



Charting Our New Path
Self Serve Banner & Cognos Training



University
of Dayton

Agenda

General Overview:

- ORG Security vs. FUND Security
- Reporting by FOAPAL
- Review of Hierarchy
- Drill Through Functionality
- When to use SSB vs. Cognos

Self Serve Banner (SSB) Demos:

- Basic Functionality Review
- Budget Queries
- Encumbrance Queries

Cognos Demos:

- Basic Functionality Review
- Budget Report by User Orgs
- Chart F Hierarchy Report
- *Org Summary Budget Report (Drill Thru)*
- Detail Operating Ledger Transaction
- Master Finance*

Questions



ORG Security vs. FUND Security

Old: Fund Based Security

- When a fund was created, specific individuals were identified and given visibility access to those funds by the Controller's Office
- Challenges:
 - Unable to easily and accurately capture the entire financial picture of your organization
 - Visibility issues to specific funds, i.e. shared or outside of your organization
 - Difficult to maintain when there were changes in the organizational structure

New: Organization Based Security

- Users are granted access to a logical organizational level and therefore have appropriate visibility to the data associated with that organizational level only

2 Categories:

- Central Administration
- General Campus



Category 1: Central Administration

Individuals in a central administrative role have visibility access to the entire University

Considerations:

- Most of these individuals already had this access in Runway today - created consistency for other systems such as Banner & Cognos
- Fixed current visibility challenges with cross-organizational activities, i.e. Financial Aid, Academic, & Advancement
- Individuals in these roles already assume the highest level of data confidentiality

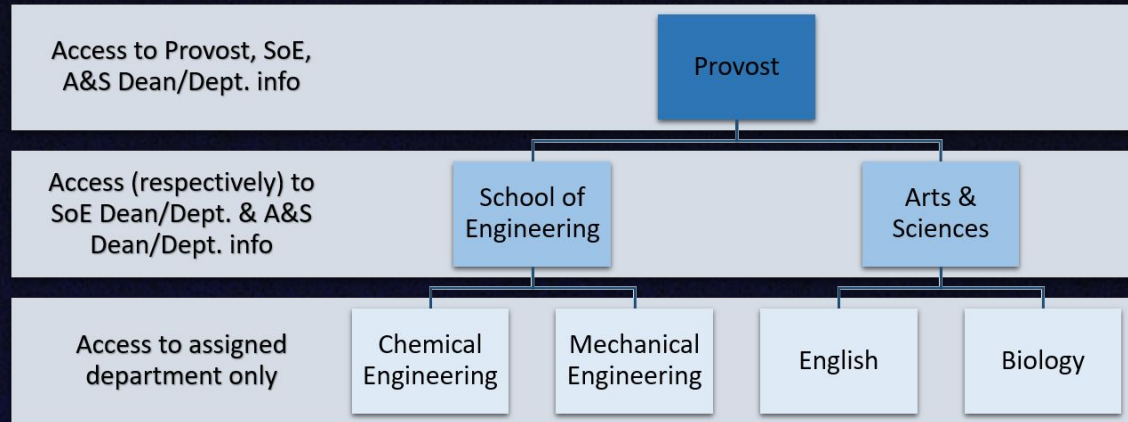
Examples:

- Business Officers
- Controller's Office
- Budget Office
- Internal Audit
- Financial Aid – select individuals
- Human Resources – select individuals
- Advancement – select individuals
- Facilities



Category 2: General Campus

Individuals who are not in a central administrative department/role have visibility access **at the level they fall** within the organizational structure of the chart.

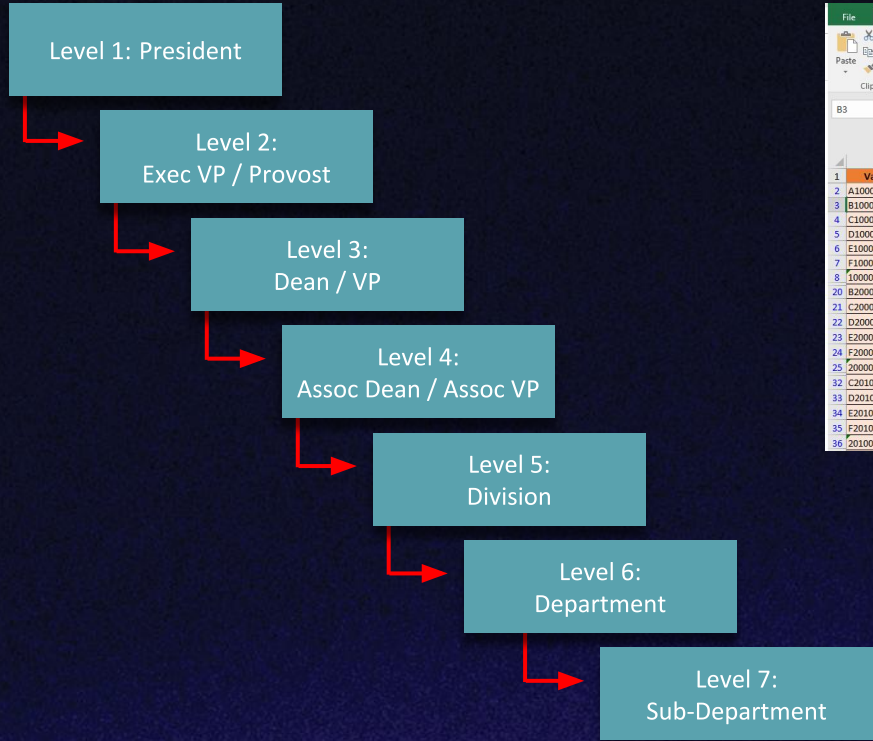


Note:

- *Salary and benefit information will only be available at a summary level for individuals without elevated access*



Organization Hierarchy



	Value	Level	Level	Level	Level	Level	Level	Level				
1	A10000	President										
2	B10000		President									
3	C10000			President								
4	D10000				President							
5	E10000					President						
6	F10000						President					
7	100000							President				
8	B20000		Provost									
20	C20000			Office of the Provost								
22	D20000				Office of the Provost							
23	E20000					Office of the Provost						
24	F20000						Office of the Provost					
25	200000							Office of the Provost				
32	C20100				Global & Intercultural Affairs							
33	D20100					Cntr for Int'l Progs						
34	E20100						Cntr for Int'l Progs					
35	F20100							Cntr for Int'l Progs				
36	201000								Cntr for Int'l Progs			



Hierarchy Reporting

Hierarchies, or reporting levels, have been built into all elements to simplify financial reporting for business officers and central administration.*

Hierarchies are developed and used to ensure **maximum reporting capabilities and consistency across campus**. Every level of the hierarchy has specific meaning and this meaning is **applied consistently across the institution**.

For each FOAPAL segment, the **data enterable** level is generally the **lowest level**. The varying hierarchies allow for financial transactions to be **reported in summary** when needed.

EXAMPLE: The School of Engineering needs to code a transaction to the Dean's Office administrative bucket. They would use the Level 7 value Dean's Office. If the Dean wanted a full picture of what rolls-up to the Dean's Office, he could report at Level 3 and receive a summary view of all operations.

* The ACTV element does not have a delivered hierarchy, and instead has an artificial hierarchy based on smart numbering.



Drill Through Functionality

Select a link from an amount column in the Query Results list to retrieve detail information for the specific item defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2020			
As of Jul 16, 2019			
Chart of Accounts	F University of Dayton Chart F	Commitment Type	All
Fund	All	Program	All
Organization	700814 Campus Rec Facilities	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14
800007	Contr Svc - Misc	0.00	0.00	
800105	Repair & Maint - Misc	0.00	4,000.00	
820005	Supplies - Furniture	0.00	0.00	
Report Total (of all records)		0.00	(4,000.00)	

Save Query as:


Shared

University of Dayton

Org Summ

Org Summary Budget Report

Fiscal Year - 2020
Fiscal Period - Year To Date

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of Dayt**

Fund	Fund Description	Org	Org Description	Budget + Adjustments	YTD Activity
130002	AUX - House & Res Life Operating	700550	Housing & Residence Life	0.00	28,399.78



SSB vs Cognos

Self-Serve Banner:

- Quick view of budget
- Viewing additional details associated with a specific transaction, i.e. Journal Entry
- Evaluation of a specific variance
- Today's data

Cognos:

- Reports based on Activity or Location
 - SSB does not include these elements at the header and can only be accessed after drilling through to the transaction to get the data
- Printing in a formatted manner to present to leadership
- Data dump with all fields for further analysis
 - Note: Drill through functionality is no longer available when exported to Excel
- Reports that include non-financial data (Student, FOMPROF, Timesheet Approvers, etc.)
- Yesterday's data



SSB Demos

Getting to Self Service Banner:

- Sign in to Porches
- From Porches front page
- Select UD Daily from left menu
- Under Banner Self-Service, select Finance
- Select appropriate Query

The image shows a navigation path at the top of the screen: Porches > UD Daily Tab > Banner Self Service > Finance. Below this, a screenshot of the Porches website is shown. The left sidebar menu has 'UD Daily' selected. A blue arrow points from 'UD Daily' to the 'Banner Self Service' section in the main content area. Within 'Banner Self Service', the 'Finance' option is highlighted in blue, and a list of finance-related queries is displayed below it.

Navigation Path: Porches > UD Daily Tab > Banner Self Service > Finance

Website Screenshot Details:

- Header: PORCHES, My Sites, Matthew Nichols, Sign Out
- Left Menu: Home Porch, UD Daily (selected), Flyer Student Services, College of Arts & Sciences, School of Business, Educ/Health Sciences, Engineering, Graduate School, Law School, Faculty, HR Connections, Runway, Faculty/Staff Dev, Standler Symposium, Campus Report, Directory
- Main Content: Front Porch, Inside View (Banner Self-Service highlighted), Inside Campus Report
- Banner Self-Service Sub-menu: Banner Self-Service, Personal Information, Employee, Finance (highlighted), Budget Queries, Encumbrance Query, View Document, Delete Finance Template



SSB Demos

Basic Functionality:

- Search based on what you want to see
- ORG code *must* be used
- Can use % as wildcard
 - Pull all available data (%)
 - Starts with (7%)
 - Ends with (%7)
 - Includes (%BIO%)
- Search on % in ORG brings back all ORGs w/in security parameters and separates out by ORG then ACCOUNT



SSB Demos

Types of Budget Queries

Budget Status by Account

- Detailed information by Account code
- Ability to drill down to transaction level data and specific documents

Budget Status by Org Hierarchy

- Specific Funds, high-level Organizations, Accounts and Programs
- Ability to drill down into Orgs, Account Type, Account Codes, transactions and documents



SSB

Budget Status by Account

To create a Query:

- Select a Query Type under the drop down arrow
- Select “Create Query”

UNIVERSITY of DAYTON

Personal Information Employee Finance

Search Go

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Existing Query.

Create a New Query

Type

- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick Query

Retrieve Existing Query

Saved Query


Create a New Query

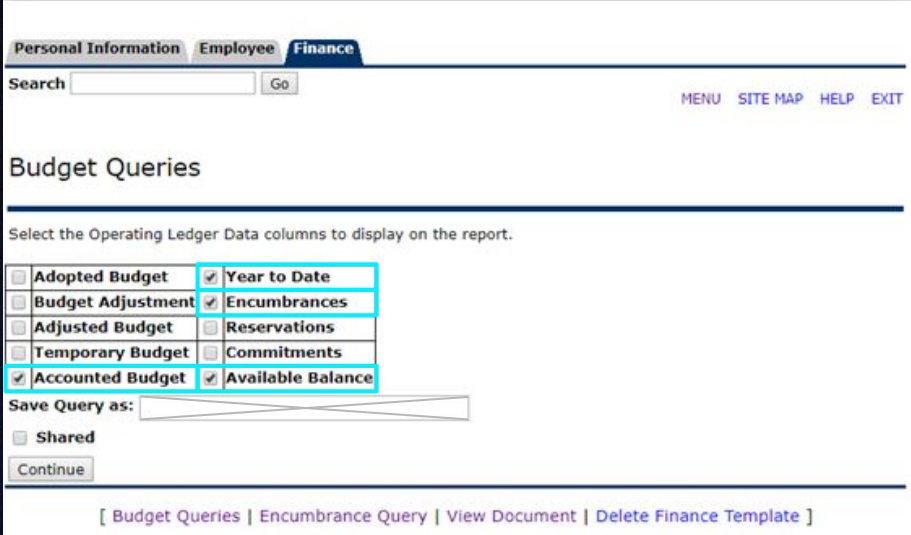
Type



SSB

Budget Status by Account

- Select the columns you would like displayed.
- Recommended columns:
 - Accounted Budget
 - Year to Date
 - Encumbrances
 - Available Balance
- DO NOT save or share the query
- Select Continue 



The screenshot shows the 'Budget Queries' section of the SSB interface. It features a search bar and navigation tabs for 'Personal Information', 'Employee', and 'Finance'. Below the search bar, there are links for 'MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Budget Queries' and contains a section for selecting columns to display on the report. The columns are listed in a table with checkboxes. The 'Year to Date', 'Encumbrances', 'Accounted Budget', and 'Available Balance' columns are selected. Below the table, there is a 'Save Query as:' field with a text input box, a 'Shared' checkbox, and a 'Continue' button. At the bottom, there is a breadcrumb trail: '[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]'.

Select the Operating Ledger Data columns to display on the report.	
<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]



SSB

Budget Status by Account

Columns to Display


- **Accounted Budget** – includes the original starting budget plus any permanent, recurring adjustments and any one-time non-recurring transfers
- **Year to Date** – actual revenues and expenses for the time period
- **Encumbrances** – amounts that have been encumbered, or set aside to be spent at a later time (example: purchase orders)
- **Available Balance** – calculated column taking your Accounted Budget and subtracting the Year to Date and Encumbrance columns



SSB

Budget Status by Account

Budget Query Data

- Fiscal Year: July 1 – June 30
- Fiscal Period: 14
- Comparisons are Optional
- Commitment Type: All
- Chart of Accounts: F
- Enter the FOAPAL field you want to view
- Include Revenue Accounts , if desired
- Select Submit Query 

UNIVERSITY of DAYTON

Personal Information Employee **Finance**

Search Go MENU SITE MAP HELP EXIT

Budget Queries

Fiscal year:	2020 ▼	Fiscal period:	14 ▼
Comparison Fiscal year:	None ▼	Comparison Fiscal period:	None ▼
Commitment Type:	All ▼		
Chart of Accounts	F	Index	<input type="text"/>
Fund	100000	Activity	<input type="text"/>
Organization	700200	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account Type	<input type="text"/>
Program	<input type="text"/>		

Include Revenue Accounts

Save Query as:

Shared

Submit Query

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]



SSB

Budget Query by Account

Account Query Results

- Includes summary of parameters chosen

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2020			
As of Jul 15, 2019			

Chart of Accounts	F University of Dayton Chart F	Commitment Type	All
Fund	100000 General Operating	Program	All
Organization	700200 Cntr for Stdnt Involvement	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
800101	Repair & Maint - Equipment	0.00	0.00	3,101.92	(3,101.92)
800105	Repair & Maint - Misc	0.00	0.00	3,384.48	(3,384.48)
820001	Supplies - Office Supplies	0.00	147.51	38.27	(185.78)
Report Total (of all records)		0.00	(147.51)	(6,524.67)	

Save Query as: Download Selected Ledger Columns

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY20/PD14 Adopted Budget	percent of	FY20/PD14 Adopted Budget	FY20/PD14 Adopted Budget	

Perform Computation

Another Query

Click to Download



SSB

Budget Query by Account

Download to Excel

- Basic data dump
- No format

16	chart	Fund Type	Fund Type	Fund Type	Fund Type	Fund	Fund Title	Organizati	Organizati	Account	Account T	Account T	Account T	Account T	Account T	Program	Program T	Fiscal Year	Fiscal peri	Account	Year to Da	Encumbra	Available	Balance															
17	F	1A	Unrestrict	10	Unrestrict	100000	General O	700200	Cntr for St	800101	Repair & P&A	Contract S	70	Salaries & Wages			2020	14	0	0	3101.92	-3101.92																	
18	F	1A	Unrestrict	10	Unrestrict	100000	General O	700200	Cntr for St	800105	Repair & P&A	Contract S	70	Salaries & Wages			2020	14	0	0	3384.48	-3384.48																	
19	F	1A	Unrestrict	10	Unrestrict	100000	General O	700200	Cntr for St	820001	Supplies - 8E	Supplies	70	Salaries & Wages			2020	14	0	147.51	38.27	-185.78																	
22	Report Total (of all records):																				0	-147.51	-6524.67																



SSB

Budget Query by Account

Account Query Results

Select Account Link
for further detail.

Report Parameters

Organization Budget Status Report		
By Account		
Period Ending Jun 30, 2020		
As of Jul 15, 2019		

Chart of Accounts	F University of Dayton Chart F	Commitment Type	All
Fund	100000 General Operating	Program	All
Organization	700200 Cntr for Stdnt Involvement	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
800101	Repair & Maint - Equipment	0.00	0.00	3,101.92	(3,101.92)
800105	Repair & Maint - Misc	0.00	0.00	3,384.48	(3,384.48)
820001	Supplies - Office Supplies	0.00	147.51	38.27	(185.78)
Report Total (of all records)		0.00	(147.51)	(6,524.67)	

[Download All Ledger Columns](#) | [Download Selected Ledger Columns](#)

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY20/PD14 Adopted Budget	percent of	FY20/PD14 Adopted Budget	FY20/PD14 Adopted Budget	

[Perform Computation](#)

[Another Query](#)



SSB

Budget Query by Account

Account Code Details

Select Document Link
for additional Details

Report Parameters

Organization Budget Status Detail Report	
Summary Encumbrance Transaction Report	
Period Ending Jun 30, 2020	
As of Jul 15, 2019	

Chart of Accounts:	F University of Dayton Chart F	Commitment Type:	All
Fund:	100000 General Operating	Program:	All
Organization:	700200 Cntr for Stdnt Involvement	Activity:	All
Account:	800105 Repair & Maint - Misc	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 05, 2019	Jul 05, 2019	P1911670	Alpha & Omega Building Services	564.08	CORD
Jul 05, 2019	Jul 05, 2019	P1911670	Alpha & Omega Building Services	2,820.40	CORD
Report Total (of all records):				3,384.48	

Available Budget Balance: (3,384.48)

Save Query as:

Shared



SSB

Budget Query by Account

Document Details

Select Document Link
for additional Details



Personal Information Employee **Finance**

Search Go

Select Document

Detail Transaction Report			
Document Type:	Purchase Order	Commitment Type:	All
Document Code:	P1911670	Description:	Alpha & Omega Building Services
Transaction Date:	09/30/2012		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
D	91544	1544	7216	1021			(2,820.40)	CORD
D	91544	1544	7216	1021			(564.08)	CORD
F	100000	700200	800105	500000	999999	999999	2,820.40	CORD
F	100000	700200	800105	500000	999999	999999	564.08	CORD

Save Query as:

Shared

Another Query



SSB

Budget Query by Account

Purchase Order Details

- Includes detail information about the document
- Can view requesters, vendor information, FOAPAL strings, and dollar amounts

View Document

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P1911670		Jun 18, 2019	Jun 18, 2019	Jun 19, 2019	Jun 18, 2019	3,384.48

Origin: EPROCUREMENT Reference Number: 95279511
 Complete: Y Approved: Y Type: Regular
 Cancel Reason: Date:
 Requestor: Presock Lennie 1540 Student Life & KU
 Phone Number: 937-229-3333
 E-mail: lpresock1@udayton.edu
 Accounting: Commodity Level

Ship to: Kennedy Union Student Life/Greek Life
 Kennedy Memorial Union Rm 241
 300 College Park
 KU
 Dayton, OH 45469 United States
 Attention: Lennie Presock
 Contact:
 Phone Number:

Vendor: 001000282 Alpha & Omega Building Services
 2843 Culver Ave
 DAYTON, OH 45429 United States
 Phone Number:
 Fax Number:
 Currency:

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	Disc	Addl	Tax	Cost
1		-1- Part #/Desc - Trash can liners for KU, black, EA	EA	110	25.64	2,820.40				
						0.00	0.00	0.00	2,820.40	

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF	Susp	NSFOvr	Susp	Amount
1	D	19	91544	91544	1544	7216	1021				N		N	N	0.00
2	F	20		100000	700200	800105	500000	9999999	9999999		N			N	2,820.40
Total of displayed sequences:														2,820.40	



SSB

Budget Status by Organizational Hierarchy

- Select Budget Status by Organizational Hierarchy from the drop-down box
- Select Create Query

The screenshot shows a web interface with three tabs: 'Personal Information', 'Employee', and 'Finance'. The 'Finance' tab is active. Below the tabs is a search bar with a 'Go' button. The main section is titled 'Budget Queries'. Below this title is a horizontal line and a small icon followed by the text: 'To create a new query choose a query type and select Create Query. To retrieve an existing query...'. Underneath, there is a section titled 'Create a New Query' with a 'Type' label and a dropdown menu. The dropdown menu is open, showing four options: 'Budget Status by Organizational Hierarchy', 'Budget Status by Account', 'Budget Status by Organizational Hierarchy', and 'Budget Quick Query'. The second 'Budget Status by Organizational Hierarchy' option is highlighted in blue. Below this is a section titled 'Retrieve Existing Query' with a 'Saved' label and a dropdown menu. A red arrow points from the 'Create Query' button in the 'Create a New Query' section to the right.



SSB

Budget Status by Organizational Hierarchy

- Enter columns to display
- Select Continue

Personal Information Employee **Finance**

Search Go

MENU SITE MAP HELP EXIT

Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]



SSB

Budget Status by Organizational Hierarchy

Budget Query Data

- Select Fiscal Year and Fiscal Period
- Commitment Type: All
- Chart of Accounts: F
- Enter FOAPAL
- Include Revenue Accounts , if desired

- Select Submit Query



Personal Information Employee Finance

Search Go

Budget Queries

For a Budget Query to be successful, a user with Fund Organization query access must enter a value. Otherwise, all information retrieved is through the system.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the request.

Fiscal year: 2020 Fiscal period: 14

Comparison Fiscal year: None Comparison Fiscal period: None

Commitment Type: All

Chart of Accounts: F

Organization: F70081

Include Revenue Accounts

Save Query as:

Shared

Submit Query



SSB

Budget Status by Organizational Hierarchy

Results by Organization:

- Includes summary of parameters chosen
- Drill-through capability on Organization number

Selected Example



Report Parameters

Organization Budget Status Report			
By Organization			
Period Ending Jun 30, 2020			
As of Jul 15, 2019			

Chart of Accounts	F University of Dayton Chart F	Commitment Type	All
Fund	All	Program	All
Organization	F70081 Campus Rec Ops	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
F70081	Campus Rec Ops				
700810	Kids Camp				
700811	Club Sports	0.00	100.00	0.00	(100.00)
700812	Intramural Sports				
700813	Fitness				
700814	Campus Rec Facilities	0.00	0.00	(26,392.32)	26,392.32
700815	Recreation Centers				
F70081 Rollup		0.00	100.00	(26,392.32)	

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

Share



SSB

Budget Status by Organizational Hierarchy

Account Type Details:

- Drill-through capability on Account Type

Selected Example

Report Parameters

Organization Budget Status Report			
By Account Type			
Period Ending Jun 30, 2020			
As of Jul 15, 2019			
Chart of Accounts	F University of Dayton Chart F	Commitment Type	All
Fund	All	Program	All
Organization	700814 Campus Rec Facilities	Activity	All
Account	All	Location	All

Query Results

Account Type	Account Type Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
60	Revenues				
70	Salaries & Wages				
80	Expenditures	0.00	0.00	(26,392.32)	26,392.32
90	Transfers				
700814 Rollup		0.00	0.00	(26,392.32)	

Download All Ledger Columns Download Selected Ledger Columns

Save Query as:

Shared



SSB

Budget Status by Organizational Hierarchy

Account Type Details:

- Continued drill-through capability on Account Type

Selected Example

Period Ending Jun 30, 2020			
As of Jul 15, 2019			
Chart of Accounts	F University of Dayton Chart F	Commitment Type	All
Fund	All	Program	All
Organization	700814 Campus Rec Facilities	Activity	All
Account	All	Location	All
Account Type	80 Expenditures		





Chart of Accounts	F University of Dayton Chart F	Commitment Type	All
Fund	All	Program	All
Organization	700814 Campus Rec Facilities	Activity	All
Account	All	Location	All
Account Type	80 Expenditures		

Account	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
8A Contract Services & Maintenance	0.00	0.00	(2,880.00)	2,880.00
8B				
8C Depreciation Expense				
8D Interest Expense				
8E Supplies	0.00	0.00	(23,512.32)	23,512.32
8F Telephone Communications				
8G Other Expenditures				
8H Capital				
8I Student Aid				
8J Indirect Cost				
8K Non-Operating Expenditures				
80 Rollup	0.00	0.00	(26,392.32)	



SSB

Budget Status by Organizational Hierarchy

Account Details:

- Drill-through capability on any of the amounts shown to get transaction-level data

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2020			
As of Jul 15, 2019			
Chart of Accounts	F University of Dayton Chart F	Commitment Type	All
Fund	All	Program	All
Organization	700814 Campus Rec Facilities	Activity	All
Account	All	Location	All
Account Type	BA Contract Services & Maintenance		

Query Results

Account	Account Title	FY20/PD14 Accounted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Available Balance
800007	Contr Svc - Misc	0.00	0.00	2,880.00	(2,880.00)
Report Total (of all records)		0.00	0.00	(2,880.00)	

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY20/PD14 Adopted Budget	percent of	FY20/PD14 Adopted Budget	FY20/PD14 Adopted Budget	<input type="text"/>



SSB

Encumbrance Query

Encumbrance Query Data

- Select Fiscal Year and Fiscal Period
- Encumbrance Status: All, Open, or Closed
- Commitment Type: All
- Chart of Accounts: F
- Enter FOAPAL
- Select Submit Query

The screenshot shows the 'Encumbrance Query' form in the SSB system. The form is divided into sections: 'Personal Information', 'Employee', and 'Finance'. The 'Finance' section is active. The form includes a search bar, a 'Go' button, and a 'Retrieve Query' button. The 'Existing Query' dropdown is set to 'None'. The 'Fiscal year' is set to '2020' and the 'Fiscal period' is set to '14'. The 'Encumbrance Status' is set to 'Open' and the 'Commitment Type' is set to 'All'. The 'Chart of Accounts' is set to 'F'. The 'Fund' is set to '130002' and the 'Organization' is set to '700550'. The 'Account' is set to '82%'. The 'Save Query as:' field is empty. The 'Submit Query' button is highlighted with a red arrow.

Personal Information	Employee	Finance	
Search <input type="text"/> Go			
Encumbrance Query			
Choose an existing query and select Retrieve Query or create a new query. Select Sub			
Existing Query: None			
Retrieve Query			
Fiscal year	2020	Fiscal period	14
Encumbrance Status	Open		
Commitment Type	All		
Chart of Accounts	F	Index	
Fund	130002	Activity	
Organization	700550	Location	
Grant		Fund Type	
Account	82%	Account Type	
Program			
Save Query as:			
<input type="checkbox"/>	Shared		
Submit Query			



SSB Encumbrance Query

Encumbrance Details:

- Can drill-through on Document Code for further detail
- Beneficial for viewing open encumbrances and current balances

Report Parameters										
Organization Encumbrance Status Report										
Open Encumbrance Summary by Document, Account Distribution										
Period Ending Jun 30, 2020										
As of Jul 15, 2019										
Chart of Accounts	F University of Dayton Chart F				Commitment Type	All				
Fund Code	130002 AUX - House & Res Life Operating			Program Code	All					
Orgn Code	700550 Housing & Residence Life			Activity Code	All					
Account Code	82%			Location Code	All					
Query Results										
Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	Cmt Type	
820001	P1910407	Bottling Group LLC	77.84	0.00	0.00	0.00	77.84	0.00	Uncommitted	
820001	P1912390	Bottling Group LLC	149.52	0.00	0.00	0.00	149.52	0.00	Uncommitted	
820001	P1912938	Office Depot	53.19	0.00	(52.66)	52.66	0.53	99.00	Uncommitted	
820001	P1913030	Office Depot	13.75	0.00	(13.61)	13.61	0.14	98.98	Uncommitted	
820001	P1913332	Bottling Group LLC	80.96	0.00	0.00	0.00	80.96	0.00	Uncommitted	
820001	P1913335	Bottling Group LLC	60.72	0.00	0.00	0.00	60.72	0.00	Uncommitted	
820001	P1913388	Office Depot	10.32	0.00	0.00	0.00	10.32	0.00	Uncommitted	
820005	P1911136	Business Furniture LLC	2,813.62	0.00	0.00	0.00	2,813.62	0.00	Uncommitted	
820005	P1911302	Midwest Security Products	9,253.28	0.00	0.00	0.00	9,253.28	0.00	Uncommitted	
Report Total (of all records)			12,513.20	0.00	(66.27)	66.27	12,446.93	0.53		

Another Query



SSB

Encumbrance Query

Purchase Order Details

- Includes detail information about the document
- Can view requesters, vendor information, FOAPAL strings, and dollar amounts

View Document

Purchase Order Header

Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P1911670		Jun 18, 2019	Jun 18, 2019	Jun 19, 2019	Jun 18, 2019	3,384.48

Origin:	EPROCUREMENT	Reference Number:	95279511
Complete:	Y	Approved:	Y
Cancel Reason:		Type:	Regular
Requestor:	Presock Lennie	1540	Student Life & KU
Phone Number:	937-229-3333		
E-mail:	lpresock1@udayton.edu		
Accounting:	Commodity Level		

Ship to:	Kennedy Union Student Life/Greek Life
	Kennedy Memorial Union Rm 241
	300 College Park
	KU
	Dayton, OH 45469 United States
Attention:	Lennie Presock
Contact:	
Phone Number:	

Vendor:	001000282	Alpha & Omega Building Services
	2843 Culver Ave	
	DAYTON, OH 45429	United States
Phone Number:		
Fax Number:		
Currency:		

Purchase Order Commodities

Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	Disc	Addl	Tax	Cost
1		-1- Part #/Desc - Trash can liners for KU, black, EA		110	25.64	2,820.40				
				0.00	0.00	0.00			0.00	2,820.40

Purchase Order Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	D	19	91544	91544	1544	7216	1021				N	N	N	0.00
2	F	20		100000	700200	800105	500000	9999999	9999999		N		N	2,820.40
Total of displayed sequences:													2,820.40	



Cognos Demos

Accessing Cognos:
cognos.udayton.edu

The screenshot shows the Cognos Analytics dashboard for the University of Dayton. The top navigation bar includes the University of Dayton logo, the text '- production', and a 'Welcome' dropdown menu. A left sidebar contains navigation options: Home, Search, My content, Team content, and Recent. The main content area is titled 'Welcome to the University of Dayton' and includes a sub-header 'Get started by opening a dashboard, report or story!'. Below this is a 'Recent' section with a 'Show more...' link. The 'Recent' section displays six report cards, each with a 'REPORT' icon, a title, and a timestamp. The reports are: 1. Master Finance Summary (7/16/2019 2:10 PM), 2. Org Summary Budget Report (Drill Thru) (7/16/2019 1:33 PM), 3. Fund Summary Budget Report (drill-thru) (7/12/2019 11:14 AM), 4. Employee List With Time Entry Queues (7/11/2019 9:21 AM), 5. Employee Personnel and Payroll Transaction Summary by Home Org (7/11/2019 9:21 AM), and 6. Staff/Faculty/Student Employee List (7/11/2019 9:21 AM). At the bottom of the dashboard is a dashed box with an upload icon and the text 'Drag and drop your files or browse'. On the right side, there are two sections: 'How-To Videos' with a list of links and 'User Guides & Training Manuals' with a list of links.

University of Dayton - production Welcome

Home Search My content Team content Recent

Welcome to the University of Dayton

Get started by opening a dashboard, report or story!

Recent [Show more...](#)

REPORT	REPORT	REPORT
Master Finance Summary	Org Summary Budget Report (Drill Thru)	Fund Summary Budget Report (drill-thru)
7/16/2019 2:10 PM	7/16/2019 1:33 PM	7/12/2019 11:14 AM

REPORT	REPORT	REPORT
Employee List With Time Entry Queues	Employee Personnel and Payroll Transaction Summary by Home Org	Staff/Faculty/Student Employee List
7/11/2019 9:21 AM	7/11/2019 9:21 AM	7/11/2019 9:21 AM

Drag and drop your files or browse

How-To Videos

- How to Navigate Cognos Analytics Home Page
- How to Search for Content In Cognos Analytics
- How to Execute a Report in Cognos Analytics
- How to Create a Report View and Schedule in Cognos Analytics

User Guides & Training Manuals

- Cognos Analytics Basic Overview for Consumers
- Cognos Analytics Report Writer Overview
- Cognos Analytics Report Writer Prompts

*Porches link to be restored.



Cognos Demos

- For FY20 and future fiscal years, financial reports will be located in the 'Finance - chart F' folder (new FOAPAL string)
- For FY19 and prior fiscal years, financial reports will be located in the 'Finance - chart D' folder (old index number)

University of Dayton - production

Home

Search

My content

Team content

Recent

Team content

- Ad Astra
7/21/2016 8:23 AM
- Budget Managers
6/28/2019 5:22 PM
- Career Services
7/12/2019 4:03 PM
- Center for International Programs
1/17/2018 8:33 AM
- Continuing Education
11/15/2016 12:57 PM
- Data Warehouse Analytical Reports 8.2
8/21/2013 2:08 PM
- Facilities Management
8/27/2013 4:42 PM
- Finance - chart D
4/23/2019 9:08 AM
- Finance - chart F
7/2/2019 7:33 AM
- Finance Access Reports
7/3/2019 11:54 AM
- Health and Sport Science
12/5/2018 3:37 PM
- Institutional Studies
4/20/2018 11:14 AM

the University of Dayton

ing a dashboard, report or story!

summary

REPORT
Fund Summ
(drill-thru)
7/17/2019 8:38 A

h Time Entry

REPORT
Employee P
Transaction
Org
7/11/2019 9:21 A

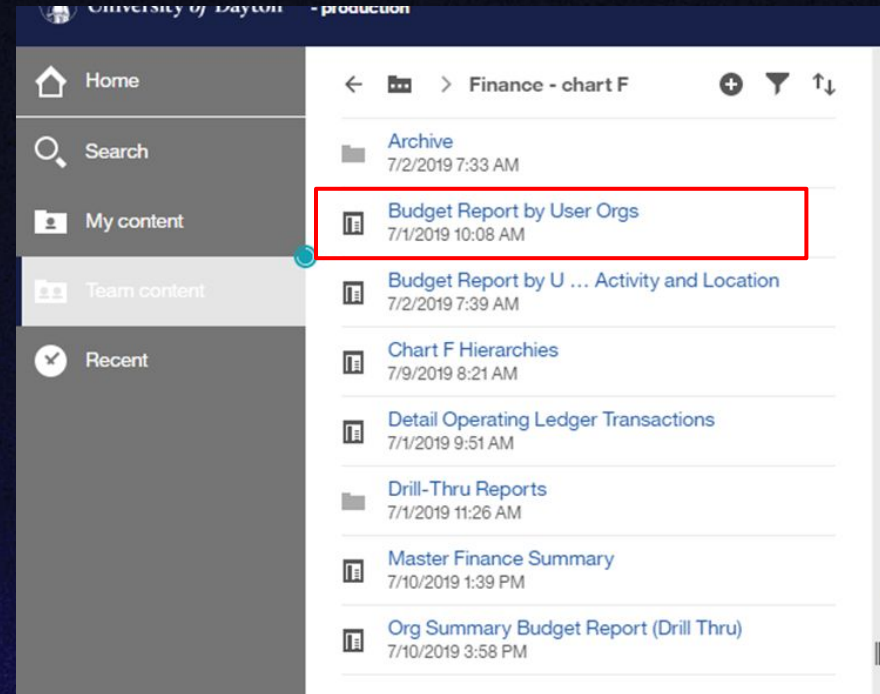
Drag and



Cognos Demos

Budget Report by User Orgs

- This is a budget report that includes Fund, Organization, and Account (**FOA**pal)
- Report is sorted by Organization, then Fund, then Account
- Includes financial columns for Budget, Current Month Actual, Year-to-Date Actual, Encumbrances, and Remaining Balance



Cognos Demos

Organization	Fund	Account	Budget	Current Month Actual	YTD Activity	Encumbrances	Remaining Balance
700550 - Housing & Residence Life	130002 - AUX - House & Res Life Operating	800007 - Contr Svc - Misc	0.00	0.00	0.00	932.30	(932.30)
700550 - Housing & Residence Life	130002 - AUX - House & Res Life Operating	820001 - Supplies - Office Supplies	0.00	0.00	0.00	280.55	(280.55)
700550 - Housing & Residence Life	130002 - AUX - House & Res Life Operating	820005 - Supplies - Furniture	0.00	0.00	0.00	12,066.90	(12,066.90)
700550 - Housing & Residence Life	130002 - AUX - House & Res Life Operating	831001 - Receptions and Banquets	0.00	0.00	0.00	175.50	(175.50)
700550 - Housing & Residence Life	130002 - AUX - House & Res Life Operating	831002 - Business meetings	0.00	0.00	254.93	936.57	(1,191.50)
700550 - Housing & Residence Life	130002 - AUX - House & Res Life Operating	850008 - Other CapEx - Misc	0.00	0.00	0.00	1,875.00	(1,875.00)
700550 - Housing & Residence Life	130002 - AUX - House & Res Life Operating	855000 - Student Aid	0.00	0.00	27,251.39	0.00	(27,251.39)
700550 - Housing & Residence Life			0.00	0.00	27,506.32	16,266.82	(43,773.14)
Summary			0.00	0.00	27,506.32	16,266.82	(43,773.14)
Jul 10, 2019				1			8:29:49 AM

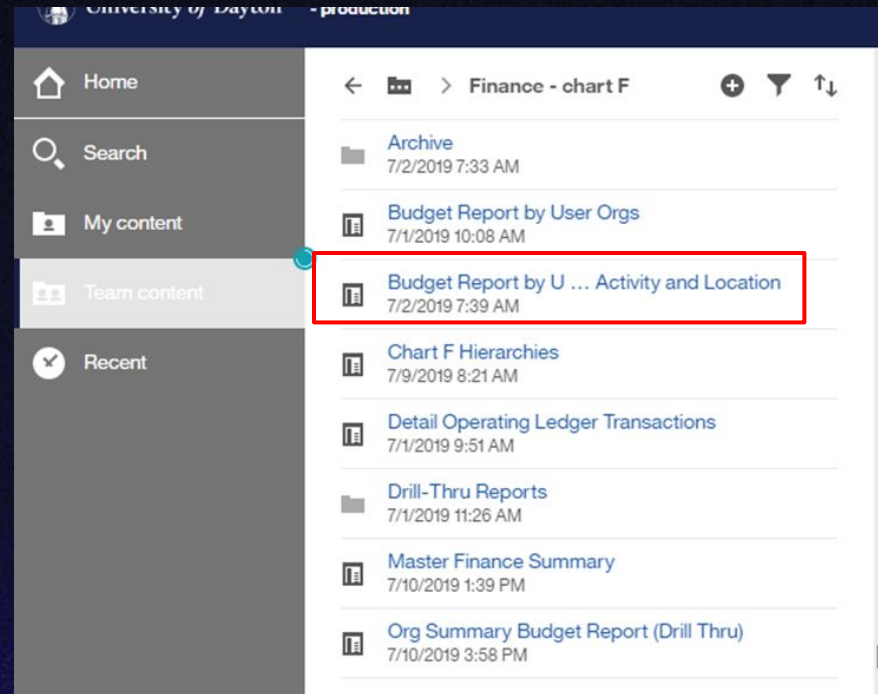
- Note rows 5 through 10 give a summary of the parameters selected on the prompt page. This is so that you are aware of the information being included in the report.



Cognos Demos

Budget Report by User Orgs - *with Activity and Location*

- This is a budget report that includes Fund, Organization, Account, Activity, and Location (**FOApAL**)
- Report is sorted by Organization, then Fund, then Location, then Activity, then Account
- Includes financial columns for Budget, Current Month Actual, Year-to-Date Actual, Encumbrances, and Remaining Balance



Cognos Demos

Budget Report by User Orgs - *with Activity and Location*

- Choose the Chart of Accounts, Fiscal Year and Period.
- Organization Level Grouping is optional
- Default behavior includes all Org & Fund Types. You may optionally choose a selection.

- Click OK to run report

University of Dayton

Budget Report by User Orgs

Choose the Chart of Accounts, Fiscal Year, and Period. If you want the report to group funds by organization levels, choose that option. Click on OK to run the report. Fiscal Period 14 is current year to date. You may optionally choose selected organizations or fund types for this report. If you do not choose the organizations or fund types, the report will default to all.

Chart of Accounts:
• Chart F

Report Grouping Type:
• Group by Organization Level
• No Report Grouping

Fiscal Year:
• 2020

Fiscal Period:
• Year To Date

Organization:
700450 - Dean of Stdnts
700500 - Community Standards & Civility
700550 - Housing & Residence Life
700551 - Conference Serv
700552 - H&R Life - Marianist Hall
700553 - H&R Life - Caldwell & Adele
700554 - H&R Life - South Student Nbrhd
700555 - H&R Life - North Student Nbrhd
700556 - H&R Life - Garden Apartments
700557 - H&R Life - Stuart Hall
700558 - H&R Life - South Quad
[Select all](#) [Deselect all](#)

Fund Type:
1A - Unrestricted General Operating
1B - Unrestricted Designated
1C - Unrestricted Recharge
1D - Unrestricted Auxiliary
1E - Unrestricted Sponsored Projects
1F - Unrestricted Non-Operating
1G - Unrestricted Capital Projects
1H - Unrestricted Loans
1I - Unrestrict Quasi Endow Principle
1K - Unrestricted Debt Reserves
1L - Unrestricted Gifts & Contributions
[Select all](#) [Deselect all](#)

Buttons: +, OK, Cancel



Cognos Demos

Budget Report by User Orgs - with Activity and Location

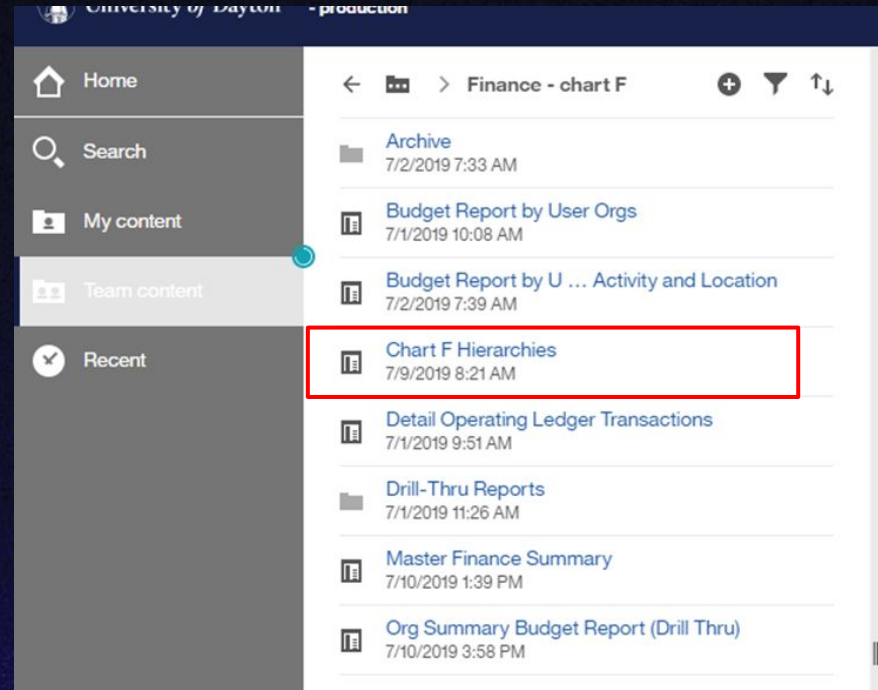
Organization	Fund	Location	Activity	Account	Budget	Current Month Actual	YTD Activity	Encumbrances	Remaining Balance
700550 - Housing & Residence Life	130002 - AUX - House & Res Life Operating	999999 - Unspecified	105200 - Recruiting - Staff Search A	831002 - Business meetings	0.00	0.00	0.00	109.38	(109.38)
			105200 - Recruiting - Staff Search A - Total		0.00	0.00	0.00	109.38	(109.38)
			400696 - Stdnt Org - Residence Hall Assoc	855000 - Student Aid	0.00	0.00	17,190.00	0.00	(17,190.00)
			400696 - Stdnt Org - Residence Hall Assoc - Total		0.00	0.00	17,190.00	0.00	(17,190.00)
			999999 - Unspecified	800007 - Contr Svc - Misc	0.00	0.00	0.00	932.30	(932.30)
				820001 - Supplies - Office Supplies	0.00	0.00	0.00	280.55	(280.55)
				820005 - Supplies - Furniture	0.00	0.00	0.00	2,813.62	(2,813.62)
				831001 - Receptions and Banquets	0.00	0.00	0.00	175.50	(175.50)
				850008 - Other CapEx - Misc	0.00	0.00	0.00	1,875.00	(1,875.00)
				855000 - Student Aid	0.00	0.00	10,061.39	0.00	(10,061.39)
			999999 - Unspecified - Total		0.00	0.00	10,061.39	6,076.97	(16,138.36)
		999999 - Unspecified - Total			0.00	0.00	27,251.39	6,186.35	(33,437.74)
			250001 - Training Event/Activity - A	831002 - Business meetings	0.00	0.00	0.00	827.19	(827.19)
			250001 - Training Event/Activity - A - Total		0.00	0.00	0.00	827.19	(827.19)
			999999 - Unspecified	820005 - Supplies - Furniture	0.00	0.00	0.00	9,253.28	(9,253.28)
				831002 - Business meetings	0.00	0.00	254.93	0.00	(254.93)
			999999 - Unspecified - Total		0.00	0.00	254.93	9,253.28	(9,508.21)
		- Total			0.00	0.00	254.93	10,080.47	(10,335.40)
	130002 - AUX - House & Res Life Operating - Total				0.00	0.00	27,506.32	16,266.82	(43,773.14)
700550 - Housing & Residence Life - Total					0.00	0.00	27,506.32	16,266.82	(43,773.14)
Overall - Total					0.00	0.00	27,506.32	16,266.82	(43,773.14)
Jul 10, 2019					1				8:46:31 AM



Cognos Demos

Chart F Hierarchies

- This is a chart of accounts report that includes the full hierarchies for Fund, Organization, Account, Program, and Location (**FOAPaL**)
- Report contains page breaks (separate tabs) for each element
- Each tab is grouped and sorted by highest level to lowest level



Cognos Demos

Chart F Hierarchies

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7	ORGANIZATION LEVEL 7
1	A10000	President	B10000	President	C10000	President	D10000	President	E10000	President	F10000	President	100000	President
2														
3														
4														
5														
6														
7														
8			B20000	Provost	C20000	Office of the Pr	D20000	Office of the Pr	E20000	Office of the F	F20000	Office of the P	200000	Office of the Provost
9														
10														
11														
12														
13														
14					C20100	Global & Interc	D20100	Cntr for Int'l Pro	E20100	Cntr for Int'l P	F20100	Cntr for Int'l P	201000	Cntr for Int'l Progs
15														
16											F20101	Int'l Stdnt & S	201010	Int'l Stdnt & Scholar Serv
17											F20102	Intensive Engl	201020	Intensive English Prog IEP
18											F20103	English Langu	201030	English Language Institute
19											F20104	Education Abro	201040	Education Abroad/Partnerships
20											F20105	Campus Enga	201050	Campus Engagement
21														
22									E20110	UDGlobal/Shc	F20110	UDGlobal/Shc	201100	UDGlobal/Shorelight
23														
24														
25														
26														
27														
28														
29														
30														
31					C20200	Strategic Enroll	D20200	Strategic Enroll	E20200	Strategic Enr	F20200	Strategic Enrc	202000	Strategic Enrollment Mgmt
32														
33														
34														
35							D20210	Admission & Fi	E20210	Admission &	F20210	Admission & f	202100	Admission & Financial Aid
36														
37														
38														
39							D20220	Financial Aid	E20220	Financial Aid	F20220	Financial Aid	202200	Financial Aid
40														
41														
42														
43							D20230	Registrar	E20230	Registrar	F20230	Registrar	202300	Registrar

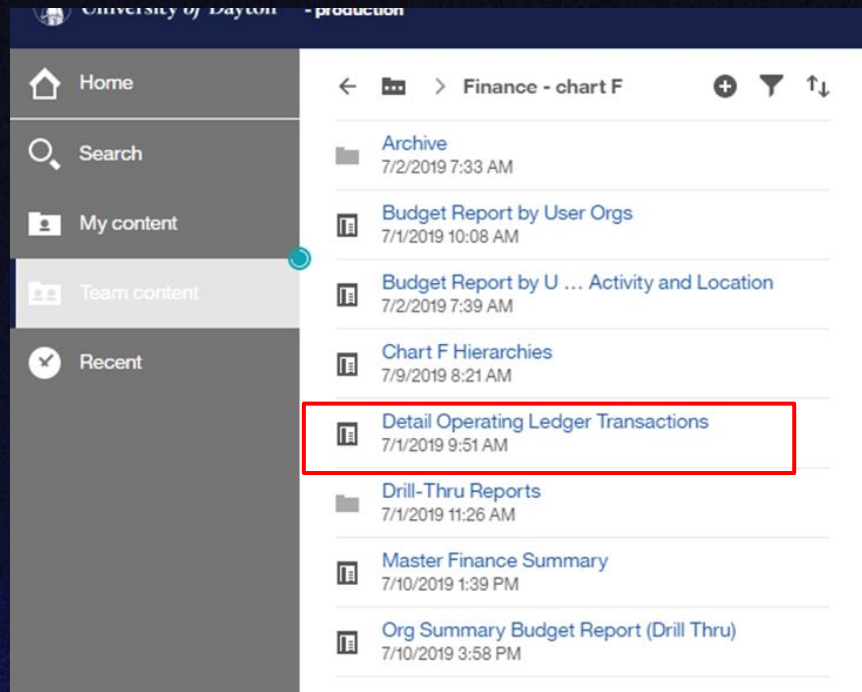


Cognos Demos

Detail Operating Ledger

Transactions

- This is a transaction report that includes the Fund, Organization, Account, Program, Activity, and Location (FOAPAL)
- Also included are fields for fund type, organization level 4, and account level 2
- Other informational fields include the transaction date, transaction description, document type description, document number, and vendor ID (if applicable)
- Includes financial columns for Budget, Actual, and Encumbrance
- Only one of these columns will be populated depending on the transaction



Cognos Demos

Detail Operating Ledger Transactions

- Select Chart of Accounts, Fiscal Year and Fiscal Period
- Transactions will be for the fund and orgs you have been granted access to on the FOMPROF screens.
- Optionally select one or more Org or Fund Types

- Click OK to run report

University of Dayton

Detail Operating Ledger Transactions

Select the Chart of Accounts, Fiscal Year, and Fiscal Period to run the Detail Operating Ledger Transactions report. The transactions will be for the fund and organizations you have been granted access to on the FOMPROF screens. Optionally select one or more Organization or Fund Types to run the report for specific orgs/types.

Chart of Accounts:
• Chart F

Fiscal Year:
• 2020

Fiscal Period:
 July
 August
 September
 October
 November
 December
 January
 February
 March
 April
 May
 June

Organization:
700230 - Stdn Ldrshp Progs
700231 - Stdn Gov Assoc
700300 - Stdn Trans & Family Progs
700350 - Stdn Devel Comm & Community Rel
700400 - Stdn Devel IT
700450 - Dean of Stdn
700500 - Community Standards & Civility
700550 - Housing & Residence Life
700551 - Conference Serv
700552 - H&R Life - Marianist Hall
700553 - H&R Life - Caldwell & Adele


Fund Type:
1A - Unrestricted General Operating
1B - Unrestricted Designated
1C - Unrestricted Recharge
1D - Unrestricted Auxiliary
1E - Unrestricted Sponsored Projects
1F - Unrestricted Non-Operating
1G - Unrestricted Capital Projects
1H - Unrestricted Loans
1I - Unrestrict Quasi Endow Principle
1K - Unrestricted Debt Reserves
1L - Unrestricted Gifts & Contributions

OK Cancel



Cognos Demos

Detail Operating Ledger Transactions

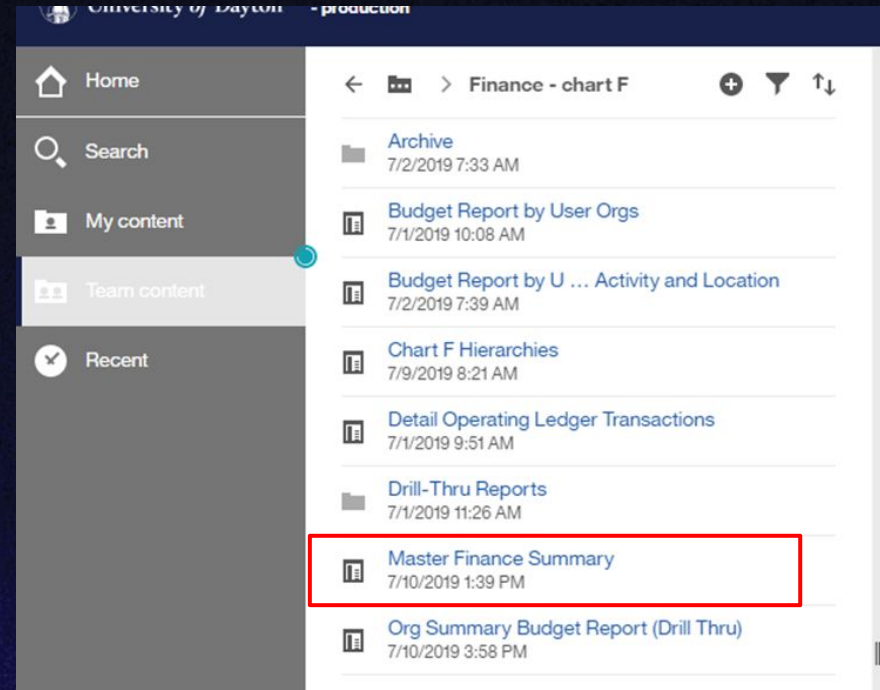
	G	H	I	J	K	L	M	N	O	P	Q
1	 University of Dayton										
2	Detail Operating Ledger Transactions										
3	For Chart of Accounts: Chart F										
4	For Fiscal Year: 2020 For Fiscal Period: July, August, September, October, November, December, January, February, March, April, May, June										
5	For Organization: 700550 - Housing & Residence Life For Fund Type: 1A - Unrestricted General Operating, 1B - Unrestricted Designated, 1C - Unrestricted Recharge, 1D - Unrestricted Auxiliary, 1E - Unrestricted Sponsored Projects, 1F - Unrestricted Non-Operating, 1G - Unrestricted Capital Projects, 1H - Unrestricted Loans, 1I - Unrestricted Quasi Endow Principle, 1K - Unrestricted Debt Reserves, 1L - Unrestricted Gifts & Contributions, 1M - Unrestricted Plant Funds, 1N - Unrestricted Investment in Plant, 2A - Temp Restricted Oper Expend, 2B - Temp Restrict Non-Oper Expend, 2D - Temp Restrict Expend Endow, 2E - Temp Restrict Annuity and Life, 2F - Perm Restrict Endow, 8A - Agency Funds, BK - Bank Fund,										
12	Fund Type	Organization Level 4	Account Level 2	Transaction Date	Transaction Desc	Document Type Desc	Document	Vendor ID	Budget	Trans_Amount	Encumbered
13	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B85500 - Student Aid	7/01/2019	Summer RA	Journal Document	F0017040		0.00	651.39	0.00
14	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B85500 - Student Aid	7/02/2019	Residence Hall Associate	Journal Document	F0017048		0.00	17,190.00	0.00
15	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B85500 - Student Aid	7/02/2019	Hsg/Resident Life	Journal Document	F0017048		0.00	9,410.00	0.00
16	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B83100 - Receptions, Meetings, Banquets	7/03/2019	America To Go LLC	Purchase Order	P1912695	101625655	0.00	0.00	827.19
17	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B83100 - Receptions, Meetings, Banquets	7/04/2019	America To Go LLC	Invoice	60307013	101625655	0.00	254.93	0.00
18	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B83100 - Receptions, Meetings, Banquets	7/04/2019	America To Go LLC	Invoice	60307013	101625655	0.00	0.00	(254.93)
19	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Business Furniture LLC	Purchase Order	P1911136	101198814	0.00	0.00	287.70
20	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Business Furniture LLC	Purchase Order	P1911136	101198814	0.00	0.00	222.80
21	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Business Furniture LLC	Purchase Order	P1911136	101198814	0.00	0.00	42.00
22	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Business Furniture LLC	Purchase Order	P1911136	101198814	0.00	0.00	432.60
23	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Business Furniture LLC	Purchase Order	P1911136	101198814	0.00	0.00	32.20
24	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Business Furniture LLC	Purchase Order	P1911136	101198814	0.00	0.00	44.80
25	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Business Furniture LLC	Purchase Order	P1911136	101198814	0.00	0.00	1,099.20
26	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Business Furniture LLC	Purchase Order	P1911136	101198814	0.00	0.00	234.52
27	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Business Furniture LLC	Purchase Order	P1911136	101198814	0.00	0.00	190.40
28	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Business Furniture LLC	Purchase Order	P1911136	101198814	0.00	0.00	172.80
29	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Business Furniture LLC	Purchase Order	P1911136	101198814	0.00	0.00	54.60
30	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Bottling Group LLC	Purchase Order	P1912390	101267881	0.00	0.00	28.08
31	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Bottling Group LLC	Purchase Order	P1912390	101267881	0.00	0.00	60.72
32	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/05/2019	Bottling Group LLC	Purchase Order	P1912390	101267881	0.00	0.00	60.72
33	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B80000 - Contract Services & Maintenance	7/05/2019	Midwest Security Products	Purchase Order	P1911137	101155632	0.00	0.00	50.00
34	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B80000 - Contract Services & Maintenance	7/05/2019	Midwest Security Products	Purchase Order	P1911137	101155632	0.00	0.00	648.00
35	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B80000 - Contract Services & Maintenance	7/05/2019	Midwest Security Products	Purchase Order	P1911137	101155632	0.00	0.00	234.30
36	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B83100 - Receptions, Meetings, Banquets	7/05/2019	America To Go LLC	Purchase Order	P1909151	101625655	0.00	0.00	109.38
37	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B83100 - Receptions, Meetings, Banquets	7/05/2019	Oakwood Artistic design	Purchase Order	P1905833	101270459	0.00	0.00	10.50
38	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B83100 - Receptions, Meetings, Banquets	7/05/2019	Oakwood Artistic design	Purchase Order	P1905833	101270459	0.00	0.00	165.00
39	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/06/2019	Bottling Group LLC	Purchase Order	P1910407	101267881	0.00	0.00	77.84
40	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/08/2019	Midwest Security Products	Purchase Order	P1911302	101155632	0.00	0.00	1,016.64
41	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/08/2019	Midwest Security Products	Purchase Order	P1911302	101155632	0.00	0.00	189.44
42	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/08/2019	Midwest Security Products	Purchase Order	P1911302	101155632	0.00	0.00	7,448.00
43	1D - Unrestricted Auxiliary	D70045 - Dean of Stnts	B82000 - Supplies	7/08/2019	Midwest Security Products	Purchase Order	P1911302	101155632	0.00	0.00	100.00
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Cognos Demos

Master Finance Summary

- This is a high-level detailed budget report that can be used for all chart levels for all chart elements
- Ability to choose multiple fields depending on the information you wish to view
- Includes financial information (Budget, Actual, Encumbrance, and Remaining Balance) for current and prior fiscal year
- Includes columns for percent remaining balance and dollar variance from prior fiscal year



Cognos Demos

Master Finance Summary

- Pulls budget information for the select Org Level & Organization
- Select the COA, Fiscal Year, Fiscal Period, Report Layout, Org Level and the Org.
- Optionally, expand & select the FOAPAL elements sections

University of Dayton Master Finance Summary

This report pulls budget information for the select Org Level and Organization. The report will drill-thru to the next level of the Org by clicking on the Org Description within the report. The report will also drill from Account Level 2 to Account Level 4. From Account Level 4, the report will drill to the detail of the Org.

To run the report, select the COA, Fiscal Year, Fiscal Period, Report Layout, Org Level to report on and the Org. Optionally, expand the FOAPAL element sections and select element values to report on.

Chart of Accounts: Chart F Fiscal Year: 2020 Fiscal Period: Year To Date Report Layout: Page Break on Org List Orgs on one page

Fund

Organization

Organization

Choose Org Level to report at:

Org Level 1
A10000 - President

Org Level 2
B10000 - President
B20000 - Provost
B30000 - University Advancement
B40000 - Mission & Rector
B50000 - Athletics
B60000 - General Counsel
B50000 - University Marketing & Comm
B70000 - Stndt Devel
B80000 - Finance & Admin Serv
B99999 - Admin Use Only

Org Level 3
C10000 - President
C20000 - Office of the Provost
C20100 - Global & Intercultural Affairs
C20200 - Strategic Enrollment Mgmt
C20300 - Research Institute
C20400 - Diversity & Inclusion
C20450 - Acad Affairs & Learning Init
C20500 - Faculty & Admin Affairs
C20550 - Graduate Academic Affairs
C20600 - UDCI
C20650 - UDIt

Org Level 4
D65010 - News & Comm
D65020 - University Marketing
D65030 - Editorial
D65035 - Media Productions
D65040 - Enrollment Mgmt & Marketing Comm
D65045 - Advancement Comm
D70000 - Stndt Devel - Admin
D70010 - Stndt Devel
D70045 - Dean of Stndts
D70075 - Health & Wellbeing
D70110 - Public Safety

Org Level 5
E10000 - President
E20000 - Office of the Provost
E20100 - Ctr for Intl Progs
E20110 - UGlobal/Shorelight
E20200 - Strategic Enrollment Mgmt
E20210 - Admission & Financial Aid
E20220 - Financial Aid
E20230 - Registrar
E20240 - Enrollment Tech
E20250 - New Markets
E20260 - Enrollment Strat

Org Level 6
F20326 - Fuels & Combustion
F20327 - Power & Energy
F20328 - Sensor & Software Systems
F20329 - Applied Sensing
F20330 - Applied Mechanics
F20331 - Sustainment Tech Transition
F20332 - Nonstructural Materials
F20333 - Structural Materials
F20340 - Tech Partnerships
F20345 - Contracts & Grants
F20400 - Navarety & Terkision

Org Level 7
100000 - President
200000 - Office of the Provost
201000 - Ctr for Intl Progs
201010 - Intl Stndt & Scholar Serv
201020 - Intensive English Prog IEP
201030 - English Language Institute
201040 - Education Abroad/Partnerships
201050 - Campus Engagement
201100 - UGlobal/Shorelight
202000 - Strategic Enrollment Mgmt
202100 - Admission & Financial Aid

Account

Program



Cognos Demos

Master Finance Summary

- Values selected on the Prompt page.

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Master Finance Summary

Chart of Accounts:	Chart F
Fiscal Year:	2020
Fiscal Period:	Year To Date
Fund Type Level 1:	Fund Level 1:
Fund Type Level 2:	Fund Level 2:
	Fund Level 3:
	Fund Level 4:
	Fund Level 5:
Org Level of the Report:	4
Org Level 1:	
Org Level 2:	
Org Level 3:	
Org Level 4:	D70045 - Dean of Stdnts
Org Level 5:	
Org Level 6:	
Org Level 7:	
Account Type Level 1:	Account Level 1:
Account Type Level 2:	Account Level 2:
	Account Level 3:
	Account Level 4:
Program Level 1:	
Program Level 2:	
Program Level 3:	
Program Level 4:	
Program Level 5:	
Activity:	
Location Level 1:	
Location Level 2:	
Location Level 3:	
Location Level 4:	
Location Level 5:	

Above are the values selected on the Prompt page. Click the Page Down hyperlink below to run the report.

Top Page up Page down Bottom

- Click the Page Down hyperlink to run the report



Cognos Demos

Master Finance Summary

University of Dayton

Master Finance Summary ▼

Master Finance Summary
Jul 17, 2019 - 1:52 PM

D70045			2019 Year To Date				2020 Year To Date				2020 Year To Date		
Report Org Level	Fund Type Level 2	Account Level 2	Budget + Adjustments	YTD Activity	Encumbrances	Remaining Balance	Budget + Adjustments	YTD Activity	Encumbrances	Remaining Balance	Remaining Balance %	Fiscal Variance Actual + Encumbrance	
D70045 - Dean of Stdnts	1A Unrestricted General Operating	B63200 - Student Activity Income	0.00	0.00	0.00	0.00	0.00	(150.00)	0.00	150.00		(150.00)	
		B80000 - Contract Services & Maintenance	0.00	0.00	0.00	0.00	0.00	10,884.58	0.00	(10,884.58)		10,884.58	
		B82000 - Supplies	0.00	0.00	0.00	0.00	0.00	227.34	11,484.86	(11,712.20)		11,712.20	
		B83100 - Receptions, Meetings, Banquets	0.00	0.00	0.00	0.00	0.00	3,488.56	0.00	(3,488.56)		3,488.56	
		1D Unrestricted Auxiliary	B63500 - Auxiliary Income	0.00	0.00	0.00	0.00	0.00	(1,380.00)	0.00	1,380.00		(1,380.00)
			B80000 - Contract Services & Maintenance	0.00	0.00	0.00	0.00	0.00	1,930.00	44,142.30	(46,072.30)		46,072.30
	B82000 - Supplies		0.00	0.00	0.00	0.00	0.00	132.37	12,436.71	(12,569.08)		12,569.08	
	B83100 - Receptions, Meetings, Banquets		0.00	0.00	0.00	0.00	0.00	1,082.12	584.88	(1,667.00)		1,667.00	
	B83800 - Printing & Photocopying		0.00	0.00	0.00	0.00	0.00	603.85	0.00	(603.85)		603.85	
	B83900 - Other Expenses		0.00	0.00	0.00	0.00	0.00	1,527.10	0.00	(1,527.10)		1,527.10	
	B85000 - Other Capital Expenditures		0.00	0.00	0.00	0.00	0.00	0.00	1,875.00	(1,875.00)		1,875.00	
	B85500 - Student Aid	0.00	0.00	0.00	0.00	0.00	0.00	736,566.39	0.00	(736,566.39)		736,566.39	
	D70045 - Dean of Stdnts - Summary			0.00	0.00	0.00	0.00	0.00	754,912.31	70,523.75	(825,436.06)		825,436.06



Additional Resources:

A Job Aid for Self Service Banner and a printable version of the Cognos slides will be available with additional training resources at go.udayton.edu/coa

Questions

For additional information, go to go.udayton.edu/coa
or email coa@udayton.edu

