To see your current balance:

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
Home-Workday × +

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	ISU - Find Investment Pools - Report ISU Financial Summary Balance Restricted Funds - Report ISU Financial Summary Balance - Legislative and Advance Commitments - Report ISU Find Asset Shares - Report ISU Find Assets - Report	NIVERS
120	PG108/49 Isu Finance Club - AGRORG - CORG - Program CC6016 FINTREAS ISU Card Office - Cost Center	

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

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ISU Financial Summary Balance Restricted Funds						
Instructions T ti	he report will return all results for he Organization prompt, and add	or each organization/Worktag entered in the Organization prompt field. To only see report litional criteria in the Worktags prompt (i.e. IRT1007, CC5000, etc.)				
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Worktags	Search for Organization	>				
	My Organization Hierarchies	>				
Filter Name	Business Units	>				
Manage Filte	Business Unit Hierarchy	>				
0 Saved Filter	Cost Center	>				
	Cost Center Hierarchy	>				
	Funds	>				
	Fund Hierarchy	>				
	Gifts	, •				

3. 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.

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Organization ★		:=				
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	Cumulative	>				
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4. Enter your program worktag in the "Worktags" field (See our document <u>"What is a program</u> <u>Worktag"</u> for more information)

ISU Fin	ancial Summa	ry Balance Restricted Funds	
Instructions	The report will return all results for criteria in the Worktags prompt (i.e	each organization/Worktag entered in the Organization prompt field. . IRT1007, CC5000, etc.)	Tc
Organization ★		:=	
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5. Select "OK" at the bottom to run the report