

Office of Research Services

Guidelines for PI Reports in BlueSky

Quick Steps

Grant Report:

Tools – Reports & Analytics – Browse Catalog – Dashboards – Grants Project Team Dashboard – DePaul Grant Report – Project Number – Search – [Enter Grant Number] – Search – [Click on Grant Number] – OK – Apply – [Report Opens as Excel File]

Payroll Costing Report:

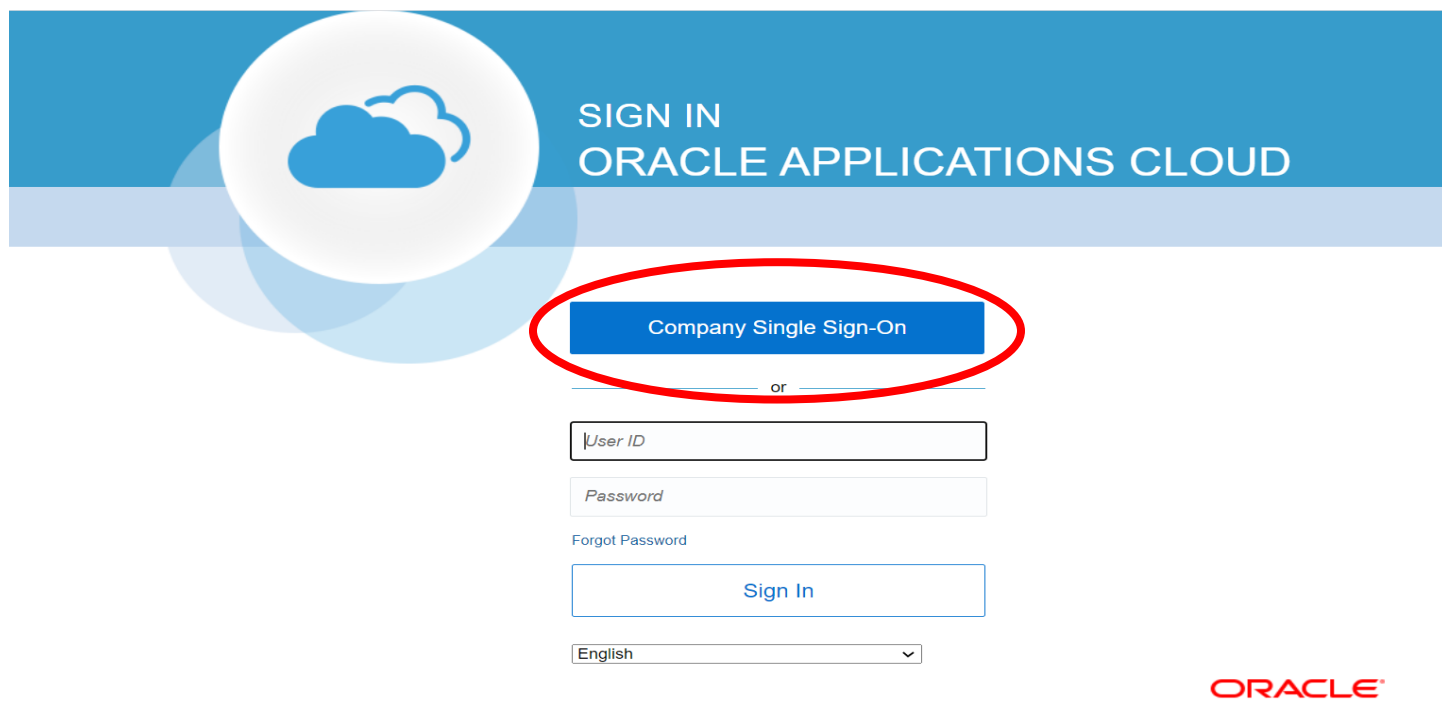
Tools – Reports & Analytics – Browse Catalog – Dashboards – Grants Project Team Dashboard – Payroll Costing Report – Project – Search – [Remove All From Selected to Available] - [Enter Grant Number] – Search – [Click on Grant Number] – Move – OK – Apply – [Report Opens as Excel File]

Position Costing Report:

Tools – Reports & Analytics – Browse Catalog – Dashboards – Grants Project Team Dashboard – Position Costing Report – Project – Search – [Enter Grant Number] – Search – [Click on Grant Number] – OK – Apply – [Report Opens as Excel File]

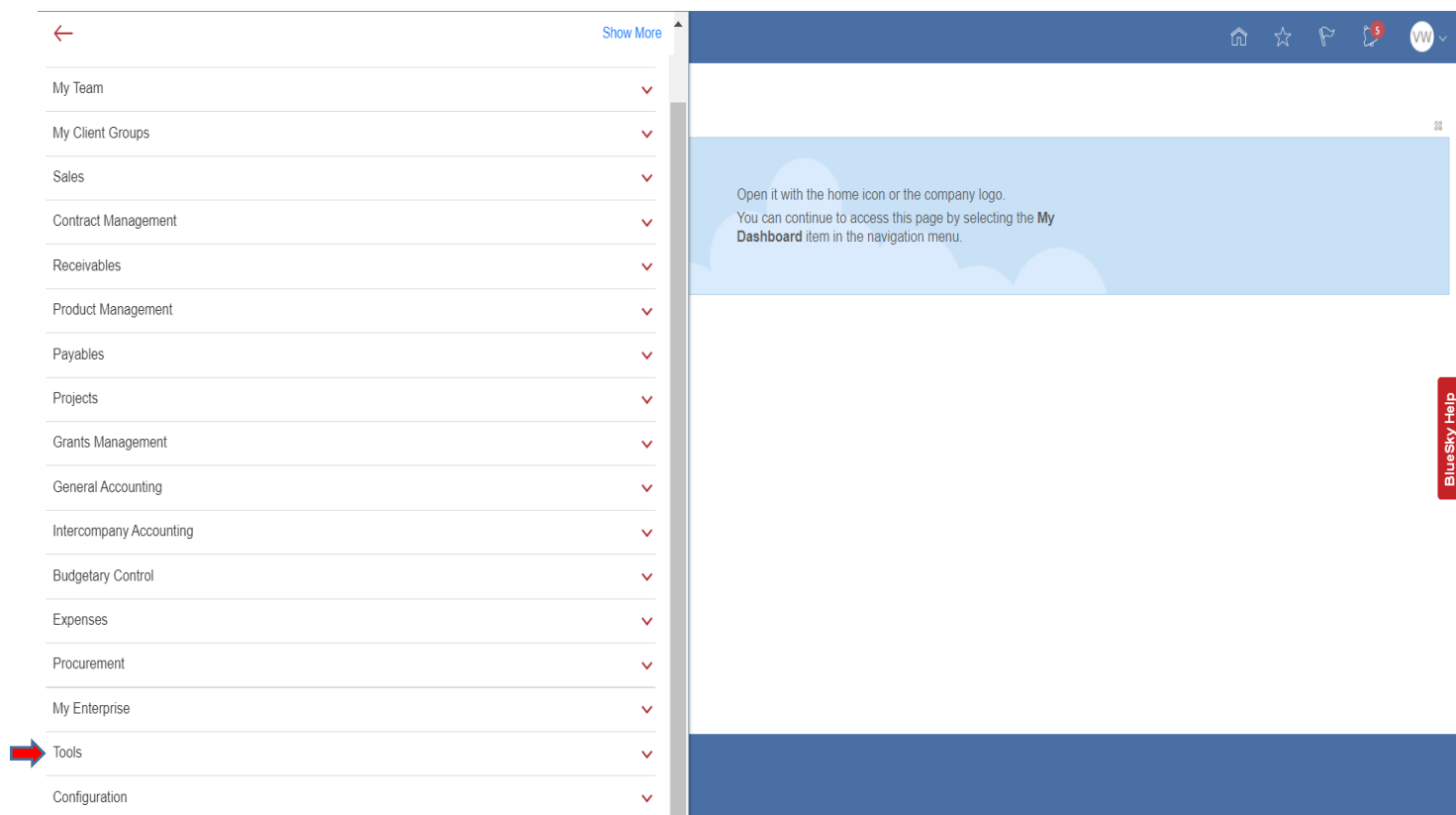
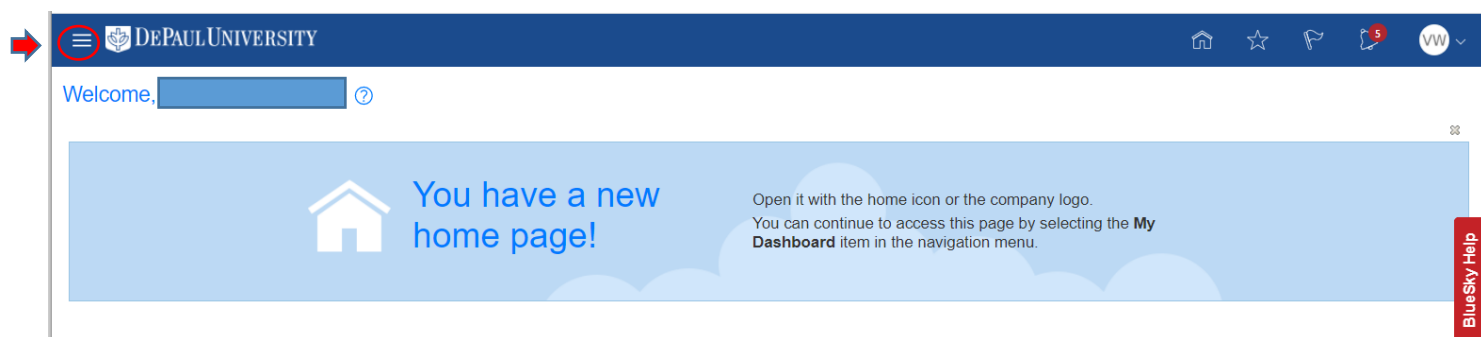
Grant Report Navigation Instructions

1. Type ***Mybluesky.depaul.edu*** in the address line of your preferred browser.



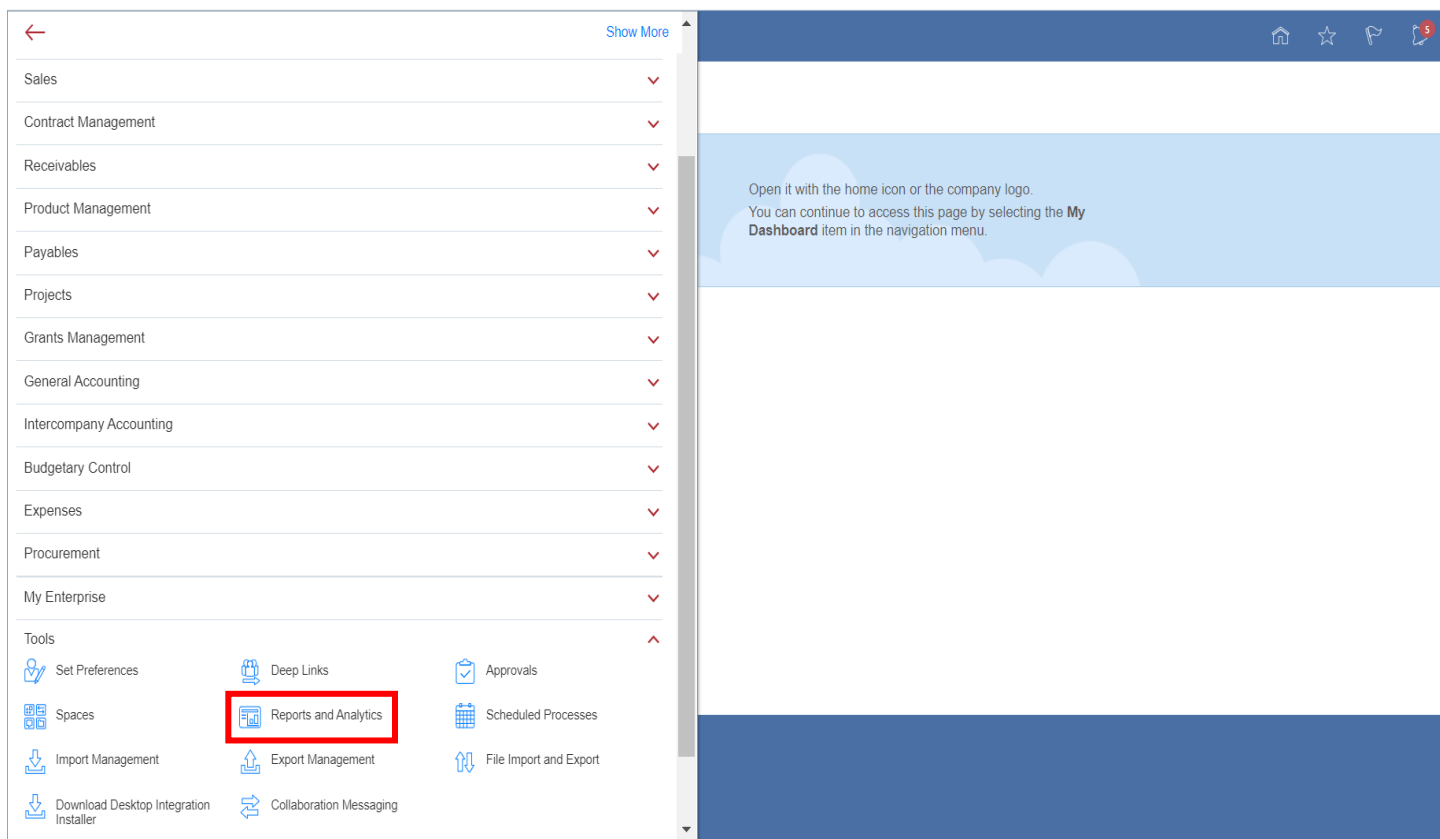
Further access is dependent on your multifactor authentication set-up. Please follow the link https://depaul.service-now.com/sp?id=kb_article_view&sys_kb_id=c1d8a7c91bc56810b50a8559cc4bcb89 for more information.

2. At the home page, go to the navigator and select the **Tools** option.

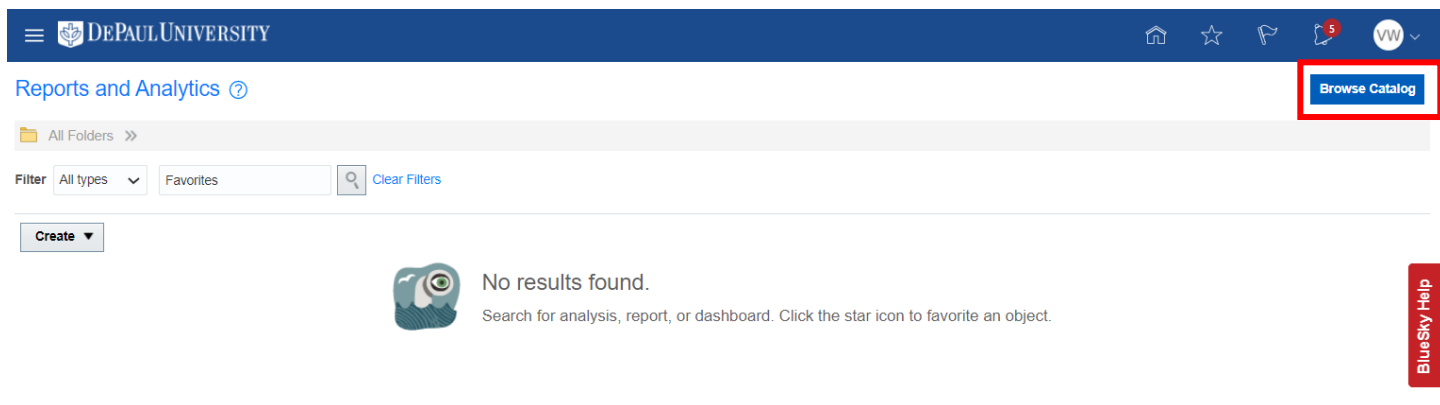


[Note: Available options within the section menu may differ based upon individual access.]

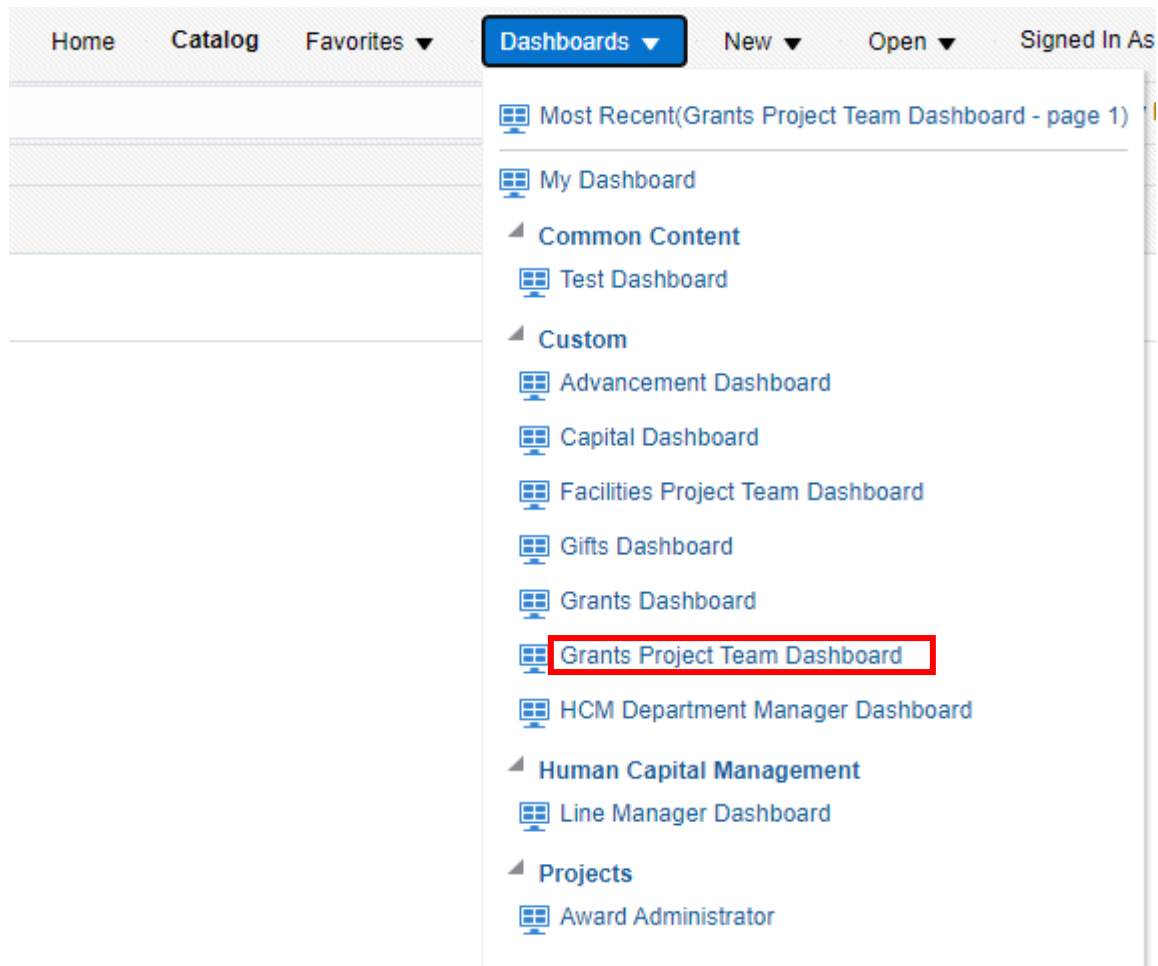
3. Select **Reports and Analytics**.



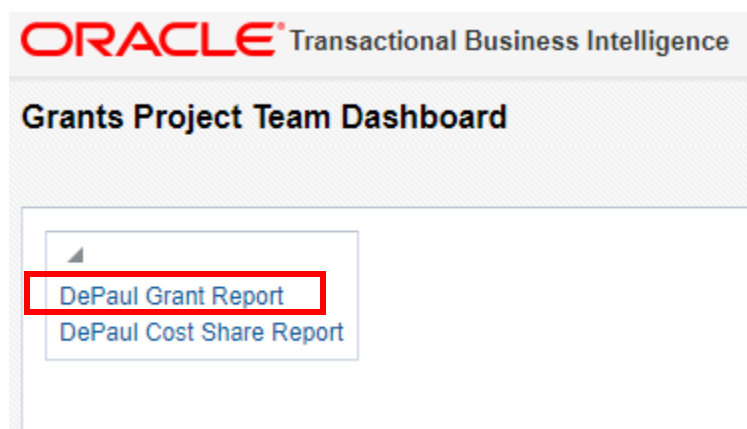
4. At the **Reports and Analytics** screen, select the **Browse Catalog** button.



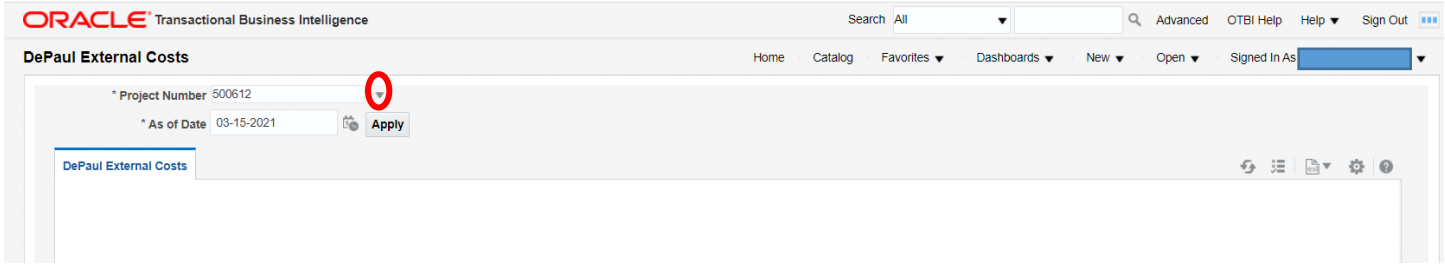
5. In the upper right side of the screen, click on **Dashboards** and select **Grants Project Team Dashboard**



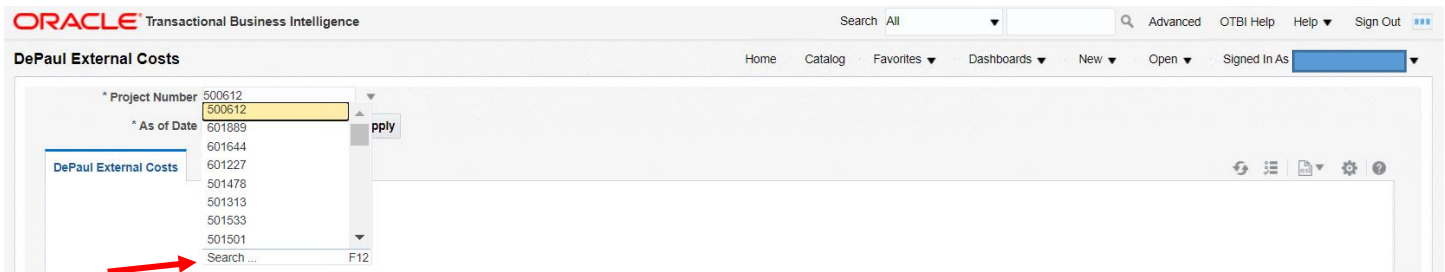
6. Select **DePaul Grant Report**



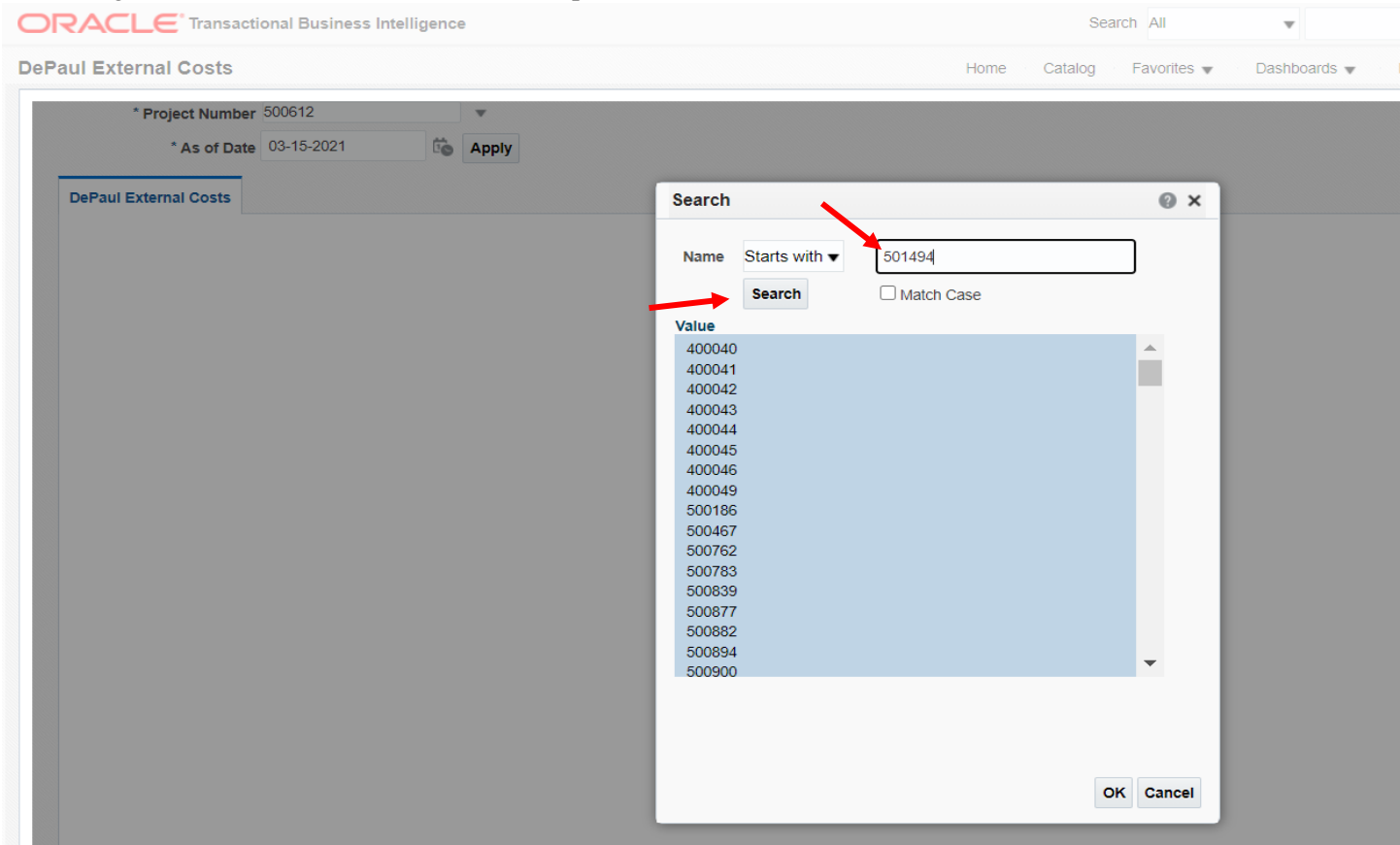
7. Once open, select the **Project Number** to review by opening the dropdown menu.



8. Select **Search** or the F12 button on your keyboard to activate the search window.



9. Enter the grant number within the search box and press the **Search** button.



10. Highlight the project number and select the **OK** button.

The screenshot shows the Oracle Transactional Business Intelligence interface. At the top, the header includes the Oracle logo and 'Transactional Business Intelligence'. Below this, the page title is 'DePaul External Costs'. The main content area has a search bar with 'All' selected. A search dialog box is open, titled 'Search'. It has a 'Name' field with a dropdown set to 'Starts with' and a text input containing '501494'. There is a 'Search' button and a 'Match Case' checkbox. Below the search criteria, there is a 'Value' field with a dropdown set to '501494'. A red arrow points to this dropdown. At the bottom right of the dialog box, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red rectangle.

11. Specify an **As of Date** and select the **Apply** button to access the report information.

The screenshot shows the Oracle Transactional Business Intelligence interface. The header is the same as the previous screenshot. The page title is 'DePaul External Costs'. The main content area has a search bar with 'All' selected. Below the search bar, there is a 'Project Number' field with a dropdown set to '501494'. To the right of the project number is an 'As of Date' field with a date picker set to '03-15-2021'. A red arrow points to this date field. To the right of the date field is an 'Apply' button, which is highlighted by a red rectangle.

12. You will see an option to cancel the report request while the report is being generated.

The screenshot shows the Oracle Transactional Business Intelligence interface. The header is the same as the previous screenshots. The page title is 'DePaul External Costs'. The main content area has a search bar with 'All' selected. Below the search bar, there is a 'Project Number' field with a dropdown set to '501494'. To the right of the project number is an 'As of Date' field with a date picker set to '03-15-2021'. To the right of the date field is an 'Apply' button. Below the 'Apply' button, there is a status bar that says 'Processing..... To cancel, click [here](#)'. The 'here' link is highlighted by a blue rectangle.

13. The report will open as an Excel file on the Journal Details tab. Enable editing. You may find it helpful to begin the review with the Summary tab. Note: On the Journal Detail page, be sure to scroll-right to view all of the columns on each tab.

1	A	B	C	D	E	F	G	H	I	J	K	L
2	DEPAUL							Project Num:	501494			
3								As of date:	2021/03/15			
4								Document Type:				
5												
6												
7	Account	Acct Descr	Fund	DeptID	Program	Class	Proj/Grt	Task	Exp type	Doc type	Exp Batch	Transaction Num
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Journal Detail

Budget Detail

Encumbrance

Pre-Encumbrance

Summary

Payroll Costing Report Navigation Instructions

Complete Steps 1 through 5, then click on **Payroll Costing Report**.

ORACLE Transactional Business Intelligence

Grants Project Team Dashboard

DePaul Grant Report
DePaul Cost Share Report

Position Costing Report
Payroll Costing Report

6. Click on the arrow on **Project**, click **Search** button.

ORACLE[®] Transactional Business Intelligence

Payroll Costing Report

Position Number All ▼

Process Start Date 2021-06-26

Process End Date 2021-07-26

Position Name All ▼

Person Number All ▼

Project All ▼

Award All ▼

Apply

Payroll Costing Report

7. Click on **Remove All**, then type in your Grant Number and click **Search** button. After the Grant Number appears in the left column, click on the Grant Number and click the **Move** button to move the grant number to the right column. Click **OK**.

Search

Available

Name Starts with ▼

Search ☐ Match Case

Value

Selected

000000
1001
1002
500612
500882
500900
500999
501001
501037
501084
501112
501127
501132
501145
501150
501151
501157
501163
501165
501168

Move
Move All
Remove
Remove All

OK Cancel

8. Click the **Apply** button and the report will appear as Excel file to download.

ORACLE[®] Transactional Business Intelligence

Payroll Costing Report

Position Number All ▼

Process Start Date 2021-06-26 📅

Process End Date 2021-07-26 📅

Position Name All ▼

Person Number All ▼

Project [Blue Box] ▼

Award All ▼

Apply

Payroll Costing Report

Position Costing Report Navigation Instructions

Complete Steps 1 through 5, then click on **Position Costing Report**.

ORACLE[®] Transactional Business Intelligence

Grants Project Team Dashboard

DePaul Grant Report
DePaul Cost Share Report

Position Costing Report
Payroll Costing Report

6. Click on the arrow on **Project**, click **Search**.

ORACLE[®] Transactional Business Intelligence

Position Costing Report

Position Number: All

Date From: 2021-06-26

Date To: 2021-07-26

Position: All

Person Number: All

Person Name: All

Project: All

Award: All

Apply

Position Costing-Emp | Position Costing

7. Type in the Grant Number, click the **Search** button. Click on the Grant Number in the blue box and click **OK**.

Search

Name: Starts with

Search

☐ Match Case

Value

OK Cancel

8. Click the **Apply** button and the report will appear as Excel file to download.

ORACLE Transactional Business Intelligence

Payroll Costing Report

Position Number

All

▼

Process Start Date

2021-06-26

Process End Date

2021-07-26

Position Name

All

▼

Person Number

All

▼

Project

▼

Award

All

▼

Apply

Payroll Costing Report