

Workday Finance & Procurement





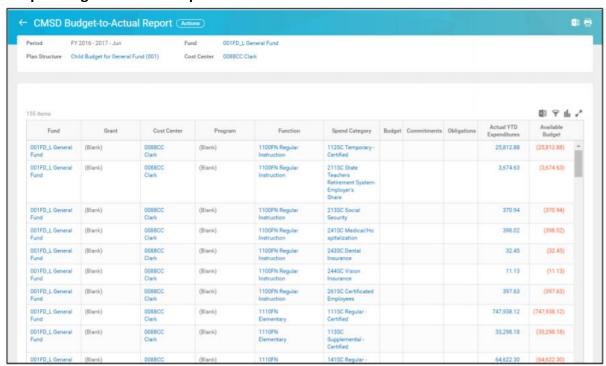
August 28, 2017

Did you know.....

.....that Cost Center and Program Managers can proactively track and monitor their budget and spend as often as they like using the Budget-to-Actual report? The budget-toactual report puts Cost Center and Program Managers in control by providing real-time information to help them proactively manage their spend.

For details on how to run the budget-to-actual report, click here here to access the **06_Execute** the Budget Status Report job aid on the CMSD Workday website or go to the Workday website, Quick Links, Training Materials/Job Aids, Finance & Procurement Self Service, 06_Execute Budget Status (Segment/Project or School) Report.

Sample Budget-to-Actual Report



Do you need help with Workday Finance & Procurement? Send your questions to: wdfinance@clevelandmetroschools.org or contact the help desk at: 216.838.0440

