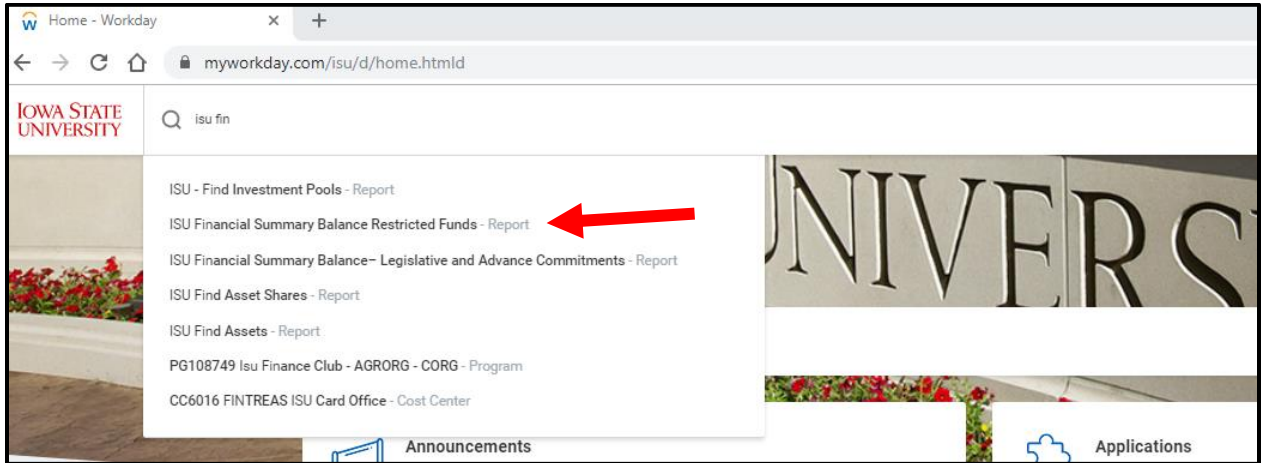


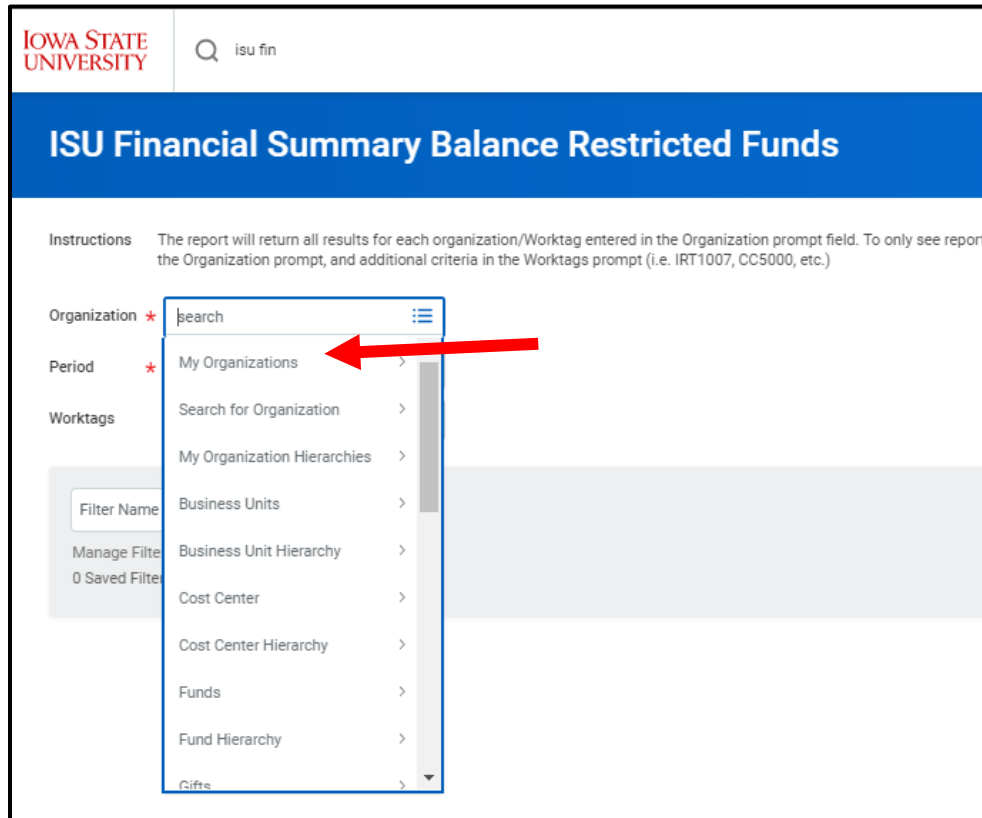
# Campus Organizations Accounting- Financial Balance in Workday

## 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

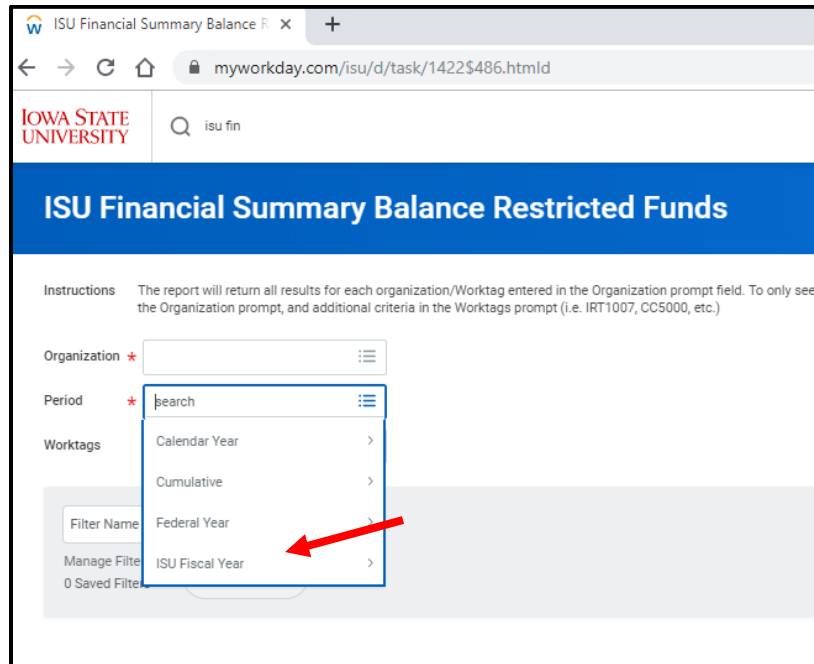


2. Click on “My Organizations”, which should pull up the organizations you have permission as treasurer to see. Select the Cost Center (CCXXXX) for the organization you wish to review.



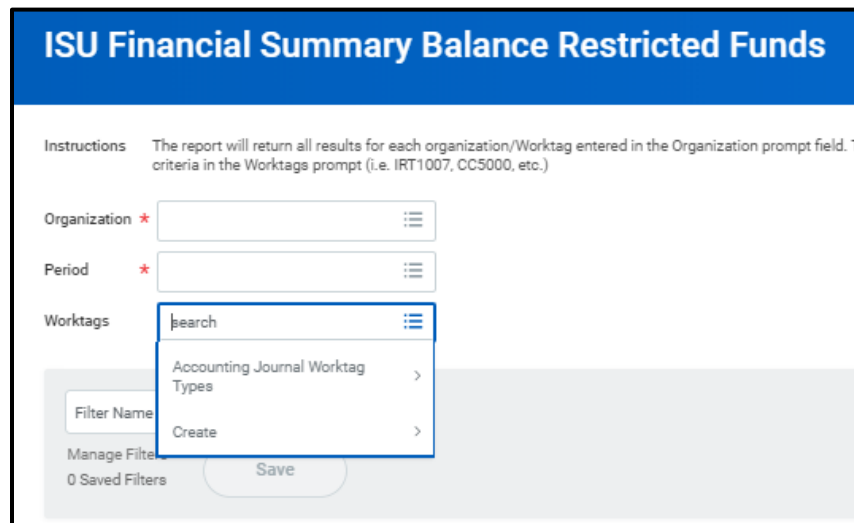
## Campus Organizations Accounting- Financial Balance in Workday

- Then enter the time period you wish to select to see. From the “ISU Fiscal Year,” you can select the current fiscal year. The current fiscal year/month should be pre-populated
  - FY24 includes the time from July 2023-June 2024



The screenshot shows the 'ISU Financial Summary Balance Restricted Funds' report configuration page. The 'Worktags' dropdown menu is open, showing options: Calendar Year, Cumulative, Federal Year, and ISU Fiscal Year. A red arrow points to 'ISU Fiscal Year'.

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



The screenshot shows the 'ISU Financial Summary Balance Restricted Funds' report configuration page. The 'Worktags' dropdown menu is open, showing options: Accounting Journal Worktag Types and Create.

- Select “OK” at the bottom to run the report.
- A brief overview of what you will see on the report
  - This is a summary overview of things that have posted to the account through the time period selected
  - Fiscal Balance Forward* is the amount in the account as of July 1 of that Fiscal Year selected

## Campus Organizations Accounting- Financial Balance in Workday

- c. *Total Revenues YTD* is a summary of all deposits and transfers to the account from July 1 of the Fiscal year to the present
- d. *Total Expenses YTD* is a summary of all expenses (posted P-Card transactions, MPRs, transfers out) from July 1 of the fiscal year to the present
- e. *Available to Spend* is the column that will tell you the current balance in the account.

This report is a summary of posted activity. To review specific posted transactions, or to review the revenue and expenses that make up the summary, please use [ISU Transaction Detail](#)