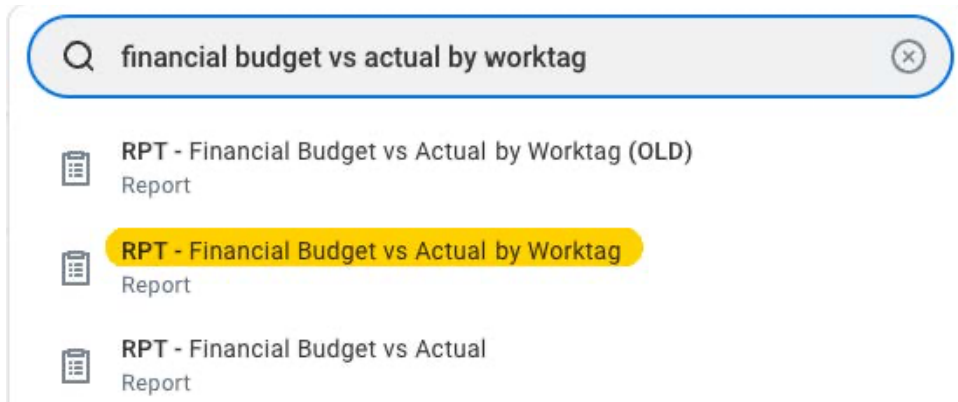


# RPT – Financial Budget vs Actual by Worktag

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.



## RPT - Financial Budget vs Actual by Worktag

**Instructions** Please check the task "Organizations I Belong To" to confirm whether you hold the Financial Payroll Information role. If this role is not assigned to you, then this report could be misleading.

Report By Budget Date

**Company** \*  ... ☰

**Budget Structure** \*  ... ☰

Budget Name  ... ☰

**Time Period** \*  ... ☰

**Period** \*  ... ☰

**Worktags**  ... ☰

Organization Worktags  ... ☰

Ledger Account  ... ☰

Exclude Cost Center  ... ☰

Exclude Fund  ... ☰

Exclude Designated  ... ☰

OK

Cancel

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).



Commitments	Obligations	Balance

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.

RPT - Financial Budget vs Actual by Worktag

> Details

2 items

Program	Designated	NACUBO Function	Site	Agency	Balance Forward	Original Revenue Budget	Revenue Budget Amendments	Total Revenue Budget	Revenue Actuals	Revenue Balance	Original Expense Budget	Permanent Expense Budget Amendments	Temporary Expense Budget Amendments	Total Expense Budget	Expense Actuals	Expense Balance	Original Equity Budget	Equity Budget Amendments	Total Equity Budget	Commitments	Obligations	Balance
nk		FN0180 Faculty Development   Department Research, Development, and Scholarly Activities	(Blank)	(Blank)	1,074.02	0	0	0.00	0	0.00	0	0	2,157.72	2,157.72	475.87	1,681.85	0	0	0.00	0	0	2,755.87
					1,074.02	0	0	0.00	0	0.00	0	0	2,157.72	2,157.72	475.87	1,681.85	0	0	0.00	0	0	2,755.87

- E.g., by clicking on the total number in the “Expense Actuals” column, the breakdown of expenses can be viewed.
- 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).
- 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.”)

Criteria View by: Select a Field... and then by: Select a Field... Refresh

7 items

Accounting Date	Operational Transaction	Journal	Ledger Account	Spend Category	Revenue Category	Transaction Amount	Worktags
07/22/2021		Operational Journal: University of Arkansas, Fayetteville - 07/22/2021	69000:Interdepartmental Expense	SC8023 Interdepartmental   Other Services		50	Cost Center: CC012731 UAF   CSCE   Computer Science and Computer Engineering Fund: FD103 Unrestricted   Designated Internal Service Provider: AVCF-Manual Payroll Processing Fees NACUBO Function: FN0180 Faculty Development   Department Research, Development, and Scholarly Activities Spend Category: SC8023 Interdepartmental   Other Services

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

RPT - Financial Budget vs Actual by Worktag

> Details