



Matrix Reporting for Operating Budget Transactions

This How-To Guide covers running the **BMC – Budget vs Actual – Manager Report**, examples of **matrix reports**, and **additional functionality**.

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the **search bar**, search and select the report “**BMC – Budget vs Actual – Manager**”.
 - Select the desired **Organization**.
 - The report was designed to be run by **Cost Center**, despite other fields being available in the drop-down list.
 - Select the desired **Period** – typically current period to date.
 - Keep the defaulted values for **Budget Structure** and **Fund**.

BMC - Budget vs Actual - Manager
✕

Company for Organization Reporting * x Bryn Mawr College ... ⋮

Organization * x Cost Center: Performing Arts Series ... ⋮

Budget Structure * x BMC - Operating Child ⋮

Period * x FY2026 - 09-FEB ⋮

Fund x Operating ⋮

Filter Name

Manage Filters
Save

0 Saved Filters

Cancel
OK



5. Find the line in the report for **“Expense: Cost Center, Spend Category, Ledger Account”**.

- Go across to the column **“Actuals”**.
 - The amount displayed in this column will be the total expenses for the designated cost center.
- Click on the blue number (total expenses for cost center).
- A pop-up window or **Matrix Report** will display.

BMC - Budget vs Actual - Manager 01/19/21

> Details

7 items

Cost Center	Budget	Pre-Encumbrance	Encumbrance	Actuals	Total Spent
Revenue: Cost Center, Spend Category, Ledger Account	0.00	0.00	0.00	0.00	0.00
Performing Arts Series	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	0.00	0.00	0.00
Expense: Cost Center, Spend Category, Ledger Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Performing Arts Series	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

6. The pop-up window is a new report that you can sort by one or two other criteria. Select the **Refresh** button to see your results.

- **View By** – will become row headers in the new report
- **Then By** – will become column headers in the new report

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Criteria View by: Activity and then by: Spend Category as Worktag Refresh

235 items

Journal	Operational Transaction	Ledger Hierarchy Level 2	Ledger Hierarchy Level 3	Journal Status	Journal Source	Cost Center Hierarchies	Cost Center	Pare Sum
Q				Posted	Manual Journal	All Cost Center Hierarchy Associate Provost Provost	Performing Arts Series	Pare Sum Pare Fina Acc Pare Stat Pare Expe Pare Acc Com Pare and'
Q				Posted	Manual Journal	All Cost Center Hierarchy Associate Provost	Performing Arts Series	Pare Sum

Items per page All 1-235 of 235 items



Examples of Matrix Reports

- Organize total expenses by operating activity and type of spend (purchase/payroll).
 - View By:** Activity and **Then By:** Spend Category as Worktag.
 - Note: if you see a row or column labeled (blanks), this means that the search criteria you requested is not on the listed expenses.
 - Example:** when sorting by Activity, a blank would relate to project 99999.

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Criteria View by: and then by:

6 items PDF XLS Print Filter 000 Grid

Activity	Books and Publications	Computer Supplies	Contracted and Consulting Services	Employer Benefits	Equipment	Furnishings	Guest/Consultar
Arts Office	0.00	0.00	0.00	0.00	0.00	0.00	
PAS - Dance	0.00	0.00	0.00	0.00	0.00	0.00	
PAS - Music	0.00	0.00	0.00	0.00	0.00	0.00	
PAS - Theater	0.00	0.00	0.00	0.00	0.00	0.00	

- Organize expenses by source to find expenses specifically related to their origin (i.e. payroll, supplier invoices or expense reports).

- View By:** Journal Source.
 - Note: you will find the converted transactions from Financial Edge in the row labeled "Manual Journal".

Criteria View by: and then by:

5 items PDF XLS Print Filter 000 Grid

Journal Source	Sum of Ledger/Budget Debit minus Credit
Expense Report	0.00
Manual Journal	0.00
Payroll Actual Accrual	0.00
Supplier Invoice	0.00
Total	0.00



3. Organize total expense by ledger account and spend category to understand how the ledger account is being spent

- **View By:** Ledger Account and **Then By:** Spend Category as Worktag.

Criteria View by: and then by:

8 items PDF

Ledger Account	Books and Publications	Computer Supplies	Contracted and Consulting Services	Employer Benefits	Equipment	Furnishings	Gu
5400:Supplies	0.00	0.00	0.00	0.00	0.00	0.00	
5500:Services	0.00	0.00	0.00	0.00	0.00	0.00	
5600:Travel	0.00	0.00	0.00	0.00	0.00	0.00	
5610:Entertainment	0.00	0.00	0.00	0.00	0.00	0.00	

Additional Functionality

- You can click on amounts in a matrix report to gather specific details about that total or to create another matrix report for further sorting of data.
 - For example, if you ran the report by Journal Source to find Supplier Invoices, when you select the amount that appears in the “Supplier Invoice” row, another window will open with a detailed report of all supplier invoices charged to the budget. Links to supplier invoices will be on the rows and can be used to review invoice attachments or payment statuses.
- You can **export** matrix reports to Excel or PDF by using the icons under the Refresh button.

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Criteria View by: and then by:

4 items PDF

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