

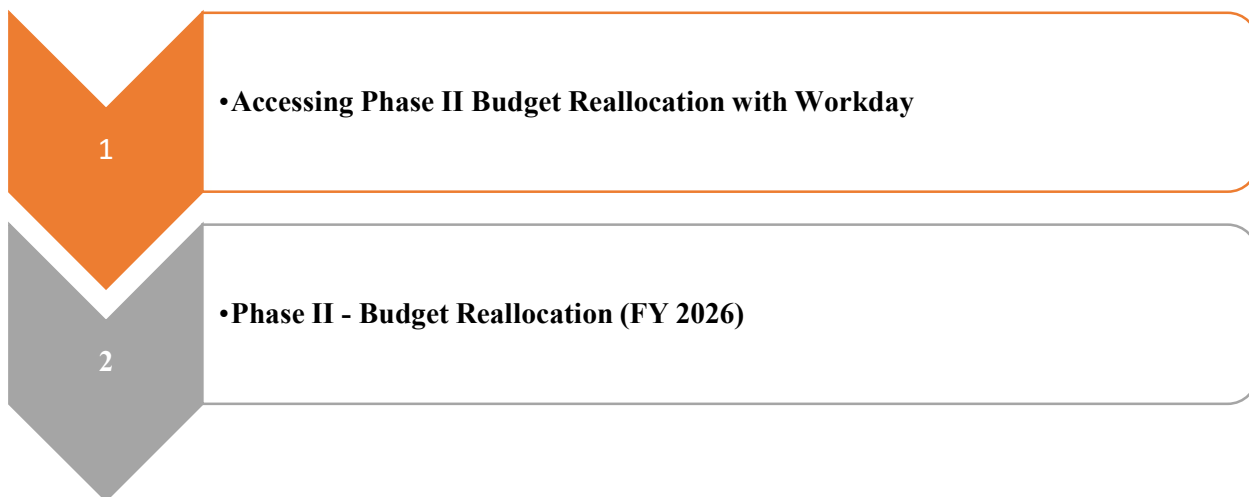
# Workday Budget Reallocation Step-By-Step Instruction

**Overview:** This document contains step-by-step instructions on how to complete the Budget Development Process by using Workday Adaptive Insights cloud-based Enterprise Budgeting Software in Phase II. Instructions will also provide an overview of how to plan and create the upcoming fiscal year, FY 2026, Budget.

The following are some items you want to keep in mind as you go through this process:

- Adjust accounts based on historical spending patterns and anticipated expenditures.
- Identify historical spending patterns and anticipated expenditures affecting your budget by using Workday Report **4. Yearly Trend (FY17-24 Actuals)**.
- Review current and prior year's budget vs. actual variance analysis to identify variances between 7-series expense accounts by using Workday Report **7. Budget Vs Actual (FY24)**.
- Review and make note of expense accounts with budget overages/surpluses for budget reallocation (adjustments).
- Review your strategic business plan and potential impact on your budget.

## Sections:



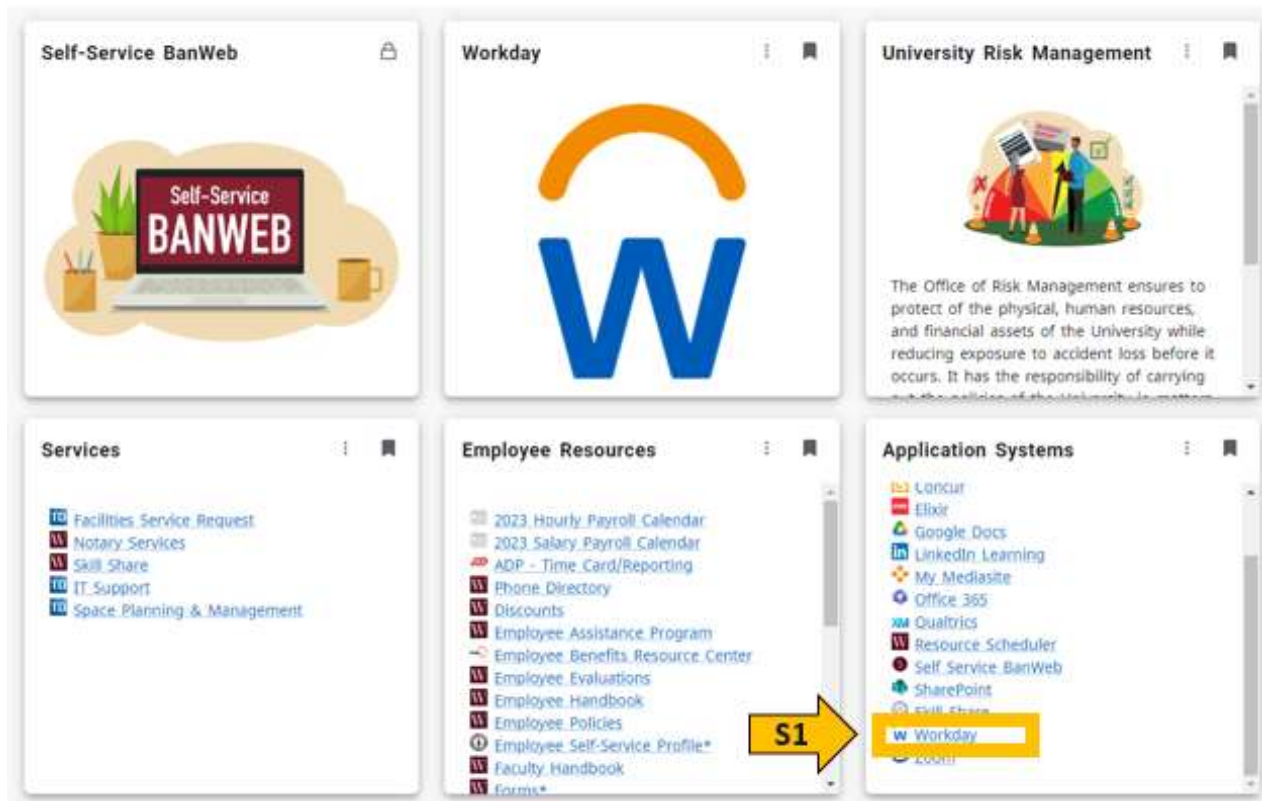
For additional information and/or help please reach out to the Office of Budget Administration at [budget@westernu.edu](mailto:budget@westernu.edu).

# Section I: Accessing Phase II Budget Reallocation with Workday

Step 1: Go to [my.westernu.edu](https://my.westernu.edu) or Intranet: <https://experience.elluciancloud.com/wohs/>

Click on the link 'Workday'

A new tab will appear or access directly: <https://login.adaptiveinsights.com/app>



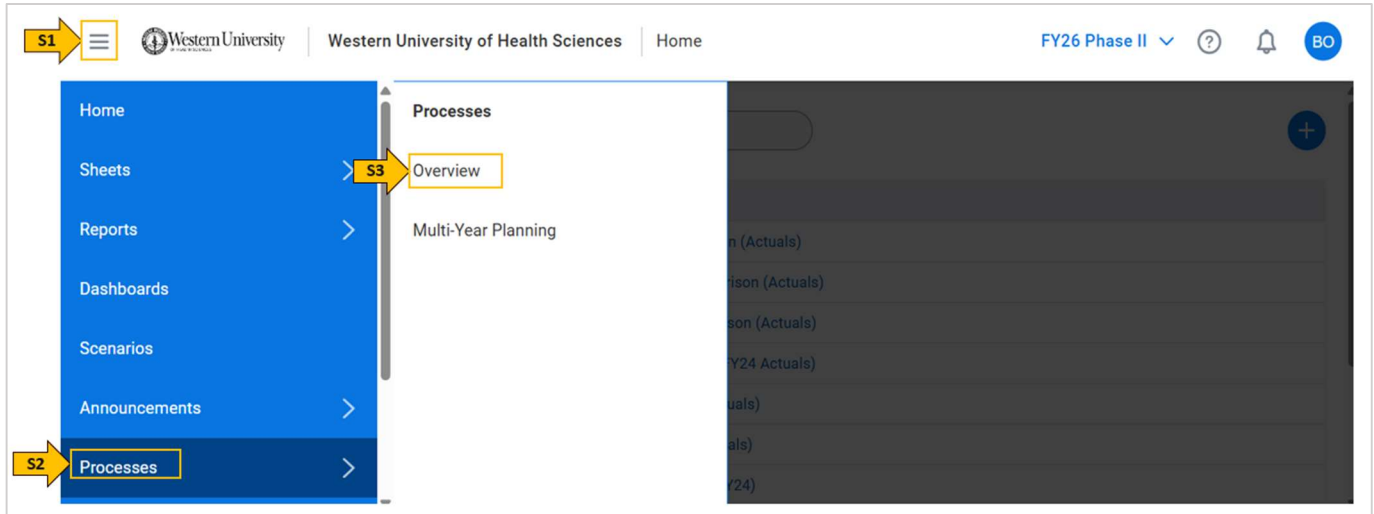
Step 2: Enter your credentials and leave the password blank. You will be logged in via SSO.

The image shows the Workday login page. On the left, there is a white box containing the login fields. The 'Username or Email' field is highlighted with a yellow box and an arrow labeled 'S1'. The 'Password' field is highlighted with a yellow box and contains the text 'Leave password blank. SSO connected.' Below the password field is a blue 'Sign In' button, which is highlighted with a yellow box and an arrow labeled 'S2'. Below the 'Sign In' button is a link for 'Forgot Password'. On the right, there is a large blue box with the Workday logo and the text 'WORKDAY ADAPTIVE PLANNING'. At the bottom, there is a copyright notice: '© 2022 Workday, Inc. All rights reserved. Proprietary and Confidential. Workday is powered by 100% renewable energy.'

# Section I: Accessing Phase II Budget Reallocation with Workday

Step 3: Once signed in, you will be taken to the landing home page.

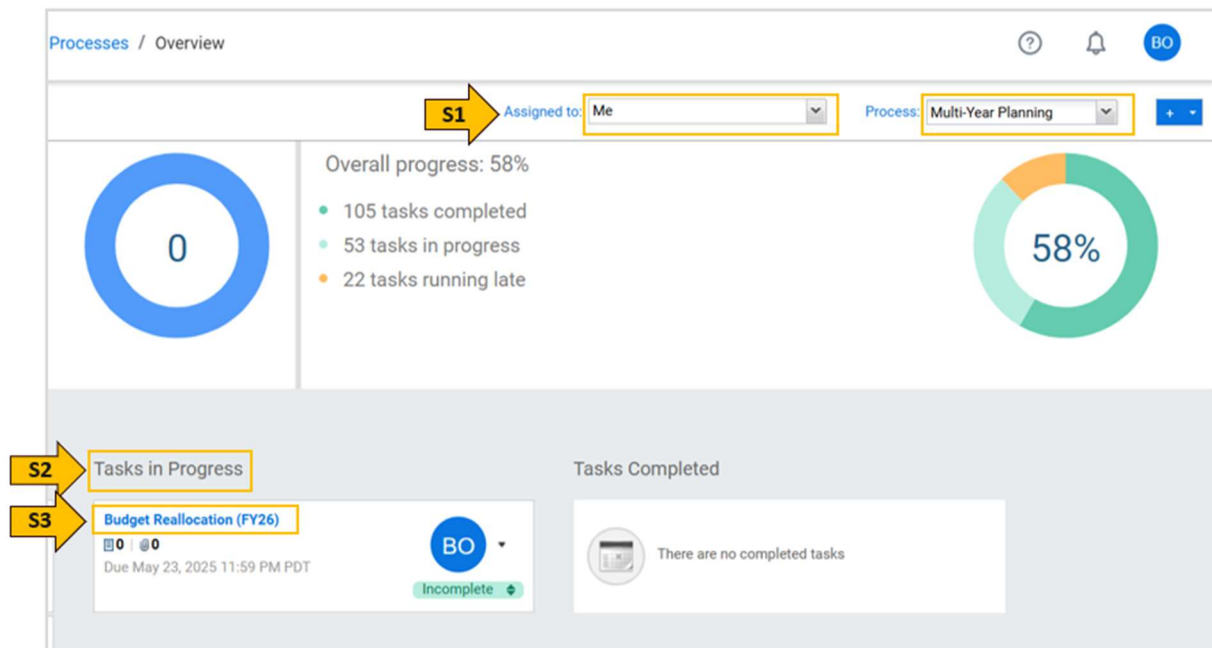
- S1. Click the global navigation menu on the top left corner.
- S2. Click the arrow to Processes.
- S3. Select Overview.



Step 4: The Overview will direct you to the Tasks Dashboard.

- S1: Select “Me”, so that you are only able to view your tasks. Confirm that the Process selected is “Multi-Year Planning”.
- S2: Complete the Budget Reallocation task listed under “Tasks in Progress” by due date specified.
- S3: To access each task, you will have to click on the [title link](#), “Budget Reallocation (FY26)”, and it will take you directly to the sheet required to be completed.

**Note:** To go back to the task dashboard to view all tasks, select Processes from menu bar, as shown on previous step.



## Section II: Phase II - Budget Reallocation (FY 2026)

Step 1: Once you have accessed the “Phase II – Budget Reallocation” sheet,

**S1:** Confirm you have selected FY26 Phase II

**S2:** Select ORG to view and reallocate funds

**Note:** You will not be able to edit columns at the rollup/Parent level. Only at the child/individual Org level.

#	FUND (DIM)	LEVEL	GL ACCOU...	FY22 ...	FY23 ...	FY24 ...	FY25 ADOPTED ...	REALLOCATION...	FY26 PROPOSED ...	FROM (ORG-ACCOUNT, \$ AMOU...	NOTES
22	1100 - Cur...	1111 - ...	70823 - Co...	0.00	0.00	846.02	0		0		
23	1100 - Cur...	1111 - ...	70910 - Co...	0.00	0.00	0.00	3,655		3,655		
24	1100 - Cur...	1111 - ...	70930 - W...	224.40	266...	0.00	0		0		
	1100 - Cur...	1111 - ...	70935 - H...	1,657...	1,46...	2,040...	0		0		
	1100 - Cur...	1111 - ...	70950 - Pri...	54.36	0.00	0.00	0		0		
27	1100 - Cur...	1111 - ...	713015 - S...	11.53	0.00	506.24	85		85		
28	1100 - Cur...	1111 - ...	71410 - Bo...	122.27	134...	322.87	0		0		
29	1100 - Cur...	1111 - ...	71475 - Su...	0.00	0.00	101.98	128		128		
30	1100 - Cur...	1111 - ...	71505 - Co...	418.20	1,65...	281.03	0		0		
31	1100 - Cur...	1111 - ...	71530 - Ev...	3,617...	1,14...	3,165...	7,735		7,735		
32	1100 - Cur...	1111 - ...	71551 - M...	0.00	4,72...	0.00	0		0		

Additional Information:

- At the rollup level, you will see information for all your departments/Orgs.
- Information provided by Workday includes Fund, Level/Org, GL Account, Actuals for the prior three years...etc.
- In Workday, you will have the ability to view **three years of historical actuals** data.

**Note:** You may still want to consider running a Budget vs Actual for FY25 to do an in-depth analysis.

Step 2: Entering the Budget Reallocation.

**S3:** Enter the increase/decrease (-) amount under the “Reallocation of Budget” column.

**S4:** When increasing budget, enter where funds are moving from and the amount in the “FROM (ORG-ACCOUNT, \$ Amount)” column.

**S5:** Additional information can be provided under the “Notes” column.

**S6:** Click the “Save” icon to calculate the changes. The new amount(s) will be reflected under “FY25 Proposed Budget”.

**S7:** Repeat steps 1 and 2 (S1-S6) for all Orgs you will be reallocating budget.

#	FUND...	GL ACCOUNT	FY22...	FY23 ...	FY24...	FY25 ...	REALLOCATION OF BUDGET	FY26 PROPOSED BUDG...	FROM (ORG-ACCOUNT, \$ AMOUNT)	NOTES
1	1100 - ...	70055 - Marketing	0.00	0.00	1,032...	0		0		
2	1100 - ...	70211 - Cellular Phone Stipend	215...	289.00	442.00	0		0		
3	1100 - ...	70280 - Telephone	954...	1,120...	1,126...	1,190		1,190		
	1100 - ...	70302 - Faculty Development	412...	0.00	293.25	6,375				
	1100 - ...	70304 - Employee Events Including Meals	0.00	36.97	0.00	0				
6	1100 - ...	70306 - Employee Meals Expense	0.00	563.13	840.39	0		0		

## Section III: Phase II - Budget Reallocation (FY 2026)

### Step 3: Reallocation Balancing.

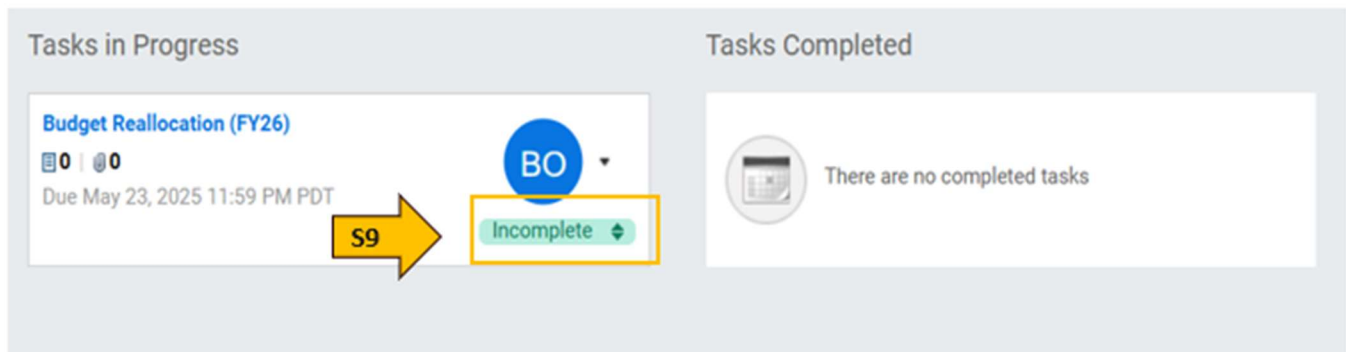
**S8:** For reallocation balancing, please make sure the highest rollup level is selected to ensure that the reallocation total is equal to Zero.



#	FUND (DIM)	LEVEL	GL ACCOU...	FY22 A...	FY23 A...	FY24 A...	FY25 ADOPTED B...	REALLOCATIO...	FY26 PROPOSED BU...	FROM (ORG-ACCO...	NOTES
104	1100 - Cur...	1112 - D...	7721 - Ess...	500.58	2,435.26	1,071.52	9,042		9,042		
105	1100 - Cur...	1112 - D...	70211 - Ce...	450.00	733.50	814.50	0		0		
106	1100 - Cur...	1112 - D...	71599 - Ot...	0.00	20.72	12.80	0		0		
107	1100 - Cur...	1112 - D...	71590 - St...	56.93	0.00	0.00	0		0		
108	1100 - Cur...	1112 - D...	71560 - Of...	603.17	1,201.29	1,333.37	1,280		1,280		
109	1100 - Cur...	1112 - D...	71575 - Po...	0.88	0.48	0.57	0		0		
110	1100 - Cur...	1112 - D...	71563 - St...	313.00	149.64	79.28	0		0		
111	Total			89,718...	92,953...	162,16...	158,899	0.00	158,899		

### Step 4: Completing the Task.

**S9:** Once you have completed your task, go to Processes menu bar (view Step 3). Click Incomplete Status and the status will change to Complete.



**Tasks in Progress**

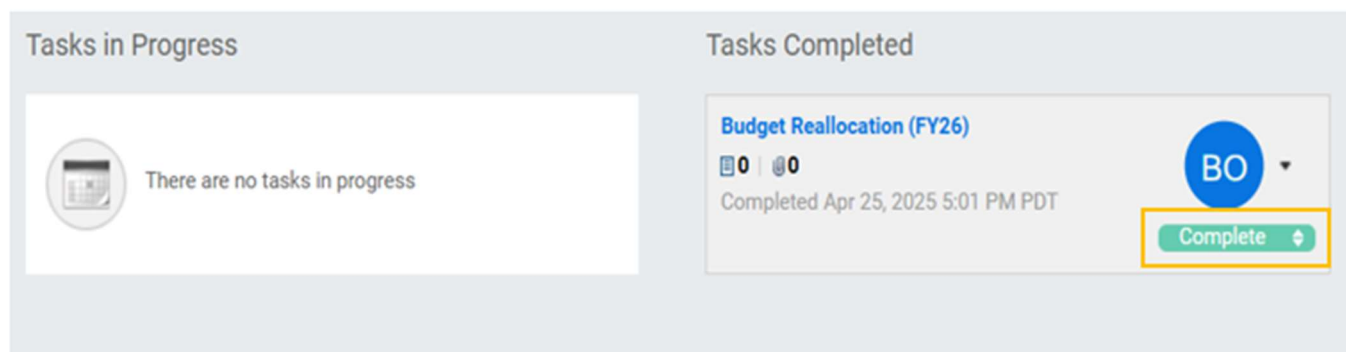
**Budget Reallocation (FY26)**  
0 | 0  
Due May 23, 2025 11:59 PM PDT

**BO**

**Incomplete**

**Tasks Completed**

There are no completed tasks



**Tasks in Progress**

There are no tasks in progress

**Tasks Completed**

**Budget Reallocation (FY26)**  
0 | 0  
Completed Apr 25, 2025 5:01 PM PDT

**BO**

**Complete**