

## Cognos Reports - Most Commonly Used

The purpose of this aid is to provide summaries of frequently used COGNOS Reports which can be utilized to assist Business Affairs Officers with day-to-day management of budgets in their respective areas. This document is not intended to capture all reports that can be used, but rather to summarize commonly used reports as identified by the BMAC Budget Management Subcommittee.

Note: The below reports can only be accessed in COGNOS.

### FINANCE

[FMS001A - Chart of Indexes by Index Within SCD](#)- This report is used to obtain all index numbers that have been created for a particular SCD. The report can be run by the S/C/D Rollup (e.g. EO31-President, AA20-Academic Affairs, RE09-Research etc.). The first two letters of the number represents the area (e.g. EO=Executive Office of the President, AA=Academic Affairs, RE=Research, etc.). This report should be run and reviewed on an ongoing basis to ensure that business affairs officers are aware of all active indices within their areas of responsibility. Indices that are no longer needed should be closed out in accordance with established account closeout procedures for General Accounting and/or Sponsored Program Administration (SPA).

[FMS005 - Detail Transactions Activity](#)-This report is used to review all transaction details (e.g. permanent and temporary budget adjustments, payroll feeds, vendor payments, internal transfers, commitments, etc.) for a particular organization. The report is useful for obtaining detailed account activity for all account codes or can be customized to only include a selected number of account codes. The report can be run by individual or multiple periods. Additionally, the report can be run for multiple funds and organization codes within a particular S/C/D. This report is generally used during the account reconciliation process.

[FMS006C 1 - Account Code Summary Report by Fund 6C\(1\)](#)- This report can be run for a single or multiple funds. The report consolidates all financial activity for all fund(s)/indices/orgs by account code. Detail is not provided by index/org. All activity for each index/org is added together for each account code. Report provides an overall higher level view of the fund(s) in terms of: budget versus actual, current balances, activity for the current month, etc. Report shows results on both a current period and a year-to-date basis.

[FMS006D - Account Code Summary](#)- This report details financial activity for an individual index or a collection of indices. All financial activity for each index/org is listed for each account code. Report shows results on both a current period and a year to date basis. The fund number and org code are required to run report. The report provides a view of the index in terms of: budget versus actual, current balances, activity for the

current month, etc. Report format allows user to enter index and org code and then query the database for their validity before generating the report.

[FMS006H - Account Code Level 1 Summary Budget](#)- This report can be used to obtain a summary of account balances for all organization codes within a particular fund. The report displays balances by account code for each organization code and provides the grand total balance for the fund.

[FMS006J - Boardline Report By Fund Code](#)- This is a general fund summary report. It is useful in determining year- to-date or year-end balances. The report lists all funds separately that make up a particular general fund overall balance. It include general fund boardlines, cost sharing accounts, faculty set up accounts, payroll suspense account, and a few other miscellaneous accounts. The report is useful near year-end to obtain an overall picture of an S/C/D's general fund balances.

[FMS007A - Research Accounting Summary](#)- This is a grant snapshot summary report. The report provides a summary of account codes. Enter the grant number on a specific grant to obtain a summary report of the grant that includes all revenue and expenditures by account code. The report lists by account code, the current YTD activity in one column and the project-to-date activity in another column with an available balance column.

[FMS007B - Research Project Accounting Detail Transactions](#)- This is a detailed transaction report for grants. Enter the grant number on a specific grant and get obtain details for the grant by document or payroll number since the inception of the grant. The detail crosses fiscal years.

[FMS008 - Commitments By Fund/Orgn/Acct](#)- Commitments are the outstanding remaining unspent funds that were generated by the issuance of a Purchase Order (PO), Internal Requisition and Inter-Account Bill (IRB), Travel Authorization and Expense Report (TAER) and Special Payment Authorization (SPA). This report creates information for all open commitments within a single or several indices within a fund. Report can be detailed to include all or any selected account codes. Report is useful in that it shows remaining balance on open commitments. Some commitments with zero balances will show in the report until they are cleared. Report is useful in following up and managing older purchase orders including those carried forward from prior fiscal years.

[FMS.LBR003A - Cumulative Labor Distribution by Year/Payroll Number/Fund \(formerly HR022A\(2\)\)](#)- This report gives a snapshot of payroll expenses for one pay period broken down by fund/org. The report can be used to ensure that the correct employees with the correct gross salary expenses are charged to your S/C/D. The report can be run after the payroll data is fed into Banner.

[FMS010 - Scholarships Available Balance](#)-This report can be used to obtain a listing of your scholarship account balances, either by those that are endowments or those that are non-endowments.

[OUB005 - BUDGET05 Detail Permanent Budget Transactions for Roster Reconciliation](#)-This report is used as an aid in the roster reconciliation process and is run by fiscal year and fund. It shows all permanent budget entries for academic, other academic and non-academic salary account codes. These amounts are used on the Banner FMS side of the roster reconciliation.

## **HUMAN RESOURCES**

[HR003A - Payroll Bi-Weekly Detail](#)-This is the payroll verification report. Each approver in your S/C/D should be e-mailed the timesheet orgs they are responsible for reviewing. The report should be run and reviewed the Monday before a pay day. This allows issues to be addressed in a timely manner.

[HR015A - Position Roster](#)- This report is used as part of the roster reconciliation process and can also be used to view salary data by fund. It displays salary data by fiscal year and fund for parameters selected by the user.