

**Report Naming Convention – all reports will adhere to the following naming convention:**

**Name Format:**

**CCC-AA-NNNNNNNNNN**

CCC = Company/BU

AA = Application

NNN = Name of report

**Company/BU:**

<b>AAA</b>	<b>CORPORATE WIDE</b>
BLK	Black
BOW	Bow Equipment
CHC	Cherry Hill
CRP	Corporate - Sylmar
DMI	Desert Mechanical
FKC	Frontier Kemper
FSE	Five Star Electric
FSK	Fisk Electric
JAC	JA Cummings
KTG	Keating
LUN	Lunda
PMS	Perini Management Services Inc.
RAC	Roy Anderson
R&S	Rudolph and Sletten
SUP	Superior Gunite
TCE	Tutor Perini Civil East
TPB	Tutor Perini Building Corp
TSC	Tutor Saliba
WDF	WDF

**Application:**

AP	Accounts Payable
AR	Accounts Receivable
EQ	Equipment
FA	Fixed Assets
GL	General Ledger
IN	Inventory
HR	Human Resources
JC	Job Cost
PO	Procurement
PY	Payroll

**Full Name Examples:**

CHC-AP-Open Payables by Due Date

JAC-PR-Payroll Register

AAA-JC-Total Job Cost Report

## Reports Now – Publishing Procedure

### Folder Structure

#### **Folders**

Unassigned folder – a new report published goes to this folder initially – the report will remain in this folder for the duration of the QA cycle – upon completion, it will be moved to one of these folders below

Company/BU folder - one folder for each Company/BU to contain reports specific to that Company/BU

Corporate-Wide folder – for approved Corporate-Wide reports with subfolders by function (AP, JC, etc.)

### Publishing Reports – (see separate Publishing flowchart)

#### **Company/BU Specific Reports**

- Developers will work with users to create requested reports.
- Reports will follow the naming convention described previously
- Upon completion, the Developer will publish the report to individual users.
- Developers will only publish to individual users within their Company/BU
- Developers will notify the System Administrator to move the report to the Company/BU folder

#### **Corporate Wide Reports**

- For corporate-wide distribution of a report, the Developer will send a request to the appropriate Corporate Business Analyst.
- Once validated and approved, the report will be renamed as a corporate-wide report (AAA\_)
- The report will be published by the System Administrator to the JDE Role(s) defined by the Corporate Business Analyst and placed in the appropriate Corporate-Wide function subfolder
- The System Administrator will update the list of Corporate Reports

#### **Tracking – Reports Published to Whom**

Separate reporting showing to whom reports are published will be reviewed periodically

### User Access

By default user access will be subscriber access only (user can run reports that are published to them).

Report Developer access will be granted with approval of VP of IT.

Report Publishing access at the Corporate Level will be limited to System Administrators.

Developers will only publish to users in their own Company/BU.