

These reports allow the user to get a summary of the total Cost Center, Program or Event revenue, as well as Spend Category financial activity, as compared to budget within fund 1000 (Current Operating Fund). **PLEASE NOTE:** Financial information is presented in the report based on the accounting ledger sign, a method to report net income. In this method revenue is a credit & expense is a debit. When you read financial data in the report, funds displayed with a "-" sign indicate revenue.]

Utilizing Budget Reports

1. Type all or part of the report name (options below) in the "search" box on the Workday homepage, press <return>.

- BUD_RPT_Cost Center by Revenue & Spend Category
- BUD_RPT_Program by Revenue & Spend Category
- BUD_RPT_Event by Revenue & Spend Category


2. In the "Categories" column to the left, click on "All of Workday."

3. Click on the name of the selected report from the search results.

4. Search for the "Organization" by cost center, program, or event name or number.

- In this field you can select one or more Cost Centers, Programs, or Events, or "Cost Center Hierarchies" (e.g. All Cost Centers). The "Period" and "Time Period" fields default to "FY 2018 - JUL" and "Current Period YTD," but can be changed.

5. Now you can review the financial information. In all three of these report options, you can also choose to download the data into an Excel spreadsheet by clicking on the download icon in the upper right of the report (as highlighted below in yellow).

	
et	% Achieved
	3.2%

- Here are some examples of a Cost Center hierarchy with Program and Event activity:
 - COST CENTER: CC1234
 - Program A (within CC1234)
 - Program B (within CC1234)
 - Event X (within Program B)
 - Event Y (within CC1234)

BUD_RPT_Cost Center by Revenue & Spend Category Actions

Instructions **THIS REPORT PULLS FINANCIAL INFORMATION FOR THE OPERATING BUDGET (Fund 1000)

1. In the "Organization", select cost center(s) or cost center hierarchy(s). For cost centers, please select the "All Cost Centers" option.

2. Check to make sure the period is correct (e.g. FY 2018 - JUL v. FY 2018 - AUG).

3. Check to make sure the time period is correct (e.g. Current Period YTD v. Last 6 Periods)

Organization *

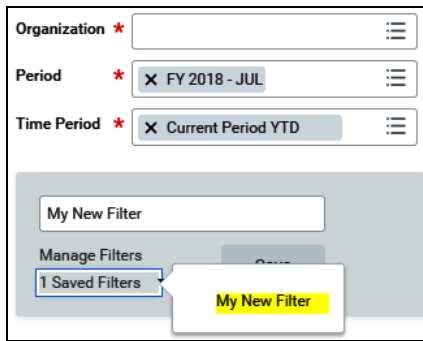
Period *

Time Period *

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SAVING FILTERS

You can save the chosen parameters as a "filter." Just name the filter (e.g. My New Filter) and click save. The filter(s) will be available in subsequent report work.



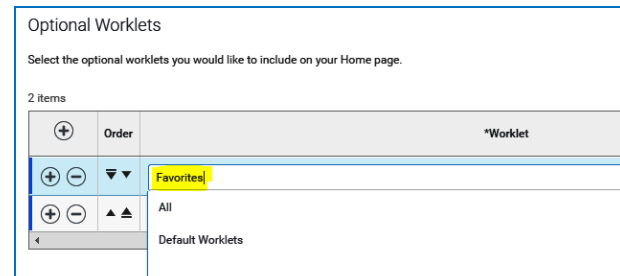
DRILLING DOWN

If any numeric information is highlighted in blue anywhere in these reports, you can click on that number to display related financial information, presenting the components of the "Total" for the Cost Center, Program, or Event. Components can include Revenue and Spend Category information, such as on how funds were spent in that component. For example, within the Spend Category component you can access an "Invoice Attachment" which might be a spending receipt that was attached in Workday for an expense report.

Worktags
Function: 50 Institutional Support
Fund: FD1000 Current Operating Fund
Spend Category: Meetings - On Campus (SC6535)

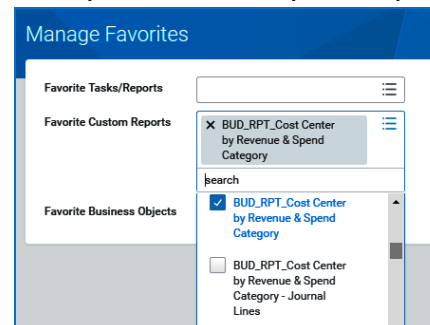
ADDING WORKLETS

You can add a favorites worklet to your home screen for easy report access. Click here for the "Adding Worklets" job aid: workdayinfo.vassar.edu/docs/pdf/finance/Adding-Worklets-to-the-Home-Screen.pdf



SAVING FAVORITES

Now you can save your reports as favorites in Workday.



Click here more information in the "Setting Favorites" job aid: workdayinfo.vassar.edu/docs/pdf/finance/Setting-Favorites-in-Workday.pdf