



TIPS AND TRICKS

September 26, 2017

Did you know.....

..... [you can use the Workday Budget-to-Actual report to identify fund raising dollars available for use?](#) For a quick and easy way to track the availability of fund raising dollars for your school, follow the steps below.

STEP 1: Log into Workday

STEP 2: Type **cmsd budget to actual** (or *cmsd bud to act*) into the search field, hit enter. Select CMSD Budget-to-Actual Report from the menu.

The screenshot shows the Workday search interface. A search bar at the top contains the text "cmsd bud to act". Below the search bar, a blue header reads "Search Results". On the left, a sidebar lists categories: Common, Assets, Expenses (highlighted), and Financial Accounting. On the right, under "Search Results 3 items", three options are listed: "CMSD Budget-to-Actual Report" (highlighted with a red box), "CMSD Budget-to-Actual Report (Gifts)", and "CMSD Budget-to-Actuals Report (Capital Projects)".

STEP 3: Complete the following fields for your location and click OK at the bottom of the screen.

The screenshot shows the configuration screen for the "CMSD Budget-to-Actual Report". It includes an "Instructions" section and several dropdown menus for "Period", "Plan Structure", "Fund", "Function", "Grant", and "Cost Center". The "Fund" dropdown is expanded, showing three options: "300FD_L District Managed Student Activity", "200FD_L Student Managed Student Activity", and "018FD_L Public School Support". A red bracket groups these three options, with a note: "Note: All fields with an * must be completed. The report can be run for one or all three of the funds shown." A red arrow points to the "Cost Center" field, which contains "008BCC Clark", with the text: "For a faster search, be sure to enter your cost center."

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





Workday Finance & Procurement



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The report will return results similar to those below. The budget dollars on the report represents dollars from current fundraising activities and carry-over balances from prior year activities that have not been used.

← CMSD Budget-to-Actual Report Actions

Period: FY 2017 - 2018 - Jun Fund: 018FD_L Public School Support
 Plan Structure: Child Budget for Student Activities (018, 200, 300) 200FD_L Student Managed Student Activity 300FD_L District Managed Student Activity

487 Items

Fund	Grant	Cost Center	Program	Function	Spend Category	Budget	Commitments	Obligations	Actual YTD Expenditures	Available Budget
018FD_L Public School Support	(Blank)	0004CC Adlai E Stevenson	310PG School Budget	4100FN Academic Oriented Activities	4195C Other Professional and Technical Services	3,361.04		251.42		3,109.62
018FD_L Public School Support	(Blank)	0005CC Albert B Hart	100PG Department Budget	4100FN Academic Oriented Activities	4195C Other Professional and Technical Services	33.01				33.01
018FD_L Public School Support	(Blank)	0010CC A. G. Bell	100PG Department Budget	4100FN Academic Oriented Activities	4195C Other Professional and Technical Services	1,282.11				1,282.11
018FD_L Public School Support	(Blank)	0012CC Almina	310PG School Budget	4100FN Academic Oriented Activities	4195C Other Professional and Technical Services	3,346.87		249.00		3,097.87

STEP 4: To view your fundraising deposits: **(1)** go to the **Budget** column, select an **amount** and click on the arrow next to it, **(2)** select Amend #. **(3)** A pop-up box will appear with the details. **Blank** = the beginning balance, **Budget Amendment** = deposits.

Criteria View by: Amend # and then by: Select a Field Refresh

4 Items

Amend. #	Sum of Ledger/Budget Debit minus Credit
(Blank)	7,384.35
Budget Amendment: FY 2017 - 2018 - Child Budget for Student Activities (018, 200, 300) on 09/25/2017 - BU-0001015	167.00
Budget Amendment: FY 2017 - 2018 - Child Budget for Student Activities (018, 200, 300) on 09/25/2017 - BU-0001014	48.26
Total	7,619.61

Function Spend Category **(1)** Budget Commitments Obligations Actual YTD Expenditures Available Budget

018FD_L Public School Support	(Blank)	0188CC Garfield	310PG School Budget	4100FN Academic Oriented Activities	4195C Other Professional and Technical Services	7,619.61		212.50		7,407.11
200FD_L Student Managed Student Activity	(Blank)	0188CC Garfield	310PG School Budget	4600FN School and Public Service Co-Curricular Activities	8915C Student Activity Payments					333.94
300FD_L District Managed Student Activity	(Blank)	0188CC Garfield	310PG School Budget	4590FN Other Sports Oriented Activities	5195C Other General Supplies					469.11
Total								212.50		8,210.16

View By Amend. # **(2)**

- Amend. #
- Award
- Cost Center
- Function
- Fund
- Gift
- Grant
- Job Profile
- Ledger Account
- Period

View Details Export to Excel (All Columns) Export to PDF

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