

In the workday search box type "Departmental Grant Budget vs Actual" and click on that Report.

Viewing Your Grant Balance

- Company** will always be UADA.
 - You can type UADA and hit enter and it will come up.
- Enter your **Grant Worktag**
- Budget Structure** will always be "Award Budget Structure (Object Class)"
- Time Period** will always be "Life to Date (Award)"
- Period**. Choose whatever period you want. This will usually be the most current month, but if you want historical data, you can choose an older time period.
- Click the orange "OK" button.

RPT - Departmental Grant Budget vs Actual

Instructions Only prompts with a Red Asterisk are required.
Please select one or more Grants and a Budget Structure of 'Award'

Company	*	<input type="text" value="x Division of Agriculture of the University of Arkansas"/>	<input type="text" value="⋮"/>
Grant	*	<input type="text" value="x Grant: GR014678 UADA CES 4H Council CAMP Caldwell"/>	<input type="text" value="⋮"/>
Award		<input type="text"/>	<input type="text" value="⋮"/>
Budget Structure	*	<input type="text" value="x Award Budget Structure (Object Class)"/>	<input type="text" value="⋮"/>
Time Period	*	<input type="text" value="x Life to Date (Award)"/>	<input type="text" value="⋮"/>
Period		<input type="text" value="x FY 2021 - 2022 - Aug"/>	<input type="text" value="⋮"/>
Object Class		<input type="text"/>	<input type="text" value="⋮"/>
Cost Center		<input type="text"/>	<input type="text" value="⋮"/>
Ledger Account/Summary		<input type="text"/>	<input type="text" value="⋮"/>
Worktags		<input type="text"/>	<input type="text" value="⋮"/>