Financial Management Using Compass: Reporting Basics

Finance Division
Compass Reporting Tools

Inquiry
• Always tie reports and queries back to an inquiry

Query
• Pulls together different data elements

Reports
• Report that looks good and is formatted
  • Standard and nVision
1. Daily work conducted in modules.

2. A process generates journals.

3. Journals post to the GL or Budget Ledger.
What is PS/nVision
What are the nVision Reports
Where Do You Go To Retrieve the nVision Reports
How Do You Run Your Own nVision Reports
PS/nVision

- PS/nVision is a financial statement and reporting tool
- Generates output using Excel
- Provides capability to drill down from a cell
- Applicable to ledger tables only (LEDGER & LEDGER_KK)
- Integrates with PS Query for some drill downs (AllTrans)
- Emory actively uses 223 nVision reports
  - 40 are available for users
  - 6 are specifically designed for departmental and project use
# PS/nVision Reports

## Report ID and Description

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOP2230</td>
<td>Department Budget Summary</td>
</tr>
<tr>
<td>BOP2232</td>
<td>Department Budget - Detail</td>
</tr>
<tr>
<td>NSP2240</td>
<td>NonSponsored Projects Summary</td>
</tr>
<tr>
<td>NSP2242</td>
<td>NonSponsored Projects-Detail</td>
</tr>
<tr>
<td>SPP2240</td>
<td>Sponsored Projects Summary</td>
</tr>
<tr>
<td>SPP2242</td>
<td>Sponsored Projects-Detail</td>
</tr>
</tbody>
</table>

## Prefix and Meaning

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOP</td>
<td>Budget Operating</td>
</tr>
<tr>
<td>NSP</td>
<td>Non-Sponsored Project</td>
</tr>
<tr>
<td>SPP</td>
<td>Sponsored Project</td>
</tr>
<tr>
<td>MGT</td>
<td>Management</td>
</tr>
<tr>
<td>CAP</td>
<td>Capital Project</td>
</tr>
<tr>
<td>CRU</td>
<td>Original</td>
</tr>
</tbody>
</table>

## Summary

<table>
<thead>
<tr>
<th>Department</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary</td>
<td>2230</td>
</tr>
<tr>
<td>Detail</td>
<td>2232</td>
</tr>
</tbody>
</table>
### PS/nVision – Report Styles

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOP2230</td>
<td>Department Budget Summary</td>
</tr>
<tr>
<td>BOP2232</td>
<td>Department Budget - Detail</td>
</tr>
<tr>
<td>NSP2240</td>
<td>NonSponsored Projects Summary</td>
</tr>
<tr>
<td>NSP2242</td>
<td>NonSponsored Projects-Detail</td>
</tr>
<tr>
<td>SPP2240</td>
<td>Sponsored Projects Summary</td>
</tr>
<tr>
<td>SPP2242</td>
<td>Sponsored Projects-Detail</td>
</tr>
</tbody>
</table>

- Budget & Actual Columns
- Categorized By FUND
- One Row for Each Department
PS/nVision – Report Styles

- Budget & Actual Columns
- Year To Date & Life To Date
- Categorized By FUND
- One Row for Each Project
PS/nVision – Report Styles

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOP2230</td>
<td>Department Budget Summary</td>
</tr>
<tr>
<td>BOP2232</td>
<td>Department Budget – Detail</td>
</tr>
<tr>
<td>NSP2240</td>
<td>NonSponsored Projects Summary</td>
</tr>
<tr>
<td>NSP2242</td>
<td>NonSponsored Projects-Detail</td>
</tr>
<tr>
<td>SPP2240</td>
<td>Sponsored Projects Summary</td>
</tr>
<tr>
<td>SPP2242</td>
<td>Sponsored Projects-Detail</td>
</tr>
</tbody>
</table>

- Budget & Actual Columns
- Year To Date & Life To Date
- Grant (Sponsored Project) FUND Only
- One Row for Each Project
PS/nVision – Report Styles

- Budget, Actual, Monthly & YTD Columns
- Revenue, Expense & Transfer Detail Rows
- Detail to the Account Level
- One Report for Each Department or Department Grouping (Scope)
**PS/nVision – Report Styles**

- Budget, Actual, Monthly & LTD Columns
- Revenue, Expense & Transfer Detail Rows
- Detail to the Account Level
- One Report for Each Project

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOP2230</td>
<td>Department Budget Summary</td>
</tr>
<tr>
<td>BOP2232</td>
<td>Department Budget - Detail</td>
</tr>
<tr>
<td>NSP2240</td>
<td>NonSponsored Projects Summary</td>
</tr>
<tr>
<td>NSP2242</td>
<td>NonSponsored Projects-Detail</td>
</tr>
<tr>
<td>SPP2240</td>
<td>Sponsored Projects Summary</td>
</tr>
<tr>
<td>SPP2242</td>
<td>Sponsored Projects-Detail</td>
</tr>
</tbody>
</table>

**Operating Revenues:**
- Budget, All Revenues
- Revenue Related Fees/Adj
- Total Operating Revenues

**Operating Expenses:**
- Budget, All Expenses
- Financial Aid
- Total Operating Expenses

**Net Budget Available:**
- (3,473)
PS/nVision – Report Styles

- Specific For Grant Projects
- Includes Attribute Information (PI, Dates, Proposal/Award Numbers)
- Budget, Actual, Monthly, YTD & LTD Columns
- Direct & Indirect Costs Detail Rows
- Detail to the Account Level
- One Report for Each Project
### Detail Reports (2232 & 2242)
Include Transaction Data From AllTrans

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Department Name</th>
<th>Account</th>
<th>Account Description</th>
<th>Project ID</th>
<th>Project Description</th>
<th>Accounting Year</th>
<th>Accounting Mth</th>
<th>Posting Date</th>
<th>Amount</th>
<th>PO No.</th>
<th>Voucher/Tran</th>
<th>Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td>111010</td>
<td>Office of the Controller</td>
<td>5020</td>
<td>Sal - Clerical/Secretarial</td>
<td></td>
<td></td>
<td>2010</td>
<td>7</td>
<td>2010-03-01</td>
<td>1,848.83</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111010</td>
<td>Office of the Controller</td>
<td>5020</td>
<td>Sal - Clerical/Secretarial</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111010</td>
<td>Office of the Controller</td>
<td>50376</td>
<td>Sal - Ets Temp Employees</td>
<td></td>
<td></td>
<td>2010</td>
<td>7</td>
<td>2010-03-01</td>
<td>638.29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111010</td>
<td>Office of the Controller</td>
<td>50375</td>
<td>Sal - Ets Temp Employees</td>
<td>D2256850</td>
<td>PROJ COMPASS OVERF</td>
<td>2010</td>
<td>7</td>
<td>2010-03-01</td>
<td>1,425.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111010</td>
<td>Office of the Controller</td>
<td>50375</td>
<td>Sal - Ets Temp Employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>785.71</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111010</td>
<td>Office of the Controller</td>
<td>51914</td>
<td>Benefits - Fringe Pool Exp</td>
<td></td>
<td></td>
<td>2010</td>
<td>7</td>
<td>2010-03-01</td>
<td>668.96</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111010</td>
<td>Office of the Controller</td>
<td>51914</td>
<td>Benefits - Fringe Pool Exp</td>
<td>D2256850</td>
<td>PROJ COMPASS OVERF</td>
<td>2010</td>
<td>7</td>
<td>2010-03-01</td>
<td>156.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111010</td>
<td>Office of the Controller</td>
<td>51914</td>
<td>Benefits - Fringe Pool Exp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>412.21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111010</td>
<td>Office of the Controller</td>
<td>52109</td>
<td>Prof Fees - Temp Agency</td>
<td>D2256850</td>
<td>PROJ COMPASS OVERF</td>
<td>2010</td>
<td>7</td>
<td>2010-03-05</td>
<td>1,982.75</td>
<td>Q483273</td>
<td></td>
<td></td>
</tr>
<tr>
<td>111010</td>
<td>Office of the Controller</td>
<td>52109</td>
<td>Prof Fees - Temp Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,982.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111010</td>
<td>Office of the Controller</td>
<td>52196</td>
<td>Prof Fees - Other</td>
<td>D2256850</td>
<td>PROJ COMPASS OVERF</td>
<td>2010</td>
<td>7</td>
<td>2010-03-02</td>
<td>7,408.00</td>
<td>Q480381</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vendor ID** | **Vendor Name** | **EmpID** | **Invoice ID** | **Invoice Date** | **Description** | **Invoice Description/Payment ID** | **Payment ID** | **Payment Amount** | **Data Source Type** | **Unit** | **Fund** | **Fund Code Description** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>000018081</td>
<td>ACCOUNTEMPS</td>
<td>70699754</td>
<td>2010-02-17</td>
<td>Sanitas of Monique Day for we</td>
<td></td>
<td>JRNJ - EXP</td>
<td>EMUNV</td>
<td></td>
<td></td>
<td></td>
<td>0002</td>
<td>E&amp;G Budgeted - Level 2</td>
</tr>
<tr>
<td>000011159</td>
<td>CEDARCRESTONE INC</td>
<td>0000006596</td>
<td>2010-02-15</td>
<td>Clifford’s Financial Imp</td>
<td></td>
<td>AP - EXP</td>
<td>EMUNV</td>
<td></td>
<td></td>
<td></td>
<td>0002</td>
<td>E&amp;G Budgeted - Level 2</td>
</tr>
<tr>
<td>000011159</td>
<td>CEDARCRESTONE INC</td>
<td>0000006596</td>
<td>2010-02-15</td>
<td>Financial Implementation Compe</td>
<td></td>
<td>AP - EXP</td>
<td>EMUNV</td>
<td></td>
<td></td>
<td></td>
<td>0002</td>
<td>E&amp;G Budgeted - Level 2</td>
</tr>
<tr>
<td>000011159</td>
<td>CEDARCRESTONE INC</td>
<td>0000006596</td>
<td>2010-02-15</td>
<td>David Reiter’s Financial Imp</td>
<td></td>
<td>AP - EXP</td>
<td>EMUNV</td>
<td></td>
<td></td>
<td></td>
<td>0002</td>
<td>E&amp;G Budgeted - Level 2</td>
</tr>
</tbody>
</table>
PS/nVision Where Are The Reports?

Welcome to Emory’s New Financial Management System

- Retrieve Pre-Run nVision Reports
- PeopleSoft Work (Transactions)
- Run PeopleSoft Delivered Reports
- Run Inquiries
- Run PeopleSoft Queries
- Reports Are Delivered to the University Folder

PROD

- RPT Is a Nightly Copy of PROD
- Static, 1 Day Old Data
- No Transaction Processing Allowed

Finance Division

Report Management System

University employees:
- First time user?
  - Obtain Network ID and Password
  - Support technicians are available Monday - Friday, 7:00am - 6:00pm.

Healthcare employees:
- First time user?
  - Obtain a login ID and password from your Access Coordinator.
  - We recommend that you use the Password Reset Tool to change your password to prevent unauthorized access of your account.

If you use Windows and only access Compass through the Web, we recommend:
- Internet Explorer 7.0, or Firefox 3.5.1

If you use Windows and plan to use Excel upload or download features, we recommend: Firefox 3.5.1

If you use a Mac, we recommend: Firefox 3.5.1

Other Access Issues?
- Call Center # HELP (84357)

User ID: 
Password: 
Sign In

Compass Website

Compass Support Center: 7-7000

---

RPT

- Run Your Own nVision Reports
- Run Queries
- Build and Run Your Own Queries
- Reports Are Delivered to the General Folder
- Schedule nVision Reports *
- To Run At Scheduled Times
- To Distribute via Email

* Near Future Enhancement

University employees:
- First time user?
  - Obtain Network ID and Password
  - Support technicians are available Monday - Friday, 7:00am - 6:00pm.

Healthcare employees:
- First time user?
  - Obtain a login ID and password from your Access Coordinator.
  - We recommend that you use the Password Reset Tool to change your password to prevent unauthorized access of your account.

If you use Windows and only access Compass through the Web, we recommend:
- Internet Explorer 7.0, or Firefox 3.5.1

If you use Windows and plan to use Excel upload or download features, we recommend: Firefox 3.5.1

If you use a Mac, we recommend: Firefox 3.5.1

Other Access Issues?
- Call Center # HELP (84357)

User ID: 
Password: 
Sign In

Compass Website

Compass Support Center: 7-7000
PS/nVision – Retrieving nVision Reports

Navigation:
Reporting Tools > Report Manager
Finance Division

PS/nVision – Retrieving nVision Reports

Navigation:
Reporting Tools > Report Manager

List Tab – Presents Reports in a Chronological List (Most Recent On Top)

Explorer Tab – Presents Reports a Folder Style Presentation. The Folders Follow the Departmental Hierarchical Structure Similar To the DEPTDIST (Department Distribution) Tree
PS/nVision – Retrieving nVision Reports

Navigation:
Reporting Tools > Report Manager

Finance Division
PS/nVision – Retrieving nVision Reports

Navigation:
Reporting Tools > Report Manager

After Selecting the Link From the Folder, Click On the Link To Open the Spreadsheet
**PS/nVision – Running nVision Reports**

**Report Management System**

**User ID:**

**Password:**

**Sign In**

**Compass Website**

**Compass Support Center:** 7-7000

**University employees:**

First time user?

Obtain Network ID and Password.

Forgot your Network ID and/or Password?

Call the Help Desk at 7-7777 (404-727-7777).

Support technicians are available Monday - Friday, 7:00am - 6:00pm.

**Healthcare employees:**

First time user?

Obtain a logon ID and password from your Access Coordinator.

We recommend that you use the Password Reset Tool to change your password to prevent unauthorized access of your account.

Forgot your Logon ID and/or Password?

Ask your Access Coordinator for your logon ID and you can then use the Password Reset Tool to change your password.

Other Access Issues?

Call Center # 8HELP (84357)

---

**Finance Division**

**Emory University**
Navigation:
Reporting Tools > PS/nVision > Define Report Request
nVision Reports Have Two Main Pieces:

- **Report Requests** (BOP2230, BOP2232, NSP2240, etc.)
  - Specifies the Report Date or Time Period
  - Identifies the Scope
- **SCOPEs** (What Department or Project Is This Report For?)
  - Limit Output
  - Define Report Aggregation Levels
PS/nVision Report Requests

Specify a Date or Select Today’s Date

Common Options Are:
- Today’s Date
- Specify

Navigation:
Reporting Tools > PS/nVision > Define Report Request
Scopes

- Determines if the report is for a department or a project
- Specifically “What” department or project

Navigation:
Reporting Tools > PS/nVision > Define Report Request

**Department Scopes**

D:department id (D:111010)

**Project Scopes**

P:project id (P:G8510451), (P:00001234)
PS/nVision Running the Report

Navigation:
Reporting Tools > PS/nVision > Define Report Request

Steps To Run the Report
1 – Press (This Execution)
2 – Press Run Report
PS/nVision Running the Report

Navigation:
Reporting Tools > PS/nVision >
Define Report Request

Steps To Run the Report
1 – Press Save (This Execution)
2 – Press Run Report
3 – Press OK (Start Process)
**PS/nVision Running the Report**

**Navigation:**
Reporting Tools > PS/nVision > Define Report Request

**Steps To Run the Report**
1. Press **Save** (This Execution)
2. Press **Run Report**
3. Press **OK** (Start Process)
4. Process Monitor (Check Progress)
5. Report Manager (Retrieve Output)

**nVision Report Request**

- **Business Unit:** EMUNV
- **Report ID:** BOP2230
- **Report Title:** Department Budget summary
- **Layout:** EU_GL_2230

**Report Date Selection**
- **As Of Reporting Date:** Specify
- **Tree As Of Date:** Use As Of Reporting Date

**Output Options**
- **Type:** Web
- **Format:** Microsoft Excel Files (*.xls)

**Additional Options:**
- Copy to Another Business Unit / Clone
- Delete This Report Request!
- Transfer to Report Books
- Process Monitor
- Report Manager
- Share This Report Request

---

**Finance Division**
Advanced Scopes

- Advanced Scopes Apply Only To Departments
- Used For:
  - Grouping Departments Together
  - Aggregating Data For Multiple Departments
- Uses the DEPTDIST (Department Distribution) Tree
Advanced Scopes

Tree Manager
- SetID: EMUNV
- Last Audit: Valid Tree
- Effective Date: 01/01/1991
- Status: Active
- Tree Name: DEPTDIST

Navigation: Tree Manager > Tree Viewer > DEPTDIST
**Advanced Scopes**

- **Summary Scopes** – Single Report with Subordinate Items Aggregated
  - Example: UDP_Sxxxx (UDPSFIF1)

- **Detail Scopes** – Potentially Multiple Report Outputs Produced
  - Example: UDP_Dxxxx (UDPdff01)
    - (UDPdff02)

Produces a Single Report With Data Aggregated From All Departments Within the:
- Controllers Office
- Financial Operations
- Grants & Contracts
- VP For Finance

Produces Multiple Reports – 1 For Each Department In the Controllers Office

Produces Multiple Reports – 1 For Each Department In Financial Operations
Drill Down

- Drilling Down On a Cell Generates a More Detailed Report
- An Excel Add-In Is Required To Be Installed On Your Computer
- This May Require Desktop Support To Install Using Administrator Rights
Drill Down

- Drill Down Output Is Generated In Excel
- Drill Down Output Is Available In the General Folder In Report Manager
Other nVision Reports
Reports Are Being Renamed For Clarity & Categorization

Use of “CRU” Prefix Will Be Phased Out

During Phase Out, “CRU” Reports Will Be Renamed Using an Underscore – “_CRU”

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRU1010</td>
<td>Adj - Q1 Stmtnt Financial Pos</td>
</tr>
<tr>
<td>CRU1020</td>
<td>Adj - Q2 Stmtnt Financial Pos</td>
</tr>
<tr>
<td>CRU1030</td>
<td>Adj - Q3 Stmtnt Financial Pos</td>
</tr>
<tr>
<td>CRU1040</td>
<td>Adj - Q4 Stmtnt Financial Pos</td>
</tr>
<tr>
<td>CRU1100</td>
<td>Stmtnt of Financial Position</td>
</tr>
<tr>
<td>CRU1200</td>
<td>Fin Position with Prior Month</td>
</tr>
<tr>
<td>CRU1300</td>
<td>Fin Position: Comparative OU</td>
</tr>
<tr>
<td>CRU1310</td>
<td>Fin Position: Comparative Dept</td>
</tr>
<tr>
<td>CRU2010</td>
<td>Adj - Q1 Stmtnt of Activity</td>
</tr>
<tr>
<td>CRU2020</td>
<td>Adj - Q2 Stmtnt of Activity</td>
</tr>
<tr>
<td>CRU2030</td>
<td>Adj - Q3 Stmtnt of Activity</td>
</tr>
<tr>
<td>CRU2040</td>
<td>Adj - Q4 Stmtnt of Activity</td>
</tr>
<tr>
<td>CRU2100</td>
<td>Stmtnt of Activities By Fund</td>
</tr>
<tr>
<td>CRU2110</td>
<td>Stmtnt of Activities</td>
</tr>
<tr>
<td>CRU2200</td>
<td>Unrest Operating Budget</td>
</tr>
<tr>
<td>CRU2210</td>
<td>Unrest Operating Budget - SPLY</td>
</tr>
<tr>
<td>CRU2220</td>
<td>Unrest Operating With Detail</td>
</tr>
<tr>
<td>CRU2250</td>
<td>Financial Summary - Dept</td>
</tr>
<tr>
<td>CRU2240</td>
<td>Financial Summary - Proj</td>
</tr>
<tr>
<td>CRU2242</td>
<td>Non-Sponsored Projects</td>
</tr>
<tr>
<td>CRU2243</td>
<td>Sponsored Projects</td>
</tr>
<tr>
<td>CRU3300</td>
<td>Activities - Comparative OU</td>
</tr>
<tr>
<td>CRU3310</td>
<td>Activities - Comparative Dept</td>
</tr>
<tr>
<td>CRU3320</td>
<td>Activities - Comparative Month</td>
</tr>
<tr>
<td>CRU3510</td>
<td>Operating Unit Budget Overview</td>
</tr>
<tr>
<td>CRU4041</td>
<td>Monthly Transaction Detail</td>
</tr>
<tr>
<td>CRU4100</td>
<td>All Funds Activities</td>
</tr>
<tr>
<td>CRU4110</td>
<td>Departmental Financial Summary</td>
</tr>
<tr>
<td>CRU4200</td>
<td>Cap Project Operating Budget</td>
</tr>
<tr>
<td>CRU5025</td>
<td>Activities-SOM and TEC Combine</td>
</tr>
</tbody>
</table>

---

Finance Division
## PS/nVision Report Requests & Scopes

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Description</th>
<th>Summary</th>
<th>Dept. Detail</th>
<th>Dxxxxxx</th>
<th>P-xxxxxx</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOP2230</td>
<td>Department Budget Summary</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>BOP2232</td>
<td>Department Budget with Detail</td>
<td></td>
<td></td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>NSP2240</td>
<td>NonSponsored Projects Summary</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>NSP2242</td>
<td>NonSponsored Projects-Detail</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>SPP2240</td>
<td>Sponsored Projects Summary</td>
<td></td>
<td></td>
<td>✔️</td>
<td>✔️</td>
</tr>
<tr>
<td>SPP2242</td>
<td>Sponsored Projects-Detail</td>
<td></td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>_CRU1300</td>
<td>Fin Position-Comparative OU</td>
<td></td>
<td>✔️</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>_CRU1310</td>
<td>Fin Position-Comparative Dept</td>
<td></td>
<td>✔️</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>_CRU2300</td>
<td>Activities - Comparative OU</td>
<td></td>
<td>✔️</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>_CRU2310</td>
<td>Activities - Comparative Dept</td>
<td></td>
<td>✔️</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>_CRU2320</td>
<td>Activities - Comparative Month</td>
<td></td>
<td>✔️</td>
<td></td>
<td>✔️</td>
</tr>
</tbody>
</table>
The End