

Employee Compensation Compliance (ECC) Department Coordinator Training

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and
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Office of Research

Certification Review

Certification or confirmation is an after-the-fact review to determine that the salaries charged to sponsored awards accurately reflect the work performed.

At UCF, salary and effort may be recorded for either or both, sponsored and non-sponsored accounts.

As a Primary Department Coordinator, you are responsible for the pre-review of sponsored statements.



The certification process begins with payroll data loaded into ECC. This is generated from UCF's source system, PeopleSoft HCM. ECC uses the loaded data to generate payroll statements for the period of performance.

★ **Note:** Payroll changes are *not* made in ECC. Any changes to payroll will be made using HCM Salary Cost Transfer eForms, then loaded into ECC.

Pre-Review begins prior to the certification period opening. This is an opportunity to review the statements generated by ECC and verify that the payroll is accurate before the certifiers complete the certification process. Once the pre-review period ends, and the certification period is open, certifiers can view their statements and attest that their payroll charges are accurate.

When the certification process is complete, you can run reports to gather and group data.

Certification Review continued

Certified Payroll and Computed Payroll

ECC calculates both certified payroll and computed payroll when statements are generated.

Computed Payroll % is a percentage based on an individual's total payroll for the period of performance.

Certified Payroll % is pre-populated on the statement using the computed payroll percentage values.

Period of Performance

The period of performance is a period of time in which payroll data is grouped to form a payroll statement. Periods of performance at UCF are semester based (Spring, Summer and Fall).

The Work List

As a Primary Department Coordinator, any statements requiring you review will automatically appear on your Work List. The Work List is the default start page when you log in to ECC. You can also navigate to your Work List from anywhere in ECC.

The screenshot shows the ECC Work List interface. At the top, there is a navigation bar with 'Home' and 'Home Page' highlighted with red boxes. Below this, the page title is 'Work List for Daniel Sierra'. A welcome message states: 'Welcome to UCF's Employee Compensation Compliance (ECC) system!'. A notice mentions a system upgrade for payroll vs. effort reporting. A link for 'UCF Research Compliance Payroll Certification' is provided. A section for 'Questions about payroll certification?' includes a link to 'Associated Certifiers (808)'. Below this, there are two tabs: 'Payroll Awaiting Certification' (selected) and 'Associated Certifiers (808)'. A table displays the following data:

Statement Owner	Department	Period	Due Date	Type	Status	PI
Aalipour Hafshejani, Farzad	16260000-MECH MAT AND AEROSPAC...	Fall 2020	08/06/2021	Base	Payroll Ready for Pre Review	●

The '**Payroll Awaiting Certification**' list shows you all of the statement for which you have responsibility.

The '**Associated Certifiers**' list will include statements that have not been certified and have a portion of payroll associated with awards/projects in your department.

You are able to access the statements listed in your Work Lists by clicking the employee's name, under **Statement Owner**, or selecting the individual statement, under **Status**.

After Pre-Review has been completed and a statement is certified, the statement will be removed from the **Associated Certifiers** listing.

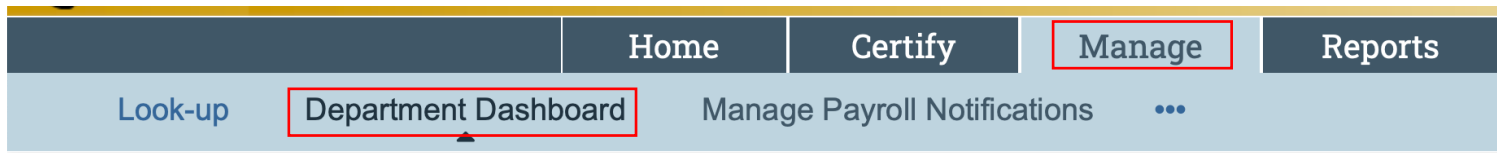
To navigate to your Work List:

1. Click **Home** from the top navigator
2. Click **Home Page** from the top of the sub-navigator

The Department Dashboard

To navigate to the Department Dashboard:

1. Click **Manage** from the top navigator.
2. Click **Department Dashboard** from the top sub-navigator.



Department Dashboard

Search for Department :

3. Select your desired department from the dropdown menu and click **Choose**. If you are not responsible for more than one department, you may not need to use the dropdown menu.

The Department Dashboard continued

Home

Certify

Manage

Reports

Administration

Links

Look-up

Department Dashboard

Manage Payroll Notifications

...

Department Dashboard for MECH MAT AND AEROSPACE
ENGR - 16260000

This page contains all the information relevant to the department, including all statements, information about projects, and information about administrators for this department.
Search for Department :

Choose

People

Research ID and Project

Department Information

Payroll Certification Summary Chart: Statement Type ☒ Base ☒ Non-IBS Employee Type [Select] Period [Select]

The default search is for base Payroll statements for all Payroll Certifiers in this Department , for the current period of performance

Status	Semester
In Progress For Certification	261 100.00%

Covered Individuals (If you would like to search for an apostrophe, please enter two apostrophes to return results)

Name	Employee Type	Employee ID	Role	Statements	Action
- Sponsored					
Aalipour Hafshejani , Mr Farzad	Semester	3950733	Non Self Certifier		
Abdelhady , Ramy H	Semester	3881358	Non Self Certifier		
Abdelkareem , Mohamed L	Semester	3701412	Non Self Certifier		

Department Dashboard – People Tab

The People tab shows information about the employees of the selected department and their payroll statements. You can use the dropdown menus to filter the employee type and period of performance. To see employee information, click the employee's name link. By default, the current period of performance is displayed.


The Pre-Review Process

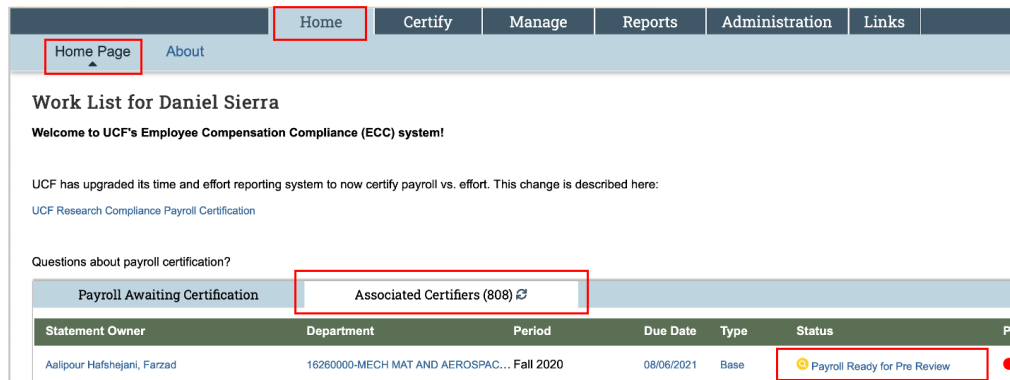
As a Primary Department Coordinator, it's important to complete your pre-review tasks in a timely manner. A typical pre-review period is 14 days but may be longer or shorter. Completing this review within the pre-review period means your certifiers won't have to wait to certify their statements when the certification period opens.

ECC sends an automated email notification when statements are ready for pre-review.



Find Your Payroll Statements

To find a payroll statement in Ready for Pre-Review status from your Work List:

1. Navigate to your Work List.
2. Click the **Associated Certifiers** tab.
3. Find the statement you wish to pre-review. Statements ready for preview have a Ready for Pre-Review status icon 



The screenshot shows the ECC system interface. At the top, there is a navigation bar with tabs: Home Page, About, Home, Certify, Manage, Reports, Administration, and Links. The 'Home' tab is selected. Below the navigation bar, the page title is 'Work List for Daniel Sierra'. A welcome message states: 'Welcome to UCF's Employee Compensation Compliance (ECC) system!'. A note mentions: 'UCF has upgraded its time and effort reporting system to now certify payroll vs. effort. This change is described here: UCF Research Compliance Payroll Certification'. A link 'Questions about payroll certification?' is provided. Below this, there are two tabs: 'Payroll Awaiting Certification' and 'Associated Certifiers (808)'. The 'Associated Certifiers' tab is selected. A table displays the following data:

Statement Owner	Department	Period	Due Date	Type	Status	PI
Aalipour Hafshejani, Farzad	16260000-MECH MAT AND AEROSPAC...	Fall 2020	08/06/2021	Base	 Payroll Ready for Pre Review	

4. Click the **Ready for Pre-Review** icon  or status hyperlink to select the statement.

The Pre-Review Process continued

To find a payroll statement in the Ready for Pre-Review status from the Department Dashboard:

1. Navigate to the Department Dashboard.
2. Click the **People** tab.
3. Click the **Ready for Pre-Review** status icon  for the desired statement.

HomeCertifyManageReportsAdministrationLinks


Look-upDepartment DashboardManage Payroll Notifications

Department Dashboard for MECH MAT AND AEROSPACE



ENGR - 16260000



This page contains all the information relevant to the department, including all statements, information about projects, and information about administrators for this department.
Search for Department : Choose








PeopleResearch ID and ProjectDepartment Information

Payroll Certification Summary Chart: Statement Type ☒ Base ☒ Non-IBS Employee Type [Select] Period [Select] 

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Aalipour Hafshejani , Mr Farzad	Semester	3950733	Non Self Certifier	 	  

Building the Payroll Statement

Proposal is awarded and funded. Commitment (effort) is budgeted and set in proposal



Semester Begins - Payroll Statement Building



Direct-charge personnel setup on project via ePAF

Salary corrections made via Human Capital Management (HCM)



Project, Payroll and Personnel data uploaded to ECC daily (SCTs twice a week)



30 days after Semester Ends

Self Certifiers have 30 days to review and complete certification



Payroll Statements populated and Pre-Reviewed by Department Coordinators



Semester Ends

The Payroll Statement

Payroll statements show sponsored and non-sponsored awards for an individual. This statement shows 100% of the individual's payroll for the period of performance.

Payroll Statement Instructions

1

Work List

Statements Requiring Certification

MECH MAT AND AEROSPAC...

In Progress

Ready for Pre Review

Pre Reviewed

Recently Completed

2

Statement Owner

Payroll Statements

Needing certification

In progress

Ready for Pre Review

Base 8/6/2021 Payroll Ready for Pre Review

Base 8/6/2021 Payroll Ready for Pre Review

Pre Reviewed

Historical

The payroll statement displays three panes with information about the individual, their payroll, and the period of performance.

3

Base Payroll Period: 12/27/2019 to 04/30/2020 Status: Payroll Ready for Pre Review

On Hold: ☐ \$ Value Add Project Override Status

Projects	Calculated Payroll \$	Calculated Payroll %	Certified Payroll% Release Time%	Certify?
Sponsored				
16309A05 CATER-Release for SEC Project on Advanced Cooling for Gas Turbines-F	\$0.00	0 %	\$ 0 %	
16309A03 Match account for 16306A02	\$9,652.46	10 %	\$ 10 %	
Sponsored Total:	\$9,652.46	10%	10%	
Non Sponsored				
16262074 MMAE-PAYROLL 9	\$85,180.90	90 %	\$ 90 %	
Non Sponsored Total:	\$85,180.90	90%	90%	
Grand Total:	\$94,833.36	100%	100%	

Get Help Pre Review Save

Notes

Attachments

Transactions

Activity Log

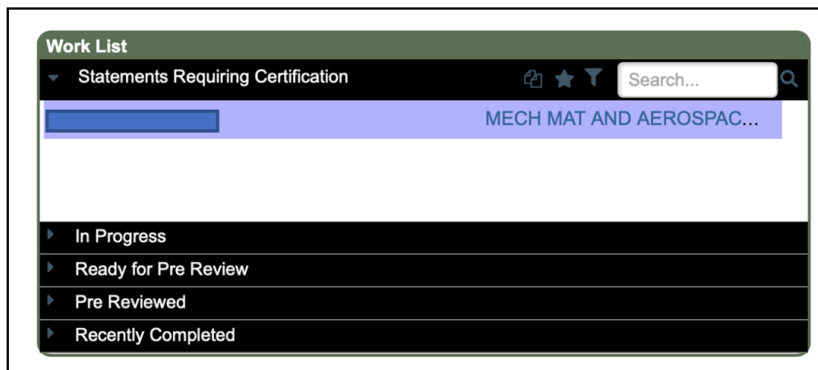
Email Log

Certifiers & Approvers

1. Work List
2. Individual Pane
3. Statement Pane

The Payroll Statement continued

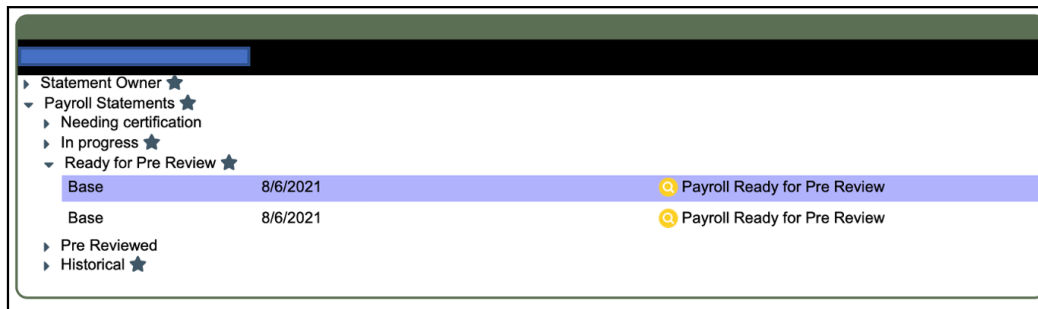
The Work List shows the individual's name and department, categorized by status. Department information can be viewed by clicking the department name hyperlink. Additional statements can be accessed from this pane without returning to the Home Page.



The Work List statuses are:

- **Statements Requiring Certification** – The certification window is open for statements listed here
- **In Progress** – The period is 'building' the payroll statement. Can review the statement for accuracy while In Progress
- **Ready for Pre-Review** – The statement is ready to be Pre-Reviewed by Dept. Coordinator
- **Pre-Reviewed** – The statement has been Pre-Reviewed by Dept. Coordinator
- **Recently Completed** – Statements that have been Pre-Reviewed and Certified

The Individual Pane shows statement information for the selected individual. You can also see other status information for the individual by clicking the arrows to expand the category.



The statuses mirror those listed on the statement Work List, but statements are specific to the individual being reviewed.

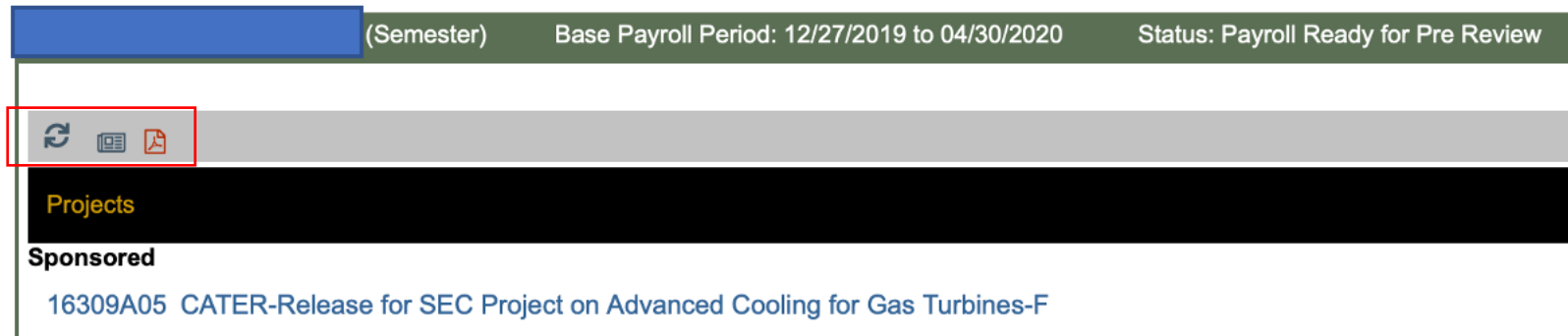
The Payroll Statement continued

The Statement Pane contains specific statement information, including the dates of the period of performance, status, payroll values, and sponsored and non-sponsored accounts.

(Semester)		Base Payroll Period: 12/27/2019 to 04/30/2020	Status: Payroll Ready for Pre Review	
On Hold: <input type="checkbox"/> \$ Value Add Project Override Status				
Projects	Calculated Payroll \$	Calculated Payroll %	Certified Payroll% Release Time%	Certify?
Sponsored				
16309A05 CATER-Release for SEC Project on Advanced Cooling for Gas Turbines-F	\$0.00	0 %	\$ 0 %	
16309A03 Match account for 16306A02	\$9,652.46	10 %	\$ 10 %	
Sponsored Total:	\$9,652.46	10%	10%	
Non Sponsored				
16262074 MMAE-PAYROLL 9	\$85,180.90	90 %	\$ 90 %	
Non Sponsored Total:	\$85,180.90	90%	90%	
Grand Total:	\$94,833.36	100%	100%	
Get Help Pre Review Save				
Notes				
Attachments				
Transactions				
Activity Log				
Email Log				
Certifiers & Approvers				

The Payroll Statement continued

An important feature of the Statement Pane is the list of the icons that allow you to reset and see additional information for the statement.



These three actions are:

- Reset Statement
- List of Reports
- PDF Reports

Reset Statements returns the statement to its original values. This is useful if you have made changes to the statement that you'd like to cancel.

List of Reports displays a list of all reports available to you for the statement. Select the report you'd like to run from the dropdown menu.

PDF Reports generates a PDF version of the statement that can be downloaded. This may be used in cases where a certifier is unable to access ECC to certify their statement. This is a last resort for UCF and is typically not an action taken.

The Payroll Statement continued

Award Information

For each award on the statement, you can hover the title of the award to see more information about it, including associated PI.

Notes, Attachments, Transactions, Activity Log, Email Log, and Certifiers & Approvers

The options may be available to you depending on your permissions. You can add a note or and attachment to a statement, if needed. You may also view transactions and logs for this statement, as well as any certifiers or approvers associated with it.

(Semester)

Base Payroll Period: 12/27/2019 to 04/30/2020

Status: Payroll Ready for Pre Review

On Hold: ☐ \$ Value [Add Project](#) [Override Status](#)

Projects	Calculated Payroll \$	Calculated Payroll %	Certified Payroll% Release Time%	Certify? ★
Sponsored				
16309A05 CATER-Release for SEC Project on Advanced Cooling for Gas Turbines-F	\$0.00	0 %	\$ 0 %	
16309A03 Match account for 16306A02	\$9,652.46	10 %	\$ 10 %	
Sponsored Total:	\$9,652.46	10%	10%	
Non Sponsored				
16262074 MMAE-PAYROLL 9	\$85,180.90	90 %	\$ 90 %	
Non Sponsored Total:	\$85,180.90	90%	90%	
Grand Total:	\$94,833.36	100%	100%	

Get Help

Pre Review

Save

Notes

Attachments

Transactions

Activity Log

Email Log

Certifiers & Approvers

Payroll Statement Pre-Review

To complete the pre-review for a payroll statement:

1. Navigate to a payroll statement in the Pre-Review status.
2. Review the account and payroll information and verify that all accounts are present, and that the payroll information looks correct.
3. If the account or payroll information does not appear to be correct, make changes in the UCF source system, PeopleSoft HCM, and wait for the revised data to be loaded back into ECC.
4. If the account and payroll information is correct, click **Pre-Review**.

The status for the statement will automatically change to a Pre-Reviewed status, removing it from your Work List. The statement remains in this status until the certification period opens.

Post-Certification Processing

Post-certification processing is not required for a statement in which there were no changes made to the Certified Payroll % during certification. If the Certified Payroll % and Computed Payroll % values remain as-is, no further processing is required.

If a certifier attests to payroll outside of the original Computed Payroll %, ECC will check if the variance is within the threshold set by UCF (3%). If the variance is exceeded, ECC will generate a post-certification task.

The Post-Certification Processing Page

The Post-Certification Processing page is similar to the Certification page. You will see the following information:

- Sponsored account information
- Non-sponsored account information
- Total payroll dollars
- Payroll percentage
- Computed Payroll %
- Certified Payroll %
- Cost Transfer Dollars
- Cost Transfer Percentage

You also have the ability to add notes and/or attachments to the statement.

Post-Certification Processing continued

Process Base Payroll Statement (12/15/2017 to 05/03/2018)

Due Date: 8/9/2018

[Payroll Statement PDF](#) [\\$ Payroll Report](#)

Covered Individual:
Title:
Department:
Email:
Status:

Gabriel C Marseille - 3205781
OPS Student
74 - CECS Deans Office - D
emp3205781@ucf.edu
 Payroll Certified, Not Processed

Appointment:
Payroll Coordinator:
Period of Performance:

OPS Hourly
Daniel Sierra
12/15/2017 to 05/03/2018

Last Certified by System User - 444-44-4444 on 04/13/2021 8:31 PM

\$ Value							
Projects	Payroll	Calculated Payroll \$	Calculated Payroll %	Certified Payroll %	Cost Transfer Dollars	Cost Transfer Percentage	Cost Share is Cost Transfer
Sponsored							
24099A02 Modification #2 - Cost Share to 24096050	0 %	\$ 0.00	0 %	\$ 25 %	\$ 1,152.17	25%	0.0 %
61056005 Maker Spaces I-Corps Proof of Concept Center	25 %	\$ 1,147.13	25 %	\$ 25 %	\$ 0.00	0%	0.0 %
Sponsored Total:	25%	\$1,147.13	25%	50%	\$1,152.17	25%	0.00%
Non Sponsored							
16100074 CEC DN-CONTRACTS	75 %	\$ 3,461.54	75 %	\$ 50 %	\$ -1,152.17	-25%	0.0 %
Non Sponsored Total:	75%	\$3,461.54	75%	50%	\$-1,152.17	-25%	0.00%
Grand Total:	100%	\$4,608.67	100%	100%	\$0.00	0.00%	0.00%

The purpose of the post-certification process is to review any variances between the Computed Payroll % and Certified Payroll % columns for accuracy.

In this example, the variance between Computed Payroll % and Certified Payroll % values exceed the 3% threshold. There is a variance of 25% which must be transferred to the certified account.

ECC has calculated the amount of the cost transfer require to balance the sponsored and non-sponsored payroll. For this statement, we'll need to complete a cost transfer of \$1,152.17 from the non-sponsored account to the sponsored account, to be completed within PeopleSoft HCM.

Post-Certification Processing continued

Payroll Reconciliation

ECC generates a Payroll Adjustment Task when a variance occurs after the certification has been completed. In the example below, a salary cost transfer has occurred after certification and the variance is greater than the 3% threshold. As Department Coordinator, you have the option to **Post & Re-Open**. This allows for the statement to be updated with the newly calculated payroll percentages and be returned to the certifier to confirm the updated payroll statement.

Payroll Reconciliation

The Payroll Reconciliation page presents to administrators payroll and cost share transactions that impact historical Payroll statements and allows them to determine how to treat those transactions. The actions a user can take, represented by the presence of buttons displayed below the transaction summary, are determined by the institution's configured thresholds and the responsibilities assigned to the user's role.

Covered Individual:
Title:
Department:
Email:

Dr Robert B Hines - 4226350
Associate Professor Medicine
COM POPULATION HEALTH
Robert.Hines@ucf.edu

Location:
Appointment:
Effort Coordinator:

12M Fac
[Mr Gerald O Cozier - 0870193](#)

Base Payroll Reconciliation for Period of Performance - Dr Robert B Hines - 4226350,, 05/01/2020 to 08/06/2020

Project(s) with new Payroll	Summarized Adjustment
25110001 COM POP HEALTH OPERATIONS	\$ (\$1,787.31)
25116A02 COM PopHealth-Hines NIH R03	\$ \$1,787.31
Total	\$0.00

Projects	Category	Original Calculated Payroll %	New Calculated Payroll %	Certified Payroll %	Certified Payroll % vs New Calculated Payroll % Variance
25110001 COM POP HEALTH OPERATIONS	Non Sponsored	92%	84%	92%	8%
25116A02 COM PopHealth-Hines NIH R03 ***	Sponsored	0%	8%	0%	8%
25114201 COM PopHealth - Overhead	Non Sponsored	8%	8%	8%	0%
Total		100.00%	100.00%	100%	

[\\$Value](#)

[View Effort Statement](#)

[Post & Re-open](#)

Post-Certification Processing continued

Processing the Statement

As a Department Coordinator, you'll decide how this statement will be processed, based on the following options:

- Cost Transfer Needed
- Process
- Do Not Process

Cost Transfer Needed allows you to set the statement to a **Certified, Cost Transfer Needed** status. In this case, you agree with the changes made by the certifier. The statement is removed from your Work List and remains in **Certified, Cost Transfer Needed** status until a cost transfer is completed in PeopleSoft HCM and the data is updated into ECC.

Once the cost transfer data is loaded, ECC will do one of two things:

- Create a Payroll Adjustment Reconciliation (PAR) task if the variance between the Computed Payroll % and Certified Payroll % is outside the 3% threshold
- Automatically post the cost transfer to the statement if the Computed Payroll % and Certified payroll % match

Process sets the statement status to **Certified, Processed** and removes the statement from your Work List. The statement is now complete.

Do Not Process returns the statement back to the certifier. Use this option if you disagree with the Certified Payroll % that was entered. The statement will be removed from your Work List

Monitoring the Certification Process

ECC provides multiple tools to help you manage and monitor the certification process. Within the payroll statement pages you can run reports for payroll-related results. You should also monitor the Department Dashboard for a quick overview of the certification period.

You can generate additional reports from the **Reporting** page. For certification, the **Certification Status Report** is the most commonly used to get an overview of your department's certification progress.

The Look Up Page

The Look Up page allows you to search for people, departments, accounts, and other information within ECC.

For any search criteria, begin by entering the first 3 characters of the search term. Alphanumeric characters are allowed. The most common search used is for Employee ID or using the employee's last name. ECC will direct you to the payroll statement for that employee. Otherwise ECC will display a list of employees that match your search term.

To navigate to the Look Up page:

1. Click **Manage** from the top navigator
2. Click **Look Up** from the sub-navigator

The screenshot shows the ECC interface. At the top, a dark blue navigation bar contains the word "Manage" in white, which is highlighted with a red box. Below this is a light blue sub-navigator bar containing the text "Look-up" in white, also highlighted with a red box. Below the sub-navigator is the "Look-up Page" section. It features a search input field with the text "Geo" entered. Below the search field are four columns of results, each with a blue header and a white body. The first column is titled "Employee:" and shows "George Matt - mattgeorge" and "Georgetown George - HCGBC11". The second column is titled "Department:" and shows "10476CA-CNAD - GEORGE". The third column is titled "Active Award / Account:" and is empty. The fourth column is titled "Inactive Award / Account:" and is empty.

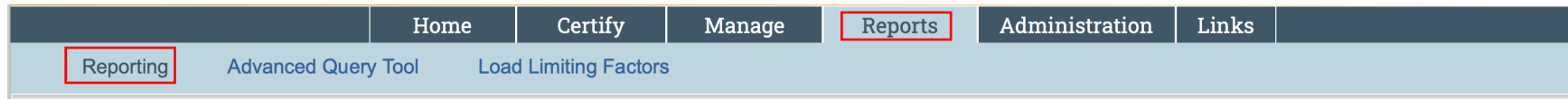
Employee:	Department:	Active Award / Account:	Inactive Award / Account:
George Matt - mattgeorge Georgetown George - HCGBC11	10476CA-CNAD - GEORGE		

Introduction to Reporting

ECC has a wealth of reports to quickly provide you with accurate and specific data. Every report has a different purpose, but all reports have parameters and options in common.

To access the Reporting Page:

1. Click **Reports** from the top navigator.
2. Click **Reporting** from the top sub-navigator



The Reporting Page

The Reporting page is separated into different panels to allow you to find the right report and run it with the correct criteria. The panels are:

- Category – Quickly find the type of report you need.
- Reports – Show a subset of the reports within the category
- Description – An explanation of the results you can expect from the selected report

Parameters, Results, Customize

Each report also has additional tabs for:

- Parameters – Set your search criteria
- Results – The results of your report
- Customize – Change your customized reports (not used)

Introduction to Reporting continued

Home	Certify	Manage	Reports	Administration	Links
Reporting	Advanced Query Tool	Load Limiting Factors			

Reporting

This page lists all reports that are available through the application.

Category	Reports	Description
Commitments	Commitment Listing Report	The Commitment Listing Report allows a user to see a complete list of all commitments for a user for a specific date range. The user can determine whether the report will include awarded commitments, proposed commitments, or both.
Custom Reports	Certified Effort Compared to Effort Commitment	
Management	Certifiers with Commitments and no Payroll UCF	
Monitoring	Monthly Commitment Summary Report	
Payroll/Cost Share	Required Effort Greater Than 100%	

Right: [View Commitment Listing Report](#)

Parameters	Results
<p>Employee: <input type="text"/></p> <p>School / Department: <input type="text"/></p> <p>Expand Search</p> <p>Account: <input type="text"/> <input checked="" type="radio"/> Active <input type="radio"/> Inactive</p> <p>Filter By: <input type="radio"/> Awarded <input type="radio"/> Proposed <input checked="" type="radio"/> Awarded / Proposed</p> <p>Date By: <input checked="" type="radio"/> Dates <input type="radio"/> Employee Type</p> <p>Dates: Start Date: <input type="text"/> <input type="button" value="Calendar"/> End Date: <input type="text"/> <input type="button" value="Calendar"/></p> <p><input type="button" value="Run Report"/></p>	

Generate Reports








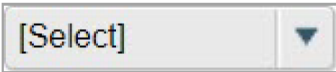
Reports are available to you depending on your roles and rights within ECC, as well as any department relationships you may have. You can generate a report at any time, with any set of parameters. While there are many reports available, you may only use a few that are specific to your role.

To generate a report:

1. Find the category and click the name of the report. The description of the report will be displayed in the **Description** pane.
2. Set your desired parameters in the **Parameters** tab. Depending on the report, you may have a few or many choices.
3. Once your parameters are set, click the **Run Report** button.
4. You may receive an error indicating that your report contains no data. To resolve, re-check your parameters or widen your search criteria, then click **Run Report**.
5. ECC displays your report in the Results tab automatically.

You can download your results in different file formats. Your file format options are displayed in the **Results** tab below the report data.

Parameter Options

Button/Field	Function
Arrow Button  	Select your parameter, then use the arrow button to move your parameter from left to right to add, or from right to left to remove.
Double Arrow Button  	Move all parameter options from one panel to the other.
Text Search Field 	Begin by typing <i>at least</i> three letters of your desired search term. Your results will be displayed as you continue typing. For some searches you may be able to further refine your search to include sub-parameters, such as sub-departments, by clicking Expand Search .
Check Box <input type="checkbox"/> <input checked="" type="checkbox"/>	Select multiple parameters or items.
Radio Buttons <input type="radio"/> <input checked="" type="radio"/>	Select one item.
Date Picker Button 	Select a date. You can click a date from the picker or type a date in the field.
Informational Button 	Click to get more information about any parameter. Click again to close the hover information.
Drop-down Menu 	Select an option from the list.
Blank Field	If a field entry is not required, the field can be left blank. Leaving the field blank will act as a wild card, which will include all possible results. This can cause reports to be very large and take more time to generate.