

# How to view your budget in Workday:

Log in to Workday

Go to the Search bubble at the top of the Workday screen:




Search


Type in “My Award Budget” and several options will appear.



My Award Budget



My Award Budget to Actuals by Grant - FIN - CR (NSHE)  
Report



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

Click on “My Award Budget to Actuals by Ledger Account – FIN – CR (NSHE)”

A window will pop up that looks like this:

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

Instructions 'View As' worker (or current worker if blank) must have the Award Contract Analyst (Award), Grant Accountant, Grant Manager, or Worktag Owner roles in order to run this report

Company	*	<input type="text" value="x College of Southern Nevada ..."/>	<span>⋮</span>
Period	*	<input type="text" value="x FY 2024 - 02 August"/>	<span>⋮</span>
Ledger Account/Summary		<input type="text"/>	<span>⋮</span>
Award		<input type="text"/>	<span>⋮</span>
Award Groups		<input type="text"/>	<span>⋮</span>
Worktags		<input type="text"/>	<span>⋮</span>
View As Worker(s)		<input type="text"/>	<span>⋮</span>

Manage Filters Save  
0 Saved Filters

OK Cancel

CSN and the most recent period should be filled in already, but if they are not, choose CSN and the most recent month.

Enter the grant number in the Worktags field, then click OK

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

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Company	<span>*</span>	<input type="text" value="x College of Southern Nevada ..."/>	<span>⋮</span>
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Ledger Account/Summary		<input type="text"/>	<span>⋮</span>
Award		<input type="text"/>	<span>⋮</span>
Award Groups		<input type="text"/>	<span>⋮</span>
Worktags		<input type="text" value="x Grant: GR17559 CSN - Nevada INBRE - FY24"/>	<span>⋮</span>
View As Worker(s)		<input type="text"/>	<span>⋮</span>

Manage Filters Save  
0 Saved Filters

OK Cancel

You can also view the entire award by putting the award number in the Award field:

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

**Instructions** 'View As' worker (or current worker if blank) must have the Award Contract Analyst (Award), Grant Accountant, Grant Manager, or Worktag Owner roles in order to run this report

Company	*	<input type="text" value="x College of Southern Nevada ..."/>	⋮
Period	*	<input type="text" value="x FY 2024 - 02 August"/>	⋮
Ledger Account/Summary		<input type="text"/>	⋮
Award		<input type="text" value="x AWD-08-00000209 CSN - Nevada INBRE - FY24 04/01/2023 (version 0)"/>	⋮
Award Groups		<input type="text"/>	⋮
Worktags		<input type="text"/>	⋮
View As Worker(s)		<input type="text"/>	⋮

Manage Filters Save  
0 Saved Filters

**Workday will take you to the budget screen that looks like this:**

Company [College of Southern Nevada](#)      Worktags [Grant: GR17559 CSN - Nevada INBRE - FY24](#)

Period [FY 2024 - 02 August](#)

10 items



Ledger Account Summary	Original Budget	Budget Amendments	Current Budget	Current Period Actuals	LTD Actuals	Obligations	Commitments	Actuals + Obligations + Commitments	Remaining Budget	Percent Remaining
<b>Direct Expenses</b>										
Personnel Expenses	\$97,785.00	0.00	\$97,785.00	\$28,100.92	\$57,513.02	\$0.00	0.00	\$57,513.02	\$40,271.98	41.18%
Professional Salary	\$86,337.00	0.00	\$86,337.00	\$27,850.26	\$57,000.00	\$0.00	0.00	\$57,000.00	\$29,337.00	33.98%
Fringe Benefit Expense	\$11,448.00	0.00	\$11,448.00	\$250.66	\$513.02	\$0.00	0.00	\$513.02	\$10,934.98	95.52%
Other Direct Expenses	\$11,000.00	0.00	\$11,000.00	0.00	0.00	0.00	0.00	0.00	\$11,000.00	100.00%
Materials and Supplies	\$10,000.00	0.00	\$10,000.00	0.00	0.00	0.00	0.00	0.00	\$10,000.00	100.00%
Services	\$1,000.00	0.00	\$1,000.00	0.00	0.00	0.00	0.00	0.00	\$1,000.00	100.00%
<b>Total Direct Expenses</b>	<b>\$108,785.00</b>	<b>0.00</b>	<b>\$108,785.00</b>	<b>\$28,100.92</b>	<b>\$57,513.02</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$57,513.02</b>	<b>\$51,271.98</b>	<b>47.13%</b>
Facilities and Administration Expense	\$41,882.00	0.00	\$41,882.00	\$10,818.86	\$22,142.52	0.00	0.00	\$22,142.52	\$19,739.48	47.13%
<b>Total Direct &amp; Indirect</b>	<b>\$150,667.00</b>	<b>0.00</b>	<b>\$150,667.00</b>	<b>\$38,919.78</b>	<b>\$79,655.54</b>	<b>\$0.00</b>	<b>0.00</b>	<b>\$79,655.54</b>	<b>\$71,011.46</b>	<b>47.13%</b>

**In this screen, you can click on any blue number and a smaller window will pop up showing more details.**

Criteria View by:  and then by:

2 items

Journal	Journal Source	Operational Transaction	Line Memo	Supplier as Worktag	Accounting Date	Budget Date	Ledger Account	Budget Ledger Account Summary	Debit	Credit	Cost Center	Unit	Fund	Fur
...	Procurement Card Transaction Verification	Q	REQ-08-00007929, Microsoft Azure Fundamental Training for Ahern, Rodis and Uecker		02/25/2022	02/25/2022	6004:Purchased Services	Parent Account Set: Services	49.95	0.00	CC1798 CSN Department of Computing and Information Technology	CSN11 CSN School of Advanced and Applied Technologies	FD501 Grants and Contracts-Federal	
...	Accounting Adjustment	...	Move FR PG06314 TO GR13841 per		09/03/2021	07/30/2021	6004:Purchased Services	Parent Account Set: Services	2,100.00	0.00	CC1798 CSN Department of Computing and Information Technology	CSN11 CSN School of Advanced and Applied Technologies	FD501 Grants and Contracts-Federal	

**It's easier to look at the details in this smaller window if you click on the excel icon in the corner to extract the details to an Excel Spreadsheet.**



The “Current Budget” column shows the total budget for each line.

The LTD Actuals “Life to Date” column shows how much has been spent in that line so far.

The Remaining Budget column shows how much is remaining for that budget line.

Company [College of Southern Nevada](#) Award [AWD-08-00000209: CSN - Nevada INBRE - FY24 04/01/2023 \(version 0\)](#)

Period [FY 2024 - 02 August](#)

10 items



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Services	\$1,000.00	0.00	\$1,000.00	0.00	0.00	0.00	0.00	0.00	\$1,000.00	100.00%
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If you are unable to view your budget in Workday, please email Trina Fokas at [trina.fokas@csn.edu](mailto:trina.fokas@csn.edu).