Hi Mandy, to follow-up on our call earlier today, here’s how faculty can run reports for their various funding sources.

At the search/magnifying glass 3 report options:

1. Budget vs Actual Operating Expenses by Assignee - CR
2. Budget vs Actual Operating Expenses by Activity - CR
3. Budget vs Actual Operating for Organization (without pay details) - CR

Under "Organization" select Assignee (ASxxxxx name)- the Period should default to the current accounting period.

The cleanest report for faculty to use is the by Assignee report but the others work too but navigating requires a bit of Workday savvy. One can navigate data by clicking anything in blue, using right facing arrow(s) to expand line and/or using downward facing arrow(s) to filter data.

Please let me know if you need anything more.

Best, Scott