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?

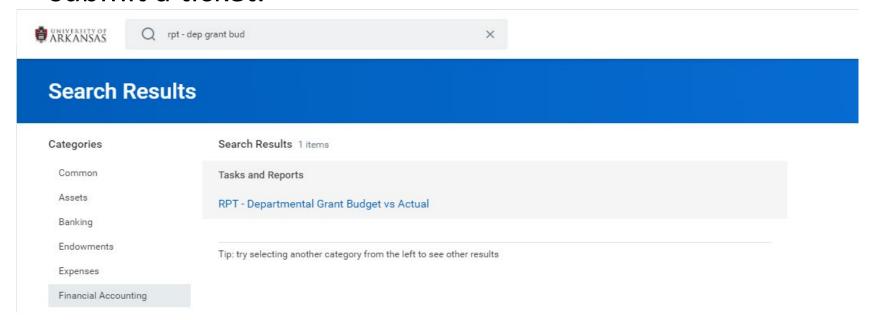
- Sponsored project worktags
 - Any grants whose worktags begin with GR
 - Any cost-shares whose worktags begin with MG
- You CAN'T view with this report:
 - RIF or Startup Worktags
 - Internally funded grants
 - Gift accounts
 - These accounts are viewed with RPT Departmental Budget Vs Actual instead.

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.

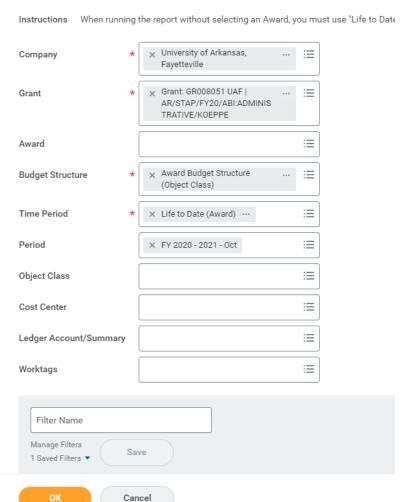
RPT – Departmental Grant Budget vs Actual (RPT – Dep Gr Bud vs Ac)

- 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.



Report Search Fields

RPT - Departmental Grant Budget vs Actual



- 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

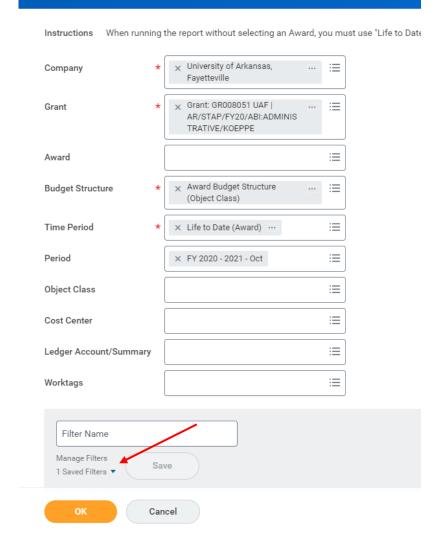
- If this award is one you'll look for a lot, you can save these settings as a filter by adding a Filter Name and clicking the save button.
- You must complete all required fields before you can save a filter (Period is required even if the asterisk disappears).

RPT - Departmental Grant Budget vs Actual When running the report without selecting an Award, you must use "Life to Date University of Arkansas, Company Fayetteville Grant: GR008051 UAF | Grant AR/STAP/FY20/ABI:ADMINIS \equiv Award Award Budget Structure **Budget Structure** (Object Class) Time Period \equiv × Life to Date (Award) ··· \equiv Period × FY 2020 - 2021 - Oct \equiv Object Class \equiv Cost Center Ledger Account/Summary Worktags Filter Name Manage Filters Save 1 Saved Filters > Cancel

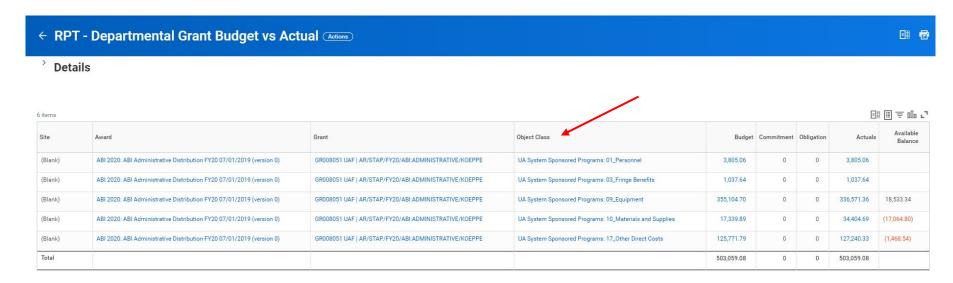
Using Saved Filters

- 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

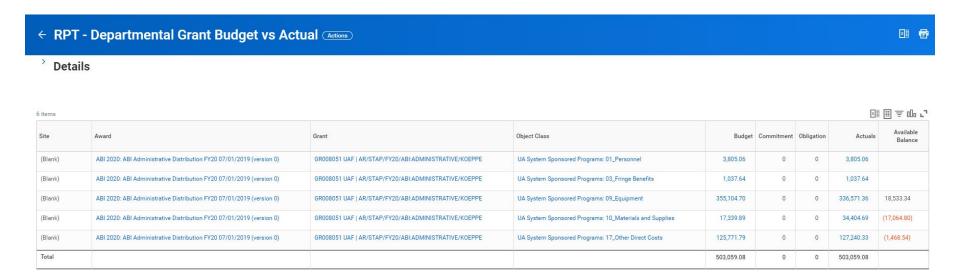


Viewing the Report



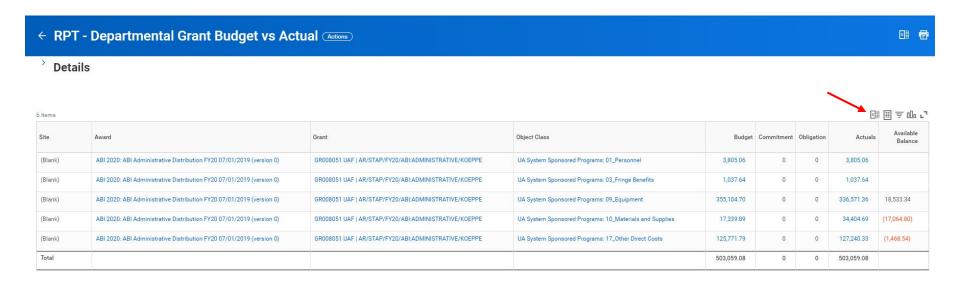
- This report shows all of the award lines, broken down by object class (red arrow).
- Personnel includes all salary categories.
- Fringe benefits includes GA tuition waiver budget.

Viewing the Report, cont.



- 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.



- 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.