

1. Type **GSI Balance Sheet by Cost Center** in the Workday search bar
2. A new screen should pop up. The organization and ledger slots should already display the information showing in the screenshot
3. Select the period (highlighted in green in the screen shot) NOTE: Only **one** can be chosen at a time
4. Select a **Cost Center** by entering CC0 and the unit number into **Worktags**. Make sure the cost center option is selected as highlighted below in red. You can add as many cost centers/units as needed. Click **OK**.

**GSI Balance Sheet by Cost Center**

Organization \*  
x Cost Center: CC00400 Payroll Clearing GSC  
x Cost Center: CC02000 Business Development & Sales  
x Cost Center: CC02001 Finance  
x Cost Center: CC02002 Information Technology  
x Cost Center: CC02003 Accounting  
[MORE \(27\)](#)

Ledger \*  
x Actuals

Period \*  
x 2024 - P12 Dec

Budget Structure

Book

**Worktags**  
Search Results (2)  
☐ Project Hierarchy: CC01010 Lincoln Food  
☒ Cost Center: CC01010 Lincoln Food

Additional Options  
Filter Name  
Manage Filters  
x Cost Center: CC01010 Lincoln Food

Cancel OK

5. On the new screen, click on **Cash & Cash Equivalents** located on the left hand side of the screen. It is listed under Ledger Account, Assets

## GSI Balance Sheet by Cost Center

**Organization** [Cost Center: CC00400 Payroll Clearing GSC](#)  
[Cost Center: CC02000 Business Development & Sales](#)  
[Cost Center: CC02001 Finance](#)  
[Cost Center: CC02002 Information Technology](#)  
[Cost Center: CC02003 Accounting](#)  
[+ More \(27\)](#)

**Ledger** [Actuals](#)

This is a new version of the standard Balance Sheet report and includes current

27 items

Ledger Account	
Assets	
>	Cash & Cash Equivalents
>	Inventory
>	Prepaid Expenses
^	Current Assets
>	Property & Equipment
^	Noncurrent Assets
^	Total Assets

6. **10040:Unit Operating Funds** will show third on the list. The Current Month, Prior Month and Prior Year totals will show on the right hand side

Ledger Account	Current Month	Prior Month	Prior Year
<b>Assets</b>			
10000:Cash	0.00	314,806.95	0.00
10001:Cash - POS Clearing	9,486.80	12,213.50	17,919.38
10040:Unit Operating Funds	11,000.00	11,000.00	11,000.00
Cash & Cash Equivalents	20,486.80	338,020.45	28,919.38

7. Click on Current Month, Prior Month or Prior Year amounts to drill down and see the activity for that period. The information will pop up in a new window

Current Month							Prior Month	Prior Year
Criteria View by: Select a Field... and then by: Select a Field... Refresh							11,000.00	11,000.00
21 items							338,020.45	28,919.38
							20,770.50	15,583.74
							467.00	500.00
							359,257.95	45,003.12
Journal Source	Accounting Date	Ledger Account	Balance Sheet Ledger Account	Worktags	Transaction Currency	Transaction Debit minus Credit	204,253.38	2,287,957.13
POS Daily Transactions	10/31/2024	10040:Unit Operating Funds	10040:Unit Operating Funds	Cost Center: CC01010 Lincoln Food Location: Lincoln Food	USD	(4,750.00)	204,253.38	2,287,957.13
POS Daily Transactions	11/08/2024	10040:Unit Operating Funds	10040:Unit Operating Funds	Cost Center: CC01010 Lincoln Food	USD	(3,600.00)	563,511.33	2,332,960.25