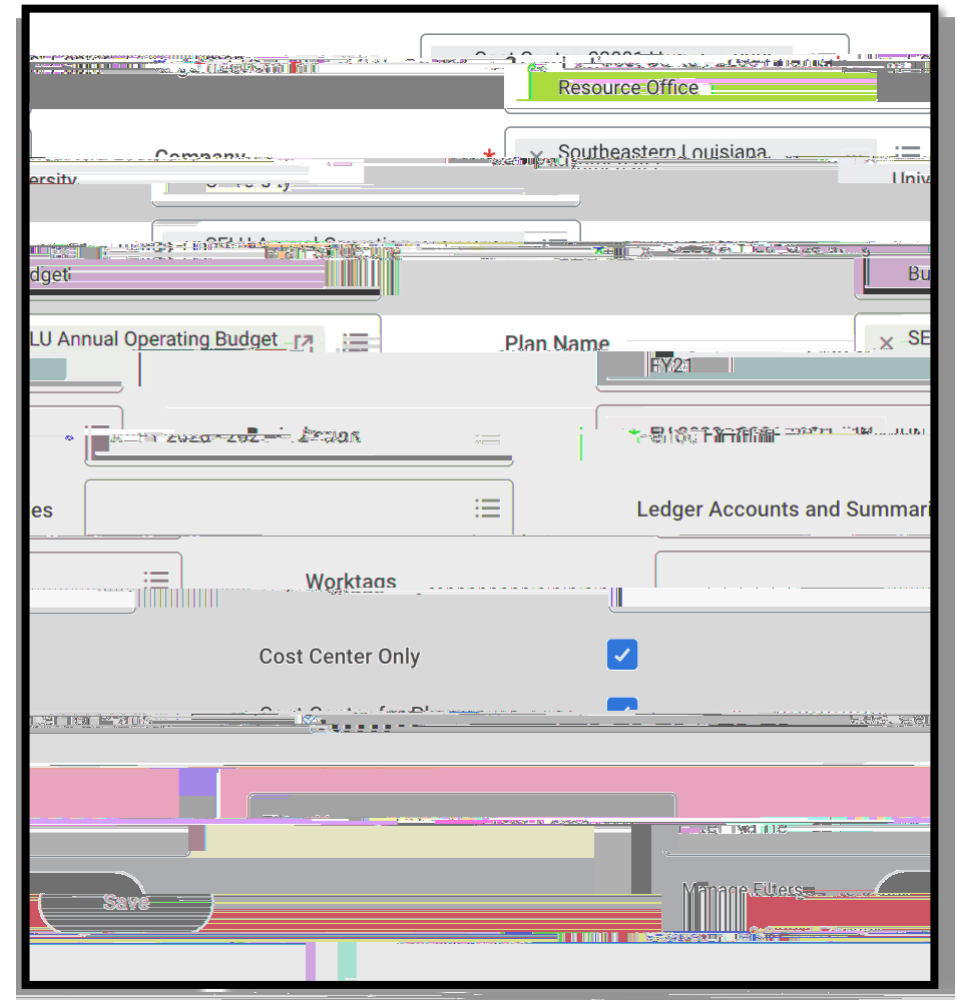



HOW TO RUN DEPARTMENT SUMMARY REPORT

Department Summaries for your Cost Center(s) are now available in Workday for your review. Connect to Workday from the Google Apps icon within Email or Calendar.

1. In the search bar, type “**RPT Department Summary.**” Select **RPT Department Summary.**
2. In the **Organization** field, type in your Cost Center, Program, Project, Gift or Grant (5-digit number that was formerly known as your Budget Unit).
3. In the **Period** field, select Fiscal Period > current Fiscal period (Ex: FY 2020-2021) > monthly summary you wish to review.
4. NOTE: When running for a cost center/cost center hierarchy, select "Cost Center Only" and "Cost Center Only for Plan" prompts to filter out data tagged with a grant/gift/project/program.
5. You can also save this search with a Filter Name so that your selections will populate the next time you run your Summary Report.
6. Select **OK.**



 **Note:** For specific questions please send an email to financialreports@selu.edu.