

Instructions for filling out the Predefined Reports Inventory, 'PDR Inventory Template', worksheet.

Note: See 'Example' worksheet for sample input.

RULES:

1. All 'IS.' Discoverer workbooks shared in the ODS must be defined in the PreDefined Reports Inventory.
2. Gray bars separate Discoverer Workbook definitions
3. For reports with multiple tabs, define the major purpose for the report with a note to (See Below) for specific tab parameters, page items, and columns. Each tab should be defined separately with no 'gray bar' between tab definitions.
4. Hard Carriage returns with in a cell (example: list of columns) are accomplished by holding down the 'alt' key and hitting 'enter'
5. All columns must have an entry.

COLUMNS:

- Freq:** This refers to the frequency with which the report should be run (example: Daily, Weekly, Monthly, Annually, As Needed)
- Prefix:** This refers to the standard naming convention for Discoverer reports. Each Discoverer report should begin with a module prefix followed by an underscore, (_), and the report title. (example: **GL**_Project Activity Summary)
- Intended User:** This refers to the target user audience for which the Discoverer report was created.
- Name:** This refers to the name of the report including prefix (Example: GL_Project Activity Summary)
- Parameters:** List parameters, if any, requested an report initiation, else enter 'None'.
- Page Items:** List page items, if any, else enter 'None'.
- Columns:** List the name of each report column in order left-to-right. **Note:** do an 'ALT + ENTER' between column names to list column names on a separate line with in the cell.

PT ARTERI
Laporan Inventory – 2016

Nomor: 192/K1/UMUM.01/2017

Freq	Prefix	Intended User	Name	Description
AS NEEDED	ASC	Application Support Center	ASC_Oracle Responsibilities by Employee	This report shows application responsibilities that are assigned to an employee along with the employee/responsibility active start and end dates.
ANNUALLY	BU	Budget Office Budget Developers	BU_Budget Development Report	This report provides for the review of budget data entered by Departments when formulating new fiscal year budgets. Four different report tabs allow budget entries to be reviewed for both Revenue and Expenditures by Organization or Major Budget Unit (MBU).
	BU	Budget Office Budget Developers	BU_Budget Development Report Tab 1 GL Revenue by Org	This report provides for the review of budget data entered by Departments when formulating new fiscal year budgets. This report allow Revenue budget entries to be reviewed for a selected Organization.

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Nomor: 192/K1/UMUM.01/2017

Freq	Prefix	Intended User	Name	Description
ANNUALLY	BU	Budget Office Budget Developers	BU_Budget Development Report Tab 2 GL Revenue by MBU	This report provides for the review of budget data entered by Departments when formulating new fiscal year budgets. This report allow Revenue budget entries to be reviewed for a selected MBU.
ANNUALLY	BU	Budget Office Budget Developers	BU_Budget Development Report Tab 3 GM Expense by Organization	This report provides for the review of budget data entered by Departments when formulating new fiscal year budgets. This report allow Expense budget entries to be reviewed for a selected Organization.
ANNUALLY	BU	Budget Office Budget Developers	BU_Budget Development Report Tab 4 GM Expense by MBU	This report provides for the review of budget data entered by Departments when formulating new fiscal year budgets. This report allow Expense budget entries to be reviewed for a selected MBU.

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Laporan Inventory – 2016

Nomor: 192/K1/UMUM.01/2017

Freq	Prefix	Intended User	Name	Description
AS NEEDED	FA	Central - Plant Funds	CIP Clearing Account Recon Report - Detail	This report provides detail transactions by CIP clearing account to facilitate the monthly reconciliation of fixed asset activity between FA and GL.

Parameters	Page Items	Columns
None	None	Employee Name Employee Number Employee Organization Person Type Application Name Responsibility Name User Start Date Responsibility Start Date Responsibility End Date Position Email Address
See Below	See Below	This report has 4 tabs. Each tab is defined below.
Organization or MBU Budget Year Version	Organization Award Type	Project Number Project Name Entity Fund Source Object Code Object Code Name Amount

Parameters	Page Items	Columns
Organization or MBU Budget Year Version	MBU, Award Type	Project Number Project Name Entity Fund Source Object Code Object Code Name Amount
Organization or MBU Budget Year Version	Organization Award Type	Award Number Award Name Project Number Project Name Task Number Expenditure Type FTE Amount
Organization or MBU Budget Year Version	MBU Award Type	Award Number Award Name Project Number Project Name Task Number Expenditure Type FTE Amount

Parameters	Page Items	Columns
Period Name	None	Je Batch Name, Je Name, Je Description, Period Name, Je Source, Je Category, Line_Number SUM, Accounting Flexfield, Entity, Project, Fund Source, Object Code, Organization, Future, Amount_Dr SUM, Amount_Cr SUM, Amount SUM, Creation Date, Line Description

Integrated System Operations Data Store (ODS)

Discoverer Reports Inventory

Freq	Prefix	Intended User	Name	Description	Parameters

Freq	Prefix	Intended User	Name	Description	Parameters

Page Items	Columns

