



Workday First Monthly Close and Reporting Guide

August 2, 2024

I wanted to remind everyone of the email from the GL team earlier this week with the close timeline and instructions. I've reattached that email to this email in case you missed the original email earlier this week. The preliminary close dates are from Thursday, August 1st, to Monday, August 5th. The final close will be on Thursday, August 8th.

As we close out our first month using Workday Finance, we want to ensure you have access to the data you need to run reports effectively. While we are working hard to create additional reports and make more information readily available, below is a table listing the currently available reports and their comparable counterparts in PeopleSoft. We have created a dedicated reporting section on our Workday website and we will be posting the below information and updating the website over the next several days with more information, new reports and updated trainings. The reporting website can be found here: <https://gsiemployees.com/workday-reporting/>

For instructions on how to run and use reports in Workday, you can view the video linked [here](#).

Workday Report Name	Peoplesoft Alternative	Functional Area	Description	Related Training
FIN RPT Income Statement - Cost Center	Operating Statement	Financial Accounting	This report shows a location's Income Statement. It uses information from journal entries to compare this year's numbers to last year's similarly to the Operating Statements from PeopleSoft. This report can be run anytime during the month and will contain all up-to-date information as of the date run.	Coming Soon (but can be run in Workday now)
FINS RPT - Supplier Invoices by Cost Center	-	Supplier Accounts	This report allows managers to view invoices submitted to OSV in order to verify that they have been properly processed.	Link
Find Supplier Invoices	-	Supplier Accounts	You can see information about supplier invoices, such as the invoice number, company, status, supplier, and invoice date. It also shows details like discounts, due dates, and amounts.	Link
Supplier Payment	Payables Reports	Supplier Accounts	This report lets you view supplier payments. It includes the payment date, supplier, payment type, amount, invoice number, and discount.	Link
FINS RPT - Supplier Invoice Entered Out of Period	Out of Period Invoices	Supplier Accounts	This report allows you to view supplier invoices that were entered outside of the month that the expense was incurred.	Coming Soon (but can be run in Workday now)
Find My Team's Expense Reports	-	Expenses	Find expense reports for team members. It includes the report number, date, status, amount, currency, pay-to person, and if it's been paid.	Link

Time Off Liability	Leave Accrual Report	Payroll	See how much time off your team members have left. Details include employee name, time off plan, hours or days, and currency.	Coming Soon (but can be run in Workday now)
My Team's Time and Time Off		Payroll	This report shows how much time team members have reported and any time off they have taken.	Coming Soon (but can be run in Workday now)
FIN RPT - Find Assets for Cost Centers	Fixed Assets	Business Assets	You can view and manage events related to business assets or edit them for more details.	Link
Capital Project Transaction Detail	-	Projects	Project managers can list capital project transactions. It shows if rules are followed and includes details about accounting adjustments.	Link
POS Request Output	Daily Control Section Report	Banking	This report allows you to view daily sales entry information including date entered, sales separated by sales categories, supporting documentation, and more.	Coming Soon (but can be run in Workday now)
GSI - Find Projects	-	Projects	This advanced report enables managers to find and review projects, including overview information on the company, project hierarchy, dates, status, owner, and percent complete.	Link
Pay Calculation Results - Earning Register	Labor Distribution Report	Payroll	This report shows all employees for a given cost center broken down by their gross pay amounts. At this time, this report can only be run by payroll so please email workday@guestservices.com and payroll@guestservices.com to have it run and	Contact Payroll or Workday email to run it for you

			sent to you. We are also working to make enhancements to this report as well.	
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Additionally, we'll be creating Workday tips and tricks guides to help with commonly asked questions for processes in Workday - These resources will be available on the gsiemployees.com/workday page.

Please feel free to reach out to workday@guestservices.com if you have any questions or need further assistance. Thank you.