View a Budget Report

This How-To Guide covers how to view the **BMC - Budget vs Actual - Manager** report.

1. Open **Google Chrome.**

2. Navigate to **Workday**.

3. If prompted, login with your **College email** and **password**

4. Search for **BMC - Budget vs Actual - Manager**, then select to open.

5. Choose a **Saved Filter**, or enter/select information needed to generate your report (asterisks indicate a field is required):

   - **Company for Organization Reporting**: defaults to Bryn Mawr College

   - **Organization**: Type part of the **Cost Center** name and press Enter to search for it, or search through the **Filters**, then check the box to select. Repeat for additional Cost Centers, if desired. Alternatively, select **Cost Center** and check the boxes next to your Cost Centers to select.

   - **Budget Structure**: Defaults to BMC – Operating Child

   - **Period**: Choose the Ledger Period you wish to view. **Actuals** are year-to-date for the period selected. **Budget** is always for the entire fiscal year.

   - Adjust other Worktags as needed.

6. Select **OK** to view the Report.

Note:

- To save the parameters of your report for easy access, enter a **Filter Name** and **Save**.

- You can also create **Menu Shortcuts** for frequently used Reports and other items.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.