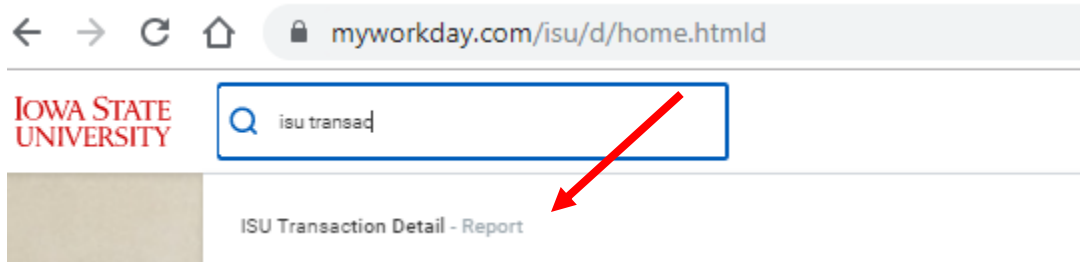
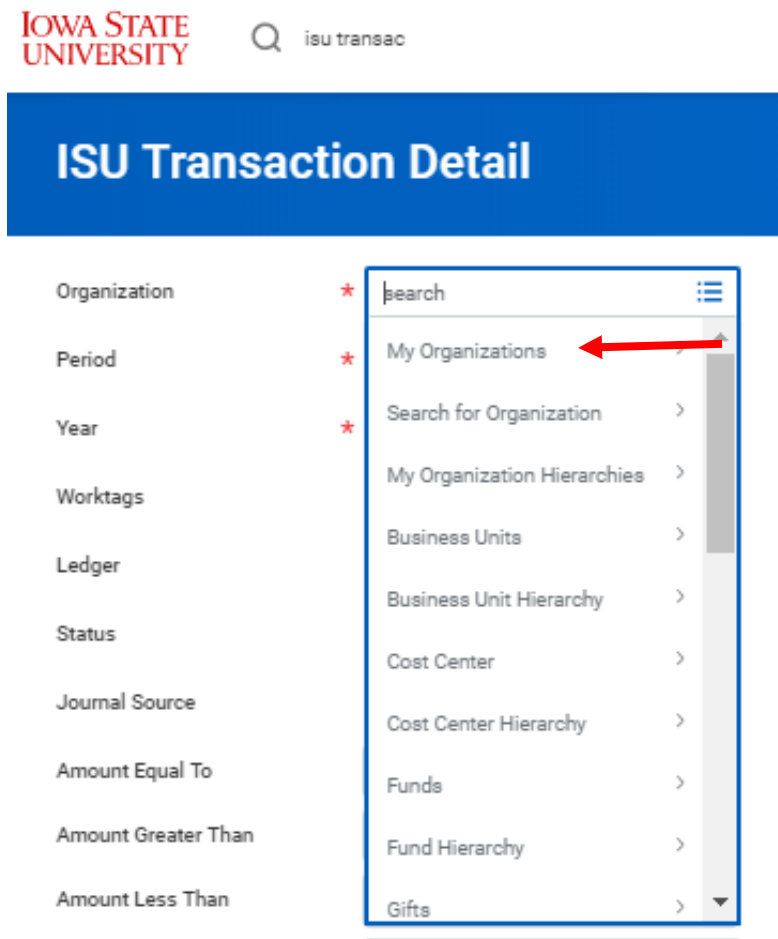


To see your organization’s transactions:

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.



Campus Organizations Accounting – Transaction Details in Workday

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

IOWA STATE UNIVERSITY  isu transac


ISU Transaction Detail

Organization	*	<input type="text"/>
Period	*	<input type="text"/>
Year	*	<input type="text"/>
Worktags		
Ledger		
Status		
Journal Source		


search

← Summary Period

- Year
- Q1
- Q2
- Q3



- 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


IOWA STATE UNIVERSITY  isu transac

ISU Transaction Detail

Organization	*	<input type="text"/>
Period	*	<input type="text"/>
Year	*	<input type="text"/>
Worktags		
Ledger		
Status		
Journal Source		
Amount Equal To		
Amount Greater Than		
Amount Less Than		
Approved by		
Award		

search

- FY21
- FY20
- FY19
- FY18
- FY17
- FY16



Campus Organizations Accounting – Transaction Details in Workday

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

ISU Transaction Detail

Organization *

Period *

Year *

Worktags

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.

IOWA STATE UNIVERSITY | ISU transac

ISU Transaction Detail Actions

Details

1 item

Accounting Date	Ledger	Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Journal Number	Journal Sequence Number	Journal Number	Journal Line Number	Operational Transaction	Supplier/Payee	Business Document	Status	Source	Journal Memo	Line Memo	External Reference ID	Grant	Project	Program	Gift	D. D.
-----------------	--------	----------------	---------------------	----------------------	----------------	-------------------------	----------------	---------------------	-------------------------	----------------	-------------------	--------	--------	--------------	-----------	-----------------------	-------	---------	---------	------	-------