Office of Finance and Administration Ad hoc Reports

Control Budget Summary
* Control Budget by Chartstring by Department
* Control Budget by Chartstring by Division

Chartfield 1 Reports
* Actuals & Encumbrances by CF1
* Chartfield 1 Values
* GL005 With CF1 Values
* Transactions with Chartfield 1 Detail

Summary Reports
* GL068 by Functional Unit
* Cost Share with Activity
* Actuals by Period (with and without CF1)

Detail Reports
* NMH & NMG Detail Report
* NMH & NMG Detail Report YTD
* Transaction Detail YTD
* Transaction Detail Specific Period
Report Name
  Control Budget by Chartstring by Department
  Control Budget by Chartstring by Division

Location
  Public Folders> Project Café Reports> NUFIN Ad Hoc Reports> Provost>
  Feinberg School of Medicine> Office of Finance and Administration> Control Budget reports

Audience
  Department, division or financial administrator

Answers questions
  What is my control balance and what amounts do each of my chartstrings contribute to my control balance?

Prompts
  Department (or Division)
  Fiscal Year
  Budget Year
  Accounting Period To

Bolded Prompts are mandatory
## Control Budget Report

### FSM Clinical Science: NMG

<table>
<thead>
<tr>
<th>Level 4 Description</th>
<th>Department</th>
<th>Fund</th>
<th>Department ID</th>
<th>Project ID</th>
<th>Project Short Title</th>
<th>Control Budget (A)</th>
<th>Total Expenses (B)</th>
<th>Total Pre/Enc (C)</th>
<th>Control Balance (A-B-C)</th>
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### Summary

- **Department**: $1,464,985.00
- **Total Expenses**: $881,829.01
- **Total Pre/Enc**: $125,539.96
- **Control Balance**: $457,616.03

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**Budget Year**: 2017
**Fiscal Year**: 2017
**Accounting Period**: 12
**Level 5 or 6 Department Description**: N/A
**Department ID**: N/A
**Project ID**: N/A
**Fund Code**: N/A

**Does Not include Cost Share (79999) or Planned Build Up of Reserves (88991)**
**Report Name**
Actual & Encumbrance by Chartfield 1

**Location**
Public Folders> Project Café Reports> NUFIN Ad Hoc Reports> Provost>
Feinberg School of Medicine> Office of Finance and Administration> Chartfield 1 Reports

**Audience**
Any users

**Answers question**
What is my balance by account by chartfield 1 value across my chartstrings?

**Prompts**
- Fiscal Year
- Budget Year
- Accounting Period To
- Chartfield 1 value
- Level 5 (Department Name)
- Fund
- Department ID
- Project ID

**Bolded Prompts are mandatory**
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<th>Revenue Actuals</th>
<th>Total Encumbrances</th>
<th>Expense Actuals</th>
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**1001 Awards**

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**Summary**

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Report Names
   GL005 with Carryforward 1 Values
   GL005 with CF1 Values grouped (groups and subtotals revenue and expense by CF1 value)
   GL005 with CF1 Values sub by Account (groups and subtotals by account)

Location
   Public Folders> Project Café Reports> NUFIN Ad Hoc Reports> Provost>
   Feinberg School of Medicine> Office of Finance and Administration> Chartfield 1 Reports

Audience
   Any users

Answers question
   What is the account/chartfield 1 level revenue and expense balance on my chartstring?

Prompts
   Fiscal Year
   Budget Year
   Accounting Period To
       Fund ID
       Department ID
       Project ID

Other Notes
   Expense values (budget, actual and encumbrance) display as negative amounts in order to enable correct summary values.
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<th>Account Description</th>
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<th>ChartField1 Description</th>
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<th>Budget</th>
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Revenue | $265,128.99 | $3,176,949.00 | $3,176,130.00 | $0.00 | $1,181.00 |

Expense Salaries and Benefits | $265,128.99 | $3,176,949.00 | $3,176,130.00 | $0.00 | $1,181.00 |

Non Personnel Expenses | $244,431.43 | $2,867,464.00 | $2,860,705.00 | $0.00 | $6,758.92 |

Summary | $7,806.07 | $249,961.00 | $264,451.76 | $0.00 | $14,490.76 |
**Report Name**
Transaction Details by CF1

**Location**
Public Folders> Project Café Reports> NUFIN Ad Hoc Reports> Provost>
Feinberg School of Medicine> Office of Finance and Administration> Chartfield 1 Reports

**Audience**
All users

**Answers question**
What transactions have been charged/credited to specific chartfield 1 value(s)?

**Prompts**
- Fiscal Year
- Budget Year
- Accounting Period To
- Fund ID
- Department ID
- Project ID
- Account
- Chartfield 1

**Other Notes**
Groups and totals by CF1 value.

Bolded Prompts are mandatory
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Summary

- $8,541.21 | $2,400.00
- $8,541.21 | $2,400.00
Report Name
GL068 by Functional Unit by with L5 or L6 prompt

Location
Public Folders> Project Café Reports> NUFIN Ad Hoc Reports> Provost>
Feinberg School of Medicine> Office of Finance and Administration> Summary

Audience
Most users

Answers Question
What is the balance of my chartstrings and the overall balance of my department?

Prompts
Fiscal Year
Budget Year
Accounting Period To
Level 6 Value (Division)
Level 5 Value (Department)

Other Notes
Cognos GL068 groups by either fund then department ID or department ID then fund
this report groups by fund for the entire department or division, not dept ID

Bolded Prompts are mandatory
### GL068 by Functional Unit

**Level 5 or Level 6**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fund Department ID</th>
<th>GL068 b</th>
<th>Functional Unit Node (Custom)</th>
<th>Level 5 or Level 6</th>
<th>Department ID</th>
<th>Project ID</th>
<th>Fund Code</th>
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<th><strong>Expense Budget</strong></th>
<th><strong>Actual Revenue</strong></th>
<th><strong>Revenue Balance</strong></th>
<th><strong>Expense Budget</strong></th>
<th><strong>Total Pre/Enc</strong></th>
<th><strong>Total Expenses</strong></th>
<th><strong>Total Obligations</strong></th>
<th><strong>Expense Balance</strong></th>
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**Level 6 Node (Custom)**

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**Budget Year:** 2016
**Fiscal Year:** 2016
**Accounting Period:** 12
**Department ID:** N/A
**Project ID:** N/A
**Fund Code:** N/A
Report Name
Cost Share (192) Report with Activity Code

Location
Public Folders > Project Café Reports > NUFIN Ad Hoc Reports > Provost >
Feinberg School of Medicine > Office of Finance and Administration > Summary

Audience
Any department user working with cost share

Answers Question
What is my cost share obligation by charstring including activity?

Prompts
Fiscal Year
Budget Year
Accounting Period To
Department (level 5)
Division (level 6)

Other Notes
Some strings will have two rows, if they have more than one activity code or if they have a carryforward. Because of this there are totals by project.

Bolded Prompts are mandatory
### Cost Share (192) with Activity Code

*Level 5 or Level 6*

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**Summary**

- **Budget Year:** 2016
- **Fiscal Year:** 2016
- **Accounting Period:** 12
- **Department ID:** N/A
- **Project ID:** N/A
- **Fund Code:** N/A

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| Total                  |             |                     | $18,835.49                 | $0.00          | $9,671.55         | ($9,671.55)  |

- **Total**

Department 6

- **Total**

Division

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| Total                  |             |                     | $18,835.49                 | $0.00          | $9,671.55         | ($9,671.55)  |

- **Total**

Department 5

- **Total**

**Summary**

- **Budget Year:** 2016
- **Fiscal Year:** 2016
- **Accounting Period:** 12
- **Department ID:** N/A
- **Project ID:** N/A
- **Fund Code:** N/A
Report Name
Actuals by Period

Location
Public Folders> Project Café Reports> NUFIN Ad Hoc Reports> Provost>
Feinberg School of Medicine> Office of Finance and Administration>Summary

Audience
Any user

Answers Question
How much revenue and expense was received/incurred by period for
time specified?

Prompts
Fiscal Year
Budget Year
Accounting Period To
Fund
Dept Id
Project id

Other Notes
Expense values (budget, actual and encumbrance) display as negative amounts in order
to enable correct summary values.

Bolded Prompts are mandatory
| Revenue | GL005 Format | Description | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 | Period 7 | Period 8 | Period 9 | Period 10 | Period 11 | Period 12 | Summary |
|---------|--------------|-------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|
| -       |              | 88216 NMT-From Gift Fund | $0.00    | $419,000.00 | ($104,492.00) | ($104,492.00) | $419,000.00 | $733,508.00 |
| -       |              | $0.00       | $419,000.00 | ($104,492.00) | ($104,492.00) | $419,000.00 | $733,508.00 |

### Expense

#### Salaries and Benefits

- **6001 Faculty Salaries, Regular**
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  - $(4852.52)
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  - $(4852.52)
  - $(4852.52)

- **60030 Research Professional Salary**
  - $(86,750.02)
  - $(66,271.92)
  - $(66,122.39)
  - $(66,122.39)
  - $(66,122.39)
  - $(66,122.39)
  - $(66,122.39)
  - $(66,122.39)
  - $(66,122.39)
  - $(66,122.39)

- **60101 Professional Exempt**
  - $(2,473.16)
  - $(2,369.99)
  - $(2,880.78)
  - $(2,369.99)
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  - $(2,369.99)
  - $(2,369.99)
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  - $(2,369.99)
  - $(2,369.99)

- **60104 Technical-Paraprofessional**
  - $(3,448.32)

- **60186 Fringe Benefits Full**
  - $(2,380.00)
  - $(2,760.55)
  - $(2,541.82)
  - $(2,790.23)
  - $(2,541.82)
  - $(2,233.55)
  - $(2,233.55)
  - $(2,233.55)
  - $(2,233.55)
  - $(2,233.55)

#### Non Personnel Expenses

- **73010 Paper And Office Supplies**
  - $(484.10)
  - $(484.10)
  - $(484.10)
  - $(484.10)
  - $(484.10)
  - $(484.10)
  - $(484.10)
  - $(484.10)
  - $(484.10)

- **73475 Lab Supplies and Hardware**
  - $(163.84)
  - $(163.84)
  - $(163.84)
  - $(163.84)
  - $(163.84)
  - $(163.84)
  - $(163.84)
  - $(163.84)
  - $(163.84)

- **73510 Laboratory Services**
  - $(495.57)
  - $(495.57)
  - $(495.57)
  - $(495.57)
  - $(495.57)
  - $(495.57)
  - $(495.57)
  - $(495.57)
  - $(495.57)

- **77200 Sci Instruments-Non Capital**
  - $(618.50)
  - $(618.50)
  - $(618.50)
  - $(618.50)
  - $(618.50)
  - $(618.50)
  - $(618.50)
  - $(618.50)
  - $(618.50)

#### Summary

- **Revenue**
  - $(0.00)
  - $(0.00)
  - $(0.00)
  - $(0.00)
  - $(0.00)
  - $(0.00)
  - $(0.00)
  - $(0.00)
  - $(0.00)

- **Expense**
  - $(575,682.48)
  - $(13,071.14)
  - $(12,252.25)
  - $(5,599.41)
  - $(2,281.17)
  - $(8,390.76)
  - $(23,070.61)
  - $(55,516.09)

- **Summary**
  - $(385,64)
  - $(3,086.60)
  - $(3,086.60)
  - $(3,086.60)
  - $(3,086.60)
  - $(3,086.60)
  - $(3,086.60)
  - $(3,086.60)
  - $(3,086.60)

- **Summary Revenue**
  - $(407,869.98)
  - $(12,252.25)
  - $(11,999.72)
  - $(14,891.86)
  - $(12,276.30)
  - $(22,413.39)
  - $(185,953.77)

- **Summary Expense**
  - $(130,437.68)
  - $(11,130.02)
  - $(12,252.25)
  - $(11,999.72)
  - $(14,891.86)
  - $(12,276.30)
  - $(22,413.39)
  - $(547,554.23)
Report Name
Transaction Details YTD
Transaction Dtls Specific Period

Location
Public Folders> Project Café Reports> NUFIN Ad Hoc Reports> Provost>
Feinberg School of Medicine> Office of Finance and Administration>Detail

Audience
Any user

Answers Question
What transactions have hit my chartstring for specific time frame?

Prompts
Fiscal Year
Budget Year
Accounting Period
Amount
Fund
Department
Project
Account
Chartfield 1
Vendor ID
Account type

Other Notes
The YTD report uses the actual and encumbrance YTD amounts
The specific period report uses period actuals and encumbrances

Bolded Prompts are mandatory
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<th>Department ID</th>
<th>Project ID</th>
<th>Char/W Sov</th>
<th>Total FY Expense</th>
<th>Total FY Pre-Enc Expense</th>
<th>Transaction ID</th>
<th>Transaction Description</th>
<th>PO/REQ Description</th>
<th>GL Post Date</th>
<th>Fiscal Year</th>
<th>Journal Description</th>
<th>PO/REQ Description</th>
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<td>9/21/13</td>
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**Transaction Details**

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**Budget Year:** 2016  
**Fiscal Year:** 2016  
**Accounting Period:** 12  
**Department ID:** N/A  
**Project ID:** N/A  
**Fund Code:** N/A  

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**Accounting Period:** 12  
**Department Description:** N/A  
**Project ID:** N/A  
**Fund Code:** N/A
Report Name
NMH & NMG Detail Report
NMH & NMG Detail Report YTD

Location
Public Folders> Project Café Reports> NUFIN Ad Hoc Reports> Provost>
Feinberg School of Medicine> Office of Finance and Administration>Detail

Audience
Any user

Answers Question
What has NMH or NMG paid us for this month(s)?

Prompts
Fiscal Year
Budget Year
Accounting Period
Level 5 Description (Department)
Level 6 Description (Division)

Other Notes
For YTD you get data from the beginning of the year through the period entered
For the other report you get data for the period(s) you enter

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