



Workday@NSHE



Workday Release Update

This newsletter contains information regarding the upcoming changes in Workday Reports

Enable Manager Balance Report for use with Worksheets

Manager Balance reports will be changing so the reports can be enabled for Worksheets. Worksheets allow similar calculation and formatting functionality to Excel, with the benefit of refreshing of report data in real time. This reduces the need to manually download reports to Excel.

Due to this change **ALL EXISTING** saved filters for Manager Balance Reports will no longer work as before. Users will either need to create new filters that pull in the budget structure or populate existing filters with the budget structure and then resave the filter.

If a filter name is identical to an existing filter, the new filter will overwrite the existing filter.

When generating a new Manager Balance report, the Budget structure will have a default value

Manager Balance - Balance Controlled By Ledger Account - FIN - CR (NSHE) ...

Instructions **DO NOT change default values for Budget Structure. Doing so would result in report errors.**

This report will include gifts, programs and projects for balance controlled funds. Select your organization as the "highest level" and then add additional unit, cost center, fund or worktag data to reduce/ filter your results.

Company	*	X University of Nevada, Reno ...	:
Organization	*		:
Period	*		:
Budget Structure (Do not change Default)	*	X Balance Controlled	:
Budget Name	*		:
Unit			:
Cost Center			:
Cost Center Hierarchies			:
Fund Hierarchies			:
Worktags			:

For Reports with Saved Filters, the Budget Structure default value is not displayed which will cause the report to error.

Instructions DO NOT change default values for Budget Structure. Doing so would result in report errors.

This report will include gifts, programs and projects for balance controlled funds. Select your organization as the "highest level" and then add additional unit, cost center, fund or worktag data to reduce/ filter your results.

Company	* x University of Nevada, Las Vegas ...	:
Organization	x FY19 One Account	:
Period		:
Budget Structure	x Balance Controlled ...	:
Budget Number		:
Unit		:
Cost Center		:
Cost Center		:
Fund Hier		:
Worktags		:

Filter

Managed

11 Saved Filters

Save

Manager Balance - Balance Controlled By Ledger Account - FIN - CR (NSHE) ⋮

Instructions DO NOT change default values for Budget Structure. Doing so would result in report errors.

This report will include gifts, programs and projects for balance controlled funds. Select your organization as the "highest level" and then add additional unit, cost center, fund or worktag data to reduce/ filter your results.

Company	*	<input type="text" value="x University of Nevada, Las Vegas"/>	⋮
Organization	*	<input type="text" value="x Gift: GF01218 Law School- General Scholarship"/>	⋮
Period	*	<input type="text" value="x FY 2019 - 12 June"/>	⋮
Budget Structure (Do not change Default)	*	<input type="text"/>	⋮
Budget Name	*	<input type="text" value="x UNLV 2019 Balance Control Budgets"/>	⋮
Unit		<input type="text"/>	⋮
Cost Center		<input type="text"/>	⋮
Cost Center Hierarchies		<input type="text"/>	⋮
Fund Hierarchies		<input type="text"/>	⋮
Worktags		<input type="text"/>	⋮

Filter Name

OK

Cancel

The user needs to update the Budget Structure field with the correct value and run the report.

Updating Saved Filters during Report Generation

After running the report with the updated field values, the user can save a new filter with the new Budget Structure default value or save the filter with the same name as the previous filter to be able to reuse it.

This report will include gifts, programs and projects for balance controlled funds. Select your organization as the "highest level" and then add additional unit, cost center, fund or worktag data to reduce/ filter your results.

Company	*	x University of Nevada, Las Vegas	...	☰
Organization	*	x Gift: GF01218 Law School- General Scholarship	...	☰
Period	*	x FY 2019 - 12 June		☰
Budget Structure (Do not change Default)	*	x Balance Controlled	...	☰
Budget Name	*	x UNLV 2019 Balance Control Budgets	🔗	☰
Unit				☰
Cost Center				☰
Cost Center Hierarchies				☰
Fund Hierarchies				☰
Worktags				☰

Manage Filters
11 Saved Filters ▾

A filter with this name already exists:
FY19 One Account. Do you want to replace it?

Updating Saved Filters via Manage My Filters

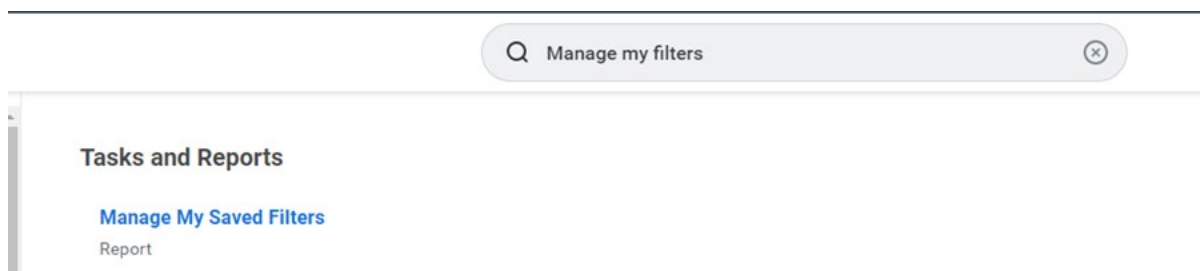
Users can update their Saved Filters to include the new Budget Structure field via Manage Filters when running the report.

Balance for the Net Position, adjusted for the Pay Date Shift.
The FY Mismatch row will populate for transactions where the Budget Date is not within the same FY as the fiscal period the report is ran for; therefore will not be included in the ending balance or YTD Actuals until the FY mismatch is corrected.

Company	*	<input type="text" value="X College of Southern Nevada ..."/>	:☰
Organization	*	<input type="text" value="X Cost Center Hierarchy: CCH_CSN CSN Cost Centers"/>	:☰
Period	*	<input type="text" value="X FY 2022 - 02 August"/>	:☰
Budget Structure (Do Not Change Default)	*	<input type="text"/>	:☰
Budget Name	*	<input type="text" value="X CSN 2022 Fiscal Year Budgets - child"/>	:☰
Unit		<input type="text"/>	:☰
Cost Center		<input type="text"/>	:☰
Cost Center Hierarchies		<input type="text"/>	:☰
Fund Hierarchies		<input type="text"/>	:☰
Worktags		<input type="text"/>	:☰

Manage Filters
110 Saved Filters ▾

Saved Filters can also be edited by searching Manage My Filters. The user will need to search the specific report and edit the specific filter.



110 items

Report	Saved Filter	Edit
Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE)	02 Aug - FY22	<input type="button" value="Edit"/>
Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE)	02 Aug FY23	<input type="button" value="Edit"/>
Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE)	03 Sep FY22	<input type="button" value="Edit"/>

Update the Saved Filter with the correct Budget Structure field value and save the filter. The Saved Filter error will no longer occur after updating the filter.

Edit Saved Filter 02 Aug - FY22 ⋮


Saved Filter

Report/Task Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE)

Report Definition Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE)

Instructions This report will include gifts, programs, and projects for budgeted funds. Select your organization as the " Note: projects are report as fiscal year for this report. To see life-to-date projects, run the Manager Balance

Balance Summary section on report output: The intent of the Balance Summary section is to reconcile the The FY Mismatch row will populate for transactions where the Budget Date is not within the same FY as t

Company	* <input type="text" value="College of Southern Nevada ..."/>	
Organization	* <input type="text" value="Cost Center Hierarchy: CCH_CSN CSN Cost Centers"/>	
Period	* <input type="text" value="FY 2022 - 02 August"/>	
Budget Structure (Do Not Change Default)	* <input type="text" value="Fiscal Year - Child ..."/>	
Budget Name	* <input type="text" value="CSN 2022 Fiscal Year Budgets - child"/>	
Unit	<input type="text"/>	
Cost Center	<input type="text"/>	
Cost Center Hierarchies	<input type="text"/>	

Training

Follow these links to get to the Workday Training Calendar and the Workday Job Aids table of contents.

- [Workday Training Calendar](#)
- [Workday Job Aids](#)



Workday@NSHE Help Desk

Hours: Monday - Friday, 7:30 am to 5:30 pm except on holidays

Call Us: 800-781-8816 or **Email Us:** workday@nshe.nevada.edu

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