

Good afternoon, Joseph Baer!

Me My Team My Client Groups Contract Management Projects Grants Management

QUICK ACTIONS

APPS

- Checklist Templates
- Add Check-In Document
- Performance
- Setup of Performance Assignment
- Goal Plans
- Performance Goal Library
- Scheduled Processes for Performance Goals
- Performance Documents
- Participant Feedback
- Performance Document Eligibility
- Process Mass Actions for Performance Documents

Onboarding	New Person	Person Management
Goals	Performance	Profiles
Talent Pools	Learning	Workforce Structures
Mass Updates	Workforce Modeling	Workforce Predictions

Reports - BlueSky Grant Report Guide

BlueSky Help

1/15 Click Here

Hi, Joseph Baer!

Me My Team My Client Groups Contract Management Projects Grants Management


















QUICK ACTIONS


- Checklist Templates
- Add Check-In Document
- Performance Goals
- Setup of Performance Goals Mass Assignment
- Goal Plans
- Performance Goal Library
- Scheduled Processes for Performance Goals
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APPS

Onboarding	New Person	Person Management
Goals	Performance	Profiles
Talent Pools	Learning	Workforce Structures
Mass Updates	Workforce Modeling	Workforce Predictions

BlueSky Help


-  [Show More](#)
-  Home
- Me 
- My Team 
- My Client Groups 
- Sales 
- Contract Management 
- Product Management 
- Projects 
- Grants Management 
- General Accounting 
- Budgetary Control 
- Procurement 
- My Enterprise 
- Tools** 
- Configuration 
- Others 


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Click 'Tools'


Home Star Flag Bell 

Grants Management >

 Person Management

 Profiles

 Workforce Structures

 Workforce Predictions

BlueSky Help

← Show More

- Home
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 - Set Preferences
 - Spaces
 - File Import and Export
 - Approvals
 - Reports and Analytics
 - Scheduled Processes
 - Download Desktop Integration Installer
- Configuration
- Others

3/15

Click 'Reports and Analytics'

Home Star Flag Bell Profile

Grants Management >

Person Management

Profiles

Workforce Structures

Workforce Predictions

BlueSky Help

Reports and Analytics ?

Browse Catalog

All Folders >>

Filter All types Favorites Clear Filters

Create



No results found. Search for analysis, report, or dashboard. Click the star icon to favorite an object.

4/15 Click 'Browse Catalog'

BlueSky Help

Catalog



5/15 dashboard - page 1)

Click 'Dashboards'

Folders

- My Folders
- Shared Folders
 - Common Content
 - Custom
 - Dashboards
 - BOR Shared
 - Customer Relationsh
 - DePaul Employee Re
 - DePaul Line Manage
 - DePaul Reporting Su
 - EVP
 - Financial Accounting
 - Financials
 - Functional Setup
 - HCM
 - DePaul Talent Re
 - DePaul WLP Rej
 - Higher Education
 - Human Capital Mana
 - Incentive Compensat
 - PPM Reports
 - Procurement
 - Projects
 - Subscription Manage

Type	All	Sort	Name
Folder			Data Model Last Modified 12/23/2020 6:55 AM Expand More
Report			Learn_Report Last Modified 4/22/2021 9:43 AM Open Edit More
Report			Learn_Report Editable Last Modified 4/22/2021 9:43 AM Open Edit More
Report			RPT034_HRIS9_WLP_BUDGET_MANAGE Open More
Report			RPT036_HRIS9_WLP_NEW_FT_MGR La Open More
Report			RPT262_ISOP_WLP_NEW_HIRES Last M Open More

- Test Dashboard
- Custom
 - Admin HCM Department Manager Dashboard
 - Capital Dashboard
 - Facilities Project Team Dashboard
 - Gifts Dashboard
 - Grants Project Team Dashboard
 - HCM Department Manager Dashboard
 - RA Grants Dashboard
- Human Capital Management
 - Compensation Business Process Dashboard
 - Compensation Business Process Dashboard For Worksheet Manager
 - Line Manager Dashboard
 - Recruit to Hire Dashboard
 - Time Card Details Dashboard
- Projects
 - Award Administrator

Tasks

- DePaul WLP Reports
 - Expand Create Shortcut
 - RSS Upload
 - Delete Properties
 - Copy Permissions

Preview

Catalog

Location /Shared Folders/Custom/HCM/DePaul WLP Reports

- My Folders
- Shared Folders
 - Common Content
 - Custom
 - Dashboards
 - BOR Shared
 - Customer Relationsh
 - DePaul Employee Re
 - DePaul Line Manage
 - DePaul Reporting Su
 - EVP
 - Financial Accounting
 - Financials
 - Functional Setup
 - HCM
 - DePaul Talent Re
 - DePaul WLP Re
 - Higher Education
 - Human Capital Mana
 - Incentive Compensat
 - PPM Reports
 - Procurement
 - Projects
 - Subscription Manage
 - Customer Data Manager

Type All Sort Name A-Z Show More Details

	Data Model	Last Modified 12/23/2020 12:55:11 PM	Owner
	Expand More		
	Learn_Report	Last Modified 4/22/2021 2:43:58 PM	Owner Kyle Spanski
	Open Edit More		
	Learn_Report Editable	Last Modified 4/22/2021 2:44:16 PM	Owner Kyle Spanski
	Open Edit More		
	RPT034_HRIS9_WLP_BUDGET_MANAGERS	Last Modified 12/23/2020 12:55:11 PM	Owner
	Open More		
	RPT036_HRIS9_WLP_NEW_FT_MGR	Last Modified 12/23/2020 12:55:11 PM	Owner
	Open More		
	RPT262_ISOP_WLP_NEW_HIRES	Last Modified 5/3/2021 2:30:34 PM	Owner
	Open More		

6/15 Click 'Grants Project Team Dashboard'

- Most Recent(Grants Project Team Dashboard - page 1)
- My Dashboard
- Common Content
 - Test Dashboard
- Custom
 - Capital Dashboard
 - Facilities Project Team Dashboard
 - Gifts Dashboard
 - Grants Project Team Dashboard**
 - HCM Department Manager Dashboard
 - RA Grants Dashboard
- Human Capital Management
 - Compensation Business Process Dashboard
 - Compensation Business Process Dashboard For Worksheet Manager
 - Line Manager Dashboard
 - Recruit to Hire Dashboard
 - Time Card Details Dashboard
- Projects
 - Award Administrator

- Tasks
- DePaul WLP Reports
 - Expand [Create Shortcut](#)
 - RSS [Upload](#)
 - Delete [Properties](#)
 - Copy [Permissions](#)

Preview

7/15 ✕
Click 'DePaul Grant Report'

- DePaul Grant Report
- DePaul Cost Share Report

DePaul Grant Report

Home

8/15 ✕
Click here to open the Project Number dropdown menu.

* Project Number

* As of Date 04-30-2021

Apply

_Results



DePaul Grant Report

* Project Number
* As of Date 04-30-2021

9/15 ×
Click 'Search'

_Results



DePaul Grant Report

* Project Number
* As of Date 04-30-2021 Apply

_Results



10/15
Enter Grant Number here.

Search

Name Starts with

Match Case

Value

DePaul Grant Report

* Project Number
* As of Date 04-30-2021 Apply

_Results



11/15
Click 'Search'

Search dialog box with a search input field, a 'Search' button, a 'Match Case' checkbox, a 'Value' label, a large blue placeholder area, and 'OK' and 'Cancel' buttons at the bottom.

DePaul Grant Report

* Project Number
* As of Date 04-30-2021 Apply

_Results



12/15

Highlight the desired project number.

Value
No data found

OK Cancel

DePaul Grant Report

* Project Number
* As of Date 04-30-2021 Apply

_Results



Search [?] [X]

Name Starts with 501494
[Search] Match Case

Value
No data found

13/15 [X]
Click 'OK'

[OK] Cancel

Specify an As of Date.

Project Number

* As of Date

04-30-2021



Apply

_Results



DePaul Grant Report

Click 'Apply'

* Project Number

* As of Date

04-30-2022

Apply

_Results



DePaul Grant Report

Home

Catalog

Favorites

Dashboards

New

Open

Signed In As

Joseph Baer

* Project Number

* As of Date

04-30-2022

Apply

_Results

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

The report will open as an Excel file on the Journal Details tab. 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.