Make-It-So is a standalone application which takes the work you’ve completed in the YBT labor plan and pushes it to Workday Costing Allocations, saving you time and effort, as well as preventing duplication and text entry errors. YBT does not process payroll allocation adjustments (PAA) in this push to Workday.

**Accessing Make-It-So**

- Go to the Yale portal ([https://your.yale.edu](https://your.yale.edu)).
- Log in to the portal with your Yale NetID and password.
- Click on Yale Budget Tool (YBT) link.
- Click the Log in to Make-It-So link.

**Using Make-It-So**

- Make-It-So opens to the Employee List screen. You can use the SearchFilter to look for a specific person. When doing so click on the Search button, the Enter key does not work here.

- To see detail for one employee, simply click on the employee’s name. This will bring you to four detail screens.

- The YBT Proposed Costing Allocations screen shows the employee’s information and the proposed changes to allocations at the Regular Salary and Pay Component levels. After clicking on the person, wait for the “Processing please wait messages” to complete. If the “Processing” messages do not appear, click the refresh button on your browser’s URL.

You may submit lines from this screen by clicking one of the three buttons at the bottom: Position and Pay...
The second tab, **YBT Costing Allocations**, shows the COA lines for this employee as they currently appear in YBT. If these lines are not what you expect, check to be sure you had a complete save in YBT.

The third tab, **Workday Current Costing Allocation**, shows the employee’s allocation currently in Workday Costing as a reference. Once you submit your changes in Make-It-So, you may return to this screen to see the changes in the costing.

The tab, **Pay Periods**, which is available for reference shows the start and end dates of Pay Periods for the selected Employee.

You may submit lines from this screen by clicking one of the three buttons at the bottom:

- **Submit Position and Pay Component** will submit both Regular Salary and Extra Compensation components
- **Submit Position Only** will submit Regular salary only
- **Submit Pay Component Only** will submit Extra compensation salary only.
• Since MIS is submitting to Workday if you are using any COA’s in YBT that you would have created a manual Accounting Treatment for in Workday, the MIS submission will do this as well.

  **Accounting Treatment rules reminder:**
  
  • PensionCap – Ledger Account 71013
  • FacLOA – Ledger Accounts 71003, 71004, 71005
  • VA Contract Fund (VAFedIPA) – YD000377

• MIS will not submit any allocations that are scheduled to ended grants i.e., anything scheduled in the red cells in YBT.

• When submitting labor schedules with grants MIS will end date the submission with the earliest ending grant date.

• In order to see the **Last YBT Changed Date** reflect an update from YBT you will need to click on “Refresh” at the top of the screen otherwise this updates when you launch the application. You do not need to click on the Refresh in order to see updated allocations, they refresh on open. The **Last Makeitso Submission** updates upon submission.

• If you have changed an allocation in YBT and have MIS already opened and in the same person’s proposed allocations you cannot refresh their allocations from there. You will need to go back to the Employee screen and back into their record to see the updated schedule. Note, you do not need to click on Refresh.