Hints and Tips for *Cost Detail Reports*

Following are some Hints and Tips that may help you to get the results you expect when running the Cost Detail reports.

Commitments: The *Active?* Prompt

- *Cost Detail* reports include commitments *only* for the *Current Period* and *Previous Period.*

  ✓ For FY Periods prior to *Previous Period*, there are no commitments.

- Costs for all FY Periods and the Commitments for the *Current Period* are *Active.*

- *Previous Period* Commitments are **not** *Active,* i.e., *Active? = N*

- If you want to include the commitments for *Previous Period*, then you do not need to select a value for the prompt *Active?*.

TIP: If you are running a *Cost Details* report for multiple months and **do not** want to include the commitments for *Previous Period* then for the *Active?* prompt select *Y and* leave *N* unchecked.


Exporting

- **Export to Excel is the preferred format**

  ✓ Export to *Excel* will only include the columns that are included in the report version or your customization.

  ✓ Export to *CSV* and *Tab delimited* both will export ALL available columns in the report, even those you have excluded.

  ✓ Export to *PDF* does not work as expected, e.g., print fonts becomes very small.

- **Max cell limit is 2,000,000**

  ✓ Cell limit is calculated by the number of columns by number of rows, e.g., a report with 50 columns can have no more than 40,000 rows

- **Use the Export link on the report** rather than Export in the *Page Options.*
  - ✓ *Page Options* is accessible via the gear-shaped icon in the top right corner ⚙
  - ✓ Export in the *Page Options* only exports the data showing in the browser (up to 500 rows) – **even** for the *Export Entire Dashboard* option.
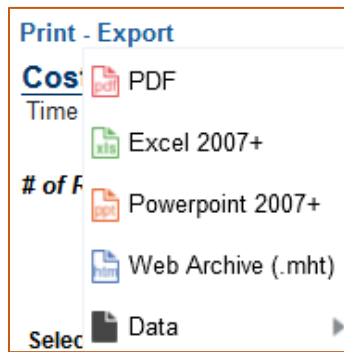
ITD/YTD

- ITD (Inception to Date) and YTD (Fiscal Year to Date) are concepts for summary reports.
- Because of this **there is no option for ITD vs YTD in the Cost Detail reports.**

Saving Customizations

TIP: Please see *Quick Guide - Customizing Reports* for detailed instructions.

- **Make a simple Customization your default customization** so it runs quickly when you first go into the report.