





## COI Reports

Report	Description	Options
<i>Vendor</i>		
<b>COI Expiry</b>	This report displays currently expired and upcoming expiring Vendor COIs. The first section summarizes the total number of COIs that have already expired, as well as the number of COIs expiring in the coming 12 months. The upcoming 12 months is based on the run date of the report. Clicking on the month will jump the report to the second section that details the COIs expiring in that month.	<b>Data Sorting:</b> Property, Vendor Name
<b>COI List</b>	This report displays a list of the Vendor COIs currently on file. The first section summarizes, by property, the total number of vendors, along with the number of those vendors that are missing COIs. It also summarizes the number of currently entered COIs that are non-compliant. Clicking on the property name will jump the report to the second section that lists the COIs in detail.	<b>Data Sorting:</b> Property, Vendor Name
<b>COI Non-Compliance</b>	This report displays non-compliant Vendor COIs. The first section summarizes the total number of COIs by property along with the total number of non-compliant COIs. Clicking on the property name will jump the report to the second section which displays the non-compliant COIs in detail.	<b>Data Sorting:</b> Property, Vendor Name
<i>Tenant</i>		
<b>COI Expiry</b>	This report displays currently expired, and upcoming expiring Tenant COIs. The first section summarizes the total number of COIs that have already expired, as well as the number of COIs expiring in the coming 12 months. The upcoming 12 months is based on the run date of the report. Clicking on the month will jump the report to the second section that details the COIs expiring in that month.	<b>Data Sorting:</b> Property, Tenant
<b>COI List</b>	This report displays a list of the tenant COIs currently on file. The first section summarizes, by property, the total number of tenants, along with the number of those tenants that are missing COIs. It also summarizes the number of currently entered COIs that are non-compliant. Clicking on the property name will jump the report to the second section that lists the COIs in detail.	<b>Data Sorting:</b> Property, Tenant
<b>COI Non-Compliance</b>	This report displays non-compliant vendor COIs. The first section summarizes the total number of COIs by property along with the total number of non-compliant COIs. Clicking on the property name will jump the report to the second section which displays the non-compliant COIs in detail.	<b>Data Sorting:</b> Property, Vendor Name