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.