



## TIPS AND TRICKS

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-to-actual 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

← CMSD Budget-to-Actual Report <span>Actions</span>										
Period		FY 2016 - 2017 - Jun		Fund		001FD_L General Fund				
Plan Structure		Child Budget for General Fund (001)		Cost Center		008BCC Clark				
155 Items										
Fund	Grant	Cost Center	Program	Function	Spend Category	Budget	Commitments	Obligations	Actual YTD Expenditures	Available Budget
001FD_L General Fund	(Blank)	008BCC Clark	(Blank)	1100FN Regular Instruction	1125C Temporary - Certified				25,812.88	(25,812.88)
001FD_L General Fund	(Blank)	008BCC Clark	(Blank)	1100FN Regular Instruction	2115C State Teachers Retirement System - Employer's Share				3,674.63	(3,674.63)
001FD_L General Fund	(Blank)	008BCC Clark	(Blank)	1100FN Regular Instruction	2135C Social Security				370.94	(370.94)
001FD_L General Fund	(Blank)	008BCC Clark	(Blank)	1100FN Regular Instruction	2415C Medical/Hospitalization				398.02	(398.02)
001FD_L General Fund	(Blank)	008BCC Clark	(Blank)	1100FN Regular Instruction	2435C Dental Insurance				32.45	(32.45)
001FD_L General Fund	(Blank)	008BCC Clark	(Blank)	1100FN Regular Instruction	2445C Vision Insurance				11.13	(11.13)
001FD_L General Fund	(Blank)	008BCC Clark	(Blank)	1100FN Regular Instruction	2615C Certified Employees				397.63	(397.63)
001FD_L General Fund	(Blank)	008BCC Clark	(Blank)	1110FN Elementary	1115C Regular - Certified				747,938.12	(747,938.12)
001FD_L General Fund	(Blank)	008BCC Clark	(Blank)	1110FN Elementary	1135C Supplemental - Certified				33,298.18	(33,298.18)
001FD_L General	(Blank)	008BCC	(Blank)	1110FN	1415C Regular -				64,622.30	(64,622.30)

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

