

OneRF Web Report

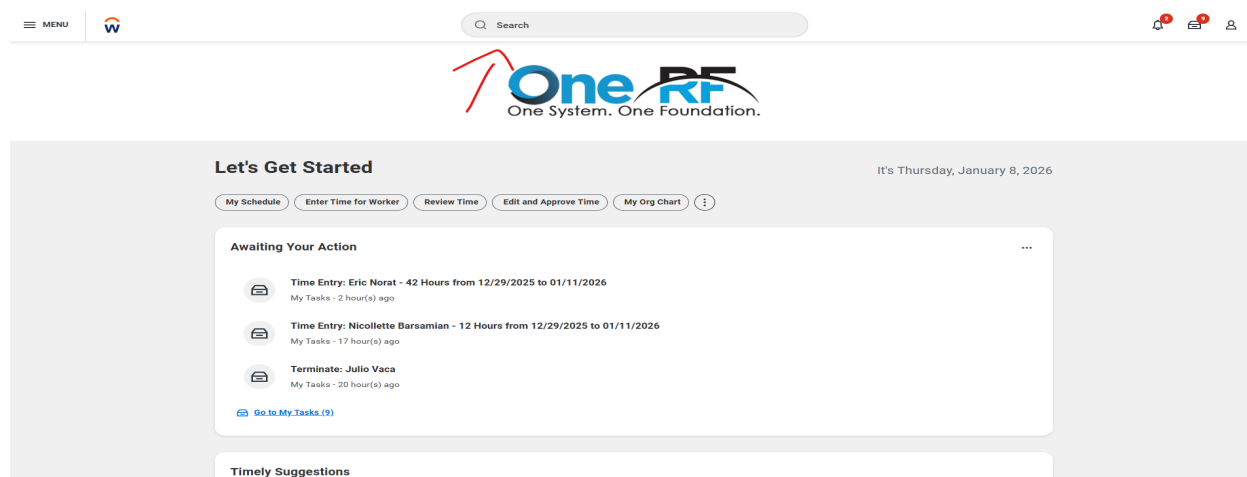
RF CUNY Grants Budget & Expense Report

Step 1: Log in to Workday

Go to: <https://wd108.myworkday.com/rfcuny/d/home.html>

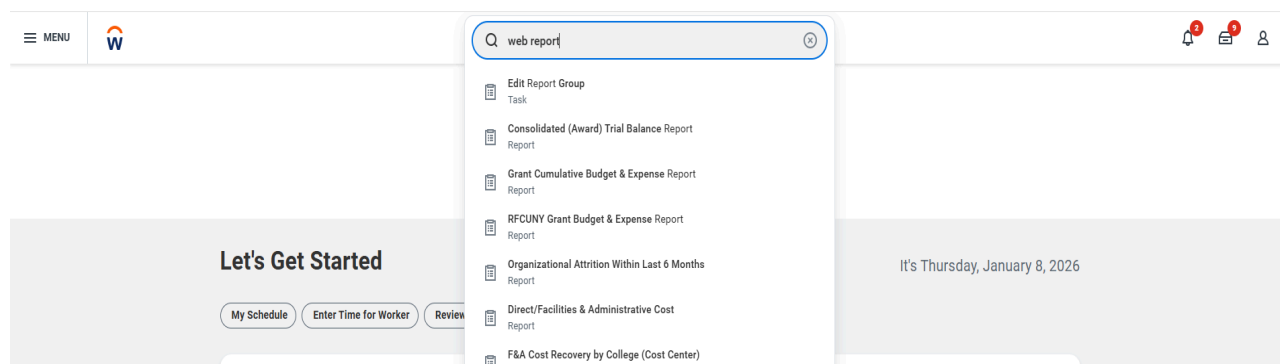
Use your **User ID** (your RFCUNY email: *firstname.lastname@rfcuny.org*) and **password**.

Locate the **OneRF search bar** at the top of the page.



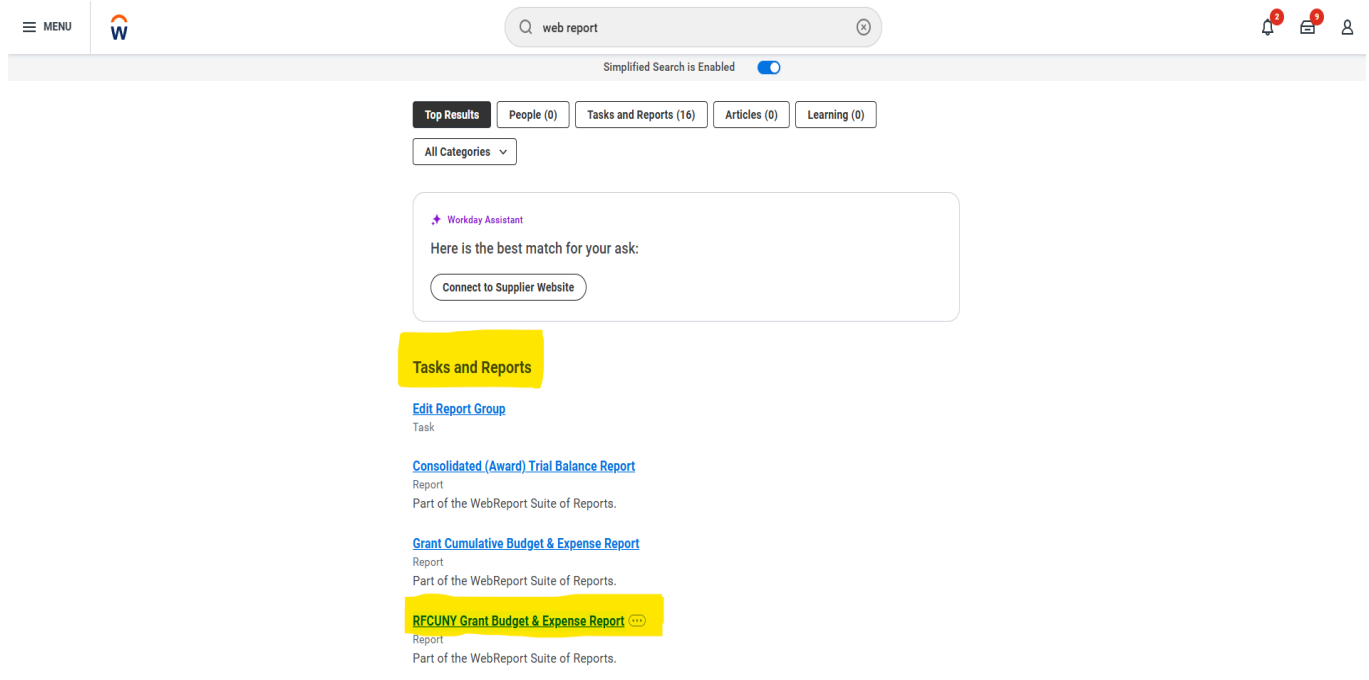
Step 2: Search for the Report

Type **“Web Report”** into the search field.



Step 3: Select the Report

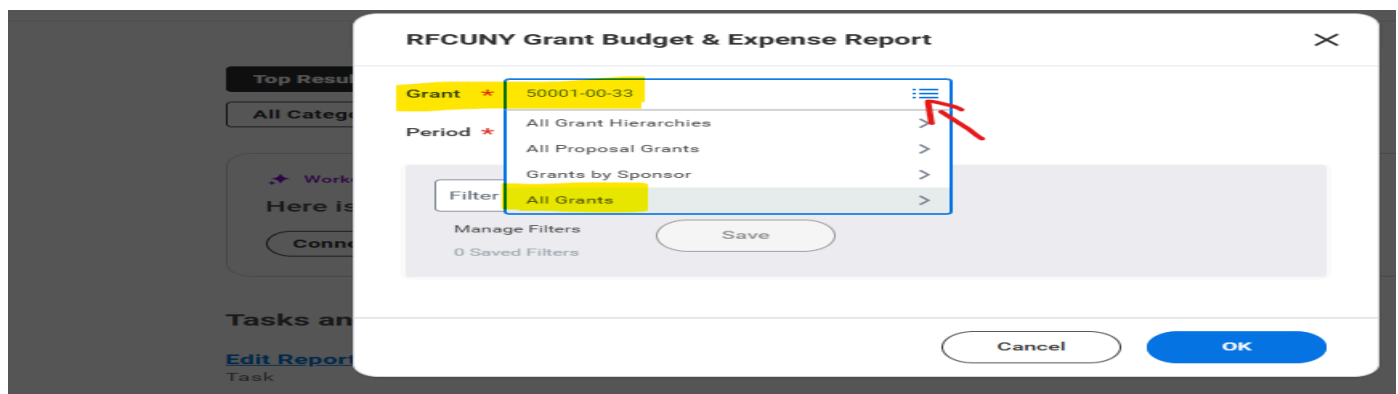
Under the **Tasks and Reports** section, select **RF CUNY Grants Budget & Expense Report**.



Step 4: Enter Grant Information

A pop-up window will appear. In the **Grant** field, enter the grant number (example: **50001-00-33**).

If you do not know the grant number, use the **drop-down menu**, select **All Grants**, and search for the grant you are looking for.



Step 5: Select the Period

In the **Period** section, use the drop-down menu and select **Current and Prior Periods**.

The screenshot shows a dialog box titled "RFCUNY Grant Budget & Expense Report". At the top right is a close button (X). Below the title bar, there are two main sections. The first section is labeled "Grant" with a red asterisk. It contains a dropdown menu showing a selected grant: "Grant: GR-00004192", "AnMcKain SS BM PERKINS", "V ACADEMIC SUPPORT", and "SERVICES (50001-00 33)". To the right of this dropdown is a menu icon (three horizontal lines) and a three-dot menu icon. The second section is labeled "Period" with a red asterisk. It contains a dropdown menu with the following options: "Search", "Current and Prior Periods" (which is highlighted in yellow), "Last Closed Period", and "Fiscal Period". A red arrow points to the "Current and Prior Periods" option. Below the "Period" dropdown is a "Filter" section with a "Manage Filters" button and "0 Saved Filters". To the right of the "Filter" section is a "Save" button. At the bottom of the dialog are two buttons: "Cancel" and "OK".

Step 6: Run the Report

Click **“OK.”** The report will now display on your screen.

A close-up screenshot of the "OK" button, which is a blue rounded rectangle with the text "OK" in white.