

User Guide for Reports

Departmental Dashboard- Some of the reports listed below may also appear on each individual Departmental Dashboard.

Operating Budget vs Actual – Mercer (formerly known as Org-Available). This report provides Original Budget, Revised Budget, Commitments/Obligations, Actuals YTD, and Budget Available. Click on the “Actuals YTD” number and a window will pop up that includes each transaction by Ledger Account. The pop-up window can be expanded by dragging the window in the lower right corner. This report is only for accounts that formerly began with a 1xxxx, 2xxxxx, or 3xxxxx.

Budget vs Actual Summary – Mercer (Can select a Cost Center). This report is a summary by Ledger account (ex. Total Salaries or Total Travel). It includes Revised Budget, Actuals, Sub Totals, and a Net Total. Drill down for the details by Ledger Account (not spend or revenue category) by clicking on “Budget Revised YTD” or “Actuals”. The pop-up window can be expanded by dragging the window in the lower right corner. This report is only for accounts that formerly began with a 1xxxx, 2xxxxx, or 3xxxxx.

Budget vs Actual Detail – Mercer (Can select a Cost Center). This report is by spend and/or revenue category. It includes Original Budget, Budget Amendments, Revised YTD Budget, Commitments/Obligations, Actuals, and YTD Variance. Click on the “Actuals YTD” number and a window will pop up that includes each transaction. The pop-up window can be expanded by dragging the window in the lower right corner. This report is only for accounts that formerly began with a 1xxxx, 2xxxxx, or 3xxxxx.

Budget vs Actual By Designation – Mercer This report includes Budget Revised, Commitments/Obligations, Actuals YTD, Variance, and Sub Total for Designation accounts. This report is only for accounts that formerly began with a 5xxxxx and were not a gift or grant.

Budget vs Actual By Gift – Mercer This report includes Budget Revised, Commitments/Obligations, Actuals YTD, Variance, and Sub Total for Gift accounts.

Project Budget vs Actual – Mercer This report includes Total Budget, YTD Actuals, LTD Actuals, Commitments/Obligations, Available, and Sub Total for Project accounts. This report is only for accounts that formerly began with a 7xxxxx.

Award Budget vs Actual – Mercer This report includes current period actuals, award budget, life to date obligations/commitments, and available budget balance for grant or contract accounts only. Grant/Grant hierarchy = GR##### (which is grant/contract account number). Budget Structure = Award.

Helpful ICONS



Export to Excel



Download as a PDF

Step 1:

In the search bar type the name of the report from the list above.

Step 2:

In the “Organization” field enter a Cost Center (CC), gift (GF), designation (DG), or Project (PJ). Please select the appropriate report and enter only one account.

Please see [Helpful Hints regarding Accounts](#) below to assist with locating an account.

Step 3:

The “Period” will always be “Fiscal Year”. Then select the fiscal year and the month ending for that fiscal year. For the entire fiscal year, select FY20XX – 12 June.

Step 5:

Click “Ok”

Other Available Reports:

Gift Balances Report – Mercer This report can be used to determine the available cash in a gift account. The Company will always be Mercer University. Select all periods and then by Fiscal year. Time Period will be “Annual (July – June)”. In Worktags, please enter the GF account. For the entire fiscal year, select FY20XX – 12 June.

Designation Balances Report – Mercer This report can be used to determine the available cash in a designation account that is not an operational account (Operational account begins with a 1, 2, or 3). The Company will always be Mercer University. Select all periods and then by Fiscal year. Time Period will be “Annual (July – June)”. In Worktags, please enter the DG account. For the entire fiscal year, select FY20XX – 12 June.

Helpful Hints regarding Accounts

Please refer to the user guide for the FDM Extract. This can be used to enter the former account number in Vantage which will translate and provide the account number in Workday. Most Cost Center accounts were previously in Vantage as budgeted accounts that begin with a 2xxxxx. New grant account numbers will be provided by the GCO. New project account numbers (previously began with 7xxxxx) will be provided by Accounting. New Gift account numbers (previously began with 5xxxxx) will be provided by Accounting. A designation account is not a traditional departmental account and is established for a specific purpose such as research seed account, study abroad, or a specific program.