VNDLY Training

Reporting

Role: Supplier

This quick reference guide will provide basic information about reporting in Workday VNDLY.

The following topics will be covered in this guide:

- Base Reports
- Custom Reports
- Calculated Fields
- Save and Download
- Report Schemas

Base Reports

Workday VNDLY has a library of prebuilt, base reports that users can utilize to pull information regarding activity in Workday VNDLY. If a base report doesn't meet your reporting needs, you can edit the base report and save your own version. To access base reports, navigate to **Reports** > **Reports Home.**

Build a Custom Report

1. From top right, select **Create Custom Report**.
2. Select the dropdown field below **Starting Dataset**
3. Select **Continue**.
4. Select **Add Fields**.
5. Select **Add** beside each field to include it in the report. To add fields from datasets that are not in the dataset, search **Browse Available Fields**.
6. Select **Add to Report**.

Add Filters:

1. Select **Filters.**
2. Select **Add Filter**.
3. Choose the dataset and field to filter. (The fields available depend on the dataset you select)
4. Add a condition.
5. Add a value.
6. Add additional filters as needed.
7. Select **Save**.

Add Sorts:

1. From the Report Editor, select **Sorts** from the menu across the top.

2. Select **Add Sort**.

3. Choose the dataset and field (which is pulling from that dataset you selected).

4. Select a sort direction.

5. Select **Save**.

Reorder Fields:

1. Select **Fields**.

2. Select the four lines beside a field and drag it to the desired location.

Save and Download

After you create your report, you can save and download the report.

1. To save the report, select Save Report from top.

2. Enter a report name.

3. Select Save.

Calculated Fields

1. On your report, select **Fields**

2. Select **Add Fields**

3. From the top tabs, select **Calculated Fields.**

4. Select **Create a Calculated Field**

5. Enter a field name (this displays as the column title on the report) and field description.

6. Select the formula.

7. Select the dataset and fields that you want to apply the formula to.

8. Select **Save.**

9. Just below the search bar, select the **Calculated Fields** tab from the menu across the top.

10. Select Add beside the calculated field you created.

11. In the Selected Fields list on the right, drag the field you added from the bottom of the list to the desired order.

12. Select **Add to Report.**

13. Save the report.

Report Schema

The report schema is a valuable tool that provides you with a downloadable library of the reportable fields in Workday VNDLY to reference when building a report. To access the **Report Schema**:

1. Navigate to Reports > Reports Home**.**

2. Select Actions > Reports Schema**.**

3. Select the Fields tab**.**

4. Select the Export Report Schema Fields option to create an export of the Report Schema and downloads it as an excel file.