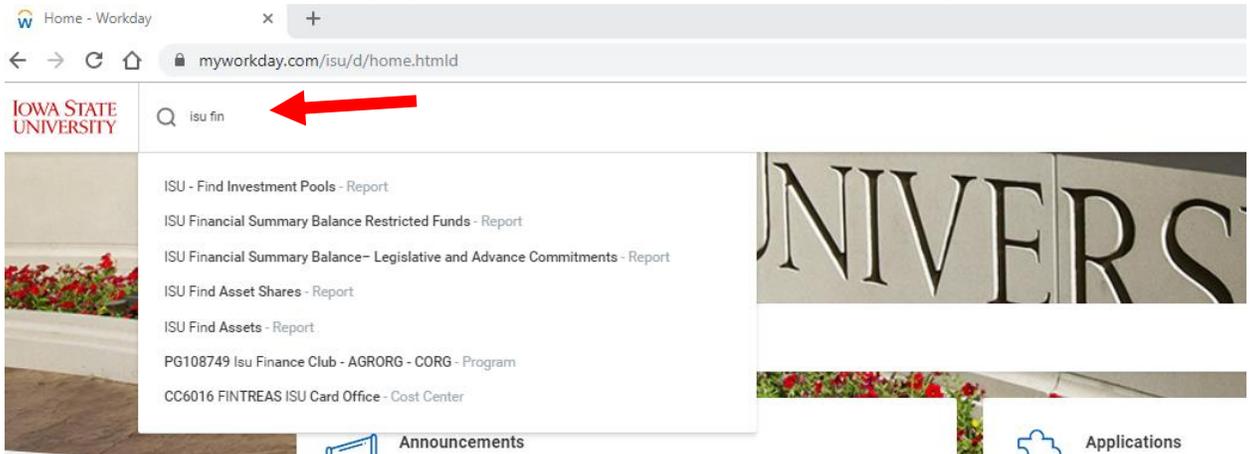
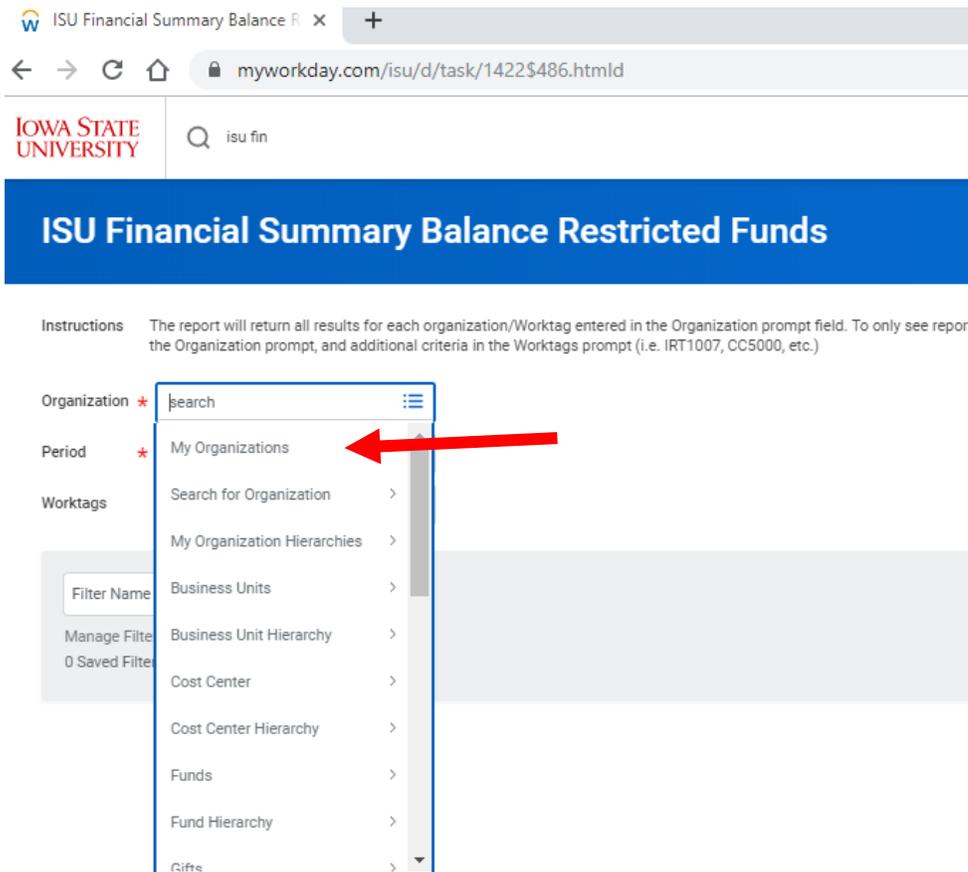


To see your current balance:

1. On the Workday home site, type, or partially type “ISU financial summary balance restricted funds” in the search bar. Typing a portion of this report name will pull up the report



2. Click on “My Organizations”, which should pull up the organizations you have permission as treasurer to see. Select the Cost Center (CCXXXX) for the organization you wish to review



- Then enter the time period you wish to select to see. From the “ISU Fiscal Year,” you can select the current fiscal year (for example, FY20 includes the time from July 2019-June 2020), and then the current month.

ISU Financial Summary Balance Restricted Funds

Instructions The report will return all results for each organization/Worktag entered in the Organization prompt field. To only see the Organization prompt, and additional criteria in the Worktags prompt (i.e. IRT1007, CC5000, etc.)

Organization *

Period *

Worktags

- Calendar Year >
- Cumulative >
- Federal Year >
- ISU Fiscal Year >

Filter Name

Manage Filter

0 Saved Filter

- Enter your program worktag in the “Worktags” field (See our document ["What is a program Worktag"](#) for more information)

ISU Financial Summary Balance Restricted Funds

Instructions The report will return all results for each organization/Worktag entered in the Organization prompt field. To only see the Organization prompt, and additional criteria in the Worktags prompt (i.e. IRT1007, CC5000, etc.)

Organization *

Period *

Worktags

- Accounting Journal Worktag Types >
- Create >

Filter Name

Manage Filter

0 Saved Filters

Save

- Select “OK” at the bottom to run the report