

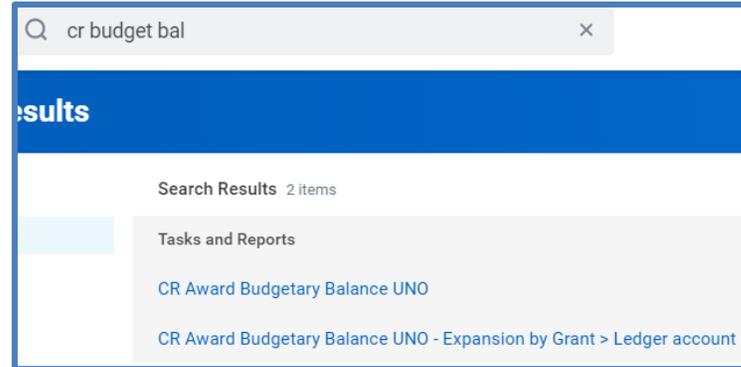
To Run Report

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.

This report replaces the former PeopleSoft reports 1005 and 1010. In order to run the report, you will need to be assigned the **Award Proposal Specialist** role in Workday.

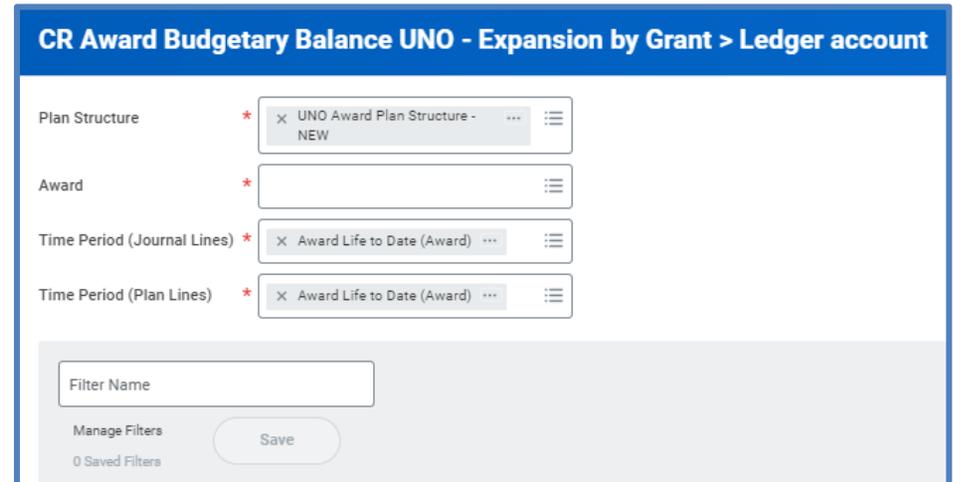
To run the **Award Budgetary Balance** report:

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



Search Results 2 items

- Tasks and Reports
- CR Award Budgetary Balance UNO
- CR Award Budgetary Balance UNO - Expansion by Grant > Ledger account



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

Plan Structure * UNO Award Plan Structure - NEW

Award *

Time Period (Journal Lines) * Award Life to Date (Award)

Time Period (Plan Lines) * Award Life to Date (Award)

Filter Name

Manage Filters Save

0 Saved Filters

View & Export 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.

To export to Excel:

1. Click the Excel icon at the top-right of the page in the blue bar
2. Click the **Download** button; save the report to your computer

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

To expand budget detail:

1. Click the arrow next to **Grant (GR1XXXXX or GRTXXXXXX)**; all budget details will display

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	AWARD- [REDACTED] (version 0)	Time Period (Plan Lines)	Award Life to Date (Award)		
10 Items					
Grant	Budget	Actuals	Pre-Encumbrance	Encumbrance	Balance
Grant	101,470.81	100,470.27	0	999.94	0.60
GR100 [REDACTED]	101,470.81	100,470.27	0	999.94	0.60
5009:Other Operating Services	23,878.20	23,878.20	0	0	0.00
5010:Other Charges	2,085.00	2,085.00	0	0	0.00
5011:Other Compensation	1,416.49	1,416.49	0	0	0.00
5013:Related Benefits	15,713.25	18,672.81	0	328.84	(3,288.40)
5014:Salaries	43,301.42	49,341.32	0	671.10	(6,711.00)
5015:Supplies	15,034.80	5,034.80	0	0	10,000.00
5017:Travel	41.65	41.65	0	0	0.00
Total	101,470.81	100,470.27	0	999.94	0.60

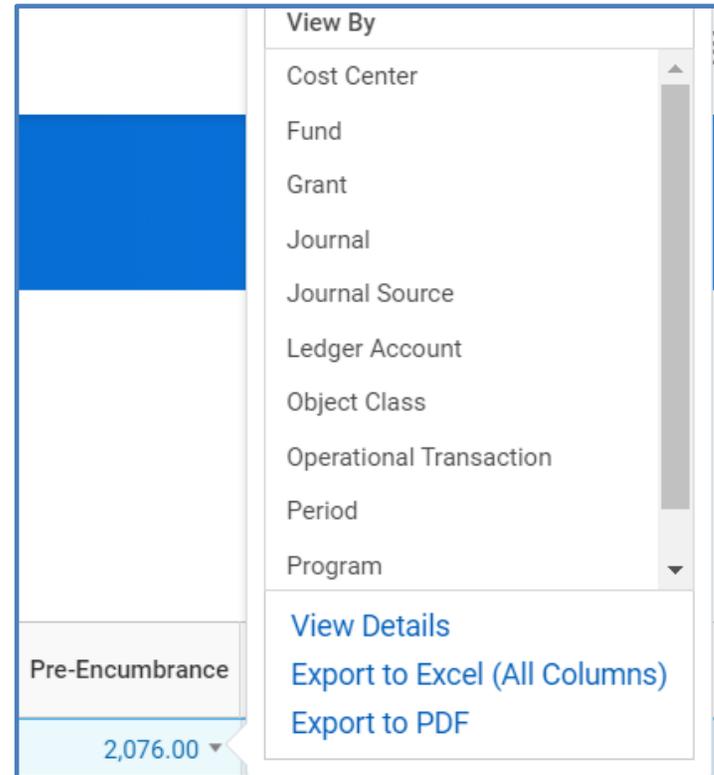
Drilling Down into Details

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

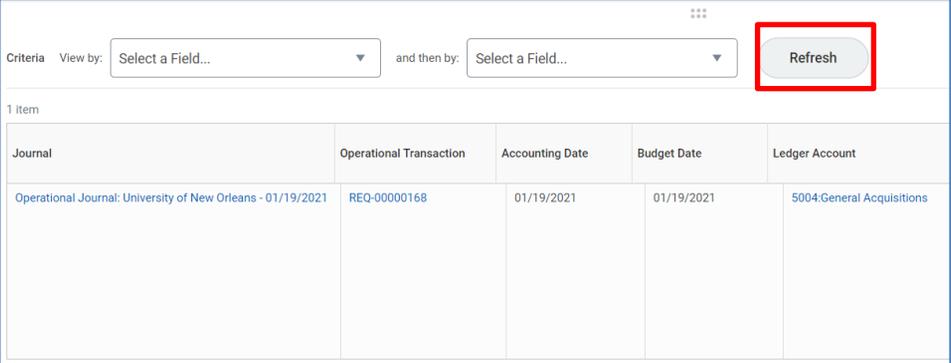


View Details

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:

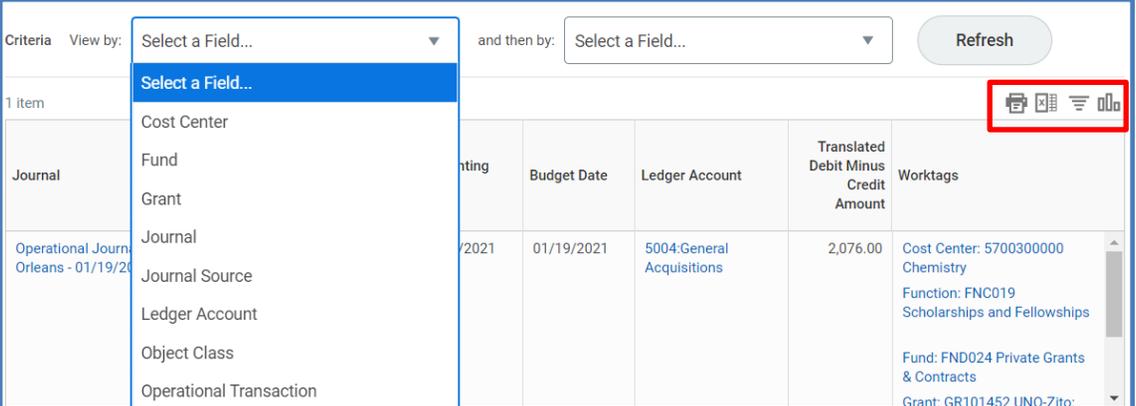
1. **Criteria** (top left)
 - a. **View by:** – Select the first method of grouping the data from among the standard options
 - b. **And then by:** – Select the secondary method of grouping the data from among the standard options
2. Click the **Refresh** button to see changes
3. The data can be printed, 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

1 item

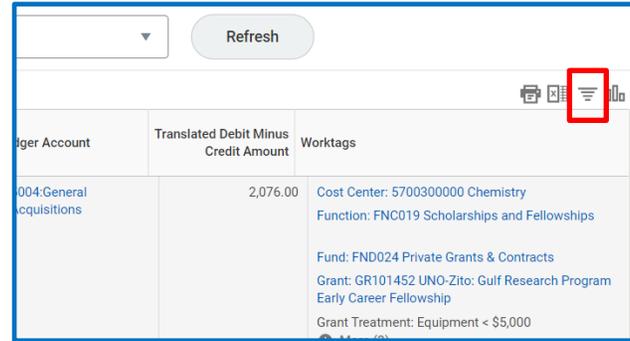
Journal	Accounting	Budget Date	Ledger Account	Translated Debit Minus Credit Amount	Worktags
Operational Journal: University of New Orleans - 01/19/2021	2021	01/19/2021	5004:General Acquisitions	2,076.00	Cost Center: 5700300000 Chemistry Function: FNC019 Scholarships and Fellowships Fund: FND024 Private Grants & Contracts Grant: GR101452 UNO-Zito

Filter Data

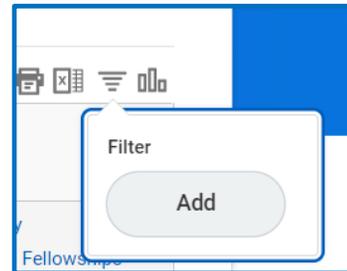
You can also filter the data based on several criteria.

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.



Ledger Account	Translated Debit Minus Credit Amount	Worktags
004:General Acquisitions	2,076.00	Cost Center: 5700300000 Chemistry Function: FNC019 Scholarships and Fellowships Fund: FND024 Private Grants & Contracts Grant: GR101452 UNO-Zito: Gulf Research Program Early Career Fellowship Grant Treatment: Equipment < \$5,000



Add Filter

Column *

Add Filter

Column *

- select one
- Journal
- Operational Transaction
- Accounting Date
- Budget Date
- Ledger Account
- Translated Debit Minus Credit Amount
- Worktags

Add Filter

Column *

Filter Condition * Operational Journal: University of New Orleans - 01/19/2021

Value *

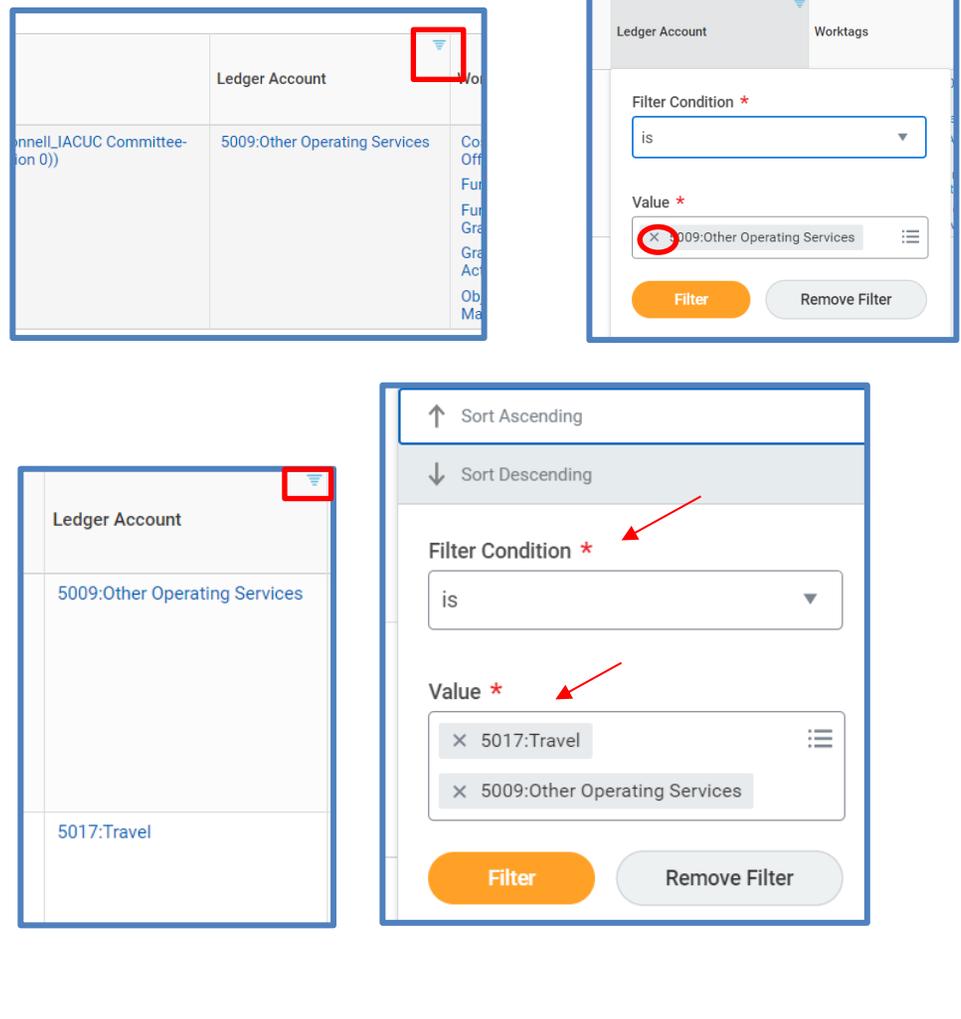
Remove/Modify Filter Data

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



The screenshots illustrate the process of removing and modifying filter data in the CR Award Budgetary Balance Report. The top-left screenshot shows a table with a filter icon (a funnel) highlighted in a red box above the 'Worktags' column. The top-right screenshot shows the 'Edit Filter' pop-up window with the 'Filter Condition' set to 'is' and the 'Value' field containing '5009:Other Operating Services', which is circled in red. The bottom-left screenshot shows a table with a filter icon highlighted in a red box above the 'Worktags' column. The bottom-right screenshot shows the 'Edit Filter' pop-up window with the 'Filter Condition' set to 'is' and the 'Value' field containing two items: '5017:Travel' and '5009:Other Operating Services', both circled in red.

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