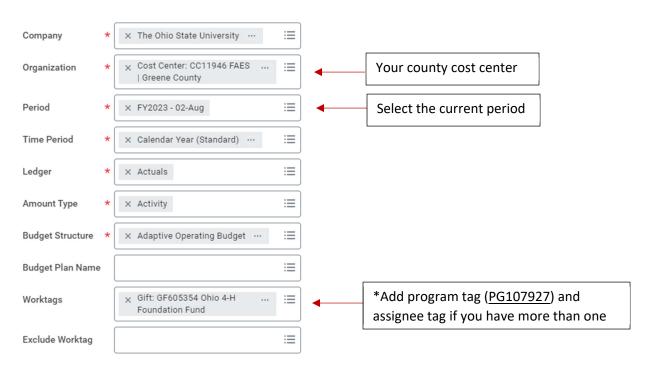# Fiscal Reporting for 2024 Grant Impact Report

Guidance for running Workday reports:

1. Search for "Sources and Uses by Cost Center" in Workday and select that report.

2. Fill out the following report criteria:

- **Organization**- This is your county cost center
- **Period**- Select the current period
- **Time Period**- Select Calendar Year (Standard)
- **Worktags**- Always add GF605354 and PG107927. *If you have more than one grant, you will need to also include your assignee tag.*

Example:

3. Click "OK" to run the report
4. Click on the blue numbers under "net margin" column. A pop-up box with detail for the expenses will appear.
5. Click on the Excel button at the top of the pop-up box.
6. This will export the report into excel.

Note: *When viewing your report, it is important to pay attention to the "Accounting Dates" column. Any lines that are from 2022 will not be relevant to your expenses this year.*

For questions, please contact Alex Fehr (fehr.38@osu.edu) or Lauren Pasquale (pasquale.19@osu.edu).