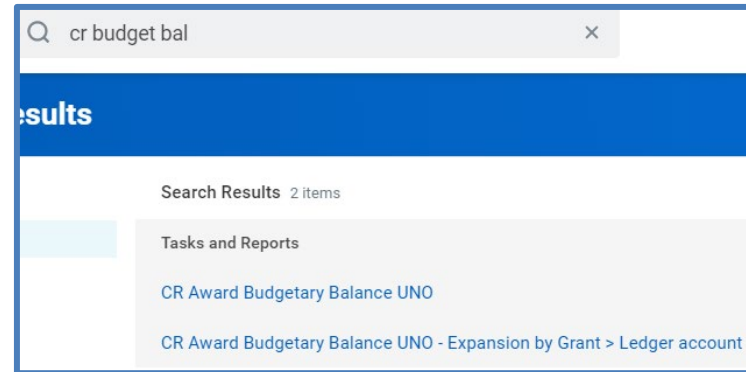## To Run Report

The **Award Budgetary Balance** report will show balances for awards in real time. The report will include the award budget with actuals, pre-encumbered, and encumbered totals. The report can be run as a standalone report and/or accessed from the award.
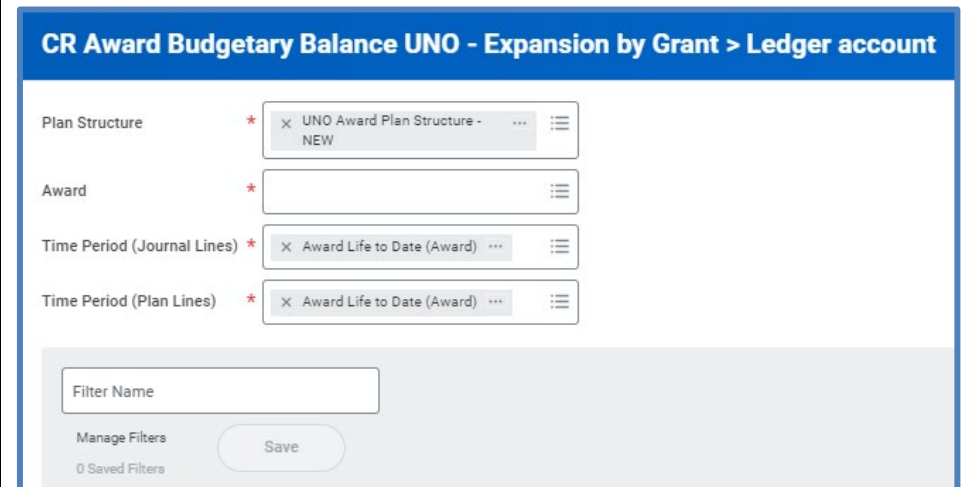
To access the report, you will need to be assigned the **Award Proposal Specialist** role in Workday. Please contact Office of Research for the required training to obtain role security in Workday.

To run the **Award Budgetary Balance** report:

1. Navigate to **Workday**

2. In the search bar, type "cr budget bal" then PAUSE before hitting enter; a list of results will appear

3. Select **CR Award Budgetary Balance UNO-Expansion by Grant > Ledger account** from the list; a new screen will appear

4. Enter the following data as directed:

   a. **Plan Structure** – Will auto-populate with **UNO Award Plan Structure-NEW;** do not change

   b. **Award** – Search for and select your award

   c. **Time Period (Journal Lines)** – Will auto-populate with **Award Life to Date (Award)**; do not change

   d. **Time Period (Plan Lines)** – Will auto-populate with **Award Life to Date (Award)**; do not change

5. Click **OK**; a new screen will appear

## Viewing Report Data

**To expand budget detail:**

1. Click the arrow next to **Grant (GR1XXXXX or GRTXXXXXX)**; all budget details will display
2. Click on the grant ledgers (expense categories) to view the object class mapped to the expense

---

### CR Award Budgetary Balance UNO - Expansion by Grant > Ledger account

| | | | |
|---|---|---|---|
| Plan Structure | UNO Award Plan Structure - NEW | Time Period (Journal Lines) | Award Life to Date (Award) |
| Award | AWD-100 | Time Period (Plan Lines) | Award Life to Date (Award) |

5 items

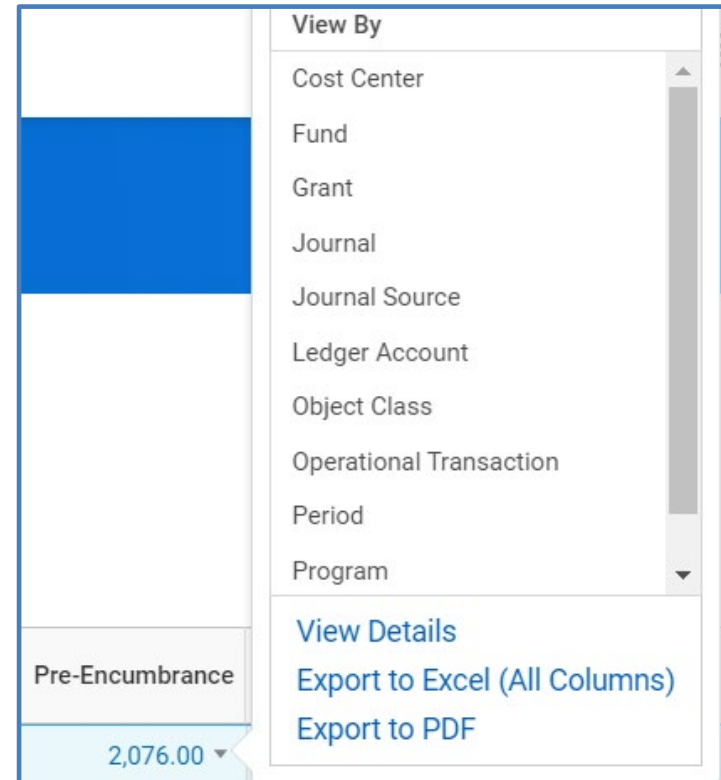| Grant | Budget | Actuals | Pre-Encumbrance | Encumbrance | Balance |
|---|---|---|---|---|---|
| Grant | 2,000.00 | 684.23 | 1,284.00 | 0 | $31.77 |
| GRT00 | 2,000.00 | 684.23 | 1,284.00 | 0 | $31.77 |
| 5017:Travel | 2,000.00 | 684.23 | 1,284.00 | 0 | $31.77 |
| UL Object Class Mapping: Travel - Domestic | 2,000.00 | 684.23 | 1,284.00 | 0 | $31.77 |
| Total | 2,000.00 | 684.23 | 1,284.00 | 0 | $31.77 |

# CR Award Budgetary Balance Report

## Drilling Down into Details

You can drill-down into any amount on the table and view details about the funds included in the total.

The amount can be viewed by various factors depending on the column.

To break down the total by specific criteria:

1. Hover over any amount in the table; an arrow will appear to the right of the amount

2. Click on the arrow beside the amount; a fly-out menu will appear

   a. To view all details, click **View Details** at the bottom; a new pop-up window will appear—see the next page of this QRC

   b. To view by specific criteria, select the specific criteria; a new pop-up window will appear

3. The new pop-up window can be moved, expanded, closed, or relocated as necessary

4. To export a breakdown of the amount for viewing outside of Workday, click **Export to Excel** or **Export to PDF** as desired

View By

Cost Center

Fund

Grant

Journal

Journal Source

Ledger Account

Object Class

Operational Transaction

Period

Program

**View Details**

**Export to Excel (All Columns)**
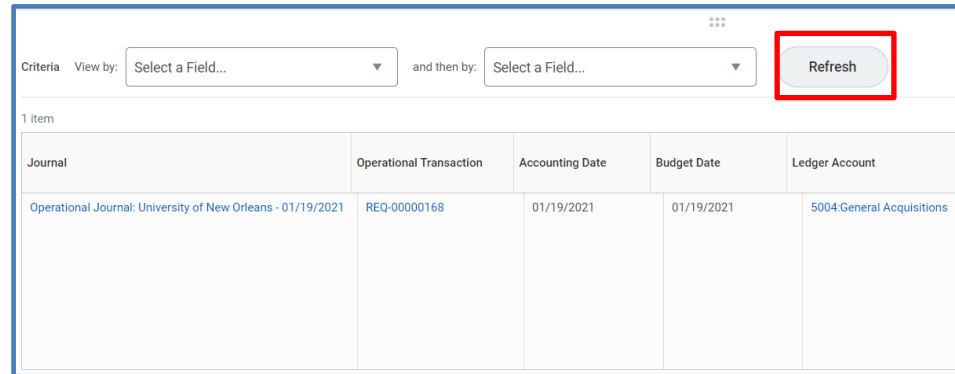
**Export to PDF**

Pre-Encumbrance

2,076.00 ▾

## View Details

When viewing details for an amount, you can change the configuration of the data output. You can view the data by various factors depending on the column.

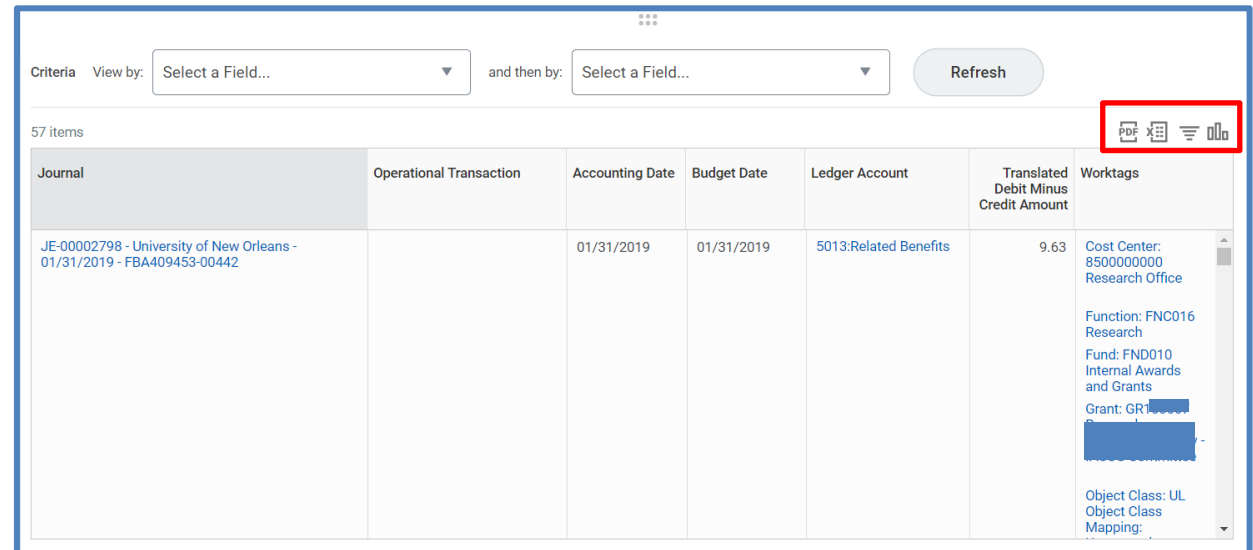To filter and sort the results when viewing details:

1. **Criteria** (top left)

   a. **View by:** – Select the first method of grouping the data from among the standard options

   b. **And then by:** – Select the secondary method of grouping the data from among the standard options

2. Click the **Refresh** button to see changes

3. The data can be printed, exported to Excel, or viewed as a graph by clicking the various icons at the top of the page

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

1 item

| Journal | Operational Transaction | Accounting Date | Budget Date | Ledger Account |
|---|---|---|---|---|
| Operational Journal: University of New Orleans - 01/19/2021 | REQ-00000168 | 01/19/2021 | 01/19/2021 | 5004:General Acquisitions |

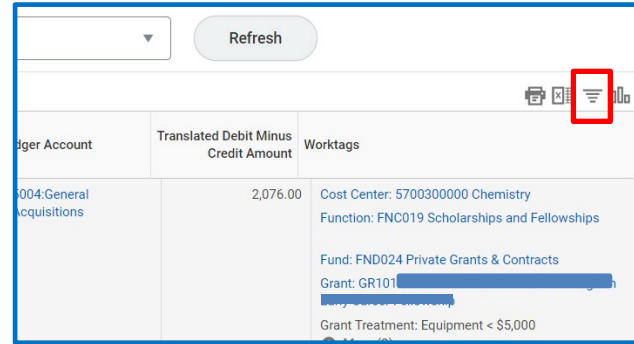| Criteria View by: Select a Field... | and then by: Select a Field... | | | Refresh |
|---|---|---|---|---|

57 items

| Journal | Operational Transaction | Accounting Date | Budget Date | Ledger Account | Translated Debit Minus Credit Amount | Worktags |
|---|---|---|---|---|---|---|
| JE-00002798 - University of New Orleans - 01/31/2019 - FBA409453-00442 | | 01/31/2019 | 01/31/2019 | 5013:Related Benefits | 9.63 | Cost Center: 8500000000 Research Office

Function: FNC016 Research

Fund: FND010 Internal Awards and Grants

Grant: GR1

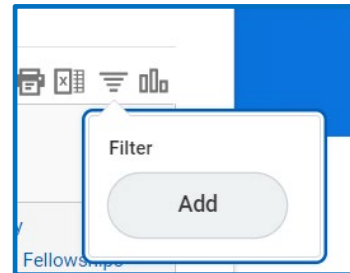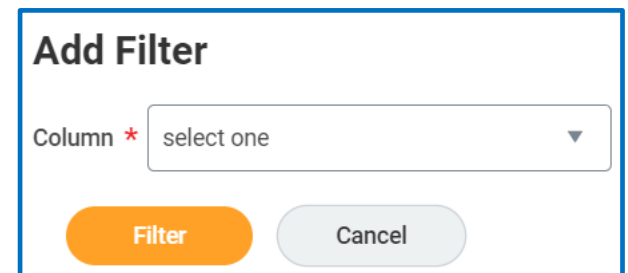Object Class: UL Object Class Mapping: |

## Filter Data

You can also filter the data based on several criteria.

1.  Click the filter icon above the **Worktags** column; a fly-out menu will appear

2.  Click the **Add** button; a pop-up screen will appear

3.  **Column** – Select which column you'd like to filter by criteria; the window will change and expand

4.  **Filter Condition** – Select the most applicable option; depending on your column selection, options may include arithmetic functions or logical operators

5.  **Value** – Select or enter the value that completes the equation with your column selection and filter condition

6.  Click the **Filter** button; the results will display in the original window

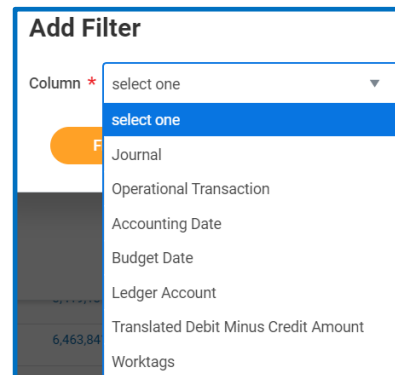NOTE: Filtering can also be done by clicking on each column heading.
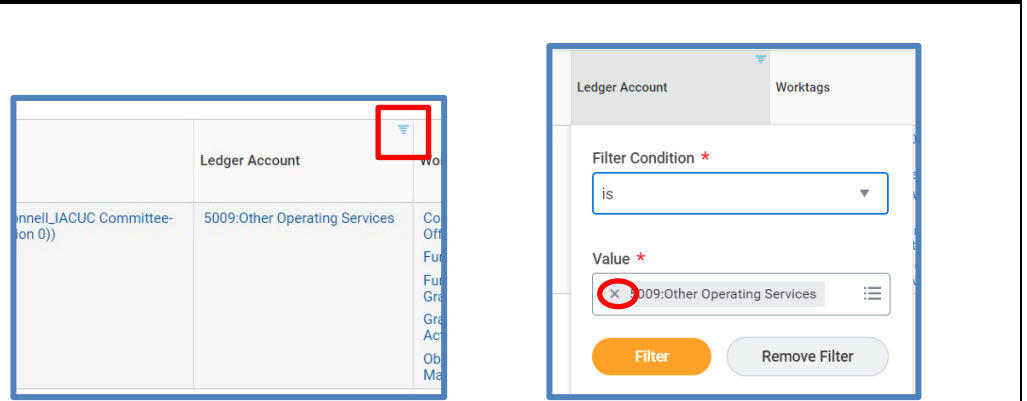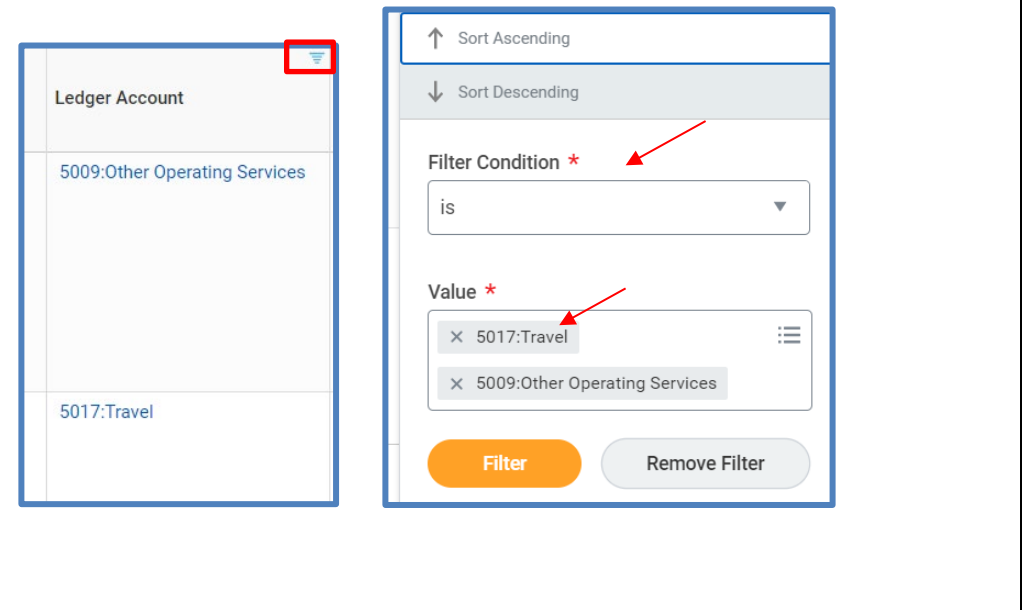
## Remove/Modify Filter Data

To remove a filter condition:

1. Click the filter icon above the **Worktags** column

2. Click the **x** next to a specific filter you wish to remove

3. Click Remove Filter to remove all filters

To modify a filter condition:

1. Click on the filter icon above the **Worktags** column

2. Click on the filter you wish to modify; the **Edit Filter** pop-up window will appear

3. Make the desired changes – you can edit the filter condition or change the value(s)

4. Click the **Filter** button

5. Results will display in the original window

## View Award Report

This section will provide instructions for how to review the Award Budgetary Balance Report from the award through the **View Award** report.

1. Navigate to **Workday**

2. At the top of the screen in the search bar, type "View Award"

3. Select **View Award** report option

4. A new screen will appear

5. In the Award field box, type in the award name, number, **or** PI last name for the award, and click enter

   a. The PI name option may not yield all search results. Good rule of thumb – make sure you have the award name or number.
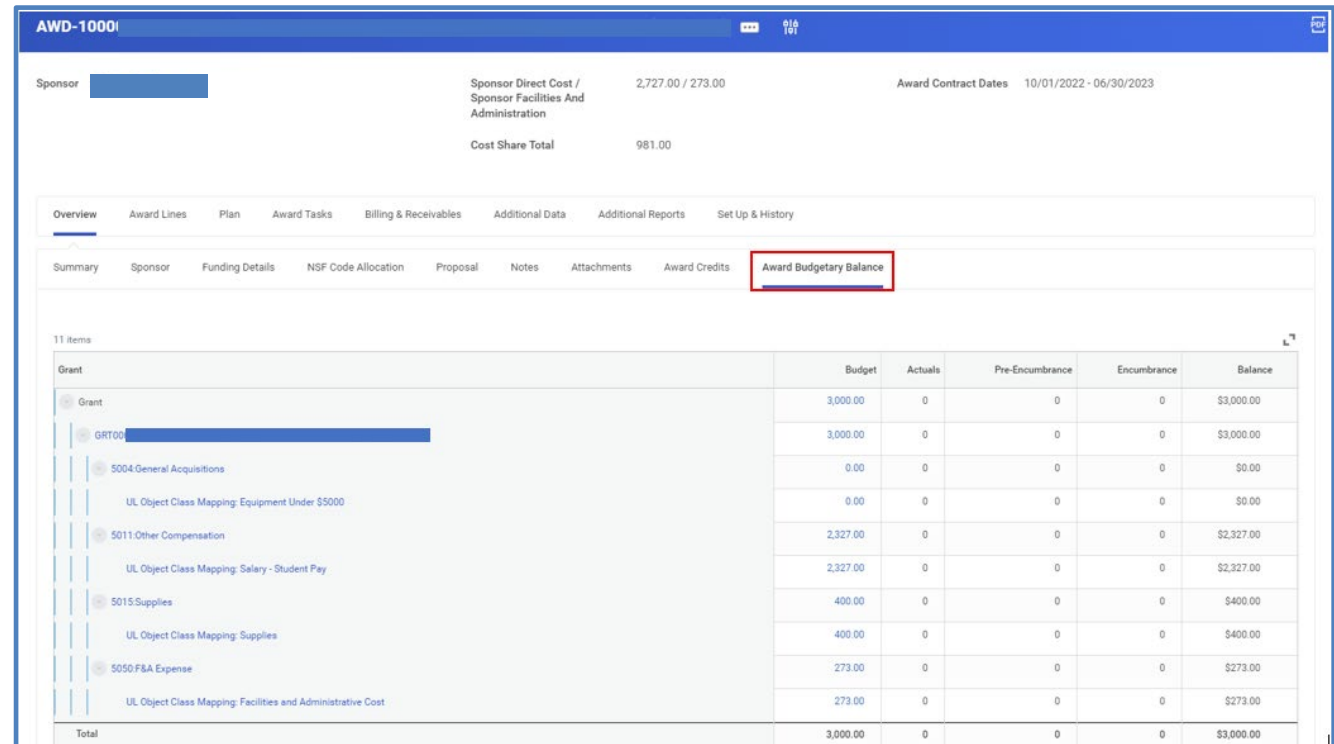
6. Click **OK**
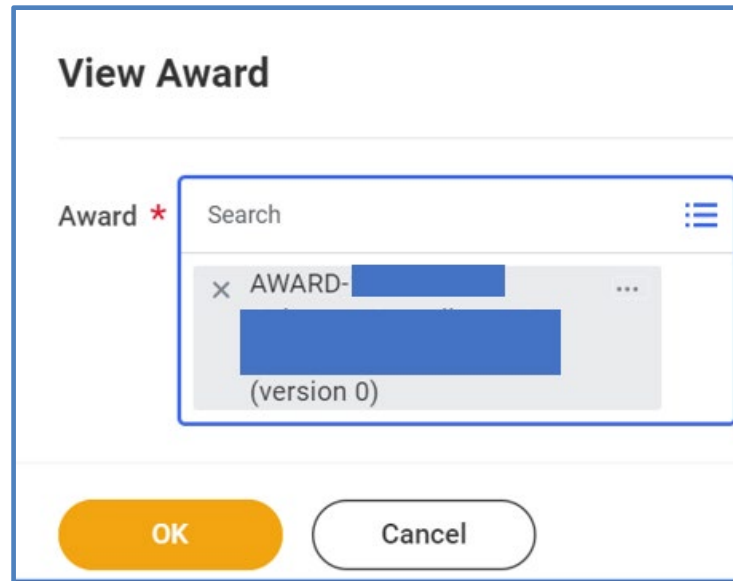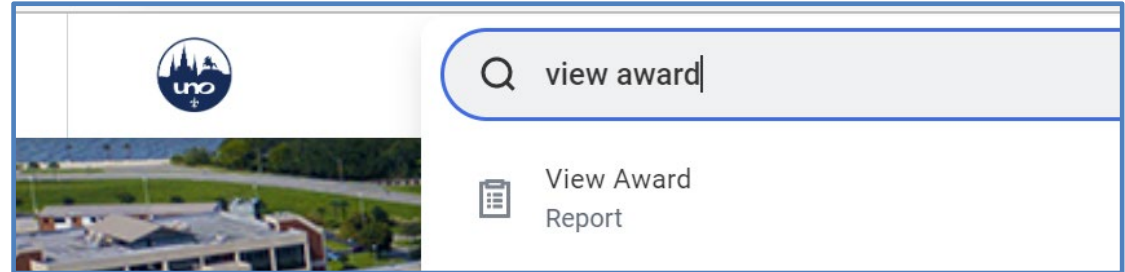
## Award Budgetary Balance Tab

You will be brought to a new screen, the **Overview** (tab)

1. Click on the **Award Budgetary Balance** (tab)

2. The table will display with the grant details

3. You can perform the same actions detailed in pages 2 – 6 above

NOTES:

- This option allows you to access the Award Budgetary Balance report and view expense categories and financial activities in the budget the same as standalone report option.

- You cannot export the report to Excel from the award view. You will have to run the *CR Award Budgetary Balance Report* as a standalone report to export to Excel.



AWD-1000

| Sponsor | | Sponsor Direct Cost / Sponsor Facilities And Administration | 2,727.00 / 273.00 | Award Contract Dates | 10/01/2022 - 06/30/2023 |

Cost Share Total    981.00

Overview   Award Lines   Plan   Award Tasks   Billing & Receivables   Additional Data   Additional Reports   Set Up & History

Summary   Sponsor   Funding Details   NSF Code Allocation   Proposal   Notes   Attachments   Award Credits   **Award Budgetary Balance**

11 items

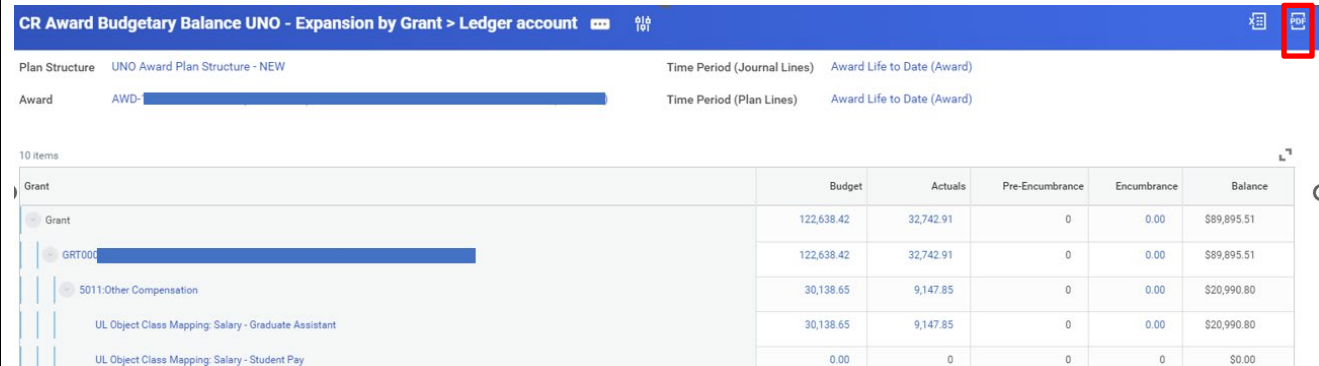| Grant | Budget | Actuals | Pre-Encumbrance | Encumbrance | Balance |
|---|---|---|---|---|---|
| Grant | 3,000.00 | 0 | 0 | 0 | $3,000.00 |
| GRT00 | 3,000.00 | 0 | 0 | 0 | $3,000.00 |
| 5004:General Acquisitions | 0.00 | 0 | 0 | 0 | $0.00 |
| UL Object Class Mapping: Equipment Under $5000 | 0.00 | 0 | 0 | 0 | $0.00 |
| 5011:Other Compensation | 2,327.00 | 0 | 0 | 0 | $2,327.00 |
| UL Object Class Mapping: Salary - Student Pay | 2,327.00 | 0 | 0 | 0 | $2,327.00 |
| 5015:Supplies | 400.00 | 0 | 0 | 0 | $400.00 |
| UL Object Class Mapping: Supplies | 400.00 | 0 | 0 | 0 | $400.00 |
| 5050:F&A Expense | 273.00 | 0 | 0 | 0 | $273.00 |
| UL Object Class Mapping: Facilities and Administrative Cost | 273.00 | 0 | 0 | 0 | $273.00 |
| Total | 3,000.00 | 0 | 0 | 0 | $3,000.00 |

## Printing Report

**To print a PDF:**

1. Click the printer icon at the top-right of the page in the blue bar

2. Click the **Download** button; save the report to your computer or print

NOTE: The expansion will not display in the exported PDF. **Export to Excel** to utilize the expansion. See below
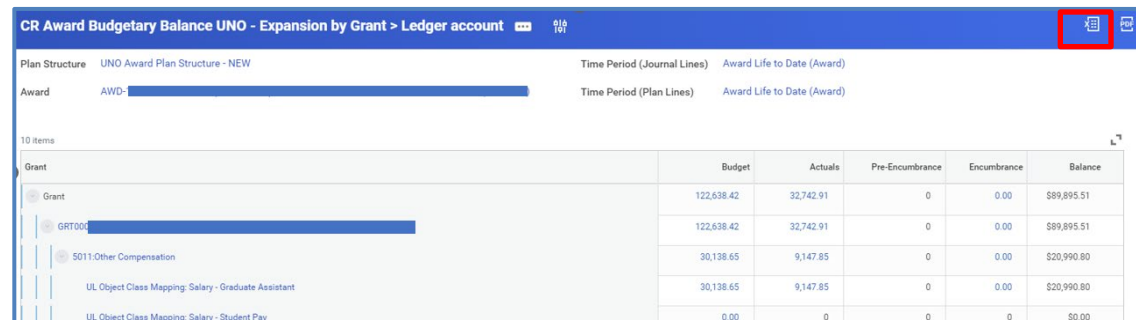


## Export Report to Excel

**To export to Excel:**

1. Click the Excel icon at the top-right of the page in the blue bar

2. You will receive notice file is too large to display. Click **Notify Me Later** button

3. You will receive another popup box **Send to My Reports**. Click **OK**

4. Click on the alert notification with report hyperlink to download the report. (The report will be available in *My Reports* section of Workday)

5. Downloads menu will appear; save the report to your computer

NOTES: If you download to Excel, you can use the expansion. Then, you can create a PDF if needed.

Again, you **cannot** export a report to Excel from the award view, only the standalone report option.

## CHANGES/UPDATES LIST:

| Date | Pages Changed | Who made changes |
|---|---|---|
| 05/14/2021 | 1, 2 | Alana Coleman |
| 5/18/2021 | all | Carol Lunn |
| 05/24/2021 | Added 6 | Alana Coleman |
| 05/26/2021 | 2, 4, 5 | Alana Coleman |
| 12/01/2022 | Updated screenshot in page 2. Added pages 7&8 | Alana Coleman |
| 01/26/2023 | Added last sentence in first paragraph, page 1. Updated screenshot in page 2, added #2. Updated pages 7&8. Added pages 9-10 | Alana Coleman |
| 02/02/2023 | Removed PS statement and added training statement for role access | Alana Coleman |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |