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.
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, FY21 includes the time from July 2020-June 2021), and then the current month.

4. Enter your program worktag in the “Worktags” field (See our document "What is a program Worktag" for more information)

5. Select “OK” at the bottom to run the report