CUFS Historical Reporting

The goal is to enable reporting and analysis of CUFS historical data for business administrators in central offices and schools. The auditable historical data for CUFS is available from fiscal year 2004 (including beginning balances) through first quarter of fiscal year 2009. The reporting is accomplished by providing the following CUFS Historical Reports:

In this document all the new reports available via the standard BI interface (http://reporting.northwestern.edu) will be referenced as CUFS Historical Reports.

2/23/10

CUFS Financial Summary (Excluding Agency and Multi-Year Funds) for FY

Overview

- This report is very similar to the delivered PeopleSoft GL068.
- This report is summary information for non-sponsored accounts.
- This report can be run alone, but also will serve as the parent for the child report (**Detail Report of Revenue, Expense and Budget**) which is a drill down detail version similar to the FM162 or the GL008.
- This report is run for an Accounting Fiscal Year, through an Accounting Fiscal Period.
- Verification of this report can be done using the **Details Report of Revenue, Expense, and Budget (FM162).**
- This report can be run for more than one account at a time.

2/23/10

CUFS Financial Summary (Excluding Agency and Multi-Year Funds) for BFY

Overview

- This report is very similar to the delivered PeopleSoft GL068.
- This report is summary information for non-sponsored accounts.
- This report can be run alone, but also will serve as the parent for the child report (**Detail Report of Revenue, Expense and Budget**) which is a drill down detail version similar to the FM162 or the GL008.
- This report is run for a Budget Fiscal Year, through an Accounting Fiscal Period.
- Verification of this report can be done using the **CUFS Historical Transaction Detail (for excel or csv)** report.
- This report can be run for more than one account at a time.

Note:

- If Period 13 is selected then the report will include transactions in the selected Budget Fiscal year (BFY) but created in the new Fiscal Year (FY).

- There are cases where transactions for a BFY (ex: 2008) were created in the new FY (ex: 2009). These transactions will be included in this report.

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FUNCTION:                    * EXP BUD TRANS DETAIL *      02/23/09    CONL   V835   0   EXPD
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BUDGET FY= 08      FUND= 0010      AREA= 123      ORG= 1234      FUNC=         OBJECT= 5720

CHOOSE ONE ****>>   EXPENSE: X         ENCB:          PRE ENCBR:          BUDGET:  <<****

 TOTAL AMOUNT:    25,250.00                     SUMMARIZED ACTIVITY:

  TRANS DATE       TRANSACTION ID        AMOUNT          REF TRANS ID            ACCT  PD  TYPE
  ==========      ================     -------------   ----------------------------  --------  ----  -------
01- 2008 09 28     PV  08093000123  02     25,250.00      PD ABCMY123456  02       09   01    22
02-
03-
04-


07-*L008 END OF PARENT/SCAN
```

- Budgets on gift accounts (new for expense in FY2009 on Object 3010 for selected gift accounts and for revenue in FY2009 on revenue code 0305) will be included in the calculations. On the FM160, they were "display only."

- **Fund 0037:** Revenue Source 0670 (CarryForwards) remain in the Recognized Revenue column.

CUFS Historical Bal Sheet Trans Detail (for excel or csv)

Overview:
- This report will give you the Balance Sheet Account detailed transaction lines within a selected Fiscal Year Period range.
- The source of the detail amounts is the CUFS ledger.
- The following Account Type Codes are included in the result.

    01   ASSET
    02   LIABILITIES
    03   FUND BALANCE

- The beginning balance for a selected range is not currently provided in the download.

CUFS Historical Transaction Detail (for excel or csv)

Overview:
- This report contains detailed transaction line data from the CUFS General and Budget ledgers, in a form that can be used for data analysis.

- The output may be viewed in any of the format options; the Excel format is the best for doing analysis outside of Cognos.

- There is one dollar amount (LINE-AMT) per row. The amount is explained by the code value in the "Account Type" column.

The account types shown in this report are:

ID	NAME	Comment
21	ENCUMBRANCES	
22	EXPENDITURES/EXPENSES	Actual Expense
31	REVENUE	Actual revenue
41	BUDGETED OBLIGATIONS	Budgeted Expense
51	ESTIMATED REVENUE	Budgeted Revenue

- Dollar amounts have the arithmetic sign as it is in the CUFS ledger, which matches the Debit/Credit code ("D" for Debit, positive amount, "C" for Credit, negative amount); some numbers, such as Revenue credits, which are negative numbers in this report where they are shown as positive in other reports.

- If you want the sponsored account from beginning of project inception then you must supply that beginning FY Period from the beginning Fiscal Year and Period dropdown. Select the *blank* (at the very beginning of the dropdown list just above 200301) if the project inception goes back further than FY 2004.

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CUFS Historical Transaction Detail (output for excel or csv)

- When searching for a Select Org that contains an alpha, the letter must be in caps in order to obtain search results. (Ex: a123 versus A123 – search using a123 will return no data; search using A123 will result in data.)

Detail Report of Revenue, Expense and Budget

Overview:

- This report is very similar to the delivered PeopleSoft GL008 and existing CUFS report FM162.
- This report is a detailed report for both sponsored and non-sponsored accounts.
- This report can be run alone, but also will serve as the child for the parent report which is a summary version similar to the FM160 or the GL005.

Report changes:

- Expense codes that have no activities during the period the report is selected for will be suppressed and not be visible on the report.
- Expense payment description is from CUFS General Ledger "line description"; there is no data in this report from the CUFS OPPC table.

Sponsored and Plant Projects by Area

Overview:
- This report is similar to the McFits Sponsored Accounts Report (summary view of sponsored projects).
- The Cognos version is also a summary view of sponsored accounts by department.
- This report can be run alone, but also will serve as the parent for the child report which is a drill down detail version (Sponsored Project Summary Report similar to the NG32 or the GM045).

Report changes:
- This report includes information from CUFS source data only. As a result, Agency, Federal Demonstration, Subcontract, and Pricing Method are not included in the new version.
- The Project Manager name, Project start date and Project End date will be reflective of the time period chosen for the report.
- The "drill through" on a particular Org is the Sponsored Project Summary Report.

Sponsored Project Summary Report

Overview:
- This report is similar to the delivered PeopleSoft GM045 and existing NG32report.
- This report is a summary report for sponsored accounts.
- In addition, this report will serve as the child for the parent report which is a summary version similar to McFits Department Sponsored Accounts Report.

Header changes:
- Series number is located in the header not as a column in the report. The Series number and its associated Indirect Cost Rate are only available at the entire project level, not by individual expense object.
- Budget Period Ending is called Grant comment in the new reports.

Report changes:
- A detail row which does not have activity for that particular time period does not show on the report.
- The (D+E)/A% calculation rounds up to 2 decimals versus truncating after 2 decimals in View direct.
- Each expense code has the capability to show detail for each particular expense code by selecting the highlighted code.
- Object code 8710 is not shown in encumbrances in the new reports even though it is in the View Direct reports. There is no acct type 21 (encumbrance) for 8710 in CUFS, thus the new report has 0.00 as the encumbrance amount for object 8710 on the Sponsored Project Summary Report. See examples of both reports below:

DIRECT COST TOTAL	1,313,694.05	54,532.86	386,517.49	1,044,986.89	1,874.37	266,832.79	79.68
8710 IND COST-SPN EXC	651,804.91	27,248.73	194,871.85	517,923.37	955.91	132,925.63	79.60
8810 SPON RES BGT 115	0.00	0.00	0.00	0.00	0.00	0.00	
B302 ORG TOTAL	1,965,498.96	81,781.59	581,389.34	1,562,910.26	2,830.28	399,758.42	79.66

Expense Object Code/Description	Current Modified Budget (A)	Expenditures Current Period (B)	Expenditures Current Fiscal Year (C)	Expenditures Inception to Date (D)	Encumbrances Inception to Date (E)	Budget less Inception Expenditures and Encumbrances (F)	Expense / Budget Ratio [(D+E)/A]%
Direct Cost Total	1,313,694.05	54,532.86	386,517.49	1,044,986.89	1,874.37	266,832.79	79.69%
8710 INDIRECT COST - SPONSORED	651,804.91	27,248.73	194,871.85	517,923.37	0	133,881.54	79.46%
8710 INDIRECT COST - SPONSORED	651,804.91	27,248.73	194,871.85	517,923.37	0	133,881.54	79.46%
Summary	1,965,498.96	81,781.59	581,389.34	1,562,910.26	1,874.37	400,714.33	79.61%

- The amount of $955.91 on the View Direct NG32 which appears is the I/C rate (51%) times the Encumbrance Inception to Date Direct Cost total of $1,874.37 for this account and project.

Summary Budget Status Report

Overview
- This report is very similar to the delivered PeopleSoft GL005 and existing CUFS report FM160 in View Direct.
- This report is summary information for non-sponsored accounts.
- This report can be run alone, but also will serve as the parent for the child report (Detail Report of Revenue, Expense and Budget) which is a drill down detail version similar to the FM162 or the GL008.

Header changes:
- The new reports do not reference budget year. Fiscal year is shown on the header and is used in the filtering of data for the report.

Report changes:
- CUFS uses the caption "Available Fund Balance" for the beginning balances of some fund types (endowment income, designated and gift). This is called "Fiscal Year Beginning balance (0670)" in the CUFS historical reports.
- Estimated Income is called Estimated Income (8350 Budget) in the CUFS Historical Reports. For fiscal year 2009, estimated income for the first quarter is reflected on 3010 (expense budget/41 account type).
- "% to Budget" is not displayed.
- Appropriation units are not separated but included with all expenses.
- Each expense code has a "drill down" for each particular expense code.
- This report can be run for more than one account at a time.

Additional Items to remember when using Cognos for CUFS:

Budget Fiscal Year vs. Accounting FY:

- It is important to note that the View Direct Budget Statements and the Cognos Historical reports will not always match due to differences between the Budget Fiscal Year and Accounting Fiscal Year for certain transactions. The View Direct Budget Statements, which rely on the Budget Fiscal Year, should be used as the system of record for budget performance. The CUFS Historical reports, on the other hand, use the Accounting Fiscal Year for the selection of the data.

- For budget performance, we recommend using the Closing Statements and the NB46 report in View Direct. If you want to look at detailed transactions, the CUFS Historical Transaction Detail report can be run for the relevant Accounting FY/Period. You can identify transactions that do not match by looking at the BFY column and determining the cross year issue.

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FUNCTION:            * EXP BUD TRANS DETAIL *    02/01/09   CONL  V835  0  EXPD
----------------------------------------------------------------------------------------------------------

BUDGET FY= 07    FUND= 0010   AREA= 123   ORG= 1234   FUNC=      OBJECT= 5720

CHOOSE ONE ****>>  EXPENSE: X    ENCB:      PRE ENCBR:       BUDGET:  <<****

 TOTAL AMOUNT:    25,250.00                 SUMMARIZED ACTIVITY:

   TRANS DATE  TRANSACTION ID     AMOUNT      REF TRANS ID      ACCT PD  TYPE
   ==========  ================   --------------  ----------------------------- ------------ -------
01- 2007 09 28    PV  07093000123  02    25,250.00   PD ABCMY123456  02     08  01     22
02-
03-
04-
05-
06-
07-

07-*L008 END OF PARENT/SCAN
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Navigation Instructions/tips:

- To return to the *main page* with the reports, while in a report, choose the back arrow located at the top of the screen next to about.

- To return to the *prompt page*, while in a report, and either add an additional Fund, Area, Org combination or choose a new report combination select the triangle next to the envelope in the activity row. When you return to the prompt page you will de-select all selections previously chosen if you want to change the report output. If you want to add to the current report, you select the new Fund, Area, Org combination and add it to the previously selected prompts.

- Results in *search boxes* for Org & L4 Org are not dependent on Area or Fund selection but only dependent on *Fiscal Year* selected on the previous *prompt page*.

- Users will see a blank report as a result of selecting improper FUND, AREA, ORG combination

Download/Save Reports:

- To save a report to your desktop once the output is visible on the screen, choose the View in PDF format from the activity bar on the top right of the output screen. Next, choose Save a copy from the top left of the screen.

- CUFS Historical Reports are using data that will not change over time. Given this, if a report is needed that takes some time to generate and run, the suggestion is to save this to your desktop for future reference.

- If you are unable to open an excel version of your report you will open Internet Explorer, from the Tools menu, select Internet Options. Select the Security tab and the Custom Level button. Scroll to the Downloads category and enable automatic prompting for file downloads.

- Please make sure that the pop-up blockers are disabled for Cognos Reporting environment. The pop-up blockers prohibit the report from loading, thereby requiring the users to start over.

- Firefox (version 2) internet browser does not work with Cognos and all the versions of Firefox internet browser are not supported by Cognos for Report Studio & Analysis Studio.

Zapped Accounts:

- Zapped Accounts: If a report on a Sponsored or Plant account returns no data, it may be a "zapped" account.

- Accounts purged from CUFS due to inactivity and therefore available to be re-used are said to be "zapped". Some account identifiers (consisting of fund, area, and organization) have been "zapped" and used for two projects within the time scope of the CUFS Data Mart that is used for the CUFS historical reports. Sponsored and Plant project accounts are the only ones affected.

- At present (January 2009) there is not a reliable method to ensure that reports don't incorrectly mix numbers from two different projects that used the same account identity, so data about the "zapped" accounts is filtered out within Cognos. Attempting to report on "zapped" accounts will return no data. The office of Financial Systems has a list of the blocked accounts, and can arrange to get data about them by request. Any questions or request for data regarding these accounts should be directed to Financial Systems: m-shattow@northwestern.edu

. **Multiyear Accounts active prior to FY2004:**

- For multiyear accounts that were active prior to Fiscal Year 2004, data through the end of FY 2003 is present in summarized form. It is used to calculate "from project inception" balances and totals, but does not appear in a fiscal year and period context, as it has no fiscal period associated with it. In the Detail (for excel) report this accounting fiscal year/period column will be displayed as 200300 in results.

- Access to Cognos environment is based on access to View Direct system for "FMMNTHLY" report type. All access requests submitted during the week before Friday will be completed by the following Monday. If you require access to additional accounts, please follow this link to download the request form: http://www.northwestern.edu/finsys/viewdirect/ViewDirectIDrequestForm.pdf

    Please send your request to
    Financial Systems Security
    cafesecurity@northwestern.edu
    847-467-3777

- Additional troubleshooting questions have been answered on the Business Intelligence website at: http://www.it.northwestern.edu/about/departments/bi/index.html

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