



Greetings,

Please find important details below on viewing your **gift fund transactions** in Workday, managing **journal transfer** notifications for review and approval, and registering for upcoming **Budget Q&A Office Hours**.

Viewing Gift Fund Transactions in Workday

A quick reminder that Cost Center Managers and Gift Financial Analysts **can view their gift fund transactions in Workday**. While the FY24 fund balance and FY25 new income aren't yet available in Workday, you can still track spending for FY25 using the **Workday Budget report**. To estimate your available balance for FY25, simply combine last year's balance from the Colleague Budget tool with your FY25 transactions.

If you do not have access to the Colleague Budget tool, please contact [Dave Vore](#) in the Business Office for assistance.

To view FY25 transactions for your gift funds, please follow these steps:

- Navigate to the budget report in Workday.
 - Reminder: The title is **Hamilton - Budget vs Actual by Cost Center & Rev Cat (Org Based, Non Mgt)**
- **Organization:** In the **Organization** field, enter the gift fund six digit number or the name of the fund.
- **Fund:** This defaults to Fund 10 (Unrestricted). To view your Gift or Endowed accounts, change this to Fund 11 (Temporarily Restricted).

Hamilton - Budget vs Actual by Cost Center & Rev Cat (Org Based, Non Mgt)

View Report Definition

Organization: [Dropdown]

Company: X Hamilton College (11)

Period: X 2025 - P05 Nov

Plan Structure: X Financial Budget (11)

Spend Category: [Dropdown]

Fund: X 11 Temporarily Restricted (11)

Program: [Dropdown]

Filter Name: [Text Field]

Manage Filters: 0 Saved Filters

Search

- 00 External
- 10 Unrestricted
- 11 Temporarily Restricted
- 12 Grants - Temporarily Restricted
- 30 Loan Fund
- 40 Endowment Fund
- 50 Life Income & Annuity Funds
- 61 Unexpended Plant Fund

OK

For a detailed step-by-step guide, please [view the Job Aid here](#).

To request access or add individuals to roles for budget management in Workday (including access to review gift funds), please use [this spreadsheet](#). Please note that only Cost Center Managers can make these requests via the spreadsheet; individuals cannot request access for themselves.

Notifications for Journal Transfers



Please be aware that **Cost Center Managers** (CCMs) will now begin receiving Workday tasks, notifications, and emails for **journal transfers** involving their cost centers. These tasks will prompt CCMs to review the charges associated with their cost center and either **approve** them or send them back for correction if necessary.

For example, **Arbor Inn charges** are handled through this process. When a department agrees to charge its budget for a stay at the inn, they provide the General Ledger (GL) account details. Then, a journal transfer is processed. **It is essential for CCMs to review and confirm these transactions.** By staying on top of these notifications, you can ensure that your cost centers are accurately charged and that any discrepancies are addressed promptly.

Budget Q&A Office Hours

We understand you may have questions about navigating the new Workday budget tool. To support you with any questions or concerns regarding your gift fund actuals, we are offering **Budget Q&A Office Hours** with Maureen Scoones, Associate Director, LITS Finance and Resources, and Workday Change Manager.

This is an excellent opportunity to get individualized guidance on navigating the budget report and addressing any other Workday reporting inquiries you may have.

[Set Up Appointment](#)

If you have any questions or need further assistance, please don't hesitate to reach out.

Thank you for being a valued member of the Hamilton College community.

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