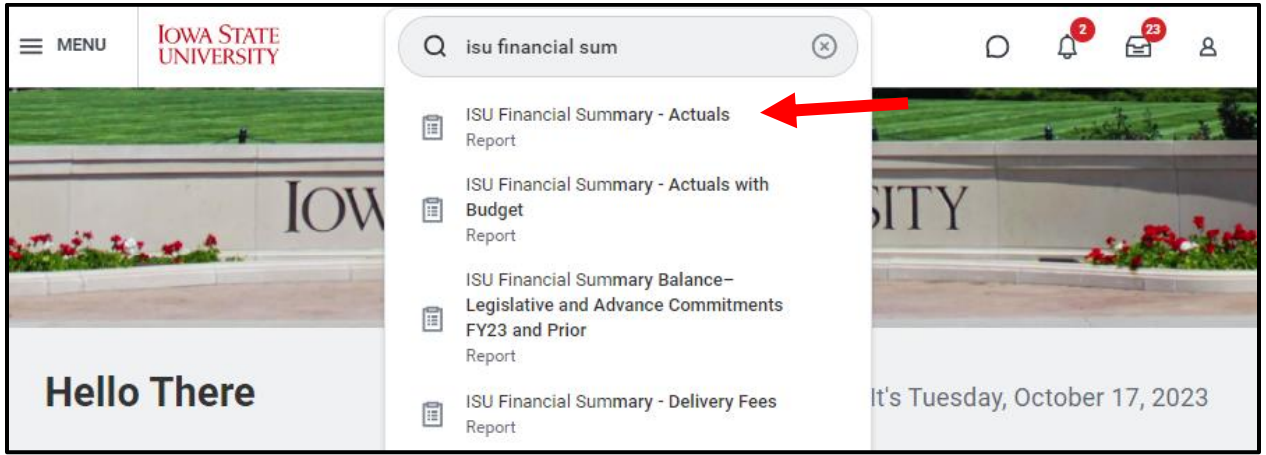


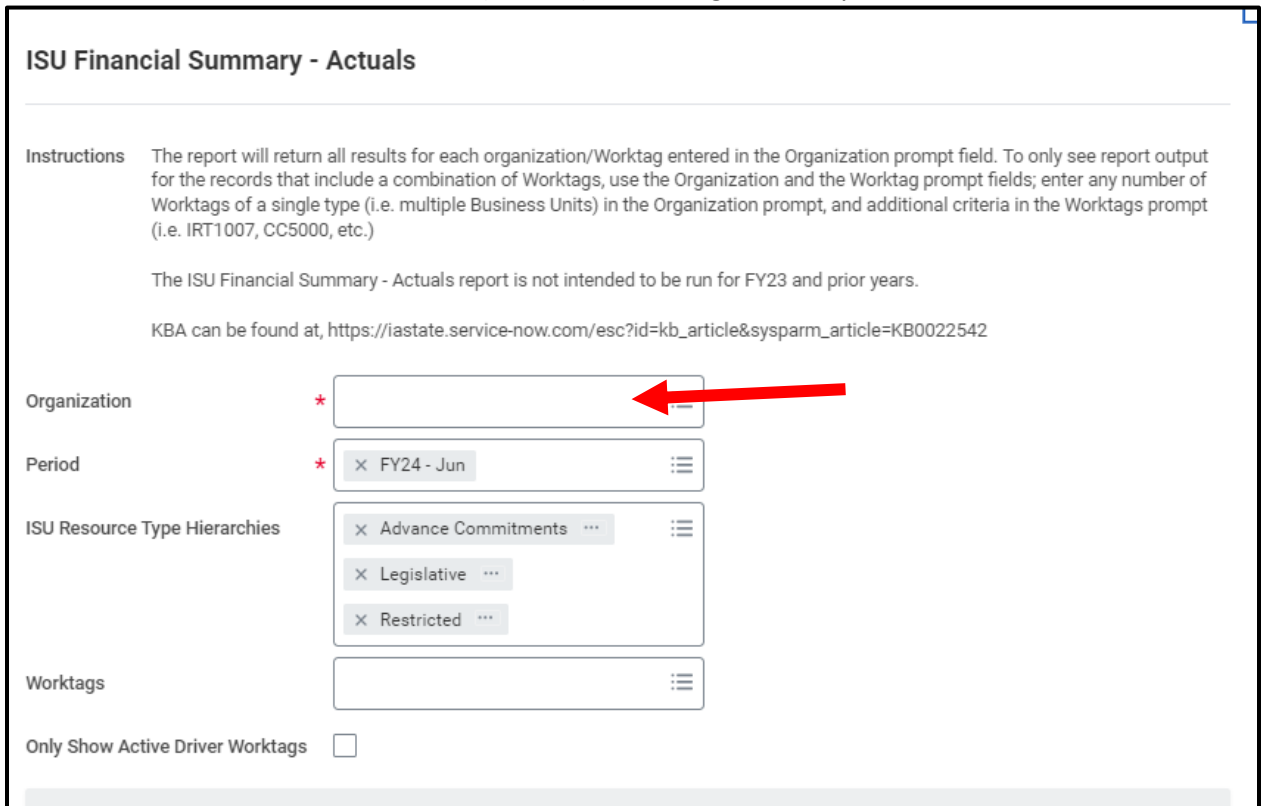
Campus Organizations Accounting- Financial Balance in Workday

To see your current balance:

1. On the Workday home site, type, or partially type “ISU Financial Summary - Actuals” 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.



3. The current fiscal year/month should be pre-populated
 - FY24 includes the time from July 2023-June 2024
 - Previous year balances can be accessed through the report “ISU Financial Summary Balance Restricted Funds FY23 and Prior”

Campus Organizations Accounting- Financial Balance in Workday

- ISU Resource Type Hierarchies can be left as is
- Enter your program worktag in the “Worktags” field (See our document [What is a Program Worktag](#) for more information)

ISU Financial Summary - Actuals

Instructions The report will return all results for each organization/Worktag entered in the Organization prompt field. To only see report output for the records that include a combination of Worktags, use the Organization and the Worktag prompt fields; enter any number of Worktags of a single type (i.e. multiple Business Units) in the Organization prompt, and additional criteria in the Worktags prompt (i.e. IRT1007, CC5000, etc.)

The ISU Financial Summary - Actuals report is not intended to be run for FY23 and prior years.

KBA can be found at, https://iastate.service-now.com/esc?id=kb_article&sysparm_article=KB0022542

Organization *

Period *

ISU Resource Type Hierarchies

Worktags

- 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 the fiscal year selected
 - Receipts YTD* is a summary of all deposits from July 1 of the fiscal year to the present
 - Expenditures YTD* is a summary of all expenses (posted P-Card transactions, MPRs) from July 1 of the fiscal year to the present
 - Transfer in and Transfer Out* is a summary of and transfers in out during the fiscal year selected (such as Student Government funding).
 - Ending Balance* is the column that will tell you the current balance in the account.

Notes for using this report:

- You likely need this report mostly for just the *Ending Balance*; to see the detail of the expenses and revenue that has ported to the account, please use the report “ISU Transaction Detail”.
- This report is a summary of posted activity, you may need to review ISU Transaction Detail to see that all expected expenses or revenues have posted.
- In Workday, a number in parenthesis mean the amount is negative. On this report, if the *Ending Balance* is in parenthesis that means the account is overspent.