Navigation of Cost Objects within a Cost Element Report

The function outlined in this section is useful for detailed reports that are summarized at the cost element level AND that have more than one cost object selected as criteria. For these reports, when more than one cost object is selected, the report shows a consolidated view with all cost objects buried in the subtotal amounts. The Navigation function allows a user to see which cost objects are included in the consolidated report. The cost objects can be displayed to the left side of the report in a graphical hierarchy, called the Variation: Object section. This Variation: Object section can be turned on and off from view via the Navigation on/off button.

Once the Variation: Object section is displayed, the user can also drill-down into the “variations” of the consolidated report (i.e. individual reports for each cost object) if needed. This is part of the drill-down process for cost element reports and is useful to see just the revenue and/or expenses for one cost object at the time without having to run individual reports.

Once in an individual report for one cost object, the user can scroll or navigate through the other cost object reports. In addition, if the report is run for higher level areas (examples: higher level organizational units/BFR codes for University or larger Hospital Clinical Business Units) the user can move to the next or previous report group levels included in the consolidated report, if desired.

All of the options outlined above are covered in this section.

The navigation function is also related to printing for cost element reports containing more than one cost object. If applicable when printing a report that has variations, a dialog box will prompt to print the current report or the “variations” of a report.

This function and the associated buttons are not available on one line summary reports or line item reports.
Navigation of Cost Objects

**Background:** For cost element reports that contain more than one cost object, the Navigation function shows what cost objects are included in a consolidated report and allows a user to drill-down into individual reports as well.

1. Once the report has run, review the Variation: Object section which should be displayed on the left side of the screen.

   *Note: If the Variation Object section is not displayed, click on the Navigation on/off button.*

On the report screen:

1. **Variation: Object** section.

2. Click **ONCE** on a cost object to view the individual report for that cost object.

   *Note: The graphic displays which cost objects had activity and are included on the consolidated report. It also shows how the cost objects roll up into the grouping(s) per the company code.*

2. To navigate to the individual report, **click once** on a cost object (7 or 9 digit number) in the Variation: Object section.

   *Note: Once in an individual report, **DO NOT USE** the Back button to return to the original consolidated view of the report.*

3. To return to the consolidated view, **click once** on the folder that starts with an * (asterisk).