

## Planned Obligation Report

### What is the Planned Obligation Report?

The Planned Obligation Report is one of the 5 Core Team defined standard reports providing valuable data captured from the ePM web-based application. A Planned Obligations Report purpose is to display pending (P) and Awarded (A) Contracts and Modifications (MODs) across all regions. The ePM security restricts the usage of this report to only the PMO, Central Office Management, and Regional Management.

The following are guidelines for displaying dollars considered and defined as "Pending" and/or "Awarded" Contracts and Modifications:

#### **Pending (P) Obligation Workflow State Classifications:**

- Contract or MOD *Pending* state
- Contract or MOD *Planned Obligation* state
- Contract or MOD *Pending Approval* state

#### **Awarded (A) Obligation Workflow State Classifications:**

- Contract or MOD *Pending SOV* state
- Contract or MOD *Pending SOV Approval* state
- Contract or MOD *Approved SOV* state
- MOD Adjudicated state

### Who Will Use This?

- ✓ Program Managers
- ✓ Project Managers
- ✓ Contracting Officers

## Steps to run this report

1. Log into ePM using the Organization, User Name, and Password provided by your system administrator.

Organization	pbs
User Name	johnuser
Password	●●
<input type="button" value="Login"/>	

2. ePM has a fourth distinct Workspace ePM “Analytics” in addition to the Organization, Program and Project workspaces. Only licensed reporting users will see this workspace as an option. Select the ePM “Analytics” workspace to launch login screen.

Organization	Manage company documents and templates, such as project security and setup.
Programs	Configure, view, and report on groups of business-related projects.
Projects	Complete assigned tasks, administer project documents and manage corporate assets and work orders.
Analytics	Display and manage Reports and Dashboards that provide real-time enterprise wide visibility across the entire portfolio.

3. Enter your ePM Analytics login user name and password. This report requires the use of an ePM Cognos Report Studio license.

The provided credentials are invalid. Please type your credentials for authentication.

**Namespace:**  
NTLM

**User ID:**

**Password:**

**NOTE:** Single Sign On (SSO) to ePM Cognos Report Studio will be implemented in phase ePM1.2

The ePM Analytics Cognos Report Studio is launched and displayed.

## Steps to run this report, cont.

4. Select the **Public Folders** tab to view all folders containing ePM reports



5. Locate and run the “**Detailed Project Fact Sheet**” report by selecting the report name underlined in blue.  
- OR -

Under **Actions**, select the blue arrow button to run the report with options.



The report filters displays Pending (P) and Awarded (A) Contracts and Modifications.

**Note:** To run another report selection set, select the **Return** arrow to go back to the **Public Folders** tab containing the report folder/file structure. Continue with Step 5 to proceed running selected report(s).





# Sample Report View



## Planned Obligations Report

Fund Code:  Region:  BA:

Planned/Actual:  Project Type:

From Planned Obligation Period:  To Planned Obligation Period:

[Select all](#) [Deselect all](#)

Apply Filters

P or A	Contract Description	Contractor	Contract/Mod Number	Contractor Type	Initial Award or Modification	Planned Obligation Period	RFP Date	Obligation Date	Planned/Actual Amount (\$000)	Budget Activity	Function Code
<b>01: New England</b>											
<b>L1 - PI OBA - Regional Admin Project 2</b>											
A	Expense Log	Project Expenses	001		Initial		N/A				
<b>02: Northeast &amp; Caribbean</b>											
<b>L1 - PI OBA - Regional Admin Project 3</b>											
A	Expense Log	Project Expenses	001		Initial		N/A				
<b>PDM Capital Integration Test 3</b>											
A	General Construction	GC Training Company	1		Initial		N/A		\$790	BA51	Construction
A	General Construction	GC Training Company	1-PC001		Mod		N/A	08/15/2008	\$180	BA51	Construction
<b>04: Southeast</b>											
<b>PDM Capital Integration Test 2</b>											
A	General Construction	GC Training Company	1		Initial		N/A		\$790	BA51	Construction
A	General Construction	GC Training Company	1-PC001		Mod		N/A	08/15/2008	\$180	BA51	Construction
<b>05: Great Lakes</b>											
<b>ARRA - Bean Center Project-Photovoltaic Roof &amp; DoD Security</b>											
A	PSA Dewberry A/E Services	PSA - Dewberry, Inc.	001	A/E	Initial		N/A	06/16/2009	\$5,138	BA03	H71
<b>ARRA - Chicago Federal Center Plaza Restoration</b>											
A	Nancy Contract Approved SOV	Jacobs	1111		Initial		N/A		\$50	BA01	111
									\$80	BA02	112
A	Nancy Contract Approved SOV	Jacobs	1111-01		Mod		N/A	01/16/2010	\$35	BA01	111
A	Nancy Contract Approved SOV	Jacobs	1111-02		Mod		N/A	01/27/2010	\$25	BA01	111
A	Nancy Contract Approved SOV	Jacobs	1111-03		Mod		N/A	01/29/2010	(\$1)	BA01	111
A	Nancy Contract Approved SOV	Jacobs	1111-04		Mod		N/A	01/27/2010	\$46	BA01	111
P	Nancy Planned Obligation	Bovis Lend Lease	1818		Initial	Sept-2012	N/A		\$86	BA02	112
A	Owner's Construction Representative Services - Vistara	Vistara	GS05P08GBD0019/GSP0509GB5035	CMA	Initial		N/A	07/14/2009	\$49	BA03	H20
									\$360	BA03	H81
P	Architect and Engineer Services - Ghafari	Ghafari Associates	GS05P09GBD0009/GSP0509GB5027	A/E	Initial		N/A	06/11/2009	\$50	BA05	113
									\$149	BA05	151
									\$196	BA03	H20
									\$2,002	BA03	H81



# Tips

✓ **Report Filters:** The Planned Obligation Report contains several filters. Use 1:many filter relationships to extract the data you need to review. Below are examples and screenshots of all Planned Obligation Report filters. Just select your filter(s) dropdown selections and click on the

Apply Filters

button.

Fund Code:

Select Fund Code

---

Select Fund Code

---

192X

4420

Fund Code Test

L1 Fund Code Test

L1T1 Fund Code

Region:

Select Region

---

Select Region

---

01: New England

02: Northeast & Caribbean

03: Mid-Atlantic

04: Southeast

05: Great Lakes

07: Greater Southwest

11: National Capital

Planned/Actual:

All Obligations

---

Select Obligation Type

---

All Obligations

Planned Obligations

Actual Obligations

Project Type:

Select Project Type

---

Select Project Type

---

01: Lease

02: R&A

03: New Construction

04: Courthouses

05: Land Ports of Entry

06: Other

08: Small Lease

From Planned Obligation Period:

Select Start Period

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Select Start Period

---

FY04

PY 2004

FY05

PY 2005

FY06

PY 2006

2006

FY07

PY 2007

To Planned Obligation Period:

Select End Period

---

Select End Period

---

FY04

PY 2004

FY05

PY 2005

FY06

PY 2006

2006

FY07

PY 2007

**Budget Activity**

BA:

01: FB/CT New Construction

02: LPOE

03: HPG (Modernization)

04: HPG (R&A Small Projects)

05: Operations

06: Rental of Space

51: New Construction

51a: New Construction

53: Rental of Space

54: Minor Repairs and Alterati

55: Major Repairs and Alterati

## Tips, cont.



### Data Mapping:

Report Sections – ePM Documents

Report Section	ePM Document
P or A	Workflow Display Name
Region	Project Properties
Project Name	Project Properties
Contract Description	Contact & Modification (Title)
Contractor	Contact & Modification (Receiving Company)
Contract Number	Contact & Modification (VID Number)
Contract Type	Contact & Modification
Initial Award or Modification	Contact & Modification (Receiving Company)
RFP Date	Contact & Modification
Obligation Date	Contact & Modification
Planned/Actual Amount	Contact & Modification
Budget Activity	Contact & Modification (SOV-Grouping Code 5- Full Code)
Function Code	Contact & Modification (SOV-Grouping Code 1- Full Code)