Workday Report Name and Description

Report Name	Notes	Intended Time Period
NUFIN-RF001 All Grants Research Portfolio	This report provides a listing of all grants/awards the user has access to in WD, includes various demographic data and the life-to-date (LTD) grant-level budget. Please note, this report does not include awards that have yet to start (preaward period awards).	LTD
NUFIN-RF002 Award Budget vs Actuals (Collapsable)	This report is an ad-hoc filterable award/grant budget vs. actuals report (collapsable format, includes AR data), intended to be run on a life-to-date (LTD) basis. The summary-level data in this report viewable down to the spend category-level.	LTD
NUFIN-RF003 Research Expenditure Report	This report shows expense transactions on grants based on selectable accounting dates and other prompts. This report is only intended to be run for FY26 and later transactions. Please note, payroll detail information is not included in this report.	WD transactions only (FY26 and later)
NUFIN-RF004 Research Payroll Distribution Report	This report shows payroll and fringe transactions on grants based on selectable accounting or budget dates and other prompts. This report is only intended to be run for payroll transactions that occurred after July 1, 2025.	WD transactions only (FY26 and later)
NUFIN-RF005 Purchase Order for My Awards	This report shows grant purchase order lines you have access to, as well as supplier invoices created off of them, filterable by grant hierarchy/cost center. This report is only intended to be run for FY26 and later purchase orders.	WD transactions only (FY26 and later)
NUFIN-RF006 Subrecipient Budget vs Actuals	This report shows grant budget vs. actuals information, only for outgoing subrecipient grants (uncollapsed format), intended to be run on a life-to-date (LTD) basis. The summary-level data in this report viewable down to the grant-level.	LTD
NUFIN-RF007 Research OL Expense Summary by Spend Category	This report shows fiscal year-to-date (FYTD) expenses on grants, down to a spend category level. Cost share grants are excluded from this report.	FYTD WD Only (FY26 and later)
NUFIN-RF008 Workday to Banner Grants Crosswalk	This report is a crosswalk of Banner values (Grant and Fund) to WD values (Award and Grant Worktag). Due to intercompany functionality in Workday, there may be more than one Banner Grant per Award, these are noted via intercompany consolidation notes in this report.	N/A
NUFIN-RF010 Personnel Expenditures by Month - By Accounting Date	This report shows monthly (based on accounting date) payroll totals totaled by employee per grant, position, and spend category for a selectable 12-month period. This report is only intended to be run for payroll transactions that occurred after July 1, 2025.	WD transactions only (all payroll transactions on grant worktags)
NUFIN-RF010 Personnel Expenditures by Month - By Pay Check Date	This report shows monthly (based on pay check/budget date) payroll totals totaled by employee per grant, position, and spend category for a selectable 12-month period. This report is only intended to be run for payroll transactions that occurred after July 1, 2025.	WD transactions only (all payroll transactions on grant worktags)
NUFIN-RF011 Grant Expenditures by Month	This report shows monthly expense totals for grants by spend category/object class on fiscal year-to-date (FYTD) basis. This report is only intended to be run for FY26 and later transactions.	FYTD WD Only (FY26 and later)
NUFIN-RF013 Award Budget vs Actuals - Grant Summary	This report is an ad-hoc filterable award/grant budget vs. actuals report (uncollapsed format, does not include AR data), intended to be run on a life-to-date (LTD) basis. The summary-level data in this report viewable down to the grant-level.	LTD
NUFIN-RF014 Award Budget vs Actuals	This report is an ad-hoc filterable award/grant budget vs. actuals report (uncollapsed format, does not include AR data), intended to be run on a life-to-date (LTD) basis. The summary-level data in this report viewable down to the object class-level.	LTD
NUFIN-RF016 Award Budget vs Actuals - Dashboard (Collapsable)	This report, built specifically for the NUFIN Principal Investigator Dashboard, is an ad-hoc filterable award/grant budget vs. actuals report (collapsable format, includes AR data) and is intended to be run on a life-to-date (LTD) basis. Awards are grouped into award lifecycle status buckets for ease of award management. Burn rate data is also included in this report and can be shown by selecting the "Display Burn Rates?" prompt. The summary-level data in this report viewable down to the spend category-level.	LTD
NUFIN-RF019 Budget vs Actuals by Object Class	This report is an ad-hoc filterable budget vs. actuals report (collapsable format, does not include AR data), intended to be run on a life-to-date (LTD) basis. Data is aggregated at the object class-level, grant/award can only be seen when drilling into the totals.	LTD
NUFIN-RF020 All Processes Awaiting Me	This report shows current inbox items pending the user who runs it.	WD transactions only (CY22 and later)