



Budget Report for Grants

This How-To Guide covers how to run a **budget report for grants** in Workday.

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the top-left corner, select **Menu**, and then select the **Shortcuts** tab.
5. Select the **Add button**, and search for **BMC - Grant Budget vs Actuals by Object Class**. Select the **plus button** to save to your **Shortcuts** for easy access. The report will now always be accessible via the **Shortcuts** tab.
6. Once added, go back to the **Shortcuts** menu and select **BMC - Grant Budget vs Actuals by Object Class**.
7. Type in the grant name into the **Grant/ Grant Hierarchy** box:

BMC - Grant Budget vs Actuals by Object Class

Grant / Grant Hierarchy

Grant Hierarchy

Period *

Filter Name

Manage Filters Save

1 Saved Filters

Cancel OK



- Most grant names start with the last name of the PI.
 - You can save your filters for future use as well.
8. Select your reporting **period**. It is recommended to either pick the most recent fiscal period or May of the current FY (like below):

The screenshot shows the 'BMC - Grant Budget vs Actuals by Object Class' interface. It features three filter fields: 'Grant / Grant Hierarchy', 'Grant Hierarchy', and 'Period'. The 'Period' field is currently set to 'FY2026 - 12-MAY' and is open to a dropdown menu. The dropdown menu lists fiscal years from 'FY2026 - 01-JUN' to 'FY2026 - 12-MAY'. The 'FY2026 - 12-MAY' option is selected. To the left of the dropdown, there is a 'Filter Name' field and a 'Manage Filters' section showing '1 Saved Filters'. An 'OK' button is visible at the bottom right of the dropdown menu.

- Then you can see your budget and actuals for FY26.
- Transactions for Fiscal Years prior to FY26 are **not** being added to Workday. If you need them (for multiyear grants), please pull those reports soon for your files.

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