Work Order Reports Guide

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I. Work Order Reports Overview

Vanderbilt University Work Order charges are available for review in BI Launch Pad. Work Order charge data is available online from February 2010 to the present. Note: Because Work Order data was not available until February 2010, Year-to-Date totals are not accurate until Fiscal Year 2011.

Work Order Charge Report data will be updated on a monthly basis. Work Order Reports for a given month are available to users on the morning of the sixth business day of the following month.

Work Order Reports contain detail relating to specific projects including charge dates, descriptions, ticket numbers, hours worked, charge amounts and related Purchase Order information.

Work Order Reports exist in two BI universes, Medical Center Plant Services and University Plant Operations. Reports are reflective of which department provided service, not which department received the service. Therefore, you may be in a Medical Center area that incurred charges from both Medical Center Plant Services and University Plant Operations, or vice versa. In this case, reports should be run from both the Medical Center Plant Services universe and University Plant Operations universe.

Access to Work Order Charge Reports was granted to all eDog Viewers as of February, 2010. If you would like access to the Work Order Reports, please fill out a Business Objects Access Request Form. When completing the form, enter ‘Work Order’ under ‘Universe Requested.’ Once the form has been approved, forward the form to the appropriate person listed on the 2nd page of the document.

The Business Objects Access Request Form can be downloaded at the following link: https://finance.vanderbilt.edu/fis/bo/Business%20Objects%20Security%20Form.pdf.
II. How to access Work Order Reports

Work Order reports are Business Object reports available through BI Launch Pad. You can find a BI Launch Pad login link at the following websites:

- eBiz - [http://www.vanderbilt.edu/ebiz/](http://www.vanderbilt.edu/ebiz/)
- Direct link - [https://enterprisebi4.mis.vanderbilt.edu/BOE/BI](https://enterprisebi4.mis.vanderbilt.edu/BOE/BI)

Steps:

1. BI launch pad uses Vanderbilt’s single sign-on system. If you are not already logged on, enter your VUNetID and ePassword.

   ![Login Screen]

   **Note:** Make sure that the authentication is set to Windows AD.

2. Select the Documents tab from the BI Launch Pad home page.
3. From the Document page, select the **Folders** or **Categories** tab at the bottom.

4. Expand the ‘Public Folders’ or ‘Corporate Categories’ by clicking the ‘+’ sign to the left of the folder.

5. Select ‘Work Order’ from the list of available universes.
6. The larger Work Order folder includes two subfolders, **University Plant Operations** and **Medical Center Plant Services**. Select the correct folder based which department provided your center with service.

![Image](image1.png)

**Note:** Work Order Reports include Medical Center Plant Services and University Plant Operations based on which area provided service. Therefore, you may need to run reports from both folders to see all work orders for your center.

7. The list of available Work Order reports will appear in the Documents window.

![Image](image2.png)

![Image](image3.png)
III. Work Order Charges by Center

Run the Work Order Charges report to review a summary of a single or multiple centers’ work order charges in a given month.

Steps:

1. Select the title ‘Work Order Charges’ to generate report from the Medical Center Plant Services folder, or ‘University Work Order Charges’ from the University Plant Operations folder.

2. To view report prompts, click either the button at the bottom right, or on the ‘User Prompt Input’ bar on the left. If the User Prompt Input bar is not on the left, click to enable.
3. The **Prompts** dialog box appears. Select the prompt ‘Enter Center’. The value choices are listed in the pane on the lower left.

4. To enter the center number in the query:
   - Type center number in the box, and then use **Add** arrow (circled) to enter value. If reviewing multiple centers use a semicolon (;) between center numbers.
   - or-
   - Select the value from the lower pane and use the **Add** arrow button. Repeat this step to add multiple center

**Note:** Use the search box to narrow the list of results by number or name. Use * at the end of a number for the wildcard. For example, searching for 123 will result in all centers containing 123. Whereas searching for 123* will result in all centers beginning with 123.
5. Click the ‘Enter Charge Month:’ prompt to enter a specific calendar month for the query or select a calendar month from the list of values below. Click the Add arrow button.

6. Click the ‘Enter Charge Year:’ prompt to enter the calendar year for the query or select the calendar year from the list of values below. Click the Add arrow button. Once all prompts have been entered, click Run Query.

Note: First year available is 2010.
# Sample Work Order Charges Report

**Vanderbilt University**  
**Work Order Charges Report**

Billing Month/Year: 06/2011  
Report Recipient: halasamb  
Refresh Date: 12/6/11

### GL Center
- **GL Center Name:** HOSPITAL
- **GL Account:** 811100 - PLANT INCIDENTAL

**Work Order:** 432XXX  
Please hang 2 pictures in Office # 3052.6/10/2011  
160230 - CARPENTRY

### Materials

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge Date</th>
<th>TMS Ticket No</th>
<th>Charge Amount</th>
<th>Fiscal YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picture Frame Lock, F/Wood, F/R</td>
<td>9/16/2011</td>
<td>430456</td>
<td>$11.70</td>
<td>$11.70</td>
</tr>
</tbody>
</table>

### Labor

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge Date</th>
<th>Employee ID</th>
<th>TMS Ticket No</th>
<th>Hours</th>
<th>Charge Amount</th>
<th>Fiscal YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please hang 2 pictures</td>
<td>8/10/2011</td>
<td>5335</td>
<td>436459</td>
<td>1</td>
<td>$30.70</td>
<td>$30.70</td>
</tr>
<tr>
<td>Please hang 2 pictures</td>
<td>8/21/2011</td>
<td>5335</td>
<td>436459</td>
<td>2.5</td>
<td>$139.65</td>
<td>$176.65</td>
</tr>
</tbody>
</table>

Shop Total: 160230  
$190.35 $190.35

Work Order Total: 432XXX  
$190.35 $190.35

Account Total: 811100  
$482.93 $4,827.22

Center Total: 1234560000  
$482.93 $4,827.22

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**Vanderbilt University**  
**Work Order Charges Report**

Billing Month/Year: 06/2011  
Report Recipient: halasamb  
Refresh Date: 12/6/11

### GL Center
- **GL Center Name:** HOSPITAL
- **GL Account:** 811100 - PLANT INCIDENTAL

**Work Order:** 431XXX  
RENOVATE MCN $1180.4/30/2011  
160230 - CARPENTRY

### Labor

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge Date</th>
<th>Employee ID</th>
<th>TMS Ticket No</th>
<th>Hours</th>
<th>Charge Amount</th>
<th>Fiscal YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>230-RENOVATE MCN 81100</td>
<td>8/4/2011</td>
<td>5335</td>
<td>436579</td>
<td>4</td>
<td>$158.50</td>
<td>$158.50</td>
</tr>
<tr>
<td>230-RENOVATE MCN 81100</td>
<td>8/8/2011</td>
<td>5335</td>
<td>436579</td>
<td>0.75</td>
<td>$25.78</td>
<td>$25.78</td>
</tr>
</tbody>
</table>

### Direct Purchases

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Description</th>
<th>Charge Date</th>
<th>TMS Ticket No</th>
<th>Charge Amount</th>
<th>Fiscal YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>501/02680000</td>
<td>LUPER BROS 0620601 09678</td>
<td>5/21/2011</td>
<td>420871</td>
<td>$104.00</td>
<td>$104.00</td>
</tr>
</tbody>
</table>

Shop Total: 160230  
$292.58 $4,636.87

Work Order Total: 431XXX  
$292.58 $4,636.87

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Last updated 09/18/15
IV. Work Order Charges by Work Order Number

Run the **Work Order Charges by WO Number** report to review a summary of specific Work Order(s) across a single or multiple charge month(s). A Work Order number will be required, as well as the month(s) in which the charge(s) occurred in order to run this report.

**Steps:**

1. Select the title ‘**Work Order Charges by WO Number**’ from the Medical Center folder or ‘**University Work Order Charges by Work Order Number**’ from the University folder to generate report.

2. To view report prompts, click either the button at the bottom right, or on the ‘**User Prompt Input**’ bar on the left. If the User Prompt Input bar is not on the left, click to enable.
3. The **Prompts** dialog box appears. Select the prompt ‘**Enter Work Order Number(s)**’. Enter the work order number and click the add button. Repeat to add multiple work order numbers.

4. Click the ‘**Enter Charge Month:**’ prompt to enter a specific **calendar** month for the query or select a **calendar** month from the list of values below. Click the Add arrow button.

**Note:** This prompt is **Calendar** month, not report period.
5. Click the ‘Enter Charge Year:’ prompt to enter the calendar year for the query or select the calendar year from the list of values below. Click the Add arrow button. Once all prompts have been entered, click Run Query.

**Note:** First year available is 2010.

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**Sample Work Order Charges by WO Number Report**

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