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’

Tasks and Reports

**CFO Sources and Uses by Ledger Account**
Report
Use this report to view sources and uses activity for programs/gifts/grants/projects. Similar to Advantage Sources/Uses report.

**Sources and Uses by Ledger Account**
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.
5  Type the "Program" to view.

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost Center Hierarchies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td></td>
</tr>
<tr>
<td>Cost Center</td>
<td></td>
</tr>
<tr>
<td>Gift</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
</tr>
</tbody>
</table>

View All
6. Click "OK"

7. Click on Total Sources "$299,452.69" to drill down.
8 Click on the view by drop down menus at top of window.

9 Select "Academic Employee"
10  Optional - To view by month select "Period" in the second view by field.

11  Click "Refresh"
This will bring up Revenue sorted by academic employee, by month.

To view expenses - go back to Sources and Uses Report and click on "Uses" total "$146,627.24"
14. Select "academic employee" in view by dropdown.

15. Optional - select "period" to view expense by month.
16 Click "Refresh"

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

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.

21 Click "OK"
22 Click on total current period expenses or total LTD expenses

23 Click here to search by academic employee work tag and period to view by month
View by academic employee worktag and by month.