Cognos Financial Reports

Sam Houston State University
Controller's Office

Version 1; April 26, 2012

Sam Houston
STATE UNIVERSITY
A Member of The Texas State University System

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Purpose

This manual was developed for use with the Cognos Reporting system for the specific use of the financial reports created by Sam Houston State University Controller's Office.

The contents of this manual will enable the reader to access the Financial Reports that have been created, run any reports that are stored in the Budget & Financial Reports folder, assist in reading those reports, and provide answers to questions that are commonly asked.

Glossary

Term	Description
INB	Internet Native Banner - a resource system used by SHSU for administrative tasks
Cognos 8 (BI)	Technology that supports performance management by providing better visibility in business performance. This reporting application will enable SHSU to maximize reporting capabilities and analyze complex data.
SSB	Self Serve Banner - a resource system used by SHSU for self-service tasks
Operating Ledger	Stores your cumulative totals of revenue, expense, and transfer transactions for each fiscal year
Budget Pool	You budget has been divided into specific areas called "pools." These pools are expenses that can be grouped together and pull from the same budget. An example of this would be that all travel expenses use a shared budget from pool 710-travel.

Accessing Cognos

1. To access Cognos, open the MySam webpage at https://mysam.shsu.edu
2. The Cognos channel is located under the Employees tab.

3. Once you click the link you will be asked to sign in using your normal computer log on.

Navigating to the Finance Reports

1. Click on "My Home" on the initial Cognos page.
2. You should then see the "Budget & Finance Reports" folder listed under public folders.
3. By clicking on that folder you will see each of the Budget and Finance Reports that are available at this time. As more reports become available they will be added to this folder and then to this manual. Please refer back at any time for updated descriptions of reports.

> **NOTE:** All reports can be ran individually from the Budget and Finance folder, or they can be accessed through the "drill-downs" provided in each folder.

FI BAVL 001-Budget Availability Ledger

The first form that we are going to review is the Budget Availability form. This form will allow you to see the amount of remaining budget in each of your pool areas as well as any pending transactions. Other information that can be gathered from this page includes budget, year to date activity, and any encumbrances or reservations that exist on this FOAP.

Prompts

In designing these reports, one of the goals was consistency of the prompt pages. For that reason, the prompt pages will only be covered in this section and in the Transaction History section. Please refer back to this for any of the other prompt screens.

NOTE: Only fields that have the orange asterisk (see fiscal year) beside it are required to be filled in.

The first and only required prompt on this screen is the *Fiscal Year*. You can enter any fiscal year since we have been in Banner. From here you are able to continue entering data for your specific area or immediately click finish and run the report. If you were to click finish here you would run the data for the entire university which would most likely not be helpful.

You can enter as much or as little of your fund and organization as you like. If your fund is 140100 you could simply enter "14" and it will pull up all funds that start with 14.

You can also search by the organization manager. This is the person that is assigned to oversee those funds. In the "keyword" field, you are able to type the last name of the organization manager and click search. This will provide you with a list of all managers that match that search in the "ORGN Financial manager" box below.

Once you enter your prompts you will click *finish* to create your report. Your report will look like the image below.

NOTE: By following the prompts listed across the top of the chart you will be able to recreate this report.

Pending Transactions

We will start our review of this report on the right hand column. This column shows any transactions that are *pending* in the system. Often times in Banner we see a difference between FGIBDST and FGIBAVL. This difference is created when documents (requisitions, journal vouchers, etc.) are started but not completed or they are completed but not approved. The pending transaction amount represents money that has been set-aside but not yet encumbered. The pending transaction column gives you the ability to click on the hyperlink and see the document information for that amount.

If there is no hyperlink in the pending transaction column that means that there are no pending transactions for that area.

Remaining

The remaining column represents the amount of budget that is still available for that budget pool or salary line. The remaining amount is also a hyperlink that will take you to a summary of the operating ledger for that pool area.

Reservations & Encumbrances

These two columns represent money that has been set aside out of your budget for a particular use. Again, it is broken out by the individual budget pools. The reservation area will include any requisitions that have been approved, but not yet turned into purchase orders. The encumbrance area will include any purchase orders or general encumbrances (e.g.- mail services) against your FOP.

Year to Date Activity

The year to date activity column contains all the actual transactions that have posted against your FOP during this fiscal year. This will include all invoices, travel, salaries, journal documents, etc. This does not include reservations or encumbrances.

Original & Adjusted Budget

The original budget is shown in the left column. This is the budgeted amount as of the beginning of the fiscal year. Any changes to your budget will be represented in the adjusted budget column.

FI_BAVL_002 - Pending Transactions

Pending transactions can occur when a document (requisition, journal voucher, budget transfer, etc.) has been started but not completed or when it has been completed but not yet approved. In Banner the pending transactions are represented by the difference between FGIBDST and FGIBAVL. Cognos provides us a way to identify the documents that make up those pending transactions. This report can be run by following the prompt screen for this report, or by clicking the hyperlink in the pending transaction column of the BAVL report.

For this example, click on the hyperlink in the 710-Travel Budget Pool for $2,470.02. The report that was produced is shown below.

Cognos Viewer - FI_BAVL_002 - Pending Transactions   Withers, Amanda   Log Off   About

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Pending Transactions

Fiscal Year - 2012   Fund - 140100   Orgn - 620000   Acct - 710

Fund	Orgn	BAVL Account	Transaction Account	Transaction Program	Unbudgeted Amount	Adopted Amount	Adjusted Amount	YTD Activity	Encumbered Amount	Reserved Amount	Pending Transactions	Document	Sequence	Fiscal Year	Fiscal Period
140100	620000	710	711600	60	0.00	0.00	0.00	0.00	0.00	(750.00)	(750.00)	R0014008	1	2012	08
140100	620000	710	710600	60	0.00	0.00	0.00	0.00	0.00	(640.00)	(640.00)	R0013926	1	2012	08
140100	620000	710	710600	60	0.00	0.00	0.00	0.00	0.00	(750.00)	(750.00)	R0013942	1	2012	08
140100	620000	710	710600	60	0.00	0.00	0.00	0.00	0.00	(330.02)	(330.02)	R0013704	1	2012	07

NOTE: It is important to make sure you do not have incomplete documents that need to be cleaned up, these can tie up pieces of your budget.

As you can see this amount of $2,470.02 is actually made up of 4 requisitions for various amounts that are pending. The document number is located on the left hand side, this information can then be used to go into Banner and research whether this document needs additional steps to process it.

FI_OPAL_001 - Operating Ledger

The operating ledger report can be accessed by following the prompts from the Budget & Finance Reports folder, by clicking on the "ORGN" code on the BAVL report, or by clicking on a number in the "remaining" column of the BAVL report.

If you click on the "remaining" column of the BAVL report you will get the operating ledger *specifically* for that pool area. For that reason, we will start with the complete operating ledger report and then briefly review the pool specific report.

By clicking on the "ORGN" code of 620000 above, the following report was produced.

NOTE: This particular report is quite lengthy- only samples from this report are shown to explain specific parts of this document.

Cognos Viewer - FI_OPAL_001 - Operating Ledger

Sam Houston
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Operating Ledger

Fiscal Year - 2012   Fund - 140100   Orgn - 620000

FUND	ORGN	ACCT Pool	ACCT	PROG	Current Budget	YTD Activity	Encumbrance	Reservation	Remaining
140100 - Designated Tuition	620000 - Controller	**50 - Revenue**							
		570000	570000 - Other Revenue	60 - Institutional Support	0.00	28.53	0.00	0.00	(28.53)
		570000 - Other Revenue			**$0.00**	**$28.53**	**$0.00**	**$0.00**	**($28.53)**
		50 - Revenue			**$0.00**	**$28.53**	**$0.00**	**$0.00**	**($28.53)**
		60 - Labor							
		701001	701001 - Non Teaching Salaried Exempt	60 - Institutional Support	856,765.63	456,541.00	168,700.00	0.00	231,524.63
		701001 - Non Teaching Salaried Exempt			**$856,765.63**	**$456,541.00**	**$168,700.00**	**$0.00**	**$231,524.63**
		701400	701400 - Student Employees	60 - Institutional Support	30,903.00	12,582.69	0.00	0.00	18,320.31
		701400 - Student Employees			**$30,903.00**	**$12,582.69**	**$0.00**	**$0.00**	**$18,320.31**
		701501	701501 - Non Teaching Salaried Non Exempt	60 - Institutional Support	488,741.37	231,087.84	14,604.81	0.00	243,048.72
		701501 - Non Teaching Salaried Non Exempt			**$488,741.37**	**$231,087.84**	**$14,604.81**	**$0.00**	**$243,048.72**
		701900	701900 - Compensatory Time	60 - Institutional Support	0.00	1,363.08	0.00	0.00	(1,363.08)
		701900 - Compensatory Time			**$0.00**	**$1,363.08**	**$0.00**	**$0.00**	**($1,363.08)**
		702100	702100 - Overtime Pay	60 - Institutional Support	0.00	5,371.82	0.00	0.00	(5,371.82)
		702100 - Overtime Pay			**$0.00**	**$5,371.82**	**$0.00**	**$0.00**	**($5,371.82)**
		702200	702200 - Longevity Pay	60 - Institutional Support	35,800.00	19,597.60	0.00	0.00	16,202.40
		702200 - Longevity Pay			**$35,800.00**	**$19,597.60**	**$0.00**	**$0.00**	**$16,202.40**
		703300	703300 - Employee Retirement other	60 - Institutional Support	0.00	119.88	0.00	0.00	(119.88)
		703300 - Employee Retirement other			**$0.00**	**$119.88**	**$0.00**	**$0.00**	**($119.88)**
		704100	704100 - Employee Insur	60 - Institutional Support	0.00	98,285.97	0.00	0.00	(98,285.97)
		704100 - Employee Insur			**$0.00**	**$98,285.97**	**$0.00**	**$0.00**	**($98,285.97)**
		704300	704300 - FICA State Match	60 - Institutional Support	0.00	52,143.03	0.00	0.00	(52,143.03)
		704300 - FICA State Match			**$0.00**	**$52,143.03**	**$0.00**	**$0.00**	**($52,143.03)**
		708600	708600 - ORP State Match	60 - Institutional Support	0.00	3,758.70	0.00	0.00	(3,758.70)
		708600 - ORP State Match			**$0.00**	**$3,758.70**	**$0.00**	**$0.00**	**($3,758.70)**
		790900	790900 - Teacher Retirement Reimbursement	60 - Institutional Support	0.00	38,497.47	0.00	0.00	(38,497.47)
		790900 - Teacher Retirement Reimbursement			**$0.00**	**$38,497.47**	**$0.00**	**$0.00**	**($38,497.47)**
		790901	790901 - Teacher Retirement 90 Days	60 - Institutional Support	0.00	337.20	0.00	0.00	(337.20)
		790901 - Teacher Retirement 90 Days			**$0.00**	**$337.20**	**$0.00**	**$0.00**	**($337.20)**
		60 - Labor			**$1,412,210.00**	**$919,686.28**	**$183,304.81**	**$0.00**	**$309,218.91**
		70 - Direct Expenditures							

Notice that the headings for this report are consistent with the headings on the BAVL report. Please refer to the BAVL section of this manual if you have a question on what is included in each column.

This report is broken out by the type of expense. As with the other reports, each blue hyperlink can be clicked to see the detail that is behind that number.

50-Revenue

It starts with 50-Revenue *if* you have revenue. If you are an auxiliary or other department that is expected to bring in revenue, you will see the amount that you are expected to earn in the "current budget" column of the report. The actual revenue that you have brought in for the year is represented in the "YTD activity" column. The net of these two numbers will be shown in the "remaining" column. If you have a negative in the "remaining" column, that number represents the amount of money you have earned in *excess* of your requirement for the respective budget year.

60-Labor

The next section will show any salary related expenses paid from this FOP. If you are on a University fund that begins with 11-, 12-, or 14- then the benefits will be covered at the University level. This area will show expenses with no budget. This creates a negative amount in the "remaining" column. This negative balance can be disregarded since it will be covered by University funds. However, if your fund does not start with one of the numbers listed above, you must cover these expenses.

70-Direct Expenses

The direct expense area of this report will include the other budget pools (travel, O&M, utilities, etc.). This area will show these pools broken out with their individual account codes and totaled. It will also show a total for the entire direct expense budgets.

Cognos Viewer - FI_OPAL_001 - Operating Ledger

Code	Description	Category	Budget	Actual	Commitments	Encumbrance	Remaining
790901	790901 - Teacher Retirement 90 Days	60 - Institutional Support	0.00	337.20	0.00	0.00	(337.20)
	790901 - Teacher Retirement 90 Days		$0.00	$337.20	$0.00	$0.00	($337.20)
60 - Labor			$1,412,210.00	$919,686.28	$183,304.81	$0.00	$309,218.91
70 - Direct Expenditures							
710	710 - Travel Budget Pool	60 - Institutional Support	15,000.00	0.00	0.00	0.00	15,000.00
	710200 - Instate Mileage	60 - Institutional Support	38.76	622.17	0.00	0.00	(583.41)
	710500 - Instate Incidentals Travel	60 - Institutional Support	0.00	119.20	0.00	0.00	(119.20)
	710600 - Instate Meal and Lodging Travel	60 - Institutional Support	0.00	1,171.39	$0.00	1,300.00	(2,521.39)
	711100 - Outstate Public Transportation	60 - Institutional Support	0.00	1,309.50	0.00	0.00	(1,309.50)
	711200 - Outstate Mileage	60 - Institutional Support	0.00	1,586.96	0.00	0.00	(1,586.96)
	711400 - Out State Meals and Lodging Special	60 - Institutional Support	0.00	0.00	0.00	0.00	0.00
	711500 - Outstate Incidentals	60 - Institutional Support	0.00	1,126.99	41.85	0.00	(1,168.84)
	711600 - Outstate Meal and Lodging	60 - Institutional Support	0.00	5,028.79	0.00	2,000.00	(7,028.79)
	711699 - Travel Advance Out State	60 - Institutional Support	0.00	(3,400.00)	0.00	0.00	3,400.00
	713100 - Prospective Employee Travel	60 - Institutional Support	0.00	867.58	0.00	0.00	(867.58)
710 - Travel Budget Pool			$15,038.76	$8,432.58	$91.85	$3,300.00	$3,214.33
720	720 - O and M Budget Pool	60 - Institutional Support	107,589.00	0.00	0.00	0.00	107,589.00
	720100 - Membership Dues	60 - Institutional Support	0.00	40.00	0.00	0.00	(40.00)
	720300 - Registration Fee	60 - Institutional Support	0.00	4,071.41	0.00	0.00	(4,071.41)
	721000 - Fees and Other Charges	30 - Public Service	0.00	(0.36)	0.00	0.00	0.36
	721000 - Fees and Other Charges	60 - Institutional Support	0.00	153.94	10.05	0.00	(163.99)
	726601 - Mntc and Repair Building Local	60 - Institutional Support	0.00	283.50	0.00	0.00	(283.50)
	726700 - Mntc Repair Computer Equip	60 - Institutional Support	0.00	0.00	0.00	0.00	0.00
	727301 - Printing and Reproduction Local	60 - Institutional Support	0.00	2,002.97	0.00	0.00	(2,002.97)
	728600 - Freight Delivery Services	60 - Institutional Support	0.00	336.42	244.99	0.00	(681.41)
	729100 - Postal Services	60 - Institutional Support	0.00	9,864.63	1,749.00	0.00	(11,613.63)
	729900 - Contracted Services	60 - Institutional Support	0.00	2,895.79	2,321.27	0.00	(5,217.06)
	729901 - Contracted Services Travel	60 - Institutional Support	0.00	283.27	0.00	0.00	(283.27)
	730000 - Consumable Supplies	60 - Institutional Support	0.00	13,747.97	103.16	0.00	(13,851.13)
	730300 - Non Lib Book, Subsc, Periodal	60 - Institutional Support	0.00	468.45	0.00	0.00	(468.45)
	731500 - Food Pur by the State	60 - Institutional Support	0.00	395.91	119.97	0.00	(515.88)
	733300 - Fabrics and Linens	60 - Institutional Support	0.00	67.76	0.00	0.00	(67.76)
	733400 - Furniture and Equipment Expensed	60 - Institutional Support	0.00	7,402.51	0.00	0.00	(7,402.51)
	733500 - Computer Parts Expensed	60 - Institutional Support	0.00	391.49	0.00	0.00	(391.49)
	736700 - Personal Pro Maint and Repair	60 - Institutional Support	0.00	0.00	1,416.40	0.00	(1,416.40)
	736800 - Per Prop Main Repair Motor Ve	60 - Institutional Support	0.00	155.63	0.00	0.00	(155.63)
	737700 - Computer Equip Expensed	60 - Institutional Support	0.00	1,031.04	0.00	0.00	(1,031.04)
	740600 - Rental Equipment and Furnishing	60 - Institutional Support	0.00	0.00	0.00	0.00	0.00
	751400 - Telephone Maintenance Repair	60 - Institutional Support	0.00	4,715.00	0.00	0.00	(4,715.00)
	751700 - Telecom Equipment Expensed	60 - Institutional Support	0.00	397.00	0.00	0.00	(397.00)
	780600 - Int On Delayed Pmts	30 - Public Service	0.00	0.36	0.00	0.00	(0.36)
720 - O and M Budget Pool			$107,589.00	$48,704.69	$6,064.84	$0.00	$52,819.47
750	750 - Utilities Budget Pool	60 - Institutional Support	9,000.00	0.00	0.00	0.00	9,000.00
	750300 - Telephone Long Distance	60 - Institutional Support	0.00	2,325.00	0.00	0.00	(2,325.00)
750 - Utilities Budget Pool			$9,000.00	$2,325.00	$0.00	$0.00	$6,675.00
770	770 - Capital Outlay Pool	60 - Institutional Support	10,000.00	0.00	0.00	0.00	10,000.00
770 - Capital Outlay Pool			$10,000.00	$0.00	$0.00	$0.00	$10,000.00
70 - Direct Expenditures			$141,627.76	$59,462.27	$6,156.69	$3,300.00	$72,708.80

Other Views

As stated earlier, the operating ledger report can also be accessed by clicking on a number in the "remaining" column of the BAVL report. If you choose to do that you will see the operating ledger for that specific pool. In the example below the "remaining" balance for the travel pool has been selected.

> **NOTE:** If you click on the "remaining" column of the BAVL report you will get the operating ledger *specifically* for that pool area.

Operating Ledger

Fiscal Year - 2012   Fund - 140100   Orgn - 620000   Acct Pool - 710

FUND	ORGN	ACCT Pool	ACCT	PROG	Current Budget	YTD Activity	Encumbrance	Reservation	Remaining
140100 - Designated Tuition	620000 - Controller	**70 - Direct Expenditures**							
		710	710 - Travel Budget Pool	60 - Institutional Support	15,000.00	0.00	0.00	0.00	15,000.00
			710200 - Instate Mileage	60 - Institutional Support	38.76	622.17	0.00	0.00	(583.41)
			710500 - Instate Incidentals Travel	60 - Institutional Support	0.00	119.20	0.00	0.00	(119.20)
			710600 - Instate Meal and Lodging Travel	60 - Institutional Support	0.00	1,171.39	50.00	1,300.00	(2,521.39)
			711100 - Outstate Public Transportation	60 - Institutional Support	0.00	1,309.50	0.00	0.00	(1,309.50)
			711200 - Outstate Mileage	60 - Institutional Support	0.00	1,586.96	0.00	0.00	(1,586.96)
			711400 - Out State Meals and Lodging Special	60 - Institutional Support	0.00	0.00	0.00	0.00	0.00
			711500 - Outstate Incidentals	60 - Institutional Support	0.00	1,126.99	41.85	0.00	(1,168.84)
			711600 - Outstate Meal and Lodging	60 - Institutional Support	0.00	5,028.79	0.00	2,000.00	(7,028.79)
			711699 - Travel Advance Out State	60 - Institutional Support	0.00	(3,400.00)	0.00	0.00	3,400.00
			713100 - Prospective Employee Travel	60 - Institutional Support	0.00	867.58	0.00	0.00	(867.58)
		710 - Travel Budget Pool			**$15,038.76**	**$8,432.58**	**$91.85**	**$3,300.00**	**$3,214.33**
		70 - Direct Expenditures			**$15,038.76**	**$8,432.58**	**$91.85**	**$3,300.00**	**$3,214.33**

April 5, 2012   1   10:31:55 AM

FI_TRANH_001 - Transaction History

The Transaction History report can often be found as the base report for all other reports. This report has *immense* capabilities. This report can be made to run *every* transaction that has *ever* occurred in Banner for *every* FOP at one time. However, it is requested that you do not do this because it will significantly slow the system. It is also recommended that this report be prompted to email you the results since it often takes longer to run. This option can be found under the "More" under actions on the main report page.

Prompts

Since the Transaction History can create such a large report, it is important to know how to use the prompts to get the report that you are needing. This report contains three pages of prompts that include date, type of transaction, and accounting information. Each of these types of prompts are on different pages.

Date Prompts

Page one will contain your prompts regarding date. You will notice that there are *no* required prompts. The first prompt you can enter is fiscal year. If you are looking for a specific fiscal year you can enter it there.

The second date prompts is Fiscal Period. This represents the specific months of the fiscal year. This can be used in conjunction with the fiscal year prompt to see the transactions of a certain month of the year, a certain quarter, or even to compare transactions for a specific month across all fiscal years.

If you choose month(s) in the Fiscal Period field, you will only receive transactions and totals for those specific months.

> **NOTE:** If you are selecting Fiscal Periods and want to include the entire year, it is important that you also select period 13 and 14. These are accounting months that we use after the fiscal year has ended. These months will often contain transactions that could alter your account.

The third prompt is the Transaction Date. There are several ways that you can use this prompt. The first is by selecting a date range that you would like to run. The next is by selecting "earliest date" or "latest date". This will provide you with all transactions in Banner from the first date to the latest date regardless of fiscal year. You can also use any combination of these date choices.

Transaction Prompts

This section will help you narrow down the types of transactions that you are wanting to include in your report.

The first set shows the different ledgers that the transactions are in. The general expense and revenue transactions will occur in the operating ledger. Since this is the most common type of transaction, it will be set to default to this.

The second set is "field codes" this is the type of transaction that has occurred. The default is "Actual YTD Activity". These are the actual transactions that have posted. You will notice that there are also specific ones for budget and encumbrances. Please see the recommendations below on selecting these.

The third set of prompts distinguishes whether you want to include revenue, expenses, or both. If you include revenue and expenditures then they will *not* be netted against each other. It is recommended that you run the revenues and expenditures separately and manually subtract them if you are looking for a net amount.

Some general recommendations for this page of prompts include the following.

- If running Operating Ledger-select Actual YTD activity
- If running General Ledger- deselect all of the field codes and the revenues and expenditures.
- If running Encumbrance Ledger- deselect all of the field codes and the revenues and expenditures.

Accounting Prompts

The third and final page of prompts relates to the accounting for the transactions. You can put in any combination of your FOAP for this page. You can also put in the Vender name or ID to see all transactions that have occurred to that vendor.

Display options is a way of narrowing down your results. This report has the potential to have hundreds of columns that will most likely serve a need for someone else, but clutter your report. When you click on the drop down for display options you will be able to select a view that narrows down the number of columns to the information that is more valuable to you.

> **NOTE:** If you find that you would like a specific set of defined Display Options, you are welcome to submit your recommendation. If it is determined that this is something that would be beneficial to multiple users across campus, it may be integrated into the system.

Transaction Report

A sample of the report is provided below. Notice that there is a hyperlink available under "document." This hyperlink will take you to a transaction report for that specific document that shows all of the accounting lines associated with that number.

This is a very large report that does not show well on the screen. Information such as the vendor name are further to the right. This report can be taken to Excel format where you can delete columns that are not relevant to your needs.

NOTE: Do not run this report without any prompts selected. This is a lengthy report that will slow the system if not used correctly.

This report was designed to offer you everything that you might ever need. If you wish to have further review of this report, please contact the Controller's office.

Cognos Viewer - FI_TRANH_001 - Transaction History   Withers, Amanda   Log Off   About

Keep this version ▾ ▶   Add this report ▾

Transaction History

Fiscal Year - 2012 | Ledger - O | FUND - 140100 | ORGN - 620000 | ACCT - 720300 | PROG - 60

FUND	FUND NAME	ORGANIZATION	ORGANIZATION NAME	ACCT	ACCOUNT NAME	PROG	PROGRAM NAME	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	D/C or +/-	Document	DOCUMENT TYPE	DOCUMENT SEQUENCE NUMBER	RULE CLASS	RULE NAME	DOCUMENT REFERENCE NUMBER	FISCAL YEAR	FISCAL PERIOD	TRANSACTION DATE	Bank	BA TY
140100	Designated Tuition	620000	Controller	720300	Registration Fee	60	Institutional Support	SEPT 2011 PCARD CHASE	917.10	+	DL001059	Journal Document	224	JE16	General Journal Entry (Inter-Fund)		2012	01	09/05/2011	13	Non Educ Bank
140100	Designated Tuition	620000	Controller	720300	Registration Fee	60	Institutional Support	SEPT 2011 PCARD CHASE	99.80	+	DL001059	Journal Document	226	JE16	General Journal Entry (Inter-Fund)		2012	01	09/05/2011	13	Non Educ Bank
140100	Designated Tuition	620000	Controller	720300	Registration Fee	60	Institutional Support	SEPT 2011 PCARD CHASE	390.00	+	DL001059	Journal Document	223	JE16	General Journal Entry (Inter-Fund)		2012	01	09/05/2011	13	Non Educ Bank
140100	Designated Tuition	620000	Controller	720300	Registration Fee	60	Institutional Support	Oct 2011 Pcard Citibank	598.00	+	DL001177	Journal Document	744	JE16	General Journal Entry (Inter-Fund)		2012	03	11/01/2011	13	Non Educ Bank
140100	Designated Tuition	620000	Controller	720300	Registration Fee	60	Institutional Support	Dec 2011 Pcard Citibank	40.00	+	DL001725	Journal Document	541	JE16	General Journal Entry (Inter-Fund)		2012	05	01/03/2012	13	Non Educ Bank
140100	Designated Tuition	620000	Controller	720300	Registration Fee	60	Institutional Support	Feb 2012 Pcard Citibank	1,510.00	+	DL001838	Journal Document	599	JE16	General Journal Entry (Inter-Fund)		2012	06	02/24/2012	13	Non Educ Bank
140100	Designated Tuition	620000	Controller	720300	Registration Fee	60	Institutional Support	March 2012 Pcard Citibank	185.00	+	DL001940	Journal Document	563	JE16	General Journal Entry (Inter-Fund)		2012	07	03/03/2012	13	Non Educ Bank
140100	Designated Tuition	620000	Controller	720300	Registration Fee	60	Institutional Support	March 2012 Pcard Citibank	331.51	+	DL001940	Journal Document	566	JE16	General Journal Entry (Inter-Fund)		2012	07	03/03/2012	13	Non Educ Bank
Summary									**4,071.41**												

Future Reports

The Controller's Office is diligently working with the Cognos Reporting Team to create reports that are visually pleasing, user friendly, and highly functional. New reports are constantly being conceptualized. Please check back often for updates to this manual as new reports are released. We also encourage you to submit ideas that you may have for future reports to meet your needs. We do ask that you realize that not all reports will be created and the wait is sometimes lengthy as we are currently in the process of building this from the ground up. However, every idea is welcome and if it is determined that it would be beneficial to the campus community then we will work to develop it.

Points to remember:

- o Data is up to close of business from the previous day.
- o Ledger Indicators are used as follows:
  - o G = General Ledger, where balance sheet transactions like assets, liabilities and fund balances can be seen
  - o 0= Operating Ledger, which is actual and budget revenues, expenses and transfers as well as encumbrances.
- o Posting periods are represented numerically, enter using two digit format:
  01= Sept, 02=Oct, 03=Nov, 04=Dec, 05=Jan, 06=Feb, 07=Mar, 08=Apr, 09=May, 10=June, 11=July, 12=Aug

Frequently Asked Questions

- ➢ Is there a way that I can see a vendor's tax identification number so that I can reference it to HUB or other state comptroller lists?
  - o This is not currently available. However, we do anticipate including this information on an invoice detail report. This report is currently in development.

- ➢ I am running the Transaction History for the general ledger and I am getting no data, why?
  - o If you are running this report for the general ledger or the encumbrance ledger you need to deselect the next two boxes.

> I have been searching by my Org manager, Steve Davis. However, Steve just left and was replaced by John Brown. Do I have to continue searching under Steve for the years he was here and then John for the years he was here?
>   o No, once our office is notified of a change in org manager the new org manager name can be used to pull up all records. The old org manager's name will cease to exist in the system. If you find a situation where an organization's manager needs to be corrected, please see the contact information at the end of this manual.

> What if you develop a new report in Cognos, how will I know?
>   o We will be continuing to work on the development of reports in Cognos and we encourage your input on what might be needed. As new reports are released they will be placed in your Budget & Finance folder for you to begin using. They will also be added to this manual for assistance in navigating those reports. If you have any questions during the introduction of a new report you are always welcome to contact the Controller's office.

> I only need one number – how much money I have in my budget. I don't understand why we have two different numbers with FGIBAVL and FGIBDST.
>   o If you want to know how much money you *can* spend- look at the BAVL screens. This screen includes anything that is in process. This is important because if you have two people doing requisitions off of the same FOP for $750.00 each and the FOP has $975.00 available in it, then there is not enough money to pay both requisitions. The BAVL screens take this into account.

- Additionally, Cognos takes some of the confusion out of Banner INB by giving you a *pending transaction* column on the BAVL screen. The transactions that appear in this column can be linked to the difference between BDST and BAVL. That way you are able to see if it is a "clean-up" issue or something that is waiting for approval.

➢ How can I look at my fund balance?
- There is currently not a way to look at fund balance in Cognos.

➢ I put in all of my prompts and I am not getting any data.
- You may be limiting your data too much. Try entering just the fund and org and leave the account and program code blank.

➢ So you mean I can see anyone's salary on campus?
- As employees of the state of Texas our salary information is public record. There will be no personal deductions shown, only the gross salary and any benefits.

➢ Will you be able to see scholarship recipients through the transaction detail?
- That is something that we hope to be able to offer in the future. That requires tying the Finance module and the Financial Aid module together and is more complex of a report.

➢ So everyone on campus can see my accounts?
- Yes. As a state university everything we do is subject to open records. In addition, everything was available for viewing in legacy. However, even though they can see your information in Cognos, they are not able to make any changes to your information.

➢ Can you click the link on "pending transactions" and get to the actual transaction in Banner?
- No, you will have to get the document number associated with it and go into Banner to research it.

➢ Why don't the drill downs work in PDF or excel?
- The blue hyperlinks only work in html format.

➢ Where did the Sam Houston logo go when I ran it in PDF?
- The logo is currently only present on the html formats.

➢ Why doesn't my Cognos data match what I am seeing in Banner?
- Right now Cognos refreshes daily. In the future we will look at refreshing Cognos more often.

➢ Where does the invoice detail show whether or not a check has cleared the bank?
- It currently does not, however, this is something we anticipate adding.

➢ If I click on that payroll document can I see who makes that up?

- o Not at this time, this is something that we hope to have available soon.

- ➢ I am trying to approve a change of budget. I normally use FGIBAVL. So what should I use now?
  - o Cognos would be easier because you could not only see the whole picture you can also see a clearer picture of what is going on in that pool.

- ➢ Why can I not see my revenue in BAVL?
  - o BAVL does not include revenue. If you are wanting to see revenue, you will need to use the operating ledger.

- ➢ It takes too long to run a report, how can I get it quicker?
  - o Larger reports often run faster when you email them to yourself. This also allows you to continue working while it runs.

References

If *type of problem* occurs	Contact
Incorrect Org Manager	Roz Kieschnick 4-3314
New Account Set Up	Roz Kieschnick 4-3314
Accounting Errors are Found	Wilbert Hightower 4-1086 or Ivanette Lofton 4-3069
Cognos Questions/Recommendations	Amanda Withers 4-2289 or Aaron Lemay 4-3899
Budget Concerns	Edgar Smith 4-2765

You can also check for available training classes through the Human Resources website at
http://www.shsu.edu/~hrd_www/training/training_registration.html

Revisions

Include a table to store document revision history and information.

Date	Author	Notes