



Faculty and staff,

The following message pertains to individuals who may access financial information in Workday including reports and budgets.

Please be aware that financial data (including budget and actuals) has been loaded into Workday.

The Finance team will be offering **Part 1 of the Financial Reports & Requests course** beginning next week. Part 1 will include how to run/filter reports (and other tips), correct worktags on invoice/expense adjustments, and make requests for other journal entries. (Part 2 will be offered beginning in March and will include payroll accounting adjustments, costing allocations, and requesting new worktags.)

[Register now via Sprout](#) for Part 1 beginning next week!

If you have any questions, please [register for office hours](#) or contact the Finance team at wdfinancehelp@gvsu.edu.

Workday Finance Team

1 Campus Drive
4465 P. Douglas Kindschi Hall of Science
Allendale, MI 49401

[Unsubscribe](#) from future emails