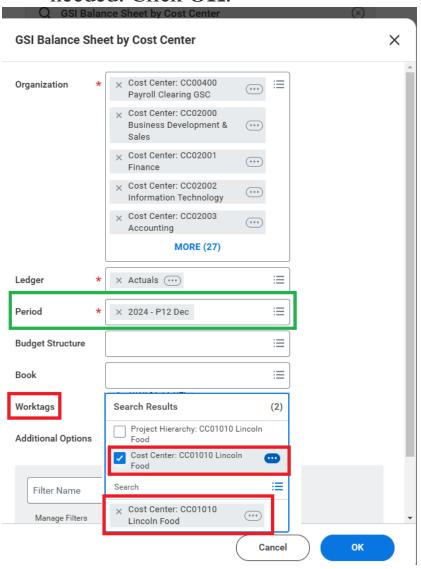
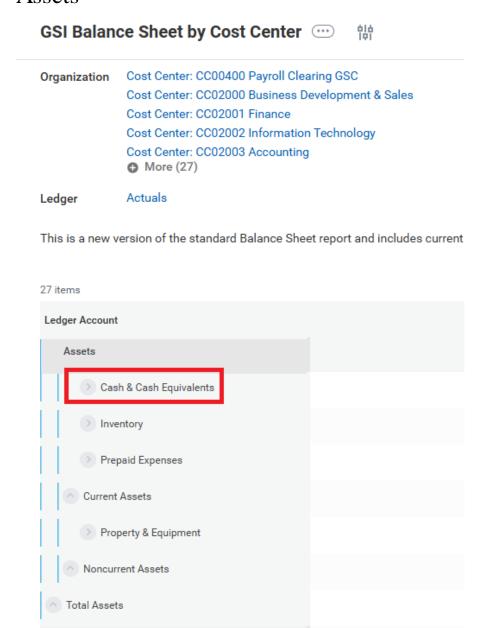
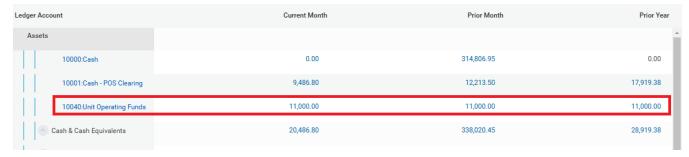
- 1. Type GSI Balance Sheet by Cost Center in the Workday search bar
- 2. A new screen should pop up. The organization and ledger slots should already display the information showing in the screenshot
- 3. Select the period (highlighted in green in the screen shot) NOTE: Only **one** can be chosen at 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**.



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



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



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

