

The purpose of this report is to provide users with:

- a list of all Chart of Accounts (PTAO) segments that are “owned” by a specified organization
- additional information about each of these segments
- a list of all PTAO combinations where a specified organization is the
 - charging organization
 - project-owning organization, or
 - award-owning organization.



Based on the current Chart of Accounts structure, the volume of PTAO combinations may be significant for a specified organization. Please note the following recommendations:

- The following reports will be helpful at or below the Division level:
 - My Projects, My Tasks, My Awards, My Orgs
- The “All Active PTAOs” report is most effective when run for a Leaf-level Org, SubDepartment or Department. Results at the division level may be excessive. *Note that the Yale School of Medicine links many YSM Central Projects to all Organizations within the hierarchy which may cause the “All Active PTAO’s” report to be larger than expected.*
- Do not run this report for total University.

How to Process

1. Go to the DWH Portal and select the following folders:
 - ➔ University Standard Reports
 - ➔ Finance
 - ➔ COA
2. Select report FINCOA1 My Accounts Report
3. Select the report parameters
 - a.) Segment – For Organization, please select the level in the organizational hierarchy (see recommendations in header above). For Project, Task or Award, the options are “All” or a single specified value.

Segment	Level	Value
Organization	Department	FINCNT Controller G01855
Project	University/All Projects	ALL
Task	All Tasks	ALL
Award	All Awards	ALL

- b.) Value – select the value for the selected segment.

Tip: you may begin typing the segment number or prefix to more quickly find values in the drop-

down menu. For example, to find the department Controller, type “FINCNT” or “FIN”

Segment	Level	Value
Organization	Department	FINCNT Controller G01855
Project	University/All Projects	ALL
Task	All Tasks	ALL
Award	All Awards	ALL

Note that you will not be able to run the report for a specific Project, Task or Award from the drop-down if that segment has never been used however the information on this segment will appear in the generated report and you will be able to filter the report for these segments. See #7 for filtering results.

4. Select “Run”.

5. The report Dashboard allows easy navigation to all Report and Excel Exportable Results. In addition, additional filters to include or exclude data are provided.

The screenshot shows the 'My Accounts Report' dashboard. It features three main columns: 'Report Views', 'Export to Excel', and 'Other choices'. Each column contains several buttons for navigation. At the bottom, there is a filter section with input fields for 'Project', 'Task', and 'Award', along with 'Apply' and 'Reset' buttons.

6. **Other choices:** The default for this report is to exclude capital projects, building orgs and closed PTAO combinations and segments. If any of these items are desired, select the associated check-box. Additional instructions, if applicable, will appear in a pop-up window.

Note: Closed segments and inactive PTAO combinations will not appear in the All Active PTAOs report, even if the user has selected "Include Closed Accounts".

This screenshot is similar to the previous one, but the 'Other choices' section is highlighted with a red box. This section contains three checkboxes: 'Include Capital Projects', 'Include Building Orgs', and 'Include Closed Accounts'. Below these checkboxes is an 'Export for Maintenance' button.

7. **Filters:** The report results can be filtered for any Project, Task or Award even if the Project, Task or Award has not yet been used. Input the segment to be filtered and click the 'Apply' button. To clear a filter click the "Reset" button.

This screenshot shows the filter section at the bottom of the dashboard, which is highlighted with a red box. It includes input fields for 'Project', 'Task', and 'Award', along with 'Apply' and 'Reset' buttons. Above the input fields is a small instruction: 'To filter for Project, Task, or Award segments that have not been used, please use the additional parameters below'.

8. **Maintenance:** If segment or linkage maintenance is required, users may use an "Export to Excel" or "Export for Maintenance" button.

- Remove all lines that do NOT require edit.
- Complete a cover sheet from the COA forms (click for [FORMS](#))
- Submit both items by email to coa@yale.edu.

This screenshot shows the 'Export to Excel' and 'Export for Maintenance' buttons highlighted with red boxes. The 'Export to Excel' section contains buttons for 'My Projects', 'My Tasks', 'My Awards', 'My Orgs', and 'All Active PTAOs'. The 'Export for Maintenance' button is located in the 'Other choices' section.

For technical support, please contact helpdesk@yale.edu.

For Chart of Accounts support, please contact coa@yale.edu.