RPT – Grant Budget vs Actual

1. Start by verifying what report is needed.
   1.1. For Grant Worktags (that start with GR or MG), proceed to step 2.
   1.2. For Designated Worktags (that start with DS), stop. Locate the quick reference guide for Designated Worktags; "QRG_RPT – Financial Budget vs Actual by Worktag."
2. Use the Workday search bar to find "RPT – Grant Budget vs Actual."
   2.1. Click on "RPT – Grant Budget vs Actual."
   2.2. Do not use "RPT – Departmental Grant Budget vs Actual."
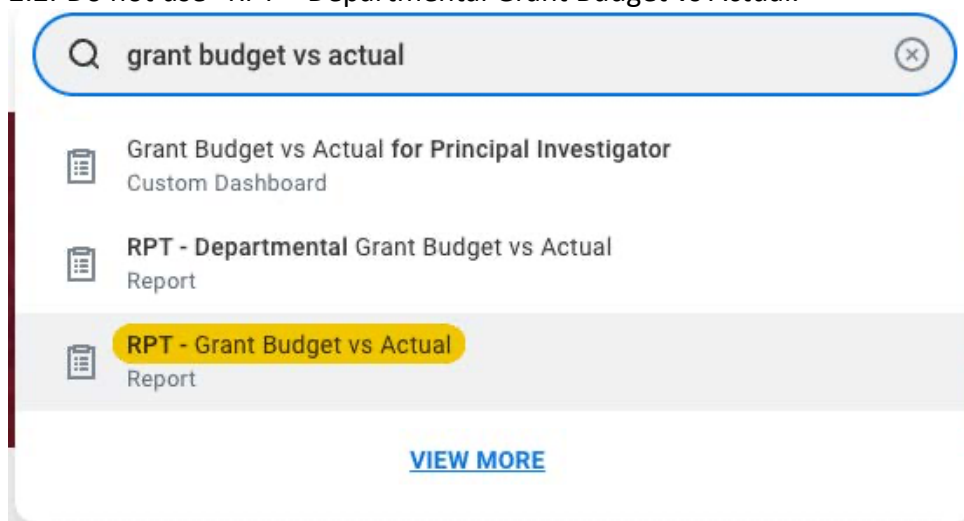
3. Input the necessary information in the "Company," "Budget Structure," "Time Period," "Period," and "Grant" boxes.
   3.1. In the "Company" box, select "University of Arkansas, Fayetteville."
   3.2. In the "Budget Structure" box, select "Award Budget Structure (Object Class)."
      3.2.1. This should auto-populate with the correct selection.
   3.3. In the "Time Period" box, select "Life to Date (Award)."
      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 "Grant" 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 - Grant Budget vs Actual

Instructions   When running the report without selecting an Award, you must use "Life to Date (Award)" in the Time Period prompt. Defaults values for Budget Structure and Time Period may be overridden, if needed.

Company   *   ✕ University of Arkansas, Fayetteville   ···   ☰

Budget Structure   *   ✕ Award Budget Structure (Object Class)   ···   ☰

Time Period   *   ✕ Life to Date (Award)   ···   ☰

Period   ✕ FY 2023 - 2024 - Jun   ☰

Award   ☰

Grant   ▮▮▮▮▮▮▮▮   ☰

Object Class   ☰

Cost Center   ☰

Ledger Account/Summary   ☰

Worktags   ☰
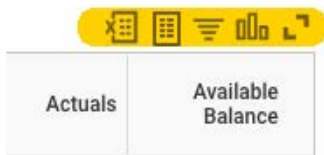
Fund   ☰

Starting Accounting Date   MM/DD/YYYY 📅

[OK] (Cancel)

4. Once the report loads, scroll right (if necessary) to view the Budget, Commitments, Obligations, Actuals, and Available 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 "Available Balance" column).

6. Any blue number or total within the report can be clicked on to drill down into the selected category.

Grant	Grant Start Date	Grant End Date	Object Class	Budget	Commitment	Obligation	Actuals	Available Balance
GR	07/01/2020	12/31/2023	UA System Sponsored Programs: 00_Default	0	0.00	1,870.20	0	(1,870.20)
GR	07/01/2020	12/31/2023	UA System Sponsored Programs: 01_Personnel	502,830.24	0	1,500.00	610,154.68	(108,824.44)
GR	07/01/2020	12/31/2023	UA System Sponsored Programs: 02_Participant Stipends	0	0	0	0.00	
GR	07/01/2020	12/31/2023	UA System Sponsored Programs: 03_Fringe Benefits	54,087.23	0	99.30	92,015.92	(38,027.99)
GR	07/01/2020	12/31/2023	UA System Sponsored Programs: 06_Tuition	0	0	0	0.00	
GR	07/01/2020	12/31/2023	UA System Sponsored Programs: 08_Domestic Travel	53,000.00	0.00	0	5,416.53	47,583.47
GR	07/01/2020	12/31/2023	UA System Sponsored Programs: 09_Equipment	8,000.00	0.00	0.00	9,320.30	(1,320.30)
GR	07/01/2020	12/31/2023	UA System Sponsored Programs: 10_Materials and Supplies	53,926.43	0.00	0.00	22,380.42	31,546.01
GR	07/01/2020	12/31/2023	UA System Sponsored Programs: 17_Other Direct Costs	53,996.00	0	(1,870.20)	21,898.62	33,967.58
GR	07/01/2020	12/31/2023	UA System Sponsored Programs: 18_Facilities and Administration	358,920.46	0	0	375,933.80	(17,013.34)
Total				1,084,760.36	0.00	1,599.30	1,137,120.27	(53,959.21)

6.1. E.g., by clicking on the number in the "Available Balance" column for personnel, the breakdown of pay types can be viewed.

    6.1.1. Please note that in this sub-report, only blue numbers can be clicked on for more information.

AASIS Code	Budget	Commitment	Obligation	Actuals	Available Balance
5010001000 | 00 REGULAR SALARIES	0	0	1,500.00	569,904.18	-571,404
5010002000 | 01 EXTRA HELP SALARIES	0	0	0.00	40,250.50	-40,251
(Blank)	502,830.24	0	0	0	502,830
Total	502,830.24	0	1,500.00	610,154.68	-108,824

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.