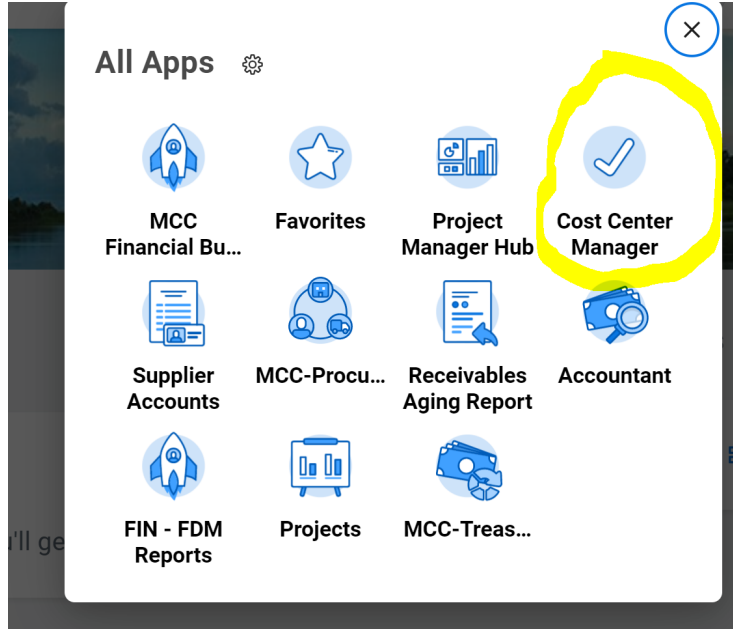


Detailed Reporting Information

- From the manager budgetary balance report (in cost center manager)



Budget vs Actual

Actual vs Budget current

Manager Budgetary Balance Report

Workday Production | SandboxWorkday... | Workday Resource... | Central Square | COGNOS | Apple Music | My Alabama Taxes... | IDP | DocuSign | Civic Clerk | Home - Resident C... | GoToMeeting Hub | (3) Mobile County ...

Summary Period: Year
 Plan to Date: No
 Company Currency: USD
 Reporting Period Start Date: 10/01/2021
 Reporting Period End Date: 09/30/2022
 Evaluation Date Option: Budget Date
 Include Reserved Journals

31 items Turn off the new tables view

Ledger Account/Summary	Adopted Operations Budget	Pre-Encumbrance	Encumbrance	Actuals	Balance
51500:Other Services	214,220.00	0.00	40,955.77	117,145.00	56,119.23

2. Click on the actual amount of any ledger account.

Once you drill down on the amount, you will then see the following:

Summary Period Year

Criteria View by: Ledger Account and then by: Spend Category as Worktag Refresh

171 items

Journal Entry	Journal Source	Transaction	Accounting Date	Budget Date	Ledger Account	Worktags	Debit Amount	Credit Amount	Translation Currency	Memo
Q	Conversion		01/05/2022	01/05/2022	51500:Other Services	Cost Center: CC009 Revenue Commissioner-Admin Function: General Government Fund: FUND001 General Fund Spend Category: Longevity Pay	187.75		USD	
Q	Conversion		01/05/2022	01/05/2022	51500:Other Services	Cost Center: CC009 Revenue Commissioner-Admin Function: General Government	191.32		USD	

3. The next step is to filter the data based on the criteria you want displayed. Since I was in the detail for the “other services” ledger account, I selected the criteria “ledger account” and “spend category as worktag”.

4. Once you select your filters, click “refresh”.

Once you hit “refresh” you get the view on the following page.

Criteria View by: Ledger Account and then by: Spend Category as Worktag Refresh

2 items

Ledger Account	Cleaning and Janitorial Services	Guard Services	Printing and Bookbinding	Subscriptions	Parking County Vehicles	Membership Fees and Dues	Fees and Permits	Longevity Pay	Sum
51500:Other Services	50,906.05	31,244.29	28,389.16	5,010.50	770.00	750.00	75.00	0.00	117,145.00
Total	50,906.05	31,244.29	28,389.16	5,010.50	770.00	750.00	75.00	0.00	117,145.00

This gives you total ledger account expenditures categorized by spend category. Now, you can click in any of the blue totals and you will be able to view the detail for that particular spend category. If you click the \$31,244.29 total in the printing and bookbinding spend category, you get a report that displays the detailed transactions that comprise the total.