Cost Center Dashboard: Overview of Content

The Cost Center Dashboard can be found under Applications on your Workday homepage and features multiple tabs to facilitate your financial tasks and reporting needs in Workday.

This financial dashboard is designed for all users with financial responsibilities in Workday and serves as a point of reference for pertinent financial tasks and reports, as well as training resources and FAQs.

Overview of tab content is as follows:

- **My Dashboard:** Your personal report dashboard! This tab can be configured to your preference with one or many of your frequently used/favorite reports.
    - *See separate job aid for more information on how to configure the My Dashboard tab*

- **All Funds:** Features the All Funds Budget vs. Actual report, providing a comprehensive view of all departmental spend. Click the arrows on the left-hand side of the report to expand to view funding source, or drill down on the blue figures to view additional transaction-level details.
    - *Note: This report is not currently accessible to users without salaries reporting access.*

- **Tasks:** Quicklinks to frequently used financial related tasks for the following categories:
    - Credit Cards and Expenses
    - Requisitions
    - Supplier Invoice Requests
    - Miscellaneous Payments
    - Budget
    - Accounting
    - Department Chargebacks

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- **Reports:** Listing of Workday reports that are available to you with brief descriptions to help you choose the correct report for the following categories:
    - o Budget vs. Actual Reports
    - o Gift/Grant/Program Reports
    - o Credit Card and Expense Reports
    - o Purchasing and Payment Reports
    - o Other Reports

- **Training / Other Resources:**
    - o FAQs
    - o Training Resources
    - o Operations Policies
    - o Additional Resources (Spend Category Descriptions, RISD Activity Codes, etc.)
    - o Additional Documents and Forms

Note: As with all aspects of Workday, the tasks and reports available to you on the Cost Center Dashboard are restricted based on your security access within the system.

If you believe that you are missing any tasks or reports, or if you have suggestions/feedback please reach out by completing the <u>Cost Center Dashboard Feedback</u> form available on the Training / Other Resources tab.