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.

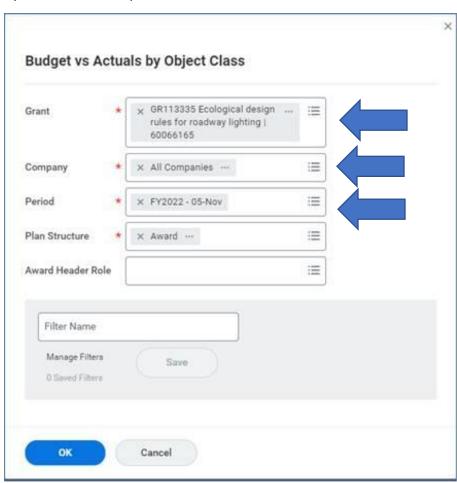
This report can be run from the Grants Administration Dashboard or by searching for the report by itself in Workday. If it is timing out in the dashboard, try searching for it on its own and running it that way.

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.



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Search Results Exported into Excel:

	Sponsor Expenses									Cost Share Expenses								Third Party Expenses					
Budget Category - Object Class	Budget	Expenditures - Current Period		1		Encumbrances		Balance		Budget		Expenditures		Encumbrances		Balance		Budget		Expenditure s		Balance	
Salaries and Wages	\$ 282,200.60	\$	1,605.87	\$	174,842.24	\$	29,692.54	\$	77,665.82	\$		\$	-	\$		\$	-	\$		\$		\$	
Fringe Benefits	\$ 63,683.77	\$	519.07	\$	44,804.88	\$	9,534.75	\$	9,344.14	\$		\$	-	\$		\$	-	\$		\$		\$	-
Materials and Supplies	\$ 25,822.00	\$	-	\$	18,835.96	\$	400.00	\$	6,586.04	\$		\$	-	\$		\$	-	\$		\$	-	\$	
Purchased Services	\$ 23,762.92	\$	-	\$	19,544.67	\$	11,947.92	\$	(7,729.67)	\$		\$	-	\$		\$	-	\$		\$		\$	-
Equipment	\$ 40,496.00	\$		\$	40,496.00	\$		\$		\$		\$		\$		\$	-	\$	-	\$	-	\$	-
Travel - Domestic	\$ 6,125.00	\$	-	\$	603.78	\$	-	\$	5,521.22	\$		\$	-	\$		\$	-	\$		\$	-	\$	
Other Direct Costs	\$ 1,458.08	\$	-	\$	1,458.08	\$	-	\$		\$		\$	-	\$		\$	-	\$		\$	-	\$	
Unallocated	\$ -	\$		\$	3.22	\$	8.47	\$	(11.69)	\$		\$		\$		\$	-	\$	-	\$	-	\$	-
Direct Costs	\$ 443,548.37	\$	2,124.94	\$	300,588.83	\$	51,583.68	\$	91,375.86	\$		\$	-	\$		\$		\$		\$	-	\$	-
Facilities and	\$ 158,032.34	\$	899.31	\$	97,913.44	\$	28,882.11	\$	31,236.79	\$		\$	-	\$		\$	-	\$		\$	-	\$	-
Administrative Costs																							
TOTAL	\$ 601.580.71	\$	3.024.25	\$	398.502.27	\$	80.465.79	\$	122,612,65	\$		\$		\$		\$		\$		S		\$	