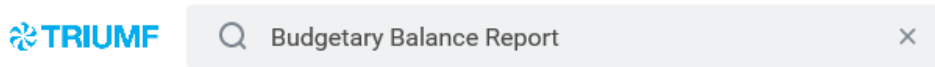


# Budgets: Budgetary Balance Report

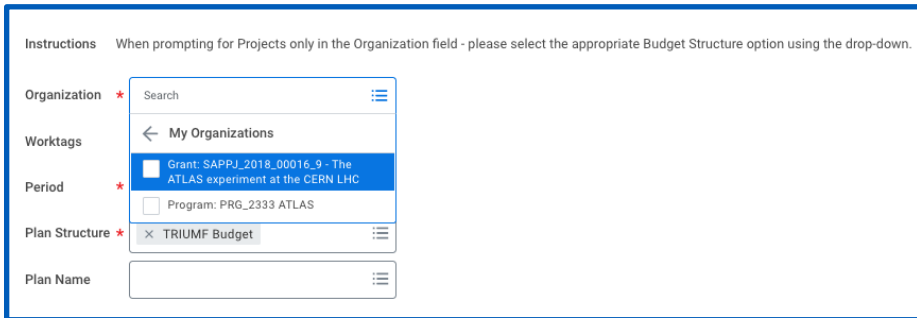
Program managers and Project or Grant managers/analysts can review the balance of their budget and expenses during a selected time period.


## HOW TO REVIEW YOUR BUDGET BALANCE

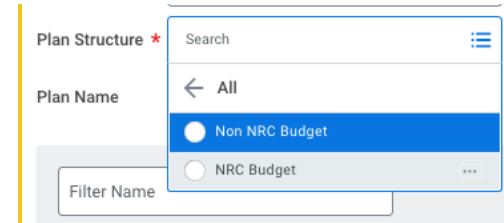
1. From the Workday Landing Page, search “**Budgetary Balance Report**” and open the report.



2. In the Organizations field select **My Organizations** and choose the Program, Project or Grant and click **OK**



 **Note:** If you choose a **Project** you will have to change the **Plan Structure** to **NRC Budget** or **non-NRC budget**




3. The status of your budget is displayed.



**Tip:** Commitments = Purchase Requisitions

Obligations = Purchase Orders, supplier invoice yet to post

Actual = Expenses incurred, including posted supplier invoices and expenses reports etc.

4. To export your budget statement to an Excel file, select the  icon on the bottom right of the page.

| Total Commitment / Obligation / Receipt Accrual / Actual | Percentage Remaining | Available     |
|--|----------------------|---------------|
| 0.00   | 100.00%              | \$242,086.28  |
| \$22,506.82  | 0.00%                | (\$22,506.82) |
| \$22,506.82  | 90.70%               | \$219,579.46  |

- 5. Select any blue hyperlinked entry to view the details of the transactions for that entry

| Transaction Date | Budget Date | Accounting Date | Journal Source | Business Document | Journal                         | Ledger Account                   | Spend Category | Amount    | Supplier | Work Order | Line Memo | Fund   | Cost Center                           | Program | Grant   | Project | Project Task | Worktags   |
|------------------|-------------|-----------------|----------------|-------------------|---------------------------------|----------------------------------|----------------|-----------|----------|------------|-----------|--|---------------------------------------|---------|---|---------|--------------|--|
| 2021-08-17       | 2021-08-17  | 2021-08-17      | Conversion     |                   | 10000091 - TRIUMF - 17-Aug-2021 | 6700:Supplies and other Expenses |                | 252.74    |          |            |           | Natural Sciences and Engineering Research Council Fund | <a href="#">PSCI_PARTICLE PHYSICS</a> |         | SAPPJ_2018_00016_9 - The ATLAS experiment at the CERN LHC |         |              | Cost Center: <a href="#">PSCI_PARTICLE PHYSICS</a><br>Fund: Natural Sciences and Engineering Research Council Fund<br>Grant: SAPPJ_2018_00016_9 - The ATLAS experiment at the CERN LHC |
| 2021-08-17       | 2021-08-17  | 2021-08-17      | Conversion     |                   | 10000091 - TRIUMF - 17-Aug-2021 | 6300:Consulting                  |                | 7,179.15  |          |            |           | Natural Sciences and Engineering Research Council Fund | <a href="#">PSCI_PARTICLE PHYSICS</a> |         | SAPPJ_2018_00016_9 - The ATLAS experiment at the CERN LHC |         |              | Cost Center: <a href="#">PSCI_PARTICLE PHYSICS</a><br>Fund: Natural Sciences and Engineering Research Council Fund<br>Grant: SAPPJ_2018_00016_9 - The ATLAS experiment at the CERN LHC |
| 2021-08-17       | 2021-08-17  | 2021-08-17      | Conversion     |                   | 10000091 - TRIUMF - 17-Aug-2021 | 5000:Salaries & Benefits         |                | 15,074.93 |          |            |           | Natural Sciences and Engineering Research Council Fund | <a href="#">PSCI_PARTICLE PHYSICS</a> |         | SAPPJ_2018_00016_9 - The ATLAS experiment at the CERN LHC |         |              | Cost Center: <a href="#">PSCI_PARTICLE PHYSICS</a><br>Fund: Natural Sciences and Engineering Research Council Fund<br>Grant: SAPPJ_2018_00016_9 - The ATLAS experiment at the CERN LHC |

**Budgets:**

Budgetary Balance Report

Manager