



## Paid FTE Budget to Actual—Summary Report

The Paid FTE Budget to Actual Report is available in Workday to review your budget against your actual FTE's. This report will display the previous and current FY for the period selected and compare it to the budget for the same fiscal periods.

### From the Workday Home Page:

1. Type **Paid FTE Budget to Actual—Summary** to the search bar.
  2. Choose the **CR—Paid FTE Budget to Actual—Summary Report**.
  3. Filter the report for the appropriate **Company, Cost Center, Job Profile, Worktags,** and/or **Period** (\* required). Only one in each category can be chosen at a time.
- Note:** FTE reports can only be run for **closed** fiscal periods. Running for a current, open period will display inaccurate results.
4. Enter a **Filter Name** and **Save** to quickly select the same prompts in the future. Save filters can be run by selecting **Manage Filters**.
  5. Select **OK**.
  6. The **Paid FTE Budget to Actual—Summary Report** will appear with the filters you applied.
  7. You can download the report for your records by selecting the **Excel** or **PDF** icon.

Cost Center	Actuals				Budget		Budget vs Actual
	Jan - FY23 YTD	Jan - FY24 YTD	Jan - FY23	Jan - FY24	Jan - FY24		
CC12345 Sample Cost Center	49.98	52.16	50.74	51.62	52.94	1.32	

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).