Weinberg Finance & Administration

Analyzing Actual Expenses vs Expense Targets Using Cognos Reporting
Measuring Actual Expenses vs. Expense Targets

• Beginning in September 2018, Departments and Programs will have FY19 expense targets.

• This guide is to assist Departments and Programs in identifying actual expenses that are impacted by these expense targets.

• Departments and Programs will use Cognos reports and a calculation to determine actual expenses.

• Cognos Reports to review Actual Expenses vs. Expense Target:
  GL077 – Income Statement
  GL078 – Income Statement Drill
  GL074 – Financial Summary with Management Level & Project Purpose
Navigate to Cognos & Run a GL077 report

Cognos Home > Team Content > Finance Facilities and Research Administration > School > Monthly Financial > GL077 – Income Statement

- **Setting Report Criteria**
  
  Select Date Options
  
  Choose the period to review

![Date Options](image)
Setting Report Criteria, continued

Select Fund Types

Choose fund types 110, 171, 320, 440, and 450 for inclusion.

Tip: To select more than one fund type, hold the Control key then click each fund type.
Setting Report Criteria, continued

Select Report Run Controls
Use the settings below
Setting Report Criteria, continued

Select Department

Search and Insert your Department ID

Select Project Status

Active Projects Only
Setting Report Criteria, continued

Select Management Level

Only include DEPT UNIT - Dept Chair/Unit Head

Click Finish to run report and save for further review
Sample GL077 Report

GL077 groups account codes into larger categories.
Tip: Clicking the account category will generate a GL078 –Income Statement Drill which provides detail by account code.
Calculate Actual Expenses

To calculate total actual expenses:

+ GL077 Total Committed Expenses (positive value)
- GL077 Expense Transfers Out (positive value)
- GL077 Financial Aid (negative value)

Total Actual Expenses

Tip: Use the Expense Target Template for simple calculations.
Calculation needed from the GL077 only – Use Total Committed Column

$115,993.95  Value of Expenses from GL077 (Green/positive value)

- $38,631.51  Value of Expense Transfers Out from GL077 (Orange/positive value)

- $34,820.00  Value of Financial Aid from GL077 (Yellow/negative value)

$112,182.44  Value of Actual Expenses to compare to Expense Target for FY19
Other Tools for Expense Target Tracking

Expense Target Template – excel

The Expense Target Template can be used to track expenses monthly to measure performance to your department/program expense target.