

# Workday Reports: Find Journal Lines-OSU

## Detail Activity

In SEARCH type Find Journal Lines & hit Enter, choose blue link below: Find Journal Lines-OSU

**Find Journal Lines - OSU**

Company \*

Year \*

Period \*

Ledger

**COMPANY:** The Ohio State University

**YEAR:** fiscal year you want a report from

**PERIOD:** Period is by the month, Summary is by the quarter or Annual

**LEDGER:** Actuals

\* Search

Period

Summary Period

← Period

- 01-Jul
- 02-Aug
- 03-Sep
- 04-Oct
- 05-Nov
- 06-Dec
- 07-Jan
- 08-Feb
- 09-Mar
- 10-Apr
- 11-May
- 12-Jun

Search

← Summary Period

- Annual
- Q1
- Q2
- Q3
- Q4

**WORKTAGS:** put in FDM #s you want a report for: CCxxxx and BLxxxx, and CAN STACK #s in this box, to ADD Fund#, FDxxxx, PG#, etc...

### Worktags

- 
- 
- 
- 

Click OK to move to the next screen.

**Find Journal Lines - OSU**

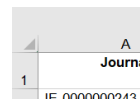
> **Details**

After Workday works to create the report, it will show as LINES in a Details page.

Click on **EXPORT TO EXCEL** (in upper right side of screen) -click Download to either save or open the Spreadsheet.



Download and OPEN the Excel document, Enable Editing... since the rows are too large, first thing can do is to select the entire document (Control A) or by clicking in the upper left corner with triangle above row 1 and to the left of column A: .



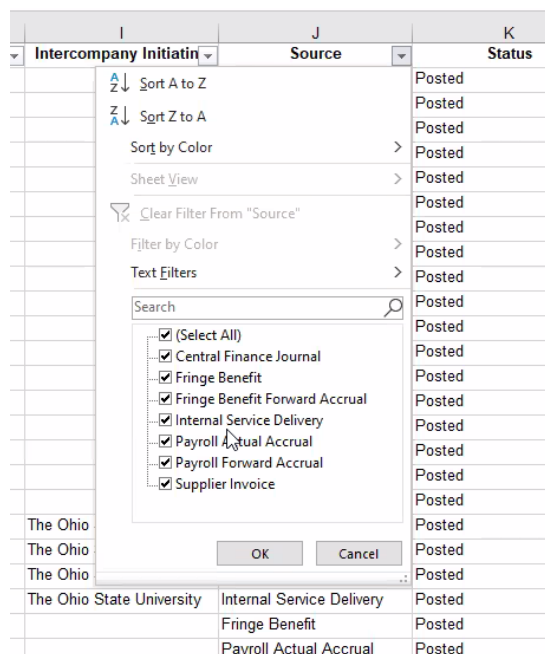
Once selected then right-click in left-hand row-numbering column and choose Row Height- make the size 12 or the size most easily readable to you.

Some reports will have lots of information, some you may not need in your report. If you want to slim it down, use Data/Filter then select only what you want in your report from the Source column. Those that are Unchecked will be left out of the report.

Slim down the report further by selecting all empty columns (click in column header to select entire column- drag over columns to select or click in column header-hold SHIFT KEY and click on last column to select) and right-click and choose HIDE. Remaining columns can be shrunk down in size and some can be removed or hidden as several columns are repeat information.

Then choose Page Layout in top ribbon, choose Orientation-Landscape, Margins-Zero all around, and Print titles to choose Gridlines. This will make your report easier to read and/or print.

Save the report.



For Payroll details, run: Find Journal Lines – OSU Payroll Detail

## Find Journal Lines - OSU Payroll Detail

### **OTHER WORKDAY REPORTS TO RUN:**

General Fund Balance Report

Sources and Uses-Variance Analysis

Managerial Trial Balance