



Order-to-Pay Center Validation Tool: Running and Modifying Reports

I3P Business Office

Running Reports

- Click on “View/Run” under the “Reports” section on the lower left side of the home screen

The screenshot shows the ServiceNow interface for the 'NSSC TEST INSTANCE'. The left-hand navigation menu is visible, with the 'Reports' section highlighted in red. Under 'Reports', the 'View / Run' option is also highlighted. The main content area displays the 'ITPMB Review' report, which includes a bar chart titled 'ITPMB Projects by Functional Area' and a table of project details.

ITPMB Projects by Functional Area

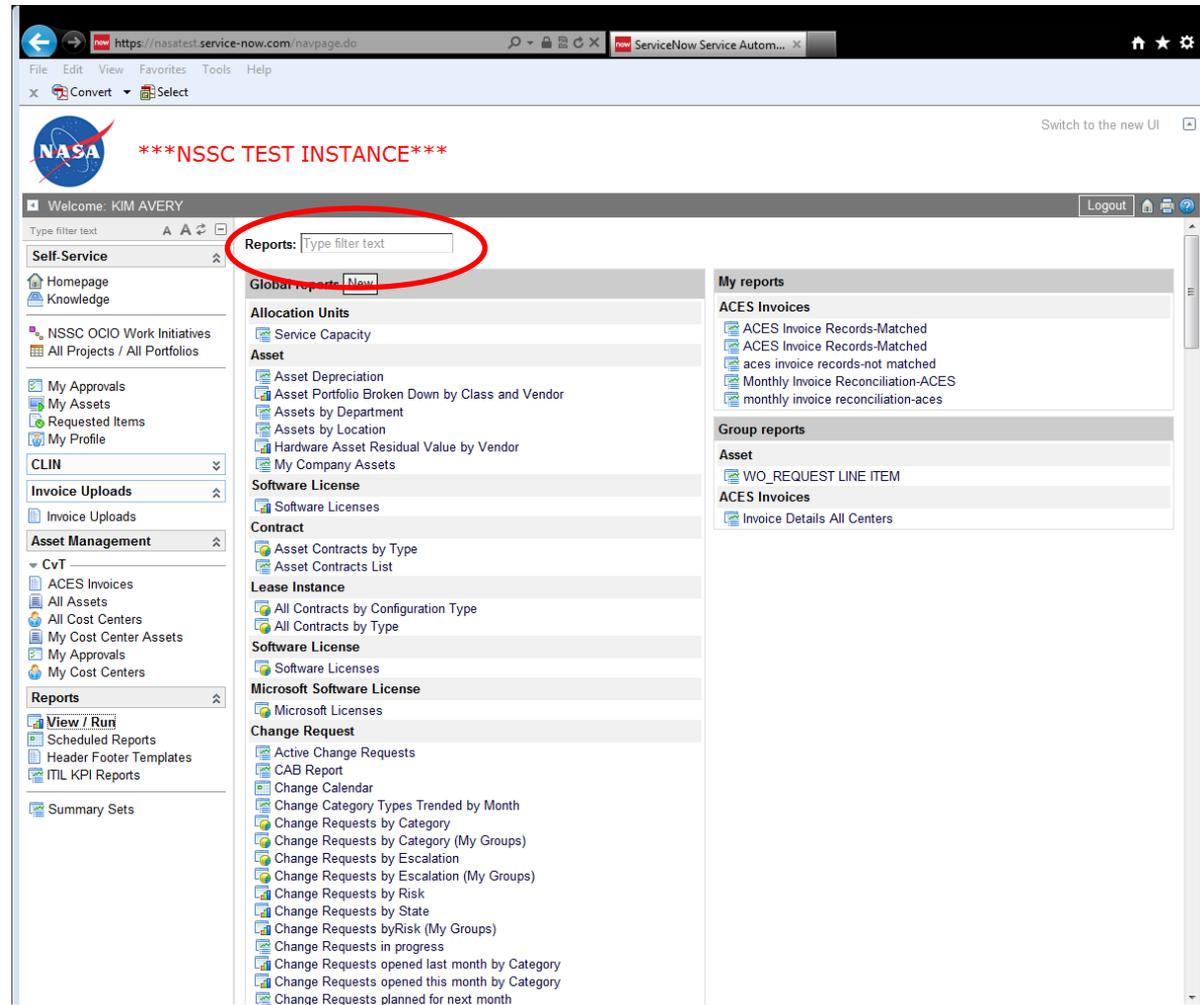
Functional Area	Projects
B&A	4
ESD	2
HR	2
IT	2
FM	1
PR	1

ITPMB Review

Project Name	Stage	Functional Area	Project Manager
EM FY14 Refresh - NCTS 3.1	Stabilization	FM	Susan Diamond
B&A FY14 - I3P BO Updates	Development	B&A	Diane Fulton
B&A FY14 - CS&C Website Updates	Development	B&A	Diane Fulton
IT FY14 Refresh - RightFax 10.5	Development	IT	Susan Diamond
IT FY14 Refresh - ColdFusion Plan	Development	IT	Diane Fulton
Cross Functional FY14 - Training Purchas...	Testing	B&A	Diane Fulton
Cross Functional FY14 - CS&C Updates	Planning	B&A	Diane Fulton
PR FY14 Refresh - GCAT	Development	PR	Susan Diamond
QIP - Center Validation Tool	Design	ESD	Diane Fulton
HR FY14 JSC Transition - ePBS	Scheduling	HR	Susan Diamond
HR - FY14 Refresh - HR/HRIS	Planning	HR	Randall Wentzell
QIP - EUSO Refreshes	Planning	ESD	Diane Fulton

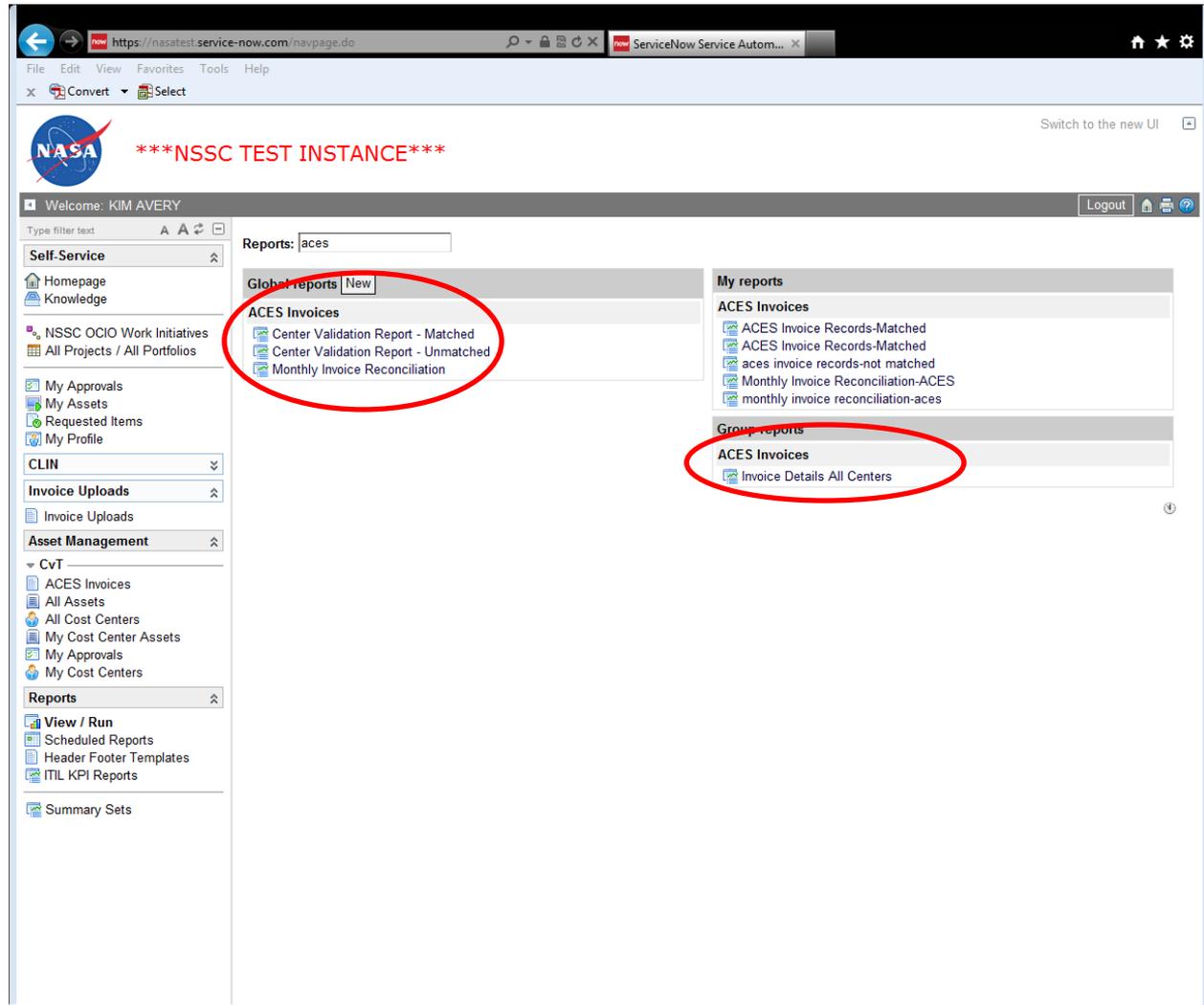
Filtering Reports

- You can type free text in the “Reports:” box at the top of the screen to search for the report you want
- You can also select the report you want from the list of reports



Primary Reports

- The primary reports that you will use are:
 - Center Validation Report – Matched
 - Center Validation Report – Unmatched
 - Monthly Invoice Reconciliation
 - Invoice Details All Centers
 - Accrual Report



Modifying Existing Reports

- Existing reports can be modified using two main tools:
 - “Filter and Order”
 - “Columns”

NSSC TEST INSTANCE

Welcome: KIM AVERY

Reports > Center Validation Report - Unmatched

Run Report Update Save Insert Export to PDF

Name: Center Validation Report - Unmatched

Type: List

Table: ACES Invoices [u_aces_invoices]

Group by: -- None --

Export details:

Header Footer Template: Default

Visible to: Me Groups and Users

Filter and Order:

Invoice Request Number is not empty

and Reconciliation is Not Matched

Columns:

Available	Selected
Invoice Location (+)	Invoice Request Number
Asset Match (+)	Reconciliation
Created	Invoice Item Description
Created by	Asset Match.Asset
Invoice Associated Asset Tag	Invoice CLIN
Invoice Center	Asset Match.CLIN Rate card.C
Invoice Comment	Invoice Monthly Price
Invoice Discounted Price	Asset Match.CLIN Rate card.F

Invoice Request Number	Reconciliation	Invoice Item Description	Asset	Invoice CLIN	CLIN	In
WO0000050005288	Not Matched	Monitor (NASA-STD-2805x Standard)	444001 - Wintel Desktop (S-Seat)	B-5	B-5	
WO0000050005288	Not Matched	Platform (Microsoft) (Desktop)	444001 - Wintel Desktop (S-Seat)	B-1	B-1	
WO0000002595978	Not Matched	System Administration (Microsoft)		C-32		
WO0000000007339	Not Matched	Carrier 1-AT&T Instrument - Standard (Ap...		GG-3		
WO0000002689450	Not Matched	Virtual Machine (None)		C-31		
WO0000002776653	Not Matched	Monitor (NASA-STD-2805x Standard)		B-5		
WO0000002563723	Not Matched	Return to Service (8 business hours)		C-18		
WO0000002503488	Not Matched	System Administration (Apple)		C-33		
WO0000002611305	Not Matched	Carrier 3 - Verizon- Return to Service (...)		GG-65		
WO0000002841772	Not Matched	Monitor (NASA-STD-2805x Standard)		B-5		

Using “Filter and Order”

- Sorting can be done in the “Filter and Order” section using the drop-down menus in each column

The screenshot shows the ServiceNow interface for a report titled "Center Validation Report - Unmatched". The "Filter and Order" section is highlighted with a red box. It contains a list of fields with drop-down menus for sorting. Three red circles highlight the drop-down menus for "Invoice Request Number", "Invoice Bill Date", and "Not Matched".

Reconciliation	Invoice Item Description	Asset	Invoice CLIN	CLIN	In
tche	Monitor (NASA-STD-2805x Standard)	444001 - Wintel Desktop (S-Seat)	B-5	B-5	
tche	Platform (Microsoft) (Desktop)	444001 - Wintel Desktop (S-Seat)	B-1	B-1	
tche	System Administration (Microsoft)		C-32		
tche	Carrier 1-AT&T Instrument - Standard (Ap...		GG-3		
tche	Virtual Machine (None)		C-31		
tche	Monitor (NASA-STD-2805x Standard)		B-5		
tche	Return to Service (8 business hours)		C-18		
tche	System Administration (Apple)		C-33		
tche	Carrier 3 - Verizon- Return to Service (...)		GG-65		
tche	Monitor (NASA-STD-2805x Standard)		B-5		

Drop-Down Menus

NSSC TEST INSTANCE

Welcome: KIM AVERY

Reports > Center Validation Report - Unmatched

Run Report | Update | Save | Insert | Export to PDF

Name: Center Validation Report - Unmatched
 Type: List
 Table: ACES Invoices [u_aces_invoices]
 Group by: -- None --

Export details:
 Header Footer Template: Default
 Visible to: Me Groups and Users

Filter and Order:
 Invoice Request Number **is not empty** and Reconciliation

Invoice Request Number	Reconciliation	Item Description	Asset	Invoice CLIN	CLIN	In
WO0000050005288	Not Matched	Monitor (NASA-STD-2805x Standard)	444001 - Wintel Desktop (S-Seat)	B-5	B-5	
WO0000050005288	Not Matched	Microsoft	444001 - Wintel Desktop (S-Seat)	B-1	B-1	
WO0000002595978	Not Matched	Administration		C-32		
WO0000000007339	Not Matched	Carrier 3 AT&T Instrument - Standard (Apple)		GG-3		
WO0000002689450	Not Matched	Virtual Machine (None)		C-31		
WO0000002776653	Not Matched	Monitor (NASA-STD-2805x Standard)		B-5		
WO0000002563723	Not Matched	Return to Service (8 business hours)		C-18		
WO0000002503488	Not Matched	System Administration (Apple)		C-33		
WO0000002611305	Not Matched	Carrier 3 - Verizon- Return to Service (...)		GG-65		
WO0000002841772	Not Matched	Monitor (NASA-STD-2805x Standard)		B-5		

NSSC TEST INSTANCE

Welcome: KIM AVERY

Reports > Center Validation Report - Unmatched

Run Report | Update | Save | Insert | Export to PDF

Name: Center Validation Report - Unmatched
 Type: List
 Table: ACES Invoices [u_aces_invoices]
 Group by: -- None --

Export details:
 Header Footer Template: Default
 Visible to: Me Groups and Users

Filter and Order:
 Invoice Request Number **is not empty** and Reconciliation **is**

Invoice Request Number	Reconciliation	Item Description	Asset	Invoice CLIN	CLIN	In
WO0000050005288	Not Matched	Monitor (NASA-STD-2805x Standard)	444001 - Wintel Desktop (S-Seat)	B-5	B-5	
WO0000050005288	Not Matched	Microsoft	444001 - Wintel Desktop (S-Seat)	B-1	B-1	
WO0000002595978	Not Matched	Administration		C-32		
WO0000000007339	Not Matched	Carrier 3 AT&T Instrument - Standard (Apple)		GG-3		
WO0000002689450	Not Matched	Virtual Machine (None)		C-31		
WO0000002776653	Not Matched	Monitor (NASA-STD-2805x Standard)		B-5		
WO0000002563723	Not Matched	Return to Service (8 business hours)		C-18		
WO0000002503488	Not Matched	System Administration (Apple)		C-33		
WO0000002611305	Not Matched	Carrier 3 - Verizon- Return to Service (...)		GG-65		
WO0000002841772	Not Matched	Monitor (NASA-STD-2805x Standard)		B-5		

Using “Columns” to Modify Reports

- Column headings for reports can be selected from the “Available” box
- Highlight by clicking on the desired column heading and then click the right arrow to move it to the “Selected” section

The screenshot shows the ServiceNow interface for configuring a report. The main window displays the 'Center Validation Report - Unmatched' configuration page. A 'Columns' dialog box is open, showing a list of available columns on the left and a 'Selected' list on the right. The 'Available' list includes: Invoice Last Name, Invoice Line Item, Invoice Order ID 2, Invoice Request Frequency, Invoice Seat Type, Invoice Shopping Cart Number, Invoice Upload Month, and Invoice Upload Number. The 'Selected' list is currently empty, showing '--None--'. A red circle highlights the right-pointing arrow between the two panes, indicating the action to move a column from the available list to the selected list.

Invoice Request Number	Reconciliation	Invoice Item Description	Asset	Invoice CLIN	CLIN	Invoice Monthly Price	Recurring cost
WO0000050005288	Not Matched	Monitor (NASA-STD-2805x Standard)	444001 - Wintel Desktop (S-Seat)	B-5	B-5	\$0.00	\$0.00
WO0000050005288	Not Matched	Platform (Microsoft) (Desktop)	444001 - Wintel Desktop (S-Seat)	B-1	B-1	\$50.00	\$62.55
WO0000002596978	Not Matched	System Administration (Microsoft)		C-32		\$10.28	\$0.00
WO000000007339	Not Matched	Carrier 1-AT&T Instrument - Standard (Ap...		GG-3		\$23.34	\$0.00
WO0000002689450	Not Matched	Virtual Machine (None)		C-31		\$0.00	\$0.00
WO0000002778653	Not Matched	Monitor (NASA-STD-2805x Standard)		B-5		\$0.00	\$0.00
WO0000002563723	Not Matched	Return to Service (8 business hours)		C-18		\$8.52	\$0.00
WO0000002503488	Not Matched	System Administration (Apple)		C-33		\$11.55	\$0.00
WO00000002611306	Not Matched	Carrier 3 - Verizon- Return to Service (...)		GG-65		\$7.27	\$0.00
WO00000002841772	Not Matched	Monitor (NASA-STD-2805x Standard)		B-5		\$0.00	\$0.00

Changing the Order of Selected Columns

- The order that the columns are listed in the “Selected” box is the order that the columns will be displayed in your report
- The order can be changed by clicking on a heading in the “Selected” box and then using the up and down arrows to the right of the “Selected” box

NSSC TEST INSTANCE

Welcome: KIM AVERY

Reports > Center Validation Report - Unmatched

Run Report | Update | Save | Insert | Export to PDF

Name: Center Validation Report - Unmatched

Type: List

Table: ACES Invoices [u_aces_invoices]

Group by: -- None --

Export details: Me Groups and Users

Header Footer Template: Default

Visible to: Me Groups and Users

Filter and Order:

Invoice Request Number is not empty

and Reconciliation is Not Matched

Columns:

Available: Invoice Item Description, Asset Match Asset, Invoice CLIN, Asset Match CLIN Rate card C, Asset Match CLIN Rate card F, Asset Match Verified Status, Updated, Invoice Associated Asset Tag

Selected: Invoice Recurring Frequency, Invoice Monthly Price, Invoice Cost Center, Invoice Bill Date

ACES Invoices

Invoice Recurring Frequency	Invoice Monthly Price	Invoice Cost Center	Invoice Bill Date
Monthly	\$0.00		2014-10-05
Monthly	\$50.00		2014-10-05
Monthly	\$18.84		2014-10-05
Monthly	\$14.34		2014-10-20
Monthly	\$48.71		2014-10-05
Monthly	\$0.00		2014-10-20
Scheduled Reports	\$4.00		2014-10-20
Monthly	\$12.49		2014-10-05
Monthly	\$12.47		2014-10-05
Monthly	\$1.19		2014-10-20
Monthly	\$24.83		2014-10-20
Monthly	\$0.00		2014-10-05
Monthly	\$12.49		2014-10-05
Monthly	\$84.60		2014-10-05
Monthly	\$8.52		2014-10-20
Monthly	\$48.71		2014-10-20
Monthly	\$62.55		2014-10-20
Monthly	\$10.28		2014-10-05

Exporting Your Reports

- Right-click on the dark grey column heading bar and then click “Export”
- Select between Excel, CSV, and PDF

The screenshot shows the ServiceNow interface for a report titled "Center Validation Report - Unmatched". The report table is highlighted with a red box, and a context menu is open over the column headers, showing "Export" options for Excel, CSV, and PDF.

Invoice CLIN	Invoice Request Number	Reconciliation	Invoice Item Description	Asset	CLIN	Invoice Monthly Price	Recurring cost	Verified Status
B-3	WO0000050005268	Not Matched	(Microsoft)	444001 - Wintel Desktop (S-Seat)	B-3	\$0.00	\$0.00	Not Concurred
B-1	WO0000050005288	Not Matched	(Microsoft)	444001 - Wintel Desktop (S-Seat)	B-1	\$50.00	\$62.55	Not Concurred
L-13	WO0000002611882	Not Matched				\$4.88	\$0.00	
C-31	WO0000002652797	Not Matched				\$0.00	\$0.00	
S-13	WO0000000008790	Not Matched	Verizon Business	Service (monthl...		\$48.71	\$0.00	
C-20	WO0000002563308	Not Matched	Standard Load (Microsoft)			\$12.49	\$0.00	
E-1	WO0000002669892	Not Matched	AT&T - Carrier 1			\$32.72	\$0.00	
C-7	WO0000002677235	Not Matched	Platform (Apple) (Laptop)			\$61.19	\$0.00	
C-37	WO0000002553303	Not Matched	Backup Services (Included)			\$1.19	\$0.00	
C-14	WO0000002666804	Not Matched	Monitor			66.75	66.00	

Sample Excel Export Output

u_aces_invoices (2).xls [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ACROBAT

Clipboard Font Alignment Number Styles Cells Editing

Normal Bad Good Neutral Calculation

Check Cell Explanatory... Input Linked Cell Note

AutoSum Fill Sort & Find & Filter - Select

Invoice CLIN

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Invoice CLIN	Invoice Request Number	Reconciliation	Invoice Item Description	Asset	CLIN	Invoice Monthly Price	Recurring cost	Verified Status	Invoice Cost Center	Invoice Bill Date	Invoice Location	Updated						
2	B-5	WO0000050005288	Not Matched	Monitor (NASA-STD-2805x	444001 -	B-5	\$0.00	\$0.00	Not Concurred		2014/10/05	NASA Shared	2014/10/05 16:03:31						
3	B-1	WO0000050005288	Not Matched	Platform (Microsoft)	444001 -	B-1	\$50.00	\$62.55	Not Concurred		2014/10/05	NASA Shared	2014/10/05 16:03:31						
4	C-18	WO00000002514070	Not Matched	Return to Service (8			\$8.52	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:33:44						
5	C-1	WO00000002571991	Not Matched	Platform (Microsoft)			\$24.83	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:35:12						
6	C-32	WO00000002781838	Not Matched	System Administration			\$10.28	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:40:21						
7	C-15	WO0000000000945	Not Matched	Monitor			\$7.26	\$0.00			2014/09/26	NASA Shared	2014/09/24 14:36:23						
8	C-20	WO00000002503316	Not Matched	Standard Load (Microsoft)			\$12.49	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:32:19						
9	Q-	WO00000002849656	Not Matched	APPLE THUNDERBOLT			\$849.00	\$0.00			2014/10/20	Ames Research	2014/10/20 13:54:09						
10	C-14	WO00000002831663	Not Matched	Monitor			\$6.75	\$0.00			2014/10/20	Ames Research	2014/10/20 11:17:52						
11	C-21	WO00000002790015	Not Matched	Standard Load (Apple)			\$12.47	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:42:55						
12	C-1	WO00000002760192	Not Matched	Platform (Microsoft)			\$24.83	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:44:48						
13	B-2	WO00000002688924	Not Matched	Platform (Microsoft)			\$76.85	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:41:29						
14	O-1	WO00000000002345	Not Matched	Account Services for Virtual			\$34.16	\$0.00			2014/09/26	NASA Shared	2014/09/24 14:36:43						
15	C-14	WO00000002655031	Not Matched	Monitor			\$6.75	\$0.00			2014/10/20	Ames Research	2014/10/20 13:48:52						
16	C-5	WO00000002553410	Not Matched	Platform (Microsoft)			\$85.45	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:45:12						
17	C-18	WO00000002804720	Not Matched	Return to Service (8			\$8.52	\$0.00			2014/10/20	Ames Research	2014/10/20 11:17:30						
18	C-14	WO00000002610560	Not Matched	Monitor			\$6.75	\$0.00			2014/10/20	Ames Research	2014/10/20 13:46:18						
19	B-2	WO00000002768914	Not Matched	Platform (Microsoft)			\$76.85	\$0.00			2014/09/26	NASA Shared	2014/09/24 14:36:17						
20	C-18	WO00000002716511	Not Matched	Return to Service (8			\$8.52	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:40:23						
21	C-27	WO00000002661527	Not Matched	Docking Station Solution			\$6.55	\$0.00			2014/10/20	Ames Research	2014/10/20 11:13:19						
22	B-4	WO00000002531199	Not Matched	Platform (Apple) (Laptop)			\$108.56	\$0.00			2014/10/20	Ames Research	2014/10/20 11:09:28						
23	C-33	WO00000002677774	Not Matched	System Administration			\$11.55	\$0.00			2014/10/20	Ames Research	2014/10/20 11:14:13						
24	C-36	WO00000002610060	Not Matched	Backup Services (None)			\$0.00	\$0.00			2014/10/20	Ames Research	2014/10/20 11:10:22						
25	C-20	WO00000002771374	Not Matched	Standard Load (Microsoft)			\$12.49	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:34:07						
26	E-3	WO00000002638093	Not Matched	Verizon (Carrier 3)			\$36.22	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:30:16						
27	B-2	WO00000001818578	Not Matched	Platform (Microsoft)			\$76.85	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:45:08						
28	C-1	WO00000002514205	Not Matched	Platform (Microsoft)			\$24.83	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:37:27						
29	B-2	WO00000002634931	Not Matched	Platform (Microsoft)			\$76.85	\$0.00			2014/10/20	Ames Research	2014/10/20 13:48:03						
30	B-5	WO00000002815506	Not Matched	Monitor (NASA-STD-2805x			\$0.00	\$0.00			2014/10/20	Ames Research	2014/10/20 13:53:32						
31	C-21	WO00000002688699	Not Matched	Standard Load (Apple)			\$12.47	\$0.00			2014/10/20	Ames Research	2014/10/20 13:50:26						
32	E-3	WO00000002611858	Not Matched	Verizon-Carrier 3			\$36.22	\$0.00			2014/10/20	Ames Research	2014/10/20 13:47:02						
33	I-10	WO00000002611909	Not Matched	Octel Message Notification			\$0.00	\$0.00			2014/10/20	Ames Research	2014/10/20 11:11:14						
34	B-5	WO00000002694395	Not Matched	Monitor (NASA-STD-2805x			\$0.00	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:40:10						
35	B-5	WO00000001819859	Not Matched	Monitor (NASA-STD-2805x			\$0.00	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:41:32						
36	C-2	WO00000002540885	Not Matched	Platform (Microsoft)			\$34.51	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:38:19						
37	C-32	WO00000002504171	Not Matched	System Administration			\$10.28	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:39:27						
38	C-18	WO00000002675607	Not Matched	Return to Service (8			\$8.52	\$0.00			2014/10/20	Ames Research	2014/10/20 11:13:48						
39	C-25	WO00000002586092	Not Matched	Docking Station Solution			\$9.78	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:38:42						
40	C-14	WO00000002632211	Not Matched	Monitor			\$6.75	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:44:26						
41	E-3	WO00000002778793	Not Matched	Verizon-Carrier 3			\$36.22	\$0.00			2014/10/20	Ames Research	2014/10/20 11:17:06						
42	C-37	WO00000002512885	Not Matched	Backup Services (included)			\$1.19	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:32:05						
43	C-32	WO00000002511373	Not Matched	System Administration			\$10.28	\$0.00			2014/10/05	NASA Shared	2014/10/05 13:45:33						
44	O-1	WO00000000003236	Not Matched	Account Services for Virtual			\$2.56	\$0.00			2014/10/20	Ames Research	2014/10/20 11:09:25						
45	I-13	WO00000002611905	Not Matched	Return to Service (8			\$4.88	\$0.00			2014/10/20	Ames Research	2014/10/20 13:46:59						

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