DAS-BI-156

STANDARD REPORTS & REPORT BOOKS
OVERVIEW FOR MBE/EDGE

OAKS
Business Intelligence
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Introduction

This course will show you how to navigate to the delivered MBE/EDGE Standard Reports that have been tested and validated for their accuracy and which are available across all Agencies. We will then use the MBE/EDGE Report Book to serve as a reference for these reports.

Intended Audience

- Agency EEO Officers

Prerequisite Skills

- Basic knowledge of the OAKS source system

Course Objectives

This course will provide you with knowledge of the MBE/EDGE Standard Reports and Report Books. After completing this course you will be able to:

- Access OAKS BI (Cognos)
- Locate and run the Standard MBE/EDGE Reports
- Identify Standard Report content by utilizing a report book

Course Outline

We will cover the following lessons in this course:

- Lesson 1: Becoming Acquainted with Cognos

Lesson 1: Becoming Acquainted with Cognos

In this lesson, we will cover the following topics:

- Topic 1: Navigating OAKS BI
- Topic 3: Cognos Security

Lesson Objectives

After completing this lesson, you will be able to:

- Login and Navigate through the OAKS BI tabs
- Locate Report Lists and Report Books on the ‘Useful Links’ button
- Understand how a Standard Report ties to a Report Book
- Explain how Cognos security is derived and how to request additional access.
**Topic 1: Navigating OAKS BI**

Launch BI Cognos and navigate the different tabs.

1. From the OAKS home page at [www.oaks.ohio.gov](http://www.oaks.ohio.gov), Click: **BI Cognos Sign In.**

   ![BI Cognos Sign in](image)

   Select BI in the system field of logon page.

   BI Sharepoint Site
   BI Training Materials
   BI Report Books:
   BI FAQs

2. Enter your OAKS ID and password (same as your ePay/Self Service password) on the following screen. This will log you into IBM Cognos Connection.

   ![Sign in Now](image)

   **Sign in Now**

   OAKS is a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

   **User ID:**
   **Password:**
   **System:** BI

   ![Sign In](image)

   To logon to BI, select “BI” in the system field of logon page. To logon to Cognos 8.3/EMF 8.9 Legacy, select “EMF 8.9-Legacy” in the system field of logon page.

   For instructions on Logon, visit [New Logon Help](http://www.oaks.ohio.gov).

   **Note:**

   If you have trouble logging in, note the contact information for the OAKS Help Desk.
3. Overview of Operational Dashboard and OAKS BI Tabs.

![Image of IBM Cognos Connection interface]


View the **MBE/EDGE Standard Reports List**, which includes the names of each Standard Report available for MBE/EDGE and a brief report description. You can find this list on the Useful Links page.

1. From the default **OAKS BI Portal** home page in Cognos, Click: **Useful Links**.
2. Click **MBE/EDGE Standard Report List**.

![Finance Table](image)

Result!

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOD 0001 - Vendor Utilization Analysis Report</td>
<td>The MBE-EDGE 0001 Expenditure Analysis report will provide EOD (Equal Opportunity Division) and Agencies the flexibility to view detail General Ledger Account expenditure information by Agency, Vendor, Account Class, Gender/Race, Agency and Gender and Account. The users will be able to see a breakdown of their MBE/EDGE totals by General Ledger Account Codes and Department ID for agency requested specific departments based on the prompt information they choose. The report contains net expenditure information for a certain time period.</td>
</tr>
<tr>
<td>EOD 0002 - EDGE Contract Type</td>
<td>The EDGE Contract Type Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail information on contract data entered into the Contract Tracking System (CTS). This report allows the user to configure seven different reporting outcomes based on selection criteria selected by the user. Selection criteria options are as follows: business unit, as of date, project status and contract name. The report contains contract data by project for a selected time period. Report can be outputted as PDF, HTML, Excel, or XML format.</td>
</tr>
<tr>
<td>EOD 0003 - EDGE Subcontractor Payments</td>
<td>The EDGE Subcontractor Payments Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail information on EDGE subcontractor data entered into the Contract Tracking System (CTS). This report allows the user to configure four different reporting outcomes based on selection criteria selected by the user. Selection criteria options are as follows: business unit, as of date, contract name, and project name. The report contains subcontractor payments to date by project and contract for a selected time period. Report can be outputted as PDF, HTML, Excel, or XML format.</td>
</tr>
</tbody>
</table>
Report Books

The purpose of the MBE/EDGE report books is to provide a reference for the MBE/EDGE standard reports in Cognos. If you want to know what sort of data is contained in a report, how it’s laid out, or what acceptable prompt values are, you can find that information in the report book.

Each report book contains:

- A screen shot of the report with representative data
- Information on the purpose of the report and the intended audience
- Information on prompts (required and optional) including samples of acceptable inputs for the prompts
- A list of any hard coded filters
- A list of fields with their field definitions.

Note

The MBE/EDGE report books should be the first reference source when questions about the report arise. You can also use report books to determine if a report will meet your needs – without ever opening or running a Standard Report.

You will see a list of report books that corresponds to the available Standard Reports. You can open any report book simply by clicking on the report name. As new standard reports are added, so too will new MBE/EDGE report books be added.

Based on your report requirements, let’s see if the MBE-EDGE 0001 Expenditure Analysis Report Report Book will satisfy your reporting needs.

1. From the default OAKS BI Portal home page in Cognos, Click: Useful Links.
2. Click on **MBE/EDGE Report Books**.


Each Report Book provides a screen shot of the report with representative data.
Report Books also provide useful details about the report, including:
• Purpose of report
• Audience of report
• Which fields will be included in the output of the report

Finally, report books provide a snapshot of the prompt page with detailed descriptions of the allowable prompts.
MBE/EGDE Standard Reports

Standard Reports have been developed for all agencies to share. Many of these reports provide drill down capabilities of aggregated data to enable easy validation and further analysis.

There are many advantages to common reports that are shared across agencies:
- Reports have been tested and validated
- Information is displayed consistently

While MBE/EDGE will deliver six (6) Standard Reports at go-live, the OAKS BI team will continue to enhance the current standard reports and take requirements for new standard reports, based on the user’s needs (see Lesson 2). Because the list is ever-changing, we will not include a list of Standard Reports in this document. For a list of all delivered MBE/EDGE Standard Reports currently available, please check the MBE/EDGE Standard Reports List under the Useful Links tab.

Viewing the MBE/EDGE Standard Reports.

1. Click: **OAKS Reporting Folders**.

2. Click: **OAKS Standard Reports**.

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Learner Guide

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3. Click: **MBE-EDGE folder.**

Below is the list of MBE/EDGE Standard Reports.

If, rather than clicking on all those folders, you want to create a shortcut to the MBE/EDGE Standard Reports, you can perform the following steps:
1. Check the box next to the MBE-EDGE folder and click the More... button:

2. Click the ‘Create a shortcut…’ link:

3. Click on the ‘Select My Folders' link:
4. Click the ‘Finish’ button.
5. Click the ‘My Folders’ tab and you should see your shortcut.

With this shortcut, you can just go straight to ‘My Folders’ rather than having to navigate the following path:

Public Folders > OAKS Reporting Folders > OAKS Standard Reports > MBE-EDGE
**Topic 3: Security within Cognos**

Security has been granted to Cognos that is in line with the security access in OAKS FIN.

**Role Based Security**: You will only be able to see tables and subject areas where you have access to the source data in OAKS FIN. At a high level, this means that:

- Employees who have access to Voucher data in OAKS FIN will have access to the MBE/EDGE subject area.
- If necessary, your OAKS Administrator can add an Adjustment Module role to your account, providing you access to make adjustments.

**Row Level Security**: You will only receive data for the Agency to which you have been granted access. This will likely be your agency, or in certain rare cases, the entire state of Ohio.

If you are unable to view data that you need, request additional access from your OAKS Administrator. OAKS BI is unable to provide any additional security outside of what is in OAKS FIN.

**Lesson 1 Summary**

You have completed Lesson 1: Becoming Acquainted with Cognos

In this lesson you have learned how to:

- Login and Navigate through the OAKS BI tabs
- Navigate to MBE/EDGE Standard Reports List, Standard Reports & Report Books
- Explain how Cognos security is derived and how to request additional access.
Lesson 2: MBE/EDGE Standard Reports

Topic 1: Running Standard Reports

Activity

Scenario 1: EOD 0001 – Vendor Utilization Analysis Report

This is a single report that can be viewed by a number of different reporting attributes:

- Agency
- Department
- Department and Account
- Account Code
- Account Summary
- Gender, Race and Account
- Gender and Race
- All Vendors

If including account, account level: (Please choose 2,3,4, 6 or 7, otherwise 6 will be defaulted.)

It also allows you to report on MBE vendors only, EDGE vendors only or both MBE and EDGE vendors at the same time:

- MBE
- EDGE
- Both

There are other, optional prompts available as well, such as Account Description and Vendor Description. Don’t know what those are? Check the Report Book!

Enter the following prompt values on the Expenditure Analysis Report Prompt Page:

<table>
<thead>
<tr>
<th>Selected Prompt Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prompt</td>
</tr>
<tr>
<td>Business Unit</td>
</tr>
<tr>
<td>As of Date</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Run By</td>
</tr>
<tr>
<td>Run for</td>
</tr>
</tbody>
</table>
Report Functionality

View the report in another format:

1. The standard reports’ default format is HTML. In order to view the report in another format (e.g. Excel), click the ‘View’ button.

Return to the Report Prompt Page:

1. To re-run the report with different prompt inputs but without having to return to the report list, just click the ‘Run’ button:

2. This will return you to the prompt page. All your previous prompts will be in place, and you can change just the one(s) you want before executing the report.

Return to the List of Reports:

1. Once you are done with the report you may return to the list of standard reports by clicking the ‘Return’ arrow in the upper-right portion of the screen.
Scenario 2: EOD 0002 - EDGE Contract Type

Enter the following prompt values on the Contract Type Prompt Page:

<table>
<thead>
<tr>
<th>Prompt</th>
<th>Selected Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>&lt;Your BU&gt;</td>
</tr>
<tr>
<td>As of Date</td>
<td>June 1, 2011</td>
</tr>
<tr>
<td>Contract Name</td>
<td>&lt;Enter Contract Name from your Agency&gt;</td>
</tr>
</tbody>
</table>

When looking to enter the contract name, be sure to click the Options button:

This will allow you to search for a contract (or contracts) in a variety of ways:

Once you have found the contract you are looking for, click on it, then click the button to add it to your choices of contracts to view in the report:
You may select one or more different contracts, but if you leave the ‘Contract Name’ prompt blank, you will get all contracts that meet your other prompt criteria.

**Scenario 3: EOD 0003 - EDGE Subcontractor Payments**

Enter the following prompt values on the *Sub Contractor Payments* Prompt Page:

<table>
<thead>
<tr>
<th>Prompt</th>
<th>Selected Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>&lt;Your BU&gt;</td>
</tr>
<tr>
<td>As of Date</td>
<td>June 1, 2011</td>
</tr>
</tbody>
</table>

You could filter the report using the optional prompts for Contract Name and/or Project Name, using the same search mechanism as in the previous report.

**Scenario 4: EOD 0004 - EDGE Contract/Project Waiver Report**

Enter the following prompt values on the *Waiver Report* Report Prompt Page:

<table>
<thead>
<tr>
<th>Prompt</th>
<th>Selected Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>&lt;Your BU&gt;</td>
</tr>
<tr>
<td>As of Date</td>
<td>June 1, 2011</td>
</tr>
</tbody>
</table>

You could filter the report using the optional prompts for Contract Name and/or Project Name, using the same search mechanism as in the previous reports.
Reports EOD 0002, 0003 and 0004 all deal with data that is extracted from CTS. This data is only updated once per quarter. Contact EOD to determine when the last update occurred / when the next update is planned.

Scenario 5: EOD 0005 - MBE/EDGE Flag - Adjustment Audit Report

Lets you see vouchers whose MBE/EDGE flags that have been adjusted in the EPM Adjustments Module. Only vouchers from non-restricted Business Units/Agencies and Vendors are eligible for adjustment.

Enter the following prompt values on the Adjustment Audit Report Prompt Page:

<table>
<thead>
<tr>
<th>Prompt</th>
<th>Selected Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>As of Date</td>
<td>June 1, 2011</td>
</tr>
</tbody>
</table>

Scenario 6: EOD 0006 - Voucher Identified as Flagged Non-Certified MBE/EDGE Report

Enter the following prompt values on the Non MBE-EDGE Voucher Listing Report Prompt Page:

<table>
<thead>
<tr>
<th>Prompt</th>
<th>Selected Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>As of Date</td>
<td>June 1, 2011</td>
</tr>
</tbody>
</table>

**Topic 2: Report Decision Tree**

While many users feel that their reporting requirements are unique, they might be surprised to know that other users have similar reporting needs.

The OAKS BI Team has created a Report Decision Tree to direct reporting needs through a central location and identify re-occurring report requests. In the case that many users could benefit from one report for MBE/EDGE reporting, EOD will evaluate requests for new reports and, using the OAKS Help Desk, work with OAKS BI to create new Standard Reports or enhancements to existing Standard Reports with additional prompts, fields, etc. to meet the new requirements.
Report Decision Tree
Process to follow when you have an OAKS BI Reporting Need

BI Reporting Need

A list of all Standard Reports & descriptions is located on the Useful Links tab

Does a Standard Report meet your need?

Yes

Use Standard Report!

No

Refer to Report Books for more information!

Does a Standard Report partially meet your need?

Yes

Contact EOD to suggest updates/additional prompts needed for the Standard Report

No

Work with the EOD Agency Admin for Agency Reports.

Does an Agency Report meet your need?

Yes

Use Agency Report!

No

Contact EOD with your report requirements

User submits Helpdesk ticket to create a new report that meets user’s/Agency’s specific needs

EOD decides if updates will benefit all Agencies?

Yes

EOD submits Helpdesk ticket requesting update to the current Standard Report

No

EOD decide if updates will benefit other Agencies?

Yes

EOD submits Helpdesk ticket requesting update to the current Standard Report

No

User submits Helpdesk ticket to create a new report that meets user’s/Agency’s specific needs

Use New Report!

Use Updated Standard Report!

Use New Standard Report!
Lesson 2 Summary
You have completed Lesson 2: MBE/EDGE Standard Reports

In this lesson you have learned:
- Scenarios in which MBE/EDGE Standard Reports may assist in making business decisions.
- The process for addressing gaps in your MBE/EDGE reporting needs through BI enhancements.

Course Summary
In this course, you have learned:
- How to locate the MBE/EDGE Standard Reports List, Report Books and Standard Reports
- How to leverage the report decision tree to determine which steps to take when you have reporting needs
- How security is configured in OAKS BI
- Specific scenarios in which you can use some of the delivered Standard Reports.
# Appendix A – MBE/EDGE Standard Report List

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOD 0001 - Vendor Utilization Analysis Report</td>
<td>The MBE-EDGE 0001 Expenditure Analysis report will provide EOD (Equal Opportunity Division) and Agencies the flexibility to view detail General Ledger Account expenditure information by Agency, Vendor, Account Class, Gender/Race, Agency and Gender and Account. The users will be able to see a breakdown of their MBE/EDGE totals by General Ledger Account Codes and Department ID for agency requested specific departments based on the prompt information they choose. The report contains net expenditure information for a certain time period.</td>
</tr>
<tr>
<td>EOD 0002 - EDGE Contract Type</td>
<td>The EDGE Contract Type Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail information on contract data entered into the Contract Tracking System (CTS). This report allows the user to configure seven different reporting outcomes based on selection criteria selected by the user. Selection criteria options are as follows: business unit, as of date, project status and contract name. The report contains contract data by project for a selected time period. Report can be outputted as PDF, HTML, Excel, or XML format.</td>
</tr>
<tr>
<td>EOD 0003 - EDGE Subcontractor Payments</td>
<td>The EDGE Subcontractor Payments Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail information on EDGE subcontractor data entered into the Contract Tracking System (CTS). This report allows the user to configure four different reporting outcomes based on selection criteria selected by the user. Selection criteria options are as follows: business unit, as of date, contract name, and project name. The report contains subcontractor payments to date by project and contract for a selected time period. Report can be outputted as PDF, HTML, Excel, or XML format.</td>
</tr>
<tr>
<td>EOD 0004 - EDGE Contract/Project Waiver Report</td>
<td>The EDGE Contract/Project Waiver Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail information on projects issued a EDGE subcontractor waiver entered into the Contract Tracking System (CTS). This report allows the user to configure four different reporting outcomes based on selection criteria selected by the user. Selection criteria options are as follows: business unit, as of date, contract name, and project name. The report contains Project Name, project number, and waiver information for a selected time period. Report can be outputted as PDF, HTML, Excel, or XML format.</td>
</tr>
<tr>
<td>EOD 0005 - MBE/EDGE Flag - Adjustment Audit Report</td>
<td>The MBE/EDGE Flag – Adjustment Audit Report provides EOD (Equal Opportunity Division) the flexibility to view detail information on adjustment information submitted by state agencies or EOD. This report modifies the EOD</td>
</tr>
</tbody>
</table>
monthly and quarterly MBE/EDGE Expenditure reports. Selection criteria options are as follows: business unit, as of date, and voucher. Report can be outputted as PDF, HTML, Excel, or XML format.

**EOD 0006 - Voucher Identified as Flagged Non-Certified MBE/EDGE Report**

The Voucher Identified as Flagged Non-Certified MBE/EDGE Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail information on vouchers that currently are not flagged as certified in the system. This capability allows the user to identify vouchers that are eligible to have their MBE or EDGE flag changed in the MBE/EDGE Adjustments module in EPM, to correct errors not correctable in OAKS. Report can be outputted as PDF, HTML, Excel, or XML format.
Appendix  B – Cognos/Legacy Report Comparison

The EOD-0001 Report will replace the following legacy reports. These new reports in BI will be used for the FY12 reporting period and released in early September. Each one of these reports relates to a specific “Run By” prompt. There may be multiple options to get the same outcome, depending on how you want the data sorted. These are suggestions based on current usage.

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Report Title</th>
<th>Description</th>
<th>EOD-0001 Prompt</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHAPR084</td>
<td>MBE/EDGE Utilization Report</td>
<td>This report will provide EOD and Agencies summary expenditure information by Agencies.</td>
<td>Agency</td>
</tr>
<tr>
<td>OHAPR106</td>
<td>S02A - MBE/EDGE Agcy Exp Rpt</td>
<td>This report will provide EOD and Agencies summary detail General Ledger Account expenditure information by Agencies and Department.</td>
<td>Account Code, Account Summary</td>
</tr>
<tr>
<td>OHAPR107</td>
<td>S01A Expend by Certified Vendr</td>
<td>This report will provide EOD and Agencies summary detail Vendor and General Ledger Account expenditure information by Agencies.</td>
<td>Certified Vendor</td>
</tr>
<tr>
<td>OHAPR108</td>
<td>S03G Race/Gender MBE Report</td>
<td>This report will provide EOD and Agencies summary detail Vendor Race and Gender expenditure information by Agencies and Department.</td>
<td>Gender and Race, Gender, Race and Account</td>
</tr>
<tr>
<td>OHAPR110</td>
<td>S01S - MBE/EDGE Stwd Exp Vndr</td>
<td>This report will provide Statewide Expenditure by Certified Vendor Analysis Report will provide EOD and Agencies detail Vendor and General Ledger Account expenditure information.</td>
<td>Certified Vendor</td>
</tr>
<tr>
<td>OHAPR111</td>
<td>S03G Race/Gender Edge Report</td>
<td>This report will provide EEO and Agencies summary detail Vendor Race and Gender expenditure information by Agencies</td>
<td>Gender and Race, Gender, Race and Account</td>
</tr>
<tr>
<td>OHAPR112</td>
<td>S02S Stwd Exp Anlys Rprt</td>
<td>This report will provide EOD and Agencies detail statewide General Ledger Account expenditure information.</td>
<td>Account Code, Account Summary</td>
</tr>
<tr>
<td>OHAPR113</td>
<td>S01R MBE &amp; EDGE Dept Expen</td>
<td>This report will provide EOD and Agencies detail Vendor and General Ledger Account expenditure information by Agencies.</td>
<td>Department</td>
</tr>
<tr>
<td>OHAPR114</td>
<td>S01R MBE &amp; EDGE Dept Expen</td>
<td>This report will provide EOD and Agencies detail Vendor and General Ledger Account expenditure information by Agencies.</td>
<td>Department and Account</td>
</tr>
</tbody>
</table>
Appendix C – MBE/EDGE Standard Report Books

**EOD 0001 Vendor Utilization Analysis Report**

<table>
<thead>
<tr>
<th>BU ID</th>
<th>BU Name</th>
<th>Department</th>
<th>Department Descr</th>
<th>Total MBE Eligible</th>
<th>Total MBE Set Aside</th>
<th>Overall MBE Set Aside % Achieved</th>
<th>MBE Participation</th>
<th>MBE Participation %</th>
<th>Total MBE Expenditures</th>
<th>MBE Expenditure %</th>
</tr>
</thead>
<tbody>
<tr>
<td>775.93</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
<td>0.00</td>
<td>0.00%</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>55.26</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
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<td>0.00%</td>
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<td>203.58</td>
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<td>0.00</td>
<td>0.00%</td>
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<td>-52.18</td>
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<td>0.00</td>
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<td>-0.00%</td>
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</tr>
<tr>
<td>246.88</td>
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<td>0.00%</td>
<td>0.00</td>
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</tr>
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<td>1,155.10</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
<td>0.00</td>
<td>0.00%</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>2,630.93</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>2,000.00</td>
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</table>

*Information removed for Report Book screenshot purposes*

DAS-BI-156

~ 25 ~

8/09/2011

Learner Guide
Example above shown using Department Prompt for MBE data only. Refer to prompt details below for additional options.

**Purpose:** The Vendor Utilization Analysis Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail General Ledger Account expenditure information by Agency, Vendor, Account Class, Gender/Race, Agency and Gender, and Account. Users are able to view/print/export MBE/EDGE totals by General Ledger Account Codes and Department ID for state agencies by specific departments based on the prompt information chosen. The report contains net expenditure information for a selected time period.

**Audience:** Any EOD approved reporting users  
**Frequency:** Ad hoc for quick view or scheduled for periodic review

**Subject area:** MBE/EDGE

**Prompts:** Required: Run For, Run By  
Optional: As of Date, Business Unit, Account Description, Vendor Description  
* see prompt details below

**Sort Order:** BU ID (If Applicable), Prompt chosen

**Hard coded filter:**
- [MBE/EDGE].[Account].[Value] <> 'N'
- [MBE/EDGE].[PCARD Account].[Value] <> 'N'
- [MBE/EDGE].[PCARD Account].[Attribute] = 'EOD'
- [MBE/EDGE].[Account].[Attribute] = 'EOD'
- IF (?Report Type? = 'Certified Vendor') THEN ((?As of Date? >= [Certificate Fiscal Year Begin]) AND (?As of Date? <= [Certificate Fiscal Year End])) ELSE (1=1)

**Calculated Fields for Prompts:**
- Certificate Fiscal Year Begin: _add_months ([Certificate Begin Date], -3)
- Certificate Fiscal Year End: _add_months ([Certificate Expiration Date], 3)

**Navigation:** OAKS Reporting Folders - OAKS Standard Reports – MBE/EDGE – EOD 0001 – Vendor Utilization Analysis Report

**Report fields [Folder].[Field]**
- Business Unit: [MBE/EDGE].[Business Unit].[BU ID] - Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system.
- BU Name: [Adjustments].[Business Unit].[BU Name] – The long description or name for the business unit code
- Account: [MBE/EDGE].[Account].[Account] – 2-6 character chartfield that specifies the balance sheet or income statement account.
- Account Description [MBE/EDGE].[Account].[Account Descr] - Free form text up to 30 characters that describes the account.
**Report fields [Folder].[Field]: Continued**

- **Vendor Name:** [MBE/EDGE].[Vendor].[Vendor Name] - Vendor Name, the long name for the vendor.
- **Vendor ID:** [MBE/EDGE].[Vendor].[Vendor ID] - Unique ID assigned to the vendor.
- **Other Program:** [MBE/EDGE].[Vendor Classifications].[Other Program] - Designates the Race/Gender of the program identified.
- **Certificate Source:** [MBE/EDGE].[Vendor Classifications].[Certificate Source] - The actual source of the certificate (MBE or EDGE)
- **Voucher ID:** [MBE/EDGE].[Fact Voucher Distrib Line].[Voucher ID] - The system defined or user defined identification number given to a voucher when it is created.
- **Voucher Line Number:** [MBE/EDGE].[Fact Voucher Distrib Line].[Voucher Line Num] - The voucher line stores description data, unit of measure, quantities and unit price information. There can be multiple voucher lines per voucher ID.
- **Department:** [MBE/EDGE].[Department].[Department] - The 10 character department chartfield defines a state agency or a subset (division) of an agency often depending on the ledger.
- **Department Descr:** [MBE/EDGE].[Department].[Department Descr] - Maximum 30 character description of the department chartfield.
- **Gender:** Calculated - CASE WHEN [Adjustments].[Vendor Classifications].[Women Owned] = 'Y' THEN 'Female' WHEN [Adjustments].[Vendor Classifications].[Women Owned] = 'N' THEN 'Male' ELSE '-' END
- **Race:** Calculated - CASE WHEN ((MBE/EDGE).[Vendor Classifications].[Other Program] = 'F') THEN 'Black' WHEN ((MBE/EDGE).[Vendor Classifications].[Other Program] = 'G') THEN 'Hispanic' WHEN ((MBE/EDGE).[Vendor Classifications].[Other Program] = 'H') THEN 'American Indian' WHEN ((MBE/EDGE).[Vendor Classifications].[Other Program] = 'I') THEN 'Asian' WHEN ((MBE/EDGE).[Vendor Classifications].[Other Program] = 'J') THEN 'Non-Minority' ELSE 'N/A' END
- **Total MBE Eligible:** Calculated - [Total MBE Eligible Voucher] + [Total MBE Eligible PCard]
- **Total MBE Set Aside:** Calculated - [Total MBE Set Aside - VCHR] + [Total MBE Set Aside PCARD]
- **Overall MBE Set Aside % Achieved:** Calculated - [Total MBE Set Aside] / [Total MBE Eligible]
- **MBE Participation:** Calculated - CASE WHEN ([Voucher Acct CF Value] <> 'CS' and [Voucher MBE Flag] = 'N' and [Certificate Source] = 'MBE') THEN [Voucher Distrib Merchandise Amount] ELSE 0 END
- **MBE Participation %:** Calculated - [MBE Participation] / [Total MBE Eligible]
- **Total MBE Expenditures:** Calculated - [Total MBE Set Aside] + [MBE Participation]
- **MBE %:** Calculated - [Total MBE Expenditures] / [Total MBE Eligible]
- **EDGE Eligible:** Calculated - [Voucher Distrib Merchandise Amount] + [PCard Merchandise Amount] - [Total MBE Set Aside]
- **EDGE Goods and Services:** Calculated - [EDGE Goods and Services Voucher] + [EDGE Goods and Services PCard]
- **G&S %:** Calculated - [EDGE Goods and Services] / [EDGE Total]
- **Professional Services:** Calculated - [EDGE Professional Services Voucher] + [EDGE Professional Services PCard]
- **PS %:** Calculated - [Professional Services] / [EDGE Total]
- **EDGE IT Services:** Calculated - [EDGE IT Voucher] + [EDGE IT PCard]
- **IT %:** Calculated - [EDGE IT Services] / [EDGE Total]
- **EDGE Construction Services:** Calculated - [EDGE Construction Services Voucher] + [EDGE Construction Services PCard]
- **CS %:** Calculated - [EDGE Construction Services] / [EDGE Total]
Report fields [Folder].[Field]: **Continued**

- EDGE Architecture and Engineering: **Calculated** - [EDGE Arch Eng Voucher] + [EDGE Arch Eng PCard]
- A&E %: **Calculated** - [EDGE Architecture & Engineering] / [EDGE Total]
- EDGE Total: **Calculated** - [EDGE Goods and Services] + [Professional Services] + [EDGE IT Services] + [EDGE Construction] + [EDGE Architecture & Engineering]
- EDGE Achieved %: **Calculated** - [EDGE Total] / [EDGE Eligible]
- EDGE Participation: **Calculated** – CASE WHEN ([Voucher Acct CF Value] <> 'E' and [Voucher MBE Flag] = 'N' and [Certificate Source] = 'EDGE') THEN ([Voucher Distrib Merchandise Amount]) ELSE END
- EDGE Participation %: **Calculated** - [EDGE Participation] / [EDGE Eligible]

**Calculated Fields for Totals:**

- Voucher MBE Flag: **Calculated** - CASE WHEN ([Voucher ID]=[Adjusted Voucher ID])THEN ([Adjusted MBE/EDGE Cert Flag]) ELSE [MBE/EDGE].[Fact Voucher Distrib Line].[MBE Flag] END
**EOD 0001 Vendor Utilization Analysis Report**

**Prompt Navigation:**

(R)equired Field; (O)ptional Field

<table>
<thead>
<tr>
<th>Business Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAM01</td>
</tr>
</tbody>
</table>

Business Unit (O): Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system. Business Units available are limited by row level security within OAKS (i.e. you can only see what you have access to. It is not statewide).

<table>
<thead>
<tr>
<th>As of Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>From:</strong> Jul 7, 2011</td>
</tr>
</tbody>
</table>

As of Date (R): Report will pull back the most current data as of the date range specified.

| **To:** Jul 7, 2011 |
Run By (R): Report can be run with several options, including by Agency, Department, Department and Account, Account Code, Account Summary, Gender, Race and Account, Gender and Race, All Vendors, Certified Vendors and Department and Vendor.

Run For: Allows user to distinguish between the amount of data they would like to see. This includes MBE, EDGE or BOTH.

Account Description (O): This prompt allows the user to limit the report by account description categories. The 5th level of the account tree is specified. The account tree used with little exception will be CC_ACCOUNT. Example values of the 5th level of this tree are 4100, 4110, 5010, 5110 etc. with descriptions of SALES TAX, INCOME AND EXCISE TAXES, PAYROLL EXPENSE, PURCHASED PERSONAL SERVICES etc.

To search by Account Number, adjust options to...
“contains any of these key words” and then type the Account Number into the search box.

Vendor Description (O):
Allows the user to search by vendor ID or Vendor Name. To search by Vendor Name simply type the name in the search box. To search by Vendor ID, adjust options to “contains any of these key words” and then type the Vendor ID into the search box.
## EOD 0002 – EDGE Contract Type

<table>
<thead>
<tr>
<th>BU ID</th>
<th>Project Nbr</th>
<th>Project Name</th>
<th>Project Status</th>
<th>Project Exempted from EDGE</th>
<th>Contract Number</th>
<th>Contract Name</th>
<th>Procurement Cat</th>
<th>Bid Method</th>
<th>Awarded Name</th>
<th>Contract Awarded Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAS01</td>
<td>1002001100</td>
<td>North High Street Complex Renov., 246 N. High St.</td>
<td>N</td>
<td>N</td>
<td>10020011000003001004</td>
<td>Anderson Decorating Inc.</td>
<td>N</td>
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<tr>
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<td></td>
<td>North High Street Complex Renov., 246 N. High St.</td>
<td>N</td>
<td>N</td>
<td>10020011000003002006</td>
<td>Approved Components &amp; Systems Inc.</td>
<td>N</td>
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<tr>
<td></td>
<td></td>
<td>North High Street Complex Renov., 246 N. High St.</td>
<td>N</td>
<td>N</td>
<td>10020011000003003002</td>
<td>Bruner Mechanical Corp.</td>
<td>N</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North High Street Complex Renov., 246 N. High St.</td>
<td>N</td>
<td>N</td>
<td>10020011000003004002</td>
<td>Edison Equipment Company</td>
<td>N</td>
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<td></td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North High Street Complex Renov., 246 N. High St.</td>
<td>N</td>
<td>N</td>
<td>10020011000003005003</td>
<td>Exquire Data Corp.</td>
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<td></td>
<td>North High Street Complex Renov., 246 N. High St.</td>
<td>N</td>
<td>N</td>
<td>10020011000003006004</td>
<td>Faucht Building Restoration</td>
<td>N</td>
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<td></td>
<td>0.00</td>
</tr>
<tr>
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<td></td>
<td>North High Street Complex Renov., 246 N. High St.</td>
<td>N</td>
<td>N</td>
<td>10020011000003007005</td>
<td>Gerhäuser Construction Co. Inc.</td>
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<tr>
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<td></td>
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<td>N</td>
<td>10020011000003008006</td>
<td>Jenico Supply</td>
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<td></td>
<td>North High Street Complex Renov., 246 N. High St.</td>
<td>N</td>
<td>N</td>
<td>10020011000003009007</td>
<td>Jones Technologies Enterprises</td>
<td>N</td>
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<td></td>
<td>North High Street Complex Renov., 246 N. High St.</td>
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<td>N</td>
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<td>North High Street Complex Renov., 246 N. High St.</td>
<td>N</td>
<td>N</td>
<td>10020011000003011009</td>
<td>S. A. Comunicale Company Inc.</td>
<td>B</td>
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</tr>
<tr>
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<td>North High Street Complex Renov., 246 N. High St.</td>
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<td>N</td>
<td>10020011000003012010</td>
<td>Settle Muir Electric</td>
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<td></td>
<td>North High Street Complex Renov., 246 N. High St.</td>
<td>N</td>
<td>N</td>
<td>10020011000003013011</td>
<td>Torres Electronic Sales</td>
<td>N</td>
<td></td>
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</tr>
</tbody>
</table>
**Purpose:** The EDGE Contract Type Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail information on contract data entered into the Contract Tracking System (CTS). This report allows the user to configure seven different reporting outcomes based on selection criteria selected by the user. Selection criteria options are as follows: business unit, as of date, project status and contract name. The report contains contract data by project for a selected time period. Report can be outputted as PDF, HTML, Excel, or XML format.

**Audience:** Any EOD approved reporting user  
**Frequency:** Ad hoc for quick view or scheduled for periodic review

**Subject area:** MBE/EDGE

**Prompts:** Required: As of Date  
Optional: Business Unit, Project Status, Contract Name  
* see prompt details below

**Sort Order:** BU ID, Project Number

**Hard coded filter:**
- n/a

**Navigation:** OAKS Reporting Folders - OAKS Standard Reports – EOD 0002 EDGE Contract Type

**Report fields [Folder].[Field]**
- Business Unit: [MBE/EDGE].[Business Unit].[BU ID] - Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system.
- Project Number: [MBE/EDGE].[Fact CTS].[Project Nbr] – CTS Contract, Linked Project Number
- Project Name: [MBE/EDGE].[Fact CTS].[Project Name] – CTS Project, Linked Project Name
- Project Status: [MBE/EDGE].[Fact CTS].[Project Status] – CTS Project Status
- Project Exempted from EDGE: [MBE/EDGE].[Fact CTS].[Waiver] – Waiver Granted by Agency (Y/N)
- Contract Number: [MBE/EDGE].[Fact CTS].[Contract Number] – CTS Bid, Unique Contract Number assigned to each Contract
- Contract Name: [MBE/EDGE].[Fact CTS].[Contract Name] – CTS Bid, Working Contract Name
- Procurement Category: [MBE/EDGE].[Fact CTS].[Procurement Cat] - Procurement Cat – CTS Bid – Type of Purchase
- Awardee Name: [MBE/EDGE].[Fact CTS].[Awardee] – CTS Bid Awardee
EOD 0002 – EDGE Contract Type

Prompt Navigation:
(R)equired Field; (O)ptional Field

Business Unit (O): Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system. Business Units available are limited by row level security within OAKS (i.e. you can only see what you have access to. It is not statewide).

As of Date (R): Report will pull back the most current data as of the date range specified.

Project Status (O): Limits the report results to the current project status choosen.
Contract Name (O): Allows the user to specify the results of the report to one or multiple contract names/numbers.
### EOD 0003 – EDGE Subcontractor Payments

#### Data below is from EOD’s CTS System

<table>
<thead>
<tr>
<th>BU ID</th>
<th>Project Nbr</th>
<th>Project Name</th>
<th>Exempted from EDGE</th>
<th>Contract Number</th>
<th>Contract Name</th>
<th>Awarded</th>
<th>Total Prime Payments to Date</th>
<th>Total EDGE Payments Prime</th>
<th>Project Payments to DI - Prime</th>
<th>Project Payments to DI - Sub</th>
<th>Payments to DI - Sub</th>
<th>EDGE Payments - Sub</th>
<th>Contract Revised EDGE %</th>
<th>Contract Original EDGE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAS-090999</td>
<td>DAS-090999</td>
<td>Architect Engineer Pre-Qualified Consultant List Various</td>
<td>N</td>
<td>DAS-090999#Agree-0119</td>
<td>Renozoou Design Inc.</td>
<td></td>
<td>6,583.79</td>
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<td>4,292,489.12</td>
<td>0.00</td>
<td>0.00</td>
<td>20.7257</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
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<td>DAS-090999</td>
<td>Architect Engineer Pre-Qualified Consultant List Various</td>
<td>N</td>
<td>DAS-090999#Agree-0115</td>
<td>Dave Vive Ltd.</td>
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<td>4,620.00</td>
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<td>4,292,489.12</td>
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<td></td>
</tr>
<tr>
<td>DAS-090999</td>
<td>DAS-090999</td>
<td>Architect Engineer Pre-Qualified Consultant List Various</td>
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<td>DAS-090999#Agree-0116</td>
<td>Schoedly Caldwell Associates</td>
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<td>23,949.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>20.7257</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>DAS-090999</td>
<td>DAS-090999</td>
<td>Architect Engineer Pre-Qualified Consultant List Various</td>
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<td>URS Corporation</td>
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<td>3,172.00</td>
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<td>4,292,489.12</td>
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</tr>
<tr>
<td>DAS-090999</td>
<td>DAS-090999</td>
<td>Architect Engineer Pre-Qualified Consultant List Various</td>
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<td>Schoen Architects Inc.</td>
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<td>50,313.54</td>
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<td>4,292,489.12</td>
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<td>20.7257</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>DAS-090999</td>
<td>DAS-090999</td>
<td>Architect Engineer Pre-Qualified Consultant List Various</td>
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<td>DAS-090999#Agree-0119</td>
<td>Bennett Engineering Inc.</td>
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<td>4,292,489.12</td>
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<td>20.7257</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>DAS-090999</td>
<td>DAS-090999</td>
<td>Architect Engineer Pre-Qualified Consultant List Various</td>
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<td>Pickering Associates Inc.</td>
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<td>0.00</td>
<td>20.7257</td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>
**Purpose:** The EDGE Subcontractor Payments Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail information on EDGE subcontractor data entered into the Contract Tracking System (CTS). This report allows the user to configure four different reporting out comes based on selection criteria selected by the user. Selection criteria options are as follows: business unit, as of date, contract name, and project name. The report contains subcontractor payments to date by project and contract for a selected time period. Report can be outputted as PDF, HTML, Excel, or XML format.

**Audience:** Any EOD approved reporting users  
**Frequency:** Ad hoc for quick view or scheduled for periodic review

**Subject area:** MBE/EDGE

**Prompts:** Required: As of Date  
Optional: Business Unit, Contract Name, Project Name

*see prompt details below

**Sort Order:** BU ID, Contract Number

**Hard coded filter:**
- n/a

**Navigation:** OAKS Reporting Folders - OAKS Standard Reports – MBE/EDGE – EOD 0003 – EDGE Subcontractor Payments

**Report fields [Folder].[Field]**
- Business Unit: [MBE/EDGE].[Business Unit].[BU ID] - Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system.
- Project Name: [MBE/EDGE].[Fact CTS].[Project Name] – Project Name – CTS Project – Linked Project
- Project Number: [MBE/EDGE].[Fact CTS].[Project Nbr] – Project Number – CTS Contract – Linked Project Number
- Exempted from EDGE: [MBE/EDGE].[Fact CTS].[Waiver] – Waiver granted by agency, Y/N
- Contract Name: [MBE/EDGE].[Fact CTS].[Contract Name] - Contract Name – CTS Bid – Working Contract Name
- Contract Number: [MBE/EDGE].[Fact CTS].[Contract Number] – Contract Number – CTS Bid – Unique Contract Number
- Awardee: [MBE/EDGE].[Fact CTS].[Awardee] – CTS BID Awardee
- Edge Payments (Prime): **Calculated** - CASE WHEN ([MBE/EDGE].[Fact CTS].[Prime Contract Flag] = 'P') THEN ([MBE/EDGE].[Fact CTS].[Edge Payments]) ELSE 0 END – CTS Contract – Edge Payments
- Payments to Date (Prime): **Calculated** - CASE WHEN ([MBE/EDGE].[Fact CTS].[Prime Contract Flag] = 'P') THEN ([MBE/EDGE].[Fact CTS].[Payments to Dt]) ELSE 0 END – CTS Contract – Percentage of EDGE payments to date
- Pymnts to Dt] ELSE 0 END – CTS Projects – Last Updated payment to date
Report fields [Folder].[Field] (Continued)

- Payments to Date (Sub): **Calculated** – CASE WHEN ([MBE/EDGE].[Fact CTS].[Prime Contract Flag] = 'S') THEN [MBE/EDGE].[Fact CTS].[Payments to Dt] ELSE 0 END – CTS Contract – Percentage of EDGE payments to date
- Project Payments to Date (Prime): **Calculated** - CASE WHEN ([MBE/EDGE].[Fact CTS].[Prime Contract Flag] = 'P') THEN [MBE/EDGE].[Fact CTS].[Project Pymnts to Dt] ELSE 0 END – CTS Projects – Last Updated payment to date
- Contract Revised EDGE Goal % - [MBE/EDGE].[Fact CTS].[Pjctd EDGE Pct] – Projected EDGE Goal Percentage
- Contract Original % - [MBE/EDGE].[Fact CTS].[Orig EDGE Pct] – Original EDGE Percentage
EOD 0003 – EDGE Subcontractor Payments

Prompt Navigation:
(R)equired Field; (O)ptional Field

Business Unit (O): Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system. Business Units available are limited by row level security within OAKS (i.e. you can only see what you have access to. It is not statewide).

As of Date (R): Report will pull back the most current data as of the date range specified.
Contract Name (O): Allows the user to specify the results of the report to one or multiple contract names/numbers.

Project Name (O): Allows the user to specify the results of the report to one or multiple project names/numbers.
### EOD 0004 – EDGE Contract Project Waiver Report

**Data below is from EOD’s CTS System**

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<tr>
<th>BUJD</th>
<th>Project Nbr</th>
<th>Project Name</th>
<th>Project Waiver Issued</th>
<th>Awardee</th>
<th>Project Bid Amount</th>
<th>Project City</th>
<th>Project County</th>
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<td>North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH</td>
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<td>Franklin</td>
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<tr>
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<td>Franklin</td>
</tr>
</tbody>
</table>
**Purpose:** The EDGE Contract/Project Waiver Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail information on projects issued a EDGE subcontractor waiver entered into the Contract Tracking System (CTS). This report allows the user to configure four different reporting out comes based on selection criteria selected by the user. Selection criteria options are as follows: business unit, as of date, contract name, and project name. The report contains Project Name, project number, and waiver information for a selected time period. Report can be outputted as PDF, HTML, Excel, or XML format.

**Audience:** Any EOD approved reporting users  
**Frequency:** Ad hoc for quick view or scheduled for periodic review

**Subject area:** MBE/EDGE

**Prompts:** Required: As of Date  
Optional: Business Unit, Contract Name, Project Name  
* see prompt details below

**Sort Order:** BU ID, Project Number

**Hard coded filter:**
- n/a

**Navigation:** OAKS Reporting Folders - OAKS Standard Reports – MBE/EDGE – EOD 0004 – EDGE Contract Project Waiver Report

**Report fields [Folder].[Field]**
- Business Unit: [MBE/EDGE].[Business Unit].[BU ID] - Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system.
- Project Name: [MBE/EDGE].[Fact CTS].[Project Name] – Project Name – CTS Project – Linked Project
- Project Number: [MBE/EDGE].[Fact CTS].[Project Nbr] – Project Number – CTS Contract – Linked Project Number
- Project Waiver Issue: [MBE/EDGE].[Fact CTS].[Waiver] – CTS Contract – Waiver Granted by Agency (Yes/No)
- Awardee: [MBE/EDGE].[Fact CTS].[Awardee] – CTS BID Awardee
- Project Bid Amount: [MBE/EDGE].[Fact CTS].[Bid Amount] – CTS Bid – Dollar amount of company bid
- Contract Name: [MBE/EDGE].[Fact CTS].[Contract Name] - Contract Name – CTS Bid – Working Contract Name
- Contract Number: [MBE/EDGE].[Fact CTS].[Contract Number] – Contract Number – CTS Bid – Unique Contract Number
- Project City: [MBE/EDGE].[Fact CTS].[Project City] – CTS Project City
- Project County: [MBE/EDGE].[Fact CTS].[Project County] – CTS Project County
# EOD 0004 – EDGE Contract Project Waiver Report

**Prompt Navigation:**

(R)equired Field; (O)ptional Field

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<tbody>
<tr>
<td>From: Jul 7, 2011</td>
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<td>To: Jul 7, 2011</td>
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**Business Unit (O):** Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system. Business Units available are limited by row level security within OAKS (i.e. you can only see what you have access to. It is not statewide).

**As of Date (R):** Report will pull back the most current data as of the date range specified.
Contract Name (O): Allows the user to specify the results of the report to one or multiple contract names/numbers.

Project Name (O): Allows the user to specify the results of the report to one or multiple project names/numbers.
### EOD 0005 – MBE/EDGE Flag - Adjustment Audit Report

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<th>MBE/EDGE Adjustment Reason Cd</th>
<th>MBE/EDGE Adjustment Type</th>
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</table>

Information removed for Report Book Screen Shot purposes
**Purpose:** The MBE/EDGE Flag – Adjustment Audit Report provides EOD (Equal Opportunity Division) the flexibility to view detail information on adjustment information submitted by state agencies or EOD. This report modifies the EOD monthly and quarterly MBE/EDGE Expenditure reports. Selection criteria options are as follows: business unit, as of date, and voucher. Report can be outputted as PDF, HTML, Excel, or XML format.

**Audience:** Any EOD approved reporting users  
**Frequency:** Ad hoc for quick view or scheduled for periodic review

**Subject area:** MBE/EDGE

**Prompts:** Required: As of Date  
Optional: Business Unit, Voucher ID

* see prompt details below

**Sort Order:** Voucher ID, Effective Date

**Hard coded filter:**  
- n/a

**Navigation:** OAKS Reporting Folders - OAKS Standard Reports – MBE/EDGE – MBE-EDGE 0005 Adjustment Audit Report

**Report fields [Folder].[Field]**
- BU ID: [MBE/EDGE].[Business Unit].[BU ID] - Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system.
- BU Name: [Adjustments].[Business Unit].[BU Name] – The long description or name for the business unit code
- Voucher ID: [Adjustments].[Adjustments].[Voucher ID] – The system assigned or user assigned identification number given to a voucher.
- Adjustment Date: [Adjustments].[Adjustments].[Effective Date] – Adjustments Effective Date
- Original MBE/EDGE Cert Flag: [Adjustments].[Adjustments].[Original MBE/EDGE Cert Flag] – Adjustments Original Certification Flag
- Adjusted MBE/EDGE Cert Flag: [Adjustments].[Adjustments].[Adjusted MBE/EDGE Cert Flag] – Adjustments Adjusted Certification Flag
- MBE/EDGE Adjustment Reason Type: [Adjustments].[Adjustments].[MBE/EDGE Adjustment Type] – Adjustment Reason Type
- MBE/EDGE Adjustor Type: [Adjustments].[Adjustments].[MBE/EDGE Adjustor Type] – Adjustments Adjustor Type
- Adjustor ID: [Adjustments].[Adjustments].[LASTUPDOPRID] – Adjustments Last Updated Oprid
- Comments: [Adjustments].[Adjustments].[Comments] – Adjustment Comments
EOD 0005 – MBE/EDGE Flag - Adjustment Audit Report

Prompt Navigation:
(R)equired Field; (O)ptional Field

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<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 7, 2011</td>
<td>Jul 7, 2011</td>
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</table>

As of Date (R): Report will pull back the most current data as of the date range specified.

Business Unit (O): Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system.

Voucher ID (O): Allows user to limit report results to the voucher ID chosen.
EOD 0006 – Voucher Identified as Flagged Non-Certified MBE/EDGE Report

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<th>Department</th>
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<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Voucher ID</th>
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<th>Account Tree Description (Level 2)</th>
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<th>ALI Descr</th>
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**Purpose:** The Voucher Indentified as Flagged Non-Certified MBE/EDGE Report provides EOD (Equal Opportunity Division) and state agencies the flexibility to view detail information on vouchers that currently are not flagged as certified in the system. This capability allows the user to identify vouchers that are eligible to have their MBE or EDGE flag changed in the MBE/EDGE Adjustments module in EPM, to correct errors not correctable in OAKS. Report can be outputted as PDF, HTML, Excel, or XML format.

**Audience:** Any EOD approved reporting users  

**Frequency:** Ad hoc for quick view or scheduled for periodic review

**Subject area:** MBE/EDGE

**Prompts:** Required:  

Optional: As of Date, Business Unit, Vendor ID  

* see prompt details below

**Sort Order:** Vendor ID, Account

**Hard coded filter:**

- [Voucher MBE Flag] = 'N'
- [MBE/EDGE].[Vendor Classifications].[Certificate Source] in ('EDGE', 'MBE')

**Navigation:** OAKS Reporting Folders - OAKS Standard Reports – EOD 0006 Voucher Identified as Flagged Non-Certified MBE/EDGE Report

**Report fields [Folder].[Field]**

- BU ID: [MBE/EDGE].[Business Unit].[BU ID] - Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system.
- BU Name: [Adjustments].[Business Unit].[BU Name] – The long description or name for the business unit code
- Department: [MBE/EDGE].[Department].[Department] – The 10 character department chartfield defines a state agency or a subset (division) of an agency often depending on the ledger.
- Department Descr: [MBE/EDGE].[Department].[Department Descr] – Maximum 30 character description of the department chartfield.
- Vendor Name: [MBE/EDGE].[Vendor].[Vendor Name] - Vendor Name, the long name for the vendor.
- Vendor ID: [MBE/EDGE].[Vendor].[Vendor ID] – Unique ID assigned to the vendor.
- Voucher ID: [Adjustments].[Adjustments].[Voucher ID] – The system assigned or user assigned identification number given to a voucher.
- Account: [MBE/EDGE].[Account].[Account] – 2-6 character chartfield that specifies the balance sheet or income statement account.
- Account Description: Account Description [MBE/EDGE].[Account].[Account Descr] - Free form text up to 30 characters that describes the account.
- Value: [MBE/EDGE].[Account].[Value] – MBE/EDGE Account Value
Report fields [Folder].[Field] Continued:

- ALI: [MBE/EDGE].[ALI].[ALI] - Limits the report to the 6 chartfield line item that captures ALI and legal spending authority by budget bill required on encumbrance and expense transactions. Capital ALI’s begin with “C”.
- Program: [MBE/EDGE].[Program].[Program Code] – 5 Character chartfield used to capture the enterprise program concept.
- Budget Period: [MBE/EDGE].[Budget Period].[Budget Period] – Budget Period clarifies a budget amount over a certain calendar period.
- Budget Period Begin Date: [MBE/EDGE].[Budget Period].[Budget Period Begin Date] – Budget Period Begin Date
### Prompt Navigation:

**Required Field; Optional Field**

<table>
<thead>
<tr>
<th>As of Date:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>From:</strong> Jul 7, 2011</td>
<td><strong>To:</strong> Jul 7, 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAM01, ACC01, ADA01, ADJ01, AFC01, AGE01, AGO01, AGR01, AIR01, AMB01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor ID:</th>
</tr>
</thead>
</table>

#### For As of Date (R):
- Report will pull back the most current data as of the date range specified.

#### For Business Unit (O):
- Identifies the business unit code that attaches to the purchase order transaction that originated from the purchase order/voucher/accounts payable system.

#### For Vendor ID (O):
- Allows user to limit report results to the vendor ID’s specified.