RPT – Financial Budget vs Actual by Worktag

1. Start by verifying what report is needed.
   1.1. For Designated Worktags (that start with DS), proceed to step 2.
   1.2. For Grant Worktags (that start with GR or MG), stop. Locate the quick reference guide for Grant Worktags; “QRG_RPT – Grant Budget vs Actual.”

2. Use the Workday search bar to find “RPT – Financial Budget vs Actual by Worktag.”
   2.1. Click on “RPT – Financial Budget vs Actual by Worktag.”
   2.2. Do not use “RPT – Financial Budget vs Actual by Worktag (Old)” or “Financial Budget vs Actual.”

3. Input the necessary information in the “Company,” “Budget Structure,” “Time Period,” “Period,” and “Grant” boxes.
   3.1. In the “Company” box, select “University of Arkansas, Fayetteville.”
   3.2. In the “Budget Structure” box, select “UAF | Financial Budget Structure.”
      3.2.1. This should auto-populate with the correct selection.
   3.3. In the “Time Period” box, select “Current Period YTD.”
      3.3.1. This should auto-populate with the correct selection.
   3.4. In the “Period” box, select the period that the report is needed for.
      3.4.1. This should auto-populate with the current period.
      3.4.2. A better practice is to select the end of the fiscal year that the report is for. (E.g., select “FY 2023 – 2024 – Jun” for Fiscal Year 2024.) By running the report for the end of the fiscal year, all commitments/obligations through the end of the fiscal year will be visible.
   3.5. In the “Worktags” box, enter the worktag that the report is needed for.
   3.6. Scroll down and enter a “Filter Name,” then click “Save.”
      3.6.1. While this is an optional step, saving filters can save time for pulling future reports.
      3.6.2. To select a previously saved filter, click on the “Saved Filters” drop down menu.
   3.7. Click “OK” to proceed.
4. Once the report loads, scroll right (if necessary) to view the Balance Forward, Permanent or Temporary Expense Budget Amendments, Expense Actuals, Commitments, Obligations, and Balance for the worktag.

5. Reports can be printed, filtered, graphed, or expanded by clicking on the icons at the top right of the report (above the “Balance” column).

6. Any blue number within the report or total number at the bottom of the report can be clicked on to drill down into the selected category.
6.1. E.g., by clicking on the total number in the “Expense Actuals” column, the breakdown of expenses can be viewed.

6.2. This sub report can also be printed, filtered, graphed, or expanded by clicking on the icons at the top right of the report (above the “Worktags” column.

6.3. To view expenses for specific categories, all the column headers can be clicked on for filtering options. (E.g., if “Worktags” is clicked on, the report can be filtered by various categories, including “Employees.”)

7. To edit any of the criteria used to run the report, click on the “Change Selection” icon at the top left of the report.