



## **Office of Budget & Finance**

# **Workday 101 Financial Training and Budget Tracker Refresher**

**August 14, 2025**



# Agenda Items

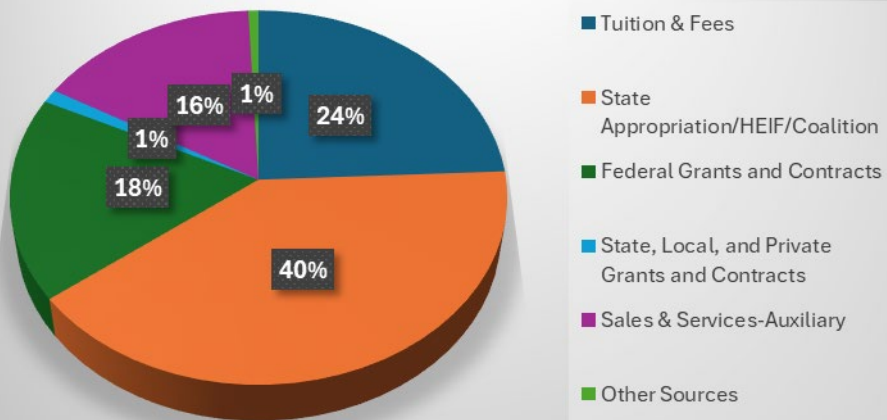
- FY 2026 Budget and Key Highlights
- Funds and Spend Classes
- Workday Finance Terms
- Workday Financial Reporting (RPT325) (RPT436)
- Budget Tracker Overview
- Transfer Forms (Budget vs. Expense)
- Contact List



# FY 2026 Budget

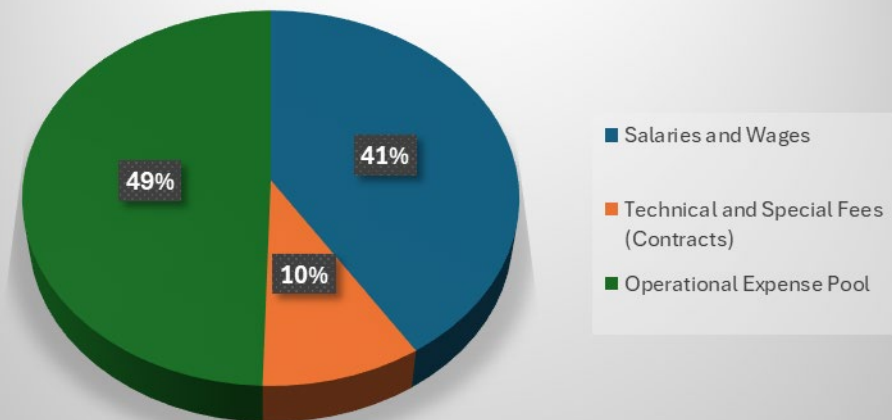
Total Revenues	FY 2026 Budget	% Budget
Tuition & Fees	\$ 52,327,972	24%
State Appropriation/HEIF/Coalition	\$ 86,951,903	40%
Federal Grants and Contracts	\$ 37,934,071	18%
Sales & Services-Auxiliary	\$ 34,234,726	16%
Other Sources	\$ 1,564,390	1%
State, Local, and Private Grants	\$ 2,500,000	1%
<b>Grand Total</b>	<b>215,513,062</b>	<b>100%</b>

**FY 2026 Revenues**



Total Expenses	FY 2026 Budget	% Budget
Salaries and Wages	88,227,948	41%
Technical and Special Fees (Contracts)	20,562,448	10%
Operational Expense Pool	106,722,666	50%
<b>Grand Total</b>	<b>215,513,062</b>	<b>100%</b>

**FY 2026 Expenses**





# State and Auxiliary Funds

## State (Fund 40)

- Unrestricted funds
- Comprised of tuition revenues and state appropriations.
- These funds support instruction, academic support, student programming, also support administrative

## Auxiliary (Fund 40)

- Unrestricted and self-supporting that generate fees and other revenue sources
- Athletics, Dining Services, Housing, and Student Center are supported by auxiliary funds.



# Grant, Agency, & Foundation Funds

## **Grants (Fund 43)**

- Restricted funds
- Provided by federal, private, or local funds that are restricted for a specific use, such as Title III
- PI (faculty member) are responsible to monitor grant activity & spending

## **Agency (Fund 49)**

- Managed by the University on behalf of an internal group/organization
- For example, Student Government Association (SGA)
- Spending is managed within the University's rules, regulations, & processes

## **Foundation Funds (External)**

- Managed by the Foundation within Philanthropic Engagement
- Independent of the University's operating budget
- Cannot be mingled with other funds



# Funds and Spend Classes

## Fund Type

40- Unrestricted  
40- Unrestricted  
43- Restricted  
49- Agency  
Foundation (External)

## Description

State Funds- Tuition Revenue, State Appropriations  
Auxiliary Funds- Self-Supported, Fee Generated  
Federal, Private or Local Funds  
BSU Internal Organizations and Groups  
Foundation Funds (managed by Philanthropic Engagement)

## Expenditure (Spend) Classes

Class 01  
Class 02  
Class 03  
Class 04  
Class 06  
Class 07  
Class 08  
Class 09  
Class 10  
Class 11  
Class 12  
Class 13  
Class 14

## Description

Salaries, Wages and Fringes (Regular Permanent Employees)  
Technical & Contractual Workers (Non-Regular Fixed Term and Temporary)  
Communications  
Travel  
Fuel & Utilities  
Vehicles  
Contractual Services (Purchase Requisitions/Catering/Cleaning Services, Honorariums, etc.)  
Supplies  
Equipment (Replacement)  
Equipment (Additions)  
Grants Subsidies & Contributions  
Fixed Charges  
Land Structures



# FY 2026 Unrestricted Expenses

Class Description	FY 2025 Budget	FY 2026 Budget	\$ Variance	% Variance
USM - Parent Account Set: 01 - Salaries and Wages	89,397,524	87,081,790	(2,315,734)	-2.6%
USM - Parent Account Set: 02 - Technical and Special Fees	16,957,166	16,230,385	(726,781)	-4.3%
USM - Parent Account Set: 06 - Fuel and Utilities	3,581,063	3,581,063	-	0.0%
USM - Parent Account Set: 12 - Grants Subsidies and Contributions	10,763,875	10,924,278	160,403	1.5%
USM - Parent Account Set: 14 - Land and Structures	6,601,575	6,158,228	(443,347)	-6.7%
USM - Parent Account Set: Operational Expense Pool	52,240,033	52,327,806	87,773	0.2%
<b>Grand Total</b>	<b>179,541,236</b>	<b>176,303,550</b>	<b>(3,237,686)</b>	<b>-1.8%</b>

## Key Highlights

- Eliminated 47 FTE vacancies for regular PIN positions both faculty and staff
- Established 17 new FTE positions
- Reduced travel by ~ 85% and supplies by ~ 75%
- \$1.4M increase for COLA & Merit
- \$800k increase for Health & Fringe changes
- \$250K increase for CRM Philanthropic Engagement
- \$200k increase for Financial Aid
- \$1.1M increase for New Facilities (Humanities) operating



# Workday Terms

Workday Term	Definition
Fund	A worktag representing a pool of money with a specific source and set of restrictions, such as a general operating fund or restricted grant fund.
Spend Category	A classification worktag defining the type of goods or services purchased, used to group expenses for reporting and compliance
Cost Center	A worktag representing a budget-owning unit (e.g., department or division) that tracks financial transactions for management and reporting.
Driver Worktag	Allows Workday to allocate costs or revenues based on operational drivers such as Usource, Grant, Project, etc.
Usource	A custom Workday funding source worktag used to track the University Source of funds for a transaction, indicating the internal funding stream.



# Workday Terms

Workday Term	Definition
Commitment	A planned reservation of funds for a future expense. Often created by purchase requisitions or encumbrances and reduces available budget until liquidated.
Requisition	A request to purchase goods or services, entered into Workday for approval before becoming a purchase order.
Obligation	A binding agreement to pay for goods or services, typically created once a purchase order is issued or a contract is executed.
Purchase Order (PO)	A formal authorization to buy goods or services from a supplier, generated from an approved requisition.



# Workday Financial Reporting

## RPT325 - Budget to Actuals Monthly Breakout Rollup



RPT325 BUD Budget to Actuals - Monthly  
Breakout Rollup

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08/07/2025  
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Company: UM23 Bowie State University (BSU)  
Organization: USource: US230165 BSU | VPAF | Budget Office  
Plan Structure: All Institutions Child Plan Structure  
Plan Name: UM23 BSU FY26 Budget  
Period: FY26 - Aug

Ledger Account Summary	Budget		Actuals												YTD Totals				Balance	
	Original	Revised	July	August	September	October	November	December	January	February	March	April	May	June	Actuals	Obligations	Commitments	Actuals, Obligations, and Commitments	Favorable / (Unfavorable)	% Remaining
Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Expenses	\$510,808.00	\$510,808.00	\$31,246.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$31,246.38	\$270,692.66	0.00	\$301,939.04	\$208,868.96	40.89%
01 - Salaries and Wages	\$496,294.00	\$496,294.00	\$31,246.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$31,246.38	\$270,692.66	0.00	\$301,939.04	\$194,354.96	39.16%
02 - Technical and Special Fees	\$2,500.00	\$2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,500.00	100.00%
Operational Expense Pool for Budget Check	\$12,014.00	\$12,014.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$12,014.00	100.00%
<b>Net Revenue</b>	<b>(\$510,808.00)</b>	<b>(\$510,808.00)</b>	<b>(\$31,246.38)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(\$31,246.38)</b>	<b>(\$270,692.66)</b>	<b>0.00</b>	<b>(\$301,939.04)</b>	<b>\$208,868.96</b>	<b>40.89%</b>




[illegible]



# **Budget vs. Expense Transfer**







**BOWIE STATE UNIVERSITY**

**REQUEST FOR: BUDGET TRANSFER \*\* NEW BUDGET \*\* BUDGET REVISION\*\***

CHECK ACTION REQUESTED:					<input type="checkbox"/> NEW BUDGET	<input checked="" type="checkbox"/> BUDGET TRANSFER	<input type="checkbox"/> BUDGET REVISION							
DECREASE					INCREASE					BUD OFF ONLY				
\$Amount	Fund	Usource	CL	Grant #	(Revenue Only) Account	Fiscal Year	\$Amount	Fund	Usource	CL	Grant #	(Revenue Only) Account	Fiscal Year	JOURNAL #
\$30,000	40	US230XXX	01			2026	\$30,000	40	US230XXX	02				
\$ 30,000	TOTAL DECREASE						\$ 30,000	TOTAL INCREASE						

**ROUTING/SIGNATURES:**

1. Preparer/Department Head/Dean/Chair	
2. President/Area Vice President	
3. Grants Compliance (Fund 43 Only)	
4. Grants Accounting (Fund 43 Only)	
5. University Budget Office	

**JUSTIFICATION/EXPLANATION:**

Transfer \$30,000 from Dept. US230XXX Class 01 (Associate Professor) vacancy to cover Class 02 Fall 2025 Adjunct contracts.

FUND = 40 (STATE FUNDED/AUXILIARY) OR 43 (RESTRICTED/GRANT FUNDED)

Usource =US23XXXX: [BSU Peoplesoft Mapping Tables.xlsx](#)      BSU ChartString Mapping Tab

CLASS (CL) = Class Code (EXAMPLE: 01)

ACCOUNT = Account Code: [BSU Peoplesoft Mapping Tables.xlsx](#)      BSU Accounts to Worktags Tab-Revenue Category Column

**INSTRUCTIONS - Submitted via email or hard copy with proper approval/signatures**

1. Transferring funds from class 01/02 requires the Department Head and your area VP's approval. **PLEASE STATE WHAT VACANCY IS BEING USED IN YOUR JUSTIFICATION.**


2. Budget Transfer forms totaling above \$50,000 requires department head and VP approval.

3. If not included in (1) & (2), it ONLY requires department head approval.



# Budget Transfer

## Operational Pool (Classes 03-13)

 <b>BOWIE STATE UNIVERSITY</b> REQUEST FOR: BUDGET TRANSFER ** NEW BUDGET ** BUDGET REVISION**														
CHECK ACTION REQUESTED:					<input type="checkbox"/> NEW BUDGET		<input checked="" type="checkbox"/> BUDGET TRANSFER					<input type="checkbox"/> BUDGET REVISION		
DECREASE							INCREASE							BUD OFF ONLY
\$Amount	Fund	Usource	CL	Grant #	(Revenue Only) Account	Fiscal Year	\$Amount	Fund	Usource	CL	Grant #	(Revenue Only) Account	Fiscal Year	JOURNAL #
\$6,000	40	US230XXX	03			2026	\$6,000	40	US230XXX	04				
\$ \$6,000.		TOTAL DECREASE					\$ \$6,000.		TOTAL INCREASE					

**ROUTING/SIGNATURES:**

1. Preparer/Department Head/Dean/Chair	Date
2. President/Area Vice President	Date
3. Grants Compliance (Fund 43 Only)	Date
4. Grants Accounting (Fund 43 Only)	
5. University Budget Office	Date

**JUSTIFICATION/EXPLANATION:**

Transfer to cover upcoming faculty travel.

FUND = 40 (STATE FUNDED/AUXILIARY) OR 43 (RESTRICTED/GRANT FUNDED)  
 Usource = US23XXXXX [BSU Peoplesoft Mapping Tables.xlsx](#)      BSU ChartString Mapping Tab  
 CLASS (CL) = Class Code (EXAMPLE: 01)  
 ACCOUNT = Account Code : [BSU Peoplesoft Mapping Tables.xlsx](#)      BSU Accounts to Worktags Tab-Revenue Category Column

**INSTRUCTIONS - Submitted via email or hard copy with proper approval/signatures**  
 1. Transferring funds from class 01/02 requires the Department Head and your area VP's approval. **PLEASE STATE WHAT VACANCY IS BEING USED IN YOUR JUSTIFICATION.**  
 2. Budget Transfer forms totaling above \$50,000 requires department head and VP approval.  
 3. If not included in (1) & (2), it ONLY requires department head approval.



# Budget Transfer Guidelines

## What It's Used For


- Move funds between spend classes **within your department/Usource**.
- Transfer budget between departments (non-expense transfer), usually at **VP/Dean level** for special initiatives.
- Cannot transfer between **State, Auxiliary, Grant, Agency, or Foundation** funds.

## How to Get It Approved

- Submit via email with proper approvals.
- **Class 01/02 transfers** → Dept. Head + VP approval, must list **Class 01 PIN vacancy**.
- **Over \$50K** → Dept. Head + VP approval.
- **All others** → Dept. Head approval only.



# Expense/Revenue Transfer

 <div style="text-align: center;"> <b>Bowie State University</b>  <b>Request For Expenditure/Revenue Transfer</b> </div>													
Line	Debit (Charge)						Credit						Reference
	Fund	USource	Grant or Gift	Ledger Account	Spend or Revenue Category	Amount	Fund	USource	Grant or Gift	Ledger Account	Spend or Revenue Category	Amount	
01													
02													
03													
04													
05													
06													
07													
08													
09													
10													
11													
12													
<b>Totals</b>						<b>\$0.00</b>						<b>\$0.00</b>	

**Charge department signatures:**

Department Director/Grant PI	Date
Title III Director/ORSP Director (Fund 43)	Date
Provost/Divisional Vice President	Date
Grant Accountant (Fund 43)	Date
Controller's Office	Date

Accounting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Journal Summary (Header):

**Explanation (include Cost Center):**

**Approval Routing Process:**

**Non Grants:** 1. Director/Chair 2. Vice President/Provost

**Grants:** 1. Principal Investigator – 2. Title III or ORSP – 3. VP/Provost – 4. Grants Accounting



# Expense/Revenue Transfer Guidelines

## What It's Used For

- Transfer expenses or revenue from one department to another.
- Not for **Class 01** or **Class 02** expenditures.

## How to Get It Approved

- Complete the Expense/Revenue Transfer Form.
- Submit to the Controller's Office for processing.



# Budget Contacts

Melissa Wilf  
Angela Morton  
Tiffany Scott

Budget Office Email – [budgetoffice@bowiestate.edu](mailto:budgetoffice@bowiestate.edu)

[Find Forms on the Budget Office Intranet Page](#)



# Questions?