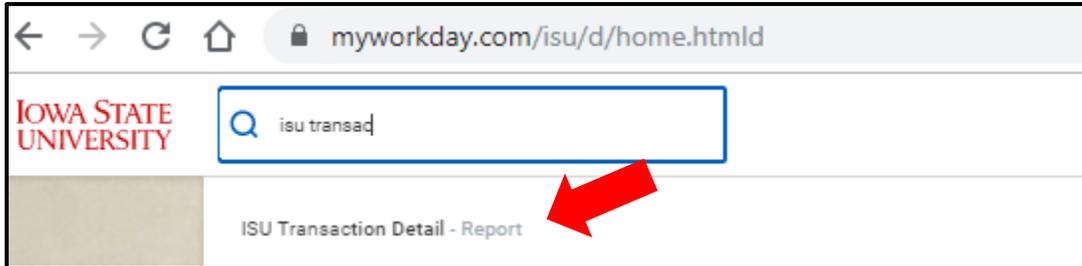


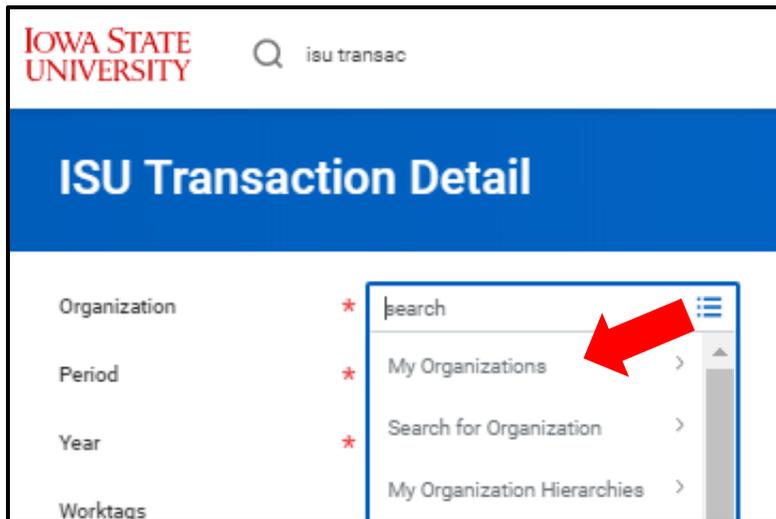
Campus Organizations Accounting – Transaction Details in Workday

To see your organization’s transactions:

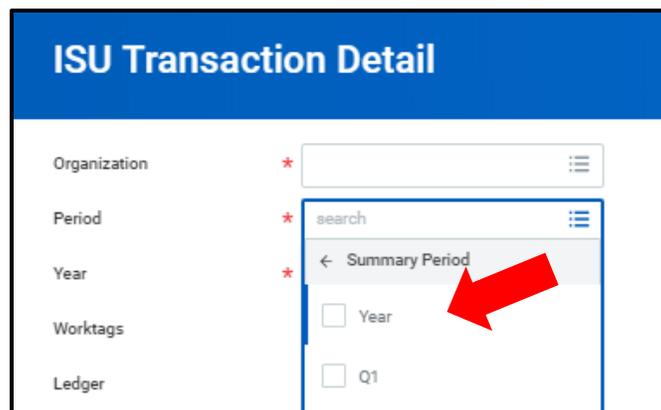
1. Begin typing “ISU Transaction Detail” into the search bar in Workday. You should see the report populate below. Select the report.



2. For the first search prompt click on “My Organizations” (top line). You will select your organization’s Cost Center (CCXXX). Select that line.

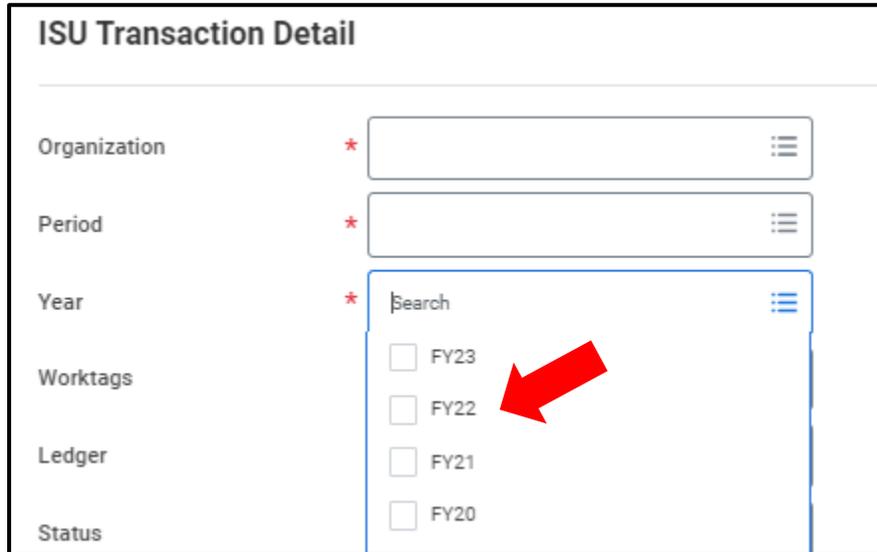


3. For the second search prompt, select “Summary Period” and then “Year”



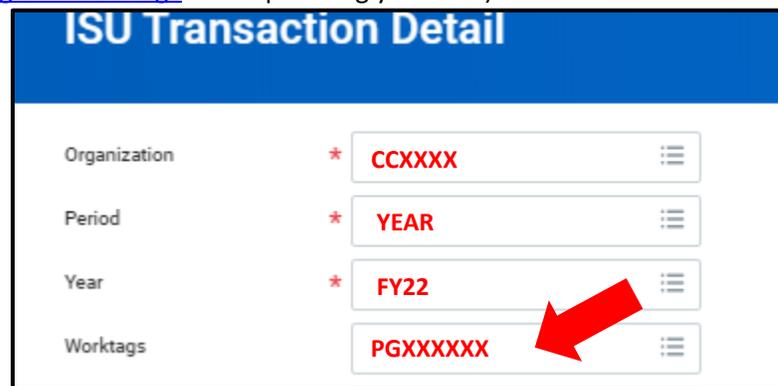
Campus Organizations Accounting – Transaction Details in Workday

- For year, select the current fiscal year. The 2021-2022 school year is in FY22 (July1, 2021 to June 30, 2022). You will also be able to view the previous school year's transactions by using FY20 or FY21



The screenshot shows the 'ISU Transaction Detail' form. The 'Year' field is expanded to show a search bar and four radio button options: FY23, FY22, FY21, and FY20. A red arrow points to the 'FY22' option, which is selected.

- Finally, type in your Program Worktag (PGXXXXXX) in the "Worktags" line. (See our document ["What is a Program Worktag"](#) for help finding your PG#)



The screenshot shows the 'ISU Transaction Detail' form with the following fields filled out: Organization: CCXXXX, Period: YEAR, Year: FY22, and Worktags: PGXXXXXX. A red arrow points to the 'Worktags' field.

6.

The first four prompts will be filled out. Click  at the bottom of the prompt screen.

This will show all transactions for the current fiscal year. You are able to choose different prompts to only look at certain months (select from the "Period" prompt) or past years (FY20 and FY21 are available), or export your report to excel to make the data more useable for you.

Campus Organizations Accounting – Transaction Details in Workday

A brief overview of what you'll see:

- **P-Card Transactions** will be listed as “Procurement Card Transaction Verification” in the “Source” column, and with a PCV number in the “Operational Transaction” column. That PCV number is the one you might need if another group were to reimburse you for a p-card transaction. You can also click the PCV number to review the transaction information.
- **Deposits** will be listed as cash sales, with a cash sale number (CS-XXXXXX) in the “Operations Transaction as Customer Payment” column). The CS# is the identifier for the deposit. You should be able to tell also from the transaction line whether the deposit is a “regular” (through Beardshear) deposit, or a deposit of a donation from the ISU Foundation. See [this guide](#) for help with identifying the donor source for Foundation deposits.
- A **Miscellaneous Payment Request** can be identified by the Miscellaneous Payment Request number (MPR-FYXX-XXXXXXX) in the “Operations Transaction” column. The link in that column can be used to view more information about that payment.
- **Internal Transfers** and **Purchase Orders** will post as journals, and can be identified by the number in the “Journal Number” column. Use the “Journal Memo” and “Line memo” for more information, or use the magnifying glass to view more information about the journal.