

# OneRF Web Report

## RF CUNY Grants Budget & Expense Report

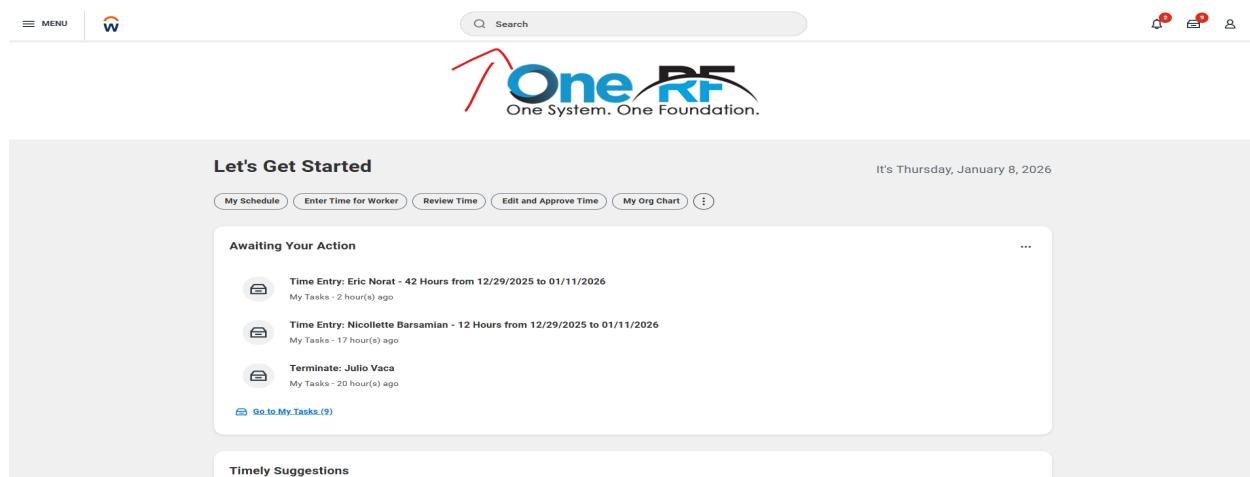
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### Step 1: Log in to Workday

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

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

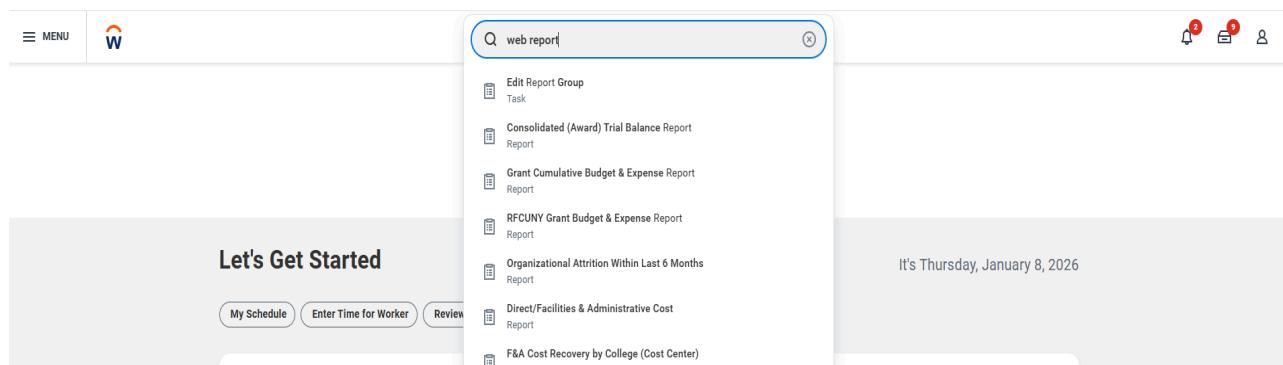
Locate the **OneRF search bar** at the top of the page.



The screenshot shows the Workday homepage with the OneRF logo at the top. The search bar is located at the top right, with the text "Search" and a magnifying glass icon. Below the search bar, the OneRF logo is displayed with the tagline "One System. One Foundation." The main content area is titled "Let's Get Started" and includes a "Awaiting Your Action" section with three items: "Time Entry: Eric Norat - 42 Hours from 12/29/2025 to 01/11/2026", "Time Entry: Nicollete Barsamian - 12 Hours from 12/29/2025 to 01/11/2026", and "Terminate: Julio Vaca". A "Go to My Tasks (9)" link is also present. The date "It's Thursday, January 8, 2026" is in the top right corner.

### Step 2: Search for the Report

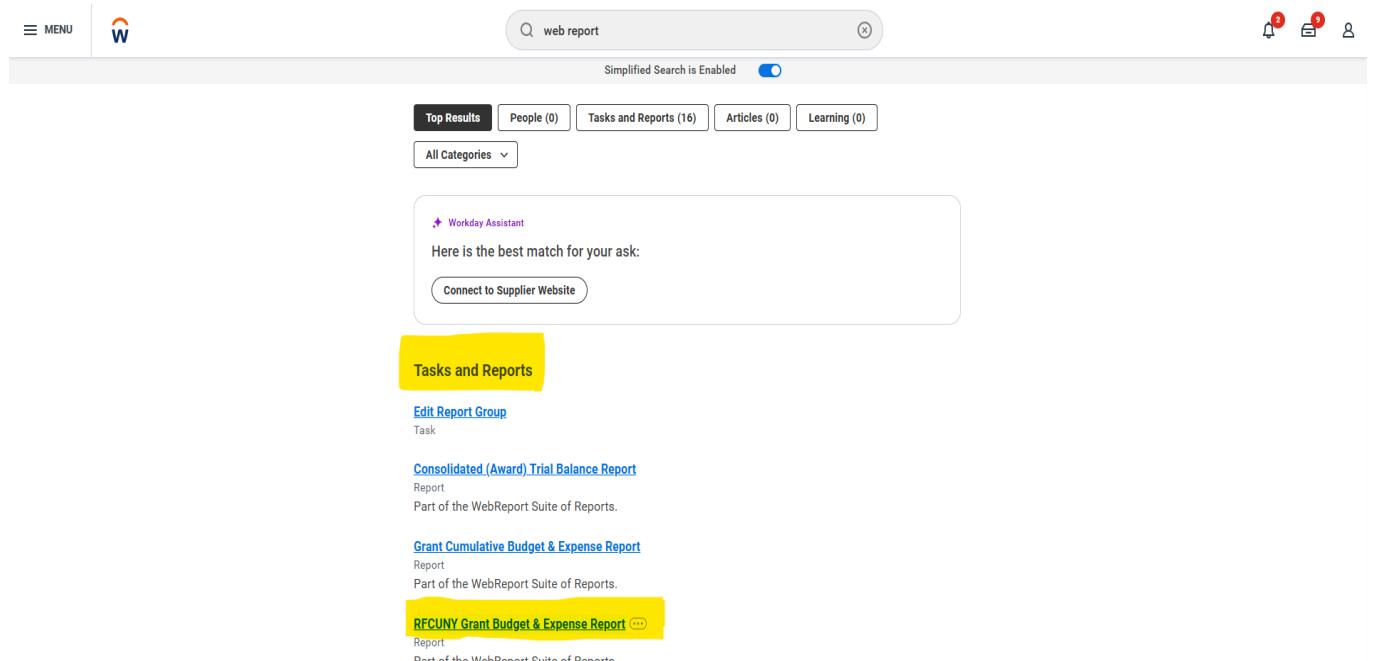
Type “**Web Report**” into the search field.



The screenshot shows the Workday homepage with the search bar containing "web report". Below the search bar, a list of report results is displayed: "Edit Report Group", "Task", "Consolidated (Award) Trial Balance Report", "Report", "Grant Cumulative Budget & Expense Report", "Report", "RFCUNY Grant Budget & Expense Report", "Report", "Organizational Attrition Within Last 6 Months", "Report", "Direct/Facilities & Administrative Cost", "Report", and "F&A Cost Recovery by College (Cost Center)", "Report". The date "It's Thursday, January 8, 2026" is in the top right corner.

## Step 3: Select the Report

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



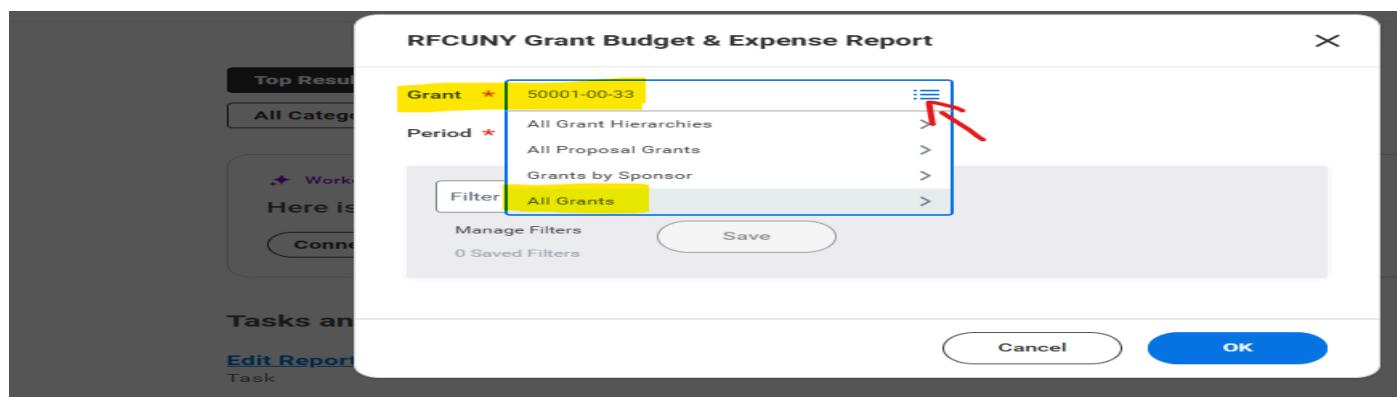
The screenshot shows a search results page with the following interface elements:

- Header:** Includes a "MENU" icon, a "W" logo, a search bar with placeholder "web report", and a user icon with a red notification dot.
- Search Bar:** Shows "Simplified Search is Enabled" with a toggle switch.
- Top Results:** Buttons for "Top Results", "People (0)", "Tasks and Reports (16)", "Articles (0)", and "Learning (0)".
- Category:** "All Categories" dropdown.
- Workday Assistant:** A box with "Workday Assistant" and "Here is the best match for your ask:" followed by a "Connect to Supplier Website" button.
- Tasks and Reports:** A section with a "Tasks and Reports" button, "Edit Report Group" link, and "Task" link.
- Report Options:**
  - Consolidated (Award) Trial Balance Report:** Report, Part of the WebReport Suite of Reports.
  - Grant Cumulative Budget & Expense Report:** Report, Part of the WebReport Suite of Reports.
  - RF CUNY Grant Budget & Expense Report:** Report, Part of the WebReport Suite of Reports. This item is highlighted with a yellow box and a red arrow pointing to it.

## 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.

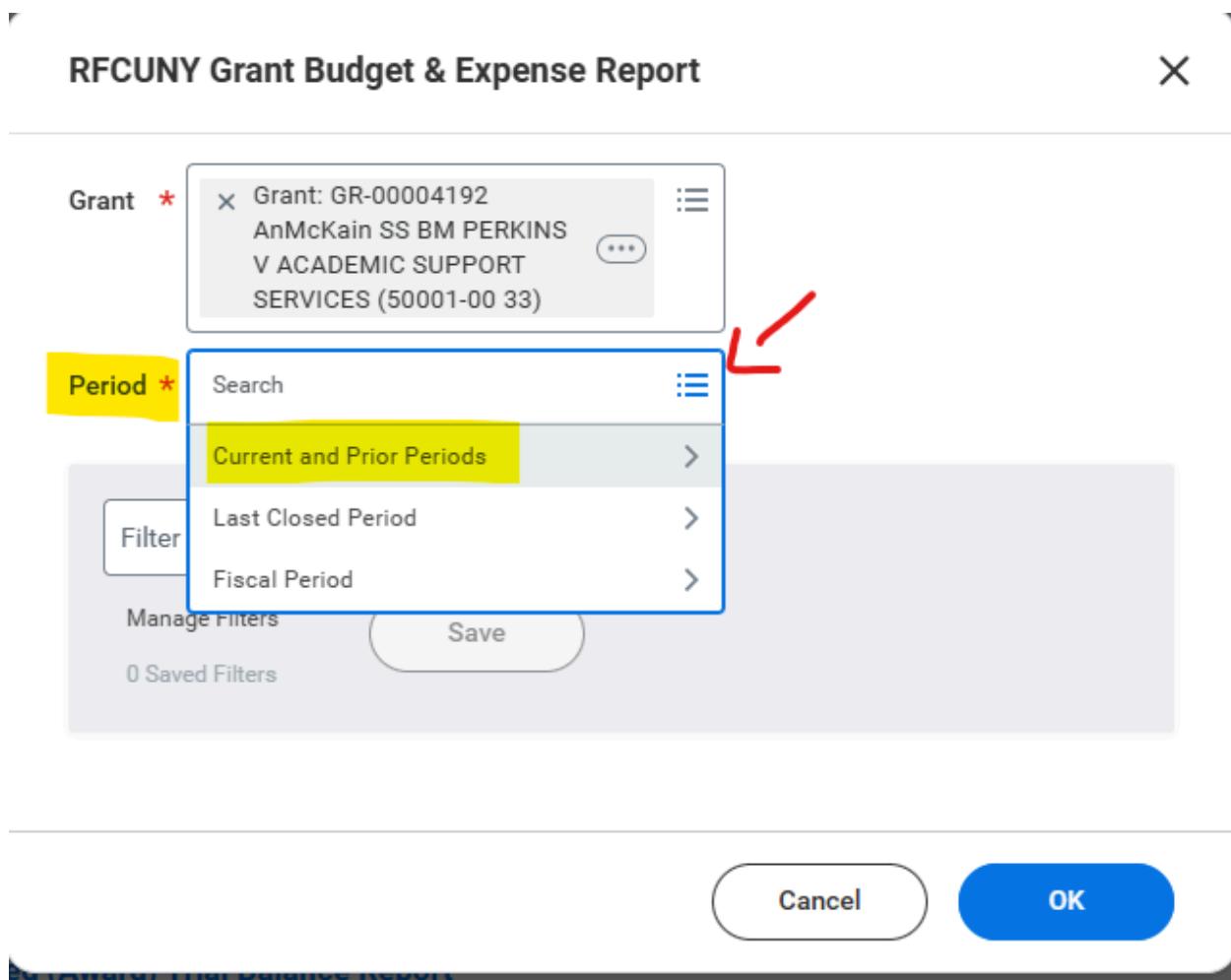


The screenshot shows a pop-up window titled "RFCUNY Grant Budget & Expense Report" with the following interface elements:

- Grant:** Field containing "50001-00-33".
- Period:** Field containing "All Grant Hierarchies".
- Filter:** "All Grants" button highlighted with a yellow box and a red arrow pointing to it.
- Buttons:** "Manage Filters", "Save", "Cancel", and "OK".

## Step 5: Select the Period

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



## Step 6: Run the Report

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

