

Expendable Fund Balance Quick Reference Guide

Expendable Fund Balance Overview

This Quick Reference Guide (QRG) is designed to help employees navigate the resources available to find their Expendable Fund balances. Expendable Fund balance is the cumulative net funds balance available for spending. This includes operating surplus/deficit and any carry-forward and excludes non-expendable funds.

There are three different ways to pull Expendable Fund Balance data.

In Workday,

- Expendable Fund Balance Summary Report Provides a simple look at the expendable fund balance along with Endowment Balance and IIP Balance. This report most closely mirrors the Cash Balance report.
- Fund Balance by Cost Center (or Assignee) These reports include the expendable fund balance + budget information for comparison for FY variance analysis.

In UBI,

• Workday Fund Balances – This report provides more flexibility by allowing you to search by most FDM worktags, as well as use the MySheet functionality. This data will be one day behind due to the overnight refresh for UBI reports.

By the end of this QRG, you will be able to access and review Expendable Fund Balance reports.

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Expendable Fund Balance Summary Report (Workday)

The **Expendable Fund Balance Summary** Report is a simple look at Expendable Fund Balance, Commitment Balance, Obligation Balance, and the Balance after Commitments and obligations. You also can see the Endowment Balance and the IIP Balance.

On the Workday Home screen:

1. Type Expendable Fund Balance Summary and select the item.

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Ē	Expendable Fund Balance Summary Report	

On the Expendable Fund Balance Summary screen:

- 2. Review the following auto-populated fields:
 - **Company** auto-populates to Operating Companies. Leave as is.
 - **Book** auto-populates to Common Reporting Book. Leave as is.
 - **Period** Auto-populates to the current period. Change as needed.
- 3. Enter Worktags

You may select the following individual (or combination of) worktags:

- Cost Center or Cost Center Hierarchy (do *not* use Business Unit)
- Designated or Designated Hierarchy
- Gift or Gift Hierarchy
- Assignee
- Program or Program Hierarchy
- Activity or Activity Hierarchy
- Loan

4. Select OK

Company	★ × Operating Companies … :=					
Book	* Common Reporting Book \cdots \equiv					
Period	★ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥					
Worktags	× Gift: GF001484 TE-AS-ASTR :Ξ Kovalenko					
Budget Date Greater Than or Equal To						
Budget Date Less Than or Equal To						
Filter Name Manage Filters 0 Saved Filters						

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NOTE

The **Budget Date Greater Than or Equal to** and **Budget Date Less than or Equal to** fields drive the obligations that you see. The **Budget Date Less than or Equal to** auto-populates to the end of the current fiscal year. You can set this out further to see more obligations. Likewise, if you don't want to see obligations, you can set it to the previous fiscal year.

On the second Expendable Fund Balance Summary screen:

5. Review the data in the report.



If you see a number in parentheses, these are credits. So, if you see your Expendable Fund Balance with parentheses, you have that much money credited (or left) in that account. If the Expendable Fund Balance does not have parentheses, that means you have more debits than credits in that worktag. In this example, the Expendable Fund Balance column show us that there is \$85, 546.17 left in this gift worktag.

MonthTD	FYTD	Expendable Fund Balance	Commitments	Obligations	Operating Cash after Commitments and Obligations	Endowment Balance	IIP Balance
479	5,469	(85,546)		(78)	(85,625)	621,432	
479.29	5,469.37	(85,546.17)	0.00	(78.45)	(85,624.62)	0	0
0	0	L	0	0		16,660.87	0
0	0		0	0		604,770.79	0

Fund Balance by Cost Center Report (Workday)

The **Fund Balance by Cost Center** Report shows the expendable fund balance plus budget information for comparison for Fiscal Year (FY) variance analysis.

The reports include the Beginning Balance, breakdown of Fiscal Year to Date (FYTD) Actual balances, Current Fund Balance, Commitment Balance, Obligation Balance, and the Projected Ending Balance (after Commitments and obligations), as well as Budget information.

The **Fund Balance by Assignee** Report gives you all the same information, but you select the Assignee as the critera.

On the Workday Home screen:

1. Type Fund Balance by Cost Center and select the item.

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Ð	Fund Balance by Cost Center Report	

On the Fund Balance by Cost Center screen:

- 2. Review the following auto-populated fields:
 - a. **Company** auto-populates
 - b. **Plan Structure** auto-populates to *Annual Budget by Period Working Budget*. Leave as is.
 - c. **Time Period** auto-populates to *Current Period YTD*. This means that this report will pull date from the beginning of the current fiscal year to the period selected in the following field.
 - d. Period auto-populates to the current period. Change as needed.
 - e. Book auto-populates to Common Reporting Book. Leave as is.
 - f. **Defaults to Ledger Accounts included in Expendable Fund Balance** auto-populates to Standard: Alternate Expendable Fund Balance (Top Level). Leave as is.

The Budget Date Greater Than or Equal to and Budget Date Less than or Equal to fields
 drive the obligations that you see. The Budget Date Less than or Equal to auto-populates
 to the end of the current fiscal year. You can set this out further to see more obligations.
 Likewise, if you don't want to see obligations, you can set it to the previous fiscal year.

6. Enter Worktag(s)

- a. Cost Center you can enter as many Cost Centers as necessary.
- b. **Worktags** auto-populates to *Fund Hiearchy: FDH021 Operational*. This must stay. You can add worktags like Gift, Program, Assignee, etc.
- 7. Select OK



If you see a number in parentheses, these are credits. So, if you see your Expendable Fund Balance with parentheses, you have that much money credited (or left) in that account. If the Expendable Fund Balance does not have parentheses, that means you have more debits than credits in that worktag.

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Workday Fund Balances (UBI)

The UBI Fund Balance report provides many ways to view fund balances.

1. Do one of the following to gain access to UBI.

To access by the	Do this		
UBI User Hub (centralized hub that provides access to all the modules you have access to regardless of platform)	 Go to this link: <u>https://ubihub.ar</u> *If link doesn't work – copy & pa Search for "Workday Fund" in the Select Workday Fund Balances Select the Workday Fund Balance 	aste into browser. ne App/Module field.	
	··· 🕼 🗙 🗸		
	्, App/Module	् Subject Area	् App_Owner
	Q Workday Fund ×	Finance	VP Finance
	Workday Fund Balances	A&S	HR Dept
	Workday Fund Balance Realignment Tracking	Administration	UBI Central
		Admission	FinanceEng
		All UBI Modules/Apps that Click on Link to open UBI module	-
		Link (Use App/Module filter to Search) Workday Fund Balances	C Description Current Fund Balar information with al the Cash Balance S
UBI Analytics Hub (provides access to the streams and apps you have access to on the UBI Analytics platform)	 Go to: <u>https://qsenseprod.admi</u> *If link doesn't work - copy & pa Select Finance under Streams. Click the Workday Fund Balance Click the Workday Fund Balance Everyone Facilities Finance Workday Fund Balances 	aste into browser.	t).



2. Select the top of the Fund Balance Summary sheet thumbnail.

Workday Fund Balances Data last loaded: Feb 14, 2023, 1:09 AM Published: Jan 12, 2023, 3:57 PM Published to: Finance								
☐ Sheets ☐ Bookmarks	Stories							
 Public sheets (12) 								
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About Page	Fund Balance Summary (FD, DI	Fund Balances by Fund	Fund Balances by Cost Center					



When you open the Fund Balance Summary module, you will notice that it automatically has selected the current period and Expendable Fund Balance. These can be changed but are often what you need to see the current Expendable Fund Balance.

- 3. Select Company/Cost Center Hiearchy Levels as needed:
 - You can select as many as needed from:
 - Company
 - VP/MBU Level
 - Department Level
 - Cost Center
 - Select the green check mark with each selection.

Q 51 22 1	AsofPeriod Supervised States and			
		··· 🙆 🗙 🗸	nce Summary (FD, DN, GF)	
् AsOfPeriod	Q Fund Balance Type	Company	् VP/MBU Level	Q Department L
Mar-23 🗸	Expendable Fund Balance 🗸	MC_209 UVA Medical Center	CH40001 AS-College of Arts & Sciences	CH20069 AT-Faciliti
Jun-22	Excluded from Expendable Fund Balance	SWV_948 Southwest Virginia Higher Education Center	CH40002 AT-Intercollegiate Athletics	CH20070 AT-Sports
Jul-22		UPG 000 University of Viroinia Physicians Group	CH40003 BA-Batten School	CH20071 AT-Suppo
Aug-22		UVA_207 The Rector & Visitors of the University of Virgi 🗸	CH40004 BU-Business Operations	CH20072 BA-Acade
Sep-22	Use the Fund Balance Type to select "Expendable Fund Balance" and/or "Excluded from Expendable Fund Balance" depending on your needs.	WIS_246 The University of Virginia's College at Wise	CH40005 CO-EVP-COO	CH20073 BA-Admin
Oct-22		ALU_000 Alumni Association of the University of Virginia	CH40006 ED-School of Education & Human Developm	CH20074 BA-Extern
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To find other data related to Fund Balances including Fund Balances by other worktags:

4. Select the Sheet button in the top right corner.

		Analyze Sheet	× Narr				🗗 Dupli ate 🛛 Fi	und Balance Summar	□ • <	>
ny The Rector	Sheets							Create new sheet		
	▼ Public sheets (12)									^
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SWV. UPG. WIS_	About Page	Fund Balance Summary (FD, Dl	Fund Balances by Fund	Fund Balances by Cost Center	Fund Balances b Designated or G			d Balance - all ktags		
ALU_	dh	ıltı	ıllı	du	du					
FY 1 31,109, 038,189,	Fund Balances by Ledger	Fund Balance Trend (FD, DN, GL.	Fund Balance Trend (Ledger	Fund Balance Trend by Fund	Fund Balance					
106,386,	▼ Community (2)							↓≡ I	Published date	•
11,392 101,	dh	ıltı								
26,371, 28,	Fund Balances by Function	SOM Fund Balance Summary								
6,056,	▼ My sheets (0)									
(12,6										Ŧ
12,6	79.60	0.00 0.00	12,679.60	0.00	0.00	12,679.60	0.00			_

5. Select the Sheet most appropriate.

Select from:

- Fund Balance By Fund
- Fund Balances by Cost Center
- Fund Balances by Designated or Gift
- Fund Balances by Project
- Fund Balances all Worktags
- Fund Balances by Ledger
- Fund Balance Trend (FD, DN, GF)
- Fund Balance Trend (Ledger Account)
- Fund Balance Trend by Fund
- Fund Balance Comparison (Expendable and Non-Expendable)