

Quick Reference Guide:

How to Run the Cost Center & Project List



Purpose:

The Cost Centers & Projects List will give Financial Analysts and/or those with the Project Manager or Task Manager Role information based on their data level access. This report will show the following information:

- Cost Center Number
- Cost Center Name
- Project Number
- Project Name

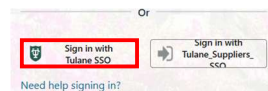
REQUIREMENT: To see data, users must have the Financial Analyst and/or Project Manager or Task Manager role. To obtain one of these roles, submit a WaveWorks Service Now Access request including the data level needed to receive.

Step-by-Step:

Log into Gibson and click on WaveWorks Analytics & Reports link.



Use Tulane's SSO to sign in.



Click on the Navigator.



This is in the upper left hand of the screen.

Click on Catalog.



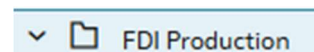
Click on Shared Folders.



Click on Custom.



Click on FDI Production.



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Open the report.

Cost Centers & Projects List
bmak@tulane.edu

Make selections
from available
search filters.

Each selection
will change the
data below.

Cost Center Number	Cost Center Name
All	All
Project Number	Project Name
All	All

Review or Export
the data.

