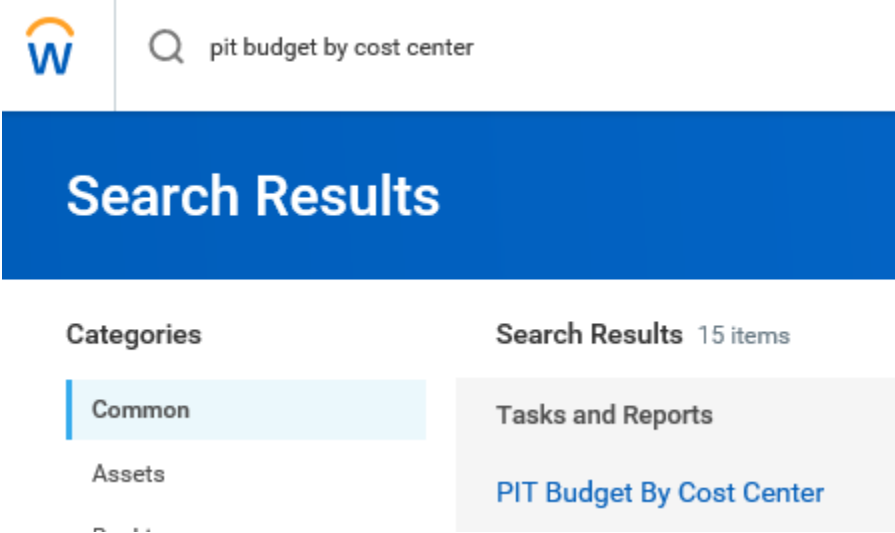# HOW TO ACCESS YOUR BUDGET IN WORKDAY

1. Log in to Workday

2. Type in 'pit budget by cost center' in the search bar

3. Click on '**PIT Budget By Cost Center**' under Tasks and Reports and follow the instructions.

   a. Under Organization, type in your Cost Center.
   b. Under Plan Structure, choose Plan Structures > Operating Budget Annual

4. Next screen would look like this.

PIT Budget By Cost Center ⋯

Instructions   This report shows the annual Operating Expense budget by Cost Center.

Please follow these steps in chronological order:

1. Type in Cost Center under Organization prompt field
2. Under Plan Structure, click on Operating Budget - Annual
3. Click OK.

Plan Structure *	✕ Operating Budget - Annual ⋯	☰
Organization *	✕ Cost Center: CC67100 Treasurer's Office ⋯	☰
Company *	✕ PIT Pitzer College ⋯	☰
Period *	✕ FY2022 (July 2021 to June 2022) - Jun	☰

5. Click OK.