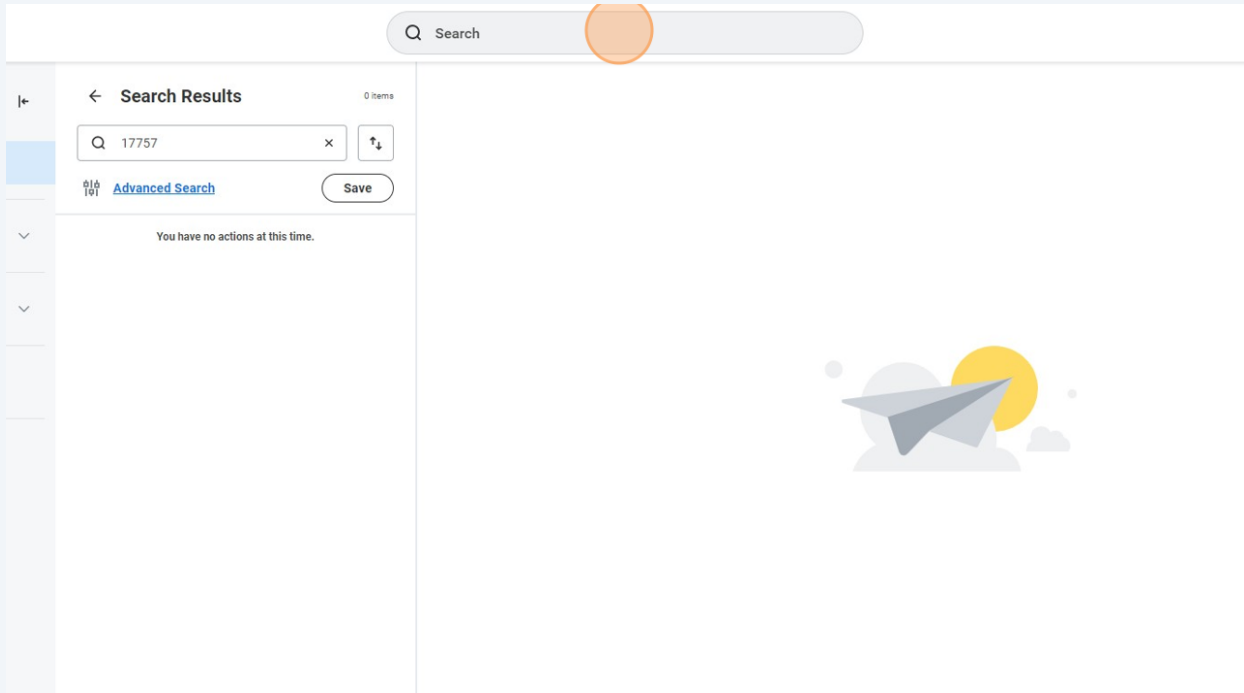


View by Academic Employee Worktag

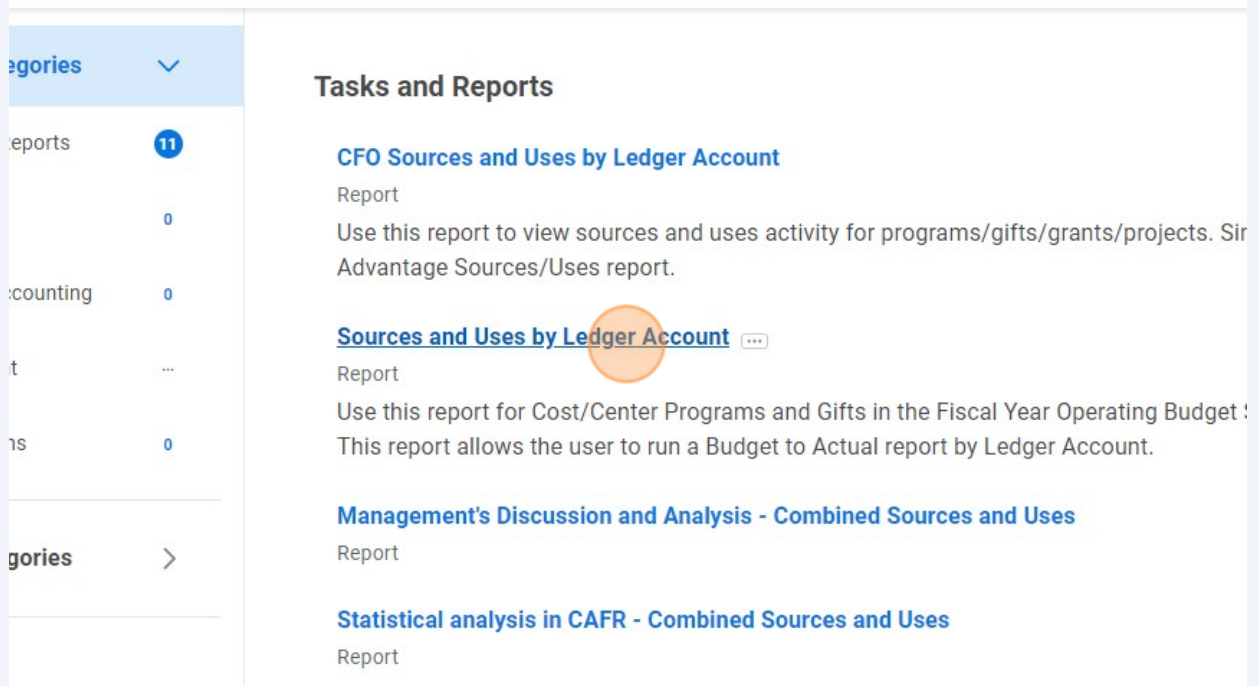
Sources and Uses by Ledger Account (filter revenue and expense)
Budget to Actuals - Grant - Ledger Detail - Repeat By (filter by expense)

1

Open ASU Workday and Click the "Search" field. Type Sources and Uses by Ledger Account.



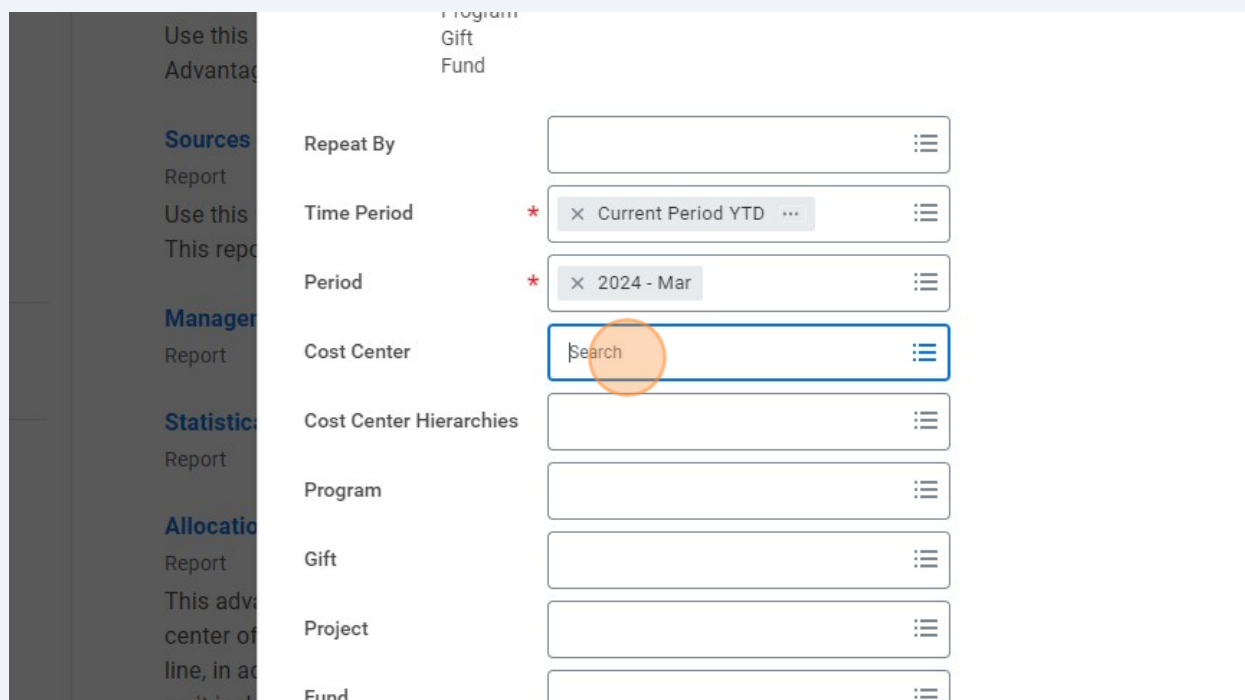
2 Select 'Sources and Uses by Ledger Account'



The screenshot shows a software interface with a sidebar on the left containing report categories and a main content area on the right titled 'Tasks and Reports'. The sidebar includes a 'Categories' dropdown, 'Reports' with a count of 11, 'Accounting' with a count of 0, 'Budgets' with a count of 0, and 'Financials' with a count of 0. The main area lists several reports:

- CFO Sources and Uses by Ledger Account**
Report
Use this report to view sources and uses activity for programs/gifts/grants/projects. Sir Advantage Sources/Uses report.
- Sources and Uses by Ledger Account** (highlighted with an orange circle)
Report
Use this report for Cost/Center Programs and Gifts in the Fiscal Year Operating Budget. This report allows the user to run a Budget to Actual report by Ledger Account.
- Management's Discussion and Analysis - Combined Sources and Uses**
Report
- Statistical analysis in CAFR - Combined Sources and Uses**
Report

3 Type the "Cost Center" to view.



The screenshot shows a report configuration screen with a sidebar on the left and a main configuration area on the right. The sidebar lists report categories: 'Sources and Uses by Ledger Account', 'Management's Discussion and Analysis - Combined Sources and Uses', 'Statistical analysis in CAFR - Combined Sources and Uses', and 'Allocation of Funds Report'. The main area contains configuration options for the report:

- Repeat By: []
- Time Period: * [X Current Period YTD ...]
- Period: * [X 2024 - Mar]
- Cost Center: [Search] (highlighted with an orange circle)
- Cost Center Hierarchies: []
- Program: []
- Gift: []
- Project: []
- Fund: []

5 Type the "Program" to view.

The screenshot shows a search dialog box with the following elements:

- Period**: A text input field with a red asterisk (*) to its right.
- Cost Center**: A text input field.
- Cost Center Hierarchies**: A text input field.
- Program**: A text input field with a search icon (magnifying glass) to its right. This field is highlighted with a blue border.
- Gift**: A text input field with a search icon to its right. An orange circle highlights the search icon.
- Project**: A text input field with a search icon to its right.
- Fund**: A text input field with a search icon to its right.

At the bottom of the dialog, there are two buttons: **OK** (orange) and **Cancel** (white with a grey border).

6 Click "OK"

7 Click on Total Sources "\$299,452.69" to drill down.

MENU **ASU** sources and uses by ledger

Sources and Uses by Ledger Account

Time Period: Current Period YTD Cost Center: COLLEGE - HUM-School of Management and Leadership
 Period: 2024 - Mar Program: PG11339 HUM-Summer Session Residual-NLT

How to Tips:
 -To drill into amount details, hover over the dollar amount and click on the downward arrow. You may then choose one of the "View By" options. Clicking on View Details will return the detailed journal lines. It is recommended that you choose one of the View By options.

Ledger Account	Actuals	Pre-Encumbrances	Encumbrances	Reserves	Total	Prior Year a
Beginning Balance	\$218,931.72	0.00	0.00	0.00	\$218,931.72	
General Operating Expenditure Authority	0.00	0.00	0.00	0.00	0.00	
General Operating Tuition Adjustment	0.00	0.00	0.00	0.00	0.00	
Sources	\$299,452.69	0.00	0.00	0.00	\$299,452.69	
Transfer In	\$299,452.69	0.00	0.00	0.00	\$299,452.69	
All Sources Total	\$518,384.41	0.00	0.00	0.00	\$518,384.41	
Uses	\$146,627.24	\$5,635.30	\$7,958.62	\$743.18	\$160,964.34	
Personal Services Expenses	\$1,750.00	0.00	0.00	0.00	\$1,750.00	
Employee Related Expense	\$492.00	0.00	0.00	0.00	\$492.00	
All Other Operating	\$117,007.91	\$5,635.30	\$7,958.62	\$743.18	\$131,345.01	
Internal Allocation Expense	\$10,048.63	0.00	0.00	0.00	\$10,048.63	
Transfers Out	\$17,328.70	0.00	0.00	0.00	\$17,328.70	
Uses Total	\$146,627.24	\$5,635.30	\$7,958.62	\$743.18	\$160,964.34	

8 Click on the view by drop down menus at top of window.

Criteria View by: Select a Field... and then by: Select a Field... Ref

3 items

Journal	Journal Number	Journal Source	Accounting Date	Ledger Account	Cost Center	Program	Reven Catego
JRN-24-00028557 - Arizona State University - 07/26/2023 - FY24 OURS - fall23	JRN-24-00028557	ASU Department Transfers	07/26/2023	6730:Transfers In	CC0010 HUMAN- School of Management, College of Business Administration, Business Administration, Acct	PG11339 HUM-Summer Session Residual-NLT	Volun Trans
Beginning Balance						\$218,931.72	
General Operating Expenditure Authority							0.00
General Operating Tuition Adjustment							0.00

9 Select "Academic Employee"

Criteria View by: Select a Field... and then by: Select a Field... Ref

3 items

Journal	Journal Number	Journal Source	Accounting Date	Ledger Account	Cost Center	Program	Reven Catego
JRN-24-00028557 - Arizona State University - 07/26/2023 - FY24 OURS - fall23	JRN-24-00028557	ASU Department Transfers	07/26/2023	6730:Transfers In	CC0010 HUMAN- School of Management, College of Business Administration, Business Administration, Acct	PG11339 HUM-Summer Session Residual-NLT	Volun Trans
Beginning Balance						\$218,931.72	
General Operating Expenditure Authority							0.00
General Operating Tuition Adjustment							0.00

10 Optional - To view by month select "Period" in the second view by field.

View by: Academic Employee and then by: Select a Field... Refresh

	Journal Number	Journal Source	Accounting Date	Ledger Account	Cost Center	Program	Revenue Category	Department Reporting
28557 ite - FY24 3	JRN-24- 00028557	ASU Department Transfers	07/26/2023	6730:Transfers In	CC0000 HUM- School of Acad	PG11339 HUM- Summer Session Residual-NLT	Voluntary Transfers In	HUM-S OURS F
g Balance						\$218,931.72		
Operating Expenditure Authority						0.00		
Operating Tuition Adjustment						0.00		

11 Click "Refresh"

and then by: Period Refresh

Ledger Account	Cost Center	Program	Revenue Category	Department Reporting	Department Reporting Roll	Academic Employee	Campus
6730:Transfers In	CC0000 HUM- School of Acad	PG11339 HUM- Summer Session Residual-NLT	Voluntary Transfers In	HUM-S OURS Program			Tempe
				\$218,931.72	0.00	0.00	
				0.00	0.00	0.00	
				0.00	0.00	0.00	

12

This will bring up Revenue sorted by academic employee, by month.

Criteria View by: Academic Employee and then by: Period Refresh

Academic Employee	Jul	Feb	Total
EP445000000000000002	-6,000.00	0.00	-6,000.00
(Blank)	-10,000.00	-283,452.69	-293,452.69
Total	-16,000.00	-283,452.69	-299,452.69

Reserves	Total	Prio: Year as of June 30
0.00	\$218,931.72	\$301,687.12
0.00	0.00	0.00
0.00	0.00	0.00
0.00	\$299,452.69	\$239,228.48
0.00	\$299,452.69	\$239,228.48
0.00	\$518,384.41	\$540,915.60
\$743.18	\$160,964.34	\$321,983.88
0.00	\$1,750.00	\$1,500.00
0.00	\$492.00	\$384.00
\$117,007.91	\$5,635.30	\$7,958.62
\$10,048.63	0.00	0.00
\$17,328.70	0.00	0.00
Uses Total	\$146,627.24	\$5,635.30

Personal Services Expenses	\$1,750.00	0.00	0.00
Employee Related Expense	\$492.00	0.00	0.00
All Other Operating	\$117,007.91	\$5,635.30	\$7,958.62
Internal Allocation Expense	\$10,048.63	0.00	0.00
Transfers Out	\$17,328.70	0.00	0.00
Uses Total	\$146,627.24	\$5,635.30	\$7,958.62

13

To view expenses - go back to Sources and Uses Report and click on "Uses" total "\$146,627.24"

	\$218,931.72	0.00	
	0.00	0.00	
	0.00	0.00	
	\$299,452.69	0.00	
	\$299,452.69	0.00	
	\$518,384.41	0.00	
	\$146,627.24	\$5,635.30	\$7,958.62
	\$1,750.00	0.00	
	\$492.00	0.00	
	\$117,007.91	\$5,635.30	\$7,958.62
	\$10,048.63	0.00	
	\$17,328.70	0.00	

14 Select "academic employee" in view by dropdown.

Time Period Current Period YTD Cost Center CCC0349 HUM-School of Historical, Philosophical & Religious Studies

Criteria View by: and then by: Refresh

722 items

Journal	Journal Number	Business Document	Operational Transaction	Journal Source	Accounting Date	Ledger Account	Cost Center
JRN-24-00013272 - Arizona State University - 07/07/2023 - [REDACTED] 7920	JRN-24-00013272			Integration - PCard	07/07/2023	7206:Utilities	CC0349 HUM-School of [REDACTED] Acd
JRN-24-00022514 - Arizona State University - 07/14/2023 - [REDACTED] 7920	JRN-24-00022514			Integration - PCard	07/14/2023	7207:Miscellaneous Expense	CC0349 HUM-School of [REDACTED] Acd
						Transfer In	\$299,452.69
						All Sources Total	\$518,384.41
						Here	\$146,627.24

15 optional - select "period" to view expense by month.

Current Period YTD Cost Center CCC0349 HUM-School of Historical, Philosophical & Religious Studies

Academic Employee and then by: Refresh

Journal Number	Business Document	Operational Transaction	Journal Source	Accounting Date	Ledger Account	Cost Center	Program	Spe
JRN-24-00013272			Integration - PCard	07/07/2023	7206:Utilities	CC0349 HUM-School of [REDACTED] Acd	PG11339 HUM-Summer Session Residual-NLT	Chi
JRN-24-00022514			Integration - PCard	07/14/2023	7207:Miscellaneous Expense	CC0349 HUM-School of [REDACTED] Acd	PG11339 HUM-Summer Session Residual-NLT	Sut
						\$299,452.69		
						\$518,384.41		
						\$146,627.24		\$5,625.00

16 Click "Refresh"

HUM-School of [redacted]

then by:

Period

Refresh

Accounting Date	Ledger Account	Cost Center	Program	Spend Category as Worktag	Supplier	Department Reporting
07/07/2023	7206:Utilities	CC0349 HUM-School of [redacted] & [redacted] Acad	PG11339 HUM-Summer Session Residual-NLT	Chilled water utilities		HUM-School of [redacted]-Material and Supplies
07/14/2023	7207:Miscellaneous Expenses	CC0349 HUM-School of [redacted]	PG11339 HUM-Summer	Subscriptions		HUM-School of [redacted]-Market & Comm
				\$299,452.69	0.00	0.00
				\$518,384.41	0.00	0.00
				\$146,627.24	\$5,635.20	\$7,058.62

17 This will bring up Revenue sorted by academic employee, by month.

*Notice if there is a row with (blank) those are expenses not tied to an academic employee worktag or Department Reporting worktag

Time Period: Current Period YTD Cost Center: CC0349 HUM-School of [redacted]

Criteria View by: Academic Employee and then by: Period Refresh

7 Items

Academic Employee	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
E03107 [redacted] T2769	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00
E03153 [redacted] N0234	0.00	0.00	0.00	0.00	192.24	0.00	0.00	0.00	0.00	192.24
E03168 [redacted] P1504	0.00	4,500.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	4,500.00
E04501 [redacted] M001	0.00	0.00	0.00	0.00	3.00	0.00	46.31	0.00	0.00	46.31
E04687 [redacted] P0202	0.00	967.01	2,492.66	250.00	542.50	0.00	0.00	0.00	0.00	4,252.17
(Blank)	8,578.29	11,132.23	27,457.17	31,487.54	7,540.85	9,719.29	23,963.77	17,552.85	209.51	137,636.51
Total	8,578.29	16,599.24	29,949.83	31,737.54	8,284.59	9,719.29	24,010.08	17,552.85	209.51	146,827.24

Ending Balance 3371,757.17

Recommended that you choose one of the View By options.

Total	Prior Year as of June 20
\$218,931.72	\$301,687.12
0.00	0.00
\$299,452.69	\$239,228.48
\$299,452.69	\$239,228.48
\$518,384.41	\$540,915.60
\$160,964.34	\$321,983.88
\$1,750.00	\$1,500.00
\$492.00	\$384.00
\$131,345.01	\$205,351.11
\$16,048.63	\$17,663.05
\$17,328.70	\$97,085.72
\$160,964.34	\$321,983.88
\$357,420.07	\$218,931.72

18

If your department uses department worktags you can also view using view by Click "Department Reporting Roll".

Time Period Current Period YTD Cost Center CC0349 HUM-School of

Criteria View by: and then by:

686 items

Journal	Journal Number	Business Document	Operational Transaction	Journal Source	Accounting Date	Ledger Account	Cost Center
JRN-24-00013272 - Arizona State University - 07/07/2023 - 7920	JRN-24-00013272			Integration - PCard	07/07/2023	7206:Utilities	CC0349 HU School of H Acct
JRN-24-00022514 - Arizona State University - 07/14/2023 - 8695	JRN-24-00022514			Integration - PCard	07/14/2023	7207:Miscellaneous Expenses	CC0349 HU School of H Acct
JRN-24-00022514 - Arizona State University -	JRN-24-00022514			Integration - PCard	07/14/2023	7207:Miscellaneous Expenses	CC0349 HU School of H Acct

19

Click "Budget to Actuals - Grant - Ledger Detail - Repeat By"

Budget to Actuals - Grant - Ledger Detail

Report

View budget, expense and encumbrance summaries at the ledger level for one to many grants with ability to drill into summaries for additional details.

Budget to Actuals - Grant - Payroll Redistribution

Report

Use this report to run a budget to actual report for Grants.

Budget to Actuals - Grant - Ledger Detail - Repeat By

Report

Use this report to view a budget to actual Grant report with repeating column groups by Grant.

Budget to Actuals - Grant Summary

Report

This report allows the user to view summary level transactions on grant accounts to monitor budget balances.

Budget to Actuals - Grant Summary (report to be retired)

20 Click the "Grant" field.

The screenshot shows a filter configuration interface. On the left, there is a dark sidebar with a 'View All' button. The main area contains several filter fields: 'Repeat By' (set to 'Grant'), 'Budget On or Before Date' (MM/DD/YYYY), 'Expense Period' (set to '2024 - Mar'), 'Award', 'Grant' (with a search icon and a blue border), 'Grant Hierarchies', and 'Grant Lead Principal Investigator'. At the bottom, there is a 'Filter Name' input field, a 'Manage Filters' button, and a 'Save' button. An orange circle highlights the 'Grant' field.

21 Click "OK"

This screenshot shows the same filter configuration interface as in step 20, but with a modal dialog box overlaid at the bottom. The dialog box contains an orange 'OK' button and a 'Cancel' button. The 'Grant' field from the previous step is still visible in the background.

22

Click on total current period expenses or total LTD expenses

Leadership Program

get	Current Period Expenses	Expenses LTD	Total Pre- encumbrance, Encu
	0.00	\$685,308.36	
	0.00	\$181,479.98	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	

23

Click here to search by academic employee work tag and period to view by month

Criteria View by: Select a Field... and then by: Select a Field... Ref

507 items

Fiscal Year Name	Period	Journal	Operational Transaction	Ledger Account	Spend Cat
2019	Sep	JRN-19-00050405 - Arizona State University - 09/13/2018 - 9092018		7104:Personal Services - Student	Personal Services - Student
2019	Sep	JRN-19-00050405 - Arizona State		7102:Personal Services - Post-	Personal Services -

Salaries and W

Employee Rela

24

View by academic employee worktag and by month.

The screenshot displays a financial reporting interface. At the top, there is a filter dropdown set to 'Academic Employee' and a 'Refresh' button. Below this is a summary table with the following data:

	Net
9030	4,749.20
	680,559.16
	685,308.36

Below the summary table is a detailed budget table with the following columns: Current Budget, Current Period Expenses, Expenses LTB, Total Pre-encumbrance, Encumbrance, and Reserve, and Available Balance.

	Current Budget	Current Period Expenses	Expenses LTB	Total Pre-encumbrance, Encumbrance, and Reserve	Available Balance
ges	\$592,783.00	0.00	\$685,308.36	\$0.00	\$92,525.36
ed Expenses (EB)	\$159,922.00	0.00	\$181,479.98	\$0.00	\$21,557.98
	\$0.00	0.00	0.00	0.00	\$0.00
t	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
nses	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
pmnt	0.00	0.00	\$2,954.12	\$0.00	(\$2,954.12)
it	0.00	0.00	0.00	0.00	0.00
upplies	0.00	0.00	\$3,210.68	\$0.00	(\$3,210.68)
	\$147,295.00	0.00	\$22,682.25	\$0.00	\$124,612.75
	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	\$0.00	\$0.00