

Workday Grant Functions Quick Reference Guide

How do I find a summary of the budget, expenses, encumbrances, and balance of a grant?

The **Budget vs. Actuals by Object Class** report is a summary view of a grant's budget, expenditures, encumbrances, and balances for each Sponsor, Cost Share Expenses, and Third-Party Expenses in the current period or prior period.

This report can be run from the Grants Administration Dashboard or by searching for the report by itself in Workday. If it is timing out in the dashboard, try searching for it on its own and running it that way.

Search Parameters:

- **Grant:** Select the grant you want to review.
- **Company, Period,** and **Plan Structure** parameters all default, but can be changed if appropriate. Most common periods to select in the **Period** field are the current period (the current month) or prior period (the previous month).
- **Period:** Can adjust the period based on a particular month within a Fiscal Year. In selecting a month, the results will return expenditures as of that month. If selecting a month in the past, the expenditures would return based on expenditures through that month. In running separate reports in separate windows for comparing data across months. Encumbrance data may not update if looking at different months. Look at Budget minus expenditures to calculate the Balance for that period. Balances may not reflect accurately for months in the past.

Search Results:

- **Expenditures - Current Period:** Majority of expenditures are payroll, so if running report early in the month, may not see payroll-related expenses included in this field.
- **Expenditures:** Life-to-Date expenditures on the award.
- **Encumbrances** will appear the same, regardless of the period reviewed. Will reflect the current period's encumbrances only.
- **Cost Share Expenses** and **Third-Party Expenses** sections in the report will reflect for the period you are running the report for.
- If looking in current month, Encumbrances would show accurately what personnel expenditures are encumbered on the grant.

Budget vs Actuals by Object Class

Grant

Company

Period

Plan Structure

Award Header Role

Filter Name

Manage Filters

0 Saved Filters

