

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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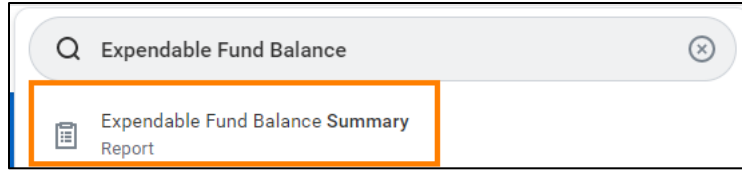
Expendable Fund Balance Summary Report (Workday)

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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Expendable Fund Balance

Expendable Fund Balance Summary Report

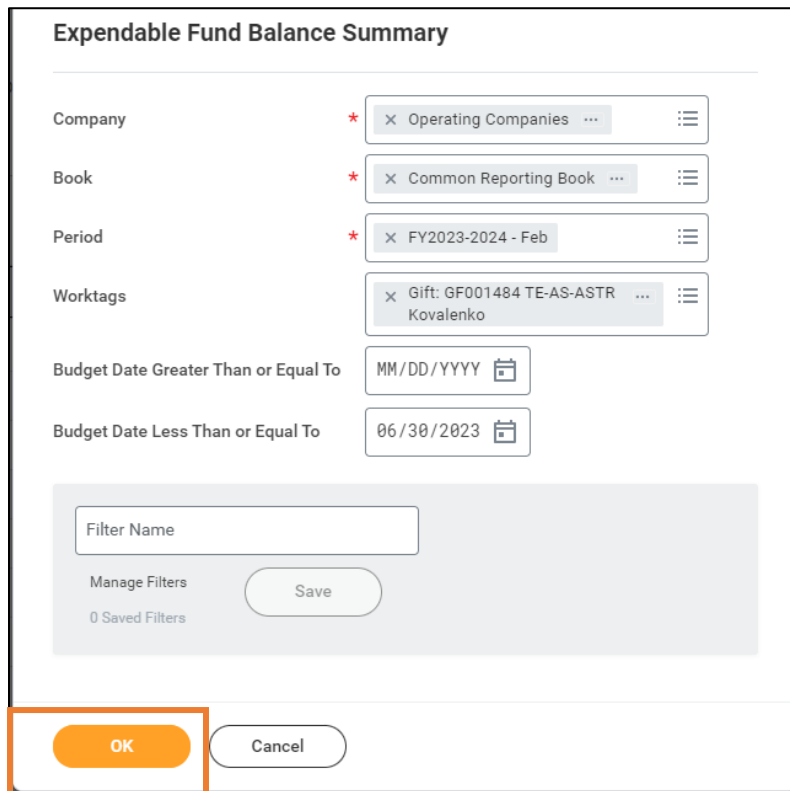
On the **Expendable Fund Balance Summary** screen:

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**



Expendable Fund Balance Summary

Company * X Operating Companies ...

Book * X Common Reporting Book ...

Period * X FY2023-2024 - Feb

Worktags X Gift: GF001484 TE-AS-ASTR ...
Kovalenko

Budget Date Greater Than or Equal To MM/DD/YYYY

Budget Date Less Than or Equal To 06/30/2023

Filter Name

Manage Filters Save

0 Saved Filters

OK Cancel

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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		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.

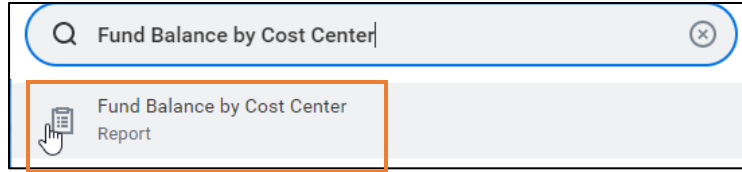
The reports include the Beginning Balance, breakdown of Fiscal Year to Date (FYTD) Actual balances, Current Fund Balance, Commitment Balance, Obligation Balance, and the Projected Ending Balance (after Commitments and obligations), as well as Budget information.

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

On the **Workday Home** screen:

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

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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 data 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 Hierarchy: FDH021 Operational*. This must stay. You can add worktags like Gift, Program, Assignee, etc.

7. Select **OK**



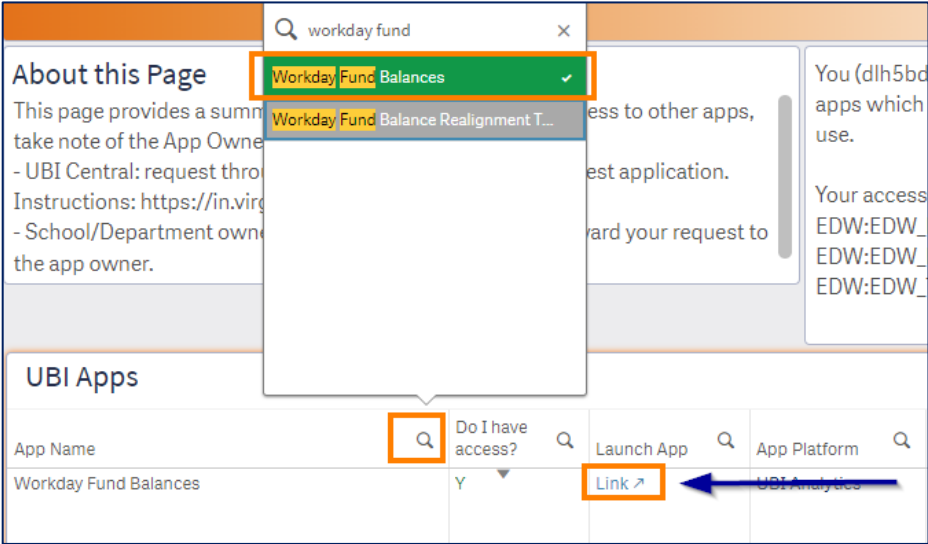
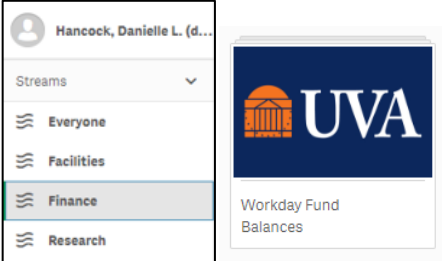
If you see a number in parentheses, these are credits. So, if you see your Expendable Fund Balance with parentheses, you have that much money credited (or left) in that account. If the Expendable Fund Balance does not have parentheses, that means you have more debits than credits in that worktag.

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Workday Fund Balances (UBI)

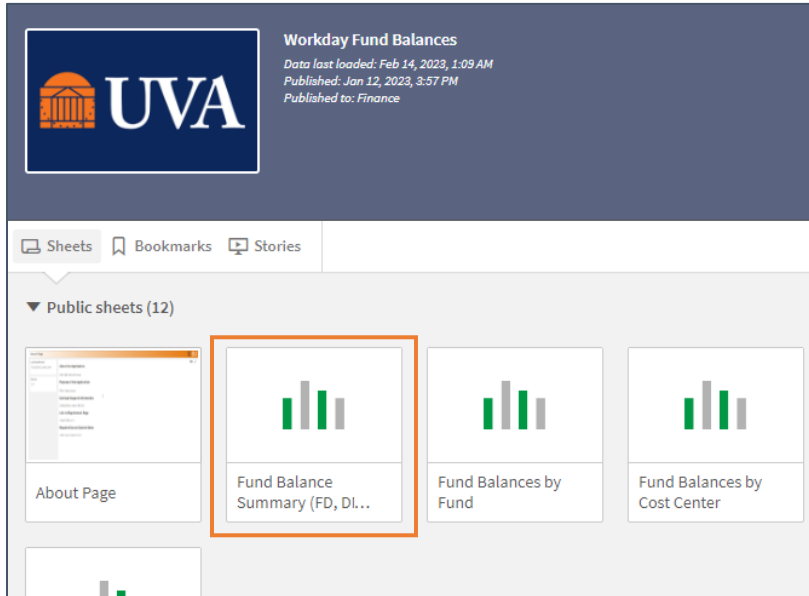
The UBI Fund Balance report provides many ways to view fund balances. For more navigation tips for the UBI Portal, See [UBI Portal QRG](#).

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

To access by the...	Do this...
<p>UBI User Hub</p> <p>(centralized hub that provides access to <i>all</i> the modules you have access to regardless of platform)</p>	<ul style="list-style-type: none"> Go to this link: https://ubihub.admin.virginia.edu/ *If link doesn't work – copy & paste into browser. Search for "Workday Fund" in the App Name field. Select Workday Fund Balances In the Launch App Column, click the link to open the app. 
<p>UBI Analytics Hub</p> <p>(provides access to the streams and apps you have access to on the UBI Analytics platform)</p>	<ul style="list-style-type: none"> Go to: https://qsenseprod.admin.virginia.edu/hub/ *If link doesn't work – copy & paste into browser. Select Finance under <i>Streams</i>. Click the Workday Fund Balances thumbnail (top part). 

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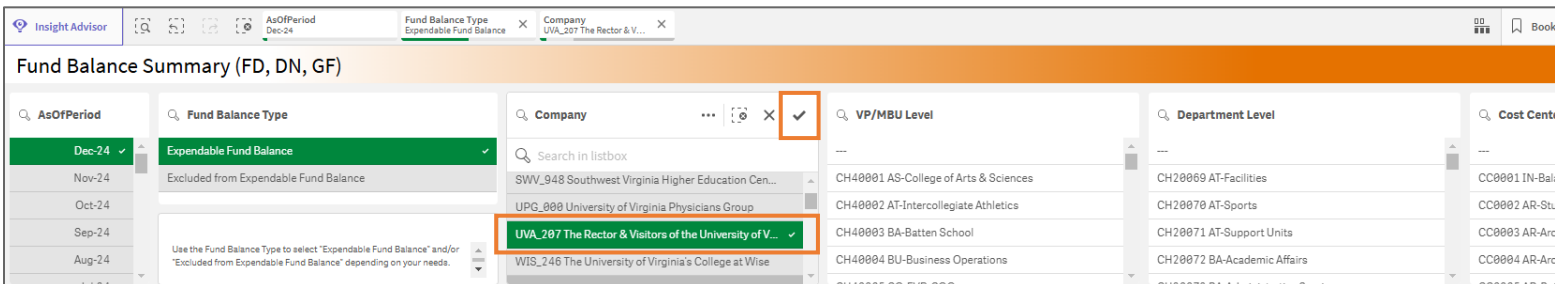
2. Select the top of the Fund Balance Summary sheet thumbnail.



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 Hierarchy Levels as needed:

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



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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.

The screenshot shows a web application interface. At the top, there is a navigation bar with a 'Sheets' dropdown menu highlighted by a red box. Below the navigation bar, there is a 'Sheets' section with a 'Create new sheet' button and a grid of public sheets. The grid contains 12 sheets, each with a bar chart icon and a title. The titles are: 'About Page', 'Fund Balance Summary (FD, DI...', 'Fund Balances by Fund', 'Fund Balances by Cost Center', 'Fund Balances by Designated or Gi..', 'Fund Balances by Project', 'Fund Balance - all Worktags', 'Fund Balances by Ledger', 'Fund Balance Trend (FD, DN, G..', 'Fund Balance Trend (Ledger ...', 'Fund Balance Trend by Fund', and 'Fund Balance Comparison by ...'. Below the grid, there is a 'Community (24)' section.

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)