

# Lynn Variance Report

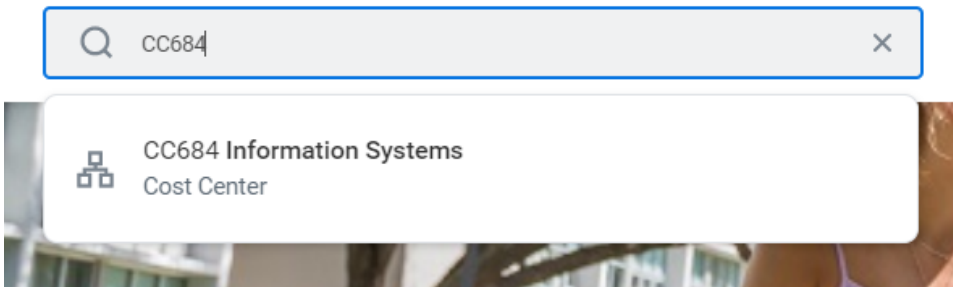
Variance reports are used to analyze the difference between budgets and actual expenses. The variance report in Workday replaces the old variance report in SQL reports. For a description of roles with access to variance reports please visit the [cost center manager page](#).

## On this Job Aid:

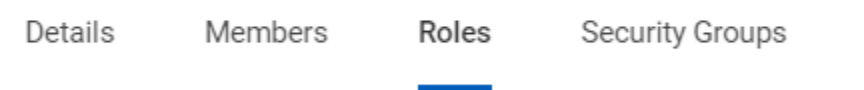
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## Who has access to Cost Center reports?

1. To check the roles for the cost center, on the search bar type ccxxx (where xxx is your 3 number cost center code). Select the Cost Center. Budget Managers, Cost Center Managers and Vice President roles have access to Cost Center reports.



2. Select Roles Tab



### 3. Users with access to the reports for the cost center will be listed here.

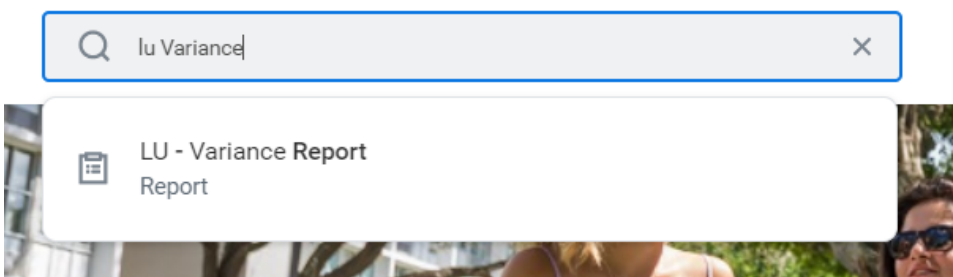
Details	Members	Roles	Security Groups
10 items			
Assignable Role		Assigned To	
Budget Manager (Level I)			
Budget Manager (Level II)			
Cost Center Auditor			
Cost Center Hierarchy Manager (Level I)			
Cost Center Hierarchy Manager (Level II)			
Cost Center Manager			
Vice President (Cost Center)			

**i** Budget Manager II roles have no access to full time employee salary and benefit information on the variance report.

## Access Variance Report

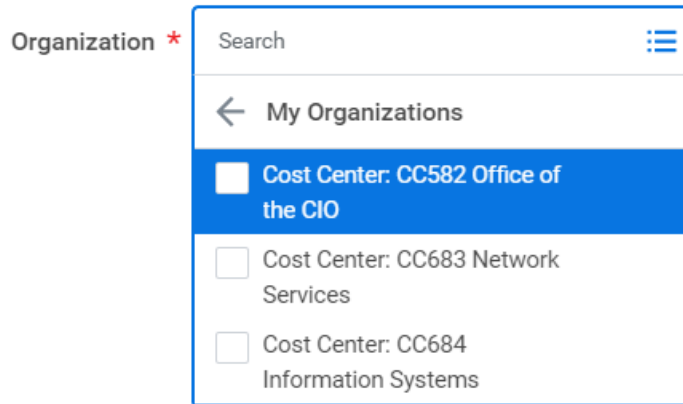
The Variance report is available on the Cost Center dashboard. You can also search Workday and select the report to display on its own:

### 1. Search and select LU - Variance Report

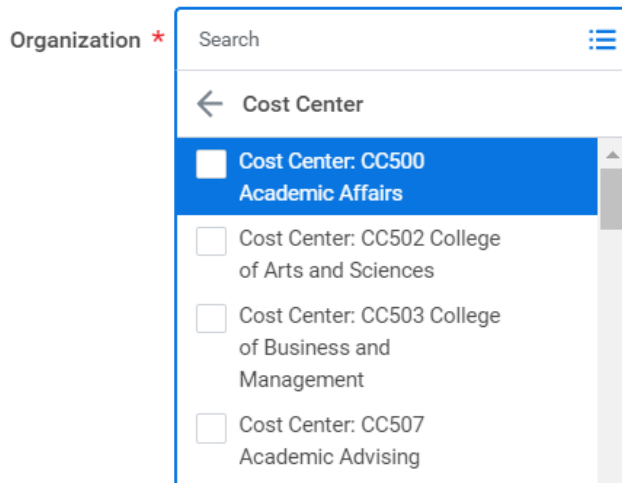


### 2. Enter your organization.

- a. If you are a cost center manager , click my Organizations and select the cost center you would like to view



- b. If you are a VP or budget assistant, select Cost Center. You will see a list of all cost centers available for you to select.



3. Under Spend Categories, click the chevron icon > to display categories

 Only VPs and Budget Manager I have access to Salaries and Benefits details

Spend Category
Total Revenue
Salaries and Benefits
Benefits
Salaries and Wages
Casual Labor
Full-Time Staff
Student Workers
(Blank)
Operating Expenses
Food Expense
Food Costs_Staff/Faculty/Guest
Office Expense
Other Office Expenses

4. Click on the Blue numbers under Current Year Budget (FY21B) and Actuals (FY21A) to see display transaction details

Current Year Budget (FY21B)	Pre-Encumbrance	Encumbrance	Actuals (FY21A)
0	0	0	0
528,015	0	0	191,564

## 5. A window will open with transaction details

Criteria View by:  and then by:

8 items

Journal Source	Accounting Date	Ledger Account	Worktags	Program	Total Amount	Translation Currency	Expense Report	Procurement Card Transaction Verification Line Distribution
Procurement Card Transaction Verification	09/17/2020	6510:Postage	Corporate Credit Card Billing Account: Lynn Procurement Credit Card Billing Account Cost Center: CC686 Support Services Employee: Therese Bolduc Fund: FD10 Without Donor Restriction NACUBO: NACUB035 Institutional Support More (2)		\$15.95	USD		
Procurement Card Transaction Verification	08/22/2020	6520:Supplies - Office Expense	Corporate Credit Card Billing Account: Lynn Procurement Credit Card Billing Account Cost Center: CC686 Support Services Employee: Andrew Vermes Fund: FD10 Without Donor Restriction NACUBO: NACUB035 Institutional Support Spend Category: Supplies_Other		\$69.08	USD		
Procurement Card Transaction Verification	09/14/2020	6520:Supplies - Office Expense	Corporate Credit Card Billing Account: Lynn Procurement Credit Card Billing Account Cost Center: CC686 Support Services Employee: Tammy Swett		\$245.07	USD		

## 6. To filter the transactions by supplier, spend category, revenue category, click on View by:

View by:

Source

Procurement Card Transaction Verification

Procurement Card Transaction Verification

Procurement Card Transaction Verification

Property

Bank Account

Book Code

Business Unit

Company

Cost Center

Customer

Expense Item

Fund

Gift

Grant

Intercompany Affiliate

Investment Pool

Investor

Journal

Journal Source

Ledger/Budget Period

Ledger Account

Location

Pay Component

Period

Project

Region

7. You can also filter transactions by clicking on the columns headers and adding filtering conditions

! We are working on adding more details to the variance report transaction details like expense report or purchase order number. At the moment, some details are still missing from the report.

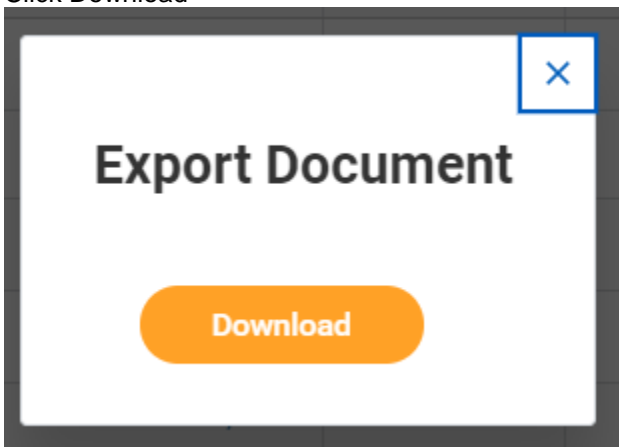
## Export report results in Excel

At any time, you can export the results from your report in excel

1. Click on the excel icon on the top right

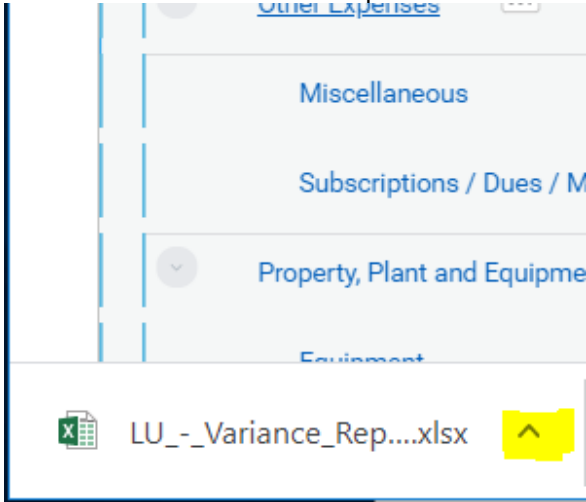


2. Click Download



3. Check on the bottom of your browser for the file. You can also check on your Download folder for the file.

- Click the chevron and select Open



## Save Variance Report on Quick Access

For easy access, you may want to save your reports and tasks under Quick access

- On the top right, click the four squares next to announcements icon.



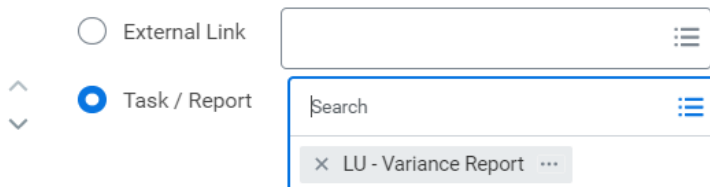
- Click Edit next to My Shortcuts

## My Shortcuts **Edit**

- Click +Add
- Select Task/Report
- Type LU-Variance Report
- Click OK

## Configure Shortcuts

Select up to 10 shortcuts.



## Run Variance Report from Quick Access

1. On the top right, click the four squares (quick access) icon next to announcements icon.



2. Click LU - Variance Report link under My SHortcuts

### My Shortcuts [Edit](#)

LU - Variance Report

Create Supplier Invoice Request