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:

- 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):

- 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.