# Research Finance Cognos Golden Reports

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# Cognos Tips – Access Requests

- Cognos access is connected to Banner access/Banner fund-org security. If you are granted Cognos access, but do not have Banner access, you will not be able to see any data from the Finance or Research Billing reports.

  - In order to see data in the Payroll reports, you must also have access to Banner e-Print reports.

- You can request Cognos access here: https://northeastern.onk2.com/Runtime/Runtime/Form/UDS.AccessRequest.Request/

- You can submit a request for yourself, or someone else.

- You can view the status of the request in the Argos / Cognos User Dashboard, which can be found here: https://yji8ehn.onk2.com/Runtime/Runtime/Form/UDS.AccessRequestDashboard/

- A request is complete when the status shows "UDS Final Review Complete".

- The reports we are reviewing today require access to the <u>Finance</u> subject area.

  - There are also three Research Billing (RESBILL) reports reviewed in a previous session that require the <u>Research Billing</u> subject area.

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# Cognos Tips – Report Outputs

- Cognos defaults all output to HTML unless set otherwise.

  - To change the output to Excel prior to running the report, you can click the "…" next to the report, then select "Run As". This will bring you to a screen where you can select an output format other than HTML.
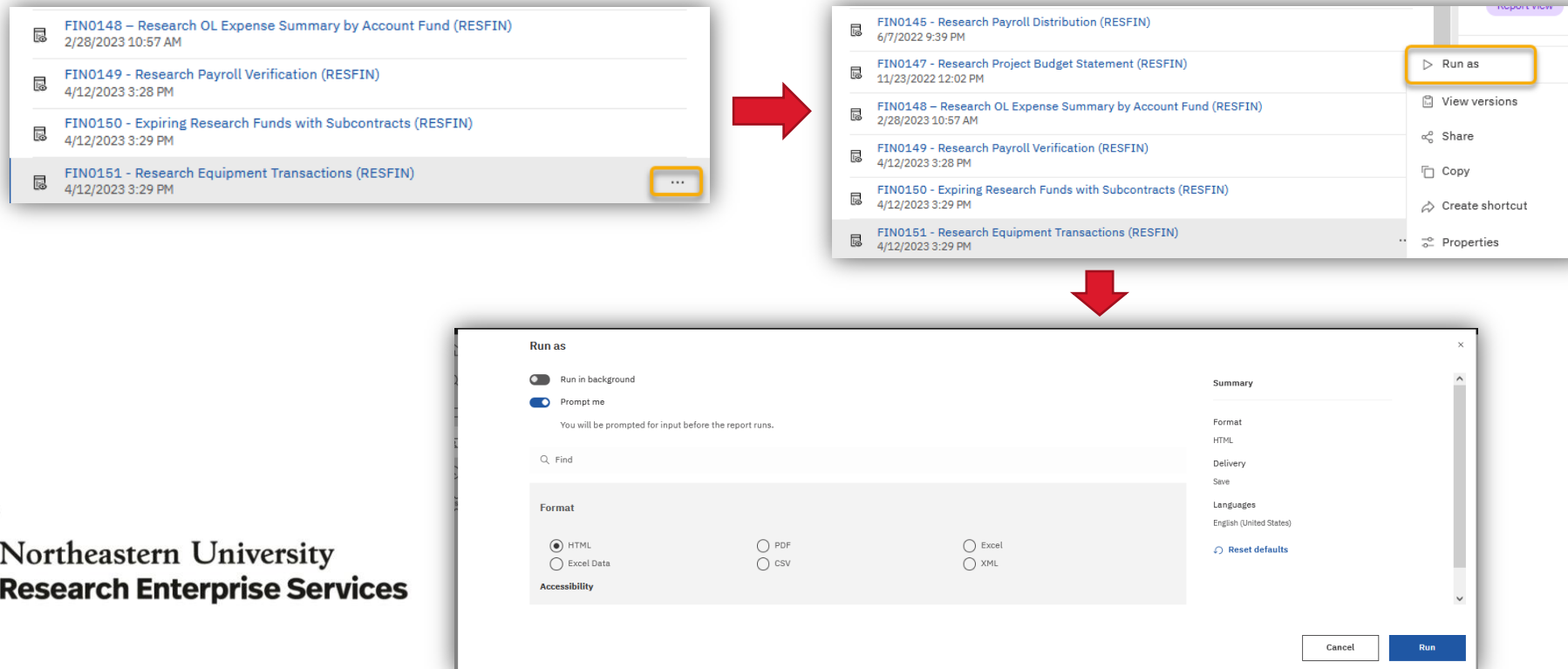
# Cognos Tips – Report Outputs

- If you ran a report as HTML and would like it as a different output, you can run the report again to Excel by selection the "v" next to the play button at the left side of the top menu bar. This will re-run your report (with the same prompt selections) in the output you select.
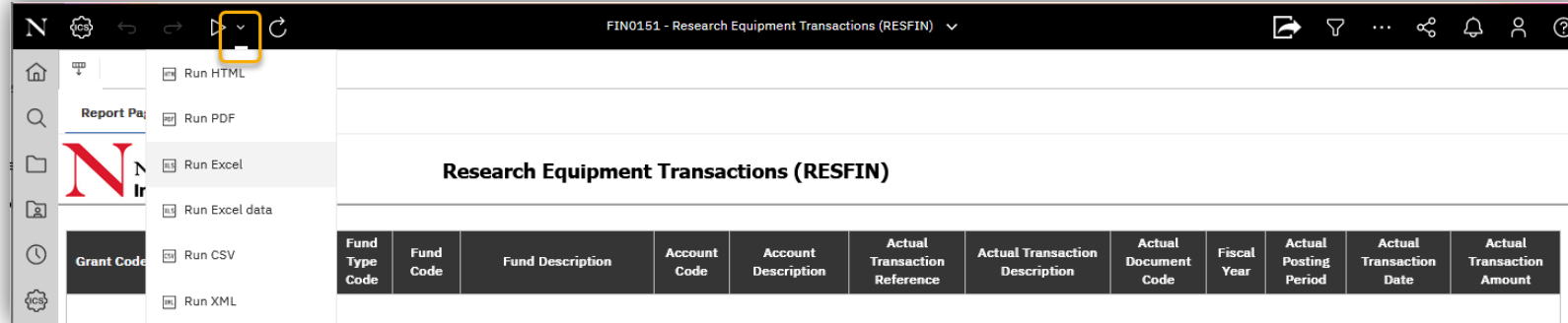


- You can also change your default report output from HTML to Excel for all reports by changing your personal preferences.
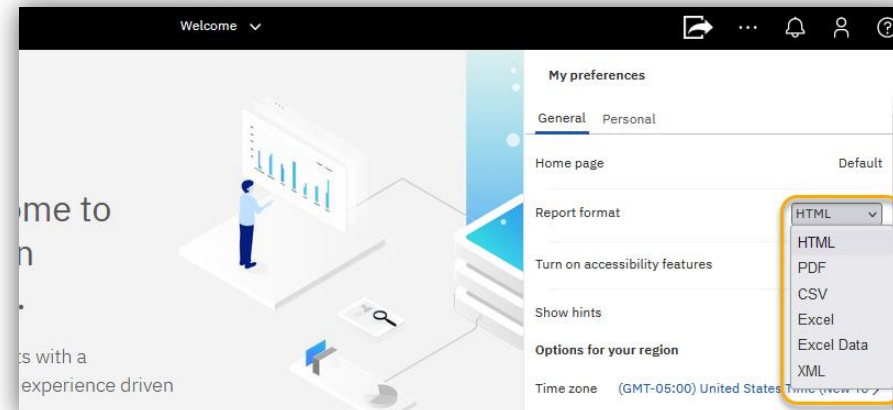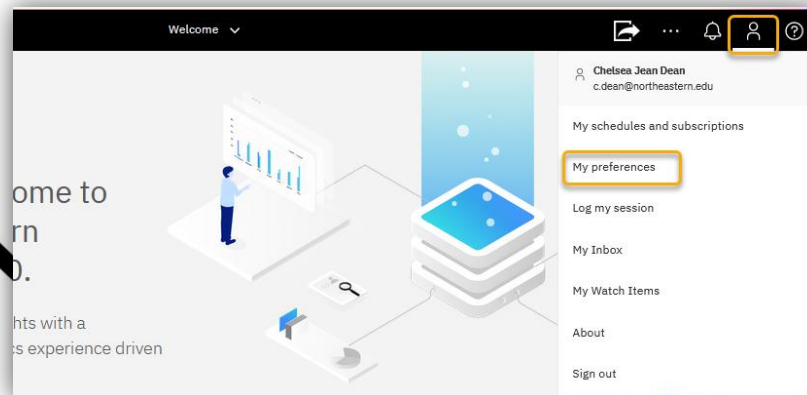
# New Golden Reports

- **Four new research finance golden reports for the Research community.** All RESFIN golden reports can be found by using the search function to search for "RESFIN" in Cognos.

- All new FIN reports located in *Team Content > .University Content > Finance (FIN):*
    - FIN0148 – Research OL Expense Summary by Account Fund (RESFIN)
    - FIN0149 – Research Payroll Verification (RESFIN)
    - FIN0150 – Expiring Research Funds with Subcontracts (RESFIN)
    - FIN0151 – Research Equipment Transactions (RESFIN)
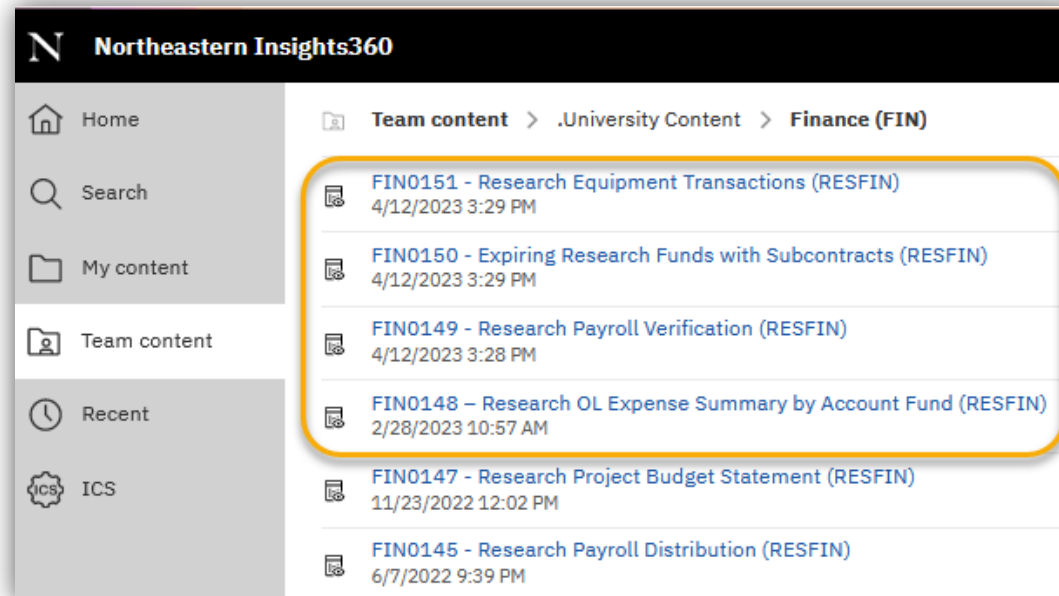
# FIN0148 – Research OL Expense Summary by Account Fund (RESFIN)

- This report shows actuals, at the fund-account code level, on research funds that the user has access to under **Banner fund/org security**.

- The report can be run for <u>one fiscal year/fiscal period and</u> shows the data either on a fiscal year-to-date or selected-period-only basis.

- Cores and cost share funds are <u>not</u> included in this report.

- The following prompt selections are **required** to run the report:

  - Fiscal Year

  - Fiscal Period

  - Actuals Type (Fiscal YTD Actuals or Period Actuals)

- This report is the same as the college-specific Monthly Research Expenditure Report sent by RESFIN, **as long as the user has access to all research funds within that division**.

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# FIN0149 – Research Payroll Verification (RESFIN)

- This report provides a summary of the payments made to employees (employee position included) for a selectable time period, **based on pay check dates**, grouped by grant.

- The report can be run for <u>all grants the user has access to</u>, or can be narrowed down by selecting one or more grant, fund, and/or grant PI.

- Pay Check Date Range **must** be selected on the prompt page in order to run the report.

- The following prompt selections are **optional**, one or more can be selected for each:

  - Grant Principal Investigator(s)

  - Grant(s)

  - Fund(s)

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# FIN0149 – Research Payroll Verification (RESFIN)

- The report is formatted similarly to the Payroll Certification Report sent out by Research Finance every fall, to allow for on-demand verification both before and after the annual Payroll Certification process.

- This report is a great way to verify employees and salaries for specific funds through the life cycle.

# FIN0150 – Expiring Research Funds with Subcontracts (RESFIN)

- This report shows budget data (budget, expenses, and commitments) for any sub-contract account lines within the research portfolio that is expiring within a set number of days, based on the Fund Budget End Date.

  - Budget data (budget, actuals, and commitments) is always as of the date the report is run.

- The number of days to expiration is selectable on the prompt page (30, 60, 90, or no limit).

- Funds which have ended more than 60 days prior to the run date are **not** included in the report.

- This report will help identify any subrecipients that may need to be contacted for final invoice requests or to liquidate a PO.

- Days until the fund ends is the only prompt on this report and **must** be selected on the prompt page in order to run the report.

- Output lines in **red** indicate that the fund has already expired (Fund Budget End Date has already passed).

# FIN0151 – Research Equipment Transactions (RESFIN)

- This report shows expense transactions which are charged to equipment account lines for a selectable transaction date range.

- This report can run for all research funds which the user as access to, or can be narrowed down by selection a research fund type and/or one or more grants.

- If an account code was incorrectly selected for an expenditure, the equipment will not show up here and should be reclassed for IDC purposes.

- The following prompt selections are **required** to run the report :

  - Transactions Start Date

  - Transactions End Date

  - Fund Type (28, 29, or both)

- **Optionally**, one or more grants can also be selected on the prompt page in order to narrow down results.

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# FIN0151 – Research Equipment Transactions (RESFIN)

- The account codes included in this report are as follows:

  - 73001 - Capital Equipment-Office

  - 73003 - Capital Equipment-Laboratory

  - 73004 - Capital Equipment-Audio Visual

  - 73005 - Capital Equipment-Computers

  - 73006 - Capital Fabricated Equipment >5K

  - 73007 - Capital Equipment-Athletics

  - 73008 - Capital Software/Dataset >5K

  - 73009 - Capital Equipment-Musical Instrumnt

  - 73011 - Capital Equipment-Motor Vehicles

  - 73012 - Capital Equipment-Plant Maintenance

  - 78312 - Equipment >1,500 (Non-Computer)

- All account codes above are **exempt** from IDC under the UG standard IDC basis.

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# Helpful Resources

Research Finance Financial Monitoring and Reports Guidance:

https://research.northeastern.edu/nu-res/lifecycle-management/manage-project/financial-monitoring-reporting/

Cognos Access Request Process:

https://northeastern.sharepoint.com/sites/provost/Data%20Administration/BusinessIntelligenceProgram/SitePages/Getting%20Access.aspx

Cognos Access Request Dashboard:

https://yji8ehn.onk2.com/Runtime/Runtime/Form/UDS.AccessRequestDashboard/

Cognos FAQ:

https://northeastern.sharepoint.com/sites/provost/Data%20Administration/BusinessIntelligenceProgram/SitePages/Training.aspx

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# Thank you!

Questions?