How do I run a budget to actuals report (formerly Balance & Activity report)?

Here are the steps for running an award budget to actuals report.

Step 1: In the Workday search field, enter "my award budget," and select "My Award Budget to Actuals by Ledger Account - FIN - CR (NSHE)" as illustrated below.

Step 2: Next, in the resulting My Award Budget to Actuals by Ledger Account screen, select the Company, desired Period, enter the Grant number in the Worktags field and click "OK" at the bottom of the screen to generate the report.