What Report should I use? I am looking for __ data.

DCI provides program data quickly and easily. The chart includes the most common data points requested by programs. The first column shows the question, the second column is the report in which it can be found, and the third column is the report category where the report is located in the submenu. The final column is the profile or program element where specific data can be found. If the data is only available via report, a N/A will show in the fourth column.

I want to know…	There's a report for that!	I can find it under the submenu…	Can also be found for single items on…
How many hours were worked in my cost center or by an employee?	Punch Entries Report	COA Reports	Cost Center/Employee Details Page>Entries Tab
Who needs to verify punches?	Punch Entries Report	COA Reports	Cost Center Details Page>Entries Tab
Do I still have pending punches to approve?	Punch Entries Report	COA Reports	Pending Entries Tab
How to view details of staff-entered punches?	Punch Entry Details Report Late Punch Entry Report	COA Reports Management Reports	Punch Details Page
Who has service accounts for my cost center?	Service Accounts Report	COA Reports	Cost Center Details Page>Accounts Tab
Did clients sign off on punches?	Punch Entries Report	COA Reports	Punch Details Page
What punches did I approve before client sign-off?	Client Approval Bypassed Punch Entry Report	Management Reports	Punch Details Page
Who approved punches and when were they approved?	Punch Entry Details Report	COA Reports	Punch Details Page
Who has overtime?	Punch Entry Overtime Report	Management Reports	Employee Details Page>Entries Tab
What authorizations have been exceeded?	Punch Entry Authorization Violation Report	Management Reports	N/A
Are we on track to provide all authorized hours by the end of the authorization?	Authorization Run Rate Report	Authorization Reports	N/A
Do my clients have active authorizations?	Authorization Entries Report	Authorization Reports	Client Details Page>Entries Tab
Are any authorizations expiring soon?	Expiring Authorizations Report	Authorization Reports	N/A
How many hours have we punched against an authorization?	Authorization Transactions Report	Authorization Reports	Client Details Page>Accounts Tab
What clients are assigned to my cost center?	Clients Report	Profile Report	Cost Center Details Page>Profiles Tab
What employees are assigned to my cost center?	Employees Report	Profile Report	Cost Center Details Page>Profiles Tab
What employees are missing an employee number?	Employees Report	Profile Report	Employee Details Page
When was a client absent from the program?	Residential Absentee Report Parenting Absentee Report	COA Reports	Residential/Parenting Program Details Page>Entries Tab
Was attendance generated for the program?	Residential Attendance Report Parenting Attendance Report	COA Reports	Residential/Parenting Program Details Page>Entries Tab
When did a client attend a day program?	Day Attendance Report	COA Reports	Day Program Details Page>Entries Tab
How many hours was an employee paid out?	Punch Entries Report Payroll Batch Details Report	COA Reports Payroll Reports	Employee Details Page>Entries Tab
What was billed for a client?	Billing Batch Details Report	Billing Reports	Client Details Page>Entries Tab

Related articles

- Group Service - Supervisor Guide
- Case Workers Guide
- Care Management - Admin Guide
- Reports Guide
- How do I use the wildcard feature (*) in the cost center filter for the reports module and billing/payroll batches?