



# Workday Adaptive Planning for reporting and analytics.

Workday Adaptive Planning provides intuitive, self-service reporting for analysts, managers, and executives. Finance and business users can quickly report on actuals, and plan and forecast information from Workday Adaptive Planning. Online reports automatically sort and subtotal across dimensions. Drill-down and flexible parameters make it easy to analyze data from multiple scenarios. Intelligent links to Microsoft Office automate report packages and presentation refresh, allowing users to make faster, more informed business decisions.

## Use data to impact performance.

Reporting is critical for successful enterprise planning. Empower teams across your organization to better understand business performance with powerful, self-service reports. Access ad hoc and formatted reporting on scenarios, actuals, metrics, and other data with an easy-to-use, drag-and-drop interface that never requires script writing. Workday Adaptive Planning makes it easy to create, maintain, and share operational and financial KPIs and insights.

## Key Benefits

- Create sophisticated reports with ease using the flexible drag-and-drop report builder
- Perform ad hoc analytics and slice and dice your data, leveraging all the dimensions and hierarchies of your model
- Generate reports in tabular or graph format in HTML, PDF, or Microsoft Excel
- Seamlessly weave any data from Workday Adaptive Planning across Microsoft Excel, Word, and PowerPoint with OfficeConnect
- Analyze actuals and plan data to better understand profit by product or region, and expenses by project or department, plus similar analyses
- Provide self-service reporting to department users
- Minimize the number of required reports since users can run the same report and only see data allowed in their security profiles
- Edit your plan in real time and see the impact of changes on your dashboards

Level	Mar 2023					Year to date as of Mar 2023						
	Actuals	Working Budget	% Var	Zone	% Var P.	% Var PT	Actuals	Working Budget	% Var	Zone	% Var P.	% Var PT
6000 Operating Expenses	2,632,084	2,733,524	-4%	✓	-4%	10%	8,267,244	7,989,835	3%	✓	-3%	19%
6000 Taxes & Benefits	526,575	887,629	-41%	⚠	0%	-14%	1,577,060	1,989,842	-21%	⚠	3%	-4%
6300 Office Expenses	16,788	5,871	185%	⚠	-8%	-2%	37,154	11,520	225%	⚠	24%	-16%
6300 Equipment Rental	49,956	51,498	-5%	✓	237%	-2%	95,878	66,488	43%	✓	223%	0%
6300 Maintenance	135,814	42,570	219%	⚠	7,465%	71%	160,085	46,170	247%	⚠	506%	324%
6300 Telephone	5,367	6,179	-13%	✓	-2%	9%	16,013	17,649	-9%	✓	1%	38%
6300 Legal & Professional	20,690	0	0%	✓	29%	1%	23,537	0	0%	✓	11%	-6%
6300 Office Supplies	2,351	11,928	-80%	⚠	51%	-41%	28,231	36,030	-22%	⚠	-43%	144%
6300 Vendor Contracts	20,568	20,619	0%	✓	2%	20%	60,519	61,858	-2%	✓	2%	19%
6300 Office Rent	22,847	21,023	12%	✓	1%	0%	74,191	63,068	16%	⚠	3%	3%
6300 Depreciation	49,108	64,656	-24%	✓	49%	-12%	134,421	163,519	-18%	⚠	10%	-8%
Total 6300 Office Expenses	326,198	214,344	52%	⚠	105%	47%	664,968	466,144	43%	⚠	40%	25%
6400 Travel & Entertainment	15,417	10,177	51%	⚠	-35%	-24%	57,387	55,534	3%	✓	9%	47%
6400 Hotel	10,556	8,867	13%	⚠	-34%	-49%	132,869	66,052	101%	⚠	-7%	43%
6400 Meals	19,915	3,038	556%	⚠	-3%	137%	83,816	22,581	285%	⚠	22%	119%
6400 Airfare/Travel	3,075	1,564	96%	⚠	217%	22%	11,603	13,716	-14%	⚠	-6%	-42%
6400 Other T&E	2,719,429	152,759	1,689%	⚠	4,882%	1,699%	2,839,770	323,448	778%	⚠	1,236%	790%
Total 6400 Travel & Entertainment	2,747,893	176,693	1,556%	⚠	2,260%	1,270%	3,125,415	478,195	554%	⚠	538%	449%

Example of variance analysis.

## Drill down into the details with ease.

Get instant transparency into transaction details. Whether you're drilling down into a report or a planning sheet, you can create reports with just one click. Get the level of detail you want, with the right context and the fields you need.

## End-to-end self-service reporting.

Create personalized, ad hoc reports in a snap. Intuitive drag-and-drop web reporting puts you in control with interactive, slice-and-dice reporting across dimensions and metrics. Instantly generate, distribute, and review up-to-the-minute management reports, and share detailed insights with your team.

## Minimize human error.

Building manual reports can be a time-consuming, error-prone process of copying and pasting data and making sure the reports are accurate and up-to-date. With Workday Adaptive Planning, you can take your time back and improve data accuracy by moving to cloud-connected board and external reporting.

## Create data visualizations on the fly.

Visualizing data is often the fastest way to identify trends and patterns that lead to insights. With active dashboards, you can bring sheets and visualization together on a single dashboard and see the impact of your changes in real time, identify the root cause, and course-correct to achieve your goals and objectives.

## Drive the conversation about results.

Measuring KPIs and tracking progress is easier when you're able to work together to improve results. Powerful analytics and interactive dashboards make it easy to display and share business results with operational executives. It's as simple as sharing visualizations and charts directly from the dashboard in presentation mode or by adding stakeholders to documents as PNG files for easy distribution and collaboration.

To learn more about Workday Adaptive Planning for reporting and analytics, visit <https://www.workday.com/en-us/products/adaptive-planning/financial-planning/analytics-reporting.html>.



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