

DAS-BI-156

STANDARD REPORTS & REPORT BOOKS OVERVIEW FOR MBE/EDGE



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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 2: MBE/EDGE Standard Reports & Report Books

Lesson 1: Becoming Acquainted with Cognos

In this lesson, we will cover the following topics:

- Topic 1: Navigating OAKS BI
- Topic 2: Viewing the MBE/EDGE Report List and Report Books and the Associated Standard Report
- 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, Click: **BI Cognos Sign In.**

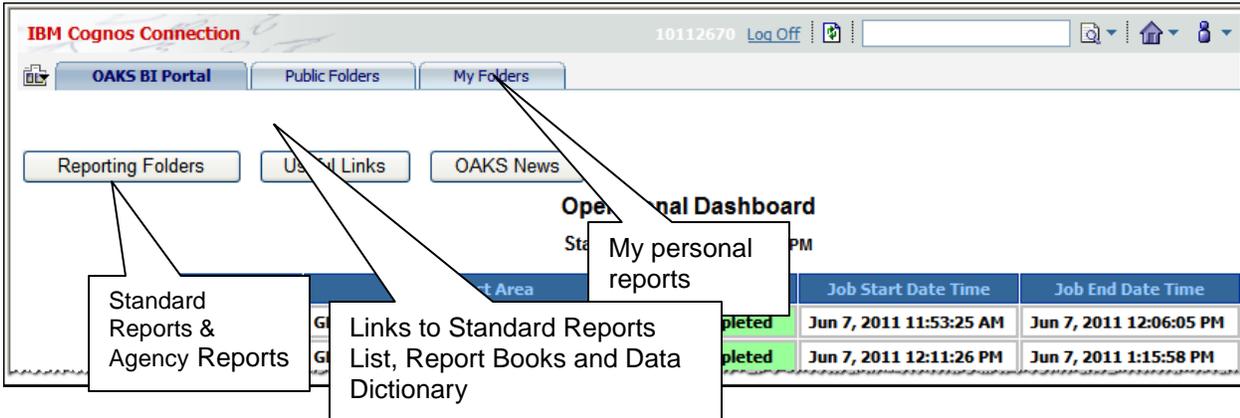


2. Enter your OAKS ID and password (same as your ePay/Self Service password) on the following screen. This will log you into IBM Cognos Connection.

New Logon Help'." data-bbox="116 409 879 672"/>

If you have trouble logging in, note the contact information for the OAKS Help Desk.

3. Overview of Operational Dashboard and OAKS BI Tabs.



Topic 3: Viewing the Report List, Report Books and Standard Reports for MBE/EDGE



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	
<i>Finance Data Dictionary</i>	
<i>Field Lookup</i>	
<i>Table Listing/Lookup</i>	
<i>Data Dictionary Extract</i>	
<i>GL Trees Information</i>	
<i>GL Standard Report List</i>	<i>GL Report Books</i>
<i>T&E Standard Report List</i>	<i>T&E Report Books</i>
<i>AP/PO/Spend Standard Report List</i>	<i>AP/PO/Spend Report Books</i>
<i>MBE/EDGE Standard Report List</i>	<i>MBE/EDGE Report Books</i>

Result!

MBE/EDGE Standard Report List	
Report Name	Description
EOD 0001 - Vendor Utilization Analysis Report	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.
EOD 0002 - EDGE Contract Type	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 out comes 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.
EOD 0003 - EDGE Subcontractor Payments	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.

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**.



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**.



- Click on **MBE/EDGE Report Books**.

Finance
<i>Finance Data Dictionary</i>
<i>Field Lookup</i>
<i>Table Listing/Lookup</i>
<i>Data Dictionary Extract</i>
<i>GL Trees Information</i>
<i>GL Standard Report List</i> <i>GL Report Books</i>
<i>T&E Standard Report List</i> <i>T&E Report Books</i>
<i>AP/PO/Spend Standard Report List</i> <i>AP/PO/Spend Report Books</i>
<i>MBE/EDGE Standard Report List</i> <i>MBE/EDGE Report Books</i>

- Click **EOD 0001 - Vendor Utilization Analysis Report** Report Book.

Each Report Book provides a screen shot of the report with representative data

EOD 0001 - Vendor Utilization Analysis Report [Data Dictionary](#)

This report includes adjusted EOD data.
Report Run By: Department Report Run For: MBE 07/25/11 2:08 PM

BU ID	BU Name	Department	Department Descr	Total MBE Eligible	Total MBE Set Aside	Overall MBE Set Aside % Achieved	MBE Participation	MBE Participation %	Total MBE Expenditures	MBE Expenditure %
				776.93	0.00	0.00%	0.00	0.00%	0.00	0.00%
				55.26	0.00	0.00%	0.00	0.00%	0.00	0.00%
				203.58	0.00	0.00%	0.00	0.00%	0.00	0.00%
				491.13	0.00	0.00%	0.00	0.00%	0.00	0.00%
				-52.18	0.00	-0.00%	0.00	-0.00%	0.00	-0.00%
				246.88	0.00	0.00%	0.00	0.00%	0.00	0.00%
				1,155.10	0.00	0.00%	0.00	0.00%	0.00	0.00%
				2,630.93	0.00	0.00%	0.00	0.00%	0.00	0.00%
				133.07	0.00	0.00%	0.00	0.00%	0.00	0.00%
				2,327.69	0.00	0.00%	0.00	0.00%	0.00	0.00%

Information removed for Report Book screen shot purposes

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
 * see prompt details below

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

Hard coded filter:

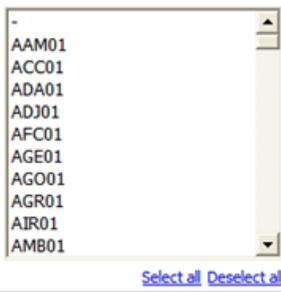
- [MBE/EDGE].[Account].[Value] <> 'N'
- [MBE/EDGE].[PCARD Account].[Value] <> 'N'
- [MBE/EDGE].[PCARD Account].[Attribute] = 'EOD'
- [MBE/EDGE].[Account].[Attribute] = 'EOD'
- IF (?Report Type? = 'Certified Vendor') THEN ((?As of Date? >= [Certificate Fiscal Year Begin]) AND (?As of Date? <= [Certificate 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)`

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

<p>Business Unit:</p>		<p>Finally, report books provide a snapshot of the prompt page with detailed descriptions of the allowable prompts.</p>	<p>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).</p>
<p>As of Date:</p>	<p>From: Jul 7, 2011 To: Jul 7, 2011</p>	<p>As of Date (R): Report will pull back the most current data as of the date range specified.</p>	
<p>Run By:</p>	<p> <input type="radio"/> Agency <input type="radio"/> Department <input type="radio"/> Department and Account <input type="radio"/> Account Code <input type="radio"/> Account Summary <input type="radio"/> Gender, Race and Account <input type="radio"/> Gender and Race <input type="radio"/> All Vendors </p> <p>If including account, account level: (Please choose 2,3,4, 6 or 7, otherwise 6 will be defaulted.) <input type="text" value="6"/></p>	<p>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.</p>	

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.

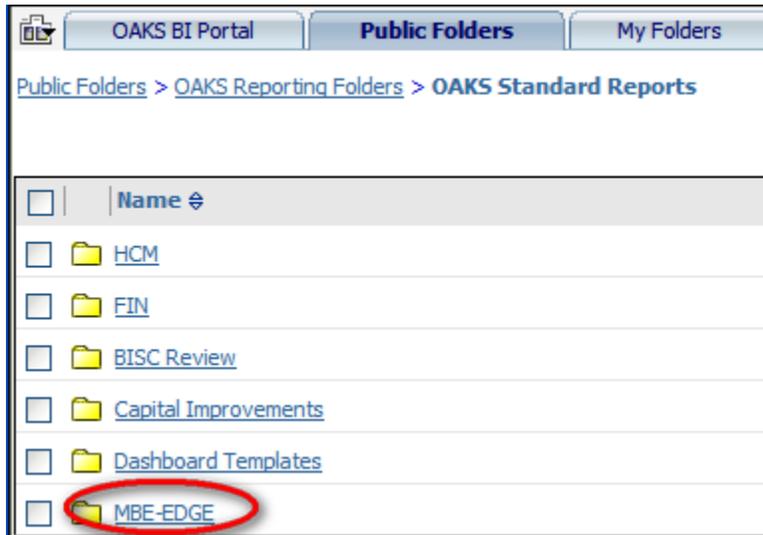
1. Click: **OAKS Reporting Folders.**



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



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



Below is the list of MBE/EDGE Standard Reports.

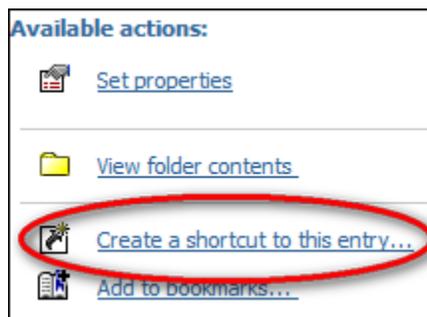


If, rather than clicking on all those folders, you want to create a shortcut to the MBE/EDGE Standard Reports, you can perform the following steps:

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:

Specify a name and description - New Shortcut wizard

Specify a name and location for this entry. You can also specify a description and screen tip.

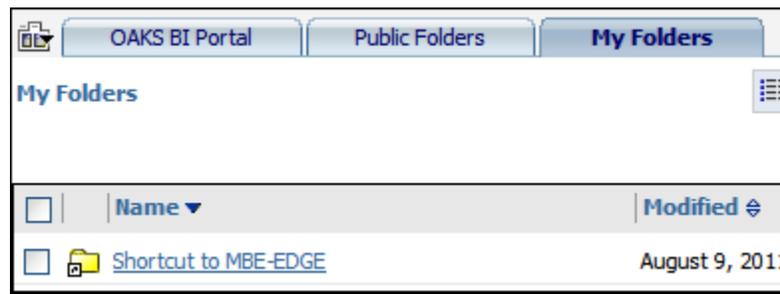
Name:

Description:

Screen tip:

Location:
None

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:

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

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!

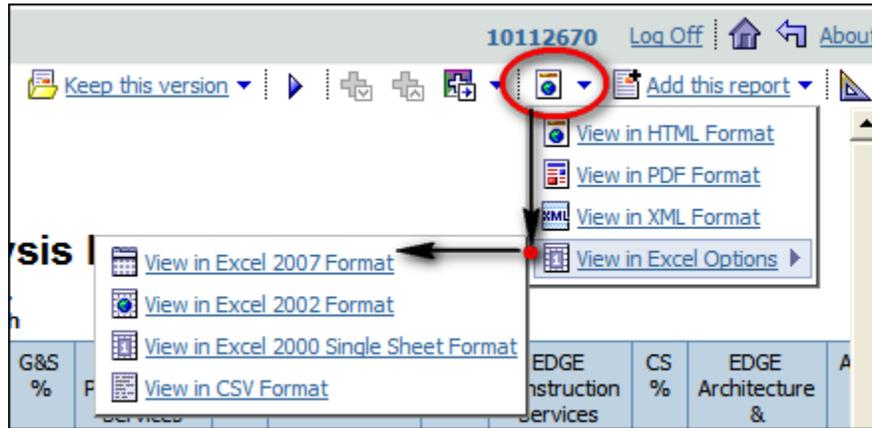
Enter the following prompt values on the *Expenditure Analysis Report* Prompt Page:

Selected Prompt Values	
Prompt	Selected Values
Business Unit	<Your BU>
As of Date	June 1, 2011 <Today's date>
Run By	Agency & Gender
Run for	Both

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:

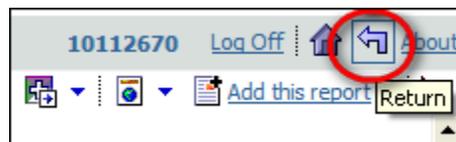
1. To re-run the report with different prompt inputs but without having to return to the report list, just click the 'Run' button:



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:

Selected Prompt Values	
Prompt	Selected Values
Business Unit	<Your BU>
As of Date	June 1, 2011
Contract Name	<Enter Contract Name from your Agency>



When looking to enter the contract name, be sure to click the [Options](#) button:

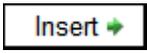
The screenshot shows a green sidebar on the left with the text "Contract Name:". To the right is a search interface. At the top, it says "Keywords: Type one or more keywords separated by spaces." Below this is a text input field and a "Search" button with a magnifying glass icon. Below the search field is a blue "Options" button with a downward arrow, which is circled in red. Below the "Options" button is a "Results:" section with a large empty box. To the right of the "Results" box are two buttons: "Insert" with a right-pointing arrow and "Remove" with a left-pointing arrow. To the right of the "Results" and buttons is a "Choices:" section with a large empty box.

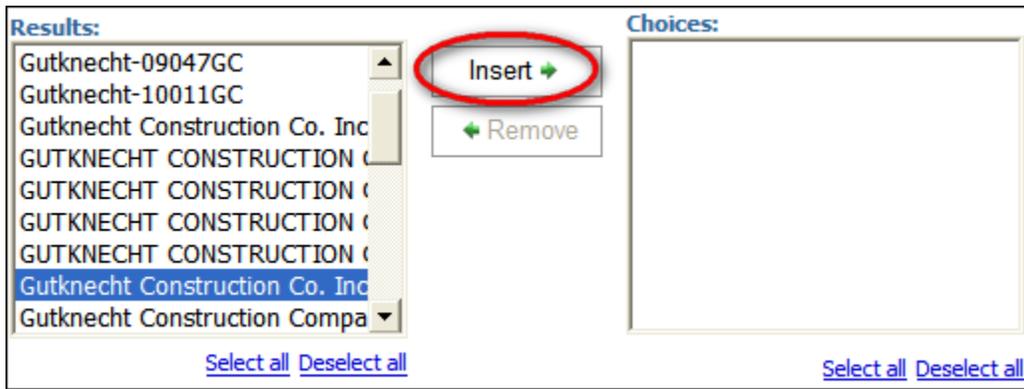
This will allow you to search for a contract (or contracts) in a variety of ways:

The screenshot shows the search options menu. At the top, it says "Keywords: Type one or more keywords separated by spaces." Below this is a text input field containing "Gutknecht Construction" and a "Search" button with a magnifying glass icon. Below the search field is a blue "Options" button with a downward arrow. Below the "Options" button are four radio button options:

- Starts with any of these keywords
- Starts with the first keyword and contains all of the remaining keywords
- Contains any of these keywords
- Contains all of these keywords

At the bottom is a checked checkbox for "Case insensitive".

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:

Selected Prompt Values	
Prompt	Selected Values
Business Unit	<Your BU>
As of Date	June 1, 2011

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:

Selected Prompt Values	
Prompt	Selected Values
Business Unit	<Your BU>
As of Date	June 1, 2011

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:

Selected Prompt Values	
Prompt	Selected Values
As of Date	June 1, 2011

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:

Selected Prompt Values	
Prompt	Selected Values
As of Date	June 1, 2011

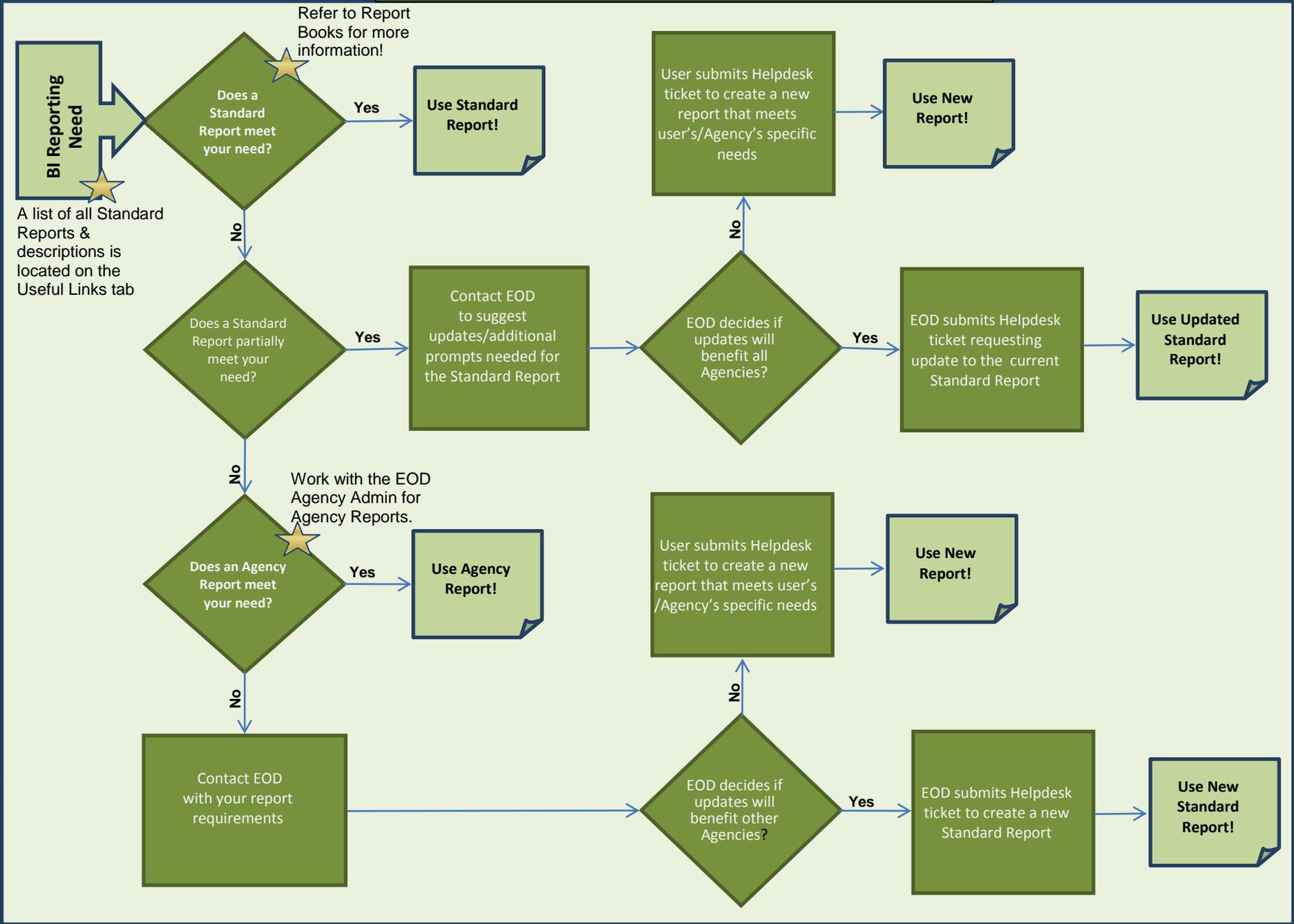
Topic 2: Report Decision Tree

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



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

Report Name	Description
<u>EOD 0001 - Vendor Utilization Analysis Report</u>	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.
<u>EOD 0002 - EDGE Contract Type</u>	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 out comes 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.
<u>EOD 0003 - EDGE Subcontractor Payments</u>	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.
<u>EOD 0004 - EDGE Contract/Project Waiver Report</u>	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.
<u>EOD 0005 - MBE/EDGE Flag - Adjustment Audit Report</u>	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.

**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.

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

Appendix C – MBE/EDGE Standard Report Books

EOD 0001 Vendor Utilization Analysis Report

Cognos Viewer 10116159



EOD 0001 - Vendor Utilization Analysis Report

This report includes adjusted EOD data.
 Report Run By: Department Report Run For: MBE 07/25/11 2:08 PM

[Data Dictionary](#)

BU ID	BU Name	Department	Department Descr	Total MBE Eligible	Total MBE Set Aside	Overall MBE Set Aside % Achieved	MBE Participation	MBE Participation %	Total MBE Expenditures	MBE Expenditure %
				776.93	0.00	0.00%	0.00	0.00%	0.00	0.00%
				55.26	0.00	0.00%	0.00	0.00%	0.00	0.00%
				203.58	0.00	0.00%	0.00	0.00%	0.00	0.00%
				491.13	0.00	0.00%	0.00	0.00%	0.00	0.00%
				-52.18	0.00	-0.00%	0.00	-0.00%	0.00	-0.00%
				246.88	0.00	0.00%	0.00	0.00%	0.00	0.00%
				1,155.10	0.00	0.00%	0.00	0.00%	0.00	0.00%
				2,630.93	0.00	0.00%	0.00	0.00%	0.00	0.00%
				133.07	0.00	0.00%	0.00	0.00%	0.00	0.00%
				2,327.69	0.00	0.00%	0.00	0.00%	0.00	0.00%
				2,000.00	0.00	0.00%	0.00	0.00%	0.00	0.00%
				19,757.28	0.00	0.00%	0.00	0.00%	0.00	0.00%
				75,882.07	0.00	0.00%	0.00	0.00%	0.00	0.00%

Information removed for Report Book screen shot purposes

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** - CASEWHEN [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]

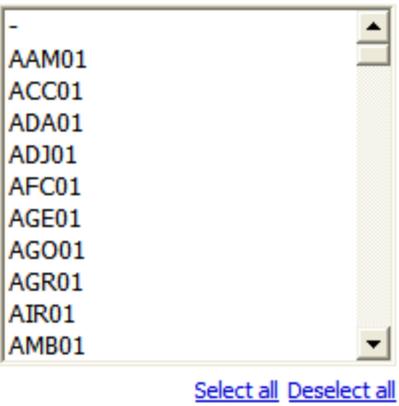
Calculated Fields for Totals:

- 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

Business Unit:		<p>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).</p>
As of Date:	<p>From: <input type="text" value="Jul 7, 2011"/> </p> <p>To: <input type="text" value="Jul 7, 2011"/> </p>	<p>As of Date (R): Report will pull back the most current data as of the date range specified.</p>

<p>Run By:</p>	<p>* <input type="radio"/> Agency <input type="radio"/> Department <input type="radio"/> Department and Account <input type="radio"/> Account Code <input type="radio"/> Account Summary <input type="radio"/> Gender, Race and Account <input type="radio"/> Gender and Race <input type="radio"/> All Vendors</p> <p>If including account, account level: (Please choose 2,3,4, 6 or 7, otherwise 6 will be defaulted.) * 6</p>	<p>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.</p>
<p>Run For:</p>	<p>* <input type="radio"/> MBE <input type="radio"/> EDGE <input type="radio"/> Both</p>	<p>Run For: Allows user to distinguish between the amount of data they would like to see. This includes MBE, EDGE or BOTH.</p>
<p>Account Description:</p>	<p>Keywords: Type one or more keywords separated by spaces. <input type="text"/> <input type="button" value="Search"/> </p> <p>Options ▾</p> <p>Results:</p> <div style="border: 1px solid gray; width: 150px; height: 100px; margin-bottom: 5px;"></div> <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <input type="button" value="Insert"/> <input type="button" value="Remove"/> </div> <p style="text-align: right;">Select all Deselect all</p>	<p>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.</p> <p>To search by Account Number, adjust options to</p>

	<p>“contains any of these key words” and then type the Account Number into the search box.</p>
<div data-bbox="121 370 1480 922"> <div style="background-color: #4F81BD; color: white; padding: 5px; display: inline-block;">Vendor Description:</div> <div style="margin-left: 10px;"> <p>Keywords: Type one or more keywords separated by spaces.</p> <input type="text"/> <input type="button" value="Search"/> </div> <p>Options ▾</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Results:</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p> </div> <div style="width: 10%; text-align: center;"> <input type="button" value="Insert"/> <input type="button" value="Remove"/> </div> <div style="width: 45%;"> <p>Choices:</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p> </div> </div> </div>	<p>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.</p>

EOD 0002 – EDGE Contract Type

Cognos Viewer 10116159 About



EOD 0002 - EDGE Contract Type
Data below is from EOD's CTS System

[Data Dictionary](#)
07/28/11 2:37 PM

BU ID	Project Nbr	Project Name	Project Status	Project Exempted from EDGE	Contract Number	Contract Name	Procurement Cat	Bid Method	Awardee Name	Contract Awarded Amount
DAS01	1002001100	North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000301004	Anderson Decorating Inc.		N		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000302006	Approved Components & Systems Inc.		N		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000302	Bruner Mechanical Corporation	-	B	N	1.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000301007	Buckner & Sons Masonry Inc.		N		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000304006	Edison Equipment Company		N		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000304007	Esquire Data Corporation		N		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000301012	Faught Building Restoration		N		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000301	Gutknecht Construction Co. Inc.		B		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000305002	Jendco Supply		N		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000303003	Jones Technologies Enterprises		N		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000305	Ohio Technical Services Inc.		B		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000303	S. A. Comunale Company Inc.		B		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000304	Settle Muter Electric		B		0.00
		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	A	N	10020011000304002	Torres Electronic Sales		N		0.00

Top Page up Page down Bottom

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 out comes 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 users **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

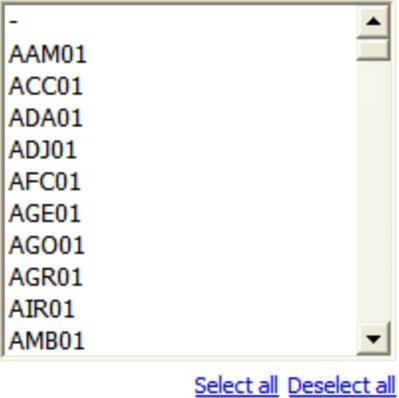
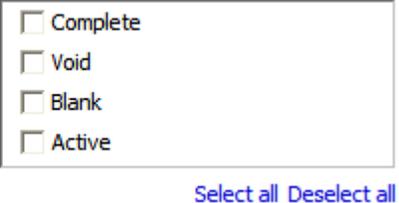
Report fields [Folder].[Field]

- 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
- Bid Method: [MBE/EDGE].[Fact CTS].[Method] – Method – CTS Contract – How contract was bid
- Awardee Name: [MBE/EDGE].[Fact CTS].[Awardee] – CTS Bid Awardee
- Contract Awarded Amount: [MBE/EDGE].[Fact CTS].[Bid Amount] – Bid Amount – CTS Bid – Dollar Amount of Company Bid

EOD 0002 – EDGE Contract Type

Prompt Navigation:

(R)quired Field; (O)ptional Field

<p>Business Unit:</p>		<p>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).</p>
<p>As of Date:</p>	<p>From: <input type="text" value="Jul 7, 2011"/> </p> <p>To: <input type="text" value="Jul 7, 2011"/> </p>	<p>As of Date (R): Report will pull back the most current data as of the date range specified.</p>
<p>Project Status:</p>		<p>Project Status (O): Limits the report results to the current project status chosen.</p>

Contract Name:	Keywords: Type one or more keywords separated by spaces. <input type="text"/> <input type="button" value="Search"/>		Contract Name (O): Allows the user to specify the results of the report to one or multiple contract names/numbers.
	Options ▾ Results: <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p>	<input type="button" value="Insert →"/> <input type="button" value="← Remove"/>	

EOD 0003 – EDGE Subcontractor Payments

Cognos Viewer 10116159 About



EOD 0003 - EDGE Subcontractor Payments

Data below is from EOD's CTS System

[Data Dictionary](#) 07/28/11 3:16 PM

BU ID	Project Nbr	Project Name	Exempted from EDGE	Contract Number	Contract Name	Awardee	Total Prime Payments to Date	Total EDGE Payments Prime	Project Pymnts to Dt - Prime	Project Pymnts to Dt - Sub	Pymnts to Dt - Sub	EDGE Payments - Sub	Contract Revised EDGE Goal %	Contract Original EDGE %
DAS01	DAS-090999	Architect Engineer Pre-Qualified Consultant List Various	N	DAS-090999#Agree-0114	Renouveau Design Inc.		6,583.79	0.00	4,292,489.12	0.00	0.00	0.00	20.7257	5.00
	DAS-090999	Architect Engineer Pre-Qualified Consultant List Various	N	DAS-090999#Agree-0115	Davis Wince Ltd.		4,620.00	0.00	4,292,489.12	0.00	0.00	0.00	20.7257	5.00
	DAS-090999	Architect Engineer Pre-Qualified Consultant List Various	N	DAS-090999#Agree-0116	Schooley Caldwell Associates		23,945.00	0.00	4,292,489.12	0.00	0.00	0.00	20.7257	5.00
	DAS-090999	Architect Engineer Pre-Qualified Consultant List Various	N	DAS-090999#Agree-0117	URS Corporation		3,172.00	0.00	4,292,489.12	0.00	0.00	0.00	20.7257	5.00
	DAS-090999	Architect Engineer Pre-Qualified Consultant List Various	N	DAS-090999#Agree-0118	Schorr Architects Inc		50,313.54	0.00	4,292,489.12	0.00	0.00	0.00	20.7257	5.00
	DAS-090999	Architect Engineer Pre-Qualified Consultant List Various	N	DAS-090999#Agree-0119	Bennett Engineering Inc.		13,115.57	0.00	4,292,489.12	0.00	0.00	0.00	20.7257	5.00
	DAS-090999	Architect Engineer Pre-Qualified Consultant List Various	N	DAS-090999#Agree-0120	Pickering Associates Inc.		74,700.00	0.00	4,292,489.12	0.00	0.00	0.00	20.7257	5.00

DAS-BI-156

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
- Edge Payments (Sub): [MBE/EDGE].[Fact CTS].[Edge Payments]: Calculated – CASE WHEN ([MBE/EDGE].[Fact CTS].[Prime Contract Flag] = 'S') 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].[Pyments 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

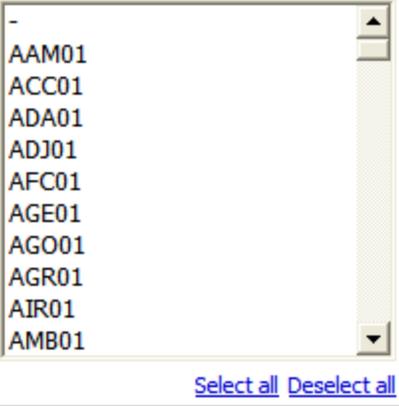
Report fields [Folder].[Field] (Continued)

- Payments to Date (Sub): **Calculated** – CASE WHEN ([MBE/EDGE].[Fact CTS].[Prime Contract Flag] = 'S') THEN [MBE/EDGE].[Fact CTS].[Pymnts 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
- Project Payments to Date (Sub): **Calculated** CASE WHEN ([MBE/EDGE].[Fact CTS].[Prime Contract Flag] = 'S') 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].[Prjctd 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

<p>Business Unit:</p>	 <p>Select all Deselect all</p>	<p>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).</p>
<p>As of Date:</p>	<p>From: <input type="text" value="Jul 7, 2011"/> </p> <p>To: <input type="text" value="Jul 7, 2011"/> </p>	<p>As of Date (R): Report will pull back the most current data as of the date range specified.</p>

<p>Contract Name:</p>	<p>Keywords: Type one or more keywords separated by spaces.</p> <input type="text"/> <input type="button" value="Search"/> <p>Options ▾</p> <p>Results:</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p> <p style="text-align: center;"> <input type="button" value="Insert"/> → ← <input type="button" value="Remove"/> </p> <p>Choices:</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p>	<p>Contract Name (O): Allows the user to specify the results of the report to one or multiple contract names/numbers.</p>
<p>Project Name:</p>	<p>Keywords: Type one or more keywords separated by spaces.</p> <input type="text"/> <input type="button" value="Search"/> <p>Options ▾</p> <p>Results:</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p> <p style="text-align: center;"> <input type="button" value="Insert"/> → ← <input type="button" value="Remove"/> </p> <p>Choices:</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p>	<p>Project Name (O): Allows the user to specify the results of the report to one or multiple project names/numbers.</p>

EOD 0004 – EDGE Contract Project Waiver Report

Cognos Viewer 10116159 About



EOD 0004 - EDGE Contract/Project Waiver Report
Data below is from EOD's CTS System

[Data Dictionary](#)
08/01/11 10:11 AM

BU ID	Project Nbr	Project Name	Project Waiver Issued	Awardee	Project Bid Amount	Project City	Project County
DAS01	1002001100	North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	N		0	-	Franklin
DAS01		North High Street Complex Renov. 246 N. High St./35 E. Chestnut St. Columbus OH	N	N	1	-	Franklin
1002001100							
DAS01	1002007013	The Education Center Ohio Governor's Residence Columbus Ohio	N		0	-	Franklin
1002007013							
DAS01	1002007054	Exterior Window Replacement Project Dept. of Administrative Services 25 S. Front Street Columbus Oh	N		0	-	Franklin
1002007054							
DAS01	1002008001	Driveway Improvements Governor's Residence Bexley, Ohio	N		0	-	Franklin
1002008001							
DAS01	1002008002	4200 Northeast RenovationsOhio Department of Admin ServcesColumbus Ohio	N		0	-	Franklin
1002008002							
DAS01	1002008009	Asbestos AbatementOhio School for the DeafColumbus Ohio			0	-	Franklin
1002008009							
DAS01	1002009001	UPS System Supplemental1320 Arthur E. Adams DriveState of Ohio Computer CenterColumbus Ohio			0	-	Franklin
1002009001							
DAS01	1002009002	UPS System Replacement1320 Arthur E. Adams DriveState of Ohio Computer CenterColumbus Ohio			0	-	Franklin
1002009002							
DAS01	1002010001	ODOT DIST 6LIGHTING RENOVATIONSDELAWARE OH			0	-	Madison
1002010001							
DAS01	1002010002	North High Street Complex Renov.Phase 4Columbus OH			0	-	Franklin
1002010002							
DAS01	1002010003	PRINT CENTER POWER DISTRIBUTIONODOT FACILITY W BROAD ST			0	-	Franklin
1002010003							

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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

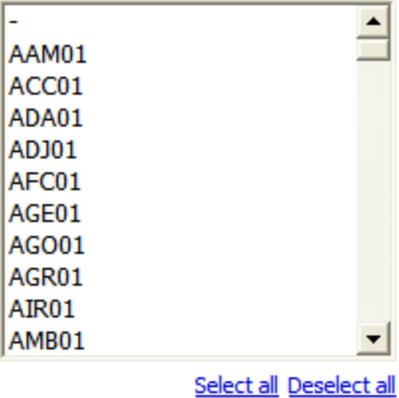
Report fields [Folder].[Field]

- 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

<p>Business Unit:</p>		<p>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).</p>
<p>As of Date:</p>	<p>From: <input type="text" value="Jul 7, 2011"/> </p> <p>To: <input type="text" value="Jul 7, 2011"/> </p>	<p>As of Date (R): Report will pull back the most current data as of the date range specified.</p>

<p>Contract Name:</p>	<p>Keywords: Type one or more keywords separated by spaces.</p> <input type="text"/> <input type="button" value="Search"/> <p>Options ▾</p> <p>Results:</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p> <p style="text-align: center;"> <input type="button" value="Insert"/> → ← <input type="button" value="Remove"/> </p> <p>Choices:</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p>	<p>Contract Name (O): Allows the user to specify the results of the report to one or multiple contract names/numbers.</p>
<p>Project Name:</p>	<p>Keywords: Type one or more keywords separated by spaces.</p> <input type="text"/> <input type="button" value="Search"/> <p>Options ▾</p> <p>Results:</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p> <p style="text-align: center;"> <input type="button" value="Insert"/> → ← <input type="button" value="Remove"/> </p> <p>Choices:</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p>	<p>Project Name (O): Allows the user to specify the results of the report to one or multiple project names/numbers.</p>

EOD 0005 – MBE/EDGE Flag - Adjustment Audit Report

Cognos Viewer 10116159 About



EOD 0005 - MBE/EDGE Flag - Adjustment Audit Report

[Data Dictionary](#)
07/26/11 9:21 AM

BU ID	BU Name	Voucher ID	Adjustment Date	Original MBE/EDGE Cert Flag	Adjusted MBE/EDGE Cert Flag	MBE/EDGE Adjustment Reason Cd	MBE/EDGE Adjustment Type	MBE/EDGE Adjustor Type	Adjustor ID	Comments
<i>Information removed for Report Book Screen Shot purposes</i>			7/3/11	EDGE	EDGE	ACCT	Single Adjustment	EOD	<i>Information removed for Report Book Screen Shot purposes</i>	
			7/1/11	EDGE	MBE	CNTR	Single Adjustment	Agency		
			7/3/11	EDGE	EDGE	Single Adjustment	EOD			
			7/1/11	EDGE	MBE	POST	Single Adjustment	Agency		
			7/21/11	MBE	MBE	ACCT	Mass Adjustment	EOD		
			7/21/11	MBE	None	Mass Adjustment	EOD			
			7/25/11	MBE	MBE	Mass Adjustment	EOD			
			7/25/11	MBE	MBE	Single Adjustment	Agency			
			7/7/11	MBE	MBE	IMPR	Single Adjustment	Agency		
			7/21/11	MBE	EDGE	ACCT	Mass Adjustment	EOD		
			7/21/11	MBE	None	Mass Adjustment	EOD			
			7/21/11	MBE	MBE	IMPR	Single Adjustment	EOD		
			7/21/11	MBE	None	Single Adjustment	EOD			
			7/25/11	MBE	None	Mass Adjustment	EOD			

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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 Adjusted Reason Code: [Adjustments].[Adjustments].[MBE/EDGE Adjustment Reason Cd] – Adjustment Reason Code
- 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

<p>As of Date:</p>	<p>From: <input type="text" value="Jul 7, 2011"/> </p> <p>To: <input type="text" value="Jul 7, 2011"/> </p>	<p>As of Date (R): Report will pull back the most current data as of the date range specified.</p>
<p>Business Unit</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>-</p> <p>AAM01</p> <p>ACC01</p> <p>ADA01</p> <p>ADJ01</p> <p>AFC01</p> <p>AGE01</p> <p>AGO01</p> <p>AGR01</p> <p>AIR01</p> <p>AMB01</p> </div> <p style="text-align: center;">Select all Deselect all</p>	<p>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.</p>
<p>Voucher ID:</p>	<div style="border: 1px solid gray; padding: 5px;"> <p><input type="text"/></p> <p style="text-align: right;"><input type="button" value="Insert →"/></p> <p style="text-align: right;"><input type="button" value="← Remove"/></p> </div> <p style="text-align: center;">Choices:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center;">Select all Deselect all</p>	<p>Voucher ID (O): Allows user to limit report results to the voucher ID chosen.</p>

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

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

[Data Dictionary](#)

08/01/11 10:48 AM

BU ID	BU Name	Department	Department Descr	Vendor ID	Vendor Name	Voucher ID	Account Tree (Level 6)	Account Tree Description (Level 6)	ALI	ALI Descr	Fund Code	Fund Descr	Program Code	Program Descr	Budget Period	Budget Period Begin Date
DAS01	Dept of Admin Services	DAS105625	SAO ADMINISTRATION	0000007969	MKC ASSOCIATES INC	00147207	51650	PPS-ARCH/ENGR	100639	STATE ARCHITECT'S OFFICE	1310	ARCHITECT FEES & TRNSCRPTN CTR	3421D	CAPITAL PROJECT MNGEMENT SVCS	2011M01	Jul/1/2010
	Dept of Admin Services	DAS105625	SAO ADMINISTRATION	0000042091	CTL ENGINEERING INC	00144746	51650	PPS-ARCH/ENGR	100639	STATE ARCHITECT'S OFFICE	1310	ARCHITECT FEES & TRNSCRPTN CTR	3421D	CAPITAL PROJECT MNGEMENT SVCS	2011M01	Jul/1/2010
	Dept of Admin Services	DAS505430	SHARED SERVICES BILLABLE	0000046434	BABBAGE SIMMEL & ASSOC INC	00144345	51700	PPS-DATA PROC	100607	IT SERVICES DELIVERY	1330	INFORMATION TECHNOLOGY	3801Z	IT INFRASTRUCTURE LIBRARY	2011M06	Dec/1/2010
	Dept of Admin Services	DAS505130	SDD - DEPUTY CIO		BABBAGE SIMMEL & ASSOC INC	00146969	51360	EDUCATION	100607	IT SERVICES DELIVERY	1330	INFORMATION TECHNOLOGY	3850G	Customer Svc Administration	2011M12	Jun/1/2011
	Dept of Admin Services	DAS501570	ACQUISITIONS STANDARDS	0000048613	OPTIMUM TECHNOLOGY INC	00147789	51700	PPS-DATA PROC	100630	IT GOVERNANCE	2290	IT GOVERNANCE	3704D	IT GOVERNANCE PROGRAM MGT	2011M04	Oct/1/2010
	Dept of Admin Services	DAS105625	SAO ADMINISTRATION	0000049172	DLZ OHIO INC	00144407	51650	PPS-ARCH/ENGR	100639	STATE ARCHITECT'S OFFICE	1310	ARCHITECT FEES & TRNSCRPTN CTR	3421D	CAPITAL PROJECT MNGEMENT SVCS	2011M01	Jul/1/2010
	Dept of Admin Services	DAS505240	BACKUP SERVICES	0000049194	EXCEL MANAGEMENT SYSTEMS INC	00146865	52110	OFFICE, DATA PROC, ELEC SUPPLY	100607	IT SERVICES DELIVERY	1330	INFORMATION TECHNOLOGY	3706E	ENTERPRISE DISK SERVICES	2011M12	Jun/1/2011
	Dept of Admin Services	DAS505240	BACKUP SERVICES		EXCEL MANAGEMENT SYSTEMS INC	00146865	52670	DP, SOFTWARE, MAINFRAME MAINT	100607	IT SERVICES DELIVERY	1330	INFORMATION TECHNOLOGY	3706E	ENTERPRISE DISK SERVICES	2011M12	Jun/1/2011
	Dept of Admin	DAS505240	BACKUP SERVICES		EXCEL MANAGEMENT	00146865	53710	INFORMATION TECHNOLOGY	100607	IT SERVICES DELIVERY	1330	INFORMATION TECHNOLOGY	3706E	ENTERPRISE DISK SERVICES	2011M12	Jun/1/2011

DAS-BI-156

Purpose: 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.

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".
- ALI Descr: [MBE/EDGE].[ALI].[ALI Descr] - Maximum 30 character description of the ALI code.
- FUND: [MBE/EDGE].[Fund].[Fund Code] - A 4 character chartfield defined as a financial and accounting entity with self-balancing set of accounts.
- FUND Descr: [MBE/EDGE].[Fund].[Fund Descr] - Maximum 30 character description of the FUND code.
- Program: [MBE/EDGE].[Program].[Program Code] – 5 Character chartfield used to capture the enterprise program concept.
- Program Descr: [MBE/EDGE].[Program].[Program Descr] – Maximum 30 character description of the Program Code.
- 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

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

Prompt Navigation:

(R)required Field; (O)ptional Field

As of Date:	<p>From: <input type="text" value="Jul 7, 2011"/> </p> <p>To: <input type="text" value="Jul 7, 2011"/> </p>	As of Date (R): Report will pull back the most current data as of the date range specified.
Business Unit:	<div style="border: 1px solid gray; padding: 5px;"> <p>-</p> <p>AAM01</p> <p>ACC01</p> <p>ADA01</p> <p>ADJ01</p> <p>AFC01</p> <p>AGE01</p> <p>AGO01</p> <p>AGR01</p> <p>AIR01</p> <p>AMB01</p> </div> <p style="text-align: center;">Select all Deselect all</p>	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.
Vendor ID:	<div style="border: 1px solid gray; padding: 5px;"> <p><input type="text"/></p> <p style="text-align: right;">Insert </p> <p style="text-align: right;"> Remove</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Choices:</p> </div> <p style="text-align: center;">Select all Deselect all</p>	Vendor ID (O): Allows user to limit report results to the vendor ID's specified.

