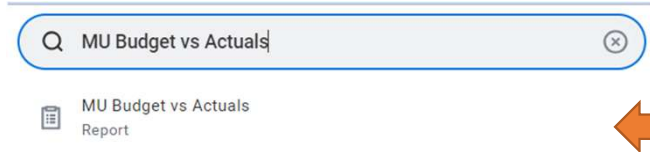


# MU Budget vs Actuals

**PURPOSE:** Report used to view budget and actuals in detail. Actuals broken down by categories.

## How to Run Report:

1. From the **Workday Home Page**, enter **MU Budget vs Actuals** into the **Search** field and select the **Report** from the search results



### MU Budget vs Actuals ⋮

Company	*	<input type="text" value="x Marymount University ..."/>	⋮
Fiscal Period	*	<input type="text" value="x 2023 - June"/>	⋮
Cost Center	*	<input type="text"/>	⋮
Fund		<input type="text" value="x 10 Operating ..."/>	⋮
Worktags		<input type="text"/>	⋮
Ledger Account/Summary		<input type="text"/>	⋮



2. From the *MU Budget vs Actuals* screen, enter the following information:

- **Fiscal Period:** Select Fiscal Period, i.e. “2023-June” for FY23 June year to date
- **Cost Center:** Either type the Cost Center # or Cost Center name/hierarchy
- **Fund:** Type or select Fund, *defaults to 10 Operating*
- Select **OK** to run report