Viewing Cost Centers (Budgets)

In Workday, budgets are known as **Cost Centers**. To view a detailed breakdown of a cost center, use the **SF BVA (Budget vs. Actuals)** report.

Process

1. Type **SF BVA** in the Workday search bar and hit Enter.
2. Choose the **report type** you need (Program, Project, Agency, etc.), and then choose the specific account you want to view.
3. Use the **arrow buttons** to drill down into the account and view by individual Cost Center, Program, and Spend Category.
4. Budgets amounts are divided into columns:
    a. **Commitments** – total amount requested but not yet approved.
    b. **Obligations** – total amount approved but not yet paid.
    c. **Actuals** – total amount paid out by Accounts Payable.
    d. **Available** – unencumbered budget remaining for use.

Budget Flow

1. Your budget is initially dispersed into the **Available** column.
2. Whenever funds are earmarked (for example, by creating a requisition), that amount is moved from Available into **Commitments**. You've committed those funds to something, but you haven't yet officially spent them yet.
3. Once that request is approved (for example, the requisition is turned into a purchase order), the funds move from Commitments into **Obligations**. You've now obligated those funds to be paid via an official expenditure.
4. When the amount is paid by Accounts Payable, it moves from Obligations into **Actuals**. This amount has actually been spent and can't be retrieved.
5. What remains in the Available column is unclaimed and ready to spend.

If your Commitments column doesn't look right:

1. Check for **duplicate or draft** requisitions and/or spend authorizations. When these are canceled, the funds will move out of Commitments and back into Available.
2. When a purchase order is **reduced or closed**, the requisition must also be closed. If the requisition is still open, contact Purchasing to close it. That will move the unencumbered funds out of Commitments and back into Available.