Share report output with other users</td>
<td>Report output is shared with any combination of Authorized Users and Security Groups that you specify. You must also select the “I agree to the statement above” checkbox to acknowledge that you understand the implications of sharing report output with other users.</td>
</tr>
</tbody>
</table>

**Important**: By sharing report output you are specifically authorizing the specified users the right to view the report and its data exactly as you see it, regardless of their Workday security.

**Security Note**: You must have access to the Report Output Sharing security domain to share scheduled output and bypass security.
Users can access the report output from their Inbox, from the W: Drive, or by running the My Report Output task. When running the My Report Output Files task or viewing More Reports on the W: Drive, users can search for report output using report tags.

**SCHEDULED FUTURE PROCESSES**

The Scheduled Future Processes report allows you to view all background processes that are scheduled to run but have not yet done so. The report includes integrations, batch processes, and reports that are scheduled to run either once in the future or on a recurring basis.

From the request name’s Related Actions, you can use Schedule Future Process to:

- Edit or delete a scheduled request.
- Suspend or activate a scheduled request.
- Transfer ownership of a scheduled request (if someone leaves the company).
You can run the Process Monitor report to view all background processes that are running or have run.

Process Monitor Report

<table>
<thead>
<tr>
<th>Started Date and Time</th>
<th>Process Type</th>
<th>Process</th>
<th>Request</th>
<th>Status</th>
<th>Total Processing Time</th>
<th>Submitted by</th>
<th>Errors &amp; Warnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/07/2016 09:00 AM</td>
<td>Report</td>
<td>WICT RW Employee Audit by Organization</td>
<td>WICT RW Employee Audit by Organization</td>
<td>Completed</td>
<td>00:01:19</td>
<td>Logan McNeil</td>
<td></td>
</tr>
</tbody>
</table>
ACTIVITY 7.1 – SCHEDULE A REPORT

Business Case: Logan McNeil needs to schedule the employee audit report and share the output with managers.

Sign in as Logan McNeil (lmcneil)

SCHEDULE A REPORT

1. Access the Schedule a Report task and enter the following values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>WICT RW Employee Audit by Organization</td>
</tr>
<tr>
<td>Run Frequency</td>
<td>Daily Recurrence</td>
</tr>
</tbody>
</table>

2. Click OK.

3. On the Report Criteria tab, select Global Modern Services, Inc. (USA) in the Value field. You must define default values for prompts that are visible to users when running the report.

4. Click the Schedule tab and enter the following values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurrence Type</td>
<td>Recurs Every Weekday</td>
</tr>
<tr>
<td>Start Time</td>
<td>Select the closest available next time to the current time in the Pacific Time zone</td>
</tr>
<tr>
<td>Time Zone</td>
<td>Pacific Time (Los Angeles)</td>
</tr>
<tr>
<td>Start Date</td>
<td>Today’s date</td>
</tr>
<tr>
<td>End Date</td>
<td>One month from now</td>
</tr>
</tbody>
</table>

5. Click the Output tab and enter the following values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output Type</td>
<td>Excel</td>
</tr>
<tr>
<td>Report Tags</td>
<td>Training Reports</td>
</tr>
<tr>
<td>File to be Deleted After (Days)</td>
<td>1</td>
</tr>
</tbody>
</table>
6. Click the **Share** tab and enter the following values:

<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
<th><strong>Entry Value</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Output Sharing Options</td>
<td>Share report output with other users</td>
</tr>
<tr>
<td>Security Groups</td>
<td>Manager (Unconstrained)</td>
</tr>
</tbody>
</table>

7. Read the statement on this tab and select the **I agree to the statement above** checkbox.

8. Click **OK**.

### VIEW SCHEDULED FUTURE PROCESSES

1. Access the **Scheduled Future Processes** report.

2. Verify that the WICT RW Employee Audit by Organization report displays in the Background Processes grid.

3. In the Request Name column, click the WICT RW Employee Audit by Organization’s **Related Actions** and hover over **Schedule Future Processes**. These are the actions you can take on your schedule.

4. Click **Related Actions** again to close the pop-up box.

### VIEW THE PROCESS MONITOR

1. Once the scheduled time is reached, access the **Process Monitor** report.

2. Select **Report** in the Process Types field and click **OK**. Verify that the process completed.

### VIEW THE REPORT OUTPUT

1. Click Logan McNeil’s **picture** in the upper right and select **W:Drive**.

2. Click the **file name** and open the report output Excel file. Notice that the report shows all data for all users.

4. In the File column, click the Related Actions and hover over Repository Document. From here you can maintain the tags and shared users for this file.

5. Click Related Actions again to close the pop-up box.


7. Log back in as Jack Taylor. Users can access the report output from their Inbox, the W: Drive, or by running the My Report Output Files task.

8. Access the My Report Output Files task.

9. Select Training Reports in the Report Tags field and click OK.

10. Click the file name and open the report output Excel file. Notice that the report shows all data for all users.

   Important: Since Logan scheduled the report, her security was used to generate the report output file. When Jack opens the shared output Excel file, he sees the report data from Logan’s point of view. He can see all data for all users since Logan has unconstrained access.

CHAPTER 8 – INTRODUCTION TO MATRIX REPORTS

OVERVIEW

In this chapter, you will learn how to create matrix reports to group, summarizes, and drill into data. You will also learn how to add a chart to visualize the data. This will only be a brief introduction to matrix reports and charts.

Additional Training: If you are interested in learning more, check out the Advanced Reporting and Analytics course in the Workday Learning Center.

OBJECTIVES

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

- Describe the capabilities of the Matrix report type.
- Create a matrix report that groups the data by rows and columns.
- Summarize the data in a matrix report.
- Configure the drillable fields and detail data in a matrix report.
- Add a chart to a matrix report to visualize the data.
SCENARIO

Logan McNeil needs to create a matrix report that analyzes the base pay for employees by hiring source and location.

Report Requirements:

- Average base pay and # of employees by hiring source and location
- Rows for the three hiring sources with highest average base pay
- Columns for the three U.S. locations with highest average base pay
- Drillable fields for Compensation Package, Cost Center, Hiring Source, Location, and Hire Quarter
- Detail data for Employee, Worker’s Manager, Total Base Pay Annualized – Amount, Is Manager, and Supervisory Organization

<table>
<thead>
<tr>
<th>Hiring Source</th>
<th>San Francisco</th>
<th>Boston</th>
<th>New York</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee referral</td>
<td>$138K</td>
<td>25</td>
<td>$88K</td>
<td>7</td>
<td>$135K</td>
</tr>
<tr>
<td>Head-hunter</td>
<td>$85K</td>
<td>8</td>
<td>0K</td>
<td>0</td>
<td>$106K</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>$94K</td>
<td>14</td>
<td>$203K</td>
<td>3</td>
<td>$91K</td>
</tr>
<tr>
<td>Other</td>
<td>$108K</td>
<td>20</td>
<td>$77K</td>
<td>5</td>
<td>$82K</td>
</tr>
<tr>
<td>Total</td>
<td>$114K</td>
<td>67</td>
<td>$107K</td>
<td>15</td>
<td>$105</td>
</tr>
</tbody>
</table>
Matrix report functionality

The Matrix report type provides the foundation for custom analytics and interactive reporting in Workday. It allows for grouping, aggregation, and interactive drilling across different dimensions, enabling the user to gain new insights into the data and take action on the results.

Matrix reports are ideally suited for:

- **Aggregating / summarizing numeric data**
- **Modifying rows and columns at runtime for a different view**
- **Drilling into summaries and details**
- **Taking action on insights**

Matrix reports are used for aggregating data, modifying rows and columns at runtime, drilling into summaries and details, and taking action on insights.

The main construct of a matrix report involves:

- **Grouping**: Group instances of the primary business object by defining the row and column groupings.
- **Summarizing**: Define aggregations for each grouping.
- **Drilling**: Drill into the summarizations for further analysis. Report users can view the data by other fields and access detail data behind the summarizations.
CONFIGURING THE MATRIX REPORT

When configuring a matrix report definition, you must first define the row groupings, column groupings, and summarizations under the Matrix tab.

ROW GROUPINGS
You must specify at least one row grouping and one summarization. You may group by more than one dimension, which is referred to as nested levels. You can have a maximum of six row groupings.

For each grouping, you can specify a sort option. By default, groupings are sorted based on totals in descending order. Alternatively, you can sort alphabetically, based on a logical sort, or based on a defined field value group.

You can control the maximum number of row grouping values to display in the report output using the Maximum Number of Rows field. The report displays the number of rows defined in this field in the output; any additional row grouping values are aggregated into a row labeled “Other” in the report output. The default Maximum Number of Rows is 250. Keep this in mind and check for the “Other” row grouping if your report output appears to be missing data.

In the following example, the matrix report uses the Hiring Source field for the row grouping. The maximum number of rows is set to three. The report output will display a maximum of three hiring sources. If there are more than three hiring sources, they will be aggregated as "Other."

---

Row Grouping

<table>
<thead>
<tr>
<th>Group by Field</th>
<th>Sort Rows</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Source</td>
<td>Row total - Descending</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Row total - Descending</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Row total - Descending</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Row total - Descending</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Row total - Descending</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Row total - Descending</td>
<td></td>
</tr>
</tbody>
</table>

Maximum Number of Rows 3

72 - Row Groupings
COLUMN GROUPINGS
Column groupings are optional. You can have a maximum of two column groupings.

You can control the maximum number of column grouping values to display in the report output. The maximum number defined displays in the output while any other column grouping values are aggregated as “Other”. The default number of columns is 20.

In the following example, the matrix report uses the Location field for the column grouping. The maximum number of columns is set to three. The report output will display a maximum of three locations. If there are more than three locations, they will be aggregated as "Other."

<table>
<thead>
<tr>
<th>Group by Field</th>
<th>Sort Columns</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Column total - Descending</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Column total - Descending</td>
<td></td>
</tr>
</tbody>
</table>

Maximum Number of Columns 3

73 - Column Groupings

SUMMARIZATION TYPES
The Matrix tab allows you to configure summarizations for your report’s numeric or currency data. The Summarization Type enables you to specify the aggregation method applied to the field. The results of the aggregation method are displayed in the matrix cells of the report output. The default summarization type is Count. The first summarization is used to sort Group By Fields.
### Define the Field(s) to Summarize

<table>
<thead>
<tr>
<th>Summarization Type</th>
<th>Summarization Field</th>
<th>Format</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average</td>
<td>Total Base Pay Annualized - Amount</td>
<td>#,##0,&quot;K&quot;</td>
<td>Show Currency Symbol</td>
</tr>
<tr>
<td>Count</td>
<td></td>
<td>#,##0</td>
<td></td>
</tr>
</tbody>
</table>

#### 74 - Fields to Summarize

Summarization options include:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count</td>
<td>Counts the number of values (instances) for defined grouping.</td>
</tr>
<tr>
<td>Sum</td>
<td>Sums the values of a field for defined grouping.</td>
</tr>
<tr>
<td>Average</td>
<td>Averages the values of a field for defined grouping.</td>
</tr>
<tr>
<td>Minimum</td>
<td>Displays the minimum value of a field for defined grouping.</td>
</tr>
<tr>
<td>Maximum</td>
<td>Displays the maximum value of a field for defined grouping.</td>
</tr>
<tr>
<td>Calculation</td>
<td>Creates your own arithmetic calculations on the other summarizations generated in the report. For example, using a calculation, you can subtract the Minimum summarization value generated from the Maximum summarization value generated. Matrix report summary calculations are unique to the report and can be maintained and edited similar to report-specific calculated fields.</td>
</tr>
</tbody>
</table>

**Note:** If using an indexed data source, when choosing fields to summarize, use the View Indexed Fields for Data Source report to see if a given field is indexed for Aggregation. If not, you will see a performance warning (not error) in the report.

**Security Note:** If you create a matrix report and share it with a user who is not authorized to view the row grouping, column grouping, or summarization field, a runtime error appears when the user attempts to run the report.
DRILLABLE FIELDS
A matrix report displays the data as an aggregate of the row and column groupings. Drillable fields let you view the data by additional dimensions. You can view the data by up to two additional dimensions to further define the data in each cell.

You can control what fields are drillable under the Drill Down tab. There are default drillable fields, but it is best practice to configure specific drillable fields (so that the fields remain consistent).

![Group By Fields](image)

**75 - Drillable Fields**

When viewing the output of a matrix report, you can drill down on a summarization using a drill down field. Users will only see fields that they have access to.

![View By Drill Down Field](image)

**76 - View By Drill Down Field**
DETAIL DATA
You can configure Detail Data on the Drill Down tab. This lets users view the details behind a summarization.

77 - Detail Data
When the user clicks on a summarization metric, they will see the detail data fields you defined. Users will only see fields that they have access to.

78 - View Details
DEMO – MATRIX REPORTS

Introduction: This demo will show you how to interpret the output of a matrix report.

Sign in as Logan McNeil (Imcneil)

ANALYZE THE MATRIX REPORT’S RESULTS

1. Run the WDINST RW Recruiting Analysis by Hiring Source and Location custom report. Notice that the columns display locations and the rows display hiring sources.

2. In the bottom right corner of the report, hover over the average total base pay amount for the report.

3. Click the arrow and select Location as the View By field.
   a. What location reports the highest average salary?
   b. How many employees work at this location?

4. Close the pop-up window.

5. At the bottom of the San Francisco column, hover over the average total base pay amount in the Total row.

6. Click the arrow and select Cost Center as the View By field. What Cost Center has the highest average salary in San Francisco?

7. Close the pop-up window.

8. In the Total column of the Employee referral row, hover over the average total base pay amount.

9. Click the arrow and select Compensation Package as the View By field. What Compensation Package has the highest average salary for the Employee Referral hiring source?

10. Close the pop-up window.

11. In the cell for Employee referrals in San Francisco, hover over the average total base pay amount.

12. Click the arrow and select View Details.
13. Sort the **Total Base Pay Annualized – Amount** field in descending order. What is the total base pay for Oliver Reynolds? Is he a manager?

14. Close the pop-up window.
ACTIVITY 8.1 – CREATE A MATRIX REPORT

Business Case: Logan McNeil needs to create a matrix report that analyzes the base pay for employees by hiring source and location. The report needs to display:

- Average base pay and # of employees by hiring source and location.
- Rows for the three hiring sources with highest average base pay.
- Columns for the three US locations with highest average base pay.
- Drillable fields for Compensation Package, Cost Center, Hiring Source, Location, and Hire Quarter.
- Detail data for Employee, Worker’s Manager, Total Base Pay Annualized – Amount, Is Manager, and Supervisory Organization.

Sign in as Logan McNeil (lmcnei)

DEFINE GROUPINGS AND SUMMARIZATIONS

1. Access the Create Custom Report task and enter the following values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>WICT RW Recruiting Analysis by Hiring Source and Location</td>
</tr>
<tr>
<td>Report Type</td>
<td>Matrix</td>
</tr>
<tr>
<td>Data Source</td>
<td>All Active Employees</td>
</tr>
</tbody>
</table>

2. Click OK.

3. In the Row Grouping grid, select Hiring Source in the Group by Field.

4. Enter 3 in the Maximum Number of Rows field.

5. In the Column Grouping (Optional) grid, select Location in the Group by Field.

6. Enter 3 in the Maximum Number of Columns field.

7. Add a row to the top of the Define the Field(s) to Summarize grid, and enter the following values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summarization Type</td>
<td>Average</td>
</tr>
<tr>
<td>Summarization Field</td>
<td>Total Base Pay Annualized - Amount</td>
</tr>
</tbody>
</table>
Format: Thousands > #,##0,"K"

Options:
- Show Currency Symbol

**DEFINE DRILLABLE FIELDS AND DETAIL DATA**

1. Click the **Drill Down** tab.

2. Add five rows to the Drillable Fields grid, and add the following fields:

<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Package</td>
</tr>
<tr>
<td>Cost Center</td>
</tr>
<tr>
<td>Hiring Source</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Hire Quarter</td>
</tr>
</tbody>
</table>

3. Add five rows to the Detail Data grid, and add the following fields:

<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Worker’s Manager</td>
</tr>
<tr>
<td>Total Base Pay Annualized - Amount</td>
</tr>
<tr>
<td>Is Manager</td>
</tr>
<tr>
<td>Supervisory Organization</td>
</tr>
</tbody>
</table>

**ADD A FILTER**

1. Click the **Filter** tab.

2. Add a row to the grid, and enter the following information:

<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
<th><strong>Entry Value</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Field</td>
<td>Location Address - Country</td>
</tr>
<tr>
<td>Operator</td>
<td>in the selection list</td>
</tr>
<tr>
<td>Comparison Type</td>
<td>Value specified in this filter</td>
</tr>
</tbody>
</table>
RUN THE MATRIX REPORT AND ANALYZE THE RESULTS

1. Click OK.

2. Click Run.

3. Drill down into the summarized data to answer the following questions: (Hint: Hover over a summarization value and click the arrow to drill down.)
   a. What hiring source reports the highest average salary?
   b. What Cost Center has the highest average salary in New York?
   c. What Compensation Package has the highest average salary for the Headhunter hiring source?
   d. What Hire Quarter has the highest average salary for Employee Referrals in San Francisco?

4. View the details of the summarized data to answer the following questions: (Hint: Hover over a summarization value and click the arrow to view details.)
   a. Which employees in Boston are managers?
   b. How many employees in San Francisco report to Betty Liu?
   c. Did the Tax Department supervisory organization find employees using the Headhunter hiring source?
CHARTS

With one set of data, you can create a wide variety of charts. Workday makes it easy to experiment with different variables and chart types to tell a visual story to report users.

Charts can be presented alongside a table or on their own. When chart is specified as the Output Type, a variety of Chart Options will be available:

- Pie
- Line
- Bubble
- Column (clustered, stacked, 100%)
- Bar (clustered, stacked, 100%)
- Area (overlaid, stacked, 100%)

In the following example, we want to analyze and compare the average base pay across location by hiring source. The report definition has two dimensions (Hiring Source and Location) and two summarizations (Average Total Base Pay Annualized - Amount and Count).

<table>
<thead>
<tr>
<th>Row Grouping</th>
<th>Hiring Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column Grouping</td>
<td>Location</td>
</tr>
<tr>
<td>Fields to Summarize</td>
<td>Average Total Base Pay Annualized - Amount Count</td>
</tr>
</tbody>
</table>
This is what our chart will look like on the report output:

![Chart Example](chart_example.png)

**CHART OPTIONS**

You configure the Chart Options on the Output tab. The Chart Options available depend on the configuration of the report definition and the Chart Type specified.

In the following example, the Chart Type is Column - Clustered. The Horizontal Axis is set to Column Grouping, which is Location. The Legend is set to Row Grouping, which is Hiring Source. The Metrics to Include is set to Metric 1, which is Average Total Base Pay Annualized – Amount.
Note: Metric 1 is the first row in the Define the Field(s) to summarize grid. Metric 2 is the second row in the grid. Metric 3 is the third row in the grid, and so on.

INTERACTING WITH CHARTS
After executing a report with a chart configured, Workday allows you to interact with the report output to gain further insight.

Chart legends are interactive so users can focus on a specific metric or dimension. Users can also zoom in and pan their view of a report output.

The Configuration Panel offers the ability to make modifications in the chart view. Adjust variables such as the Horizontal Axis, Legend, and Metrics. These options are useful when the report has multiple metrics that can interact in different ways.
Access the Configuration Panel using the following steps:

1. Click the Configure icon 📊. Choose a different chart type if needed.

2. Click Configure.

3. Interact with Variables to view data from different perspectives.

4. Click Show Advanced to further interact with the report output.
ACTIVITY 8.2 – ADD A CHART

Business Case: Logan McNeil needs to add a chart to the recruiting analysis matrix report. The chart should display the average base pay by location and hiring source.

Sign in as Logan McNeil (lmcneil)

ADD A CHART

1. Edit the WICT RW Recruiting Analysis by Hiring Source and Location custom report.
2. Click the Output tab.
3. Change Output Type to Chart and Table.
4. Expand Chart Options, and enter the following values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Type</td>
<td>Column - Clustered</td>
</tr>
<tr>
<td>Horizontal Axis</td>
<td>Column Grouping</td>
</tr>
<tr>
<td>Legend</td>
<td>Row Grouping</td>
</tr>
<tr>
<td>Metrics to Include</td>
<td>Metric 1</td>
</tr>
</tbody>
</table>

RUN THE MATRIX REPORT AND CONFIGURE THE CHARTING OPTIONS

1. Click OK.
2. Click Run. View the chart at the top of the report.
3. Click the Employee referral bar for San Francisco.
4. View by Compensation Package. (Note: You can also get to this information by drilling down from the table.)
5. Close the pop-up window.
6. Click the Configure icon in the top right corner of the chart.
7. Change the chart type to **Stacked Column**. Notice that the bars for each hiring source are now stacked on top of each other.

8. Change the chart type to **Clustered Bar**. Notice that the locations are now along the vertical axis.

9. Change the chart type back to **Clustered Column**.

10. Select **Configure** and select the following values:

<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
<th><strong>Entry Value</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizontal Axis</td>
<td>Hiring Source</td>
</tr>
<tr>
<td>Legend</td>
<td>Location</td>
</tr>
<tr>
<td>Metrics to Include</td>
<td>Average of Total Base Pay Annualized - Amount</td>
</tr>
</tbody>
</table>

11. Close the pop-up window. Notice that the chart now displays the hiring source along the horizontal axis and the location as the legend.
CHAPTER 9 – WORKING WITH CALCULATED FIELDS

OVERVIEW

In this chapter, you will learn about calculated fields and how they can help you with reporting. Calculated fields are new configurable field definitions that allow you to manipulate, transform, retrieve, and derive values based on existing data. This will only be a brief introduction to calculated fields.

Additional Training: If you are interested in learning more, check out the Calculated Fields course in the Workday Learning Center.

OBJECTIVES

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

- Explain the purpose of calculated fields and how to control access to calculated fields.
- Create a calculated field using the Lookup Related Value function to display data from a related business object on a report.
- Create a calculated field using the Format Date function to display in a specific format.
SCENARIO

Teresa Serrano built a matrix report that shows the revenue by company. She needs to modify the report to show the revenue by company org code instead. She also needs to display the accounting date in a different format.

The report should display the following information:

- Summed total of all Journal Lines for a given company in both a chart and a table
- Totals organized by the Company Organization Code
- Details for individual journal lines including the Fiscal Year and Period.

The matrix report should display this information:

<table>
<thead>
<tr>
<th>Company Organization Code</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS USA</td>
<td>155,958K</td>
</tr>
<tr>
<td>GPS</td>
<td>22,490K</td>
</tr>
<tr>
<td>GMS UK</td>
<td>22,006K</td>
</tr>
</tbody>
</table>

The report should display these fields when a user views details for a summarization:

<table>
<thead>
<tr>
<th>Business Document</th>
<th>Fiscal Year – Period</th>
<th>Division</th>
<th>Customer</th>
<th>Ledger/Budget Amount for Natural Debit or Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Invoice:</td>
<td>2013 – Jan</td>
<td>Technology</td>
<td>Cyberdyne Systems LTD</td>
<td>638,000.00</td>
</tr>
<tr>
<td>9551</td>
<td>2013 – Mar</td>
<td>Financial</td>
<td>Bluestar LTD</td>
<td>812,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CALCULATED FIELDS OVERVIEW

Calculated fields are new configurable field definitions that allow you to manipulate, transform, retrieve, and derive values based on existing data. As you will see in this course, you can use calculated fields to:

- Perform date calculations and formatting.
- Perform math calculations.
- Manipulate text with concatenate, substring, and formatting functions.
- Convert currency fields.
- Derive range bands from numeric or currency fields.
- Determine if a condition is true or not.
- Drilldown and lookup levels and values in hierarchies and organizations.
- Sum, count, and aggregate information across related instances.
- Lookup values in related objects.

WHERE CAN CALCULATED FIELDS BE USED?

Calculated fields are frequently used in reporting to deliver data that would otherwise be unavailable from the primary business object of the report. However, calculated fields can be used in a variety of ways:

- Reporting:

<table>
<thead>
<tr>
<th>Use</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating new fields to add to a</td>
<td>Creating a Date Difference calculated field to determine how overdue an</td>
</tr>
<tr>
<td>custom report</td>
<td>employee's performance review is.</td>
</tr>
<tr>
<td>Creating custom prompts or filters to</td>
<td>Creating a True/False Condition calculated field to only display workers</td>
</tr>
<tr>
<td>affect the report output.</td>
<td>with a “Regular” or “Full-Time” status and exclude contract workers.</td>
</tr>
<tr>
<td>Accessing data from the Primary Business</td>
<td>Moving data from an Related Business Object (RBO) to the PBO for use in</td>
</tr>
<tr>
<td>Business Object</td>
<td>specific report types and functions, as well as in other calculated fields.</td>
</tr>
</tbody>
</table>

- Business Processes:

<table>
<thead>
<tr>
<th>Use</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlling condition steps in a</td>
<td>Creating a Text Length calculated field to determine how many letters</td>
</tr>
<tr>
<td>business process</td>
<td>are in a new hire’s name. Add it as a condition to the Hire business</td>
</tr>
<tr>
<td></td>
<td>process so that if the new hire’s name is more than 20 characters, a</td>
</tr>
<tr>
<td></td>
<td>request for a custom nametag will be submitted.</td>
</tr>
</tbody>
</table>

- Integrations:
<table>
<thead>
<tr>
<th>Use</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used with connectors and in reports that may be used to collect</td>
<td>Using a Format Text calculated field to format employee first names</td>
</tr>
<tr>
<td>data for either document transformation or EIBs.</td>
<td>into uppercase to align with the needs of the external system in the</td>
</tr>
<tr>
<td></td>
<td>integration.</td>
</tr>
</tbody>
</table>

- Scheduling Recurring Processes:

<table>
<thead>
<tr>
<th>Use</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine dynamic run time parameters for recurring scheduled</td>
<td>Using an Increment or Decrement Date calculated field to determine the</td>
</tr>
<tr>
<td>processes.</td>
<td>date parameters necessary to run a specific report for each day from</td>
</tr>
<tr>
<td></td>
<td>today through two months ago.</td>
</tr>
</tbody>
</table>

**CHARACTERISTICS OF CALCULATED FIELDS**

**CALCULATED AT RUNTIME**

All calculated fields are resolved at runtime. The value can be calculated based on other Workday-delivered fields, other calculated fields, and/or available custom fields. Calculated fields are resolved at runtime because the values of the other fields used to determine the value of the calculated field can vary from day to day or even moment to moment. These field and object instance values are retrieved as of the moment you run the report or execute the condition rule that uses the calculated field.

**ASSOCIATED WITH BUSINESS OBJECT**

Calculated fields are associated with a business object (BO). This BO determines which fields are available for use within your calculated field. Any calculated fields you create for a business object appear and behave just like any other Workday-delivered fields for the business object. The business object also controls when the calculated field appears in prompts and reports.

**Example:** A calculated field built on the Worker business object would be based on the existing fields on the Worker object. That calculated field would become a new field on Worker and could be used wherever other fields on Worker are used.

In addition to the data available on the calculated field’s business object, any data from fields associated with the Global business object are available for use in all calculations and reports.
BASED ON EXISTING DATA
Calculated fields are based on data already existing within the tenant. Their value is not stored, but instead is pulled from existing fields at runtime. This means that calculated fields will not be affected by changes to the underlying objects and fields used in the calculation.
ACCESS TO CALCULATED FIELDS

WHO CAN CREATE CALCULATED FIELDS?
To create, edit, or delete system-wide calculated fields, you must be assigned to a security group that is authorized for the Custom Field Management domain. To ensure control and consistency and avoid duplicate field definitions, access to that domain should be limited to key individuals in your organization.

The following domains control who can access and create calculated fields:

- Custom Field Management (for system-wide calculated fields)
- Private Calculated Fields Management (for report-specific calculated fields)

WHO CAN USE AND SEE VALUES FOR A CALCULATED FIELD?
Once defined, only users with access to the underlying secured fields can access and see the values for calculated fields. Underlying secured fields are Workday-delivered report fields, custom fields, or other calculated fields. Workday-delivered report fields and custom fields are secured to domains. Users must have access to the domain(s) for these underlying fields in order to have access to any calculated fields that are based on them. Security access to a calculated field definition is therefore “derived” from its underlying secured fields. In other words, if you can access the field(s) that the calculation is built on, you can access the calculated field.

You can view the security for a calculated field using the field’s Related Actions, select Calculated Field > View Security Groups. Here, you can see the underlying secured fields and configured security groups.

82 - View Security Groups for Calculated Field
To determine which domains/domain security policies can be configured, use the Calculated Field's Related Actions to select Security > View Security. Here, you can see the underlying domains/domain security policies.
The Format Date function extracts the year, year-quarter, and year-month from a date and formats it as a text field. It can also extract and format fiscal period, fiscal year, fiscal year-period, and date-time fields.

This function enables you to determine higher level time periods from a date. For example, you could use this function to group and summarize headcount activity by month or generate a list of promotions by quarter. You can also use it to extract date components based on an employee’s hire date, determine who is going to have an anniversary next month, or extract the month and date from an employee’s birth date.

Year returns a four character field. Quarter returns Q1, Q2, Q3, or Q4. Month and Day returns a two-character field with a leading zero as necessary. The calculation assumes the first day of the week is Sunday.

When using the Format Date function, you can select from pre-defined Formats (some of which are shown below), or provide your own Format Mask using the legend of valid values.

Format Mask provides additional date formatting flexibility beyond the predefined formats. It allows you to construct a formatting mask using the options shown below. The mask options are case sensitive and can be combined with each other, along with spaces and other characters. For example, a format mask such as h:m a would produce a result such as "9:28 PM". In addition, you can add other text, even if the text contains these reserved characters, provided
that you wrap the text in single quotes, such as: 'Hello, the time is:' h:m a. This would produce a result like "Hello, the time is 9:28 PM".

85 - Format Date format mask options

The following are examples of tasks you can perform using Format Date:

- Group and summarize headcount activity by month
- Produce a list of promotions by quarter
- List employees who have a birthday this month
- Based on an employee's hire date, determine who is going to have an anniversary next month
- Extract the month and day from an employee's birth date
- Return the fiscal year and period in which an employee was hired
- Group supplier purchases by quarter
DEMO – VIEW FORMAT DATE

Introduction: This demo will explore the format date calculated field.

Sign in as Teresa Serrano (tserrano)

1. Type `cf: year-month` in the Search box and press Enter.

2. Click the first search result for Year-Month to view the calculated field. This function formats the Expense Report Line Date field to display as year-month.

3. Click the Year-Month field’s Related Actions and select Calculated Field > Edit.

4. Delete the value in the Date Field.

5. Click the prompt and select All to view the date fields available for the business object specified.

Note: All date fields available on the business object display, regardless of the security of the worker creating the calculated field.

6. Click the drop-down arrow in the Format field and select Format Mask.

7. Hover over the Format Mask field to view the valid values for configuring the date format.

8. Click Cancel.
REPORTING ON JOURNAL LINES

Journal lines work similarly to the supplier invoice lines you saw earlier. Each journal contains information on the entire journal (journal header) as well as information on the individual journal lines.

- The Journal Header business object contains information about the journal as a whole, such as who created it, total debits and credits, period, and ledger.
- The Journal Line business object contains information about specific journal transactions, such as ledger account, debit/credit amount, associated cost center, and worktags.

<table>
<thead>
<tr>
<th>Journal Header</th>
<th>Journal Number</th>
<th>Status</th>
<th>Originated by</th>
<th>Accounting Date</th>
<th>Currency</th>
<th>Period</th>
<th>Ledger</th>
<th>Journal Source</th>
<th>Book Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6759</td>
<td>Posted</td>
<td>Teresa Serrano</td>
<td>03/01/2015</td>
<td>USD</td>
<td>Mar-2015 Actuals (Global Modern Services, Inc. (USA))</td>
<td>Global Modern Services, Inc. (USA): Actuals</td>
<td>Accrual Journal</td>
<td>(empty)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Journal Line</th>
<th>Company</th>
<th>Ledger Account</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Memo</th>
<th>Cost Center</th>
<th>Additional Worktags</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Global Modern Services (USA)</td>
<td>1300: Investments</td>
<td>10,000.00</td>
<td>0</td>
<td></td>
<td>50000 Office of CFO</td>
<td>Bank Account: Morgan Stanley Spend Category: Municipals</td>
</tr>
<tr>
<td></td>
<td>Global Modern Services (USA)</td>
<td>1300: Investments</td>
<td>0</td>
<td>15,000.00</td>
<td></td>
<td>50000 Office of CFO</td>
<td>Bank Account: Morgan Stanley Spend Category: Mutual Funds</td>
</tr>
</tbody>
</table>

86 - Journal header and line information

In Workday, there are multiple data sources for the Journal Lines business object:

- Journal Lines – Returns all journal line transactions associated with the required data source filter. This is the data source that Teresa is using in her report.
- Journal Lines for Financial Reporting – Only contains information about journal lines on journals that have a Posted or Proforma status. This automatically excludes Cancelled, In Error, or Draft status journals.

Note: There is one additional data source on the Journal Lines business object called Journal Lines (Do Not Use). Data sources, reports, and fields labeled with “Do Not Use” shouldn’t be used in your reports or calculated fields.
ACTIVITY 9.1 – BUILD A FORMAT DATE CALCULATED FIELD

Business Case: Teresa Serrano built a matrix report that shows the revenue by company. She needs to modify the report to show the revenue by company org code and she also needs to display the accounting date in a different format. Start by copying the report and creating a format date calculated field.

Sign in as Teresa Serrano (tserrano)

COPY AN EXISTING MATRIX REPORT

1. Access the Copy Custom Report task.
2. Select the WDINST RW Revenue by Company Org Code report.
3. Rename the report WICT CF Revenue By Company Org Code and click OK to save.
4. Review this report’s definition.
   a. The PBO is Journal Line
   b. The Data Source is Journal Lines and the Data Source Filter is Journal Lines for Company.
5. In the Matrix tab, notice that the rows are grouped by Company. This means that journal lines will be grouped by Company.
6. In the Define Field(s) to Summarize section, note that the Translated Amount for Natural Debit or Credit is summed.
7. In the Drill Down tab, review the Group By Fields and the Detail Data sections.
8. In the Filter tab, notice that there are no filters defined.
9. In the Prompts tab, notice that there are many Prompt Defaults. This is because the Journal Lines data source has a number of built-in prompts. Here you can preset some default values to save data entry at run time. Note that all of the prompts here have the Do Not Prompt at Runtime checkbox selected. This means that this report will automatically run using the defaulted values for these prompts. Users will not have to enter any information when running this report.
10. In the Output tab, notice that the Output Type is set to Chart and Table.
11. Save and then run this report. Notice that the summarizations in the chart and table are grouped by company.

12. Click the number in the Actual column for the GMS CAN organization. Notice that Accounting Date is one of the details included. In this activity, Teresa will need to replace this information with the Fiscal Period for this accounting date. To do this, you will need to use the Format Date calculated field function.

CREATE A FORMAT DATE FIELD

1. Run the Create Calculated Field task and enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Name</td>
<td>WICT CF Accounting Date Fiscal Period</td>
</tr>
<tr>
<td>Business Object</td>
<td>Journal Line</td>
</tr>
<tr>
<td>Function</td>
<td>Format Date</td>
</tr>
</tbody>
</table>

2. Click OK and then enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Field</td>
<td>Accounting Date</td>
</tr>
<tr>
<td>Format</td>
<td>Fiscal Year-Period</td>
</tr>
<tr>
<td>Fiscal Schedule</td>
<td>Standard Corporate Schedule</td>
</tr>
<tr>
<td>Fiscal Period Return Type</td>
<td>Fiscal Period</td>
</tr>
</tbody>
</table>

Note: Selecting Fiscal Year-Period as the Format will make the next two fields appear.

3. Click OK to save this field.

ADD FIELD TO REPORT

1. Edit the WICT CF Revenue by Company Org Code report.
2. In the Drill Down tab, locate the Detail Data section and replace the Accounting Date field with **WICT CF Account Date Fiscal Period**.

3. Click **OK** to save these changes.

4. **Run** the report.

5. Click the Actual amount for GMS CAN organization. Now you can see the Fiscal Year-Period combination defined in the calculated field.
WORKING WITH RELATED BUSINESS OBJECTS

With Advanced reports, you can include fields from related business objects directly in your report without needing a calculated field. Advanced reports let you include fields from RBOs that are “one level deep” or in other words directly related to the primary business object. However, when you are creating a Simple or Matrix report, or if you want your Advanced report to access data from a related business object of your report’s related business object, or “two levels deep,” you will need to use a calculated field.

The calculated field function Lookup Related Value allows you to retrieve a value from an instance on a related business object and “promote” it to your primary business object. This is useful in cases where you need the value from the RBO to be available from your PBO. For example:

- When you need to perform an arithmetic calculation between two fields that exist on separate business objects.
- When you need to report on a field that your reports primary business object can’t directly access.
- When you need to include a field in a business process condition rule, but it isn’t available given the context of the rule.

87 - Visual representation of the Worker business object and its one level deep relationship with the Position business object, and two levels deep relationship with the Position Restriction business object.
LOOKUP RELATED VALUE

The Lookup Related Value function retrieves a value from a field on a related business object and promotes it up one level, making it available for use in calculated fields, rules, or reporting.

Here are some examples of looking up a value on a related business object:

- Promote a value from an RBO to a PBO to make it available for a matrix report.
- Promote a field from an RBO to the PBO to make it available for grouping and totaling on an advanced report.
- Promote a field from an RBO to a PBO to use it in combination with a field on the PBO to create a calculated field.
- Make a field available for a business process condition rule.

In order to use the Lookup Related Value calculated field function, there must be a 1:1 relationship between the PBO and RBO.

In the example below, we extract Worker’s Manager on the Worker business object for a report based on the Competency object.

USING THE BUSINESS OBJECT DETAILS REPORT

As previously mentioned, the two business objects used in your Lookup Related Value calculated field must have a 1:1 relationship. If you are unsure of the relationship between the two objects, you can use the Business Object Details report to determine whether the relationship between your two objects is 1:1 (single instance) or 1:M (multi-instance).
ACTIVITY 9.2 – BUILD A LOOKUP RELATED VALUE CALCULATED FIELD

Business Case: Now that Teresa has copied the matrix report and formatted the accounting date, she needs to modify the report to show the revenue by company org code using a lookup related value calculated field.

Sign in as Teresa Serrano (tserrano)

RUN THE MATRIX REPORT

1. Run the WICT CF Revenue by Company Org Code report you created earlier.

2. Click the Global Modern Services BV (Netherlands) company.

3. Move to the Details tab. Notice the company Code here: GMS NLD. This code exists on the Company business object. In order to use it in the WICT CF Revenue by Company Org Code report, you will need to create a calculated field to promote this field to the Journal Lines business object.

CREATE A LOOKUP RELATED VALUE FIELD

1. Run the Create Calculated Field task.

2. Enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Name</td>
<td>WICT CF Company Org Code on Journal Line</td>
</tr>
<tr>
<td>Business Object</td>
<td>Journal Line</td>
</tr>
<tr>
<td>Function</td>
<td>Lookup Related Value</td>
</tr>
</tbody>
</table>

3. Click OK.

4. Enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Lookup Field

Company

When selecting the Lookup Field, notice that there are two Company fields available. Use the Related Actions for each of these fields for more information about each and select the one on the Financial Line business object.

Return Value

Code

5. Click OK to save this field.

ADD CALCULATED FIELD TO MATRIX REPORT

1. Edit the WICT CF Revenue by Company Org Code report.

2. In the Row Grouping section, remove Company as the Group by Field and replace it with the WICT CF Company Org Code on Journal Line field.

3. Click OK to save the report definition.

4. Run the report. Notice that the data in the chart and table is now grouped by the company code instead of the company name.
CHAPTER 10 – REPORT PERFORMANCE

OVERVIEW
It is important to keep performance in mind when designing your custom reports. In this chapter, you will learn the different factors that impact performance. You will also learn how to use report logs to test and debug report performance issues.

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

- Describe the factors that impact report performance.
- Identify best practices for building reports that perform well.
- Log and view the performance of a report.
The “before” version of the report uses the All Workers data source and the Worker primary business object. If we use the All Workers data source, we need to filter out inactive workers and workers who are not employees (i.e., contingent workers). We need to add a filter prompt to prompt the user for the Organization since the data source doesn’t contain any built-in prompts. We also need to filter out empty Worker Events - Completed instances.

The “before” version of the report uses the Worker Events – Completed related business object field. This field gives us access to all worker events, not just base pay increases. We need to filter out completed worker events that did not result in a base pay increase. The Worker Events – Completed field contains built-in prompts for the Start Date and End Date prompts, so we do not need to add them.

**Before Version**

**RDS: All Workers**
**PBO: Worker**

**Filters:**
- Active Status = True
- Worker Type = Employee
- Organization Membership = Value from Prompt – Organizations and Subordinate Organizations field
- Worker Events – Completed is not empty

**RBO: Worker Events – Completed**

**Subfilters:**
- Base Pay – Current ≠ 0
- Base Pay – Proposed > Base Pay - Current

89 - Information included in the Before version of the report

The after version of the report uses the Employees by Organization data source and the Employee primary business object. Since we are using the Employees by Organization data source, we don’t need to filter out any workers. This data source already gives us all active employees. We also don’t need to add a filter prompt for Organization, since the data source contains a built-in prompt for Organization. We will need to filter out empty Compensation History – Base Pay Changes Only instances.

The after version uses the Compensation History – Base Pay Changes Only related business object field. This field gives us access to only base pay increases. We need to filter out the initial base pay change (the change from 0 to the initial salary). We need to add filter prompts for the starting date and ending date, since the Compensation History – Base Pay Changes Only does not contain any built-in prompts.
USE CASES

The following list shows example reports that may have performance issues.

- A report on > 8K workers without an indexed data source
- Executive dashboard with turnover report NOT on Trended Workers for > 100K workers
- An integration that searches through all worker history for each worker to find an effective date
- A report using the All Workers data source on hundreds or thousands of workers
- Any report that attempts to search through or return large amounts of data
- An advanced report on the Journal Line BO that uses a large number of Lookup Related Value calculated fields to pull in different field values from an RBO

As a report writer, you need to anticipate performance issues and design effective reports. You also need to determine which data source will deliver the needed data while minimizing the number of instances that will be returned in the report output.
FACTORS THAT IMPACT PERFORMANCE

This following table summarizes the factors that impact performance when creating a custom report.

Resource: Search Community for *Optimizing Report Performance* for more information on performance considerations.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Source</td>
<td>The data source is the biggest factor for your report’s performance. Select the data source that will return the smallest data set. When possible, use an indexed data source since it is optimized for performance. Additionally, report data sources with built-in prompts will typically perform faster.</td>
</tr>
<tr>
<td>Report Fields</td>
<td>When displaying data from related business objects, select the field that returns the smallest data set whenever possible, especially when you then use a subfilter to reduce instances.</td>
</tr>
<tr>
<td>Calculated Fields</td>
<td>Using a large number of calculated fields will affect your report performance. Using very complex calculated field definitions could adversely affect your report performance as well.</td>
</tr>
<tr>
<td>Filtering</td>
<td>When configuring your report filters, order your filters so that the first filter listed reduces the data set by the most rows possible. This will ensure that subsequent filters will evaluate the fewest number of instances possible, which will increase your report’s performance. Also consider the complexity of your filters, as more complex filters can affect performance.</td>
</tr>
<tr>
<td>Sorting</td>
<td>Sorting on simple field types performs better than sorting on object field types.</td>
</tr>
<tr>
<td>Security</td>
<td>Security affects the performance of your custom report. Workday determines accessibility field by field. The more fields you include in your report and the more complex the security, the longer it takes Workday to return results.</td>
</tr>
</tbody>
</table>

DATA SOURCE
The data source is the biggest factor for your report’s performance. Data sources that return a smaller data set perform better. The following diagram shows three data sources.
91 - Visual representation of the All Workers, All Active Employees, and Employees by Organization data sources from least to most specific.

- All Workers – Returns the most instances.
- All Active Employees – Returns fewer instances (doesn't include contingent, future, or terminated workers).
- Employees by Organization – Returns the fewest instances (only shows active employees for the specified organizations).

You should choose the data source that returns the fewest instances and still includes all needed data.

Data sources with built-in prompts are more efficient than adding filters. For example, using the Employees by Organization data source is more efficient than adding a filter prompt to All Active Employees data source.

Indexed data sources are already optimized for performance, aggregation, and filtering large volumes of data. Here are some commonly used indexed data sources:

- HCM: Indexed Workers, Trended Workers
- Financials: Budget Lines, Journal Lines, Customer Invoices, Supplier Invoices

Be careful with adding calculated fields to a report that uses an indexed data source since they can significantly slow the performance. You can run the View Indexed Fields for Data Source report for a list of indexed fields and the type of indexing used by each field on the data source.
REPORT FIELDS
When displaying data from related business objects, use the field that returns the smallest data set. The following example shows several fields that access worker base pay change event data.

92 - Worker Events - Completed, Work History Summary, Compensation History, Compensation History - Base Pay Changes Only fields listed from most to least amount of data returned

The Worker Events – Completed field returns the most data and the Compensation History – Base Pay Changes Only field returns the least data. The before report uses the Worker Events – Completed field, so we need to filter out events that are not base pay increases. The after report uses the Compensation Events – Base Pay Changes Only field, so the data set only includes base pay increases.

When working with calculated fields, using complex calculated fields increases the processing time. Workday determines the value of a calculated field at the time it’s used, which requires processing time. When your calculated field performs a simple operation like removing a portion of the text, Workday completes the transaction quickly. But when your calculation involves other calculated fields, Workday takes longer to return a value.

FILTERING
To improve report performance:

- Order your filters so the first filter removes the most instances and subsequent filters don’t have to iterate on as many instances.
- Use simpler filter logic, since complex filters take longer to run.
- Try to use a pre-filtered data source that is already optimized for performance (such as All Active Employees).
- Use the Prompt the user for the value and ignore the filter condition if the value is blank comparison type instead of configuring two conditions.

SORTING
Effective sorting increases the performance of your custom report. Workday automatically sorts results by the first column unless you specify other criteria. When you select complex sorting criteria, it takes longer to sort the results. You can optimize the processing time by sorting your results by simple field types (Text, Date, Numeric, etc.) instead of object field types (Single

Most Data

Least Data
instance, Multi-instance, and Self-referencing instance). Sorting by object field types is slower, because object fields access additional data in the background.

SECURITY
The security group type impacts report performance. The following diagram shows different security group types.

SECURITY

User-Based or Unconstrained Role-Based

Constrained Role-Based

Intersection

93 - Security group types listed from fastest to slowest performance

- User-Based or Unconstrained Role-Based – These are the fastest security groups for a report.
- Constrained Role-Based – These are slower because each instance has to be evaluated as to whether it is supported by the security of the report user.
- Intersection – These are comprised of one or more security groups, and include users who are in all of the groups. This security group is the slowest because it is a combination of security groups.

TESTING AND DEBUGGING
You can log and view report performance of specific reports using Edit Report Log Settings and View Report Log. Workday creates three types of logs for the specified report definition:

- Customer Log – Allows you to view performance data and use it to optimize report performance.
- Support Log – Provides additional performance data for Workday’s support team to help them resolve performance issues.
- Internal Log – Provides even more detailed performance data that Workday developers can analyze if needed.

By collecting and analyzing reporting statistics, you can assess and compare report designs and make adjustments to come up with the optimal design. Note that timings in the logs are in milliseconds.

EDIT REPORT LOG SETTINGS
You can use the Edit Report Log Settings task to log timings for specific reports. You can specify when to stop logging the report.

VIEW REPORT LOG
Once you have enabled logging for specific reports, you can use the View Report Log report to view the timings for a specific report.
WHAT CAN YOU LEARN FROM REPORT LOGS?
Report logs contain several different timings that you can use to improve the performance of your report. The following table shows different timings that are included in the report logs.

<table>
<thead>
<tr>
<th>Report Timing</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Execution Time</strong></td>
<td>Shows the total time it takes to run the report. Use this time to compare the overall effect of different changes you try in the report. Keep in mind that timing may vary due to other factors in the tenant.</td>
</tr>
<tr>
<td><strong>Data Source Time</strong></td>
<td>Shows how long it takes the data source to run. If this time is high, try using a different data source.</td>
</tr>
<tr>
<td><strong>Top Level Filter Time</strong></td>
<td>Shows how long it takes to filter the data. If this time is high, try reordering the filters, simplifying the filter logic, or using a data source that requires less filtering.</td>
</tr>
<tr>
<td><strong>Top Level Sort Time</strong></td>
<td>Shows how long it takes to sort the data. If this time is high, try sorting by simple field types instead of object field types.</td>
</tr>
<tr>
<td><strong>Field Timings</strong></td>
<td>Identifies which fields are running slower than others. If the slow field is a calculated field, try making improvements to make it faster.</td>
</tr>
<tr>
<td>DataSource Instance Count vs. Post Filter Instance Count</td>
<td>Compares the number of instances in a data source before and after filtering is applied. If there is a large delta between these two counts, try using a data source that requires less filtering. When displaying data from related business objects, use the field that returns the smallest data set.</td>
</tr>
</tbody>
</table>
ACTIVITY 10.1 – COMPARE REPORT PERFORMANCE

Business Case: Logan McNeil needs to compare two versions of the Employee Base Pay Increases report to see which version is more efficient. The reports show the base pay increases for active employees by organization between a user-specified start and end date.

Sign in as Logan McNeil (lmcneil)

VIEW AND RUN THE BEFORE REPORT

1. View the WDINST RW Employee Base Pay Increases - Before custom report definition.

2. Use the different report tabs to confirm the following information:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Source</td>
<td>All Workers</td>
</tr>
<tr>
<td>Primary Business Object</td>
<td>Worker</td>
</tr>
<tr>
<td>Related Business Object</td>
<td>Worker Events - Completed</td>
</tr>
<tr>
<td>Sort</td>
<td>None</td>
</tr>
<tr>
<td>Filters</td>
<td>AND Active Status = True</td>
</tr>
<tr>
<td></td>
<td>AND Worker Type = Employee</td>
</tr>
<tr>
<td></td>
<td>AND Organization Membership = Value from</td>
</tr>
<tr>
<td></td>
<td>Prompt – Organizations and Subordinate Organizations field</td>
</tr>
<tr>
<td></td>
<td>AND Worker Events – Completed is not empty</td>
</tr>
<tr>
<td>Subfilters</td>
<td>AND Base Pay – Current ≠ 0</td>
</tr>
<tr>
<td></td>
<td>AND Base Pay – Proposed &gt; Base Pay - Current</td>
</tr>
</tbody>
</table>

3. Click the Prompts tabs. The Organizations and Include Subordinate Organizations prompts come from the Prompt – Organizations and Subordinate Organizations field, which is used in a filter condition. The Start Date and End Date prompts come from the Worker Events – Completed field.

4. Run the report.

5. Use the default prompt values and click OK.
a. How many instances are returned in the report?
b. Who is the last worker listed on the report?

VIEW AND RUN THE AFTER REPORT

1. View the **WDINST RW Employee Base Pay Increases - After** custom report definition.

2. Use the different report tabs to confirm the following information:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Source</td>
<td>Employees by Organization</td>
</tr>
<tr>
<td>Primary Business</td>
<td>Employee</td>
</tr>
<tr>
<td>Object</td>
<td></td>
</tr>
<tr>
<td>Related Business</td>
<td>Compensation History – Base Pay Changes Only</td>
</tr>
<tr>
<td>Object</td>
<td></td>
</tr>
<tr>
<td>Sort</td>
<td>None</td>
</tr>
<tr>
<td>Filters</td>
<td>AND Compensation History – Base Pay Changes Only is not empty</td>
</tr>
<tr>
<td>Subfilters</td>
<td>AND Base Pay – Current ≠ 0</td>
</tr>
<tr>
<td></td>
<td>AND Effective Date &gt;= Starting Prompt</td>
</tr>
<tr>
<td></td>
<td>AND Effective Date &lt;= Ending Prompt</td>
</tr>
</tbody>
</table>

3. Click the **Prompts** tabs. The Organization, Include Managers, and Include Subordinate Organizations prompts come from the Employees by Organization data source. The Starting Prompt and Ending Prompt come from the subfilter conditions.

4. Run the report.

5. Use the default prompt values and click **OK**.

   a. How many instances are returned in the report?

   b. Who is the last worker listed on the report?

   c. Do both reports return the same data?
COMPARE THE PERFORMANCE OF THE TWO REPORTS

1. Access the **Edit Report Log Settings** task, and enter the following values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>WDINST RW Employee Base Pay Increases – Before WDINST RW Employee Base Pay Increases – After</td>
</tr>
<tr>
<td>Log Name</td>
<td>Employee Base Pay Increases Performance Log</td>
</tr>
<tr>
<td>Log Data Until</td>
<td>One hour from now</td>
</tr>
</tbody>
</table>

2. Click **OK**.

3. Run the **WDINST RW Employee Base Pay Increases – Before** and **WDINST RW Employee Base Pay Increases – After** reports using the default prompt values.

4. Access the **View Report Log** task.

5. Click **View Customer Log** to review the timings. Review the log files created for each report and note the timings (in milliseconds) in the following table.

<table>
<thead>
<tr>
<th>Report Timings</th>
<th>WDINST RW New Hire Base Pay Increases – Before</th>
<th>WDINST RW New Hire Base Pay Increases – After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Execution Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initialization Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Source Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Top Level Filter Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Top Level Sort Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DataSource Instance Count</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Filter Instance Count</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Important**: The after report performs better, because the Employees by Organization data source returns a much smaller data set. This means there are fewer instances to cycle through for filtering.
APPENDIX A – ACTIVITY ANSWER KEYS

This section contains answers to questions posed throughout the activities in this course. It also contains the step-by-step solutions for activities that only contain the high-level requirements.
ACTIVITY 1.1 – RUN A STANDARD REPORT

VIEW WORKDAY STANDARD REPORTS

5a. Based on the Description field, does this report show expense report line items without an attached receipt? Yes

5b. Is this a Report Writer report? Yes

RUN A STANDARD REPORT

4a. Are any of the desired fields missing from the standard report? If yes, which ones? Yes, the standard report is missing the Cost Center and Receipt Attached fields.

4b. Are there fields in the standard report that Teresa does not want displayed? Yes, she does not need the Company, Expense Report Line Date, Email Address, Managers, Status, Payment Status, and Memo fields.

4c. Can Teresa use the standard report as is or will she need to copy and modify it? She will need to copy and modify the standard report so it contains the fields she needs.
ACTIVITY 1.3 – LEVERAGE STANDARD REPORTS

Sign in as Teresa Serrano (tserrano)

EXPLORE STANDARD REPORTS
(Hint: Use Workday Standard Reports.)

1. You need a report that displays journal lines by company, year, and period. The report should display the journal, company, status, accounting date, source, ledger, currency, ledger account, ledger debit amount, ledger credit amount, and worktags. (Hint: Financial Accounting report category)

   a. Access the Workday Standard Reports report.


   c. Click OK.

   d. Scroll down to the Find Journal Lines report and read the description.

      Can you use a standard report as a starting point? Yes, based on the description you can use this standard report as a starting point.

   e. Click the Find Journal Lines report’s Related Actions and select Standard Report > Run.

   f. Enter the following information for the report prompts:

      | Field Name  | Entry Value                      |
      |-------------|----------------------------------|
      | Company     | Global Modern Services, Inc. (USA) |
      | Year        | 2015                             |
g. Click OK and review the fields displayed in the report.

   If yes, what modifications would you make?
   
   To meet the requirements, you would remove these fields: Journal Number, Intercompany Initiating Company, and Line Memo.

2. You need a report that lists the benefit plans in which a worker is eligible to enroll. The report should display the health care coverage plans, health savings account plans, spending account plans, insurance coverage plans, and defined contribution plans. (Hint: Benefits report category)

   a. Access the Workday Standard Reports report.

   b. Select Benefits in the Report Categories field.

   c. Click OK.

   d. Scroll down to the Benefits Eligibility by Worker report and read the description.

   Can you use a standard report as a starting point? If yes, what modifications would you make?
   
   Although the report description matches the requirements, you cannot use this standard report as a starting point because it is an XpressO report.
ACTIVITY 1.4 – ADD REPORT TAGS TO CUSTOM REPORTS

SEARCH USING A REPORT TAG

3. Does the WICT RW Expenses Without Receipt report definition appear in the search results? Yes

4a. How many items are returned in the search results? 45

4b. Does the WICT RW Expenses Without Receipt report definition appear in the search results? Yes

7a. How many items are returned in the search results? 17

7b. Does the WICT RW Expenses Without Receipt report definition appear in the search results? No, because this report had not been shared with Logan.
EXPLORE A CUSTOM REPORT

2a. What is the report data source? All Active Employees

2b. What is the data source type? Standard

2c. What is the primary business object? Employee

3a. Which class report fields are from the primary business object? Employee, Job Title, Hire Date, Hire Quarter

3b. Which class report fields are from a related business object? Name, Age

4a. What is the Field Type for this field? Multi-instance

4b. What is the Related Business Object for this field? Dependent

6a. Is this a Workday-delivered field, calculated field, or custom field? Workday-delivered field

6b. What is the Field Type for this field? Single instance

8a. Is this a Workday-delivered field, calculated field, or custom field? Workday-delivered field

8b. What is the Field Type for this field? Date

10. Is this a Workday-delivered field, calculated field, or custom field? Calculated field

13a. How many instances of the primary business object (Employee) are returned? 416

13b. For Alain DuBois, how many instances of the related business object (Dependent) are returned? 2

13c. For Alex Grossman, how many instances of the related business object (Dependent) are returned? 1
EXPLORE BUSINESS OBJECTS

4. Are these fields for the Employee business object? **No**

7. Which field contains the business process for the last compensation change, with a base pay change for the employee? **Last Base Pay Increase**

11. Are these Workday-delivered fields for the Employee Compensation Event business object? **Yes**

14. Use the following table to compare the All Active Employees, Employees by Organization, and Indexed Workers data sources.

<table>
<thead>
<tr>
<th></th>
<th>All Active Employees</th>
<th>Employees by Organization</th>
<th>Indexed Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the data source return active employees or active workers?</td>
<td>Active employees</td>
<td>Active employees</td>
<td>Active workers</td>
</tr>
<tr>
<td>What is the primary business object for this data source?</td>
<td>Employee</td>
<td>Employee</td>
<td>Worker</td>
</tr>
</tbody>
</table>

COMPARE DATA SOURCES

3. Use the following table to further compare the All Active Employees and Employees by Organization data sources.

<table>
<thead>
<tr>
<th></th>
<th>All Active Employees</th>
<th>Employees by Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the data source standard or indexed?</td>
<td>Standard</td>
<td>Standard</td>
</tr>
<tr>
<td>Does the data source include built-in prompts? If yes, what are they?</td>
<td>No</td>
<td>Yes; Include Managers, Include Subordinate Organizations, Organization</td>
</tr>
</tbody>
</table>
DETERMINE THE PRIMARY BUSINESS OBJECT AND DATA SOURCE
Based on your research, here are the answers to the questions that help you determine the primary business object and data source.

1. Based on the business object details you’ve seen in this activity, which business object(s) contain the fields needed in the report detailed in the business case for this activity?

   The Employee business object contains the Employee and Employee ID fields.

   The Employee Compensation Event business object contains the Base Pay – Current, Base Pay – Proposed, and Effective Date fields.

2. Are these business objects related? Yes

3. Which should be the primary business object? Employee

4. Which should be the related business object? Employee Compensation Event

5. Which field links the two business objects together? Last Base Pay Increase

6. Which data source should be used? Employees by Organization
Sign in as Logan McNeil (lmcneil)

EXPLORE BUSINESS OBJECTS

1. Access the Business Object Details report.

2. Select Worker in the Business Object field.

3. Click OK.

4. Filter the Field Name column by Worker, Supervisory Organization, and Location. Verify that these are Workday-delivered fields.

5. Click the Related Business Objects tab.

6. In the Links to Related Business Objects table, filter the Business Object field by Expense Report and Location.

7. Click 6 in the Number of Links column for Expense Report. Notice that the Expense Reports – All Statuses field is a multi-instance field that contains all expense reports for the worker.

8. Close the pop-up box.

9. Click 28 in the Number of Links column. Notice that the Location field is a single instance field that contains the location for the worker.

10. Close the pop-up box.

11. Hover over the Expense Report link.

12. Right-click and select See in New Tab.

13. Filter the Field Name column by Expense Report, Expense Items on Expense Report, and Expense Report Total Amount. Verify that these are Workday-delivered fields.


15. On the tab for the Worker business object, hover over the Location link.
16. Right-click and select **See in New Tab.**

17. Filter the Field Name column by **Locale.** Verify that this is a Workday-delivered field.

18. Close the tab for the Location business object.

19. Click the **Data Sources** tab for the Worker business object.

20. Filter the Data Source column by **All Workers** and **Indexed Workers.** Both of these data sources will return only active (not terminated) workers.

**COMPARE DATA SOURCES**

1. Access the **Data Sources** report to do some additional research.

2. Filter the Data Source field by **All Workers** and **Indexed Workers.** Notice that All Workers is a standard data source and Indexed Workers is an indexed data source. Logan should use the Indexed Workers data source, since indexed data sources are optimized for performance.

**DETERMINE THE PRIMARY BUSINESS OBJECT AND DATA SOURCE**

Based on your research, here are the answers to the questions that help you determine the primary business object and data source.

1. Which business objects contain the fields needed in the report?
   - The Worker business object contains the Worker, Supervisory Organization, and Location fields.
   - The Location business object contains the Locale field.

2. Are these business objects related?
   - Yes

3. Which should be the primary business object?
   - Worker

4. Which should be the related business objects?
   - Location
   - Expense Report
5. Which field links the primary and related business object together?
   The Location field links the Worker business object to the Location business object. The Expense Reports – All Statuses field links the Worker business object to the Location business object.

6. Which data source should be used?
   Indexed Workers
ACTIVITY 4.3 – RUN A REPORT WITH A RUNTIME DATE PROMPT

ADD A RUNTIME DATE PROMPT

3a. How many instances are returned? 335

3b. What is Adam Carlton’s annual salary? 52,508.20

4a. How many instances are returned? 218

4b. What is Adam Carlton’s annual salary? 44,000.00
ACTIVITY 4.4 – CREATE A CUSTOM REPORT

Sign in as Teresa Serrano (tserrano)

CREATE A CUSTOM REPORT

1. Access the Create Custom Report task.

2. Enter the following information:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>WICT RW Unpaid Supplier Invoices</td>
</tr>
<tr>
<td>Report Type</td>
<td>Advanced</td>
</tr>
<tr>
<td>Data Source</td>
<td>Supplier Invoices</td>
</tr>
</tbody>
</table>

3. Click OK.

4. Select Supplier Invoices Filter for the Data Source Filter field.

ADD FIELDS

1. Add the following information to the Columns grid:

<table>
<thead>
<tr>
<th>Business Object</th>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Invoice Document</td>
<td>Supplier Invoice Document</td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice Document</td>
<td>Company</td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice Document</td>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice Document</td>
<td>Due Date</td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice Document</td>
<td>Invoice Amount in Base Currency</td>
<td>Show Currency Symbol</td>
</tr>
<tr>
<td>Supplier Invoice Document</td>
<td>Document Payment Status</td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice Lines</td>
<td>Supplier Invoice Line</td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice Lines</td>
<td>Spend Category</td>
<td></td>
</tr>
</tbody>
</table>
ADD FILTERS

1. Click the **Filter** tab.

2. Add three rows to the grid and enter the following information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Comparison Type</th>
<th>Comparison Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Payment Status</td>
<td>in the selection list</td>
<td>Value specified in this filter</td>
<td>Partially Paid</td>
</tr>
<tr>
<td>Invoice Status</td>
<td>in the selection list</td>
<td>Value specified in this filter</td>
<td>Approved</td>
</tr>
<tr>
<td>Supplier Invoice Lines</td>
<td>is not empty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADD SUBFILTERS

1. Click the **Subfilter** tab.

2. Click the **Add** button.

3. Select **Supplier Invoice Lines** for the Business Object field.

4. Add a row to the grid and enter the following information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Comparison Type</th>
<th>Comparison Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spend Category</td>
<td>in the selection list</td>
<td>Prompt the user for the value and ignore</td>
<td>Default Prompt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the filter condition if the value is blank</td>
<td></td>
</tr>
</tbody>
</table>

POPULATE UNDEFINED PROMPTS

1. Click the **Prompts** tab.
2. Select the **Populate undefined Prompt Defaults** checkbox. Notice that Company is added to Prompt Defaults grid. This prompt comes from the Supplier Invoices Filter for the Supplier Invoices data source.

RUN THE REPORT

1. Click **OK**.
2. Click **Run**.
3. Enter the following information in the report prompts:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Entry Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Global Modern Services, Inc. (USA)</td>
</tr>
<tr>
<td>Spend Category</td>
<td>Office Supplies</td>
</tr>
</tbody>
</table>

4. Click **OK** and verify the data on the report.
ACTIVITY 5.1 – CONFIGURE TOTALS, GROUPING, AND OUTLINING

ADD SUBTOTALS AND A GRAND TOTAL

11a. For the US – Southeast region, what is the total expense line amount for the 71200 Field Sales – North America cost center? $6,788.39

11b. What is the total expense line amount for the US – West region? $2,661.73

11c. What is the grand total expense line amount? $98,687.65

ADD THE COUNT FIELD

7a. In the US Southeast Region, how many expense reports are included in the subtotal for the 71200 Field Sales – North America cost center? 20

7b. How many expense reports are included in the subtotal for the US – West region? 9

7c. How many expense reports are included in the grand total? 205

ADD GROUPINGS

7a. For the third to last row, what information is captured in the Group Name column?
The grouping for the subtotal, which is the 71200 Field Sales – North America cost center

7b. For the second to last row, what information is captured in the Group Name column?
The grouping for the subtotal, which is the US – West region

7c. For the last row, what information is captured in the Group Name column?
The text “Grand Total”
ACTIVITY 6.1 – SHARE A REPORT

RUN THE REPORT AS A MANAGER

5a. How many instances does Jack see? 2

5b. Does Jack see all fields in the report? If no, which fields are missing?
   No, Jack does not see all the fields in the report. He cannot see the Age and
   Emergency Contacts fields. He does not have access to these fields.

5c. Does Jack see data in all the cells? If no, what data is missing?
   No, Jack cannot see data in all cells. He cannot see the Social Security Number for
   his employee. He also cannot see his own base pay amount. He has constrained
   access to these fields.

VIEW THE SECURITY SETTINGS FOR JACK TAYLOR

4. Use the View Security Groups report to fill out the following table.

<table>
<thead>
<tr>
<th>Security Group</th>
<th>Constrained or Unconstrained?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Chain</td>
<td>Constrained by Roles - Supervisory</td>
</tr>
<tr>
<td>Manager</td>
<td>Constrained by Roles - Supervisory</td>
</tr>
</tbody>
</table>

11. Use the Security > View Security related actions to fill in the following table.

<table>
<thead>
<tr>
<th>Report Field</th>
<th>Which permitted security groups do Jack belong to?</th>
<th>What data can Jack see for this report field?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Base Pay Annualized in USD - Amount</td>
<td>Management Chain, Manager</td>
<td>The base pay amounts for his employees, since Jack belongs to constrained security groups.</td>
</tr>
<tr>
<td>Social Security Number – Formatted</td>
<td>Employee as Self</td>
<td>His own Social Security Number, because the Employee as Self security group only lets users see their own data.</td>
</tr>
<tr>
<td></td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td>He cannot see the field at all, because he doesn't belong to a security group with access to the field.</td>
<td></td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>He cannot see the field at all, because he doesn't belong to a security group with access to the field.</td>
<td></td>
</tr>
</tbody>
</table>
ACTIVITY 8.1 – CREATE A MATRIX REPORT

RUN THE MATRIX REPORT AND ANALYZE THE RESULTS

3a. What hiring source reports the highest average salary? **Employee referral**

3b. What Cost Center has the highest average salary in New York? **50000 Office of CFO**

3c. What Compensation Package has the highest average salary for the Headhunter hiring source? **Executive Compensation Package**

3d. What Hire Quarter has the highest average salary for Employee Referrals in San Francisco? **2000-Q1**

4a. Which employees in Boston are managers? **Angela Bianchi, Jake Lee, Jamie Stone, and Patrick O’Brien**

4b. How many employees in San Francisco report to Betty Liu? **3**

4c. Did the Tax Department supervisory organization find employees using the Headhunter hiring source? **Yes**
ACTIVITY 10.1 – COMPARE REPORT PERFORMANCE

VIEW AND RUN THE BEFORE REPORT

5a. How many instances are returned in the report? **116**

5b. Who is the last worker listed on the report? **Yolanda Torres**

VIEW AND RUN THE AFTER REPORT

5a. How many instances are returned in the report? **116**

5b. Who is the last worker listed on the report? **Yolanda Torres**

5c. Do both reports return the same data? **Yes**

COMPARE THE PERFORMANCE OF THE TWO REPORTS

5. Review the log files created for each report and note the timings (in milliseconds) in the following table.

<table>
<thead>
<tr>
<th>Report Timings</th>
<th>WDINST RW New Hire Base Pay Increases – Before</th>
<th>WDINST RW New Hire Base Pay Increases – After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Execution Time</td>
<td>The Before report takes about 7 seconds longer than the After report.</td>
<td></td>
</tr>
<tr>
<td>Initialization Time</td>
<td>About the same</td>
<td></td>
</tr>
<tr>
<td>Data Source Time</td>
<td>About the same</td>
<td></td>
</tr>
<tr>
<td>Top Level Filter Time</td>
<td>The Before report takes about 5 seconds longer than the After report.</td>
<td></td>
</tr>
<tr>
<td>Top Level Sort Time</td>
<td>About the same</td>
<td></td>
</tr>
<tr>
<td>Processing Time</td>
<td>The Before report takes about 1.5 seconds longer than the After report.</td>
<td></td>
</tr>
<tr>
<td>DataSource Instance Count</td>
<td>387</td>
<td>28</td>
</tr>
<tr>
<td>Post Filter Instance Count</td>
<td>27</td>
<td>27</td>
</tr>
</tbody>
</table>
# APPENDIX B – REPORTING SECURITY DOMAINS

Domain security policies control which security groups have access to a given security domain. The following table describes common security domains that control access to reporting features.

<table>
<thead>
<tr>
<th>Security Domain</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to Create Only Temporary Reports</td>
<td>Controls which users can only create temporary custom reports. Users must also have access to the Custom Report Creation domain.</td>
</tr>
<tr>
<td>Composite Report Preview</td>
<td>Enables users to preview composite report functionality.</td>
</tr>
<tr>
<td>Custom Report Administration</td>
<td>Allows users to control characteristics of any report, such as whether it appears on the menu.</td>
</tr>
<tr>
<td>Custom Report Creation</td>
<td>Allows users to create reports and view, edit, and delete custom reports they own. It also allows users to copy standard and custom reports that they can view.</td>
</tr>
<tr>
<td>Export to PDF and Excel</td>
<td>Controls which users can download files from the user interface to PDF or Excel. The View printable version (PDF) and Export to Excel icons will be hidden from the user interface for users who don’t have access to this domain.</td>
</tr>
<tr>
<td>Facet Range Management</td>
<td>Enables users to create, edit, delete, and view facet ranges.</td>
</tr>
<tr>
<td>Formatting Style Management</td>
<td>Provides access to create, edit, delete and view formatting styles.</td>
</tr>
<tr>
<td>Maintain Excel Template</td>
<td>Allows users to attach an excel template to a report definition.</td>
</tr>
<tr>
<td>Manage: All Custom Reports</td>
<td>Allows users to view, edit, and delete all custom reports, regardless of who owns the report.</td>
</tr>
<tr>
<td>Outline Structure Management</td>
<td>Provides access to managing outline structures for composite reporting.</td>
</tr>
<tr>
<td>Report Background Processes</td>
<td>Allows users to view all report background processes.</td>
</tr>
<tr>
<td>Report Definition Sharing – All Authorized Users</td>
<td>Allows users to share report definitions with all users who have access to the report data source.</td>
</tr>
<tr>
<td>Report Definition Sharing – Specific Groups</td>
<td>Allows users to share report definitions with specific groups who have access to the report data source.</td>
</tr>
</tbody>
</table>
### Report Definition Sharing – Specific Users
Allows users to share report definitions with specific users who have access to the report data source.

### Report Output Sharing
Allows users to share the output of reports scheduled to run in the background.

### Report Prompt Set Management
Allows users to create, edit, and delete prompt sets.

### Report Tag Management
Allow users to create report tags.

### Reporting Audits
Allows user to audit changes to custom report definitions.

### Reporting Functionality
This domain is a parent domain, which includes child policies. Users with access to this domain will inherit access to all child policies. The child policies in this parent domain are:

- Ability to Create Only Temporary Reports
- Composite Report Preview
- Facet Range Management
- Formatting Style Management
- Maintain Excel Template
- Outline Structure Management
- Report Definition Sharing - All Authorized Users
- Report Definition Sharing - Specific Groups
- Report Definition Sharing - Specific Users
- Report Output Sharing
- Report Prompt Set Management
- Report Tag Management

### Scheduled Report Processes
Allows users to schedule a report to run in the background. It also allows users to review, modify, and transfer ownership of scheduled report processes.

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**Resource**: For more information on configuring security using security domains and security groups, search Workday Community for *configurable security*.

**Additional Training**: You can sign up for Workday’s Configurable Security Fundamentals class to learn more about this topic.
APPENDIX C – FREQUENTLY ASKED QUESTIONS

DELIVERED REPORTS

HOW CAN I SEE WHAT REPORTS ARE DELIVERED?
Run the Workday Standard Reports report. You must have access to the Custom Report Administration security domain to run this report.

WHO CAN RUN A DELIVERED REPORT?
Delivered reports are secured to domains. Users must belong to a security group that has access to one of the report’s security domains to run the delivered report. You can run the Workday Standard Reports report to see which domains secure each delivered report. (Note: You can also run the View Security for Securable Item report to get this information.)

CAN I EDIT A DELIVERED REPORT?
No, you cannot directly edit a delivered report.

CAN I COPY A DELIVERED REPORT?
You can only copy a delivered report if the type is Report Writer. You can’t copy a delivered report if the type is XpressO.

CAN I VIEW THE BUSINESS OBJECTS AND FIELDS USED IN AN XPRESSO REPORT?
No, you can’t view the report definition for an XpressO report. You can only run an XpressO report.
CREATING, EDITING, AND DELETING CUSTOM REPORTS

WHO CAN CREATE A CUSTOM REPORT?
To create a custom report, users must have access to the Custom Report Creation security domain. Users must also have access to the security domains for the report data source and for the report fields they want to add.

WHEN CREATING A CUSTOM REPORT, WHY CAN’T I CHOOSE THE DATA SOURCE I NEED?
You don’t belong to a security group with access to the domain securing the data source.

WHEN CREATING A CUSTOM REPORT, WHY CAN’T I ADD THE REPORT FIELDS I NEED?
You don’t belong to a security group with access to the domains securing the report fields.

HOW CAN I SEE WHAT CUSTOM REPORTS I HAVE CREATED?
Run the Custom Reports for Person standard report.

WHO CAN VIEW, EDIT, AND DELETE A CUSTOM REPORT DEFINITION?
The report owner and users with access to the Manage: All Custom Reports security domain can view, edit, and delete a custom report.

WHY CAN’T I DELETE A CUSTOM REPORT DEFINITION THAT I CAN ACCESS?
You can’t delete a custom report definition if it is used anywhere, such as a worklet on a dashboard.

HOW CAN I SEE WHEN A CUSTOM REPORT WAS LAST UPDATED?
From the custom report’s Related Actions, select Audits > View Audit Trail. (Note: You can also run the All Custom Reports standard report and view the Last Updated field to see this information.)

CAN A CUSTOM REPORT BE OWNED BY MORE THAN ONE PERSON?
No, custom reports can only have one owner.
SHARING CUSTOM REPORTS

WHO CAN SHARE A CUSTOM REPORT?
The report owner and users with access to the Manage: All Custom Reports security domain can share a custom report. A user must have access to these security domains to change the sharing options:

- Domain: Report Definition Sharing – All Authorized Users
- Domain: Report Definition Sharing – Specific Groups
- Domain: Report Definition Sharing – Specific Users

WHO CAN A CUSTOM REPORT BE SHARED WITH?
A custom report can be shared with groups and users who have access to the report’s data source. Users must belong to a security group with permissions to the domain securing the data source. From the report data source’s Related Actions, select Security > View Security to see the list of permitted security groups.

HOW CAN I SEE WHICH CUSTOM REPORTS HAVE BEEN SHARED WITH WHICH USERS?
Create a custom report using the All Custom Reports data source and Advanced report type. Include these fields on the report: Custom Report, Report Owner, Sharing Option, and Authorized Users.
RUNNING CUSTOM REPORTS

WHO CAN RUN A CUSTOM REPORT?
The report owner and users who the report has been shared with can run a custom report.

DOES A USER NEED ACCESS TO ANY SECURITY DOMAINS TO RUN A REPORT?
No, any user can run a report to which they have access. You only need access to specific security domains if you need to view and modify custom report definitions.

HOW CAN I SCHEDULE A REPORT TO RUN ON A DAILY, WEEKLY, OR MONTHLY BASIS?
Run the Schedule a Report task or use the Custom Report > Schedule related action.

HOW CAN I CHANGE OR SUSPEND A SCHEDULED REPORT?
Run the Scheduled Future Processes standard report. From the Request Name’s Related Actions, select Schedule Future Process > Edit or Schedule Future Process > Suspend.

CAN A USER SEE REPORT OUTPUT USING ANOTHER USER’S SECURITY?
Only scheduled reports allow a user to see report output using another user’s security. You can schedule a report and share the output with users. Users will see the output file generated using the schedule owner’s security.
MANAGING REPORTS

HOW CAN I SEE HOW OFTEN A GIVEN REPORT HAS BEEN RUN?
Run the Report Run History standard report. Click on the number in the Count column to see detailed information about each time the report was run.

HOW CAN I SEE A LIST OF ALL CUSTOM REPORTS?
Run the All Custom Reports standard report.

HOW CAN I TRANSFER OWNERSHIP OF A REPORT?
Run the Transfer Ownership of Custom Reports standard report. The new owner must have access to the report’s data source and report fields and have access to the Custom Report Creation security domain. You must have access to the Custom Report Administration or Manage: All Custom Reports security domain to transfer ownership of a custom report.

WHO CAN CREATE REPORT TAGS?
Users with access to the Report Tag Management security domain can create report tags.

WHO CAN ASSIGN REPORT TAGS TO THEIR CUSTOM REPORTS?
Users with access to the Custom Report Creation security domain can assign report tags to their custom reports.

HOW CAN I FIND OUT WHERE A GIVEN REPORT IS BEING USED?
Copy the All Custom Reports standard report, and add the Areas Where Used report field to your copy of the report.

HOW CAN I MIGRATE A CUSTOM REPORT DEFINITION FROM ONE TENANT TO ANOTHER (I.E., SANDBOX TO PROD)
You can use Solutions or OX to migrate a custom report definition.

HOW CAN I TRANSLATE TEXT ON A CUSTOM REPORT TO ANOTHER LANGUAGE?
The Custom Report > Translate related action lets you to translate label overrides for columns, sorts, prompts, etc. The Translation > Translate Instance related action lets you translate text information about the report instance itself, such as the brief description or more information.
## APPENDIX D – HELPFUL RESOURCES

This appendix contains some helpful standard reports and tasks that you can use when creating and managing custom reports.

### STANDARD REPORTS

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workday Standard Reports</td>
<td>Displays all Workday delivered reports.</td>
</tr>
<tr>
<td>All Custom Reports</td>
<td>Displays all custom reports in the tenant.</td>
</tr>
<tr>
<td>Business Object Details</td>
<td>Displays the fields, related business objects, data sources, and reports for a business object.</td>
</tr>
<tr>
<td>Data Sources</td>
<td>Displays information about the delivered data sources, including whether a data source is standard or indexed, if the data source includes built-in prompts, and permitted security groups for the data source.</td>
</tr>
<tr>
<td>View Security for Securable Item</td>
<td>Shows the security policies and permitted security groups for a securable item, such as a data source or report field.</td>
</tr>
<tr>
<td>View Security Groups for User</td>
<td>Shows which security groups a user belongs to.</td>
</tr>
<tr>
<td>Scheduled Future Processes</td>
<td>Displays all background processes that are scheduled, but not yet run.</td>
</tr>
<tr>
<td>Process Monitor</td>
<td>Displays the reports that are running or have run in the background.</td>
</tr>
<tr>
<td>View Report Log</td>
<td>Shows the timings for a specific report.</td>
</tr>
<tr>
<td>Maintain Calculated Fields</td>
<td>Shows all the system-wide calculated fields your company has defined in Workday. It can also be used as the control center for tasks related to system-wide calculated fields.</td>
</tr>
</tbody>
</table>
### TASKS

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transfer Ownership of Custom Reports</strong></td>
<td>Changes the owner of one or more reports to a different user.</td>
</tr>
<tr>
<td><strong>Schedule a Report</strong></td>
<td>Schedule a report or report group to run now, at a specific time in the future, or on a recurring basis.</td>
</tr>
<tr>
<td><strong>Edit Report Log Settings</strong></td>
<td>Log timings for specific reports.</td>
</tr>
<tr>
<td><strong>Create Calculated Field</strong></td>
<td>Create calculated fields for use in reports, rules, or additional fields.</td>
</tr>
</tbody>
</table>