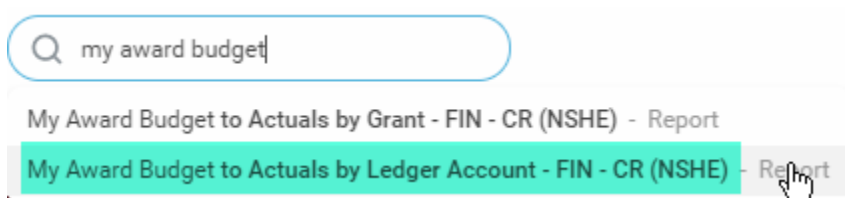


## How do I run a budget to actuals report (formerly Balance & Activity report)?

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

Step 1: In the Workkday 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.

### My Award Budget to Actuals by Ledger Account - FIN - CR (NSHE)

**Instructions** User must have the Award Contract Analyst (Award) role in order to run this report

**Company** \*

**Period** \*  **Select desired period**

**Award**

**Award Groups**

**Worktags**  **Enter Grant number (GR#)**