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 (CCXXXX). Select that line.
3. For the second search prompt, select “Summary Period” and then “Year”

4. For year, select the current fiscal year. The 2020-2021 school year is in FY21. You will also be able to view the previous school year’s transactions by using FY20
5. Finally, type in your Program Worktag (PGXXXXX) in the “Worktags” line. (See our document “What is a Program Worktag” for help finding your PG#)

6. The first four prompts will be filled out. Click “OK” at the bottom of the screen.

This will show all transactions for the current fiscal year. You can always choose different prompts to only look at certain months, or export your report to excel to make the data more useable for you.