

Maintain District Annual Budget

Budgets are loaded for some districts each year. It is the responsibility of the individual district users to maintain and keep the budget up to date. Workday provides the ability for users to maintain their budgets and keep important attachments in one place to document any formal changes.

1. Enter **Maintain Budget** in the search box, and select from the results.

2. On **Maintain Budget** page:

- Select the **Budget Structure** of “District Annual Budget” (required)
- Select your **Company**(required)
- In the **Budget Name** field, select the budget to be modified (required)
- In the **Years** field, select the (required)
- Select a **Period** from the drop down menu
- In **Organizing Dimensions**, select a **Fund** worktag from the drop down menu(required)

3. Click **Ok**

4. Complete details on the Maintain Budget screen

a. **Memo** - The Memo box on the budget screen can be used to document changes or make comments about the budget as a whole.

b. **Budget Lines:**

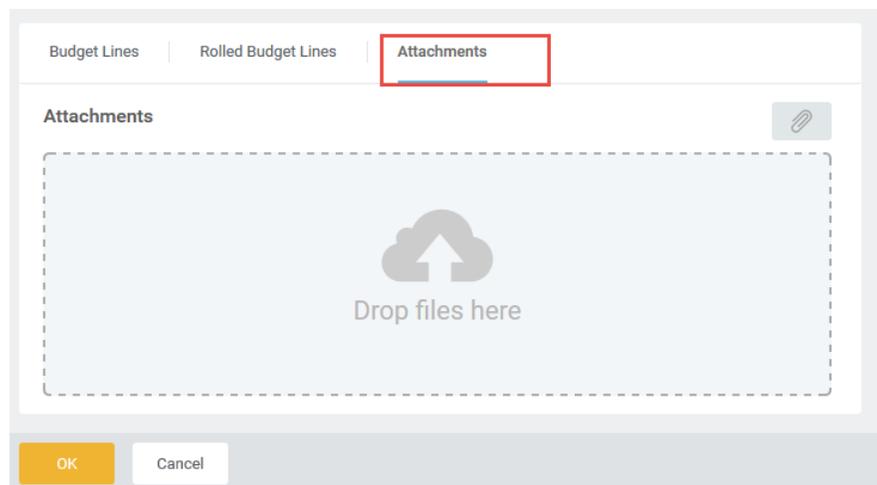
- Use the [+] button to add budget lines
- Each line requires a **Ledger Account**
- **Worktags:** Each line requires a **Cost Center** and **Business Unit** be entered in the this field. Spend Category and Revenue Category can be added if desired.
- **Debit Amount/Credit Amount:** Amounts are entered as natural debits and credits (Debit to increase expenses and Credit to increase revenues)
- **Memo:** can be used to make notes/comments about the amounts in any given line.

Budget Lines | Rolled Budget Lines | Attachments

Budget Lines 17 items

	Order	*Ledger Account/Summary	Worktags	Debit Amount	Credit Amount	Memo
+	▼	501200:Overtime, Special Pay	Business Unit: 55360PO Weed Control Cost Center: Weed District	750.00	0.00	

5. Use the **Attachments** area to add attachments if desired



6. Click OK

7. Click **Done**

Budget Reports

Current Budget - Budget amounts summarized by ledger account with an additional summary by fund

District Expenditure Budget to Actuals FIN0596 – Includes budget and actuals side by side in one report, displaying all worktags. Calculated remaining balance is shown for each account.

Revenue to Expenditure Budget Comparison FIN0393 – Summarizes budget amounts by cost center, fund and account type