# Budget vs Actual by Cost Center – All Funds – Updated

1. Open Workday
2. In the search bar on top, search "Budget vs Actual by Cost Center – All Funds – Updated" and click on it
3. Complete the Parameters:
    a. Organization - Select your orgranization or select cost center hierarchy or try other options to test everything out that works for your needs
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6. Keep expanding to see the Cost Centers or Programs and expand each Cost Center or Program to see the activity within it and balances.
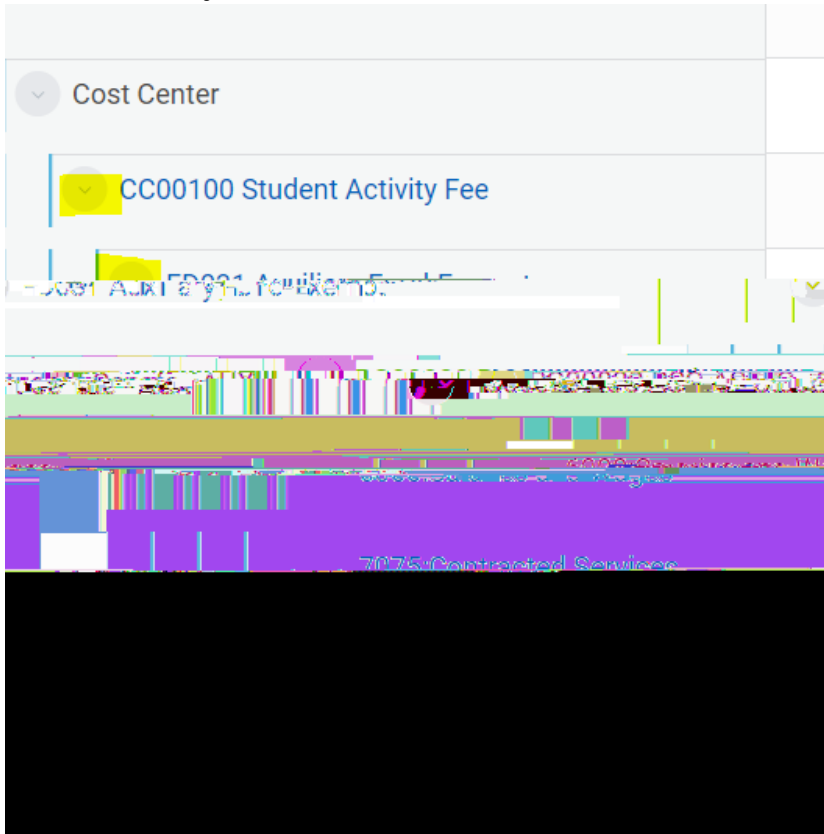
7. To see the Cost Center activity and balance (without any program activity rolling up to it, scroll all the way down to "Blank"

8. Click on anything blue to see more detail (note, when you click into a very specific detail, you will be taken back to the very first prompt when you opened this report; if you need to investigate a transaction, I recommend going to the Manager Financial Budgetary Balance report to dig into items)