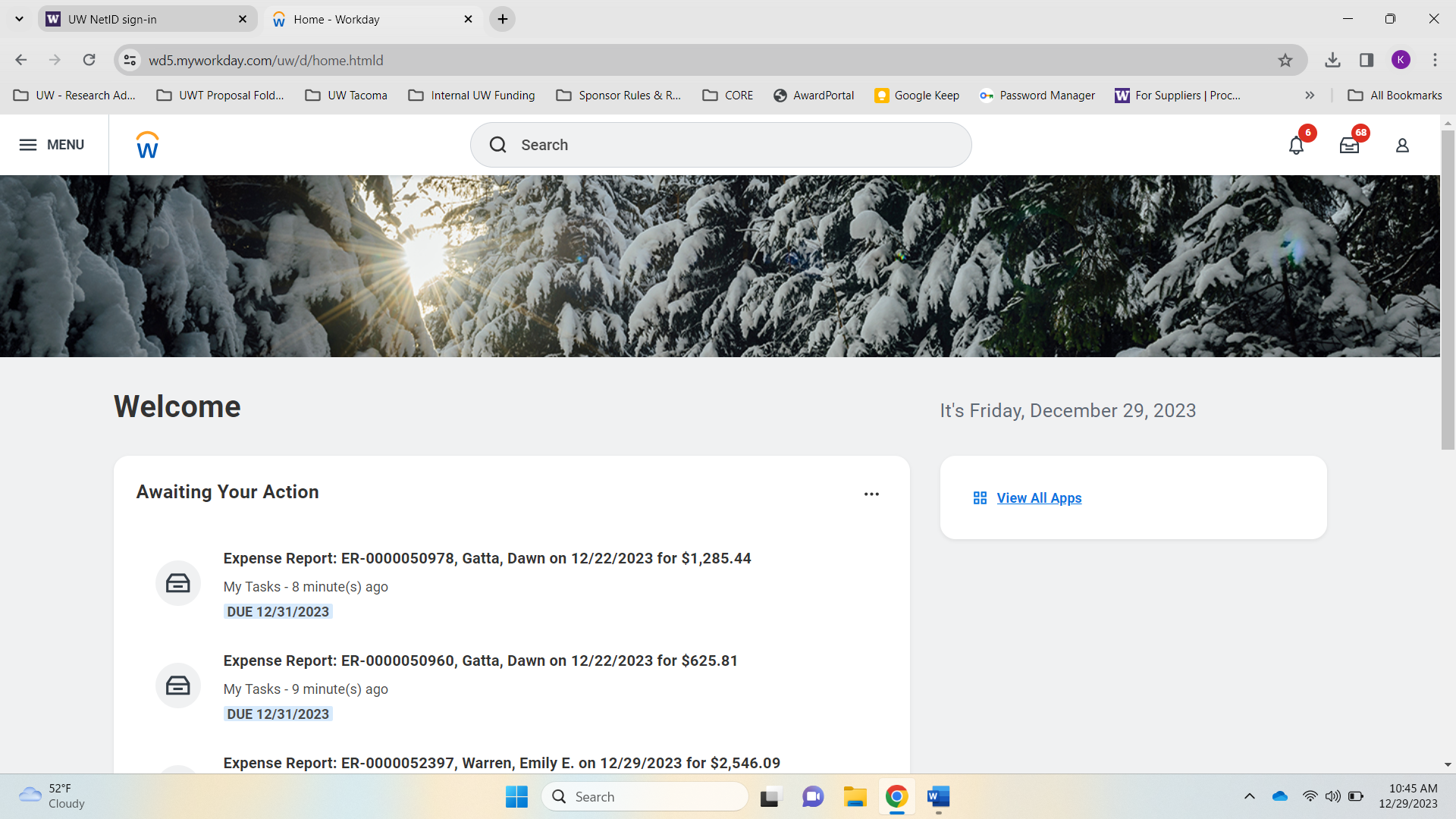
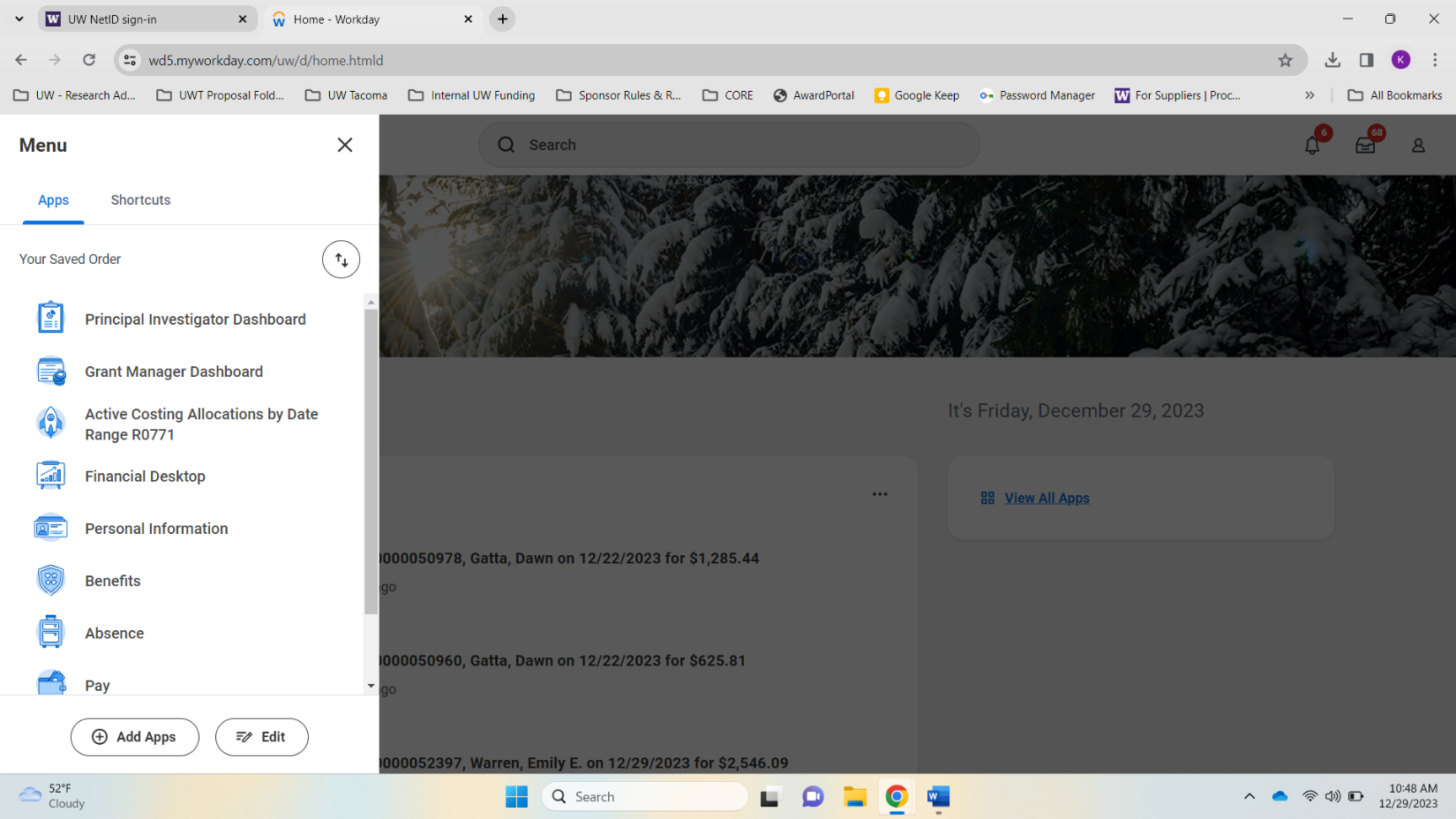
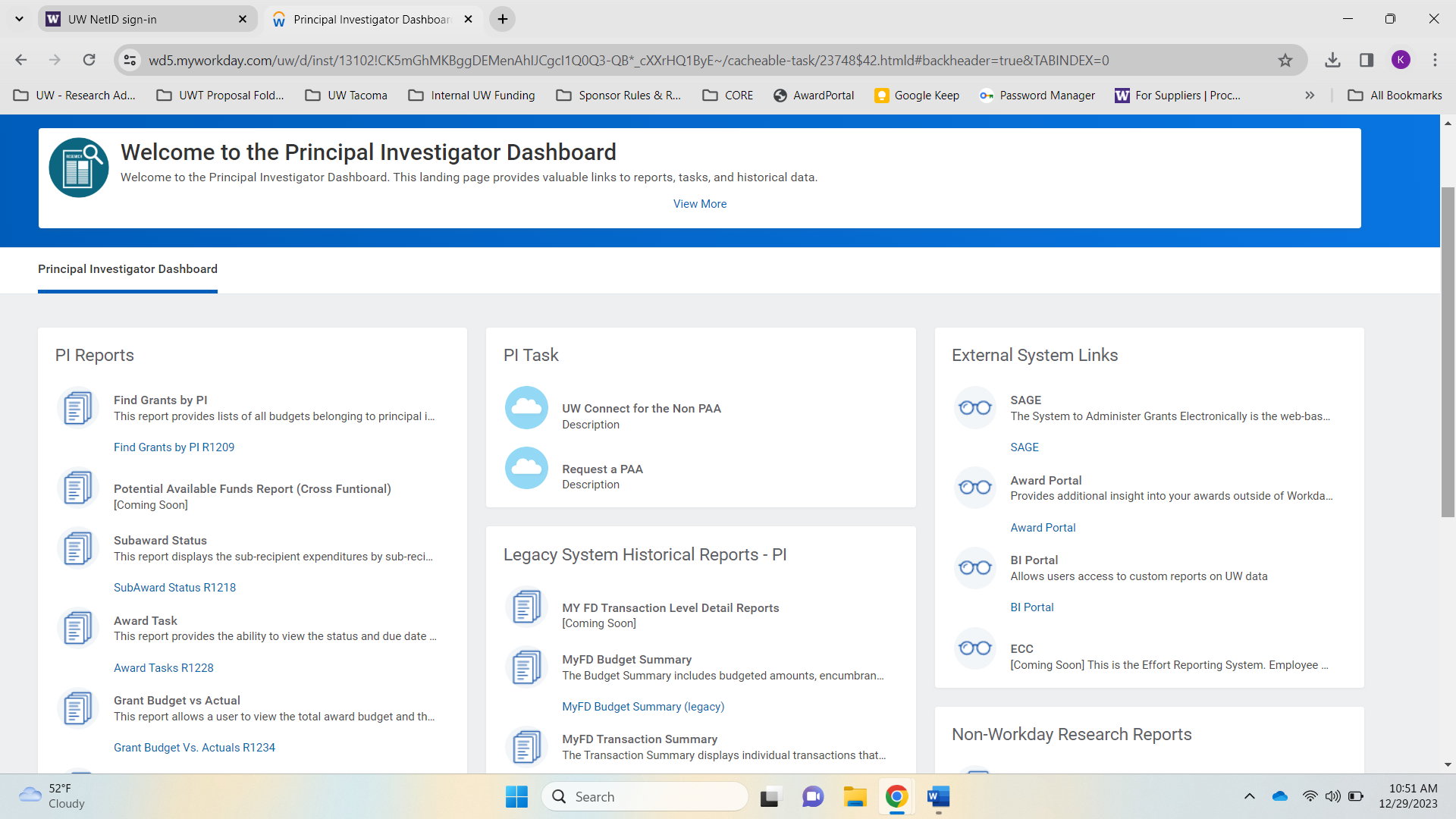
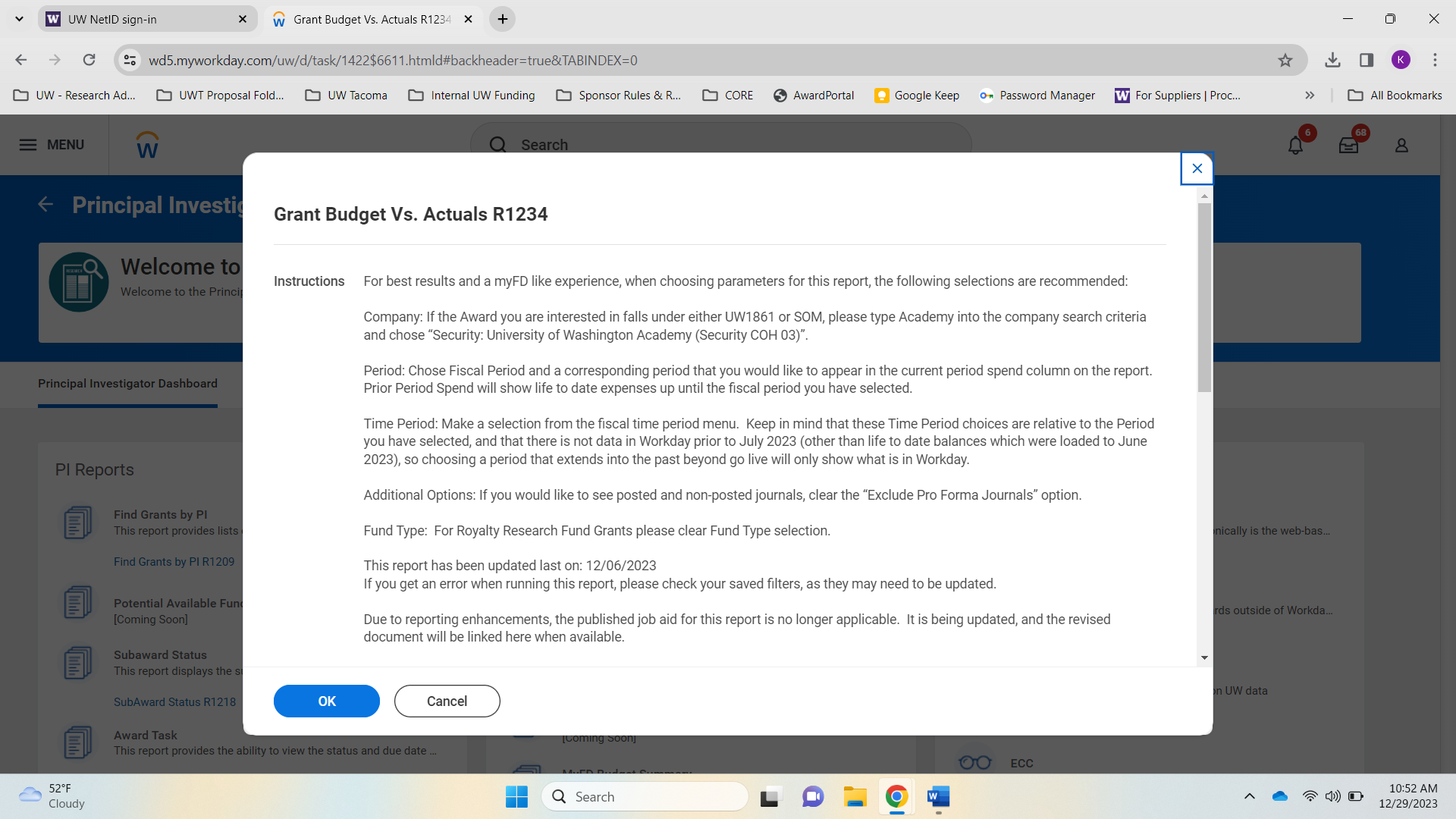
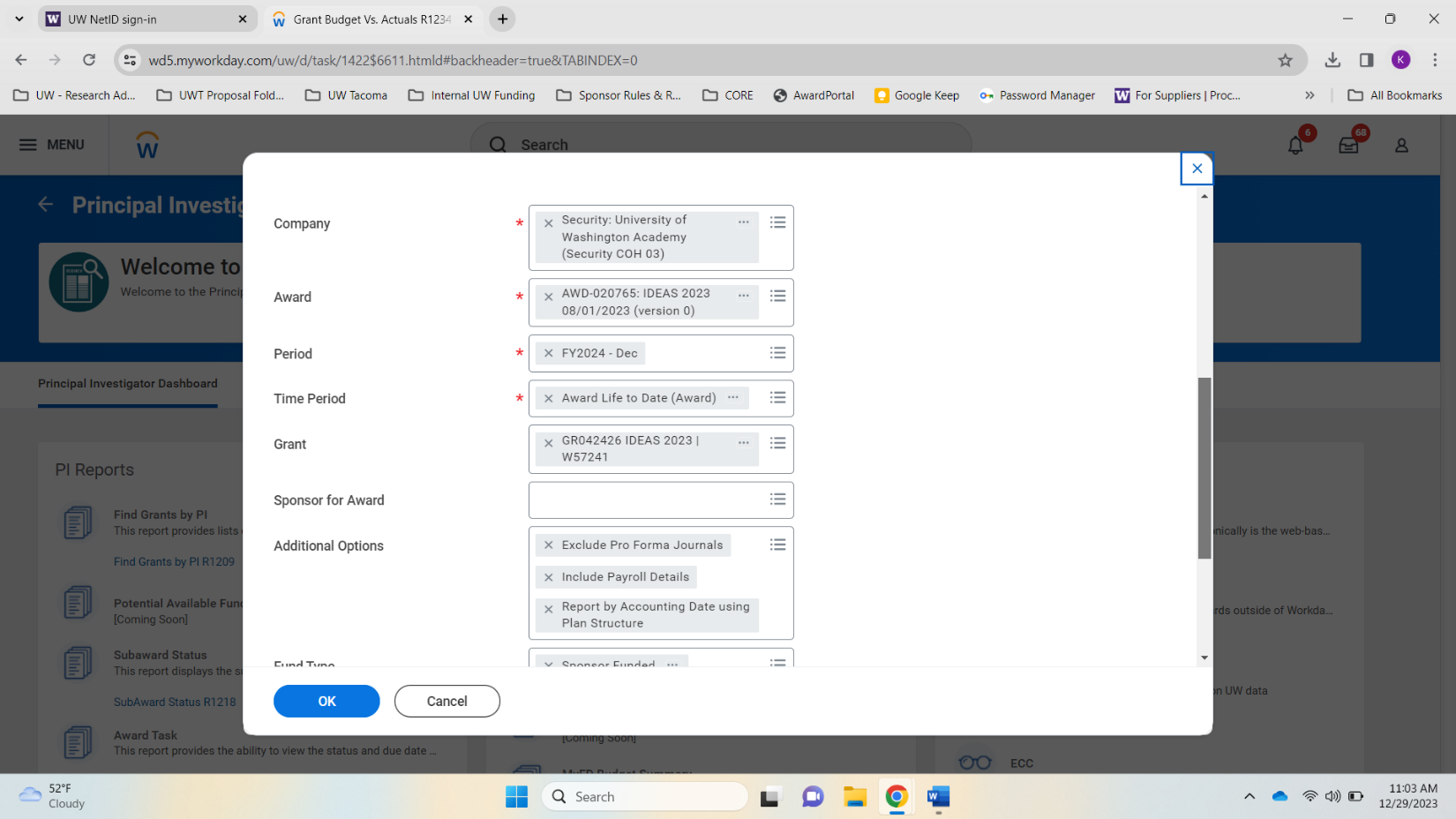
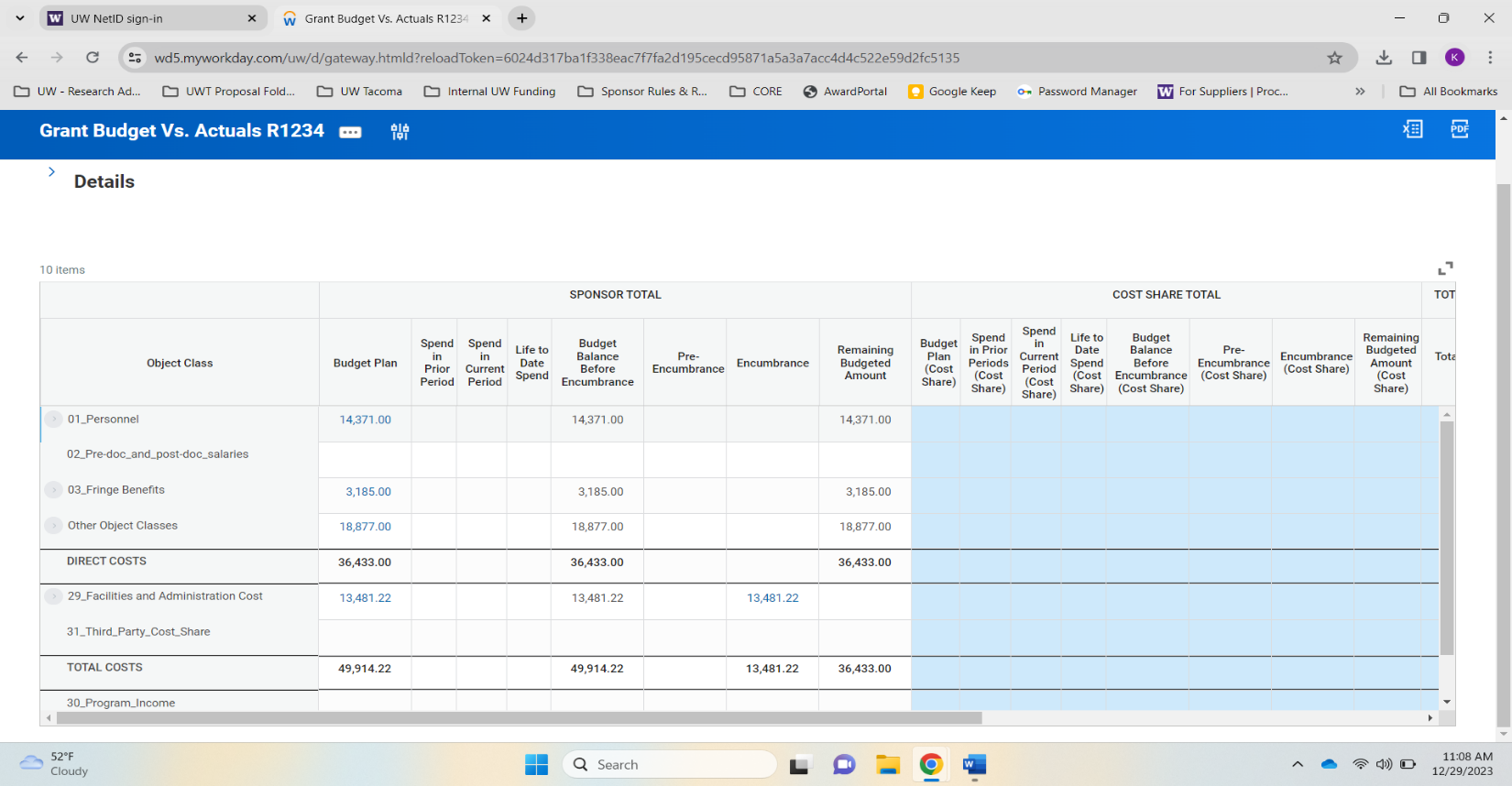
**4/5/2024 - Quick Guide for Workday Grant Report R1234**

1. Start in [Workday](https://wd5.myworkday.com/wday/authgwy/uw/login.htmld?returnTo=%2fuw%2fd%2finst%2f1%24247%2f247%2452329.htmld%23TABINDEX%3D0%26SUBTABINDEX%3D0)
2. Go to Menu (on top left)
3. Go to Apps; then at bottom click + Add Apps
4. [Add] Principal Investigator Dashboard
5. Click Principal Investigator Dashboard
6. Under PI Reports, click Grant Budget vs. Actuals R1234



1. In this window popup, scroll down to see filters
2. Filters:
   1. COMPANY: Company Hierarchy>Security University of Washington Academy
   2. AWARD: Type in AWD-020765 [tab out]
   3. PERIOD: Current and Prior Periods>FY2024-DEC (or most recent closed month)
   4. TIME PERIOD: Award Time Period>Award Life to Date
   5. GRANT: GR042426

BEFORE HITTING OK, scroll down and choose SAVE FILTER. Name and Save it for next time!

1. Click OK – here is your budget update:
2. You can scroll down and to the right to see the full sheet
3. Hover over any number in blue and click down arrow>View Details
4. Once you start spending, your totals will turn blue so you can see details in those as well.
5. You can export any of these specific items or the full sheet from here into Excel and then sort your columns, etc.

Assembled by Karen Urlie UWT Office of Research