



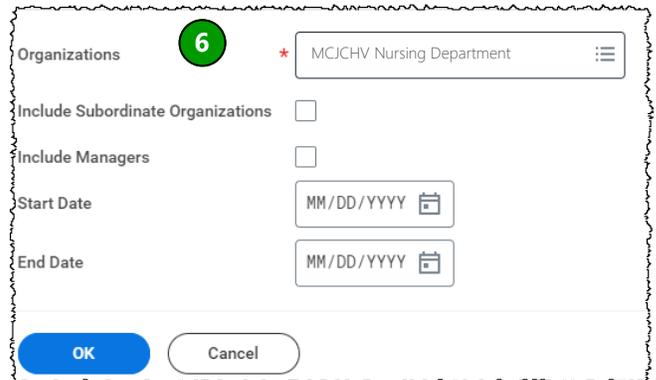
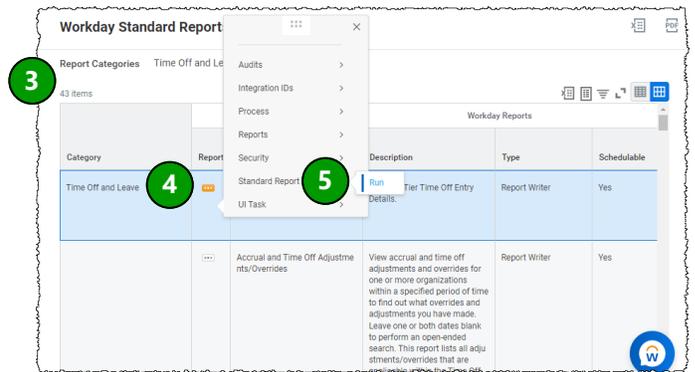
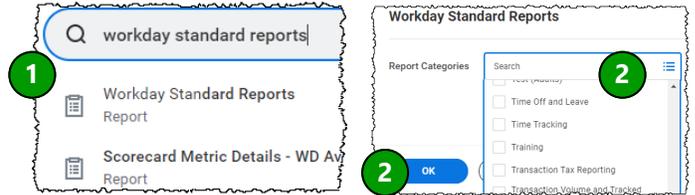
## Workday Reports

Workday contains Standard Reports (created by Workday) as well as Custom Reports (customized for VUMC) that are available to users based on their role. Follow the steps below to view and run Workday Reports.

### Workday Reports

From your Workday homepage:

1. Search and select **Workday Standard Reports**.
  2. Select the **Prompt** Icon to choose a Report Category, and then select **OK**.
  3. A list of Workday Standard Reports selected in the previous category is displayed.
  4. Reports you have access to can be run directly from this list. Select the **Related Actions** icon for the report you have chosen to run.
  5. Select **Standard Report**, and then select **Run**.
  6. Select the **Organization**, and then select **OK**.
  7. This screen shows all details on the report chosen.
- Note:** Any blue words can be selected to link to other objects in Workday.



Time Off Entry	Supervisory Organization	Worker	Request Type	Time Off/Abs Table
7	MCJCHV Nursing Department	Warren Peace	Absence Request	flexPTO - FT
Q	MCJCHV Nursing Department	Fred Ex	Absence Request	flexPTO - FT
Q	MCJCHV Nursing Department	Amy Zhan	Absence Request	flexPTO - FT



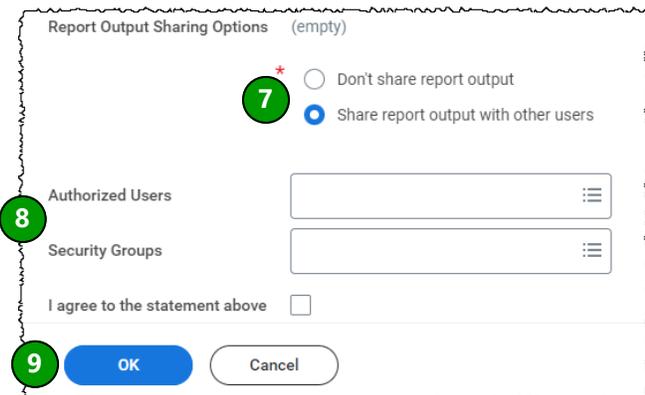
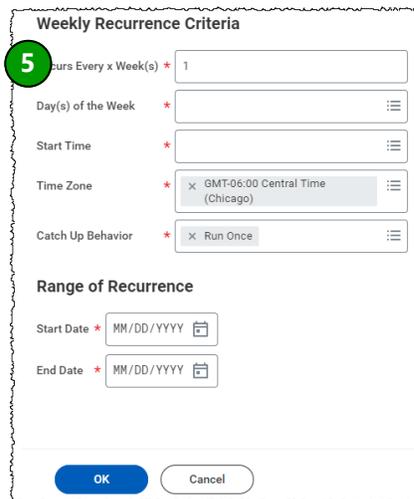
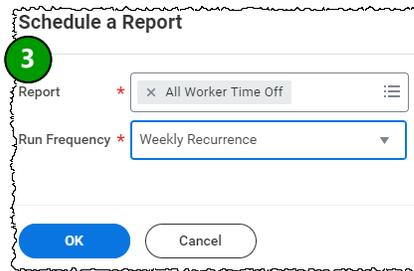
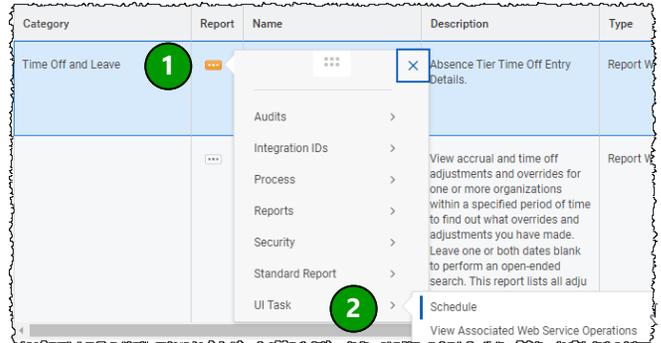
## Workday Reports: Scheduled

Workday allows you to schedule certain reports to be run on a selected frequency. Follow the steps below to view scheduled Workday Reports.

### Workday Reports (scheduled)

From your Workday Standard Reports List:

1. Select the **Related Actions** icon.  
**Note:** Employees may only schedule reports they have access to. Sharing report output is limited to security group **Report Output Sharing**.
2. Select the **UI Task**, and then select **Schedule**.
3. The Report auto populates based on your previous selection. Select **Run Frequency**, and then select **OK**.
4. Select **Schedule**.
5. Enter all the required information, and then select **OK**.  
**Note:** The scheduling of reports can allow the output to be shared with others. Follow Steps 6–9 below to share the output of a report with others (optional).
6. Select **Share**.
7. Select **Share report output with other users**.
8. Identify **Authorized Users** and **Security Groups** if necessary.
9. Select **Check Box** to acknowledge data sharing with others, and then select **OK**.





## Workday Reports: Custom

Workday also contains Custom Reports that users can run for different reporting needs. A list of custom reports can be retrieved within Workday. Access to these reports will vary based on your role. Follow the steps below to view custom Workday Reports.

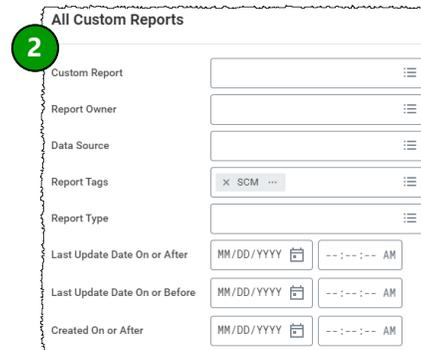
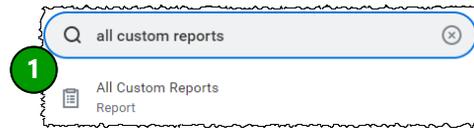
### Workday Reports (Custom)

From your Workday homepage:

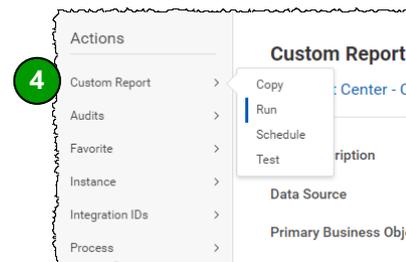
1. Select and search **All Custom Reports**.
2. Fill in applicable prompts to narrow down the list of custom reports. In this example, a filter will be applied to retrieve reports that have the **SCM** (Supply Chain Management) **Report Tag**.

**Note:** A list of custom reports with the “SCM” Report Tag is generated. Reports you have access to will be displayed in blue and can be run from this list.

3. Select the **Related Actions** icon by the report you want to run.
4. Select **Custom Report**, and then Select **Run**.



Custom Report	Report Type	Data Source	Category	Report Tags
RPT Cost Center - Company	Advanced	Cost Centers	Organizations	RPT SCM Sathya Narayana SCM
RPT Supplier Contact Account	Advanced	Supplier Contacts	Supplier Accounts	RPT SCM Sathya Narayana SCM





## Workday Reports: Icons

Take note of the list of icons you might see when running reports in Workday.



Allows you to export the table to Excel



Allows you to export to Worksheets (cloud-based, collaborative spreadsheet built directly into the core of Workday's technology platform)



Allows you to apply filters to specific columns. Column headers can also be clicked on to apply a filter or sort ascending/descending order.



Allows you to toggle to a full-screen view of the report.



Allows you to toggle between collapsed rows and expanded rows on the report.



Allows you to change your Report Category selection.



Allows you to view a printable version of PDF.