

## Overview

This guide explains the different ways users can customize how data is displayed in Workday Adaptive. It covers how to adjust display options to view different time periods and use the search function to quickly locate specific spend or revenue categories.

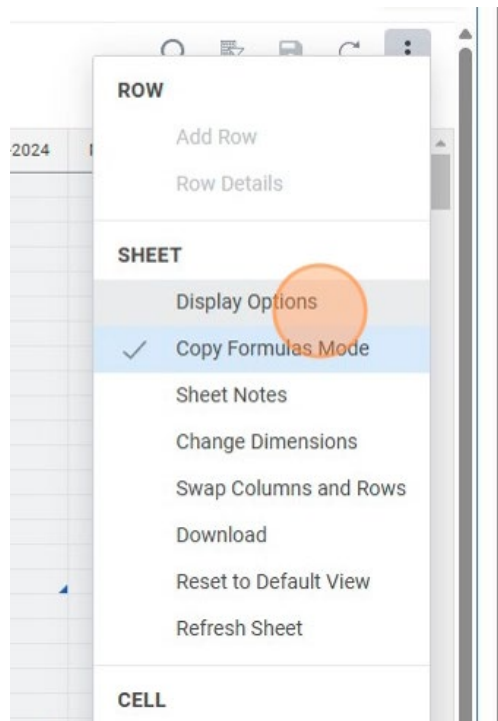
Data Entry Method	Description
<a href="#">Adjusting Display Options</a>	Adjusts which months or years of data are shown on the Budget Input Sheet or Income Statement Summary.
<a href="#">Search Function</a>	Assists with quickly locating specific spend or revenue categories within a sheet.

## Instructions

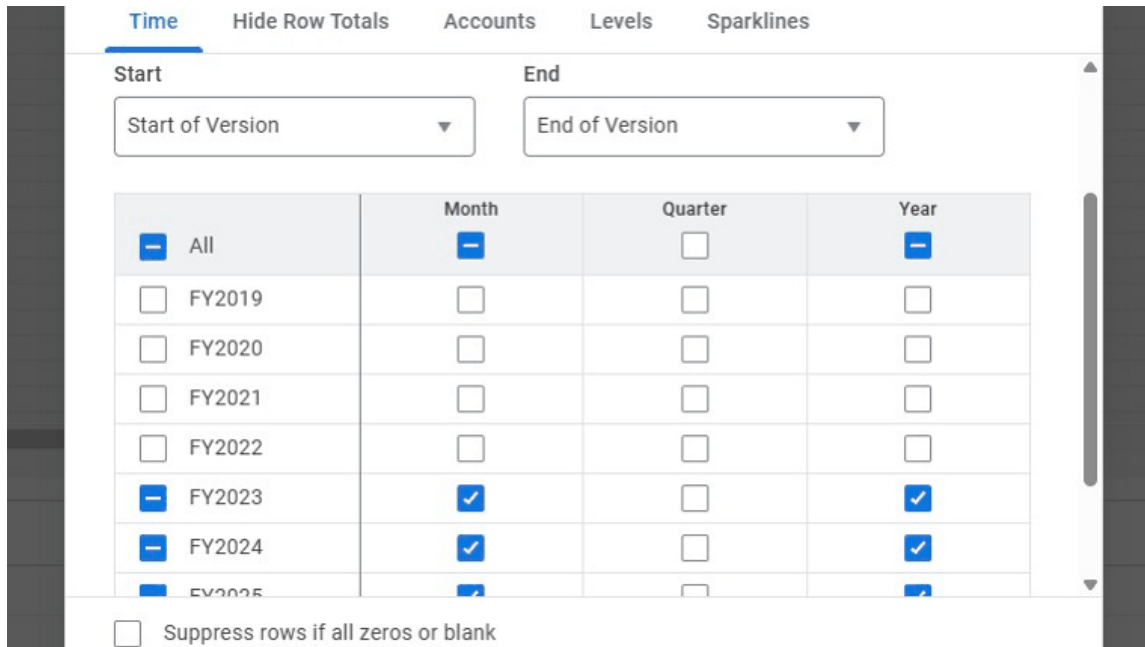
### Adjusting Display Options

**Note:** Display options can only be adjusted on the Budget Input Sheet and Personnel Sheet.

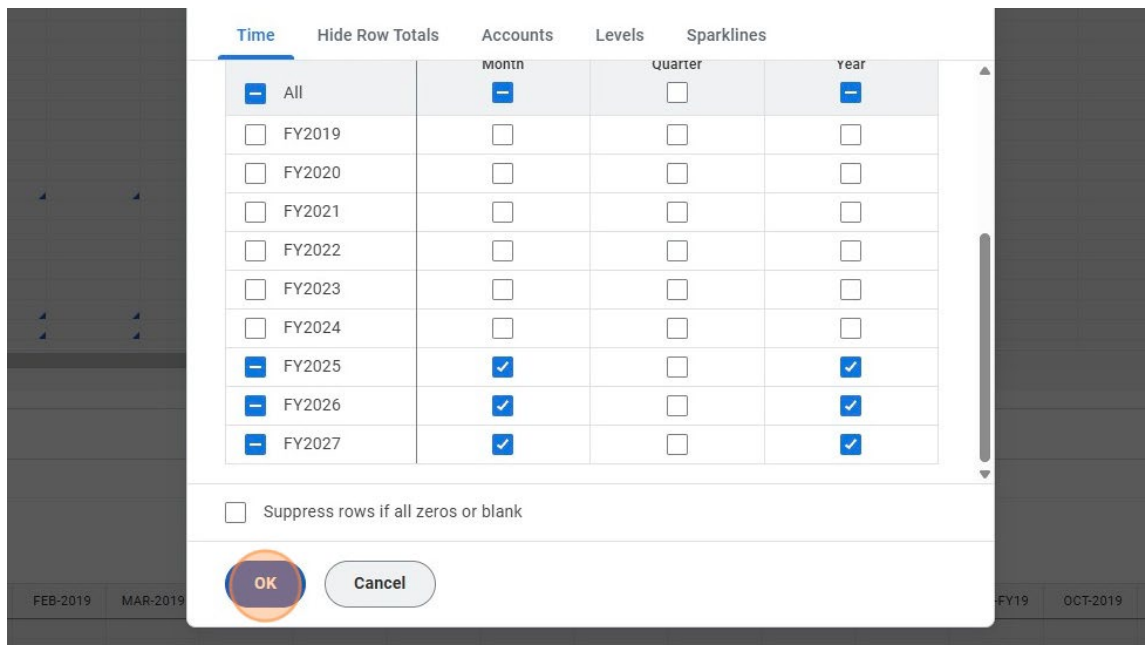
1. Opening the sheet menu on the top right-hand corner of the sheet and clicking on **Display Options** will open the Display Options Menu.



2. You can check or uncheck years on the left-hand side that you want to add or remove. You can also select how the data is broken down (e.g., month, quarter or year) allowing you to compare results across different time periods.

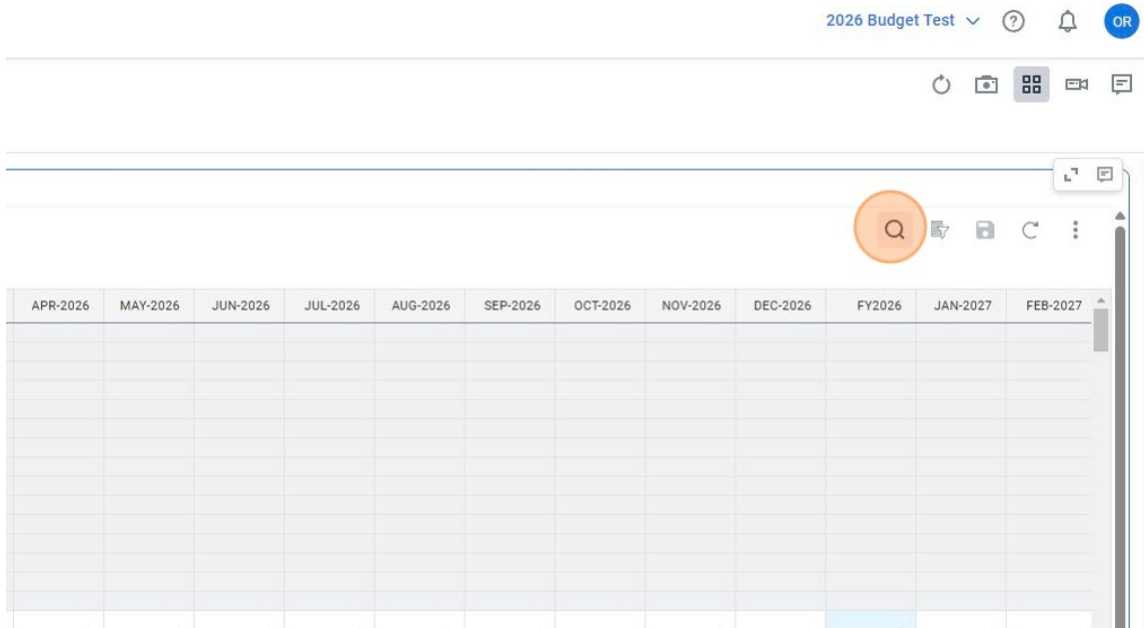


3. Clicking **OK** after refining your selection will update the selected sheet to show the selected years.

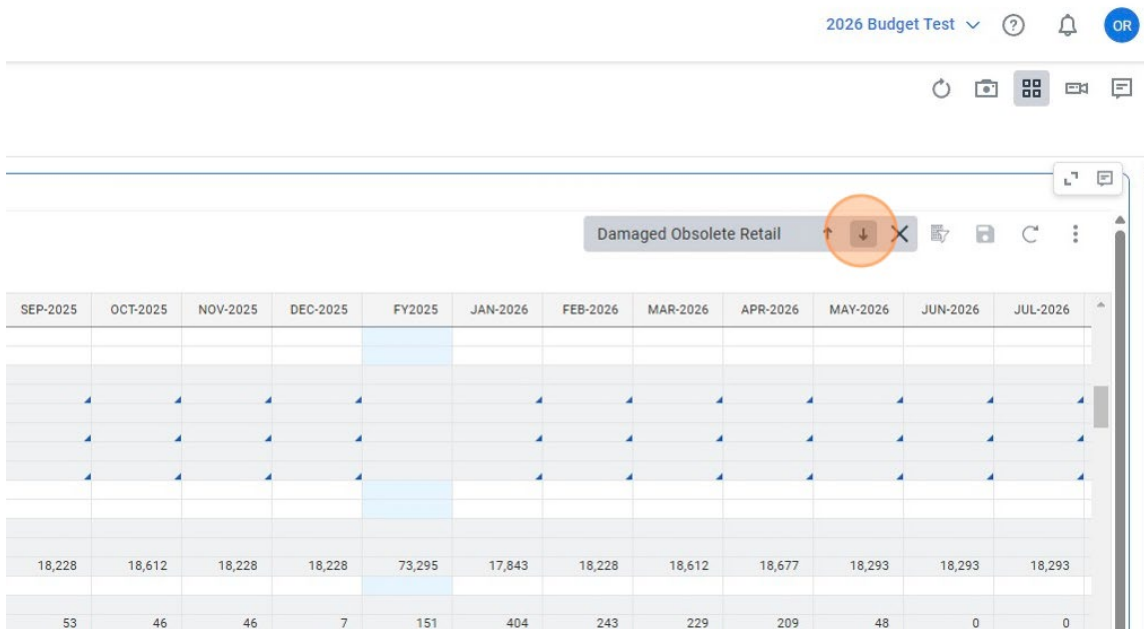


### Using the Search Function

1. Clicking on the **Search** icon on any sheet or report will open a search menu that allows users to enter a spend category or revenue category.



2. Entering the name of the category and clicking on the up or down arrows will automatically search and scroll to the category on the sheet.



- The searched category will automatically appear at the top of the sheet being used. If there are multiple categories that share the searched term, then you can scroll between them using the up or down arrows on the search bar.

**Budget Input Sheet**

Levels: CC01020 Art & Industry Food ▾

#	ACCOUNTS BY TIME	JAN-2025	FEB-2025	MAR-2025	APR-2025
190	Damaged Obsolete Retail				
191					
192	▼ Fuel Cost of Sales				
193	Fuel				
194	▼ Sports Equipment Cost of Sales				
195	Sports Equipment				
196	▼ Sale of Services Cost of Sales				
197	Cost Sale of Services Food & Beverage				
198	Cost of Garage and Parking Sales				
199	Cost of Services				
200	▼ Labor Costs				
201	▼ Salaries & Wages				
202	Regular Pay				
203	Overtime Premium				

## Support Information

Need help? Contact [workday@guestservices.com](mailto:workday@guestservices.com) or visit our Workday Adaptive resources page [gsiemployees.com/workday-adaptive](https://gsiemployees.com/workday-adaptive) for additional guides and instructions.