

COGNOS QUICK REFERENCE - STATEWIDE REPORTS

IBM Cognos Connection Navigation:

Public Folders > Peoplesoft > FIN > REPORTS > Monthly Reports

- Each Report ID has a separate folder (i.e., 4911AA, 4911BB, etc.)
- Each report has multiple run options (referenced within description at end of report name). Most reports have:
 - o Month and chartfield prompt (i.e., Fund, Project, or Organizational Level)
 - o Month prompt (includes information for entire agency)
 - o Schedulable (includes information for entire agency)
- Additional information found by hovering over PDF icon to the left of report name
- Schedulable reports can be set to run on a recurring basis

Public Folders > Peoplesoft > FIN > REPORTS > Statewide Reports

- Pre-run **read-only** reports for Statewide Appropriation Status, Statewide Fund Account, Statewide Trial Balance (Funds), and Statewide Accounts.

To run a report:

- Click on report name hyperlink or 'Run with Options' icon under report Action menu

To print a report:

- Click on report name hyperlink or 'Run with Options' icon under report Action menu
- Click the print icon once the PDF, Excel, or HTML document is generated

To save a report:

- Copy the report to My Folders or your agency's folder
- Click on 'Run with Options' icon under report Action menu
- Chose 'Save the report' option under 'Delivery' selection box and click 'Run' button

NOTE: First time users of Cognos will have to setup Cognos as a trusted local intranet site on their web browser. See instructions on the OMB Fiscal website at www.nd.gov/fiscal/accounting/manuals.

Cognos Reports

<u>Report ID</u>	<u>Report Title and Description</u>	<u>Balances to...</u>
4110AA	<i>Operating Unit Intermediate Account Report</i> Descr: Shows expenditures under each class that your business unit has for current month and by funding source for biennium to date	Should balance to 4310 and business unit level of 4911 and 4925 reports
4110BB	<i>Operating Unit Detailed Account Report</i> Descr: Shows expenditures under each class that your business unit has for current month and by funding source for biennium to date	Should balance to 4310 and business unit level of 4911 and 4925 reports
4140AA	<i>Fund Account Report</i> Descr: Lists revenues and expenditures for each of your business unit's funds. Fund report is business unit specific so if you have a shared fund (ex. Insurance Recovery) you will see only the revenue and expenditures that your agency has for that specific fund.	N/A
4310AA	<i>Appropriation Status Report</i> Descr: Shows the appropriation and expenditures by line item and by funding source for your business unit	Should balance to 4110 and business unit level of 4911 and 4925 reports
4911AA	<i>Department Status by Detailed Account</i> Descr: Shows current month and biennium to date activity and also includes organizational budget amounts if applicable	Business unit level of this report should balance to business unit level of 4925 and the 4310 and 4110 reports
4911BB	<i>Department Status by Summary Account</i> Descr: Shows current month and biennium to date activity and also includes organizational budget amounts if applicable	Business unit level of this report should balance to business unit level of 4925 and the 4310 and 4110 reports
4911CC	<i>Department Status by Summary Account with Percentages</i> Descr: Shows current month and biennium to date activity and percentages and also includes organizational budget amounts if applicable	Business unit level of this report should balance to business unit level of 4925 and the 4310 and 4110 reports
4915AA	<i>Suspense Report by Detailed Account</i> Descr: This report shows non-appropriated activity	N/A
4915BB	<i>Suspense Report by Summary Account</i> Descr: This report shows non-appropriated activity	N/A
4925AA	<i>Organizational Status by Detail Account and Source</i> Descr: Shows current month activity and biennium to date activity by funding source	Business unit level of this report should balance to business unit level of 4911 and the 4310 and 4110 reports
4925BB	<i>Organizational Status by Summary Account and Source</i> Descr: Shows current month activity and biennium to date activity by funding source	Business unit level of this report should balance to business unit level of 4911 and the 4310 and 4110 reports