



WAKE FOREST  
UNIVERSITY

# CAMPUS FINANCIAL REPORTING

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## Instruction Manual

Finance Division | March 16, 2012

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## Introduction

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The Finance Division has a wealth of financial information that is available to campus users to assist in managing both operating and non-operating funds. This document discusses how to access and use that information.

This document has been created to guide users through the most common reporting options available in the Campus Financial Reporting set of reports. For any additional questions, please refer to the 'Getting Further Assistance' section on page 26.

## Data Sources

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As of August 1, 2011, all reports are sourced from the Financial Enterprise Data Warehouse (EDWFINPROD). Most users will not be asked to choose a data source when running the reports contained in this manual.

The data warehouse database, and corresponding report data, is refreshed on the following schedule:

Sunday through Friday: 5am, 10am, 12pm, 2pm, 4pm, 6pm

Saturday: 5am, 12pm, 2pm, 4pm, 6pm

**Finance recommends not running reports during a refresh cycle. This will ensure that the data received is complete and accurate.**

Refreshes only ensure that the data in the data warehouse database matches what has been entered and posted in Banner Finance. Many charges (e.g. Mail Services and Copy Center charges) will still be entered into the system on a monthly basis.

Reports can be run for any time period. Summary data is maintained in the system from July 1, 2004, forward. Detailed transactional data is available from July 1, 2005, forward.

## Report Security – VPs, Budget Officers and Department Heads

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Campus financial reporting users will only have access to financial data for their designated departments. Budget Officers and Vice Presidents will have access to all the departments reporting to them, giving each user access to data at the highest level of responsibility.

## Report Security – Proxies

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The campus financial reporting system has proxy capability. Each vice president, budget officer, and department head can designate someone else to have proxy rights. In addition, proxies can be limited to view only that information the vice president, budget officer or department head wishes to share (e.g. a specific department or a range of departments; access can be limited to exclude detailed payroll transactions).

For example, a vice president can designate that a proxy user only be able to see those departments for which he/she also acts as department head. Or, a department head can set up his/her proxy user to view all information except detailed payroll transactions.

Changes to proxy rights should be forwarded to Financial Accounting & Reporting immediately by email to [reporting@lists.wfu.edu](mailto:reporting@lists.wfu.edu).

## Optimal Computer Settings

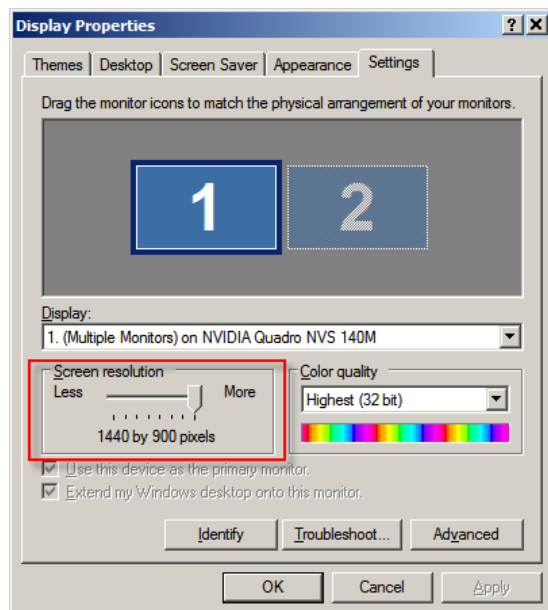
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Internet Explorer is the preferred browser to use when running reports in Cognos.

The parameter screens contain numerous choices from which users may select. Considering the amount of data on the screen, they have been optimized to be viewed with a screen resolution setting of 1440 x 990 pixels.

Users can update settings by going to Start, Settings, Control Panel and then Settings.

Users needing to renew credentials should see Appendix A on page 27.



## Launching Cognos 8.4

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Launch Internet Explorer. In the URL/Address bar, enter:

**https://cognos.wfu.edu/cognos8**

Cognos will load into the browser and the log on screen will appear.



The screenshot shows a 'Log on' dialog box with a blue header bar containing the text 'Log on' and a 'Help' link with a close button. Below the header, the text 'Please type your credentials for authentication.' is displayed. The dialog contains three input fields: 'Namespace:' with the value 'WFU LDAPS', 'User ID:' with an empty text box, and 'Password:' with an empty text box. At the bottom left are 'OK' and 'Cancel' buttons. At the bottom right is the copyright notice: 'Copyright (C) 2008 Cognos ULC, an IBM Company. All rights reserved. Cognos (R) is a trademark of Cognos ULC, (formerly Cognos Incorporated).'

The standard network login and password should be entered.

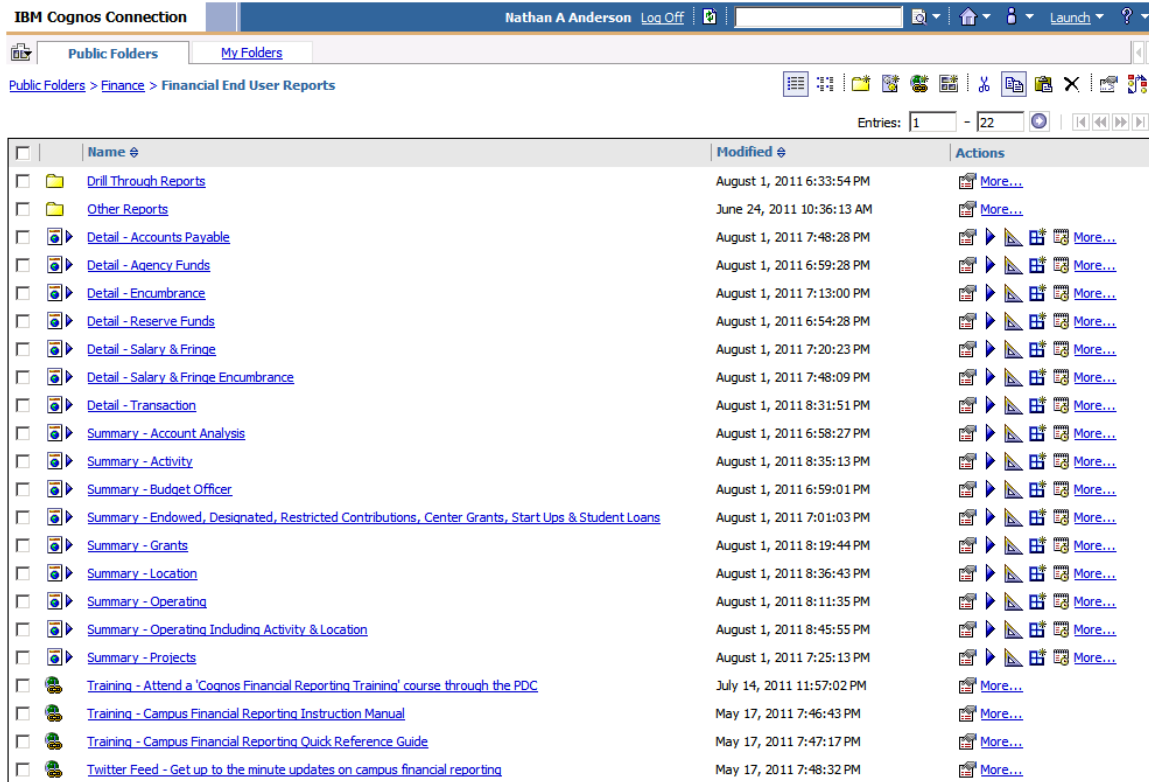
Note: User Cognos passwords will change along with network password changes.

Press OK.

# Navigating to the Campus Financial Reports

Once the log on process is complete, users will navigate within Cognos Connection to the specific directory that houses the end user financial reports.

From the main 'Public Folders' directory, click on 'Finance' and then on 'Financial End User Reports'.



**All campus financial reports will be visible whether or not the reports are applicable to the user. Remember, however, that users will only have access to their designated information.**

In order to run a report, simply click on the report title.

## Summary Report Choices

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There are nine summary reports available to all campus financial users:

- **Summary – Budget Officer:** The Budget Officer Summary displays summary information for each department for which the vice president, budget officer or department head is responsible. This report is helpful to budget officers and department heads with several departments to obtain a quick overall look at how individual departments or department heads are performing in total. This report displays both operating and surplus funds and departments. This report runs upon a fiscal, not calendar, year basis.
- **Summary – Operating:** The Operating Summary displays account information by specific department. This report is one level of detail lower than the Budget Officer Summary. This report also displays both operating and surplus funds and departments. This report runs upon a fiscal, not calendar, year basis.
- **Summary – Operating Including Activity & Location:** This version of the Operating Summary Report displays additional columns for Activity and Location Codes and their descriptions.
- **Summary – Activity:** The Activity Summary is used to see account information by specific activity code. Activities usually start with ‘U’ or ‘G’. This report shows activity across all funds, both operating and restricted/designated, and all departments. Data found in this report is also included in all of the other summary reports (e.g. activity data in the unrestricted fund is also included in the Operating Summary report or activity data in a capital project is also included in the Projects Summary report). This report runs upon a fiscal, not calendar, year basis.
- **Summary – Location:** The Location Summary is used to see account information by specific location code. Locations typically start with ‘L’, ‘1’ or ‘2’. This report shows activity across all funds, both operating and restricted/designated, and all departments. Data found in this report is also included in all of the other summary reports (e.g. location data in the unrestricted fund is also included in the Operating Summary report or location data in a capital project is also included in the Projects Summary report). This report runs upon a fiscal, not calendar, year basis.
- **Summary – Account Analysis:** The Account Analysis report can be used for research or answering specific questions for business units that have several operating and

reserve funds or departments. Choose specific accounts and see which funds, departments, activities, or locations have some type of budgeted, encumbered, or actual activity for a given time period. This report displays data for the operating and reserve funds only. This report runs upon a fiscal, not calendar, year basis.

- **Summary – Grants:** The Grants Summary report displays account information by specific grant. Grant funds start with ‘RG’. This report should be used by principal investigators and other fund managers to see available balances in the grant. This report shows activity across all departments. This report is run on an inception-to-date basis.
- **Summary – Endowed, Designated, Restricted Contributions, Center Grants, Start Ups & Student Loans:** This report displays account information by a specific fund. This report displays endowed funds (e.g. ERxxxx), designated funds (e.g. Dxxxxx), restricted contribution funds (e.g. RCxxxx), center grants (e.g. CGxxxx), start up funds (e.g. SUxxxx) and student loan funds (e.g. SLxxxx). This report should be used by fund managers to see available balances in the fund. This report is run on an inception-to-date basis.
- **Summary – Projects:** This report can be run to display either a summary for each project for which the vice president, budget officer or department head is responsible or account information by a specific project fund. Project funds start with ‘P’. This summary report should be used by project managers to see funds remaining in the project. This report is run on an inception-to-date basis.

### Drill Down Capabilities

Users now have the ability to drill down to a detail report from any summary report.

Here is what the reports are able to do:

- Drilling from the ‘Summary – Budget Officer’ report: Since this is a high level report, drilling from this report launches the ‘Summary – Operating’ report.
- Drilling from a personnel account (50010 through 50599): Drill on any summary report from a salary account and either the ‘Detail – Salary & Fringe’ or ‘Detail – Salary & Fringe Encumbrance’ report will launch depending on whether you have drilled in an actual activity or encumbrance column, respectively.
- Drilling from a non-personnel account (50600 through 99999): Drill on any summary report from an expense or revenue account and either the ‘Detail – Transaction’ or ‘Detail – Encumbrance’ report will launch depending on whether you have drilled in an actual activity or encumbrance column, respectively.

Remember that **the drilldown feature only works when using the HTML output option** inside of Cognos wherever you see a blue underlined field.

**If the total on the Salary & Fringe detail reports (regular or encumbrance) do not match the summary report from which you drilled, run the 'Detail – Transaction' report for the same time period as manual journal entries were made which are not reflected in the Banner Payroll system.**

### Summary Page

All summary reports (except the 'Summary – Budget Officer') come with a new summary page at the very end, just before the Parameters page. This summary page is especially useful when you have run a report with multiple funds, departments, activities, or locations and want to see a grand total for all of the data returned in the report.

For example, if an Operating Summary report is run for five departments, pages 1 through 5 would be each of the individual departments and their respective accounts. Page 6 would be the consolidated summary which would show the total, by account, across all five departments. Page 7 would be the parameters page.

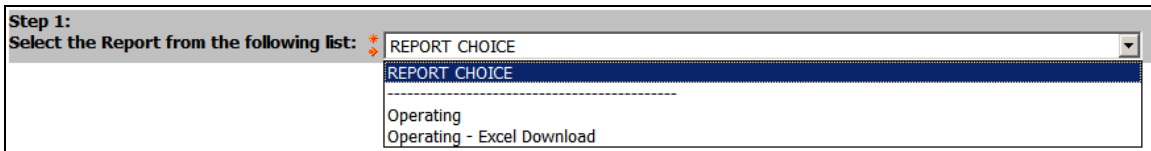
# Running a Summary Report

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All of the summary financial reports share a common set of parameters. This was done intentionally in order to give campus users a consistent approach to executing report requests and at the same time give ultimate flexibility.

All parameters are labeled as a certain ‘Step’ number. The steps that you see below correspond to the steps on the report parameter pages.

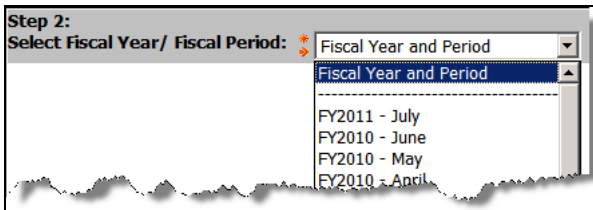
**Step 1: Select the Report from the following list.** Each summary report, except the Account Analysis, has two output options: a formatted report suitable for distribution and an Excel version that is meant to be downloaded for data manipulation. *This is a required parameter.*



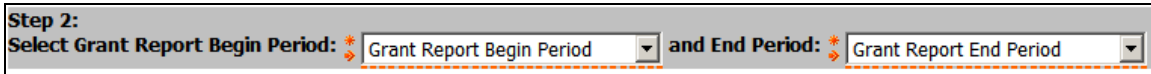
Please note that the Excel download will still first display as HTML in the Internet Explorer browser, unless the user report output default is specified as Excel, and then will need to be downloaded. Please refer to the ‘Report Output Options’ section on page 22 for more information.

The Projects Summary report allows for two reports options, in addition to the Excel Download. The ‘Budget Officer Project Summary’ displays a one line total for each project by vice president, budget officer, and department head. The ‘Project Summary by Account’ option displays account level detail for each project.

**Step 2: Select the Fiscal Year / Fiscal Period.** Each summary (except the Grants Summary) is executed based on a particular ‘as of’ fiscal year and fiscal period combination. *This is a required parameter.*



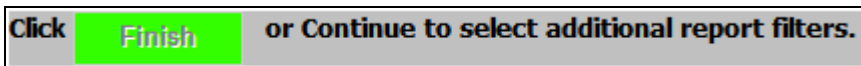
The Grants Summary report is driven by a beginning and ending period. These dates, based off of a calendar year and not a fiscal year, are used to produce data for a particular grant year, partial grant year, or single month. The ending period is considered the ‘as of’ date which determines inception-to-date information. *These are required parameters.*



Step 2:  
Select Grant Report Begin Period: \* Grant Report Begin Period and End Period: \* Grant Report End Period

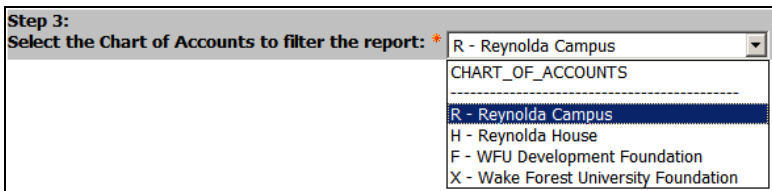
*Projects Summary report only* – **Step 3: Compare Spending to Budget or to Funding.** Choose whether to display comparative data (i.e. net bottom line and available to spend calculations) based on actual project budgets or funding. ‘Budget’ is the default option.

**Click Finish.** For each of the summary reports, Steps 1 and 2 contain all of the required parameters. At this point, users may either click ‘Finish’ to execute the report or continue onto Steps 3 and beyond to further filter the report.



Click **Finish** or Continue to select additional report filters.

**Step 3: Select the Chart of Accounts to Filter the Report.** Wake Forest has four unique charts of accounts, although almost all campus users will only use the default for the Reynolda Campus, Chart R.



Step 3:  
Select the Chart of Accounts to filter the report: \* R - Reynolda Campus

CHART_OF_ACCOUNTS
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R - Reynolda Campus
H - Reynolda House
F - WFU Development Foundation
X - Wake Forest University Foundation

**Step 4: Choose Prior Fiscal Year(s) Information to be Displayed on the Report.** Each report will show current (as defined by the ‘as of’ information chosen in Step 2) year information and up to five years’ worth of historical information, if desired. The specific types of historical information vary per summary report. But in general, users can view year-to-date activity, period activity, full year activity, full year budget information, and inception-to-date information. To pick a particular column to display on your report, simply click on it. To choose multiple columns within the report, click on the items while holding down the CTRL or SHIFT keys. To see all of the columns for a particular year, simply choose ‘Select all’. Selected items will be highlighted in blue. *These are optional parameters.*

**Step 4:**  
Choose Prior Fiscal Year(s) Information to be Displayed on the Report:

1 Year Prior	2 Years Prior	3 Years Prior	4 Years Prior	5 Years Prior
YTD Actuals Period Actuals Full Year Budget Full Year Actuals	YTD Actuals Period Actuals Full Year Budget Full Year Actuals	YTD Actuals Period Actuals Full Year Budget Full Year Actuals	YTD Actuals Period Actuals Full Year Budget Full Year Actuals	YTD Actuals Period Actuals Full Year Budget Full Year Actuals
Select all Deselect all	Select all Deselect all	Select all Deselect all	Select all Deselect all	Select all Deselect all

Remember dates chosen in Step 2 drive the data delivered in these columns. For example, if in Step 2 you chose 'FY2010 – May', then '2 Years Prior / YTD Actuals' would be as of FY2008 – May or '4 Years Prior / Full Year Actuals' would display data for the full FY2006 year.

**Step 5: Select the Fund(s) OR Financial Manager(s) to Filter the Report.** This parameter allows for the selection of specific funds to be retrieved in the report. To display a specific fund or set of funds on the report, choose those funds in the first box. To see all funds for a particular fund / grant manager (or set of managers), choose the name(s) in the second box. *Do not choose values from both boxes at the same time.*

Only the funds and fund / grant manager names for which a user has security will be displayed. In addition, only the funds listed in the parameter box that are applicable for the report will be displayed. For example, only project funds will be listed on the Projects Summary report parameter or only operating and surplus funds listed on the Operating Summary report.

**Step 5:**  
Select the Fund(s) OR Financial Manager(s) to Filter the Report:

Fund	OR	Fund / Grant Manager	Active Funds Only?
RG0001 - Forsyth Partners RG0154 - Future Focus/Irwin RG0159 - Arthur Anderson Fund RG0162 - Deloitte & Touche Schp RG0164 - Arthur Anderson Schp RG0165 - Arthur Anderson Excellence RG0169 - Ernst & Young Acctg Faculty RG0170 - Ernst & Young Intl Schp RG0172 - Horace Kelly Teaching Awar RG0174 - KPMG Accounting Faculty RG0175 - Pepsico Faculty Fund		Clarkson, Thomas Cox, Deborah Irvin, Nathaniel Mandel, Stanley West, George Wilkerson, Jack	<input checked="" type="checkbox"/> Yes
Select all Deselect all		Select all Deselect all	

To pick a particular fund or name, simply click on it. The selection box will also find the fund code as it is typed. To choose multiple funds or names within the report, click on the items while holding down the CTRL or SHIFT keys. Selections will be highlighted in blue. To see all funds, do not choose anything; leave the parameters blank and everything will be retrieved. *These parameters are optional.*

Users also have an option to display only active funds or all funds for which they have access. Once a fund has been terminated by the Financial Accounting & Reporting group, the fund is no longer considered active. By default, the report will only run for

active funds. To see terminated funds as well as active funds, choose 'No' in the 'Active Funds Only' parameter.

On the Projects Summary report, users also have an option on the funding type of projects to display based on whether or not the project is bond funded. By default, all project funding types are included in the report.

**Step 6: Select the Department(s) OR Financial Manager(s) to Filter the Report.** This parameter allows for the selection of specific departments to be retrieved in the report. To display only a specific department or set of departments on the report, choose those departments in the first box. The second, third and fourth boxes allow for the selection of a specific (or set of) department heads, budget officers or vice presidents. To see all the departments for a person (or set of people), choose the name(s) in the appropriate box. Only the departments and department head, budget officer and vice president names for which a user has security will be displayed. *Do not choose values from more than one box at the same time.*

**Step 6:**  
Select the Department(s) OR Financial Manager(s) to Filter the Report:

Department	OR	Department Head	OR	Budget Officer	OR	Vice President
110000 - JV Error Department		Absher, Troy		Allman, Martha		Cullinan, Matthew
110000 - Institutional & General		Adkins, Michelle		Alty, James		Dunn, James
110001 - President's Office		Allman, Martha		Basch, Kenneth		Hatch, Nathan
110002 - VP Office for Finance		Alty, James		Boyette, Sandra		Morgan, James
110004 - Student Life Office		Anderson, Mark		Chan, Andrew		Petersen, Mark
110005 - VP & Counsel		Archer, Philip		Cullinan, Matthew		Suttenfield, Nancy
110006 - Advancement: VP Office		Arinci, Barbara		Dunn, James		Tiefenthaler, Jill
110007 - Office of Investments		Armentrout, Johnne		Fetrow, Jacquelyn		Wellman, Ronald
110008 - Fringe Benefits		Auman, Timothy		Gillespie, Michele		Wilson, Edwin
110009 - Fringe Benefits Recovery		Baker, Robert		Gilliland, Brandon		Zick, Kenneth
110010 - Kenan Department		Baker, Robinson		Griffith, Ross		

Select all Deselect all      Select all Deselect all      Select all Deselect all      Select all Deselect all

To pick a particular department or name, simply click on it. The selection box will also find the department number as it is typed. To choose multiple departments or names within the report, click on the items while holding down the CTRL or SHIFT keys. Selections will be highlighted in blue. To see all departments, do not choose anything; leave the parameters blank and everything will be retrieved. *These parameters are optional.*

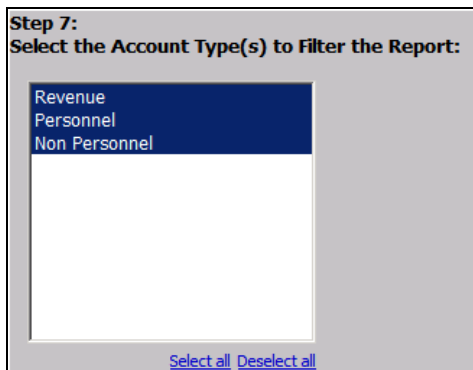
**Step 7: Select the Account Type(s) to Filter the Report.** All of the summary reports, except the Projects Summary report, allow users to choose which account type sections which will be displayed. *These parameters are required.*

The account types represent the following accounts:

- Revenue – includes all revenue (4xxxx) accounts as well as all inflow (98xxx) accounts. The inflow accounts are excluded from this range on the Grants Summary

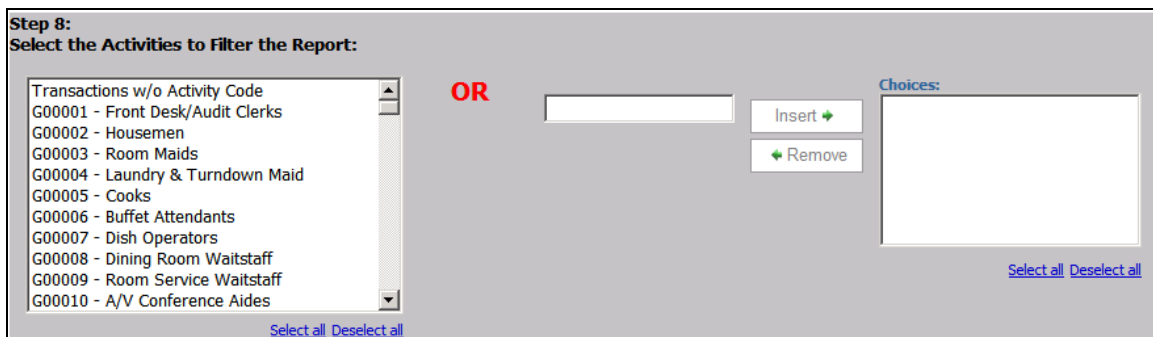
and Endowed, Designated, Restricted Contributions, Center Grants, Start Ups & Student Loans Summary reports and are included in the 'Expenses' section.

- Personnel –includes all salary and fringe accounts (50xxx). Student Payroll (50013) is excluded from this range on Budget Officer Summary, Operating Summary, Activity Summary and Location Summary reports, and is included in the 'Expenses' section.
- Non-Personnel – includes all expense accounts (51xxx through 97xxx and 99xxx) as well as Student Payroll (50013) and inflow accounts (98xxx) for those reports listed above.



By default, all account types are chosen on all reports except on the Grants Summary where only Salaries and Expenses are chosen. To deselect an account type, hold the CTRL key and click the particular account type that does not need to be displayed. Selections will be highlighted in blue. At least one account type must be selected.

**Step 8: Select the Activities to Filter the Report.** This parameter allows for the selection of specific activity codes to be retrieved in the report. All users will see all activity codes as these are used across funds and departments. *These parameters are optional.*



There are two ways to select the specific codes. To pick a particular activity code, simply click on it. The selection box will also find the activity code as it is typed. To choose multiple activity codes within the report, click on the items while holding down the CTRL

or SHIFT keys. Selections will be highlighted in blue. To see all activities, do not choose anything; leave the parameters blank and everything will be retrieved. Alternatively, enter an activity code in the box to the right and press 'Insert'. Users may enter as many codes as needed. To select data without an activity code, choose the value of 'Transactions w/o Activity Code'. *Do not select or enter codes in both boxes at the same time.*

**Step 9: Select the Locations to Filter the Report.** This parameter allows for the selection of specific location codes to be retrieved in the report. All users will see all location codes as these are used across funds and departments. *These parameters are optional.*

There are two ways to select the specific codes. To pick a particular location code, simply click on it. The selection box will find the location code as it is typed. To choose multiple location codes within the report, click on the items while holding down the CTRL or SHIFT keys. Selections will be highlighted in blue. To see all locations, do not choose anything; leave the parameters blank and everything will be retrieved. Alternatively, enter a location code in the box to the right and press 'Insert'. Users may enter as many codes as are necessary. To select data without a location code, choose the value of 'Transactions w/o Location Code'. *Do not select or enter codes in both boxes at the same time.*

**Step 9:**  
**Select the Location(s) to Filter the Report:**

Transactions w/o Location Code  
1A0101 - Narthex Wait Chapel 1st FL-101  
1A0102 - Chapel Wait Chapel 1st FL-102  
1A0401 - Office Wait Chapel 4th FI-401  
1A0402 - Office Wait Chapel 4th FI-402  
1A0403 - Office Wait Chapel 4th FI-403  
1A0404 - Office Wait Chapel 4th FI-404  
1A0405 - Office Wait Chapel 4th FI-405  
1A0406 - Office Wait Chapel 4th FI-406  
1A0501 - Office Wait Chapel 5th FI-501  
1A0502 - Office Wait Chapel 5th FI-502

**OR**

Insert →  
← Remove

**Choices:**

Select all Deselect all

**Click Finish or Cancel.** At this point, click 'Finish' to execute the report or 'Cancel' to return to the main menu.

Click **Finish** to run the report or **Cancel** to return to the Main Menu.

## Detail Report Choices

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There are seven detail reports available to all campus financial users:

- **Detail – Accounts Payable:** The Accounts Payable Detail report displays transaction level invoice and check information. This report is helpful for researching where a supplier’s check was sent or if a check has been cashed at the bank. This report can be run for any fund or department for any particular period of time.
- **Detail – Agency Funds:** The Agency Funds report displays beginning and ending balances as well as transaction detail for agency funds (funds that begin with A%).
- **Detail – Encumbrance:** The Encumbrance Detail report displays fiscal year-to-date purchase order encumbrance balance detail. This report is helpful for viewing what items are still on order for a fund or department as well as if there have been any partial payments against a particular line item. This report can be run for any fund or department as of a particular date.
- **Detail – Reserve Funds:** The Reserve Funds report displays beginning and ending balances as well as transaction detail for reserve funds (funds that begin with 11% other than 111111).
- **Detail – Salary & Fringe:** The Salary & Fringe Detail displays payroll detail for both salary and fringe accounts. This report is helpful for researching payroll transactions for a particular person. This report can be run for any fund or department for any particular period of time. Payroll data is available in the system from January 1, 2005, and forward. *Please note that the data in this report requires additional security access.*
- **Detail – Salary & Fringe Encumbrance:** The Salary & Fringe Encumbrance Detail report displays fiscal year-to-date payroll encumbrances. This report can assist you with determining which employees are included in the payroll encumbrance calculations. This report can be run for any fund or department as of a particular date. *Please note that the data in this report requires additional security access.*
- **Detail – Transaction:** The Transaction Detail report displays transaction level information about journal entry and invoice documents. All of the transactions included on this report form the basis for the data displayed in user summary reports. This report includes a new field entitled ‘Document Reference Number’ which contains supplemental information such as gift numbers and invoice numbers

associated with canceled checks. This report can be run for any fund or department for any particular period of time. There are several output options available: all output on a single page/Excel worksheet, data with page breaks/separate Excel worksheets by department, and data with page breaks/separate Excel worksheets by fund.

## Running a Detail Report

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All of the detail financial reports share a common set of parameters. This was done intentionally in order to give campus users a consistent approach to executing report requests and at the same time give ultimate flexibility.

All parameters are labeled as a certain 'Step' number. The steps that you see below correspond to the steps on the report parameter page.

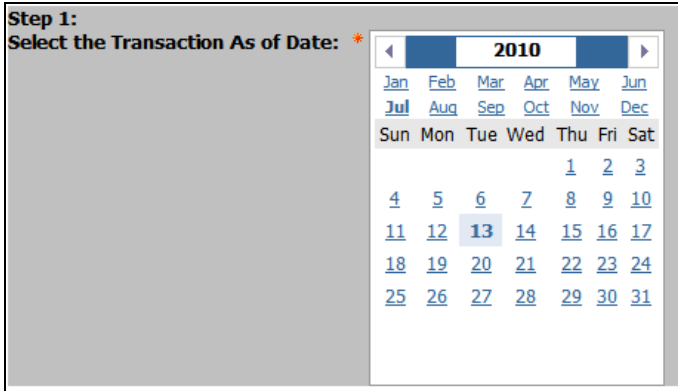
**Note: On the Transaction Detail report, the report output format option needs to be selected. To display all data on a single page or Excel worksheet, choose 'Transaction Detail'. If a page break is desired based on department or fund groupings, choose either 'Transaction Detail – Page Breaks by Department' or 'Transaction Detail – Page Breaks by Fund'.**

**Step 1: Select the Transaction Date Range From/To.** The Accounts Payable Detail, Salary & Fringe Detail and Transaction Detail reports are filtered by specifying a beginning and ending transaction date. The transaction date corresponds to the date the transaction posted to the ledger, which does not necessarily correspond to when the transaction was data entered. Enter both dates. *This is a required parameter.*

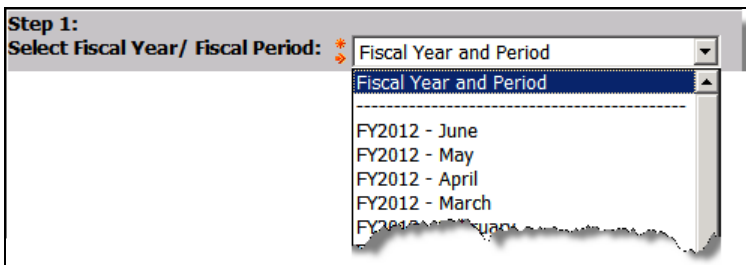
Step 1:  
Select the Transaction Date Range From \*

2009							2010						
Jan	Feb	Mar	Apr	May	Jun		Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec		Jul	Aug	Sep	Oct	Nov	Dec	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4			1	2	3	4	5
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30	31		27	28	29	30			

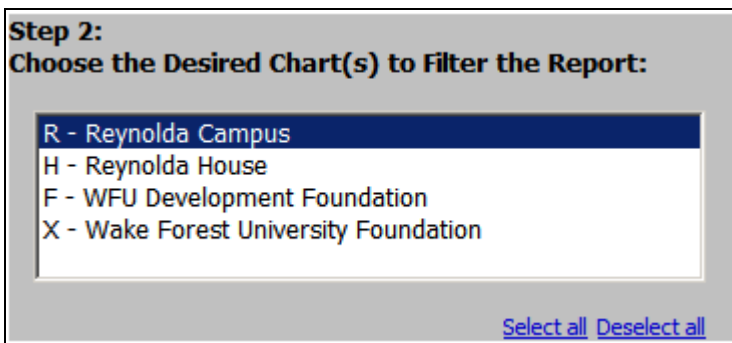
The Encumbrance Detail and Salary & Fringe Encumbrance Detail reports are executed by selecting a specific 'as of' transaction date. The reports will return all relevant transactions from July 1<sup>st</sup> of the same fiscal year as the 'as of' date that was chosen. *This is a required parameter.*



The Agency Funds and Reserve Funds reports are executed based on a particular ‘as of’ fiscal year and fiscal period combination. The beginning balance and transaction detail will be determined based on the first day of the fiscal year chosen.



**Step 2: Choose the Desired Chart(s) to Filter the Report.** Wake Forest has four unique charts of accounts, although almost all campus users will only use the default for the Reynolda Campus, Chart R.



For users that have access to multiple charts, the detail reports can be run for more than one chart at a time. To pick a particular chart, simply click on it. To choose multiple charts, click on the items while holding down the CTRL or SHIFT keys. Selections will be highlighted in blue.

**Step 3: Choose the Desired Fund(s) to Filter the Report.** This parameter allows for the selection of specific funds to be retrieved in the report. Only those funds for which a user has security will be displayed. *These parameters are optional.*

**Step 3:**  
Choose the Desired Fund(s) to Filter the Report:

RG0000 - Master Grants  
RG0001 - Forsyth Partners  
RG0002 - NC Baptist  
RG0004 - DOE/Pell Grant  
RG0005 - DOE/Seog  
RG0006 - DOE/Federal Work Study  
RG0008 - Non-Federal Work Study Match  
RG0009 - Ncsea  
RG0010 - Overseas Research Center  
RG0015 - Yadkin River/Woodall  
RG0018 - DOT-Cumberland Co/Woodall

OR

Insert +  
Remove +

Choices:

Select all Deselect all

There are two ways to select the specific codes. To pick a particular fund, simply click on it. The selection box will also find the fund code as it is typed. To choose multiple funds within the report, click on the items while holding down the CTRL or SHIFT keys. Selections will be highlighted in blue. To see all funds, do not choose anything; leave the parameters blank and everything will be retrieved. Alternatively, enter a fund in the box to the right and press 'Insert'. Users may enter as many funds as are necessary. *Do not select or enter funds in both boxes at the same time.* This same functionality will hold true for the rest of the chart elements.

When using the Agency Funds or Reserve Funds reports, users may go ahead and choose 'Finish' to execute the report as no additional parameters are available.

**Step 4: Choose the Desired Department(s) to Filter the Report.** This parameter allows for the selection of specific departments to be retrieved in the report. Only those departments for which a user has security will be displayed. *These parameters are optional.*

**Step 4:**  
Choose the Desired Department(s) to Filter the Report:

100000 - JV Error Department  
110000 - Institutional & General  
110001 - President's Office  
110002 - VP Office for Finance  
110003 - VP ICCEL  
110004 - Student Life Office  
110005 - VP & Counsel  
110006 - Advancement: VP Office  
110007 - Office of Investments  
110008 - Fringe Benefits  
110009 - Fringe Benefits Recovery

OR

Insert +  
Remove +

Choices:

Select all Deselect all

**Step 5: Choose the Desired Account(s) to Filter the Report.** This parameter allows for the selection of specific accounts to be retrieved in the report. All revenue, expense and

transfer accounts will be displayed, whether or not they have actually been used in the fund or department on the Accounts Payable Detail, Encumbrance Detail and Transaction Detail reports. On the Salary & Fringe Detail and Salary & Fringe Encumbrance Detail reports, only payroll related accounts will be displayed for users to choose. *These parameters are optional.*

**Step 5:**  
Choose the Desired Account(s) to Filter the Report:

<ul style="list-style-type: none"><li>40009 - Tuition Transfer</li><li>40010 - Tuition</li><li>40011 - Tuition - Summer School</li><li>40012 - Tuition - Study Abroad</li><li>40013 - Student Activity Fee</li><li>40014 - Tuition - International</li><li>40015 - Tuition - International Non WFU</li><li>40016 - Tuition Contingency</li><li>40017 - Tuition-Special Semester Programs</li><li>40510 - Application Fee</li><li>40511 - Part-Time Tuition</li></ul> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>	<b>OR</b>	<input type="text"/>	<input type="button" value="Insert +"/> <input type="button" value="+ Remove"/>	<p><b>Choices:</b></p> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>
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**Step 6: Choose the Desired Activity Code(s) to Filter the Report.** This parameter allows for the selection of specific activity codes to be retrieved in the report. All users will see all activity codes as these are used across funds and departments. *These parameters are optional.*

**Step 6:**  
Choose the Desired Activity Code(s) to Filter the Report:

<ul style="list-style-type: none"><li>G00001 - Front Desk/Audit Clerks</li><li>G00002 - Housemen</li><li>G00003 - Room Maids</li><li>G00004 - Laundry &amp; Turndown Maid</li><li>G00005 - Cooks</li><li>G00006 - Buffet Attendants</li><li>G00007 - Dish Operators</li><li>G00008 - Dining Room Waitstaff</li><li>G00009 - Room Service Waitstaff</li><li>G00010 - A/V Conference Aides</li><li>G00011 - Transportation Staff</li></ul> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>	<b>OR</b>	<input type="text"/>	<input type="button" value="Insert +"/> <input type="button" value="+ Remove"/>	<p><b>Choices:</b></p> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>
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**Step 7: Choose the Desired Location Code(s) to Filter the Report.** This parameter allows for the selection of specific location codes to be retrieved in the report. All users will see all location codes as these are used across funds and departments. *These parameters are optional.*

**Step 7:**  
**Choose the Desired Location Code(s) to Filter the Report:**

1A0101 - Narthex Wait Chapel 1st FL-101  
 1A0102 - Chapel Wait Chapel 1st FI-102  
 1A0401 - Office Wait Chapel 4th FI-401  
 1A0402 - Office Wait Chapel 4th FI-402  
 1A0403 - Office Wait Chapel 4th FI-403  
 1A0404 - Office Wait Chapel 4th FI-404  
 1A0405 - Office Wait Chapel 4th FI-405  
 1A0406 - Office Wait Chapel 4th FI-406  
 1A0501 - Office Wait Chapel 5th FI-501  
 1A0502 - Office Wait Chapel 5th FI-502  
 1A0503 - Office Wait Chapel 5th FI-503

**OR**

Insert →  
 ← Remove

**Choices:**

[Select all](#) [Deselect all](#)

[Select all](#) [Deselect all](#)

**Step 8: Enter the Desired Document Number to Filter the Report.** This parameter allows users to enter specific or multiple document numbers. Appendix B on page 28 contains a listing of Banner document naming conventions which users should reference when using this parameter. The type of document that can be entered depends on which report has been selected to run:

- Accounts Payable Detail – invoices; this report also allows users to enter in the supplier’s invoice number if known
- Encumbrance Detail – purchase orders
- Salary & Fringe Detail – payroll feed journal entry
- Salary & Fringe Encumbrance Detail – payroll feed journal entry
- Transaction Detail – invoices and all journal entries

Enter a document number in the box and press ‘Insert’. Users may enter as many document numbers as necessary. *This parameter is optional.*

**Step 8:**  
**Enter the Desired Document Number to Filter the Report:**

Insert →  
 ← Remove

**Choices:**

[Select all](#) [Deselect all](#)

**Step 9: Enter the Desired ID or Name (Employee or Supplier) to Filter the Report.** To filter the report for a particular employee or supplier (depending on the report), use this parameter. *This parameter is optional.*

The screenshot shows a web interface for Step 9. At the top, it says "Step 9: Enter the Desired ID or Name (Employee or Supplier) to Filter the Report:". Below this, there are two main sections. The left section is for keywords, with a text input field and a "Search" button. Below the search field is an "Options" link with a red arrow pointing to it. Under "Options" are four radio buttons: "Starts with any of these keywords" (selected), "Starts with the first keyword and contains all of the remaining keywords", "Contains any of these keywords", and "Contains all of these keywords". There is also a checked checkbox for "Case insensitive". The right section is for "OR" filtering, with an empty text input field, an "Insert" button, and a "Remove" button. Below these are two "Choices" boxes, one for "Results" and one for "Choices", each with "Insert" and "Remove" buttons. At the bottom of each "Choices" box are "Select all" and "Deselect all" links.

There are two ways to select specific employees or suppliers. The search box on the left allows the ability to type in either a partial Wake Forest ID number or partial name, if the entire set of information is not known. Click on 'Options' (see the red arrow above) to change search parameters. The '%' wildcard may also be used. By default the search is case insensitive. Once search results are returned, simply click on the proper person. The employee or supplier's ID and name will appear in the results box.

**Please note that while the search feature is very flexible, Cognos must search through large amounts of data to find possible matches. Therefore, it could take a moment or two for search results to be returned.**

Alternatively, enter a Wake Forest ID in the box to the right and press 'Insert'. Users may enter as many IDs as are necessary. *Do not select or enter IDs in both boxes at the same time.*

**Click Finish or Cancel.** At this point, click 'Finish' to execute the report or 'Cancel' to return to the main menu.


Click **Finish** to run the report or **Cancel** to return to the Main Menu.

## Parameter Pages

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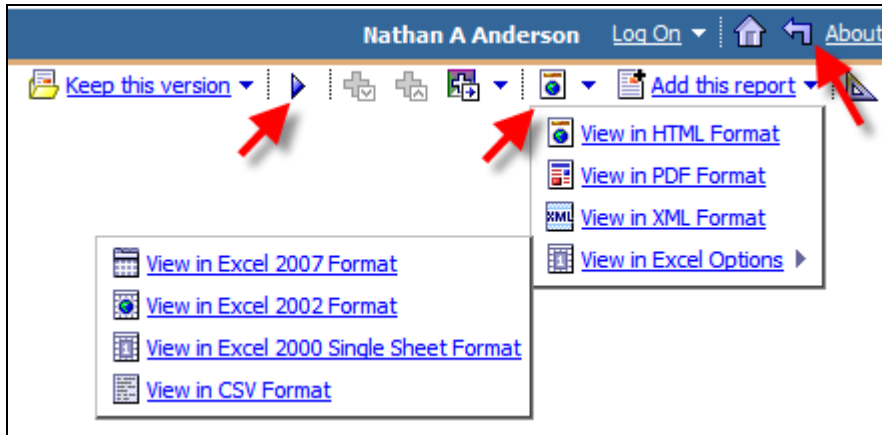
One of the most important features of all the reports is the addition of a page that lists all of the selected parameters. A sample is below.

Every parameter from the initial prompt screen is included on the report's parameter page. Use this to confirm when and how the report was run. This can be very valuable in troubleshooting the report if the data returned seems incorrect, or to assist in running a report with the same parameters as a prior run so that comparative reports can be created.

	<b>WAKE FOREST</b> UNIVERSITY
<b>Operating Summary Report Parameters</b>	
Run on:	07/14/2010 5:36:43 AM
Run by:	andersna
Data Source:	EDWPROD
Fiscal Year and Period:	FY2010 - June
Chart(s):	R - Reynolda Campus
Fund(s):	111111 - Unrestricted
Fund Manager(s):	
Active Funds Only?:	Yes
Department(s):	
Department Head(s):	
Budget Officer(s):	
Vice President(s):	Tiefenthaler, Jill
Account Type(s):	Revenue, Salaries, Expenses
Activity Code(s):	
Location Code(s):	
Prior Year 1 Prompts:	YTD Actuals, Period Actuals, Full Year Budget, Full Year Actuals
Prior Year 2 Prompts:	YTD Actuals , Period Actuals, Full Year Budget, Full Year Actuals
Prior Year 3 Prompts:	Full Year Budget, Full Year Actuals
Prior Year 4 Prompts:	Full Year Actuals
Prior Year 5 Prompts:	Full Year Actuals

## Report Output Options

After a report is run, a number of icons will be displayed on the top right that allow for the export of the report in different formats.




Click the icon for the applicable format:

Toolbar Action	Icon	Notes
Run the report again		Users will be prompted for any parameters again; the parameters from the last run will be pre-populated.
View in HTML Format		This is the best option for viewing the report online.
View in PDF Format		This is the best option for printing.
View in Excel 2007 Format		This is the Excel output option that Finance recommends. If users run a summary report for multiple chart elements, each element will display on its own worksheet. The Parameter Page will also be its own worksheet.
View in Excel 2002 Format		This option is similar to the Excel 2007 option but is for those who do not have an upgraded software version.
View in Excel 2000 Single Sheet Format		This option lists all information on a single worksheet.
View in CSV Format		This option allows users to save the data in a text file.


**Please note that these options are all the specific version downloads currently available in Cognos 8.4. If you have Excel 2010 installed on your ThinkPad, you will not see an Excel 2010 download option.**

To change Cognos preferences to always export to a particular option when running a report, please see Appendix D regarding ‘Setting Cognos Output Preferences’ on page 32.

To return to the main folder menu, click on the return icon () on the top right of the blue toolbar.

## Printing

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To print the reports as they are, the best way to print them is to first use the PDF viewing icon () and then print from Adobe Acrobat using the print icon within the main window. Do not use the print option located under the File command on the browser toolbar.

## Excel Macros

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Excel macros are delivered to subtotal the Transaction Detail, Salary & Fringe Detail and Salary & Fringe Encumbrance Detail reports as well as to label worksheets for Excel 2007 and Excel 2002 summary reports.

Visit the FAS website here [http://www.wfu.edu/fas/monthly\\_reports/index.html](http://www.wfu.edu/fas/monthly_reports/index.html) to see:

- A demonstration video describing what how the macros perform
- Printable directions on how to download and install the macros

## Getting Further Assistance

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### Technical Assistance

For any difficulty logging on to Cognos or executing (including running, printing, downloading or saving) reports, please contact Financial Accounting & Reporting at x3246 or [reporting@lists.wfu.edu](mailto:reporting@lists.wfu.edu). Any issues determined to be computer related will be referred to the Information Systems Service Desk at x4357.

### Data Assistance

Questions about the content or other financial-related issues should be directed to the appropriate office:

Center Grants	x4189
Deposits / Accounts Receivable	x5234
Encumbrances – Purchasing	x5138
Encumbrances – Salary and Fringe	x4010
General Questions / Journal Entries	x5186 or x5977
Invoices / Reimbursements / Check Payments	x5690
Operating Budget	<a href="mailto:budget@lists.wfu.edu">budget@lists.wfu.edu</a>
Payroll	x4861
Projects	x4088
Grants and Designated Funds	x5187
Restricted Contributions and Endowment Funds	x1954
Start-Up Funds	x3977

### Glossary of Financial Terms

If you have specific questions about a particular financial term, please review the Glossary of Financial Terms document found online at:

[http://www.wfu.edu/fas/cfr/glossary\\_of\\_finance\\_terms.pdf](http://www.wfu.edu/fas/cfr/glossary_of_finance_terms.pdf)

### Give Us Your Feedback

The Finance Division appreciates feedback about the reports that could further enhance their capabilities for the entire campus in the future. Please send comments to [cfri-feedback@lists.wfu.edu](mailto:cfri-feedback@lists.wfu.edu).

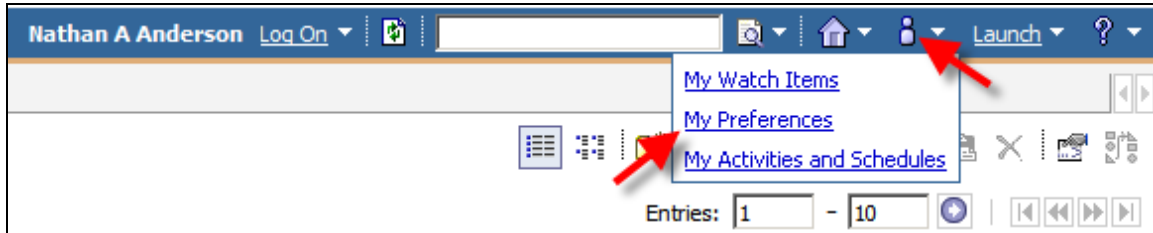
### Stay Up-to-Date on Report Changes & Enhancements

Keep abreast of reporting changes, enhancements, and defect corrections by following the Campus Financial Reporting Initiative on Twitter at [http://twitter.com/WFU\\_CFRI](http://twitter.com/WFU_CFRI)

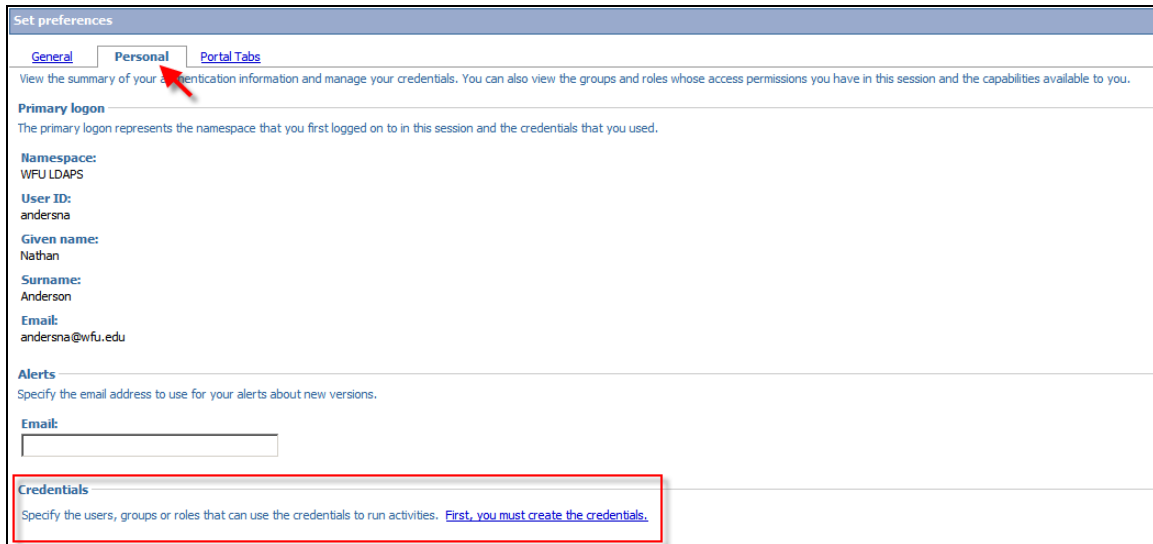
## Appendix A: Renewing Cognos Credentials

If a user has recently reset their Wake Forest network password and is experiencing difficulty executing reports, credentials may need to be renewed.

**Step 1:** Click on the person icon (👤) on the top right toolbar. Then click on 'My Preferences'. A new screen will open.



**Step 2:** Click on the 'Personal' tab at the top of the window.



**Step 3:** If this is a first attempt at renewing credentials, Cognos will have a link that says 'First, you must create the credentials'. If a user has done this previously, there will be a link called 'Renew the credentials'. Regardless of the link text, click it.

**Step 4:** Press OK at the bottom of the screen. Try running the report again.

## Appendix B: Banner Document Naming Convention Listing

The beginning character of the Document code will help identify what type of document it is, or where it originated. Below is a list of common document types to help assist users in understanding the different types of items on reports.

Document	Document Type	Notes / Origin
Jxxxxxxx	Journal Entry entered manually into Banner	All journal entries are keyed or uploaded by Financial Accounting & Reporting
JBxxxxxx	Journal Entry uploaded into Banner	University Stores charges
JCxxxxxx	Journal Entry uploaded into Banner	Copy Center charges
JDxxxxxx	Journal Entry uploaded into Banner	Office Depot charges
JGxxxxxx	Journal Entry uploaded into Banner	Graylyn charges
JHxxxxxx	Journal Entry uploaded into Banner	Historical conversion from PeopleSoft Financials
JMxxxxxx	Journal Entry uploaded into Banner	Facilities & Campus Services charges
JPxxxxxx	Journal Entry uploaded into Banner	Mail Services charges
JSxxxxxx	Journal Entry uploaded into Banner	School of Medicine Print Shop charges
JTxxxxxx	Journal Entry uploaded into Banner	Telecom charges (Compc)
JXxxxxxx	Journal Entry uploaded into Banner	Reversing entry
JZxxxxxx	Journal Entry uploaded into Banner	Other miscellaneous upload
Fxxxxxxx	Feeds from another Banner Module	This would include entries feeding from Payroll, AR and Advancement
Pxxxxxxx	Purchase Order	Initiated by the Procurement Services
1xxxx (begins with numbers, 5 digits in length)	Purchase Order	Initiated by Facilities & Campus Services
00xxxxxx (begins with numbers, 8 digits in length)	Check	Accounts Payable
Ixxxxxxx IExxxxxx	Invoice	Accounts Payable
Wxxxxxxx	Wire	Accounts Payable

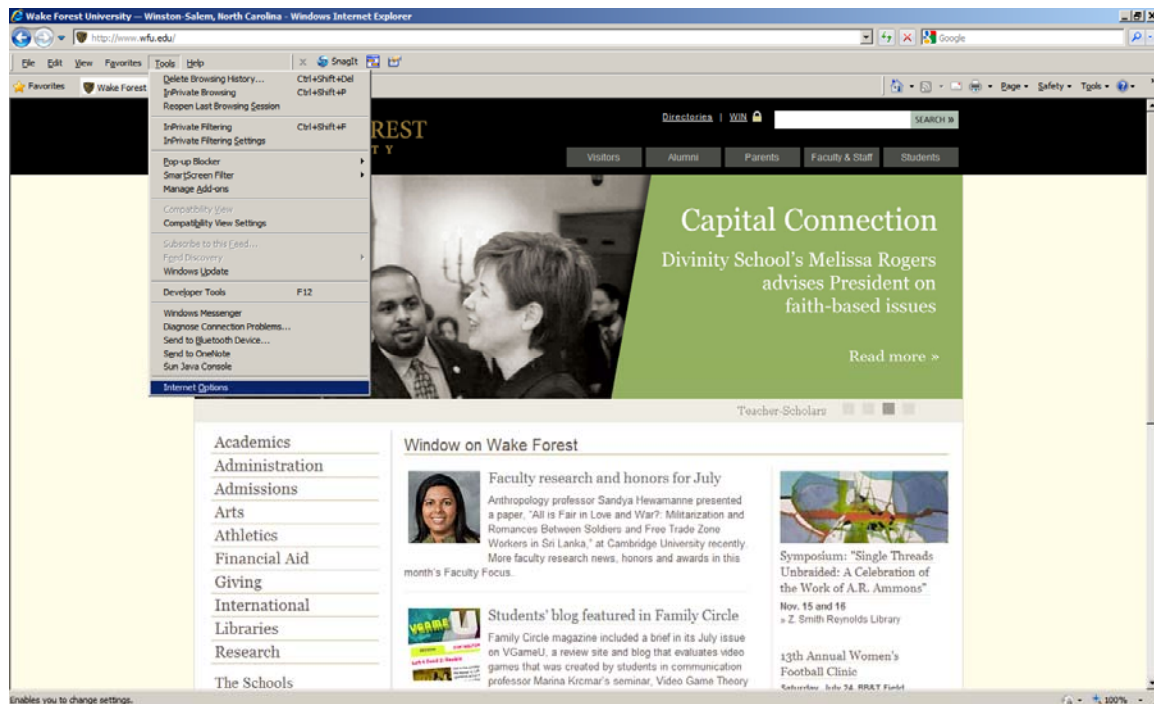
## Appendix C: Configuring Pop-up Blocker for Downloads

Users may find that nothing happens when attempts are made to run financial reports to Excel while utilizing Internet Explorer. This may be because of a preference setting within Internet Explorer. Follow the instructions below to correct the issue.

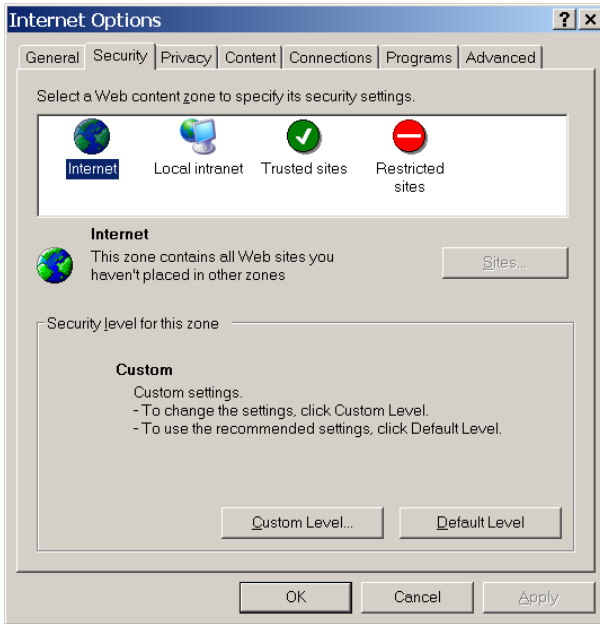
**Please note that users should not have any third party toolbars installed within Internet Explorer (e.g. AOL, Yahoo! and Google toolbars) as this could also impact the ability to download to Excel.**

**Step 1:** Launch Internet Explorer.

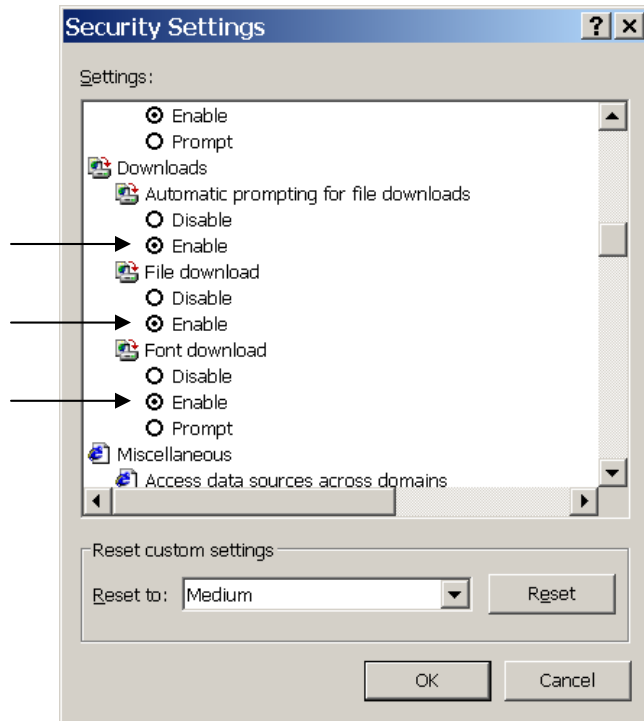
**Step 2:** Navigate to the 'Tools' menu and then choose 'Internet Options'.



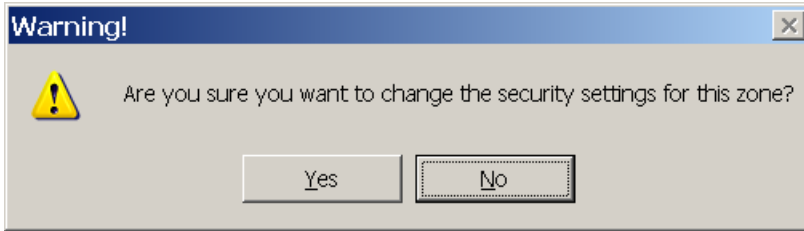
**Step 3:** Click on the Security tab and then press the Custom Level... button.



**Step 4:** Scroll down to the Downloads section. Ensure that all the items in the Downloads section are marked as Enable.



**Step 5:** A warning message will appear asking for confirmation of any changes. Click 'Yes' and then 'OK' at the main dialogue box to resume normal Internet Explorer operation.



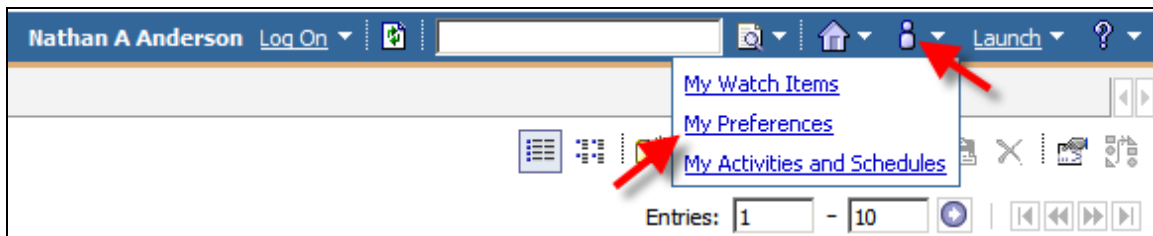
For further questions or assistance with Internet Explorer's Pop-up Blocker feature, please contact the Information Systems Service Desk at x4357.

## Appendix D: Setting Cognos Output Preferences

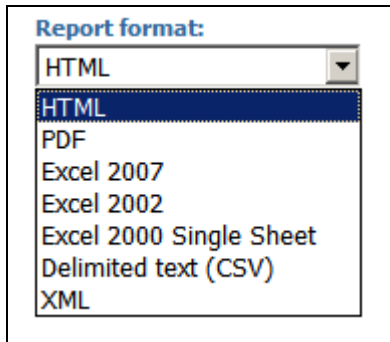
For users to set new default output setting for all reports, follow these instructions. The initial default for all users is HTML format.

**For users with access to reports other than the Campus Financial Reports, the settings for those reports will also change as this is a global Cognos setting.**

**Step 1:** Click on the person icon (👤) on the top right toolbar. Then click on 'My Preferences'. A new screen will open.



**Step 2:** On the 'General' tab is an option called 'Report format'. Users may choose the option they would like for reports.



**Step 3:** Press OK at the bottom of the screen.