



# Finance: R002 – Operating Budget Variance for Organization

## R002 – Operating Budget Variance for Organization

### Contents

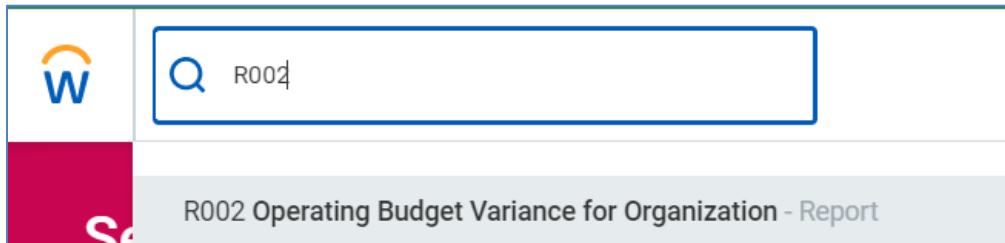
Run the Budget Report.....	1
Export to Excel .....	3
Drill Into the Budget Report .....	3

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

The screenshot shows the 'Organization' dropdown menu with the following options:

- search
- All Cost Center Hierarchies
- Division
- All Gifts
- Active Cost Centers
- Active Cost Centers by Cost Center Hierarchy
- All Gift Hierarchies
- Active Division Organizations by Division Hierarchy

Additional interface elements include a 'Filter Name' input field, 'Manage Filters' button, and '0 Saved Filters' indicator.

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

Ledger Account	FY 2020									
	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
<i>Total Operating Re</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Personnel Expens	1,807,345.60	0.00	1,807,345.60	97,349.92	1,418,936.64
Non-Position C	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
<b>Total Operating Re</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Personnel Expens	1,807,345.60	0.00	1,807,345.60	97,349.92	1,418,936.64
Non-Position C	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.

Journal	Journal Source	Accounting Date	Ledger Account	Cost Center	Fund	Division	Supplier	Spend Category	Worktags	Debit	Credit
Q	Supplier Invoice	08/08/2019	60510:Catering Services and Fees	CC10278 VP Finance and Treasurer	F10 Unrestricted Operating Fund	D53 Finance and Treasury	COMPASS GROUP USA INC	SC0002 Catering Food Services		\$78.00	\$0.00
Q	Supplier Invoice	08/08/2019	60510:Catering Services and Fees	CC10278 VP Finance and Treasurer	F10 Unrestricted Operating Fund	D53 Finance and Treasury	COMPASS GROUP USA INC	SC0002 Catering Food Services		\$180.00	\$0.00
Q	Expense Report	08/22/2019	60110:Books & Periodicals	CC10278 VP Finance and Treasurer	F10 Unrestricted Operating Fund	D53 Finance and Treasury		SC0127 Books & Periodicals	Books Non-Travel	\$100.00	\$0.00

- 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.

Journal	Journal Source	Accounting Date	Ledger Account	Cost Center	Fund	Division	Supplier	Spend Category	Worktags	Debit	Credit
Q	Employee	19	60510:Catering Services and Fees	CC10278 VP Finance and Treasurer	F10 Unrestricted Operating Fund	D53 Finance and Treasury	COMPASS GROUP USA INC	SC0002 Catering Food Services		\$78.00	\$0.00
Q	Fund	19	60510:Catering Services and Fees	CC10278 VP Finance and Treasurer	F10 Unrestricted Operating Fund	D53 Finance and Treasury	COMPASS GROUP USA INC	SC0002 Catering Food Services		\$180.00	\$0.00
Q	Journal Source	19	60510:Catering Services and Fees	CC10278 VP Finance and Treasurer	F10 Unrestricted Operating Fund	D53 Finance and Treasury	COMPASS GROUP USA INC	SC0002 Catering Food Services		\$180.00	\$0.00
Q	Ledger Account	19	60110:Books & Periodicals	CC10278 VP Finance and Treasurer	F10 Unrestricted Operating Fund	D53 Finance and Treasury		SC0127 Books & Periodicals	Books Non-Travel	\$100.00	\$0.00
Q	Period	19	60110:Books & Periodicals	CC10278 VP Finance and Treasurer	F10 Unrestricted Operating Fund	D53 Finance and Treasury		SC0127 Books & Periodicals	Books Non-Travel	\$100.00	\$0.00

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

Criteria View by:  and then by:  Refresh

3 items

Supplier	Amount
COMPASS GROUP USA INC	\$258
(Blank)	\$100
Total	\$358

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

Revised Budget	Actuals	
0.00	0.00	
0.00	0.00	
1,427,139.52	86,520.44	
220,000.00	25,516.59	
1,207,139.52	61,003.85	
1,427,139.52	86,520.44	
206,060.00	358.00	▼
188,460.00	358.00	
14,600.00	0.00	

View By

- Company
- Cost Center
- Employee
- Fund
- Journal Source
- Ledger Account
- Period
- Project
- Revenue Category
- Spend Category

View Details

Export to Excel (All Columns)

Export to PDF

**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.