



UCD Finance Office  
Oifig Airgeadais UCD

# **Cost Centre Budget Check:**

## **Cost Centre Actuals vs Operational Budget Report Step Guide**



Last Updated: 1st September, 2025



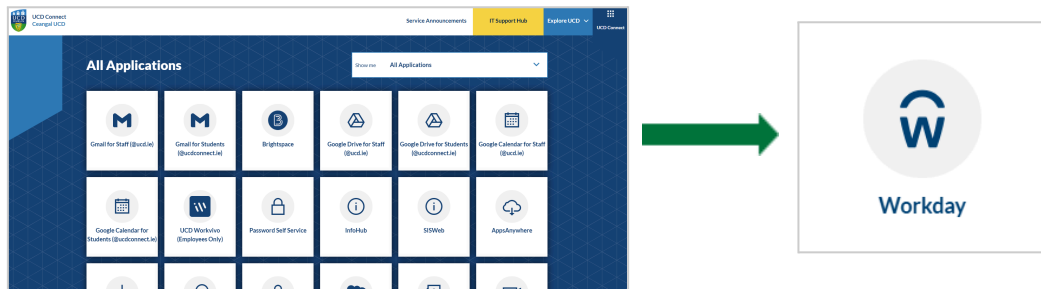
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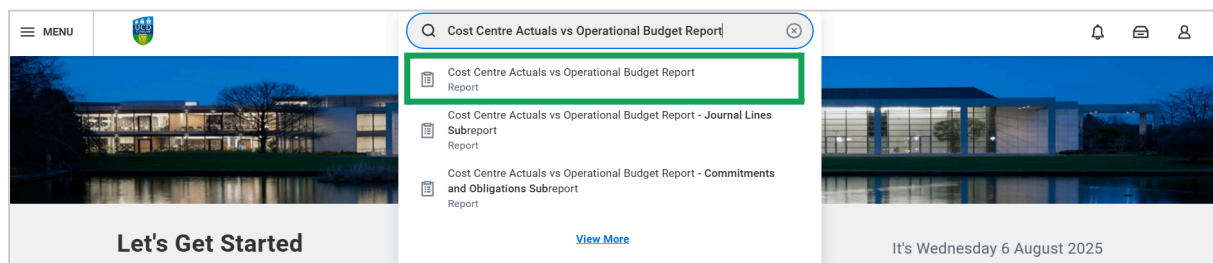
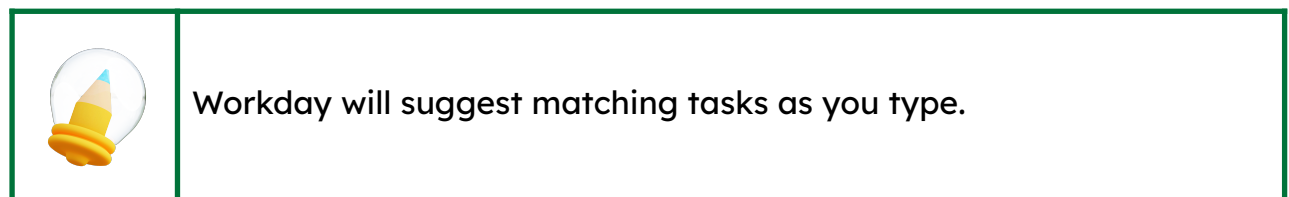
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## Cost Centre Actuals vs Operational Budget Report

To **log in to Workday**, go to the UCD Connect Homepage and click on the Workday Application.



1. In the search bar, type and select **“Cost Centre Actuals vs Operational Budget”**.



2. In the **‘Period’** field, add in the amount of time you want to see up until. The report will show from the beginning of the Financial year until the period selected.

Cost Centre Actuals vs Operational Budget Report

Company

✕ University College Dublin Group

...

:

Organization

...

Period

...

Accounting Date On or After

01/10/2024

Accounting Date On or Before

DD/MM/YYYY

Year (Journal Lines not Posted)

✕ 2025

...

:

Plan Structure

✕ Cost Centre Budget Check

...

:

Account Translation Rule Set

✕ Standard

...

:

Translation Currency

✕ EUR

...

:

Book

✕ Management Book

...

:

Filter Name

Manage Filters

Save

0 Saved Filters

Cancel

OK



The period selection is based on the UCD financial year, which runs from October - September, where P01 is October, P02 is November, etc.

If the user selects P03, for example, the report will show the cumulative figures to date for that financial year. That is, all actual spend in October, November, and December.

- In the '**Organization**' field add in the relevant Cost Centre/ Cost Centre Hierarchies. You can select as many of these as necessary.



Hierarchy selections are available to those with a role assigned at an organisational level rather than individual Cost Centre.



### Cost Centre Actuals vs Operational Budget Report

Company

✕

University College Dublin Group

Organization

Period

Accounting Date On or After

✱

01/10/2024

Accounting Date On or Before

✱

DD/MM/YYYY

Year (Journal Lines not Posted)

✱

✕ 2025

Plan Structure

✱

✕ Cost Centre Budget Check

Account Translation Rule Set

✱

✕ Standard

Translation Currency

✱

✕ EUR

Book

✕

Management Book

Filter Name

Manage Filters

0 Saved Filters

Save

Cancel

OK

4. The 'Accounting Date On or After' field will auto-fill as the first day of the financial year.
5. In the 'Accounting Date On or Before' field, fill in today's date.

**Cost Centre Actuals vs Operational Budget Report** ✕

Company \*  ⌵

Organization \*  ⌵

Period \*  ⌵

Accounting Date On or After \*  📅

Accounting Date On or Before \*  📅

Year (Journal Lines not Posted) \*  ⌵

Plan Structure \*  ⌵

Account Translation Rule Set \*  ⌵

Translation Currency \*  ⌵

Book  ⌵

Filter Name

Manage Filters

0 Saved Filters

6. Click 'OK' to run the report.



If this is a report you will run frequently you can save it by typing a name in the Filter Name field and then clicking save, this is private to you and can be selected later.

### Cost Centre Actuals vs Operational Budget Report

Company

✕ University College Dublin Group

⋮

Organization

⋮

Period

⋮

Accounting Date On or After

01/10/2024

📅

Accounting Date On or Before

DD/MM/YYYY

📅

Year (Journal Lines not Posted)

✕ 2025

⋮

Plan Structure

✕ Cost Centre Budget Check

⋮

Account Translation Rule Set

✕ Standard

⋮

Translation Currency

✕ EUR

⋮

Book

✕ Management Book

⋮

Filter Name

Manage Filters

Save

0 Saved Filters

Cancel

OK

All fields marked with an **asterisk (\*)** are mandatory and must be completed.




The report will give you a broad overview of the actuals, obligations, and commitments on the Cost Centre(s) which fall under the criteria you have selected.

Cost Centre Actuals vs Operational Budget Report						
Details						
Cost Center Hierarchy	Full Year Operational Budget	Year To Date Actuals	Purchase Orders Raised and Receipted	Purchase Orders Raised Not Receipted	Transactions in Progress	Operational Budget Remaining/Overspent
Cost Center Hierarchy	2,910,169.00	1,686,197.18	214,789.57	0.00	8,896.03	1,000,287.22
	1,432,000.00	436,744.46	39,628.93	0	(886.08)	956,512.69
	1,478,169.00	1,249,452.72	175,160.64	0.00	9,782.11	43,774.53
Total	2,910,169	1,686,197	214,789	0	8,896	1,000,287



All fields that are blue can be clicked to drill down into the line items.

	<p>When drilling down it is recommended to view by “<b>Spend Category-Level 4</b>”. This will then allow you to open up each cost category and drill into the line level detail. This can be done multiple times until the figures no longer appear blue- This is the lowest level of detail.</p>
	<p><b>Full year Operational Budget:</b> This figure represents the budget figure for the full year.</p> <p><b>Year to Date Actuals:</b> This figure represents the total year to date costs that have been incurred.</p> <p><b>Purchase Orders Raised and Receipted:</b> This column shows obligated expenditure, as the purchase order has been raised and the goods/service receipted. This expenditure will be counted for in the ‘Budget Remaining’ column.</p> <p><b>Purchase Orders Raised Not Receipted:</b> This column shows costs that are already committed, as the purchase order has been raised. This expenditure will be counted for in the ‘Budget Remaining’ column.</p> <p><b>In Progress:</b> This column shows transactions which are in progress and are not yet approved.</p> <p><b>Operational Budget Remaining/Overspent:</b> This column details how much budget is remaining of the Full Year Operational Budget. A negative figure represents an overspend. If there is any uncertainty in relation to the numbers which appear on the report please contact your finance manager.</p>

## Budget Fail Messages



### **Note on budget fail messages**

Should you receive a budget fail message, please review any items sitting in 'in progress' transactions which may be impacting on your budget.

The system works to ring-fence the budget at the point when the transaction is raised. The reason for this is to ensure that you also consider in progress transactions when reviewing your cost centre budget.

If in progress transactions are not valid they should be rejected/cancelled to free up budget. If following this you are still receiving a budget fail, please contact your Finance Manager.

You must then send back the 'budget fail' task to the initiator so it goes back through budget approval workflow

## **We'd love your feedback!**

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Access the feedback form by clicking on the link below or by scanning the QR code with your smartphone.

[Feedback Form: Step Guide](#)

