

Grant Balances In Workday

Fulbright College Gifts and Grants Team

Version 1: October 15, 2020

For assistance, please email askarsc@uark.edu

What can you view with this report?

- Sponsored project worktags
 - Any grants whose worktags begin with GR
 - Any cost-shares whose worktags begin with MG
- You CAN'T view with this report:
 - RIF or Startup Worktags
 - Internally funded grants
 - Gift accounts
 - These accounts are viewed with RPT – Departmental Budget Vs Actual instead.

BASIS to Workday Translator

- The translator is used to identify the driving worktag in relation to its BASIS CCN. Also helps with additional data such as cost center, award name, etc.
- Found at: <https://financial-affairs.uark.edu/winAuth/basisccntowd>
- If you are asked to log in, use your UAF login and password.
- New worktags will not be added to the translator, as there is no corresponding CCN to link to.

RPT – Departmental Grant Budget vs Actual (RPT – Dep Gr Bud vs Ac)

- Because sponsored awards have a different setup than other funds in Workday, you have to use this report to find the balance.
- If you don't have access to this report when you search, please check with our office to verify if you need to submit a ticket.

The screenshot shows the University of Arkansas Workday search interface. At the top left is the University of Arkansas logo. To its right is a search bar containing the text 'rpt - dep grant bud' with a magnifying glass icon on the left and a close 'x' icon on the right. Below the search bar is a blue header bar with the text 'Search Results' in white. Underneath the header, on the left side, is a vertical list of categories: 'Common', 'Assets', 'Banking', 'Endowments', 'Expenses', and 'Financial Accounting'. The 'Financial Accounting' category is highlighted with a light blue background. To the right of the categories, the text 'Search Results 1 items' is displayed. Below this, a search result is shown in a light gray box: 'Tasks and Reports' followed by 'RPT - Departmental Grant Budget vs Actual' in blue text. At the bottom of the search results area, a tip reads: 'Tip: try selecting another category from the left to see other results'.

Report Search Fields

RPT - Departmental Grant Budget vs Actual

Instructions When running the report without selecting an Award, you must use "Life to Date

Company	*	x University of Arkansas, Fayetteville ...	☰
Grant	*	x Grant: GR008051 UAF AR/STAP/FY20/ABI:ADMINISTRATIVE/KOEPPE ...	☰
Award			☰
Budget Structure	*	x Award Budget Structure (Object Class) ...	☰
Time Period	*	x Life to Date (Award) ...	☰
Period		x FY 2020 - 2021 - Oct	☰
Object Class			☰
Cost Center			☰
Ledger Account/Summary			☰
Worktags			☰

Filter Name

Manage Filters

Save

1 Saved Filters

OK

Cancel

- Fields with Asterisks are required. Also, Period may lose its asterisk but it's still required.
- Company will always be UAF.
- Grant is the worktag you're searching for (ex: GR008051)
- Budget structure is always Award Budget Structure.
- Time Period is always Life to Date (Award).
- Period is the current month.

Saving Filters

- If this award is one you'll look for a lot, you can save these settings as a filter by adding a Filter Name and clicking the save button.
- You must complete all required fields before you can save a filter (Period is required even if the asterisk disappears).

RPT - Departmental Grant Budget vs Actual

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Award				☰
Budget Structure	*	x Award Budget Structure (Object Class)	...	☰
Time Period	*	x Life to Date (Award)	...	☰
Period		x FY 2020 - 2021 - Oct		☰
Object Class				☰
Cost Center				☰
Ledger Account/Summary				☰
Worktags				☰

Filter Name

Manage Filters 1 Saved Filters ▾

Using Saved Filters


- To select a saved filter, simply click on the arrow by Saved Filters
- Remember you will need to change the Period field when a new month begins.
- To resave your filter, type the same name in the Filter Name box and resave it (you'll get a confirmation).


RPT - Departmental Grant Budget vs Actual

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Period		x FY 2020 - 2021 - Oct		☰
Object Class				☰
Cost Center				☰
Ledger Account/Summary				☰
Worktags				☰



Filter Name

Manage Filters 1 Saved Filters 








Viewing the Report

← RPT - Departmental Grant Budget vs Actual Actions  

> Details

6 items     

Site	Award	Grant	Object Class	Budget	Commitment	Obligation	Actuals	Available Balance
(Blank)	ABI 2020: ABI Administrative Distribution FY20 07/01/2019 (version 0)	GR008051 UAF AR/STAP/FY20/ABI-ADMINISTRATIVE/KOEPPE	UA System Sponsored Programs: 01_Personnel	3,805.06	0	0	3,805.06	
(Blank)	ABI 2020: ABI Administrative Distribution FY20 07/01/2019 (version 0)	GR008051 UAF AR/STAP/FY20/ABI-ADMINISTRATIVE/KOEPPE	UA System Sponsored Programs: 03_Fringe Benefits	1,037.64	0	0	1,037.64	
(Blank)	ABI 2020: ABI Administrative Distribution FY20 07/01/2019 (version 0)	GR008051 UAF AR/STAP/FY20/ABI-ADMINISTRATIVE/KOEPPE	UA System Sponsored Programs: 09_Equipment	355,104.70	0	0	336,571.36	18,533.34
(Blank)	ABI 2020: ABI Administrative Distribution FY20 07/01/2019 (version 0)	GR008051 UAF AR/STAP/FY20/ABI-ADMINISTRATIVE/KOEPPE	UA System Sponsored Programs: 10_Materials and Supplies	17,339.89	0	0	34,404.69	(17,064.80)
(Blank)	ABI 2020: ABI Administrative Distribution FY20 07/01/2019 (version 0)	GR008051 UAF AR/STAP/FY20/ABI-ADMINISTRATIVE/KOEPPE	UA System Sponsored Programs: 17_Other Direct Costs	125,771.79	0	0	127,240.33	(1,468.54)
Total				503,059.08	0	0	503,059.08	

- This report shows all of the award lines, broken down by object class (red arrow).
- Personnel includes all salary categories.
- Fringe benefits includes GA tuition waiver budget.

Viewing the Report, cont.

← RPT - Departmental Grant Budget vs Actual Actions



> Details

6 items



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Total				503,059.08	0	0	503,059.08	

- Budget is the total budget for the project.
- Obligation will show encumbrances.
- Actuals shows your actual expenses.
- Available balance shows remaining funds in that object class.


Viewing the Report, cont.

← RPT - Departmental Grant Budget vs Actual Actions



> Details

6 items



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Total				503,059.08	0	0	503,059.08	

- If you want to export this table to Excel, click on the spreadsheet icon in the upper right of the table (red arrow).
- You can click on any blue number to get an expanded view of what expenses are in that total.