BUG307b Sortable Detail Transaction with Workday Chart of Accounts

Overview
This guide reviews the steps for running the BUG307b Sortable Detail Transaction with the Chart of Accounts (COA) in Workday and is intended to be used by Business Operations, department business offices and Central Finance staff.

What You Need to Know
The query which returns financial transaction detail in a sortable Excel format has been updated to add a column for each Workday COA field that corresponds to the Oracle PTAEO for FY14-17 transactions. This query accommodates variable limits, including Fiscal period (single period only); Division code; Dept name (begins with); Org number, Project number, Source number, Object code. For each segment limit, choose either one, many or “ignore”. For example, query for all transactions that hit a source during this fiscal period; or query for all transactions that contain one expenditure type, etc.

Warning: Do not use more than one fiscal period otherwise performance will be affected.

Additional Information
Besides the Oracle data currently being obtained, the query will now return the following fields:

<table>
<thead>
<tr>
<th>Wd Cost Center</th>
<th>Wd Grant Nm</th>
<th>Wd Assignee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wd Cost Center Nm</td>
<td>Wd Program</td>
<td>Wd Assignee Nm</td>
</tr>
<tr>
<td>Wd Gift</td>
<td>Wd Program Nm</td>
<td>Wd Ledger Account</td>
</tr>
<tr>
<td>Wd Gift Nm</td>
<td>Wd Project</td>
<td>Wd Ledger Account Nm</td>
</tr>
<tr>
<td>Wd Grant</td>
<td>Wd Project Nm</td>
<td>Net Natural Amount</td>
</tr>
</tbody>
</table>

Accessing the Query
The query is available in the BUG Library under the General Financial report grouping.

http://buglibrary.yale.edu/categories-page/workday-transition

Running the Query
1. Input your NetID and DWH password and select: Process Query.

2. You will be prompted for the following limits; either input your limit selection, and select OK, or select Ignore.

For help contact workday@yale.edu and include the title of this guide in the email message.

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Or visit the Yale Chart of Accounts website.
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- Fiscal Period (required - single period only)
- Division Cd
- Department Name
- Organization Unit Code
- Project Num
- Source Code
- Award Num
- Expenditure Type Code
- In the following example the Dept Nm “FASCHM,” has been requested. Next, select OK.

When the query is complete you will see the following message:

3. Click on the View Query bar, and scroll down and select: Workday by Cost Center, then select: Go.

Please note, the other pivots do not include COA data.

Output is in the following pivot table format:

4. To return to the query main menu from the Workday by Cost Center table, select the EIB icon as shown below:

Please note, as with any Brio query, the results tables can be exported to Excel.