How to Run and Review a Grant Budget Report in Workday

This report gathers information for budgets that have been set up as a grant.

From the Workday homepage, search for the phrase “award budget to actuals”.

In the Organization field, enter your grant number, or search for the name of it. Type “Award” in the Plan Structure field. The Period field is defaulted to the current fiscal year, but can be changed. Type “Grant” in the Repeat By field.

After you have entered in all of the pertinent information, click OK at the bottom of the screen to run the report.