UNLV | STUDENT LIFE
Student Life Business Services

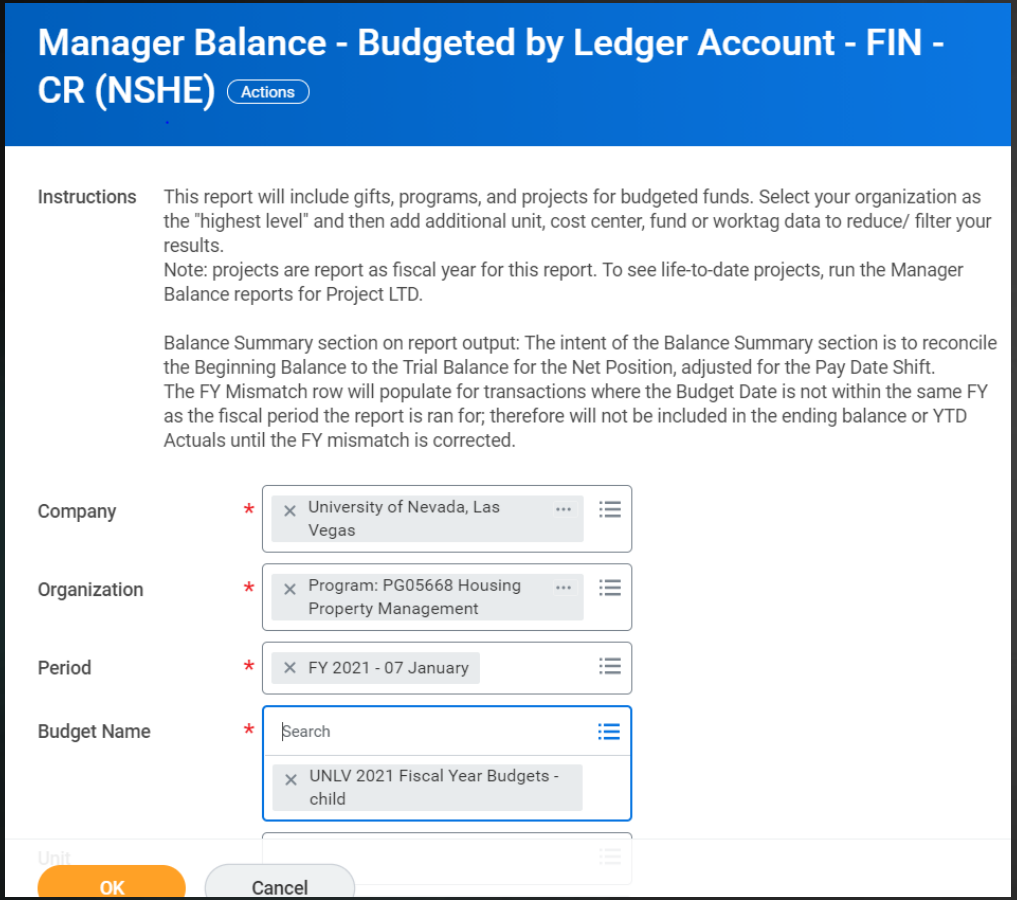
MBR Training

WORKDAY: MANAGER BALANCE – BUDGETED BY LEDGER ACCOUNT

About the Report

- This report will display the budgeted funds for programs and projects accounts for Organization and year.
- The Budgetary Balance is a calculation of Budget less Commitments less Obligations less Actuals.
- The report was design to see the overview of the account. The report can be drilled down by ledger account.

Important Terminology



Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE)

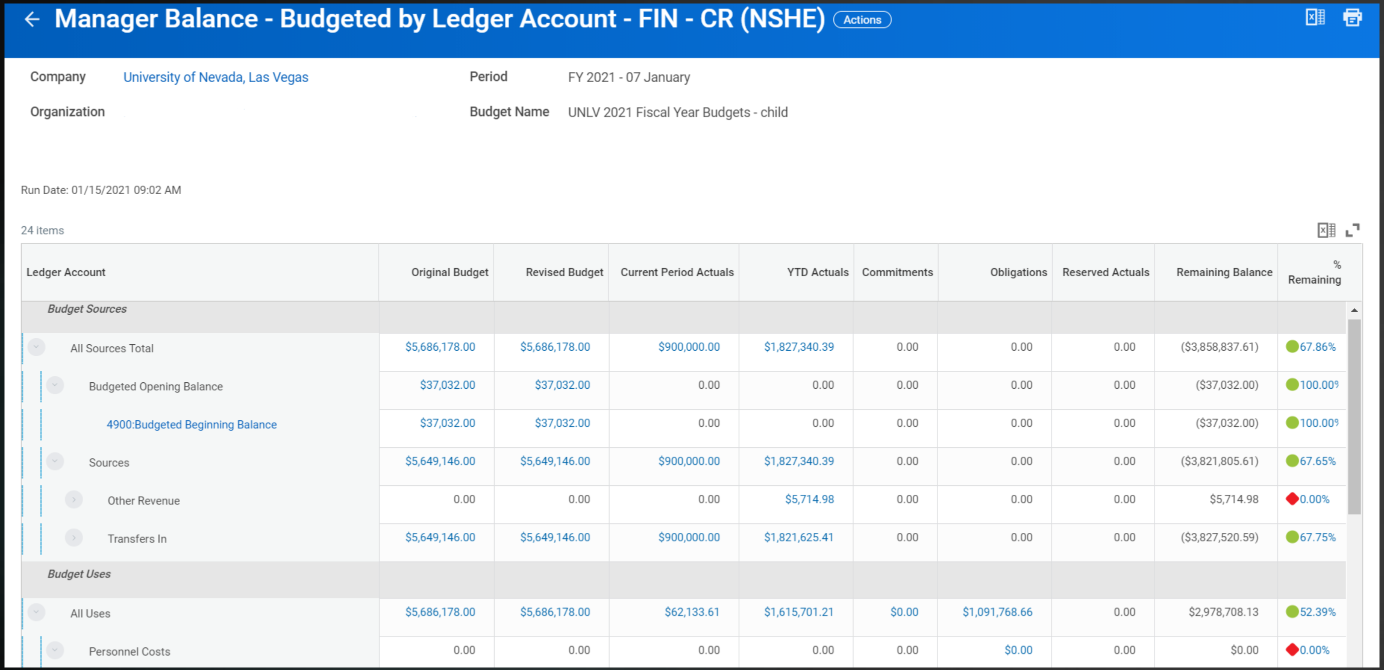
Instructions This report will include gifts, programs, and projects for budgeted funds. Select your organization as the "highest level" and then add additional unit, cost center, fund or worktag data to reduce/ filter your results.
Note: projects are report as fiscal year for this report. To see life-to-date projects, run the Manager Balance reports for Project LTD.

Balance Summary section on report output: The intent of the Balance Summary section is to reconcile the Beginning Balance to the Trial Balance for the Net Position, adjusted for the Pay Date Shift.
The FY Mismatch row will populate for transactions where the Budget Date is not within the same FY as the fiscal period the report is ran for; therefore will not be included in the ending balance or YTD Actuals until the FY mismatch is corrected.

Company *	University of Nevada, Las Vegas
Organization *	Program: PG05668 Housing Property Management
Period *	FY 2021 - 07 January
Budget Name *	Search UNLV 2021 Fiscal Year Budgets - child
Unit	

- Company = University of Nevada, Las Vegas
- Organization = Program number (PG05668)
- Period = FY 2021 – 01 July
- Budget Name = UNLV 2021 Fiscal Year Budgets - child

Additional Terminology



Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE)

Company	University of Nevada, Las Vegas	Period	FY 2021 - 07 January
Organization		Budget Name	UNLV 2021 Fiscal Year Budgets - child

Run Date: 01/15/2021 09:02 AM

24 items

Ledger Account	Original Budget	Revised Budget	Current Period Actuals	YTD Actuals	Commitments	Obligations	Reserved Actuals	Remaining Balance	% Remaining
Budget Sources									
All Sources Total	$5,686,178.00	$5,686,178.00	$900,000.00	$1,827,340.39	0.00	0.00	0.00	($3,858,837.61)	● 67.86%
Budgeted Opening Balance	$37,032.00	$37,032.00	0.00	0.00	0.00	0.00	0.00	($37,032.00)	● 100.00
4900:Budgeted Beginning Balance	$37,032.00	$37,032.00	0.00	0.00	0.00	0.00	0.00	($37,032.00)	● 100.00
Sources	$5,649,146.00	$5,649,146.00	$900,000.00	$1,827,340.39	0.00	0.00	0.00	($3,821,805.61)	● 67.65%
Other Revenue	0.00	0.00	0.00	$5,714.98	0.00	0.00	0.00	$5,714.98	◆ 0.00%
Transfers In	$5,649,146.00	$5,649,146.00	$900,000.00	$1,821,625.41	0.00	0.00	0.00	($3,827,520.59)	● 67.75%
Budget Uses									
All Uses	$5,686,178.00	$5,686,178.00	$62,133.61	$1,615,701.21	$0.00	$1,091,768.66	0.00	$2,978,708.13	● 52.39%
Personnel Costs	0.00	0.00	0.00	0.00	0.00	$0.00	0.00	$0.00	◆ 0.00%

- Budget Sources = Revenue
- Budget Uses = Expenses
- Original Budget = Approved Budget
- Revised Budget = Budget with modification
- Current Period Actuals = Current month
- YTD Actuals = Year to date
- Commitments = Requisition
- Obligations = Purchase Orders
- Reserved Actuals = Expense Report/ Supplier invoice (after the fact)
- Remaining Balance

Additional Terminology Cont’d

- Ledger Account = Item descriptions and spend categories roll up into ledger accounts when viewing a budget
- Spend Code = A logical grouping that drives accounting behavior
- Activity Code = Additional coding/ filter
- Requisition = Requesting goods and services
- Purchase Order = A business document that is issued by a buyer and given to a supplier. It has the prices and details about the goods or services the buyer is ordering
- Expense Report = Reimbursement
- Supplier Invoice = A payment request for goods or service lines
- After-the-fact = Invoice with no Purchase Order

Things to Keep in Mind

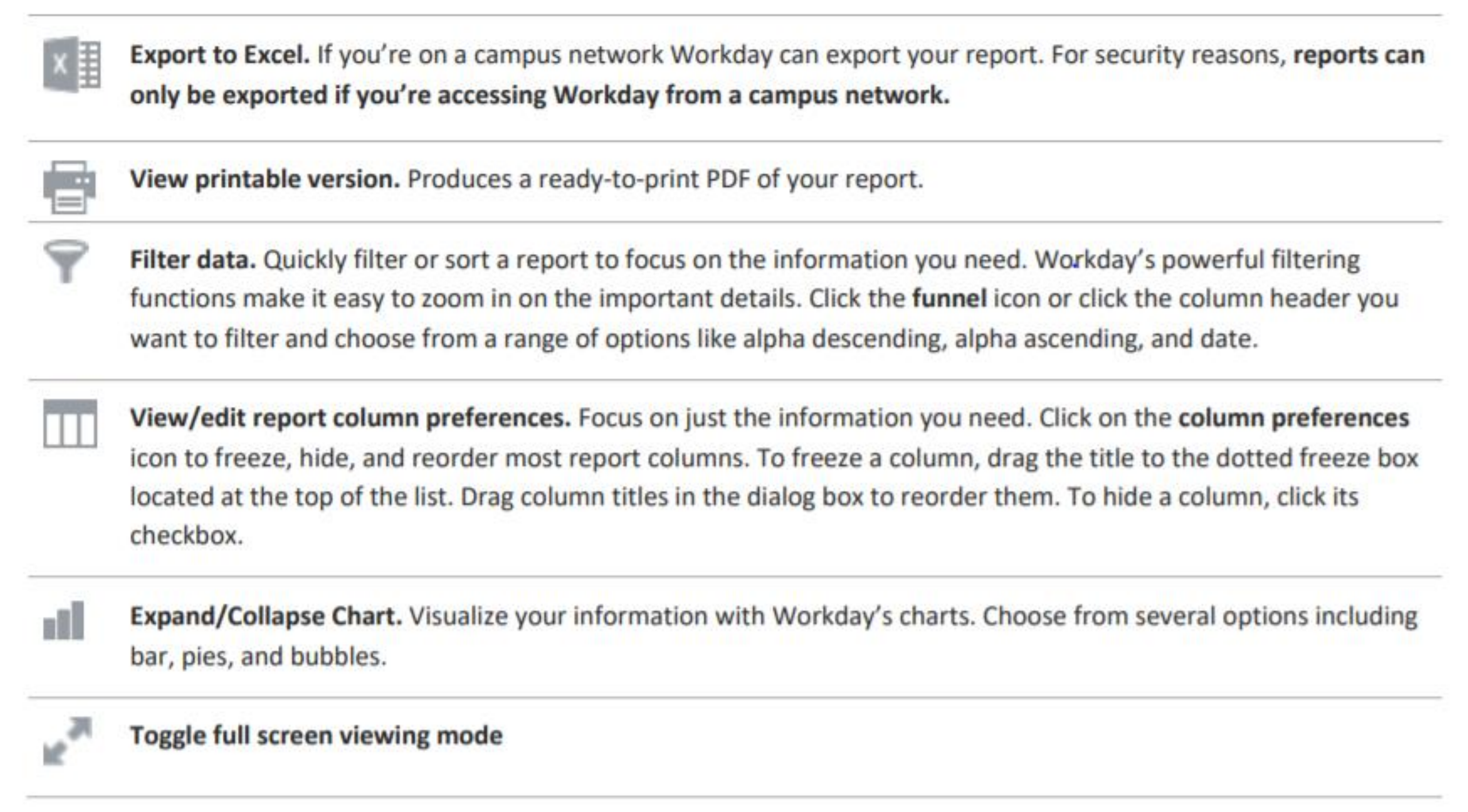
- The university fiscal year runs from July to June
- The current fiscal year we are in is FY 22 that started on July 1, 2021 and will end on June 30, 2022
- The information under ‘current period actuals’ if looking at current month will be from 1st to date the report was ran.

Tips and Tricks

- Save reports
  - Create a name for the report and click Save
  - No need to fill out the fields because they will auto populate

- Favorite the report
  - Save your frequently used reports to your **favorites** worklet. From your report's **related actions**, scroll down to favorites and click **add**.
  - Clicking on it from your **favorites** will take you to the report definition. To run it immediately or schedule it for later, scroll down to **custom report** under **related actions** and make the appropriate selection.

Reporting Tools



Export to Excel. If you're on a campus network Workday can export your report. For security reasons, **reports can only be exported if you're accessing Workday from a campus network.**

View printable version. Produces a ready-to-print PDF of your report.

Filter data. Quickly filter or sort a report to focus on the information you need. Workday's powerful filtering functions make it easy to zoom in on the important details. Click the **funnel** icon or click the column header you want to filter and choose from a range of options like alpha descending, alpha ascending, and date.

View/edit report column preferences. Focus on just the information you need. Click on the **column preferences** icon to freeze, hide, and reorder most report columns. To freeze a column, drag the title to the dotted freeze box located at the top of the list. Drag column titles in the dialog box to reorder them. To hide a column, click its checkbox.

Expand/Collapse Chart. Visualize your information with Workday's charts. Choose from several options including bar, pies, and bubbles.

Toggle full screen viewing mode

Training Complete

- You have now completed this training:
- For any further questions please contact your Account Manager with Student Life Business Services!
- Have a great day!