UNIVERSITY of NEW ORLEANS

# Quick Reference Card CR Award Budgetary Balance Report (PIs)

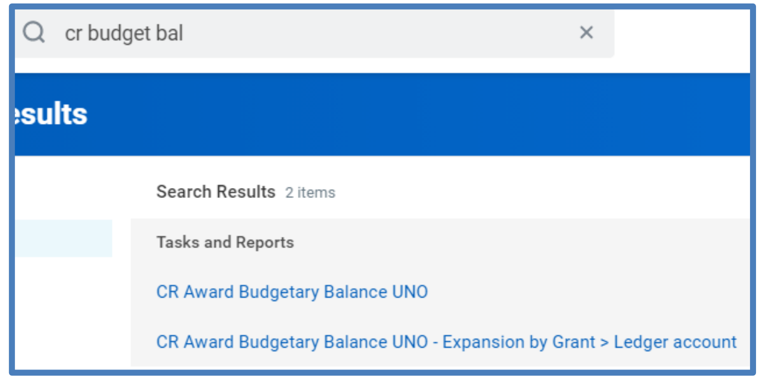
## To Run Report

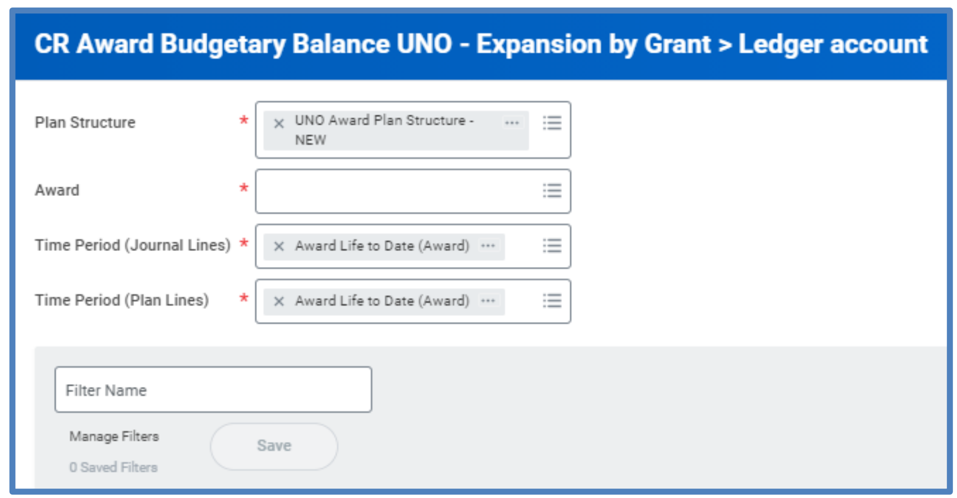
The **Award Budgetary Balance** report will show balances for awards in real time. The report will include the award budget with actuals, pre-encumbered, and encumbered totals.

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



## 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.

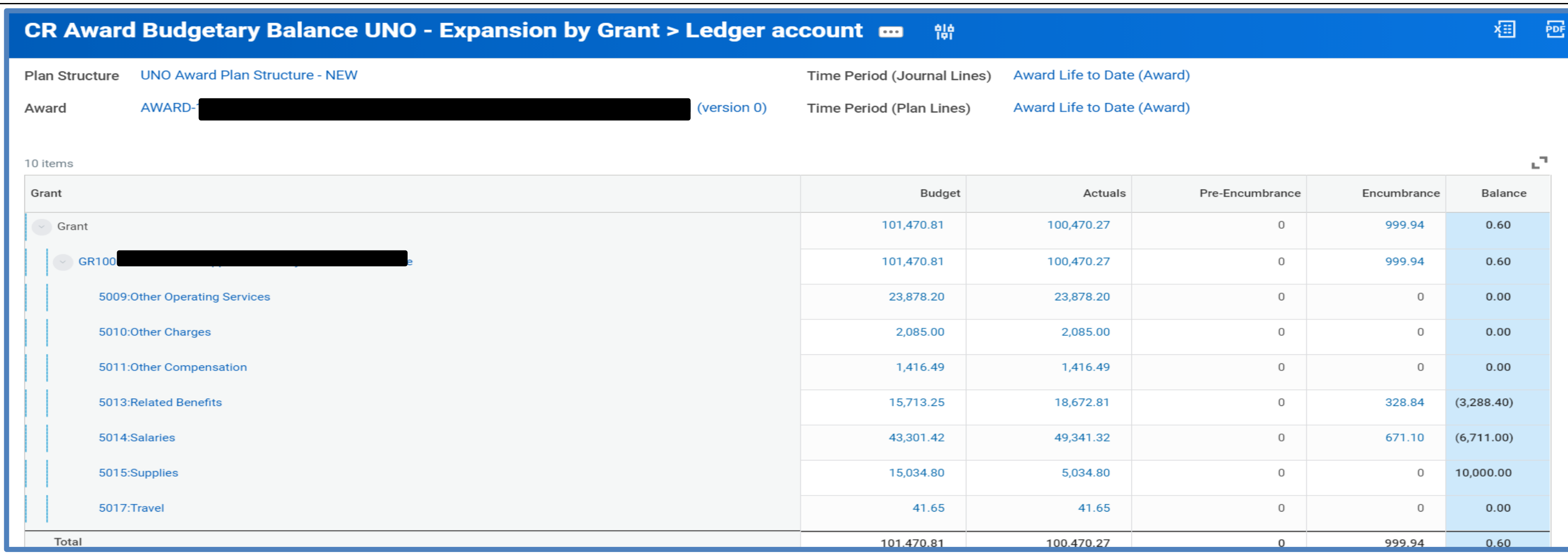
**To export to Excel:**

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

Award: AWARD-[redacted] (version 0)

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

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 |

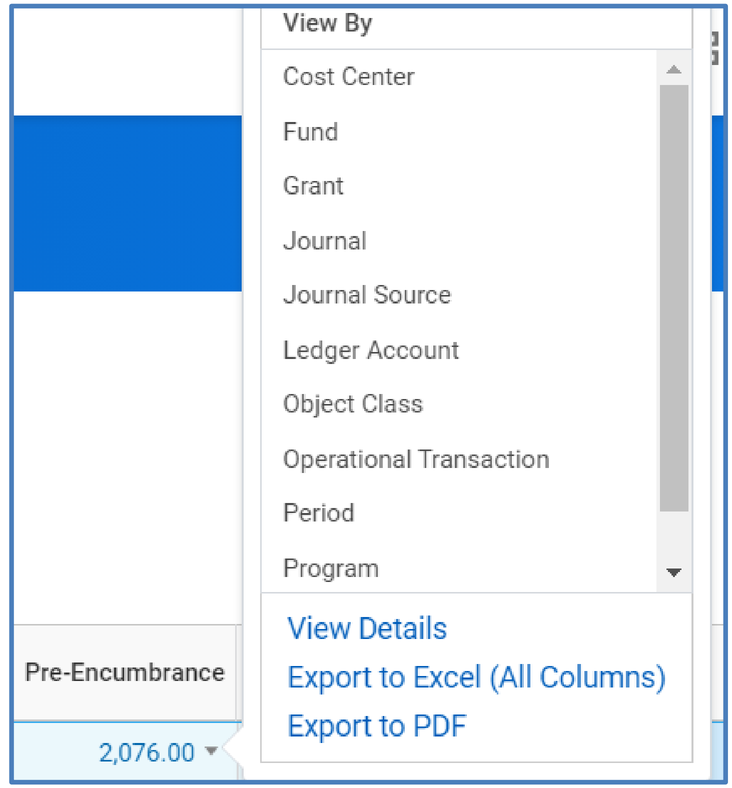
## Drilling Down into Details

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



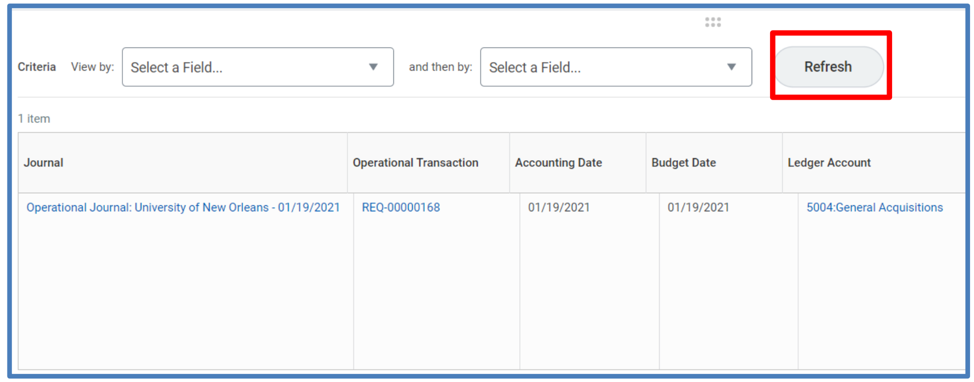
Quick Reference Card **CR Award Budgetary Balance Report (PIs)**

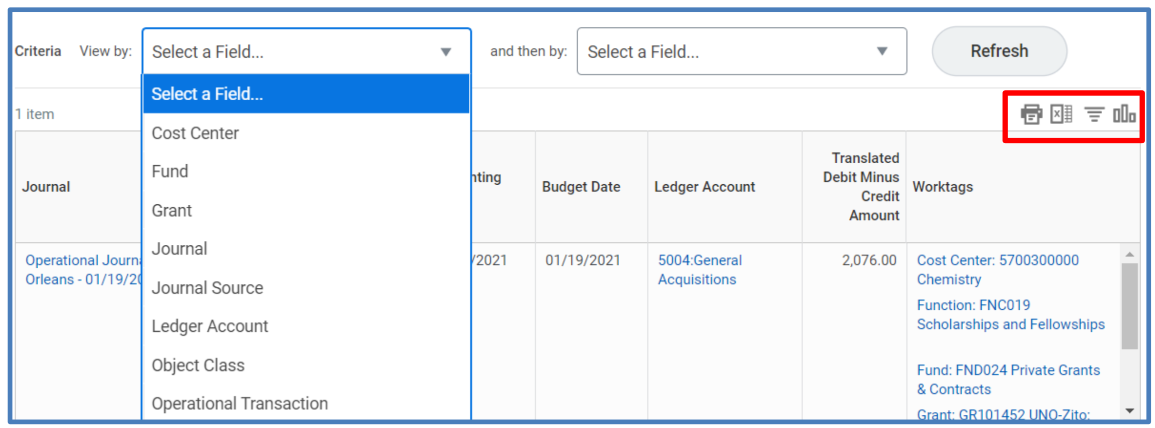
## View Details

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



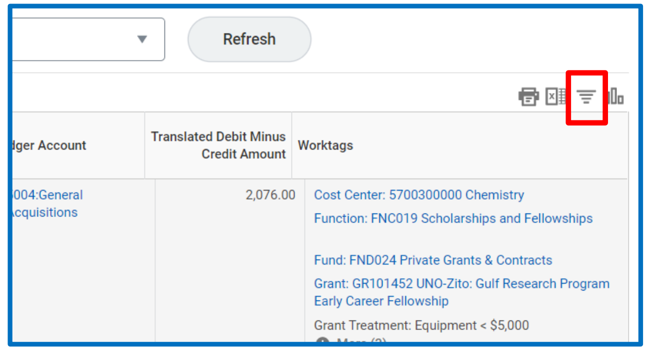



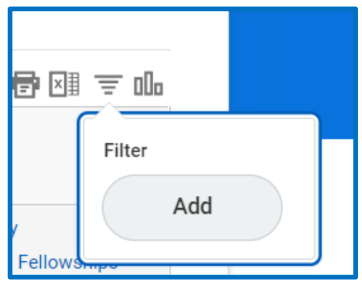
## Filter Data

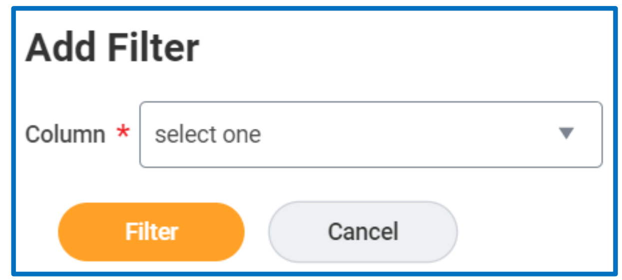
You can also filter the data based on several criteria.

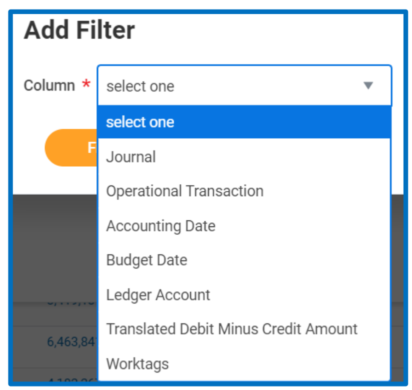
1. Click the filter icon above the **Worktags** column; a fly-out menu will appear
2. Click the **Add** button; a pop-up screen will appear
3. **Column** – Select which column you'd like to filter by criteria; the window will change and expand
4. **Filter Condition** – Select the most applicable option; 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

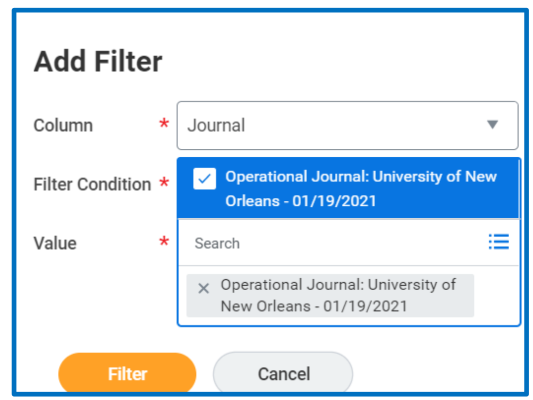
NOTE: Filtering can also be done by clicking on each column heading.



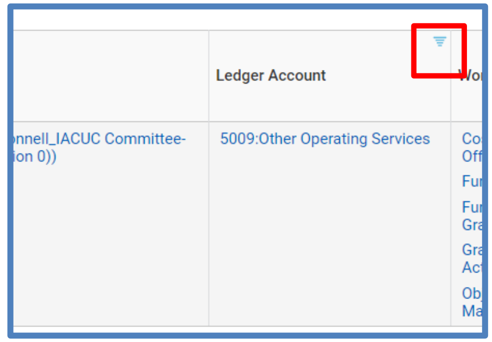
## Remove/Modify Filter Data

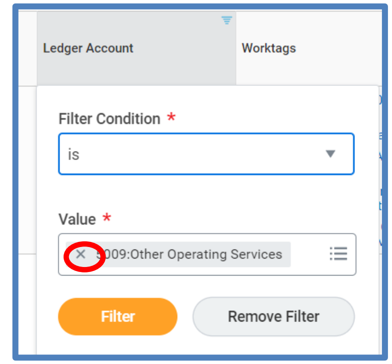
To remove a filter condition:

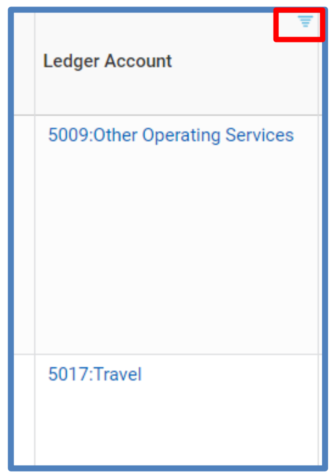
1. Click the filter icon above the **Worktags** column
2. Click the **x** next to a specific filter you wish to remove
3. Click Remove Filter to remove all filters

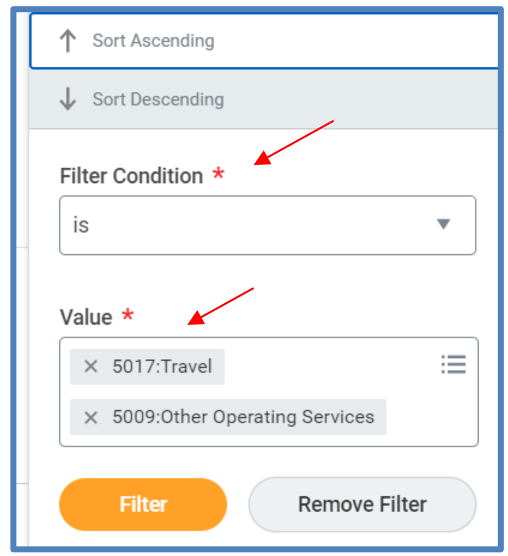
To modify a filter condition:

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



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 |
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