

## Campus Organizations Accounting- Creating Shortcuts in Workday

Do you log into Workday only to think- “What is the name of that thing I need to do?” Us too! Set up your shortcuts in Workday to make everyday reports and tasks easier.

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### Finding your Shortcuts

The shortcuts are located in the top left corner corner of Workday on a web browser and is indicted in the picture below, which Workday refers to as the Global Navigation menu. Both apps and shortcuts are found in the Global Navigation menu.

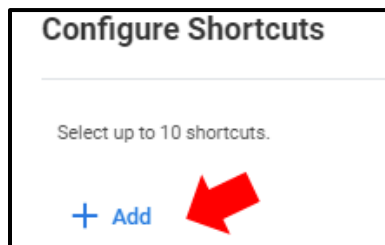


### Creating Shortcuts

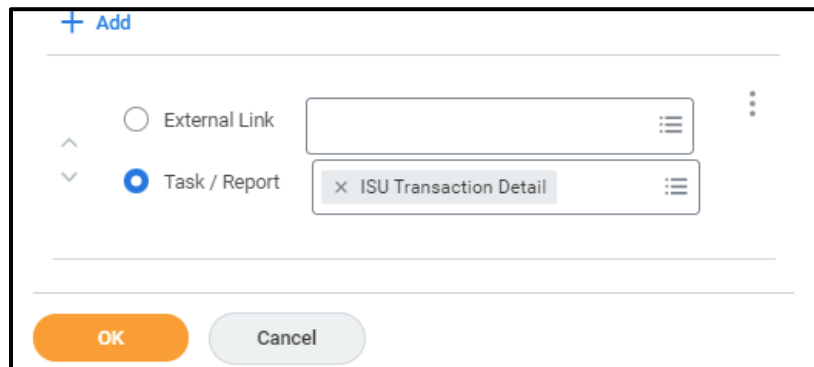
Click on the “Edit” link to begin



Click “Add”

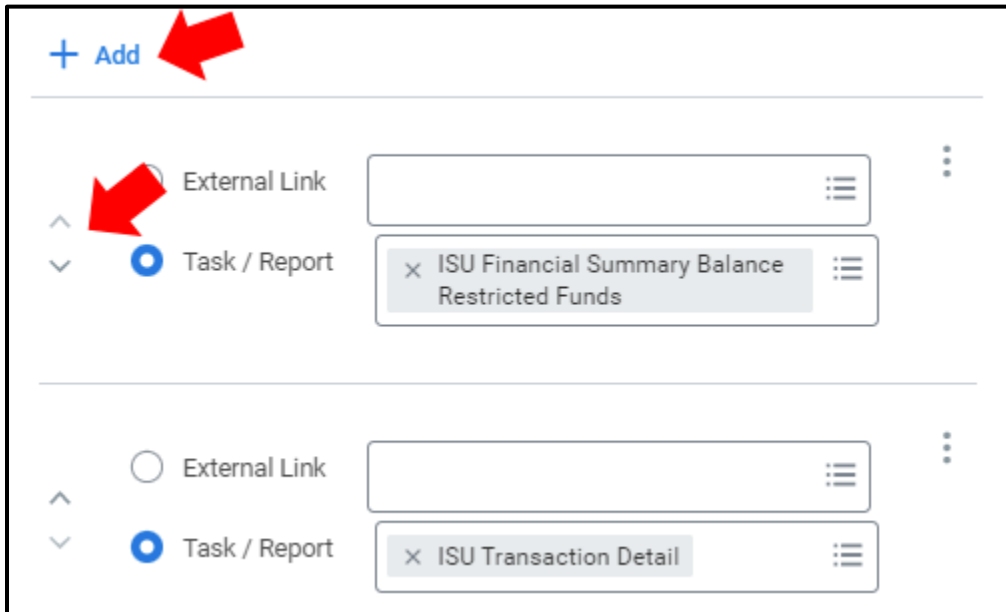


Select the “Task/Report” button. Enter the exact name of the report or task you want to save.

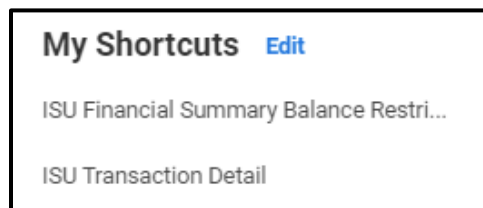


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Add any additional reports or tasks by using the “Add” function. You may change the order of the list by using the arrows on the left. Select the orange “OK” When you are done editing to save.



Now when shortcuts are selected, you have a handy list- no remembering report or task names required!



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Here's a list of suggestions to get you started:

ISU Financial Summary - Actuals

ISU Transaction Detail

Create Request

My Requests

ISU Active and Inactive Misc Payees

Find Miscellaneous Payees

Create Miscellaneous Payment Request

ISU Find Miscellaneous Payment Requests

ISU My Card Transactions