



# COGNOS CAMPUS REPORTS

*Descriptions and Use*

IMSS

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## Campus Reports Overview

This document details each of the reports available within the Cognos **Campus Reports** group.



For each report the following is included:

- **Folder:** Folder within Campus Reports in which the report is located. In this document the reports are grouped by folder.
- **Description:** Brief description of the report, including the various versions of the report. Some reports are designed with multiple choices for the resulting layout. For example, a report may include both an FY and ITD version, each with different columns.
- **Parameters/Report Filters:** Details about the report's parameters including:
  - Report Filter: Name of the parameter/filter
  - Req: Indicates if the parameter is required for running the report (required parameters marked with a red asterisk)
  - Mult: Indicates if more than one choice may be selected/entered for the parameter
  - Details: Further details about the parameter/filter
- **Report Headers and Columns:** List of the fields included in the report.
  - Grouped By: Indicates the columns by which data is grouped and summarized. If a field is in the Header then it is automatically grouped.
  - Sort: Indicates the fields on which the data is sorted and the order in which the data is sorted.



## Grants Accounting (GA) Datamart

The Grants Accounting Datamart consists of essential financial reporting information from the Oracle Applications Grants Accounting module. Information in the GA Datamart includes financial summaries, budget, and cost detail.

### Data Access

The data access to the GA reports included in Campus Reports is the same as in the GA Datamart and handled only by IMSS Data Security.

Access to an account can be provided in several different ways, each with option to include or not include compensation expenditures. Please note that summary reports (e.g., PTA Summary) will include summary totals for compensation, regardless of your access. However, if you do not have compensation access then detail information about compensation costs will not be available.

For further information, please see the document *Cognos: Data Security for Campus*.

### Sorting

Sorting in GA reports is usually alphanumeric on a column. However, reports that sort by Expenditure Category are first grouped by three types of expenditure categories:

1. Compensation
2. Indirect Cost/Administrative Charge/Endowment OH Charge and Credit
3. Other (expenditures that are neither compensation nor IDC/Admin).

These groups are listed on GA reports in the following order:

1. Compensation
2. Other
3. Indirect Cost/Administrative Charge, Endowment OH Charge and Credit

Within each group the Expenditure Categories are then alphanumerically sorted.

### FY and ITD

Fiscal Year (FY) accounts are those that are General Budget or Auxiliary. Inception to Date (ITD) accounts are those that are not General Budget or Auxiliary.



## GA – By Award/Project

Reports in this folder contain data summarized at the Award/Project level.

**PLEASE NOTE:** If you have access to a specific PTA and not to all of the PTAs associated with the Project or Award the associated Project and/or Award will not appear on these reports. For example, if you have access to CIT.PROJ - 3 - GB.AWARD, which is one of six tasks, GB.AWARD will not appear on any of the reports in this folder.

### FY and ITD – Award Summary by Exp Cat and Project

*Folder:* GA – By Award/Project

*Description:* This report is designed specifically for awards with **multiple projects**. The report provides either Fiscal Year (FY) or Inception to Date (ITD) financial summary information grouped by Expenditure Category, with a total for each active Project within that Expenditure Category.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
FY or ITD	Yes	No	Determines if the report will be run with Fiscal Year data or Inception to Date data.
Period Name	Yes	No	
Award Number	Yes	No	<i>Award entered must be highlighted.</i>

*Report Columns:*

FY Column Name	ITD Column Name	Group	Sort
Expenditure Category	Expenditure Category	Yes	1 <sup>st</sup>
Project	Project		2 <sup>nd</sup>
FY Budget Amount	Total ITD Budget		
Prior FY Commitments	Period Budget Activity		
Carry Forward Balances	Period Costs		
Period Costs	Total ITD Costs		
FY Costs	Commitments		
Commitments	ITD Available Balance		
FY Available Balance			



## FY and ITD – Awards for Consideration

*Folder:* GA – By Award or Project

*Description:* The Awards for Consideration report is a list of awards that are not closed and have a remaining balance less than or equal to an amount (e.g., \$5,000) and/or are ending by a date (e.g., 12/31/2011) that you determine via the parameters.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
FY or ITD	No	No	Determines if the report will be run with Fiscal Year data or Inception to Date data.
Period Name	Yes	No	
Available Balance <= to:	No	No	
Award End Date <= to:	No	No	
Award Division	No	Yes	
Fund Type	No	Yes	

*Report Columns:*

FY Column Name	ITD Column Name	Group	Sort
Award Division	Award Division	No	1 <sup>st</sup>
Award Organization	Award Organization	No	2 <sup>nd</sup>
Award Manager	Award Manager	No	3 <sup>rd</sup>
Award	Award	No	4 <sup>th</sup>
Funding Source Award Number	Funding Source Award Number		
Award Status	Award Status		
Award End Date	Award End Date		
FY Budget	Total Budget		
FY Costs	Total Costs		
Commitments	Commitments		
FY Budget Balance	Total Available Balance		

**TIP:** To return a list of all awards with an available balance less than \$0.00, then enter -.01 into the prompt.



## FY and ITD – Summary by Award OR Project and Exp Category

*Folder:* GA – By Award or Project

*Description:* The report provides either Fiscal Year (FY) or Inception to Date (ITD) financial summary information grouped by expenditure category with a total for the overall Award or Project.

If multiple Award or Project Numbers are entered in the report filter, there will be a page break at each award/project.

### *Parameters/Report Filters:*

Report Filter	Req	Mult	Details
By Award or Project	Yes	No	Determines if the summary will be at the Award or at the Project level.
FY or ITD	Yes	No	Determines if the report will be run with Fiscal Year data or Inception to Date data.
Period Name	Yes	No	
Award or Project Number	No	Yes	If Award is selected in the filter above, enter Award Numbers; if Project is selected, enter Project numbers.
Expenditure Category	No	Yes	

### *Report Headers and Columns:*

Report Header		Sort	
Award or Project ( <i>Award or Project Number, depending on Filter</i> )		Yes	
Name ( <i>Award or Project Name</i> )			
Manager ( <i>Award or Project Manager</i> )			
From/To ( <i>Award or Project Start &amp; End Dates</i> )			
Status ( <i>Award or Project Status</i> )			
FY Column Name	ITD Column Name	Group	Sort
Expenditure Category	Expenditure Category	No	Yes
Total FY Budget	Total Budget		
Prior Year Commitments	Period Budget Activity		
Carry Forward Balances	Period Costs		
Period Costs	Total Costs		
Total FY Costs	Commitments		
Commitments	Available Balance		
Available Balance	% Expended		
% Expended			





## GA – By PTA

Reports in this folder contain data at the PTA level. Unlike the GA – By Award/Project folder, these reports will include any PTA to which you have access.

### FY and ITD – Project or Project/Task Summary

*Folder:* GA – By PTA

*Description:* Finance summary information for either Inception to Date (ITD) or Fiscal Year (FY) displayed at the Project or Project-Task level, with the ability to drill to detail cost information.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Project or Project/Task	Yes	No	Determines if the report will return summary by Project or summary by Project/Task.
FY or ITD	Yes	No	Determines if the report will be run with Fiscal Year data or Inception to Date data.
Period Name	Yes	No	
Award Number	No	Yes	
Project Number	No	Yes	
Expenditure Category	No	Yes	
PTA Managers	No	Yes	
Include End-Dated Projects	Yes	No	Defaults to <i>No</i> .
Include Closed Projects	Yes	No	Defaults to <i>No</i> .

*Report Columns – Summary by Project*

FY Column Name	ITD Column Name	Group	Sort
Project Number	Project Number	Yes	Yes
Project Completion Date	Project Completion Date		
Project Status	Project Status		
Total FY Budget	Total Budget		
Period Costs	Period Costs		
Total FY Costs	Total Costs		
Commitments	Commitments		
Available Balance	Total Available Balance		
Period Budget Activity	Period Budget Activity		
% Expended	% Expended		
Time Elapsed	Time Elapsed		



*Report Columns – Summary by Project/Task*

<b>FY Column Name</b>	<b>ITD Column Name</b>	<b>Group</b>	<b>Sort</b>
Project Number	Project Number	Yes	Yes
Project Completion Date	Project Completion Date		
Project Status	Project Status		
Task Completion Date	Task Completion Date		
Task Chg?	Task Chg?		
Total FY Budget	Total Budget		
Period Costs	Period Costs		
Total FY Costs	Total Costs		
Commitments	Commitments		
Available Balance	Total Available Balance		
Period Budget Activity	Period Budget Activity		
% Expended	% Expended		
Time Elapsed	Time Elapsed		



## FY and ITD – PTA Summary

*Folder:* GA – By PTA

*Description:* This report provides a FY or ITD summary-level view of the financial status of a PTA sub-totaled at the expenditure category level. This report is designed and formatted for ease of printing.

There are page breaks at each change of Project-Task-Award (PTA) and Period Name, with a total for each unique PTA and Period combination. The financial data is subtotaled for each Expenditure Category.

This report can be scheduled to run on a monthly basis. Using the *PI* filter combined with *Only Include Active Tasks* will automatically add any new accounts created while ignoring those that are no longer active. If Project, Task, and/or Award parameters are included, the report will ONLY return results that meet ALL of the parameters combined.

**NOTE:** For this report, if FY is selected, then the report will return only accounts that are either General Budget (GB) or Auxiliary accounts. If ITD is selected, the GB and Auxiliary accounts will be excluded from the report.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
FY or ITD	Yes	No	Determines if the report will be run with Fiscal Year data or Inception to Date data.
Period Name	Yes	Yes	
Project Number	No	Yes	
Task Number	No	Yes	
Award Number	No	Yes	
Only Include Active Tasks	Yes	No	Defaults to <i>No</i> .
PI	No	No	

*Report Headers:*

Report Header	Sort
Project ( <i>Project Number</i> )	1 <sup>ST</sup>
Project Name	
Project from ( <i>Project Start Date</i> ) to ( <i>Project End Date</i> )	
Task ( <i>includes both the Task Number and Task Name</i> )	2 <sup>ND</sup>
Award ( <i>Award Number</i> )	4 <sup>TH</sup>
Award Name	
Award from ( <i>Award Start Date</i> ) to ( <i>Award End Date</i> )	
Period ( <i>Period Name</i> )	3 <sup>RD</sup>



Report Header	Sort
For Month Ending ( <i>shows the last date in the month of the Period</i> )	
Agency Award # ( <i>aka Funding Source Award Number</i> )	

*Report Columns:*

FY Column Name	ITD Column Name	Group	Sort
Expenditure Category	Expenditure Category	Yes	Yes
Total FY Budget	Total ITD Budget		
Prior FY Commitments	Period Budget Activity		
Carry Forward Balances	Period Costs		
Period Costs	ITD Costs		
FY Costs	Commitments		
Commitments	ITD Budget Balance		
FY Budget Balance	Percent		



## FY and ITD – Task Budget Status with Cost Details

*Folder:* GA – By PTA

*Description:* Task-level finance summary information for either Inception to Date (ITD) or Fiscal Year (FY) with cost and commitment details for the period chosen. This report replaced the Webster report Budget Status and Budget Status (with YTD Costs).

There are page breaks at each change of Project-Task-Award (PTA) and Period Name, with a total for each unique PTA and Period combination.

**NOTE:** The PTA is subtotaled on the first row with the *Task – Task Name* shown in the *same* column as the Expenditure Categories.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
FY or ITD	Yes	No	Determines if the report will be run with Fiscal Year data or Inception to Date data.
Period Name	Yes	No	
Project Number	Yes	No	<i>Project entered must be highlighted.</i>
Task Number	No	Yes	
Award Number	No	Yes	
Expenditure Category	No	Yes	

*Report Headers and Columns:*

Report Header	Sort
Project ( <i>Project Number and Project Name</i> )	1 <sup>ST</sup>
Task ( <i>Task Number and Task Name</i> )	2 <sup>ND</sup>
Award ( <i>Award Number and Award Name</i> )	3 <sup>RD</sup>
PTA End Date	
PTA Status	
Task Chargeable	

FY Column Name	ITD Column Name	Group	Sort
Expenditure Category	Expenditure Category		4 <sup>th</sup>
Total FY Budget	Total Budget		
Period Costs	Period Costs		
Total FY Cost	Total Costs		
Commitments	Commitments		
Available Balance	Available Balance		



*FY and ITD – Task Budget Status with Cost Details (cont.)*

<b>FY Column Name</b>	<b>ITD Column Name</b>	<b>Group</b>	<b>Sort</b>
Period Budget Activity	Period Budget Activity		
% Expended	% Expended		
Employee/Supplier/WO#	Employee/Supplier/WO#		
Expenditure Item Date	Expenditure Item Date		
Exp Amount	Exp Amount		
Commitment Amount	Commitment Amount		
Requisition Number	Requisition Number		
PO Number	PO Number		
Invoice Number	Invoice Number		
Cost Comment	Cost Comment		



## ITD – PI Task Summary

*Folder:* GA – By PTA

*Description:* This Inception to Date (ITD) report provides task-level summaries for all active projects that are not General Budget or Auxiliary accounts on which the person entered in the parameter is the Project and/or Task Manager (aka, PI). A total for all PTAs is included at the bottom of the report.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Period Name	Yes	No	
Project/Task Manager	Yes	No	<i>Project/Task Manager must be highlighted.</i>

*Report Columns:*

Column Name	Group	Sort
Project	No	1 <sup>st</sup>
Task	No	2 <sup>nd</sup>
Award	No	3 <sup>rd</sup>
Total Budget		
Total Costs		
Period Budget Activity		
Period Costs		
Commitments		
Available Balance		



## PTA Cost Detail - Export

*Folder:* GA – By PTA

*Description:* This report provides a detailed listing of expenditures charged to and active commitments for a particular PTA for the selected period(s).

This report is designed and formatted for ease of exporting to Excel. For that reason, there are no subtotals included.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Period Name	Yes	Yes	
Project Number	No	Yes	
Task Number	No	Yes	
Award Number	No	Yes	
Expenditure Type	No	Yes	

*Report Columns:*

Column Name	Group	Sort
Period Name	No	1 <sup>st</sup>
Project	No	2 <sup>nd</sup>
Task	No	3 <sup>rd</sup>
Award	No	4 <sup>th</sup>
Exp Item Date	No	7 <sup>th</sup>
Expenditure Category	No	5 <sup>th</sup>
Expenditure Type	No	6 <sup>th</sup>
Cost Comment		
Supplier or Employee		
PCard Vendor		
Traveler Name		
Traveler Destination		
Requisition Number		
PO Number		
CardQuest Expense <i>(please see Quick Guide for more detail)</i>		
Invoice Number		
Famis WO		
Exp Amount		
Commitments		





## PTA Cost Detail - Print

*Folder:* GA – By PTA

*Description:* This report provides a detailed listing of expenditures charged to and active commitments for a particular PTA for the selected period(s). This report is designed and formatted for ease of printing.

There are page breaks at each change of Project-Task-Award (PTA) and Period Name, with a total for each unique PTA and Period combination. The financial data is further subtotaled for each Expenditure Category and Expenditure Type.

This report can be scheduled to run on a monthly basis. Using the PI report filter in the scheduled report will automatically add any new accounts created without having to update the Project, Task, and/or Award parameters.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Period Name	Yes	Yes	
Project Number	No	Yes	
Task Number	No	Yes	
Award Number	No	Yes	
Expenditure Type	No	Yes	
PI	No	No	

*Report Columns:*

Report Header	Sort
Project ( <i>Project Number</i> )	1 <sup>st</sup>
Project Name	
Project from ( <i>Project Start Date</i> ) to ( <i>Project End Date</i> )	
Task ( <i>includes both the Task Number and Task Name</i> )	2 <sup>nd</sup>
Award ( <i>Award Number</i> )	3 <sup>rd</sup>
Award Name	
Award from ( <i>Award Start Date</i> ) to ( <i>Award End Date</i> )	
Period ( <i>Period Name</i> )	4 <sup>th</sup>
For Month Ending ( <i>shows the last date in the month of the Period</i> )	
Agency Award # ( <i>aka Funding Source Award Number</i> )	
Column Name	Sort
Expenditure Category	1 <sup>st</sup>
Expenditure Type	2 <sup>nd</sup>
Exp Item Date	3 <sup>rd</sup>
Supplier Or Employee	5 <sup>th</sup>
Doc Number ( <i>e.g, Req, PO, Invoice</i> )	6 <sup>th</sup>
Expenditure Comment	4 <sup>th</sup>
Expenditure Amount	
Commitments	



## PTA Cost Detail for Cost Transfer

*Folder:* GA – By PTA

*Description:* This report provides a list of transactions that are available for non-LDA cost transfer with estimated tax and overhead amounts for the individual transactions, if applicable. Within the report the following items are identified:

- Federally-sponsored and associated cost sharing awards that are overspent;
- Transactions that are defined as over 90 days; and
- Transactions that were previously transferred to the current PTA.

The report includes a parameter for you to choose if you would like to view the *Campus Use* or *Finance Use* version of the report. Certain expenditure types are not available for non-Finance Cost Transfer application users. Transactions with the non-eligible expenditure types will not appear in the *Campus Use* version of the report, but will appear in the *Finance Use* version. In addition, the *Finance Use* version contains an additional column flagging the transaction as eligible or not.

The report includes section breaks at each change of Funding Source Award Number, and then again for each change of Project-Task-Award (PTA).

*Report Definitions:*

- **Federally-sponsored Awards:** Awards with a GL Fund Segment starting with 17 or 18, and those starting with 40 that are linked to Awards with GL Fund Segment starting with 17 or 18.
- **Overspent:** Total Installments less Total Costs for Awards with a GL Fund Segment starting with 17 or 18, summarized for all PTAs at the Funding Source Award Number.
  - Overspent calculation does not include active commitments.
  - Overspent calculation does not include linked Awards with GL Fund Segment starting with 40.
- **Over 90 Days:** 90 days from the date when the charge is first posted in Oracle Grants Management.

**NOTE:** This report does not include the following types of transactions:

- Transactions previously transferred out of the PTA;
- Salary-related transactions, i.e., transactions handled by the Labor Distribution system;
- Indirect Cost and Administrative Overhead transactions; and
- System-calculated sales tax transactions.



**PROCESS DOCUMENTATION:** For more information on requesting Cost Transfers, please see the user documentation for the Cost Transfers application.

**POLICY DOCUMENTATION:** For more information on Caltech’s Policy for Cost Transfers to Federally Funded Awards, please see documentation available at <http://policies.caltech.edu/administrative>.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Hints
Campus Use <i>or</i> Finance Use	Yes	No	Determines format of the report and expenditure types that will be included
Period Name	Yes	Yes	
Project Number	No	Yes	
Task Number	No	Yes	
Award Number	No	Yes	
Expenditure Category	No	No	
Expenditure Type	No	No	
Funding Source Award #	No	No	Replace spaces in number with %

*Report Columns:*

Report Header	Sort
Funding Source Award Number	1 <sup>st</sup>
Overspent (Overspent Flag)	
Report Header - Sub-section	Sort
PTA	1 <sup>st</sup>
PTA Status	
PTA End (PTA End Date)	
IDC Rate	
Column Name	Sort
Exp Item ID (Contains the data that will be used in Cost Transfer requests)	
CTR Eligible (only included in <i>Finance Use</i> version of report)	
Supplier/Employee	1 <sup>st</sup>
Invoice #	2 <sup>nd</sup>
Famis WO#	
Expenditure Category	
Expenditure Type	
PA Period	
Exp Item Date (Expenditure Item Date)	
Cost Comment	3 <sup>rd</sup>
> 90 (Flag to indicate that the transaction is over 90 days)	
Prev Trns (Flag to indicate that transaction was previously transferred to the PTA)	
Exp Amount (Expenditure Amount)	
Est Tax (Estimated Tax - may not exactly match tax amount due to rounding)	
Est OH (Estimated OH - may not exactly match overhead amount due to rounding)	
Est Total (Exp Amount + Est Tax + Est OH)	



## LD – (with LD Security)

The Labor Distribution (LD) Datamart consists of essential reporting information from the Oracle Applications Labor Distribution module. The LD Datamart consists of essential labor schedule and distribution information for Oracle Applications Labor Distribution module. Information in the LD Datamart includes detailed information on employees' labor schedules, labor distributions, and labor distribution adjustments (LDAs).

### Data Access

The data access to the LD reports included in Campus Reports is the same as in the LD Datamart and handled only by IMSS Data Security. This security access is the same as the access setup in Oracle Labor Distribution.

For further information, please see the document Cognos: Data Security for Campus.

**PLEASE NOTE:** Access to the GA Datamart and access to the LD Datamart are separate processes. If you have compensation access to a PTA in the GA Datamart this does not mean you will have access in the LD Datamart to people paid on that PTA.



## Effort Commitment Scheduling Report

*Folders:* LD – (with LD Security) *and* Res Admin Compliance

*Description:* Upon receipt of a federal research award, the Office of Sponsored Research (OSR) enters into Oracle Grants Accounting the committed effort of key personnel. This report provides a quick checklist comparing total effort committed to an award to the current Labor Distribution scheduling.

The report will not show any values if labor is not scheduled for future periods or if no effort committed has been entered for the Award.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Award Manager	No	Yes	
Funding Source Award Number	No	Yes	
Award Status	Yes	No	Defaults to <i>All</i> .

*Report Columns:*

Column Name	Group	Sort
Award Manager	No	1 <sup>st</sup>
Award Status		
Funding Source Award Number	No	2 <sup>nd</sup>
Sponsored Award Number		
Cost Share Award Number		
Cost Share Project Number		
Employee Name	No	3 <sup>rd</sup>
Commitment Start Date		
Commitment End Date		
Total Effort Committed %		
Current Scheduled %		



## Inception-to-date Commitment Balance Report

*Folders:* LD – (with LD Security) and Res Admin Compliance

*Description:* Upon receipt of a federal research award, the Office of Sponsored Research (OSR) enters into Oracle Grants Accounting the committed effort of key personnel. This report lists all commitments made to a federal sponsor, by time period, as well as inception to date salary charges to the award for the data range of the listed committed effort. The *Total Effort Commitment %* includes both sponsor funded and cost shared effort, but breaks out the *Cost Shared Effort Committed %* from the *Total Effort Committed %*.

For the purposes of this report, the term “Sponsored” refers to information related to the Caltech Award Number.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Award Manager	No	Yes	
Funding Source Award Number	No	Yes	
Award Status	Yes	No	Defaults to <i>All</i> .
Sponsored Award Organization	No	Yes	Org that “owns” the Award.
Commitment End Date	No	N/A	Defaults to the current date.
Commitment Lines	Yes	No	Defaults to <i>Active</i> .

*Report Columns:*

Column Name	Group	Sort
Award Manager	Yes	1 <sup>st</sup>
Award Status	Yes	
Funding Source Award Number	Yes	2 <sup>nd</sup>
Sponsored Award Number	Yes	3 <sup>rd</sup>
Cost Share Award Number	Yes	
Cost Share Project Number	Yes	
Employee Name	Yes	4 <sup>th</sup>
Commitment Start Date	Yes	5 <sup>th</sup>
Commitment End Date	Yes	6 <sup>th</sup>
Total Effort Committed %		
Cost Share Effort Committed %		
Salaries Charged to Sponsored Award %		
Salaries Charged to Cost Share %		
Reduction of 25% and Above		



## Labor Distribution Adjustments

*Folder:* LD – (with LD Security)

*Description:* Provides information about Labor Distribution Adjustments (LDAs). This is a good report to use to monitor the status of LDAs.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Status	Yes	Yes	
Employee Name	No	Yes	
Assignment Number	No	Yes	
Payroll Period Name	No	Yes	
Transfer From PTA	No	Yes	
Transfer From GL Funding Source	No	Yes	
Transfer To GL Funding Source	No	Yes	
Date Transferred (From)	No	N/A	Defaults to the current date.
Date Transferred (To)	No	N/A	Defaults to the current date.

*Report Columns:*

Column Name	Group	Sort
Employee Name	Yes	1 <sup>st</sup>
Assignment		
Element Name		
Transfer From PTA		
Transfer From Exp		
Date From		
Date To		
Transfer To		
Transfer to Exp		
Amount		
LDA Comments	Yes	2 <sup>nd</sup>
Batch Name		
Last Updated By		
Employee Number		
Transfer From Award Manager		
Transfer To Award Manager		
Status		
Approval Date		
Creation Date		
Last Update Date		
Created By		



## Labor Distribution Query – Export

*Folder:* LD – (with LD Security)

*Description:* This report returns a detailed breakdown of payroll expenses and where these expenditures were charged for an individual, organization, or expenditure type. This report is designed and formatted for ease of exporting to Excel. For that reason, there are no subtotals included.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Employee Name	No	Yes	
Employee ID(UID)	No	Yes	
Expenditure Type	No	Yes	
Organization	No	Yes	
Payroll Start Date	No	No	Defaults to 01-JAN-2008.
Payroll End Date	No	No	Defaults to the current date.
Payroll Type	No	No	
Pay Period	No	No	If selecting Pay Period as a parameter, please uncheck the Payroll Start and End Date boxes.
Award	No	Yes	
Project	No	Yes	
Last Number of Days	No	No	

*Report Columns:*

Column Name	Group	Sort
Last Name	No	1 <sup>st</sup>
First Name	No	2 <sup>nd</sup>
Organization		
Assignment Number		
Job Family		
Payroll		
Payroll Start Date	No	3 <sup>rd</sup>
Payroll End Date	No	
Payment Date	No	
Expenditure Item Date		
Earning Element	No	5 <sup>th</sup>
Rate		
Hours		
Check Amount		
Adjustment?		
Project		
Expenditure Type		
Task		





Column Name	Group	Sort
Award		
GL Fund Type		
GL Funding Source		
Amount		
Percent by Assignment		
Percent by Element		

## Labor Distribution Query – NSF Compliance Report

*Folders:* LD – (with LD Security) and Res Admin Compliance

*Description:* National Science Foundation (NSF) limits academic salary for senior project personnel to no more than two months of their regular salary received from all NSF funded grants in any one year.

The NSF Compliance Report provides the option to run a report by Senior Project Personnel or by Division, for a twelve month period based on a selected date.

The report lists salary distributed to all NSF awards during the selected period, separated by month, actuals or projection, CIT award number, award manager, funding source award number, and award status.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Senior Project Personnel	No	Yes	
Division	No	Yes	
Payroll Start Date	Yes	N/A	

*Report Columns:*

Column Name	Group	Sort
Senior Project Personnel	Yes	1 <sup>st</sup>
Period	Yes	2 <sup>nd</sup>
Actuals/Projections		
Award Number	Yes	3 <sup>rd</sup>
Award Manager	Yes	4 <sup>th</sup>
Funding Source Award Number	Yes	5 <sup>th</sup>
Award Status	Yes	6 <sup>th</sup>
Salary Allocation		



## Labor Distribution That May Hit Suspense

*Folder:* LD – (with LD Security)

*Description:* Provides information about the active schedule lines that will hit suspense if a payroll where to be run today.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Organization	No	Yes	
Payroll Name	No	Yes	

*Report Columns:*

Column Name	Group	Sort
Department Name	No	1 <sup>st</sup>
Payroll		
Employee Name	No	2 <sup>nd</sup>
Schedule Begin Date		
Schedule End Date		
Schedule Percent		
Project		
Task		
Award		
Division Name		
Suspense Reason		
Person Type		
Assignment		
Scheduling Type		
Element		



## Labor Schedules by PTA and Exp Type

*Folder:* LD – (with LD Security)

*Description:* Provides labor schedule information by PTA.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Schedule Line Status	No	Yes	
Expenditure Type	No	Yes	
Award	No	Yes	
Project	No	Yes	
Task	No	Yes	Click on the Reprompt Button to get the Task List of Values based on the selected Projects.

*Report Columns:*

Column Name	Group	Sort
Project Number		4 <sup>th</sup>
Task Number		5 <sup>th</sup>
Award Number		6 <sup>th</sup>
Expenditure Type		
Employee Number		
Full Name	Yes	1 <sup>st</sup>
Assignment Number		2 <sup>nd</sup>
Schedule Hierarchy		
Element		
Line Percentage		
Schedule Line State Date		
Schedule Line End Date		
Schedule Line Status		3 <sup>rd</sup>



## **PO – AP**

The Purchasing and Accounts Payable (PO-AP) Datamart consists of essential reporting information from the Oracle Applications Purchasing and Accounts Payables modules. The PO-AP Datamart has summary and detail information about Purchase Orders, Invoices, and Payments.

Not all PO-AP reports are available to Campus Users. The reports that are available have been chosen because they contain additional information not available in the GA Datamart and will be helpful in the management of financial accounts.

### **Data Access**

The data access to the PO-AP reports included in Campus Reports is the same as the PTA access in the GA Datamart, and handled only by IMSS Data Security.

For further information, please see the document Cognos: Data Security for Campus.



## Invoice Details by PTA

*Folder:* PO-AP

*Description:* This report shows detailed invoice activity for a PTA, regardless if the Invoice has been matched to a Purchase Order or not.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Project Number	No	Yes	
Award Number	No	Yes	
PO Number	No	Yes	
PO Status	No	Yes	Defaults to <i>Open</i> . Highlight status to select.

*Report Columns:*

Column Name	Group	Sort
Supplier Number		
Supplier Name		1 <sup>st</sup>
PO Number		
PO Line Number		
PO Line Description		
PO Shipment Number		
PO Distribution Number		
Invoice Number		2 <sup>nd</sup>
Invoice Description		
Invoice Date		
Invoice Amount		
Line Num		3 <sup>rd</sup>
Line Type		
Dist Num		4 <sup>th</sup>
Dist Type		
Invoice Dist Amount		
Project Number		
Task Number		
Award Number		
Expenditure Type		
Invoice Distribution Description		



## PO Balance by PTA

*Folder:* PO-AP

*Description:* This report shows the invoice activity for a purchase order by PTA. This report is useful for financial management because the included invoice information is not in the Grants Accounting Datamart report *FY and ITD – PTA Summary*.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Project Number	No	Yes	
Task Number	No	Yes	
Award Number	No		
Award Organization	No	Yes	
Purchase Order Number	No	Yes	
PO Status	No	Yes	<i>Highlight status to select.</i>

*Report Columns:*

Column Name	Group	Sort
Supplier Number		
Supplier Name	No	1 <sup>st</sup>
Project Number		
Task Number		
Award Number		
Expenditure Type		
Expenditure Item Date		
PO Number	No	2 <sup>nd</sup>
PO Amount		
PO Line Number	No	3 <sup>rd</sup>
PO Line Description		
PO Shipment Number	No	4 <sup>th</sup>
PO Distribution Number	No	5 <sup>th</sup>
PO Distribution Amount		
PO Sales Tax		
PO Estimated Sales Tax Amount		
Invoice Number		
Invoice Date		
Invoice Tax		
Invoice Amount		
Invoice Item Amount		
Invoice Tax Amount		
Invoice Distribution Description		
PO Balance		



## PO Details by PTA

Folder: PO-AP

Description: This report shows the Purchase Order detail by PTA and/or Organization. It can be run for one or more Purchase Orders.

**NOTE:** Unlike the PO Balance by PTA, this report does not include details about the Invoices matched to the Purchase Order(s).

Parameters/Report Filters:

Report Filter	Req	Mult	Details
Project Number	No	Yes	
Task Number	No	Yes	
Award Number	No	Yes	
Award Organization	No	Yes	
Purchase Order Number	No	Yes	
PO Status	No	Yes	<i>Highlight status to select.</i>

Report Columns:

Column Name	Group	Sort
Supplier Number		
Supplier Name	No	1 <sup>st</sup>
Project Number		
Task Number		
Award Number		
Expenditure Type		
Expenditure Item Date		
PO Number	No	2 <sup>nd</sup>
PO Amount		
PO Line Number	No	3 <sup>rd</sup>
PO Line Description		
PO Shipment Number	No	4 <sup>th</sup>
PO Distribution Number	No	5 <sup>th</sup>
PO Distribution Amount		
PO Sales Tax		
PO Estimated Sales Tax Amount		



## PO History by PTA

Folder: PO-AP

Description: This report shows the summary of Purchase Orders by PTA and Vendor that were created during the specified Period(s). The report shows the full PO amount for the PTA.

Parameters/Report Filters:

Report Filter	Req	Mult	Details
Period Name	Yes	Yes	
Project Number	No	Yes	
Task Number	No	Yes	
Award Number	No	Yes	
Vendor	No	Yes	
PO Status	No	Yes	<i>Highlight a status to select.</i>

Report Columns:

Column Name	Group	Sort
Purchase Order Amount		
Project Number	No	4 <sup>th</sup>
Task Number	No	5 <sup>th</sup>
Award Number	No	3 <sup>rd</sup>
Buyer		
Purchase Order Number	No	1 <sup>st</sup>
Supplier Name	No	2 <sup>nd</sup>
Date Placed		
Status		





## PO to Payment History

*Folder:* PO-AP

*Description:* Provides Invoice, Payment, and active encumbrance information for a single Purchase Order. This report is quite useful for reviewing the invoicing and payment status of a Purchase Order.

**NOTE:** An Invoice can be for a portion of one PO or for several POs. In addition, a Check can pay a portion of a single Invoice or many Invoices. For this reason, a report for a single PO may have Invoice and Check Amounts that seem unrelated to the amount of the PO.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
PO Number	Yes	No	<i>PO Number entered must be highlighted.</i> If query returns no data then either there have been no payments made against the PO or you do not have access to this PO Number.

*Report Columns:*

Column Name	Group	Sort	Details
Purchase Order Number	Yes		
Vendor Name			Name of the Vendor at the time the invoice was paid.
PO Line Number	Yes	1 <sup>st</sup>	
Encumbered Amount			Total for the Purchase Order.
Active Encumbrance			Total for the Purchase Order.
Invoice Date			
Invoice Number	Yes	2 <sup>nd</sup>	
Invoice Amount			Invoice Amounts are summarized at the bottom of the report. If an invoice included in the report is for more than one Purchase Order, then the Invoice Amount and the Invoice Amount Summary may be for more than the total Encumbered Amount.
Check Date		3 <sup>rd</sup>	
Check Number	Yes	4 <sup>th</sup>	
Check Amount			Checks may pay more than one invoice, thus the Check Amount may be greater than the Invoice Amount.



## Sundry PO Invoice Detail

*Folder:* PO-AP

*Description:* Provides total invoice payments made against a sundry blanket purchase order and the balance remaining on the purchase order.

**NOTE:** Any invoice matched to a sundry blanket purchase order released prior to October 1, 2010 will not be included in the total invoiced amount.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Invoice Creation Date(s)	No	N/A	Using this filter will return only those Invoices created during the date range entered and impacts the bottom line totals for <i>Total Invoice for Agreement</i> and <i>Remaining Amount on Agreement</i> .
Blanket Agreement Number(s):	No	Yes	
Supplier Names(s):	No	Yes	

*Report Columns:*

Column Name	Group	Sort	Details
Blanket Agreement	Yes	1 <sup>st</sup>	See below for details on Totals.
Supplier	Yes		
Invoice Number	Yes	2 <sup>nd</sup>	
Invoice Date	Yes		
Line Number			
Distribution Number		3 <sup>rd</sup>	
Line Type			
Line Amount			
Project		4 <sup>th</sup>	
Task		5 <sup>th</sup>	
Award		6 <sup>th</sup>	
Expenditure Type		7 <sup>th</sup>	
Check Number		8 <sup>th</sup>	
Payment Date		9 <sup>th</sup>	
Invoice GL Period Name			
<b>Totals</b>			
Total Blanket	Total amount for the entire blanket, regardless of your access to the PTAs associated with the Blanket Agreement.		
Total Invoice for Agreement	Total invoiced amount for the Blanket Agreement for only those PTAs to which you have access.		
Remaining Amount on Agreement	Total Blanket Amount – Total Invoiced		
Summary	Total invoiced amount for included Blanket Agreements.		



## Res Admin Compliance

Research Administration Compliance is a subset of canned reports that are available in the GA and LD Datamarts. These reports are used for compliance purposes in the management of sponsored awards.

**PROCESS DOCUMENTATION:** For more information on the NIH Salary Cap, please see the NIH Salary Cap documentation available on the IMSS web site.

### Reports Included

Res Admin Compliance contains the two NIH Salary Cap reports as well as following reports which are also included in the LD area, and thus are documented within the LD section of this document:

- Effort Commitment Scheduling Report
- Inception-to-date Commitment Balance Report
- Labor Distribution Query – NSF Compliance Report

### Data Access

Depending on the report, LD or GA PTA-level security is used:

#### LD Security

- Effort Commitment Scheduling Report
- Inception-to-date Commitment Balance Report
- Labor Distribution Query – NSF Compliance Report
- NIH Salary Cap Report – Detail – LD Security

#### GA PTA-level Security

- NIH Salary Cap Report – Campus – PTA Security

For further information, please see the document *Cognos: Data Security for Campus*.



## NIH Salary Cap Reports

*Folder:* Res Admin Compliance

*Description:* The NIH Salary Cap Reports assist in monitoring special award conditions required for Federal and Federal Flow Through awards.

There are two versions of the report, each utilizing different security models in addition to different levels of data detail:

- NIH Salary Cap Report – Campus – PTA Security
- NIH Salary Cap Report – Detail – LD Security

For more information please see the NIH Salary Cap Compliance Reports document.

### NIH Salary Cap Report – Campus – PTA Security

*Security:* PTA-level security, as used in the GA Datamart.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Period Start Date	Yes	No	
Period End Date	Yes	No	
Funding Source Award Number	No	Yes	<b>TIP:</b> If number has a space, use a % sign in place of the space.
Employee	No	Yes	
Active Awards Only	Yes	No	Defaults to Yes to include all awards, regardless of status.

*Report Columns:*

Column Name	Group	Sort
Employee (Section Header)	Yes	1 <sup>st</sup>
Funding Source Award Number (Sub-section Header)	Yes	2 <sup>nd</sup>
Pay Period (From and To)		
Award (Salary Cap Award sorts to the bottom)		3 <sup>rd</sup>
Project		4 <sup>th</sup>
Task		5 <sup>th</sup>
PTA Status		
Assignment Number		
Earning Element		
Pay Period Dist % (Pay Period Distribution Percentage)		
Dist % to NIH (Distribution Percentage to NIH)		
LDA % to Enter (LDA Percentage to Enter in LDA form)		



## NIH Salary Cap Report – Detail – LD Security

*Security:* Oracle Labor Distribution security, as used in the LD Datamart.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Period Start Date	Yes	No	
Period End Date	Yes	No	
Funding Source Award Number	No	Yes	<b>TIP:</b> If number has a space, use a % sign in place of the space.
Employee	No	Yes	
Active Awards Only	Yes	No	Defaults to Yes to include all awards, regardless of status.

*Report Columns:*

Column Name	Group	Sort
Employee (Section Header)	Yes	1 <sup>st</sup>
Funding Source Award Number (Sub-section Header)	Yes	2 <sup>nd</sup>
Pay Period (From and To)		
Award (Salary Cap Award sorts to the bottom)		3 <sup>rd</sup>
Project		4 <sup>th</sup>
Task		5 <sup>th</sup>
PTA Status		
Salary Cap (salary cap at time of expenditure)		
Salary (monthly base salary amount)		
Assignment Number		
Earning Element		
Dist Amt (Distribution Amount)		
Pay Period Dist % (Pay Period Distribution Percentage)		
Dist % to NIH (Distribution Percentage to NIH)		
Salary Dist to NIH (Salary Distribution to NIH)		
LDA Sal Amt to Enter (LDA Salary Amount to Enter in LDA form)		
LDA % to Enter (LDA Percentage to Enter in LDA form)		



## Shared Reports

Shared Reports are ad hoc reports created by individuals on campus that have proven to be extremely useful to the campus community, and thus have been included in the Campus Reports. Unlike the canned reports in the other areas, these reports have not been designed for the purposes of printing, etc.

### Data Access

The data access of these reports is dependent upon the data mart in which the reports were created, which can be identified by the initials at the beginning of each report name. For example, *GA – Active Commitments* was created in the GA Datamart, and has PTA-level security applied.

**IMPORTANT:** With Ad Hoc reports parameters cannot be made required. PLEASE make sure to enter at least one parameter prior to running one of these reports.



## GA - Active Commitments

*Folder:* Shared Reports

*Description:* Provides a list of open commitments on a Project and/or Award. This report is useful during the close-out period to quickly identify commitments that are still open.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Current Period	Yes	No	Automatically filters for Current Period
Project	No	Yes	
Award	No	Yes	

*Report Columns:*

Column Name	Group	Sort
Project	No	Yes
Task	No	Yes
Award	No	Yes
Supplier	No	Yes
PO Number	No	Yes
Expenditure Category	No	Yes
Expenditure Type	No	Yes
Commitment		



## GA - Award Status Inquiry

*Folder:* Shared Reports

*Description:* Provides an overall summary of an Award, including information about the Projects and summary balances.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Current Period	Yes	No	Automatically filters for Current Period
Award Number	No	Yes	

*Report Columns:*

Column Name	Group	Sort
Award	No	Yes
Project	No	Yes
Project Status	No	Yes
Project Name	No	Yes
ITD Budget		
Current Month Costs		
YTD (FY) Costs		
ITD Costs		
Commitments		
Available Balance		





## GA - New PTAs Created Since...

*Folder:* Shared Reports

*Description:* Provides information on the PTAs created during a particular period, including the IDC rates, start and end dates, budget, costs, active commitments, and available balance for the current period.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Current Period	Yes	No	Automatically filters for Current Period
Non-General Budget	Yes	No	Automatically filters out General Budget Accounts
PTA Creation Date From	Yes	No	
PTA Creation Date To	Yes	No	

*Report Columns:*

Column Name	Group	Sort
Project Manager	No	Yes
Project	No	Yes
Task	No	Yes
Award	No	Yes
IDC Rate		
Admin Chg Rate		
PTA Start		
PTA End		
ITD Budget		
ITD Costs		
Commitments		
Available Balance		



## GA – Project Status Inquiry

*Folder:* Shared Reports

*Description:* Provides an overall summary for the current period of a Project, including Project name, budget, costs, active commitments, and available balance.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Current Period	Yes	No	Automatically filters for Current Period
Project Number	Yes	No	

*Report Columns:*

Column Name	Group	Sort
Project	No	Yes
Project Name		
ITD Budget		
Current Month Costs		
YTD (FY) Costs		
ITD Costs		
Commitments		
Available Balance		



## Facilities

Facilities is a subset of canned reports that are available in the FAMIS Datamart. The FAMIS Datamart consists of essential reporting information from FAMIS, the application utilized by Facilities.

The reports available in Work Order Tracking are related to individual work orders and replace the Work Order web query.

**IMPORTANT:** Use of the Work Order reports should ALWAYS start with the *Work Order Tracking\*\*Main Page\*\** report. The other Work Order reports exist for drilling down purposes.

### Data Access

Any individual that has access to the Campus Reports has access to the Facilities reports, and, unlike the reports in all other areas, there is no row-level security on the reports.



## Parts Issued Cost Detail

*Folder:* Facilities

*Description:* Provides costs related to supply issues (parts and inventory) from the FAMIS system.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
Issue Number	Yes	Yes	Enter as IS#####

*Report Columns:*

Column Name	Group	Sort
Part Number	No	Yes
Issue Number	No	Yes
Description	No	No
Cost Type	No	No
Project Number	No	No
Task Number	No	No
Award Number	No	No
Amount	No	No
Calendar Date	No	No
Summary (total of amount)		



## Work Order Tracking **\*\*Main Page\*\***

*Folder:* Facilities

*Description:* Provides summary information FAMIS for Work Order, including location, brief description, date entered, work order status, and total charges. From the resulting report you are able to drill down in three different ways:

1. WO Number: Drills down to the Work Order Tracking (details) report for the specific Work Order.
2. Parent Rec Info: Drills down to the Work Order Tracking (parent/child) report.
3. Children Rec Info: Drills down to the Work Order Tracking (child/parent) report.

**NOTE:** If the resulting report lists more than one Work Order, drilling down on the *Parent Rec Info* or *Children Rec Info* will prompt for a WO Number.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
WO Number	No	Yes	Enter as WO##### <i>Note: If you enter a work order number, all other criteria will be ignored.</i>
Requester Name	No	Yes	
Project	No	Yes	
Task	No	Yes	
Award	No	Yes	
Department	No	No	
Status	No	No	
Date Entered From and To	No	No	You can enter a range of dates in the <i>From &amp; To</i> parameter fields.
Building/Location	No	No	

*Report Columns:*

Column Name	Group	Sort
WO Number	No	Yes
Location		
Description		
Date Entered		
Status		
Total		
Parent Rec Info		
Children Rec Info		



## Work Order Tracking - (details)

*Folder:* Facilities

*Description:* Drill-down report from the **\*\*Main Page\*\*** report. Provides summary and detailed information for work order costs, including labor, stockroom materials, and purchases from vendors. *This report should not be run for more than one WO Number at a time.*

**PLEASE NOTE:** You will have to “page down” to see the Cost Details information. In addition, PCard and other Internal Charges may not appear on the report.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
WO Number	Yes	Yes	Enter as WO#####

*Report Sections:*

REQUESTOR INFORMATION	
Requester	Phone
Pager	Cell Phone
Email	Mail Code
Department	
WORK REQUEST INFORMATION	
Request Number	Request Type
WO Number	Status
Craft	Crew
Date Entered	Modify Date
Est Start Date	Complete Date
Building Name	Building
Floor	Room
Site	Zone
Zone Manager	
ACCOUNT INFORMATION	
Project No/Last Name/Club Name	
Task No/First Name	
Award No/UID/Club ID	
COST INFORMATION	
Bill Period	
Labor	
Material	
Invoice	
Adjustment	
Misc	
WIC	
Total	



*Report Columns:*

<b>COST DETAILS</b>	<b>Group</b>	<b>Sort</b>
Cost Type	Yes	1 <sup>st</sup>
Issue Date / Work Date /Invoice Date	Yes	2 <sup>nd</sup>
Project No		
Task No		
Award No		
Issue No / Employee / Supplier		
Part No / Employee / Invoice No		
Description		
Billed		
Qty / Hours		
PTA Percent		
HRS/QTY Calculated by PTA Percent		
Unit Price / Rate		
Cost		



## Work Order Tracking - (child/parent)

*Folder:* Facilities

*Description:* Provides summary information for both Parent and Child Work Orders, including location, brief description, date entered, work order status, and total charges.

If the WO Number entered is the Parent Work Order, then all associated Child Work Orders will be listed. If the WO Number entered is a Child Work Order then only information for that Work Order will be displayed.

Drilling down on a WO Number will open the *Work Order Tracking (details)* report for that Work Order.

**NOTE:** While it is possible to directly run this report it is best to start with the *Work Order Tracking \*\*Main Page\*\** report and drill to this report.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
WO Number	Yes	Yes	Enter as WO#####

*Report Section:*

PARENT WORK ORDER
WO Number (Work Order Number)
Req No. (Request Number)
Location
Description
Date Entered
Status
Total

*Report Columns:*

Column Name	Group	Sort
WO Number (Work Order Number)	No	Yes
Req No. (Request Number)		
Location		
Description		
Date Entered		
Status		
Total		





## Work Order Tracking - (parent/child)

*Folder:* Facilities

*Description:* Provides summary information of parent/child Work Orders in FAMIS, including location, brief description, date entered, work order status, and total charges.

If the WO Number entered is a Child Work Order then the associated Parent Work Order will be shown. However, if the WO Number entered is a Parent Work Order, no results will be shown.

Drilling down on a WO Number will open the *Work Order Tracking (details)* report for that Work Order.

**NOTE:** While it is possible to directly run this report it is best to start with the *Work Order Tracking \*\*Main Page\*\** report and drill to this report.

*Parameters/Report Filters:*

Report Filter	Req	Mult	Details
WO Number	Yes	Yes	Enter as WO#####

*Report Sections:*

PARENT WORK ORDER
WO Number (Work Order Number)
Req No. (Request Number)
Location
Description
Date Entered
Status
Total

*Report Columns:*

Column Name	Group	Sort
WO Number (Work Order Number)	No	Yes
Req No. (Request Number)		
Location		
Description		
Date Entered		
Status		
Total		