



Workday Workbooks

This guide provides step-by-step instructions on how to use Workday to create custom Workbooks. Workbooks are an Excel like tool where users can create custom groups of reports used for monthly reporting, financial modeling, variance analysis, account reconciliation or other needs that may require a group of employees to collaboratively review reports.

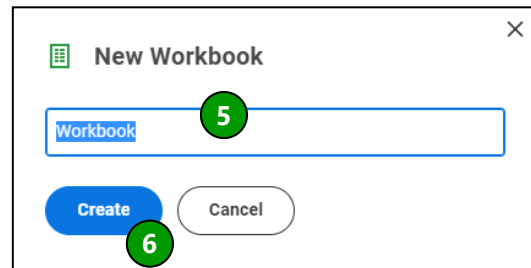
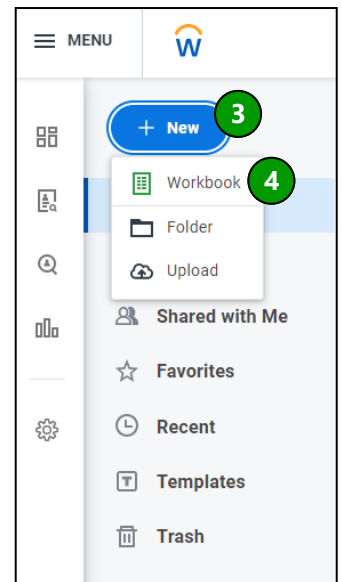
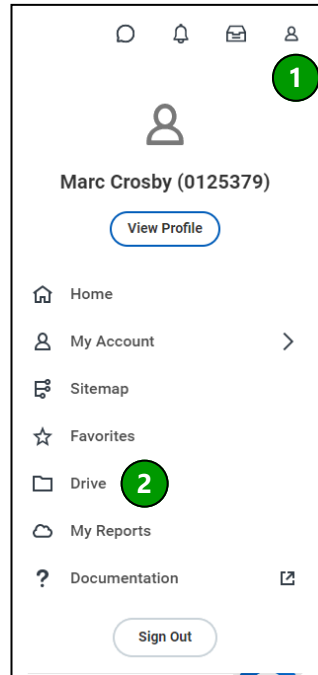
Accessing Workbooks

From your homepage:

1. Click the **Profile** icon.
2. Click **Drive**.
3. Click **New**.
4. Click **Workbook**.
5. Give your new Workbook a name.
6. Click **Create**.

A blank Workbook will display.

Note: in step 4 users can create Folders that allow them to group Workbooks. Access can then be assigned by sharing Folder.





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Setting up Workbooks

Workbooks are similar to excel and have familiar functionality such as formulas, pivot tables, and the ability to add tabs at bottom for grouping additional reports. The starting point for workbooks is a published report in Workday and Workbooks will include live data from Workday.

1. Click **Add Live Data**.

A list of Reports that can be added to your Workbook will display. This list includes reports from HR, Finance, Research and Grants, and Supply Chain and will continue to expand as new reports are created.

2. Search for a report or select from the list.
3. Click the **Next** button.

The screenshot displays the Workday Reporting Workbook interface. At the top, there is a search bar and a blue button labeled "Add Live Data" (marked with a circled 1). Below the toolbar is a grid of columns (A-S) and rows (1-33). A "Select Report" dialog box is open in the foreground, showing a list of reports on the left and details for the selected report "CR Fin Clinical Enterprise Performance - Patient Days" on the right. The selected report is highlighted with a circled 2. At the bottom right of the dialog, there is a blue "Next" button (marked with a circled 3).



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Setting up Workbooks

4. Enter Required Prompt Values for **Company, Organization, and Period**.

Note: Users can also narrow data by specific Worktags if desired.

5. Click the **Next** button.

6. Select **Live Data Area**.

7. Click the **Add** button.

8. Your report populates inside the blue box and cannot be edited.

Note: Users can type in the Workbook outside of the blue box to add a header, add comments or notes. Reports within the workbook are updated per tab and require each tab to have the periods updated manually.

Select Prompt Values CR Fin Clinical Enterprise Performance - Patient Days

Prompts Reset All to Defaults

Company for Organization Reporting *

Organization * 4

Period *

Worktags

Previous Next 5

Select Options CR Fin Clinical Enterprise Performance - Patient Days

Insert report data as: 6

Live Data Area
 Maintains a connection to Workday data. You can refresh the contents of a live data area on demand.

Static Values
 Does not maintain a connection to Workday data. A snapshot of the report data will be inserted as static values.

Highlight live data area
 Restrict live data editing and refresh to the owner only (for all live data in the workbook)
 Enable Multi-Instance Values

Previous 7 Add

Workbook

File Edit View Format Insert Data Help All changes are

Roboto 9 B I U A

	A	B	C	D	E
1					
2	Ledger Account	Total	Average		
3					
4	Key Revenue and				
5	Patient Days	0	0		
6	Observation and	0	0		
7	Equivalent Patient	0	0		
8					
16	Operating				
17	Gross Patient	0	0		
18	Academic and	0	0		
19	Other Operating	0	0		
20	Total Operating	0	0		
21	Operating				
22	Salaries, Wages,	0	0		
23	Supplies and Drugs	0	0		
24	Services and Other	0	0		
25	Facilities and	0	0		
26	Depreciation and	0	0		
27	Interest	0	0		
28	Total Operating	0	0		
29					

Sheet1



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Sharing Workbooks

Workbooks can be shared with employees to collaboratively review data. Visibility to data at the time the workbook is shared will **NOT** require a Workday Security check to ensure employees have purview over data.

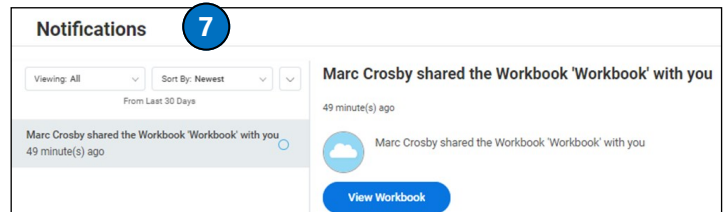
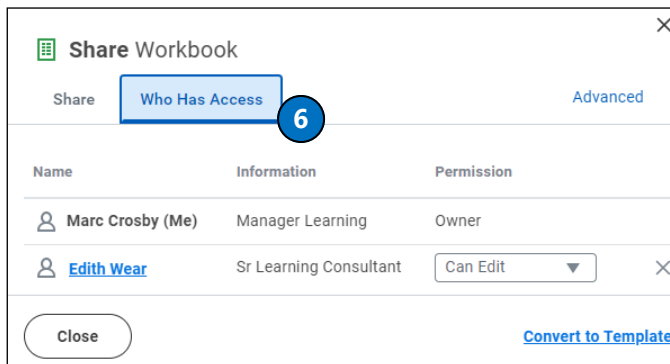
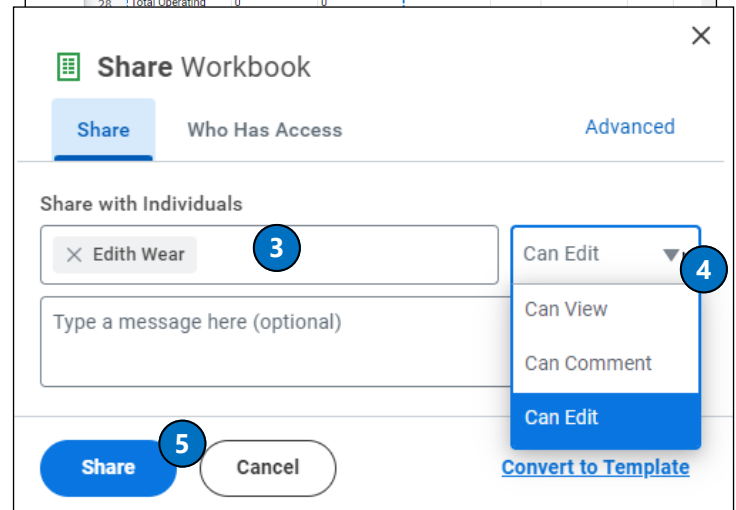
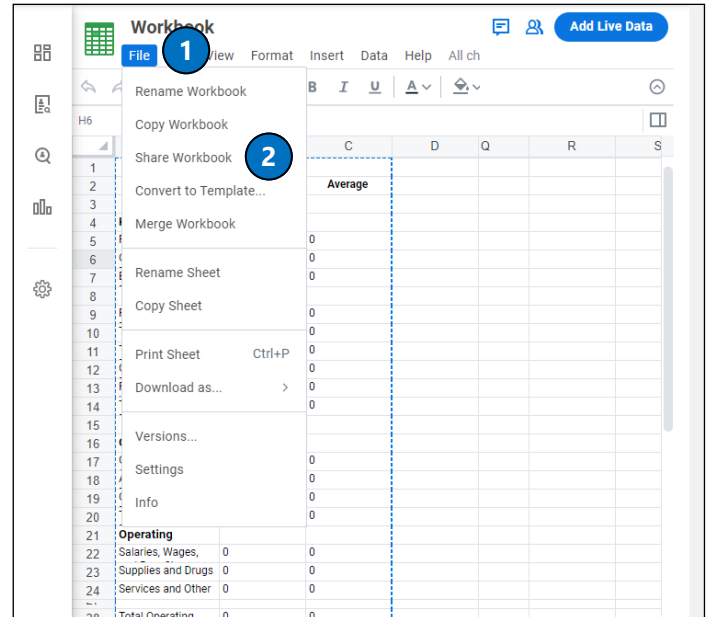
Follow these steps to share a Workbook.

1. Click **File**.
2. Click **Share Workbook**.

The Share Workbook page will display.

3. Enter the employee(s) you want to share the workbook with in the **Share with Individuals** field.
4. Select **Can View**, **Can Comment** or **Can Edit** Permission.
5. Click **Share**.
6. **Who Has Access** tab shows list of employees and their Permission for this workbook.
7. Employees will receive an Inbox notification in Workday when a Workbook is shared.

Important Note: If Workbook data is later refreshed then visibility will be based on Workday security





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Refreshing Data in Workbooks

Refreshing data in a Workday Workbook will update data and run a security check to validate purview of all users the Workbook has been shared with. Users can also Schedule Live Data Refreshes in Workday.

Follow these steps to Refresh data in you Workbook.

1. Click **Data**.
2. Click **Refresh All Live Data to update data within Workbook** (Security Check will run for all users with access).

The Security Message below will display. (See step 4)

3. Users can select to Schedule Live Data Refreshes when needed (Security Check will run for all users with access).
4. Click Confirm to Refresh all Live Data

The screenshot shows a Workday Workbook with the 'Data' menu open. The menu items are: Add Live Data..., Make Key Column, Add Note Column, Add Formula Column, Refresh All Live Data Alt+F1 (circled with a 2), Schedule Live Data Refresh... (circled with a 3), Filter, Sort, Define Name..., Protect Range..., Subtotal, Autosum, Goal Seek..., Validation..., Remove Validation, Get External Reference, Recalculate F9, and Recalculate All Ctrl+Alt+F9. The spreadsheet data includes columns for Ledger Account, Total, and Average, with rows for Patient Days, Observation and Equivalent Patient, Full Time, Traveler FTE, and various Operating and Salaries/Wages categories.

Refresh all Live Data

Are you sure you want to refresh all live data?
All live data in this workbook will be refreshed based on user credentials; this might alter the data if it was last refreshed by a different user. If data was manually entered in adjacent columns, it might not stay with the original row after the refresh.

Confirm **Cancel**