Fiscal Reporting for 2022 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. If you have more than one grant, you will need to also include your assignee tag.

   **Example:**

   ![Example](image)

   - Your county cost center
   - Select the current period
   - *Add the assignee tag if you have more than one award*

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 2021 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).