# R002 – Operating Budget Variance for Organization

Workday users with appropriate access can view their budgets by running the **R002 Operating Budget Variance for Organization** report. Budgets display real time data for both pool level and detail information for the organization selected, and is available based on organization affiliation and role.

Visit the Workday 2020 website for the Workday Expense Codes under Finance.

Run the Budget Report

1) In the *Search* field, enter **R002** and select the **R002 Operating Budget Variance for Organization – Report**.
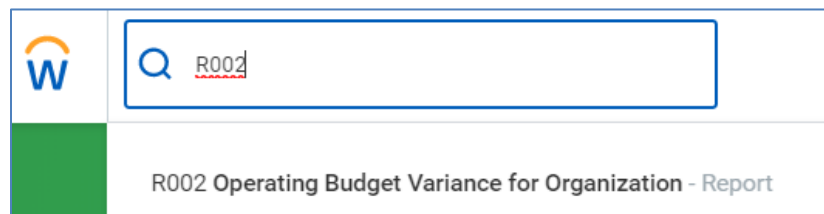
2) In the **Organization** field, select the **Prompt** icon and search for the organization you wish to view. To view a list of all Cost Centers or Gifts to which you have access, select **Active Cost Centers** or **All Gifts**.
3) Click the **OK** button.

R002 Operating Budget Variance for Organization

Organization	search ☰
	All Cost Center Hierarchies >
Period *	Division >
	All Gifts >
Worktags	Active Cost Centers >
	Active Cost Centers by Cost Center Hierarchy >
Ledger Account/Summary	
	All Gift Hierarchies >
Filter Name	Active Division Organizations by Division Hierachy >
Manage Filters	
0 Saved Filters	

The Budget Variance Report displays. The budget report displays revenue and expense pools and can be displayed on a ledger account (child) level.

R002 Operating Budget Variance for Organization (Actions)

Organization Cost Center: CC10315 Technology Training and Integration   Period FY 2020 - 05 Nov

10 items

Montclair State University	FY 2020									
Ledger Account	Original Budget	Amendments	Revised Budget	Actuals	Obligation	Commitment	Reserved Journals	$ Remaining	% Remaining	Last Year Budget
Total Non-Position Controlled	181,079.00	0.00	181,079.00	13,526.00	0.00	0.00	0.00	167,553.00	92.5%	181,079.00
Total Non-controlled Position Expense	181,079.00	0.00	181,079.00	13,526.00	0.00	0.00	0.00	167,553.00	92.5%	181,079.00
General Operating	5,536.00	0.00	5,536.00	0.00	5,000.00	0.00	100.00	436.00	7.9%	5,536.00
60101:Materials & Supplies	3,035.00	0.00	3,035.00	0.00	0.00	0.00	100.00	2,935.00	96.7%	3,035.00
60501:Services and Fees	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	(5,000.00)	0.0%	0.00
60525:Membership & Subscriptions	2,501.00	0.00	2,501.00	0.00	0.00	0.00	0.00	2,501.00	100.0%	2,501.00
Travel	380.00	0.00	380.00	0.00	0.00	0.00	0.00	380.00	100.0%	380.00
Equipment and Capital Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.00
Total Non-personnel Expense	5,916.00	0.00	5,916.00	0.00	5,000.00	0.00	100.00	816.00	13.8%	5,916.00
Total Operating Expense	186,995.00	0.00	186,995.00	13,526.00	5,000.00	0.00	100.00	168,369.00	90.0%	186,995.00

The information in the report is displayed in the following columns:

Ledger Account - Breakdown of revenues and expenses by Parent control pools, and their child ledger accounts. Net Income = surplus or deficit (total revenue minus total expense).

Original Budget - Approved budget plan, as of July 1 start of current fiscal year.

Amendments - Approved increases and decreases to the original budget plan.

Revised Budget - Updated total approved budget plan after amendments.

Actuals - Actual revenues earned, and actual expenses incurred.

Obligation - Purchase Order encumbrances against the budget.

Commitment - Purchase Requisition pre-encumbrances against the budget.

Reserved Journals - Actuals journals created, that are pending approval.

Available Budget $ - Remaining revised Budget, after subtracting Actuals, Obligations, Commitments and Reserved Journals.

Available Budget % - Available Budget as a % of Revised Budget.

FY 2019 – Displays previous year actuals.

Export to Excel

The budget report can be exported to Excel by clicking the icon that is a square with an X in it, on the far right of the banner. Additionally, the report can be printed in PDF format by clicking on the printer icon.

Note- The Excel report will contain the Parent and Child level detail, even if it was not expanded on the Workday screen. All information will be brought into Excel.

Drill Into the Budget Report

The reporting categories listed in the first column can be displayed on a pool level or a ledger account level by expanding or collapsing the arrow to the left of each specific line within the report.

Report ran on 08/28/2019 for Period FY 2020 - 02 Aug	Original Budget	Amendments	Revised Budget	Actuals	Obligation
Total Operating Re	0.00	0.00	0.00	0.00	0.00
Total Operating Re	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*
Personnel Expens	1,807,345.60	0.00	1,807,345.60	97,349.92	1,418,936.64
Non-Position (	594,209.43	0.00	594,209.43	29,652.68	335,778.72

1) To view detail information on a specific amount within the report, click on a blue number to bring up additional details.

Report ran on 08/28/2019 for Period FY 2020 - 02 Aug	Original Budget	Amendments	Revised Budget	Actuals	Obligation
Total Operating Re	0.00	0.00	0.00	0.00	0.00
Total Operating Re	*0.00*	*0.00*	*0.00*	*0.00*	*0.00*
Personnel Expens	1,807,345.60	0.00	1,807,345.60	97,349.92	1,418,936.64
Non-Position (	594,209.43	0.00	594,209.43	29,652.68	335,778.72

The system opens the detail information for the amount at the top of the screen.

Note- The view the business document information, click the twinkie next to the magnifying glass in the first column. The system displays the overview document where you can click on the document number to view the details and additional related actions.

2) Click the drop down in the **View by** field to select the criteria to filter this data. An additional filter can be added by selecting another field in the **And then by** field.
3) Click the **Refresh** button to view the details with the filters applied.

The data for the specific ledger account displays based on the filters selected.

Similarly, the drop down arrow to the right of the targeted amount can be clicked to select what information to view.

Note- If there is not enough budget in a specific parent account to execute a transaction, a Budget Amendment will need to be completed and approved. Please visit the Workday 2020 website for documentation.