GO.gov® Quick Reference Guide

Viewing Standard Reports

This Quick Reference Guide (QRG) provides step-by-step instructions for Report Readers and Authors to select, prompt, search, view, and sort reports within the GO.gov Reporting Tool through Cornerstone. It covers key tasks including accessing pre-defined reports and helping readers and authors manage agency travel and expense reimbursements while ensuring compliance and accuracy.

Accessing Standard Reports

1. From the left side of the GO.gov Reporting home page, select the **Agency Reports** drop-down menu.
2. Select the folder that contains the report you want to access.

Important Reporting Considerations

- Prompts allow you to filter the data in your report. Different reports feature different prompts. Experiment with the prompts to view the data in whichever way is most useful for your reporting
- Data flows into Cornerstone overnight. When you view a report, the data is current as of the day prior.
- When you open a report, Cornerstone automatically runs it. All prompts are automatically set to show the current week. Use the calendar icon to adjust the date range to your applicable settings.
- Each user has org-level access and role-level security, meaning that they can only see the information that they have been granted permission to see. This is reflected in the Org Level prompts. If you select something that you do not have permissions to view, the report will not return any data.
- As you become familiar with the prompts available to you, you can bypass some of the higher org levels and only select from the one that will show you more specific data.
- Your Cornerstone access is not connected to GO.gov so there may be users who can see data in queries in GO.gov but not in Cornerstone.

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Viewing Data in a Report's Table

1. From the left side of the GO.gov Reporting home page, select the **Agency Reports** drop-down menu.
2. Select the folder that contains the report you want to access.

Multi-sort

1. To multi-sort data, or sort by more than one category, select **Sort Visual**.
2. Use the drop-downs to determine the categories by which you will sort the data.
3. Use the drop-downs to indicate whether the data should be ascending or descending.
4. If applicable, add another sorting category by selecting **Add Sort**.
5. Select **Apply**.

Navigate with Tabs

1. Select another report tab. Tabs may feature summaries, pivot tables, or data visualizations.

Notes:

1. Prompt values that you have entered carry over from one tab to the next.
2. Not all reports have multiple tabs or data visualizations.

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