



SunGard Banner Financial Reporting through Cognos

Financial & Accounting Services
Revised March 2009

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Benefits Provided by SunGard Banner and Cognos Reporting

SunGard Banner contains a wealth of information relating to transactions that occur all across campus. Financial & Accounting Services, like other departments using Banner, is using the SunGard Operational Data Store (ODS) for financial reporting. This is a data repository that is updated from subsystems, including Accounts Payable, Accounts Receivable, Payroll, University Stores charges and Facilities Management work orders. The updates occur every 2 hours between 9am and 9pm Monday-Friday. Many charges will still be entered into the system on a monthly basis, including Mail Center and Copy Center charges, etc.

Reports can be run for any time period, and data is maintained in the system from July 1, 2004 forward. Only summary monthly data is stored in the ODS for fiscal year 2005. Transactional data starts in fiscal year 2006.

Departmental Accounts versus Project and Grant Accounts

Departmental accounts are used to maintain a department's operating budget. The funds held in these accounts are University funds. A budget is established for these accounts once a year and actual expenditures must meet the approved budget. Project and grant accounts are restricted accounts. Actual expenditures must be spent for the specific purpose for which the funds were designated.

Vice Presidents, Budget Officers and Department Heads

End users will only have access to financial data for their designated departments. Budget Officers and Vice Presidents will have access to all the departments associated with department heads reporting to them. Thus, each user has access to accounts at the highest level of responsibility. All users have read-only access so no information can be changed online.

Proxies

The online reporting system has proxy capability. Each vice president, budget officer, and department head can designate someone else to have proxy rights. Each vice president, budget officer, and department head can limit the amount of information a proxy user can view to a specific department or a range of departments, and 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 Reporting immediately by email to reporting@wfu.edu. Again, all users have read-only access, so no information can be changed online.

Encumbrances

Beginning with the 2006 fiscal year, Financial & Accounting Services has instituted the use of encumbrances across campus. Encumbrances are commitments to use funds for a specific purpose. They are created when a requisition or purchase order is entered into Banner Finance. Encumbrances are liquidated (cleared out) when an invoice is processed against them.

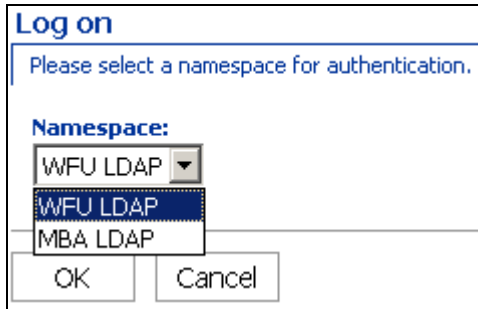
Be sure to review your Encumbrances Report, which lists the details behind the encumbered columns in all your other reports. If you cancel a purchase order or only accept a partial fulfillment of the order it is your responsibility to contact Purchasing so that they can update the purchase order and liquidate the encumbrance. Purchasing can be contacted at x5138.

Logging In

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

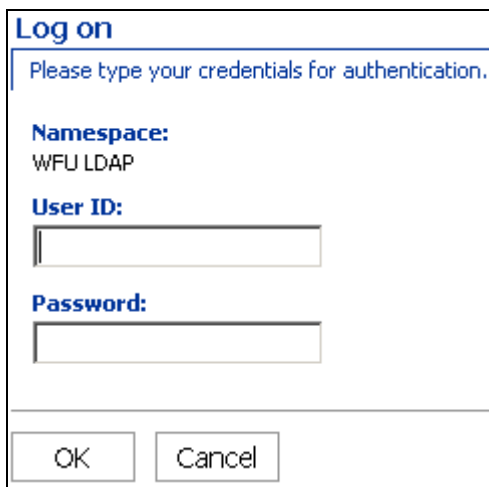
http://cognos.wfu.edu/

Cognos will load into the browser and present you with a log on screen.



The image shows a 'Log on' dialog box with the title 'Log on'. The main text reads 'Please select a namespace for authentication.' Below this, there is a label 'Namespace:' followed by a dropdown menu. The dropdown menu is open, showing three options: 'WFU LDAP' (which is highlighted), 'WFU LDAP', and 'MBA LDAP'. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

If you are a Babcock user, choose the 'MBA LDAP' option. Otherwise, leave the namespace as 'WFU LDAP'. Press OK.



The image shows a 'Log on' dialog box with the title 'Log on'. The main text reads 'Please type your credentials for authentication.' Below this, there is a label 'Namespace:' followed by the text 'WFU LDAP'. There are two more labels: 'User ID:' followed by an empty text input field, and 'Password:' followed by an empty password input field. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

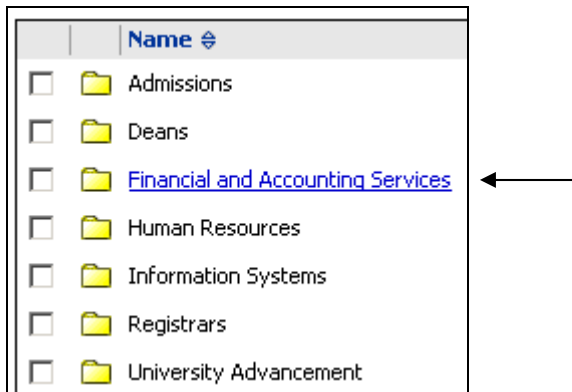
Enter your standard network login and password. Please note that when your network password changes, your Cognos password will change accordingly. Press OK.

Navigating to the End User Financial Reports

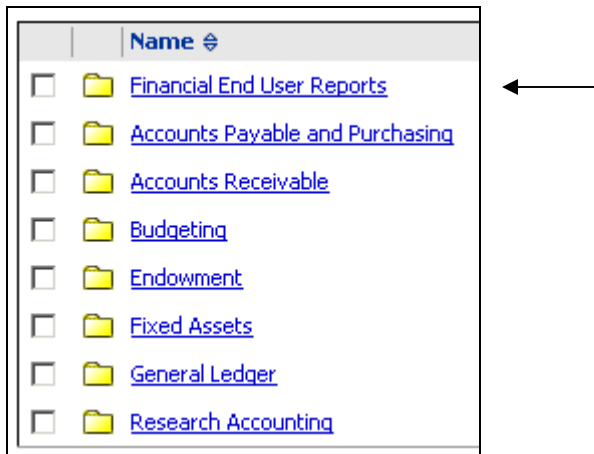
Once logged into Cognos, you will need to navigate within Cognos Connection to the specified directory where the end user financial reports are housed.



Click on 'Public Folders'.



























Click on 'Financial & Accounting Services.' While you may see a number of folders, only those folders that you have access to will be highlighted in blue as a link.



Click on 'Financial End User Reports'.

Cognos Navigation / Main Menu

	Name #	Modified #	Actions
<input type="checkbox"/>	Information Systems	March 9, 2006 11:06:29 AM	 More...
<input type="checkbox"/>	Other Reports	February 7, 2007 11:13:56 AM	 More...
<input type="checkbox"/>	Activity Budget vs Actual	December 1, 2006 3:03:08 PM	  More...
<input type="checkbox"/>	AP Invoice Lookup	March 2, 2007 3:13:30 PM	  More...
<input type="checkbox"/>	Budget to Actual Restricted Grant Expense	February 14, 2007 11:28:10 AM	  More...
<input type="checkbox"/>	Budget to Actual Summary by Budget Officer and Department Head	November 14, 2006 2:13:04 PM	  More...
<input type="checkbox"/>	Encumbrances Detail Report	December 19, 2006 5:08:16 PM	  More...
<input type="checkbox"/>	Location Budget vs Actual	December 1, 2006 3:38:10 PM	  More...
<input type="checkbox"/>	Operating Dept Budget vs Actual	March 1, 2007 7:22:20 PM	  More...
<input type="checkbox"/>	Projects Summary	March 1, 2007 6:49:33 PM	  More...
<input type="checkbox"/>	Salary Detail Report	October 9, 2006 9:55:36 AM	  More...
<input type="checkbox"/>	Summary of Endowed Funds, Designated Funds, and Restricted Contributions	January 4, 2007 12:22:31 PM	  More...
<input type="checkbox"/>	Transaction Detail Report	March 1, 2007 8:52:50 AM	  More...

All users will see all financial end user reports 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, click on the report title.

Budget to Actual Summary by Budget Officer and Department Head

The report displays summary information for each department for which the department head, budget officer, or vice president is responsible. Actual charges, encumbrances, budgets and variances are displayed on the report. This report is helpful to budget officers and department heads with several departments when they want to get a quick overall look at how individual departments or department heads are performing in total.

There are a number of parameters for this report:

- Fiscal Period: Select the month end that you want the report for.
- Year: Select the fiscal year that you want the report for.
- Chart: Leave the chart as 'R'.
- Organization: If you want to specify a specific department, enter it. Otherwise if you leave it blank it will run for all departments to which you have access. You may use the % sign for wildcard.

Select Fiscal Period:
(Required)

▼ Period ▼

Select Period Year:
(Required)


▼ Year ▼

Select Chart(s):
or Leave Blank for All.

▼ R ▼

Enter Organization Code:
or Leave Blank for All.

The report will look similar to the sample below:



Run On: Jul 31, 2005

Budget to Actual Summary by Budget Officer and Department Head
Report Run For: July 31 FY: 2006

VP	Budget Officer	Financial Mgr	Organization Code	Organization Desc	YTD Activity	Encumbrances	Total YTD Activity & Encumbrances	Full Year Budget	Better Worse	Variance
VPFA	CONT	Kelley	100001	Cindy's Coffee Company	5,803.93	3,500	9,303.93	19,250		9,946.07
		Total For: Kelley			5,803.93	3,500	9,303.93	19,250		9,946.07
	Total For: CONT				5,803.93	3,500	9,303.93	19,250		9,946.07
	Total For: VPFA				5,803.93	3,500	9,303.93	19,250		9,946.07

Operating Department Budget vs. Actual Report

The Operating Department Budget to Actual report is a summary report that is useful to department heads and their designated proxies. This report shows actual spending, encumbrances, budgets and remaining balances by account number for each department for which a department head is responsible.

There are a number of parameters for this report:

- Fiscal Period: Select the month end that you want the report for.
- Fiscal Year: Select the fiscal year that you want the report for.
- Chart: Leave the chart as 'R' for Reynolda Campus.
- Organization: If you want to specify a specific department, enter it. Otherwise if you leave it blank, it will run for all departments to which you have access. You may use the % sign for wildcard.

Select Fiscal Period: (Required)	Select Fiscal Year: (Required)
* FiscalPeriod	* FiscalYear
Select Chart Code: (Required)	Enter Organization Code: or Leave Blank for All.
* R	

The report will look similar to the sample below:

WAKE FOREST UNIVERSITY		Run On: Jul 31, 2005					
Operating Dept vs. Actual		Report Run For: July 31 FY: 2006					
100002 Nathan's Doughnut Shop Anderson, Nathan							
Account	Account Name	Full Year Budget	Monthly Amount	Year-To-Date Actual	Encumbrances	Available to Spend	% Variance to Budget
51010	Memberships,Dues & Subsc.	\$291.00	\$0.00	\$0.00	\$0.00	\$291.00	100.00%
51511	Security/Safety	\$701.00	\$0.00	\$0.00	\$0.00	\$701.00	100.00%
58019	Freight In	\$13.00	\$0.00	\$0.00	\$0.00	\$13.00	100.00%
Total Expenses		\$1,005.00	\$0.00	\$0.00	\$0.00	\$1,005.00	100.00%
Net Revenues/Expenses		\$1,005.00	\$0.00	\$0.00	\$0.00	\$1,005.00	100.00%

Activity Budget vs. Actual

This report is used to see budgets and spending in the activity chart element (activities usually start with a 'U' or 'G'). These activities are funded by operational department budgets, but this report provides more detail on spending in the activities alone. Note that the budgets and spending in these activities are included in the operational department summary of the department that is funding the activity.

There are a number of parameters for this report:

- Fiscal Period: Select the month end that you want the report for.
- Fiscal Year: Select the fiscal year that you want the report for.
- Chart: Default is R for Reynolda Campus
- Activity: If you want to specify a specific activity, enter it. Otherwise if you leave it blank it will run for all activities to which you have access. Ensure that the activity alpha characters are uppercase. You may use the % sign for wildcard.

Select Fiscal Period: (Required)	Select Fiscal Year: (Required)	Enter Chart: or Leave Blank for All	Enter Activity (enter specific code, leave blank for all or use Wildcard)
fiscal_period	FiscalYear	R	

The report will look similar to the sample below:

WAKE FOREST UNIVERSITY		Run On: Jul 31, 2005					
Activity Actual to Budget		Report Run For: July 31 FY: 2006					
Unrestricted Activity: U90001 Doughnut Dunking Contest		Anderson, Nathan					
Account	Account Name	Full Year Budget	Monthly Amount	Year-To-Date Actual	Encumbrances	Available to Spend	% Variance to Budget
53010	Supplies	\$3,000.00	\$60.80	\$60.80	\$0.00	\$2,939.20	97.97%
Total Expenses		\$3,000.00	\$60.80	\$60.80	\$0.00	\$2,939.20	97.97%
Net Revenues/Expenses		\$3,000.00	(\$60.80)	(\$60.80)	\$0.00	\$2,939.20	97.97%

Location Budget vs. Actual


This report is used to see budgets and spending in the location chart element. These locations are funded by operational department budgets, but this report provides more detail on spending in the locations alone. Note that the budgets and spending in these locations are included in the operational department summary of the department that is funding the locations.

There are a number of parameters for this report:

- Fiscal Period: Select the month end that you want the report for.
- Fiscal Year: Select the fiscal year that you want the report for.
- Chart: Default is R, for Reynolda Campus
- Location: If you want to specify a specific location, enter it. Otherwise if you leave it blank, it will run for all location to which you have access. Ensure that the location alpha characters are uppercase. You may use the % sign for wildcard.

Select As Of Date: Required	Select Fiscal Year: (Required)	Enter Chart: or Leave Blank for All.	Enter Location : (enter specific code,leave blank for all) or use wildcard
* fiscal_period	* fiscal_year	R	

The report will look similar to the sample below:

							
Location Report Budget vs Actual							
As Of July 31, 2006							Run On: Jul 31, 2005
Unrestricted Location: L90001 Kelley Residence Hall Kelley ,Cynthia							
Account	Account Name	Full Year Budget	Monthly Amount	Year-To-Date Actual	Comitted Amount	Available to Spend	% Variance to Budget
52011	Equipment Maintenance	\$0.00	\$132.00	\$132.00	\$0.00	\$6,868.00	N/A
56527	Miscellaneous Expense	\$0.00	\$632.89	\$632.89	\$0.00	\$4,367.11	N/A
Total Expenses		\$0.00	\$764.89	\$764.89	\$0.00	\$11,235.11	
Net Revenue/Expenses		\$0.00	\$764.89	\$764.89	\$0.00	\$11,235.11	

Budget to Actual Restricted Grant Expense

This report should be used by restricted grant managers to see funds available in the grant. Only budgeted and actual **expenses** are displayed in this report. This should facilitate determining remaining available balances in restricted grants.

There are a number of parameters for this report:

- Fiscal Period: Select the month end that you want the report for.
- Fiscal Year: Select the fiscal year that you want the report for.
- Chart: Leave the chart as 'R' for Reynolda Campus.
- All Funds: Choose either all Funds or Active Funds only
- Fund Code: If you want to specify a specific restricted grant, enter it. Otherwise if you leave it blank it will run for all grants to which you have access. Ensure that the fund alpha characters are uppercase. You may use the % sign for wildcard.

Select Fiscal Period (Required)	Select Fiscal Year: (Required)	Select Chart Code:
* FiscalPeriod	* 06-07	* R
Enter Fund Code(s): or Enter first character plus % or Leave Blank for All		
All Funds or Active Funds Only?		
* Active Funds Only		

The report will look similar to the sample below:

WAKE FOREST UNIVERSITY		Run On: Jul 31, 2005					
Budget to Actual Restricted Grant Expense							
Report Run For: July 31 FY: 2006							
RG9001 Coffee Bean Research							
Account	Account Name	Budget	Monthly Actual	Inception-To-Date Actual	Encumbrances	Available to Spend	
50010	Exempt	\$40,000.00	\$0.00	\$8,871.16	\$0.00	\$31,128.84	
53010	Supplies	\$20,000.00	\$0.00	\$5,865.07	\$0.00	\$14,134.93	
Total Expenses		\$60,000.00	\$0.00	\$14,736.23	\$0.00	\$45,263.77	
Summary							

Summary of Endowed Funds, Designated Funds and Restricted Contributions

This report should be used by restricted fund (those funds that start with RC, D, or ER) managers to see funds available for expenditure. Please note that no budgets are shown for these funds. Only actual revenues and expenses are shown. Expenses should not exceed revenues in these funds.

There are a number of parameters for this report:

- Chart: Leave the chart as 'R'.
- Period: Select the month end that you want the report for.
- Fiscal Year: Select the fiscal year that you want the report for.
- Fund ID: If you want to specify a specific restricted grant, enter it. Otherwise if you leave it blank, it will run for all grants to which you have access. Ensure that the fund alpha characters are uppercase. You may use the % sign for wildcard.
- All Funds: Choose either all Funds or Active Funds only

Enter Chart Code(s): (Required) * R	Select Fiscal Period: (Required) * Period
Select Fiscal Year: (YYYY) (Required) * 06-07	Enter Fund ID(s) or Enter First Two Characters and % for Wildcard Run for All Funds or Active Funds Only? * Active Funds Only

The report will look similar to the sample below:

WAKE FOREST UNIVERSITY		Run On: Jul 31, 2005			
Summary of Endowed Funds, Designated Funds, and Restricted Contributions					
Report Run For: July 31 FY: 2006					
D07001 Indirect -- Anderson					
Account	Account Desc	Monthly Actual	Year-to-Date Actual	Encumbrances	Inception-To-Date
50010	Exempt	\$1,971.66	\$1,971.66	\$0.00	\$29,866.34
50599	Fringe Allocation	\$552.06	\$552.06	\$0.00	\$3,227.00
56531	Fac & Admin Cost Return	(\$861.84)	(\$861.84)	\$0.00	(\$152,364.42)
Total Expenses		\$1,661.88	\$1,661.88	\$0.00	(\$119,271.08)
Available/(Overspent)		(\$1,661.88)	(\$1,661.88)	\$0.00	\$119,271.08

Projects Summary

This report should be used by managers of projects to see funds remaining in the project. The overall project budget is listed first, followed by a detail of project expenses by account. These expenses are then totaled and subtracted from the overall project budget to determine funds remaining.

There are a number of parameters for this report:

- Fiscal Period: Select the month end that you want the report for.
- Fiscal Year: Select the fiscal year that you want the report for.
- Chart: Leave the chart as 'R', for Reynolda Campus.
- Project Number: If you want to specify a specific project, enter it. Otherwise if you leave it blank it will run for all projects to which you have access. Ensure that the project alpha characters are uppercase. You may use the % sign for wildcard.
- All Projects: Choose all Funds or Active Funds only

Select Fiscal Period: (Required)	Select Fiscal Year: (Required)	Enter Chart Code: (Required)	Enter Project Nbr: or Leave Blank for All
Period	06-07	R	
Run for All Funds or Active Funds Only? (Required)			
Active Funds Only			

The report will look similar to the sample below:

WAKE FOREST UNIVERSITY		Run On: Jul 31, 2005			
Projects Summary					
Report Run For: July 31 FY: 2006					
Capital Project: P05001 - Anderson Hall Construction					
Anderson, Nathan					
Account	Account Name	Monthly Actual	Inception-To-Date	Encumbrances	Total
50010	Exempt	\$16,790.07	\$1,750,261.67	\$0.00	(\$1,750,261.67)
50599	Fringe Allocation	\$4,700.21	\$422,685.23	\$0.00	(\$422,685.23)
56520	Reimbursement of Expense	(\$5.43)	(\$7.46)	\$0.00	\$7.46
Total Expenses		\$21,484.85	\$2,172,939.44	\$0.00	(\$2,172,939.44)
Budget Available/(Overspent)					\$0.00 (\$2,172,939.44)

AP Invoice Lookup

This report generates a wide variety of valuable information, such as invoice number and date, status of the invoice (e.g. determine if a check has been processed yet), the check number and check date, etc. This should greatly aid in answering questions from suppliers without having to call Accounts Payable for general information.

There are a number of parameters for this report:

- Chart Code: Leave this field as 'R' for Reynolda Campus.
- Department: Enter a department number or leave it blank to have all your departments returned.
- Dates: Enter a date range, if necessary, in the MM/DD/YY format.
- Account: Enter a range of accounts or leave the range blank to show all expense accounts.
- Banner Document Number: If you are looking for a specific document, enter a value into this field. Remember that this is the Banner invoice document number, not the supplier's invoice number.
- Supplier Name: If you are looking for all invoice documents from a particular supplier, enter this value.
- Supplier Invoice Number: If you are looking for a specific invoice from a supplier, enter it here.
- Activity: Enter the activity code, if necessary, or leave it blank to show all values.
- Location: Enter the location code, if necessary, or leave it blank to show all values.
- Fund: Enter the fund code, if necessary, or leave it blank to show all values. Remember that the unrestricted fund is '111111'.
-

Enter Chart Code(s): or Leave Blank for ALL. <input type="text" value="R"/>	Enter Department(s): or Leave Blank for ALL. <input type="text"/>
Enter Date(s): (mm/dd/yy) or Leave Blank for ALL. From: <input type="text" value="07/29/2005"/> To: <input type="text" value="07/31/2005"/>	Enter Account Number(s): or Leave Blank for ALL. From: <input type="text"/> To: <input type="text"/>
Enter Banner Document Number(s): or Leave Blank for All <input type="text"/>	Enter Activity: or Leave Blank for ALL. <input type="text"/>
Enter Supplier Name: or Leave Blank for ALL. <input type="text"/>	Enter Location: or Leave Blank for ALL. <input type="text"/>
Enter Supplier Invoice Number: or Leave Blank for ALL. <input type="text"/>	Enter Fund(s): or Leave Blank for ALL. <input type="text"/>
Click FINISH to run report	
<input type="button" value="Cancel"/> <input type="button" value="Finish"/>	

The report will look similar to the sample below:



Run By: andersna
Run On: Jul 31, 2005

Account Payables Lookup
Life-to-Date Activity

Supplier ID	Supplier Name	Document Number	Invoice Date	Amount	Check Number	Check Date	Payment Status	Invoice Number	Fund	Department	Account	Activity	Location	Supplier Address	Extended Address	Supplier City	Supplier State	Supplier Zip
361095	Coffee Pause	10000197	7-7-05	\$5,350.00	10000027	07-14-05	Paid	TRAINING2	RG9001	100001	56523			1260 Surfild St.		Agawam	MA	01001-2933
358216	Mrs. Pumpkin's Muffins	10000199	7-7-05	\$791.31	10000034	07-19-05	Paid	n/a	111111	100001	53010			3645-B Reynolda Road		Winston Salem	NC	27106
358216	Mrs. Pumpkin's Muffins	10000200	7-7-05	\$4,622.40	10000034	07-19-05	Paid	TRAINING3	111111	100001	53010			3645-B Reynolda Road		Winston Salem	NC	27106
360813	Wilson Pest Defense	10000201	7-7-05	\$632.89	10000031	07-14-05	Paid	TRAINING4	111111	100001	56527		L90001	Po Box 1265		Winston Salem	NC	27102

Transaction Detail Report

This report displays the detail behind all the summary reports. Details include information from all subsystems (e.g. Accounts Receivable, Accounts Payable, and Payroll) and data feeds into Banner Finance (e.g. Facilities Management and University Stores feeds).

There are a number of parameters for this report:

- Chart Code: Leave this field as 'R'.
- Department: Enter a department number or leave it blank to have all your departments returned.
- Fiscal Period Range: Select the beginning and ending fiscal periods desired.
- Fiscal Year Range: Select the beginning and ending fiscal years desired. Please note that if you are trying to select a single fiscal year (ie, FY2009), you should select the same year (2009) in both the beginning and ending box. If you select 2008 as your beginning year and 2009 as your ending year, the system will try to retrieve 2 fiscal years of data, FY2008 and FY2009.
- Account: Enter a range of accounts or leave the range blank to show all expense accounts.
- Activity: Enter the activity code, if necessary, or leave it blank to show all values.
- Location: Enter the location code, if necessary, or leave it blank to show all values.
- All Funds: Choose either all Funds or Active Funds only; or
- Fund: Enter a specific fund code, if necessary, or leave it blank to show all values. Remember that the unrestricted fund is '111111'. You may also use the % for wildcard and select a certain type of fund. For example, R% entered here would return information for all funds beginning with R.
- Fund Type: If you want to see a certain range of specific types of funds (e.g. all RG's and RC's at the same time), use this parameter option. You can choose to see 'Unrestricted', 'Restricted' or 'Capital Project' funds. If you want to see detail across all fund types, leave this option blank.

Select Fiscal Period Range: (required) From: <input type="text" value="July 01"/> To: <input type="text" value="Feb 28"/>	Select Fiscal Year Range: (required) From: <input type="text" value="2009"/> To: <input type="text" value="2009"/>
Select Chart Code: (required) <input type="text" value="R"/>	Enter Account Number Range: (leave blank for all) From: <input type="text"/> To: <input type="text"/>
Run for All Funds or Active Funds Only? (required) <input type="text" value="Active Funds Only"/>	Enter Activity Code: (leave blank for all) <input type="text"/>
Enter Fund: (enter first two chars plus % or leave blank for all) <input type="text"/>	Enter Location: (leave blank for all) <input type="text"/>
Enter Department Number: (leave blank for all) <input type="text"/>	Select Fund Type: (leave blank for all) <input type="text" value="Fund Type"/>

Encumbrances Detail Report


This report is similar to the Transaction Detail Report except that it only shows the open committed (encumbrance) balances on your departments, grants or projects.

There are a number of parameters for this report:

- Chart Code: Leave this field as 'R'.
- Department: Enter a department number or leave it blank to have all your departments returned.
- Fiscal Period and Fiscal Year: Select the desired fiscal period range and fiscal year.
- Account: Enter a range of accounts or leave the range blank to show all expense accounts.
- Activity: Enter the activity code, if necessary, or leave it blank to show all values.
- Location: Enter the location code, if necessary, or leave it blank to show all values.
- Fund: Enter the fund code, if necessary, or leave it blank to show all values.
Remember that the unrestricted fund is '111111'.

Select Through Fiscal Period ToPeriod	Enter Account Number Range: or Leave Blank for All From:
Select Fiscal Year * 06-07	To:
Enter Chart Code: or Leave Blank for ALL. * R	Enter Activity Code: or Leave Blank for All
Enter Fund: Use first two Characters plus %, or Leave Blank for All	Enter Location: or Leave Blank for All
Enter Department Number: or Leave Blank for All	Select Fund Type: or Leave Blank for All Fund Type

The report will look similar to the sample below:

															
														Run By: andersna Run On: Jul 31, 2005	
Encumbrances Report															
Report Run For: FY:															
Encumbrance Document	Fund	Fund Desc	Dept.	Dept. Desc	Account	Account Desc	Activity	Activity Desc	Location	Location Desc	Transaction Date	Supplier Name	Transaction Desc	Vendor Invoice	Amount
P0000163	111111	Unrestricted	100002	Nathan's Doughnut Shop	54517	Contract Services					07/07/05	Ibm Direct Account Fulfillment	Ibm Direct Account Fulfillment	359044	\$3,000.00
P0000167	P05001	Anderson Hall Construction	100002	Nathan's Doughnut Shop	54517	Contract Services					07/07/05	Walter Robbs Callahan & Pierc	Walter Robbs Callahan & Pierc	354050	\$37,500.00

Salary Detail Report

The report displays detailed information for payroll transactions. This report is restricted to those who have security rights to review payroll information.

There are a number of parameters for this report:

- Beginning date: Select the begin date for your report.
- Ending date: Select the end date for your report.
- Chart: Leave the chart as 'R'.
- Fund: Enter the fund code, if necessary, or leave it blank to show all values. Remember that the unrestricted fund is '111111'.
- Organization: If you want to specify a specific department, enter it. Otherwise if you leave it blank it will run for all departments to which you have access.

Select Beginning Calendar Year,
Month, Day

*

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

Select Ending Calendar Year,
Month, Day

*

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

Example: To select salary detail for FY07, the beginning date would be July 01, 2006 and the ending date would be June 30, 2007.

Select Chart Code

Enter Fund (Use first two Characters plus %, or Leave Blank for All)

Enter Department Number (Use first two Characters plus %, or Leave Blank for All)

The report will look similar to the sample below:

WAKE FOREST UNIVERSITY										
Salary Detail Report										
Jan 1 2007 - Jan 20 2007										
Employee ID	Employee Name	Posting Date	Earn Code	Amount	Fund	Department	Account	Activity	Location	Pay ID
12345678	Smith, John	01/09/2007	REG	\$300.00	111111	753001	50013			0, 1, 2007, ST
87654321	Brown, John	01/09/2007	REG	\$300.00	111111	753001	50013			0, 1, 2007, ST
01234567	Jones, John	01/09/2007	REG	\$300.00	111111	753001	50013			0, 1, 2007, ST
76543210	Martin, John	01/09/2007	REG	\$275.00	111111	753001	50013			0, 1, 2007, ST
23456789	Howard, John	01/09/2007	REG	\$275.00	111111	753001	50013			0, 1, 2007, ST
98765432	Phillips, John	01/09/2007	REG	\$650.00	111111	753001	50013			0, 1, 2007, ST
34567890	Briggs, John	01/09/2007	REG	\$275.00	111111	753001	50013			0, 1, 2007, ST
09876543	Taylor, John	01/09/2007	REG	\$275.00	111111	753001	50013			0, 1, 2007, ST
11223344	Young, John	01/09/2007	REG	\$300.00	111111	753001	50013			0, 1, 2007, ST







Listing of Document Types for Banner

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


Document	Document Type	Notes
Jxxxxxxx	Journal Entry entered manually into Banner	All Journal entries are keyed or uploaded by Reporting
JBxxxxxx	Journal Entry uploaded into Banner	JB= Bookstore charges
JCxxxxxx	Journal Entry uploaded into Banner	JC = Copy Center charges
JDxxxxxx	Journal Entry uploaded into Banner	JD = Office Depot charges
JGxxxxxx	Journal Entry uploaded into Banner	JG = Graylyn charges
JHxxxxxx	Journal Entry uploaded into Banner	JH = History conversion
JMxxxxxx	Journal Entry uploaded into Banner	JM = Facilities Management charges
JPxxxxxx	Journal Entry uploaded into Banner	JP = Mail Services charges
JSxxxxxx	Journal Entry uploaded into Banner	JS = School of Medicine Print Shop
JTxxxxxx	Journal Entry uploaded into Banner	JT = Telecom charges (Compc)
JUxxxxxx	Journal Entry uploaded into Banner	JU = University Card transactions
JXxxxxxx	Reversing Journal Entry	JX = Reversing
JZxxxxxx	Journal Entry uploaded into Banner	JZ = Other miscellaneous upload
Pxxxxxxx	Purchase order, non Facilities Management initiated	Purchasing driven
1xxxx (begins with numbers, 5 digits in length)	Purchase order, Facilities Management initiated	Facilities driven
Rxxxxxxx	Requisition	Purchasing driven
00xxxxxx (begins with numbers, 8 digits in length)	Check number	Accounts Payable driven
Fxxxxxxx	Feeds from another Banner module	This would include entries feeding from Payroll, Accounts Receivable and Advancement
Ixxxxxxx	Invoice number	Accounts Payable driven

Cognos Report Toolbar: Data Extraction

After a report is run, you will see a number of icons on the top right that allow you to export report to different formats. Click the icon for the applicable format:

Toolbar Action	Icon	Notes
Run the report again		You will be prompted for any parameters again.
View the report in HTML		
View the report in PDF		This is the best way to view the reports on the screen. Also best way to print as is.
View the report in Excel 2000		This is the only Excel output option that Financial & Accounting Services recommends.
View the report in CSV		This option allows you to save the data in a text file.
View the report in XML		

Printing

If you want to print the reports as they are, the best way to print them is to first use the PDF viewing icon  as shown above, and then print from there using the print icon within the main window (not the print located under the File command on the browser toolbar).

Support

If you have any trouble logging in to Cognos or running, printing and saving your reports, please contact the Information Systems Help Desk at 758-HELP. They will be able to assist you with these matters.

If you have questions about the data that you see in your reports, please contact FAS with those questions. Please refer to the FAS contact list below:

Deposits/Accounts Receivable	x5234
Invoices/Reimbursements/Check Payments	x5690
Payroll	x4861
Restricted Funds	x5187
Projects	x4088
General Questions/Journal Entries	x5186 or x5977
Encumbrances	x5138

Thank you and please contact us with any questions!