Budget Data and Reports Job Aid

Introduction

This job aid is meant to direct budget teams to the Workday report that will **assist users in filling out the Budget Development Template**. The **Expense Budgetary Balance Report (EBBR) is a Workday report** that illustrates the current budget and expenses at the **cost center level**. We recognize that each unit develops their budgets differently and will use data from other reports not in Workday when completing the budget development template for FY24. In the future, all budget planning and reporting will be done through Workday Adaptive.

Considerations

This document provides step-by-step directions on how users can pull the data needed for the budget development template in Workday. It includes screenshots from Workday to help users follow along. All screenshots are included for illustrative purposes. Please disregard any values shown as these are purely illustrative.

![Georgia Tech logo]

Expense Budgetary Balance Report (EBBR) Access Instructions

Step 1: How to locate the EBBR in Workday:

1. **Search:** Enter **expense budget** into the search bar that is located at the top of the login page
2. **Select:** From the list that auto populates, choose the **"EBBR - Expense Budgetary Balance Report – GTCR"**
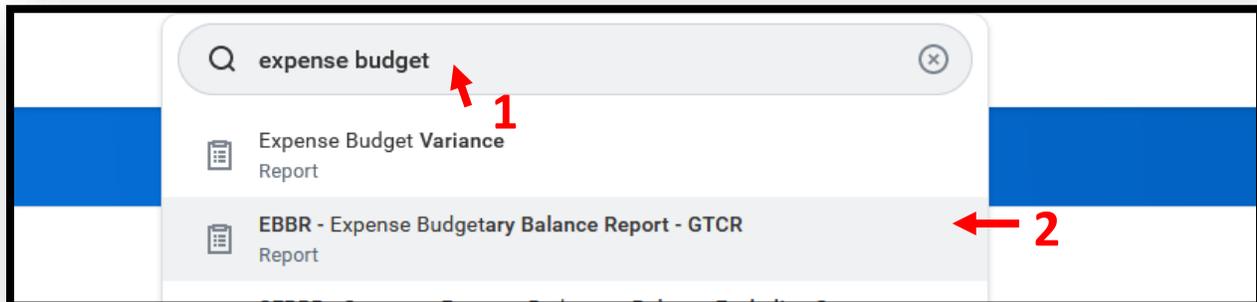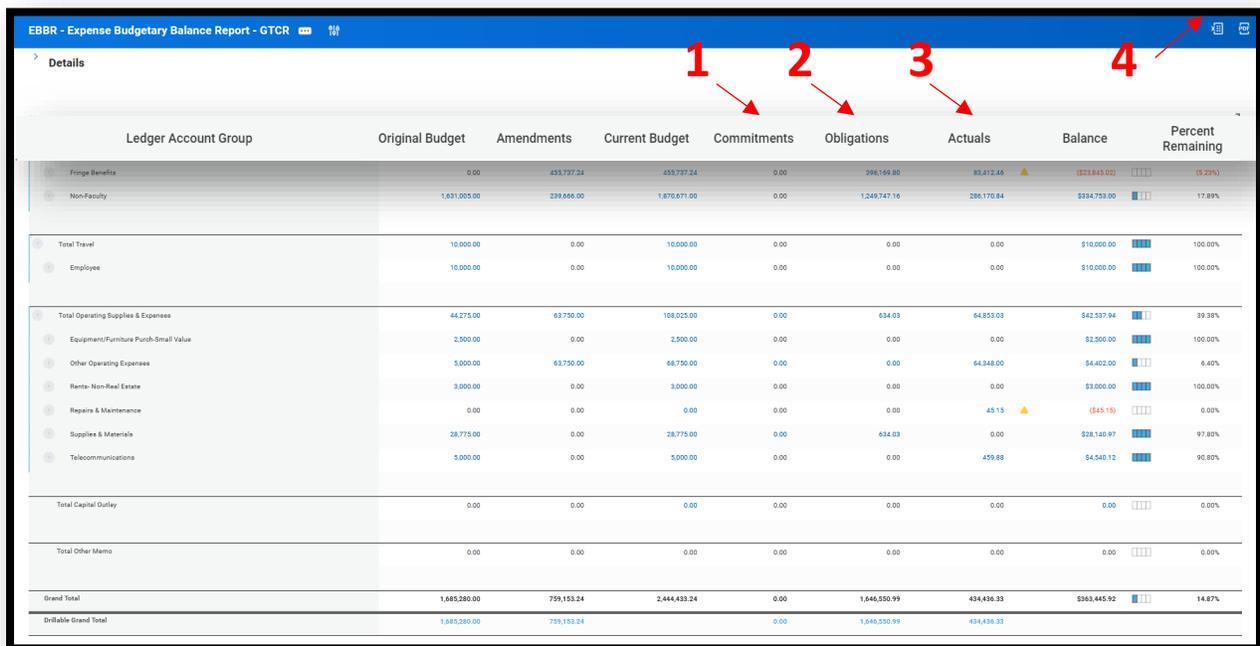
Step 2: Run the EBBR in Workday: Once the report is selected, a pop-up window will appear with guidance on what filters are prepopulated for the report. Listed below and displayed on the screenshot are the specific filters needed to run the report:

1. **Company:** Pre-populated with **CO503 Georgia Institute of Technology**
2. **Organization:** Enter the cost center hierarchy or cost center that aligns to the unit
3. **Period: Enter FY23 – June** to capture all expenses for the current fiscal period
4. **Time Period:** Pre-populated with the current period (example: Current Period YTD)
5. **Budget Structure:** Pre-populated **oneBudget structure**
6. **Book:** Pre-populated **Common**
7. **Worktags** – Pre-populated **Budget Reference: BR23** and any additional Worktags that apply to the unit (example: individual cost centers)
8. **Additional Options**: Pre-populated **Report by Accounting Date using Plan Structure**

Field	Value	
Company *	× CO503 Georgia Institute of Technology ···	← 1
Organization *		← 2
Period *	× FY23 - Jun	← 3
Time Period *	× Current Period YTD ···	← 4
Budget Structure *	× oneBudget Structure ···	← 5
Budget Name		
Book	× Common ···	← 6
Worktags	× Budget Reference: BR23 ···	← 7
Additional Options	× Report by Accounting Date using Plan Structure	← 8

Step 3: Workday Report Categories: Once users have entered the filters listed above, Workday will display a report of all the budget activity from the specified period. The amounts that should be documented in the Budget Development Template include Commitments, Obligations, and Actuals. For information on what these terms mean and where they appear on the report, please refer to the list below:

1. **Commitments**: Or pre-encumbrance, is an amount for which there is no legal obligation to spend in the future (example: planned travel)
2. **Obligations**: Or encumbrance, is an amount for which there is a legal obligation to spend in the future (example: salaries for the remainder of the fiscal year)
3. **Actuals**: Or expenses, show amounts that have already been spent (example: supplies)

In the next section, we will cover how to use the data shown in this report to complete the Budget Development Template. Located in the right-hand corner of the screen (labeled with a **4** in the screenshot) is an icon that exports this data to an Excel spreadsheet. We recommend exporting this data to an Excel file, to help follow the step-by-step directions.

Step 4: Record expenses: Below are steps to accurately record expenses in the Budget Development Template. Users can opt to record expenses at the department/program level or the expense category, depending on their unit's needs and management practices.

> **Option 1: Recording at the department/program level:** If the unit documents current permanent expenses at the department / program level, locate the GrandTotal row (the last line) on the EBBR report and follow these steps:
>
> 1. **Expense Description**: Record the commitments, obligations, and actuals as they appear on the EBBR report, noting the cost center
> 2. **Expense Category:** Document that this is the Grand Total on the EBBR report
> 3. **Annual Expense:** Record the sum of the commitments, obligations, and actuals as they appear on the Grand Total line

Department / Program	Expense Description -Title of the Initiative and Description of the Expense	Expense Category - Budget Classification	Annual Expense	Additional Notes (Optional)
Department of XYZ	Total budget expenses for department XYZ	TOTAL DEPARTMENT / PROGRAM EXPENSE	$ 24,841,374	

Current Permanent Expenses
Please provide the current permanent expense plan for you unit in this fiscal year
Status: Incomplete

> **Option 2: At the expense category level:** If the unit documents current permanent expenses at the individual expense line item, follow these steps:
>
> 1. **Department/Program:** Create a row for each ledger account in the Budget Development template to record these expenses
> 2. **Expense Description:** Record the total amount of commitments, obligations, and actuals as they appear on the EBBR report, noting the cost center
> 3. **Expense Category:** Select the expense category that aligns closest to the ledger account using the drop-down arrow
> 4. **Annual Expense:** Record the sum of the commitments, obligations, and actuals as they appear for that ledger account. Repeat this process for each ledger account on the EBBR report.

Department / Program	Expense Description -Title of the Initiative and Description of the Expense	Expense Category - Budget Classification	Annual Expense	Additional Notes (Optional)
Department of 123	Faculty salaries	Faculty Salaries	$ 6,617,184	
Department of 123	Staff salaries	Staff Salaries	$ 627,144	
Department of 123	Supplies and materials	Supplies & Materials	$ 1,605,589	
Department of 123	Equipment expenses	Equipment	$ 998,525	

Current Permanent Expenses
Please provide the current permanent expense plan for you unit in this fiscal year
Status: Incomplete

Helpful Links
- [Budget Development Template Overview (Recording)](#)
- [Job Aid for Budget Development Template](#)

Be sure to visit our [website](#) for up-to-date information on the Budget Reform Project.