CR FIN Workflow Aging Report

The Workflow Aging Report can be run to view financial transactions that are still In Progress in Workday. Users can run the report to view transactions that they have either initiated in Workday, or that are currently awaiting action by them. This report is currently only available for financial business processes and for those with the following security roles: Cost Center Manager, Cost Center Financial Analyst, Cost Center Financial Analyst with Payroll Details, Grant Manager, Grant Financial Analyst, Program Manager, Program Financial Analyst, Financial Analyst, Project Financial Analyst, Gift Finance Analyst, Gift Manager.

CR FIN Workflow Aging Report - Prompts

Run the report by entering any part of the report name in the Workday Search bar and selecting.

1. Your name will populate by default in the **Initiating Worker** prompt. The report results will include any financial transactions still in process that you initiated, and show where they are currently in workflow.

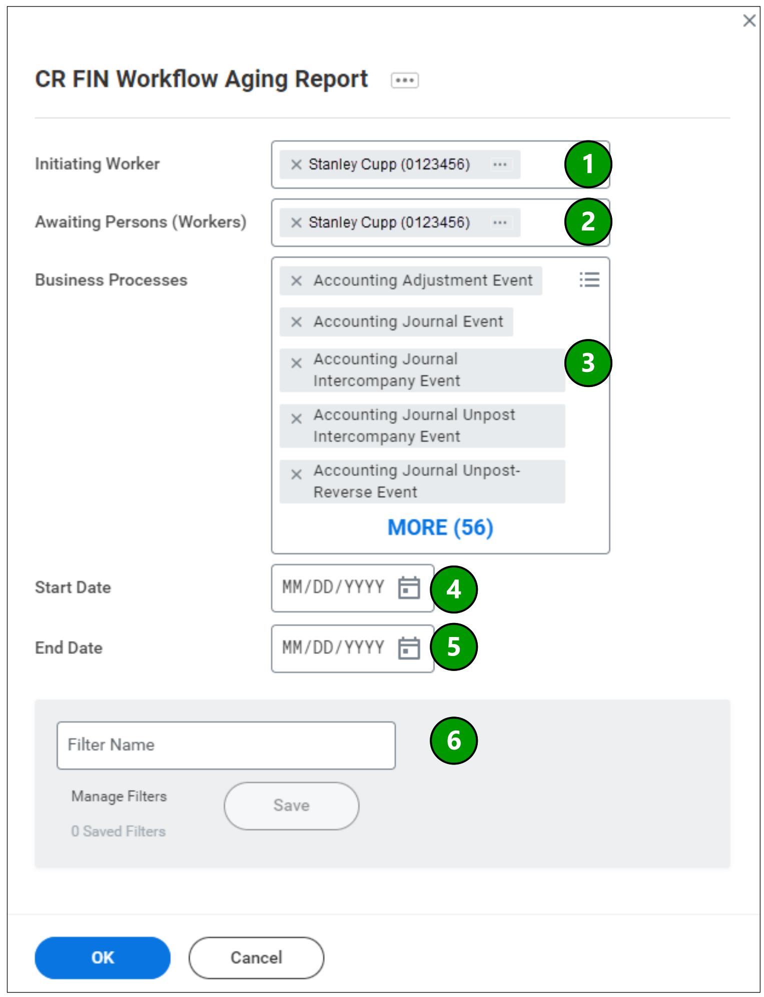
2. Your name will populate by default in the **Awaiting Persons (Workers)** prompt. The report results will include any financial transactions still in process that are awaiting action by you, regardless of who initiated the transaction.

3. All financial **Business Processes** available for this report will default. You can change this prompt to limit the results.

4. Select a **Start Date** to limit the results. Leaving this prompt blank will include **All**.

5. Select an **End Date** to limit the results. Leaving this prompt blank will include through now.

6. Add a **Filter Name** to create and save a custom version of these report filters that can be run at a later time by selecting **Manage Filters.**



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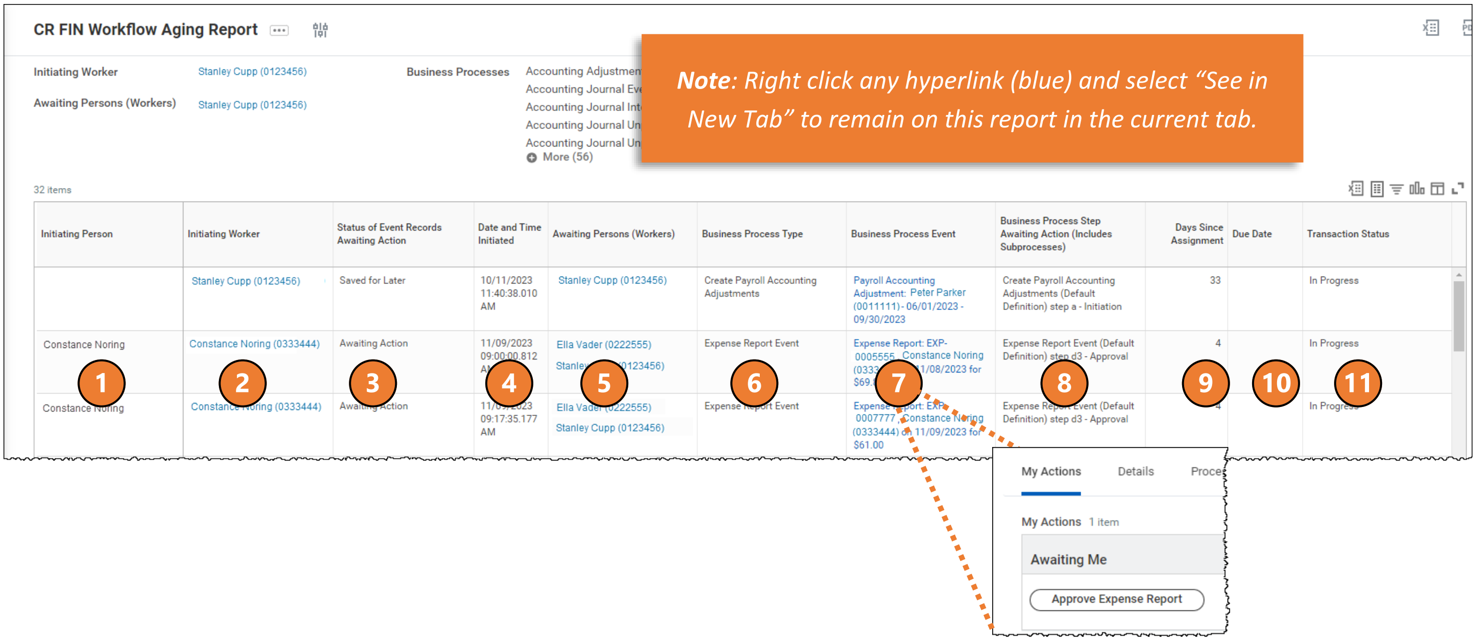
Once you run the report, you can sort or filter the columns. You can also use the links within the report to go directly to the Event or Employee to take the appropriate action.



Workflow Aging Report - Results

Click on any column header to sort or filter the results.

1. **Initiating Person:** The person who initiated the financial transaction will display if different than the Initiating Worker selected in the report prompts.

2. **Initiating Worker:** Lists the initiator of the financial transaction. This column includes a hyperlink to the worker's employee record in Workday.

3. **Status of Event Records:** The current status of the transaction.

4. **Date and Time Initiated:** The date and time the transaction was originally submitted.

5. **Awaiting Persons:** The name(s) of the person who has the next step in the process that is awaiting action.

6. **Business Process Type:** The Workday financial business process name that is incomplete.

7. **Business Process Event:** Lists the details of the Workday financial process, including a link directly to the item in Workday. If you are the person awaiting action, you can click the hyperlink to go directly to the transaction and take the appropriate action.

8. **Step Awaiting Action:** Details of what step in the overall business process is currently awaiting action.

9. **Days Since Assignment:** The number of days the current item is awaiting the action listed.

10. **Due Date:** Displays the Workday due date, if applicable.

11. **Transaction status:** Displays "In Progress".