

# Cost Center Budget Reports

To view your year-to-date budget status for your department(s), type **RPT – Departmental Budget vs Actual Without Payroll** in the Workday search bar and press enter. Select the report.

## Report Selections

Use the information from this [Google Sheet](https://docs.google.com/spreadsheets/d/1A18Y14SYJuO5HMPeUwgVudMUaGcfp6q-/edit#gid=1608579936) to enter the **Organization and Worktag** values required for your budget source. <https://docs.google.com/spreadsheets/d/1A18Y14SYJuO5HMPeUwgVudMUaGcfp6q-/edit#gid=1608579936>

Use the screen shot below to complete the remaining fields.

NOTE: some fields will need to be changed at the start of a new fiscal year.

### RPT - Departmental Budget vs Actual without Payroll

Company	*	<input type="text" value="Arkansas School for Mathematics, Sciences and the Arts"/>
Organization	*	<input type="text" value="Cost Center: CC000026 ASMSA   Office-Finance"/>
Budget Structure	*	<input type="text" value="ASMSA   Financial Budget Structure"/>
Budget Name		<input type="text" value="ASMSA   Financial Budget 2021-2022"/>
Time Period	*	<input type="text" value="Current Period YTD"/>
Period	*	<input type="text" value="FY 2021 - 2022 - Jun"/>
Worktags		<input type="text" value="Fund: FD101 Unrestricted   General Unrestricted"/> <input type="text" value="NACUBO Function: FN0660 Institutional Support - Other"/>
Ledger Accounts and Summaries		<input type="text"/>

Manage Filters   
15 Saved Filters ▾

**NOTE:** To save these report parameters, enter a **"Filter Name"** and select **Save**. This will allow you to return to the report and use the filter instead of re-entering all of the values. Once you create the saved filter, you can go back to the report and choose **Saved Filters** to automatically populate the fields shown above.

Click OK

# Interpreting the Report

3 items 📄 📄 📄

Ledger Account Type	Balance Forward	Revenue Budget	Revenue Actuals	Expense Budget	Funds Transfers	Expense Actuals	Commitment	Obligation	Available Balance
Revenue	0	0	0	0	0	0	0	0	
Expenses	0	0	0	48,000.00	0	(19,247.96)	0.00	185.78	67,062.18
Total	0	0	0	48,000.00	0	(19,247.96)	0.00	185.78	67,062.18

**Expense Budget:** your starting budget amount.

**Expense Actuals:** expenses that have been fully processed against your budget.

**Commitment and Obligation:** amounts that are being held by unpaid requisitions, purchase orders, travel authorizations, etc.

You can use the arrows to the left "Expenses" to expand and see more details. The ledger accounts can be expanded as well to see amounts by spend category.

12 items 📄

Ledger Account Type	Balance Forward	Revenue Budget	Revenue Actuals	Expense Budget	Funds Transfers	Transfers Budget	Expense Actuals	Commitment	Obligation	Balance
Revenue	0	0	0	0	0	0	0	0	0	
Expenses	0	0	0	58,130.00	0	0	33,980.06	27.13	1.62	24,121.19
60000:Supplies	0	0	0	0	0	0	245.61	27.13	1.62	(274.56)
SC0007 Other Supplies	0	0	0	0	0	0	102.38	0.00	0.00	(102.38)
SC0085 Office Supplies	0	0	0	0	0	0	143.43	27.13	1.62	(172.18)
60140:Software/Licenses	0	0	0	0	0	0	2,684.00	0	0	(2,684.00)
SC0028 Software & Software Licenses	0	0	0	0	0	0	2,684.00	0	0	(2,684.00)
61450:General & Administrative	0	0	0	48,130.00	0	0	30,990.25	0.00	0	17,139.75
62000:Travel	0	0	0	0	0	0	60.00	0	0	(60.00)
SC0042 Registration Fees- Domestic	0	0	0	0	0	0	60.00	0	0	(60.00)
69900:Supplies and Services- Budget Only	0	0	0	10,000.00	0	0	0	0	0	10,000.00
Total	0	0	0	58,130.00	0	0	33,980.06	27.13	1.62	24,121.19

# Reviewing Transactions

Click on any of the **blue** numbers to see more detail. Click on the link in the "Operational Transaction" column to see more details about the transaction.

Accounting Date	Operational Transaction	Journal	Line Memo	Ledger Account	Transaction Amount	Worktags
07/16/2021	<a href="#">Supplier Invoice: SI-1000072831</a>	Operational Journal: Arkansas School for Mathematics, Sciences and the Arts - 07/16/2021		<a href="#">60000:Supplies</a>	7.73	AASIS Code: 5090006000   02 OFFICE SUPPLIES Cost Center: CC000026 ASMSA   Office-Finance Fund: FD101 Unrestricted   General Unrestricted NACUBO Function: FN0660 Institutional Support - Other Spend Category: SC0085 Office Supplies More (2)
07/16/2021	<a href="#">Supplier Invoice: SI-1000072832</a>	Operational Journal: Arkansas School for Mathematics, Sciences and the Arts - 07/16/2021		<a href="#">60000:Supplies</a>	-10.28	AASIS Code: 5090006000   02 OFFICE SUPPLIES Cost Center: CC000026 ASMSA   Office-Finance Fund: FD101 Unrestricted   General Unrestricted NACUBO Function: FN0660 Institutional Support - Other Spend Category: SC0085 Office Supplies More (2)
07/16/2021	<a href="#">Supplier Invoice: SI-1000072832</a>	Operational Journal: Arkansas School for Mathematics, Sciences and the Arts - 07/16/2021		<a href="#">60000:Supplies</a>	-12.81	AASIS Code: 5090006000   02 OFFICE SUPPLIES Cost Center: CC000026 ASMSA   Office-Finance Fund: FD101 Unrestricted   General Unrestricted NACUBO Function: FN0660 Institutional Support - Other Spend Category: SC0085 Office Supplies More (2)

For more condensed information, use the "Criteria View by" drop downs at the top of the screen to organize the details. One of the most useful ways to organize this information is by Business Document and then by Supplier as Worktag and then click Refresh.

Criteria View by: Business Document ▼

and then by: Supplier as Worktag ▼

Refresh

7 items



Business Document	Office Depot Inc	Amazon Web Services Inc.	Sum of Ledger/Budget Debit minus Credit
Supplier Invoice: SI-1000072832	58	0	58
PC-00067103	0	42	42
Supplier Invoice: SI-1000072871	14	0	14
Supplier Invoice: SI-1000073116	13	0	13
Supplier Invoice: SI-1000073818	9	0	9
Supplier Invoice: SI-1000072831	8	0	8
Total	102	42	143