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). This should bring up your Program. Select that line.

3. For the second search prompt, select “Summary Period” and then “Year”
For year, select the current fiscal year (The 2019-2020 school year is in FY20)
You shouldn’t need any other prompts, click on the orange “OK” button at the bottom of the page.

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.