Committed Costs Report for Projects

This guide will cover:

- **How to navigate and run the Committed Costs Report on projects.**

**Step One**

To log into WyoCloud:

- Navigate to the **WyoWeb** website and select **Financial Management & HCM** from the WyoCloud area. Upon successful login, the WyoCloud Homepage will display.

![WyoCloud Homepage](image)

**Step Two**

To Navigate to Reports and Analytics in WyoCloud:

- From the WyoCloud Home page, click **Navigator** (three lines stacked) in the upper left corner of the page then click **Reports and Analytics** under Tools.
The Reports and Analytics page is displayed.

Step Three
Navigate to the Transactional Reporting Table of Contents, where the Committed Costs report is located.

- Select the small double arrow above the search.
• From the drop down, select **Shared Folders**.

![Image of Shared Folders]

• All Shared Folders you currently have security access for will display. To locate the **Transactional Reporting Table of Contents**, begin by clicking on the **Custom** folder (you may need to scroll to locate it).

![Image of Transactional Reporting Table of Contents]

• Click **Dashboards**.
Click Table of Contents.

To open the Table of Contents, click on the title.
Note: You can set the Table of Contents as a favorite for easier navigation in the future. For directions see this Quick Reference Guide.

Step Four

Running the **Committed Costs Report**
- Under the Project Portfolio Management heading on the Table of Contents, click on **Project Committed Costs**.

- The report will begin to automatically run a list of data for all committed costs and projects.
**Wait until the report has produced a list of data before using any of the prompts**
Example – Report automatically running a set of data to display

![Project Committed Costs](image)

Example – Report completed with full list of data

![Project Committed Costs](image)

**Step Five**

Narrowing down the Committed Costs Report

- You may use the following prompts to narrow the report to only display committed costs associated with a specific project relevant to your needs. Note, in most cases you can leave the defaulted “Select Value” in any or all prompts.
  - **Project Organization Name** – Organization name of the department
  - **Project Number** – Project/grant number number charged
  - **Award Status** – Active, Canceled, Closed, Draft, Expired, Under Amendment
  - **Commitment Number** – Transaction type number (expense report number, purchase order number, sub-award contract number, invoice number, requisition number, etc.)
- After selecting desired prompts, click **Apply**
Example of using the Organization Name prompt:

The following columns are included:

- **Project Number**: Project/grant number number charged
- **Project Name**: Name of project
- **Organization**: Organization department name
- **Award End Date**: Date the project/award expires
- **Award Status**: Active, Canceled, Closed, Draft, Expired, Under Amendment
- **Document**: Purchase Order, Purchase Requisition or Supplier Invoice Commitment (expense reports, non-po invoice, etc.)
- **Commitment Number**: Transaction number associated with the type of transaction (expense report number, purchase order number, sub-award contract number, invoice number, requisition number, etc.)
- **Expenditure Category**: POETA category of the expenditure
- **Supplier**: Vendor where services or goods are being received from
- **Commitment Description**: Line description entered on the transaction
- **Award Burden Schedule**: Indirect costs associated to the specific award
- **Total Committed Cost**: Total cost committed toward the project for specific transactions.

**Note** – A negative amount in Total Committed Cost is from an expenditure correction that still needs something addressed and revalidated.
Currently, no description can be pulled in for expense reports. The WyoCloud team will continue to work on pulling in more information.

Step Six
Exporting the data to Excel

- The options to export and/or print are located at the bottom of the report.
  - It is recommended to export in a CSV file: Export > Data > CSV Format
  - Exporting to csv will allow the user to filter or find expense reports in any of the following columns

You have now navigated to and ran the Project Committed Costs Report.