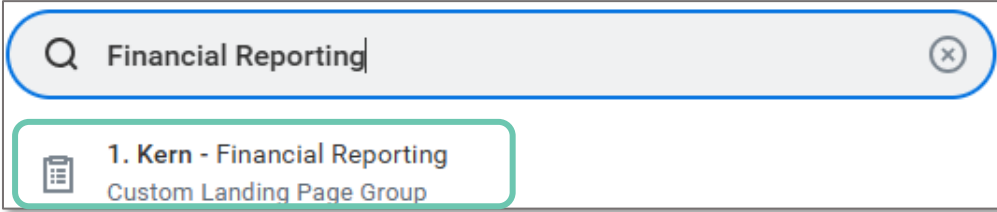


Audience / Role	Employees who run financial reports
Description	This job aid explains how to access the financial reporting custom landing page and documents which Workday reports correspond to legacy system reports.

Accessing Financial Reports

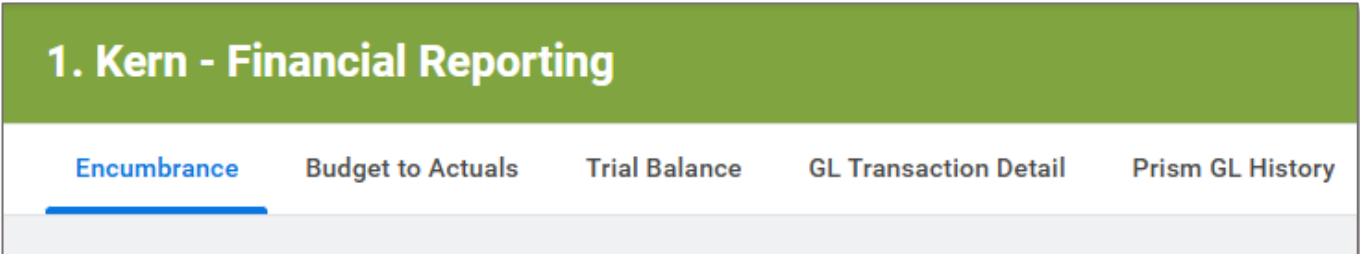
1

To access Kern's financial reporting landing page, type Financial Reporting into your search bar. Select Kern- Financial Reporting Customer Landing Page from your search results.



2

From the Kern- Financial Reporting landing page, you will have access to multiple reports indicated by the tabs below. Reference the Legacy to Workday crosswalk below to determine which reports to run in Workday.



Legacy to Workday Crosswalk

Legacy Reports	Workday	Report Description
FOS	Trial Balance - Composite	Lists all Ledger Account Balances Transactional Detail opens in new window
FOP	Balance Sheet Transaction Detail (Fund>LA>Ledger Subtotals)	Lists Balance Sheet Ledger Accounts Expandable down to transactional detail
FMZ, FNQ	Budget to Actuals - CC>LA>RCSC	Lists Revenue and Expenditure Budgets versus Actuals Expandable down to SC/RC Transactional Detail opens in new window



KERN COUNTY WORKDAY JOB AID
Financial Report Crosswalk



FOW	Revenue/Expenditure Transaction Detail (CC>LA>Ledger>RCSC Subtotals)	Lists Revenue/Expenditure Ledger Accounts Expandable down to transactional detail
FNP	Revenue/Expenditure Transaction Detail (CC>LA>Ledger>RCSC Subtotals)	Lists Revenue/Expenditure Ledger Accounts Expandable down to transactional detail
FNR	Revenue/Expenditure Transaction Detail (Fund>LA>Ledger>RCS C Subtotals)	Lists Revenue/Expenditure Ledger Accounts Expandable down to transactional detail