Overview

This guide details the instructions for running two reports which show budget or actual data for a given fiscal year grouped by Workday cost center and ledger account only, or by multiple COA segments. They can be accessed via the YBT Report Library. This guide is intended for use by current YBT Users in Business Operations, department business offices and Central Finance staff.

What You Need to Know

A Filter Wizard is available in both reports to assist in focusing on specific PTAEO segments.

Accessing the Queries

These can be accessed via the YBT Report Library in folder 51-Workday COA Reports.

http://your.yale.edu/work-yale/training/financial-training/yale-budgeting-tool-ybt

Running WD101 Cost Center – Ledger Account Viewer

1. Select WD101 Cost Center Ledger Account Viewer, and select OK.

2. Refresh Variables:
   - Choose Hierarchy level to filter report (i.e. Department)
   - Select related Hierarchy level filter (i.e. MOBGYN Obstetrics & Gynecology)
   - Select Financial Data, Budget or Actual for desired fiscal period (i.e. FY2015 Budget)
   - Select Award Filter (i.e. All Funds, GENAP, etc.)

3. Select OK, and report will process.

4. Output returns ledger accounts by cost center

Running WD102 COA Segment Values Viewer

1. Select WD 102 COA Segment Values Viewer, and select OK.

2. Select Variables:

For help contact workday@yale.edu and include the title of this guide in the email message.
YBT - Workday Chart of Accounts Viewer

- Choose Hierarchy level to filter report (i.e. Department)
- Select related Hierarchy level filter (i.e. MOBGYN Obstetrics & Gynecology)
- Select Financial Data, Budget or Actual for desired fiscal period (i.e. FY2015 Budget)
- Select Award Filter (i.e. All Funds, GENAP, etc.)

3. Select **OK**, and report will process.

4. Output returns relevant Workday COA segment values by cost center for the period selected:
   - Grant, Gift, Yale Designated, Program, Project, Assignee, Ledger Account, $ Amount.