06_Execute the Budget Status Report

|	
Purpose:	The purpose of this task is to view your budget to actuals.
How to Access:	Enter **CMSD Budget-to-Actual Report** in the Workday **Search** field, press **Enter**, and click **CMSD Budget-to-Actual Report** from the *Search Results* section.
Audience:	Buyers and Approvers (Cost Center and Program Managers)
Helpful Hints:	• Be sure to keep in mind that only select users will have access to this report in Workday. If you are not authorized, you will not be able to access this Workday task. (Contact your Finance Partner, if you do not have access and believe you should.) • Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.
Procedure:	Complete the following steps to execute the Budget Status report.

CMSD Budget-to-Actual Report
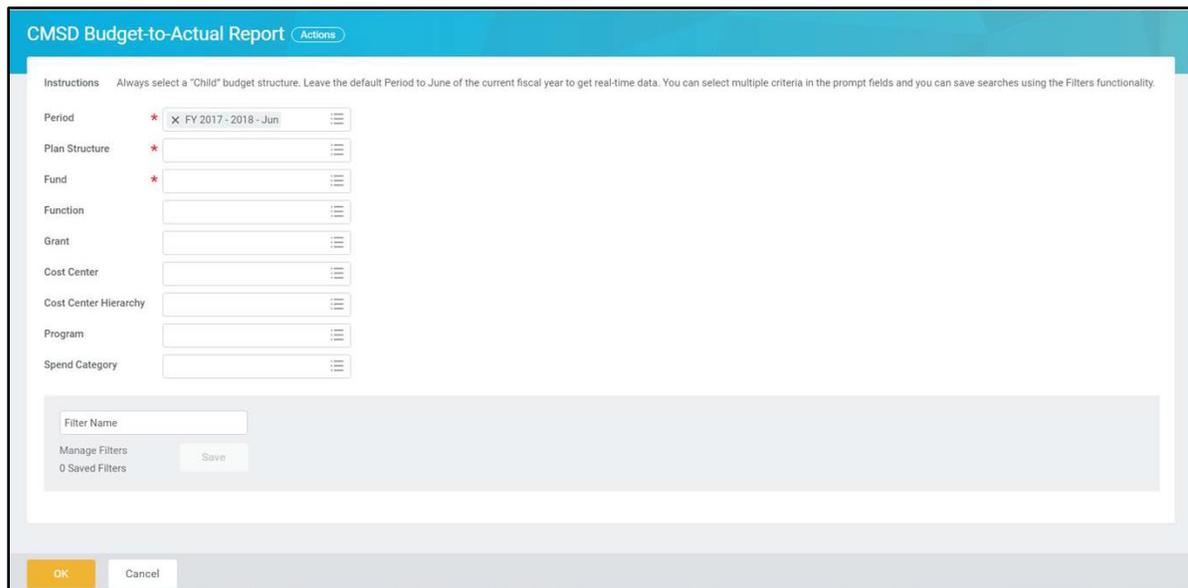
Note: When available, be sure to always read the onscreen Instructions, *"Always select a "Child" budget structure. Leave the default **Period** to **June** for the current fiscal year to get real-time data. You can select multiple criteria in the prompt fields and you can save searches using the Filters functionality."*

1. As required, complete the following fields:

Field Name	Required / Optional	Description
Period	<u>Do Not Change</u>	Identifies the fiscal year and month to include in the report. ***Note:*** This field defaults to **June** of the current fiscal year. Leave it as June to show the most up-to-date budget information.
Plan Structure	Required	Identifies the budget and fund to use to generate this report, and it must be a "Child" structure. ***Example:*** Child budget for General Fund (001FD)
Fund	Required	Identifies the fund to include in the report.
Function	Optional	Identifies the function to include in the report.
Grant	Optional	Identifies the grant to include in the report.
Cost Center	Optional	Identifies the location/department to include in the report. ***Note:*** It is recommended that you enter at least your **Cost Center**, to ensure you view your own budget lines.
Cost Center Hierarchy	Optional	Identifies the location/department hierarchy to include in the report.
Program	Optional	Identifies the program to include in the report.
Spend Category	Optional	Identifies the types of items or services to include in the report.

Note: Enter as much selection criteria as possible to limit your report results. If you do not complete any of the Optional fields, you could receive an Error due to row limitations.

2. Click **OK** to continue to execute the report.

Note: Depending on the optional fields you completed to generate this report, the header level fields (Very top of the page, not the column headers) change. For the purpose of this job aid, a **Cost Center** was entered on the initial screen.

3. As required, review the following fields to analyze the report results:

Field Name	Required / Optional	Description
Period	Required	Indicates the year and month the report was generated for.
Fund	Required	Indicates the Fund the report was generated for.
Plan Structure	Required	Indicates the structure of the Plan for the report.
Cost Center	Required	Indicates the Cost Center / Location the report was generated for.
Grant	Optional	Indicates the associated Grant for the budget lines.
Program	Optional	Indicates the associated Program for the budget lines.
Function	Required	Indicates the associated Functions for the budget lines.
Spend Category	Required	Indicates the associated Spend Categories for the budget lines.

Field Name	Required / Optional	Description
Budget	Optional	Reflects the current total budget.
Commitments	Optional	Reflects the value of all requisitions awaiting approval.
Obligations	Optional	Reflects the value of all approved requisitions.
Actual YTD Expenditures	Required	Reflects the sum of all expenses recorded year-to-date.
Available Budget	Required	Reflects the available budget, which is Budget minus Commitments, minus Obligations, and minus Actual YTD Expenditures.

Note: Fields containing Blue text indicates that you can click on the value and "drill-down" for additional information, such as what Suppliers underlying certain expenses.

Note: It is also possible to export the report results to Microsoft Excel by clicking .

4. You have executed the Budget Status report, as required, click to return to the initial screen and modify your selection criteria to re-run the report.

Result:

You have successfully verified your budget.