

Workday Reports

Must have the Award Contract Analyst (ACA) role

PI's should have the Grant Manager, Worktag Owner, and Award Contract Analyst roles

To Find a list of your awards		
List of My Grants - FIN - CR (NSHE)	Will provide a comprehensive list of all your Sponsored Project awards. Blue hyperlinks allow you to view selected award document.	
Use the following reports to see budget and expense details		
Legacy Account #s	REPORT NAME	PURPOSE (All reports may be sorted and/or exported to Excel)
1320 or 1321 accounts	My Award Budget to Actuals by Ledger Account - FIN - CR (NSHE)	For Sponsored Project awards only. May run report using either Award number or Worktag (Grant) reference from this report. Click on any Blue amount and it will open a new window to show you detail for the expenses in that category. Click on the arrow next to the blue amount and you will be able to select how to view the expenses (i.e. by worker, by grant, by ledger account, etc.).
1400 accounts	Manager Balance – State Grant Appropriation by Worktag - FIN - CR (NSHE)	For the Federal portion of Capacity projects (Hatch, Multi-State, McIntire-Stennis or Animal Health): This report provides Cost Center, Program, Grant information so you can easily see overall info for the 3-month and 9-month period Worktags. You may drill down for more detailed information by clicking on the blue amounts.
	Manager Balance – State Grant Appropriation by Ledger Account - FIN - CR (NSHE)	For the Federal portion of a Capacity project: This report provides overall expense category totals. Click on any Blue amount and it will open a new window to show you detail for the expenses in that category. Click on the arrow next to the blue amount and you will be able to select how to view the expenses (i.e. by worker, by grant, by ledger account, etc.).
1101 or 1106 accounts	Manager Balance – Budgeted by Ledger Account - FIN - CR (NSHE)	Report for State accounts and State Match of any kind, including that for Capacity projects.
1311 accounts		Report for Endowment or Gift accounts.
1212 accounts		Report for Course Fee accounts
1201 or 1207 accounts	Manager Balance – Balance Controlled by Ledger Account - FIN - CR (NSHE)	Report for unbudgeted accounts such as F&A and VPRI start-up accounts.
Use the following Report to see what award tasks are due and when		
All Sponsor Reports Due Dates – FIN – CR (NSHE)	This report will retrieve a list of all sponsor report schedules with a status of complete, In Progress, and Not Started. This may be sorted, filtered and/or exported to Excel. Active hyperlinks will take you directly to the Award file. From the award file, click on the "Award Tasks" tab and you will see all task details.	

Additional references

- [Workday Grant Functions Quick Reference Guide](#) (found on Sponsored Projects website)
- [Terminology crosswalk \(Legacy system to Workday\)](#) (from link above)
- [WD Tools](#) is a great resource to look up all sorts of Workday information such as Grants, Spend Categories, Detail Codes and a lot more.
- [Workday to Advantage Crosswalk](#) enter in a legacy account number and find out the corresponding Award and Grant codes you will need to look it up in Workday.
- [Workday Training and Resources](#) this site contains job aids, presentations, and videos to help you complete various tasks in Workday.
- [Team Dynamix](#) Use this site to create a work ticket for various requests.