This job aid provides general instruction on how to view reports by Cost Center (CC) or by Balancing Unit (BU). Cost Center Reports are the equivalent of Org Code Reports in Grant Tracker.

1. From the Award Portal homepage, click the **CC Reports** tab to view reports by Cost Centers.

2. Enter the appropriate Cost Center(s) or select **Search by Balancing Unit** and enter the appropriate Balancing Unit.

3. Click **Submit**

   **Notes:**
   - You may enter one or multiple cost centers or multiple balancing units
   - Depending on what you wish to see, you have the option of selecting and deselecting the following reports:
     - **All Grants**
     - **Grants With Final Action or End Dates in Next 90 Days**
     - **Open Invoices**
     - **Open Tickets**
     - **Award Tasks**
The report is broken into sections for each of the options selected and may be viewed on the screen or exported to Excel for sharing or further analysis.

4. Scroll down to view the report results for each section

**Note:** Key columns in each report are:

- Award Number
- Grant ID
- Award Lifecycle Status
- Award Line End Date
- Days Until End Date
- Final Action Date
- Sponsor Name
- PI Name
- Cost Center Name
- Cost Center Reference ID

**Note:** You may drag, move, and reposition any column to a desired location on the report. Clicking the 3 dots on a column header provides additional filter options to provide specific information in your report.

End of Job Aid