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-url)
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

![Report Run Controls Diagram]

- Report Detail Level: Select a Report Detail Level to run the report by.
  - Management Income Statement
  - Unit Income Statement
  - Account Income Statement

- Budget Basis: Select a Budget Basis to run the report by.
  - FY Budget
  - FYTD Budget

- Calculated Budget Appropriation: Include/Do Not Include Budget Appropriation-Calc in the report.
  - Include Budget Appropriation-Calc
  - Do not include Budget Appropriation-Calc

- Grant Detail Display: Select a Grant Detail Display to run the report by.
  - Do Not Include Grants
  - Include Grants In Total
  - Include Grants in Separate Column

- Fringe Benefits Surplus: Include/Do Not Include Fringe Benefits Surplus in the report.
  - Include Fringe Benefits Surplus
  - Do not include Fringe Benefits Surplus

- Fund Balance Rows: Show/Hide Fund Balance Rows in the report.
  - Show Fund Balance Rows
  - Hide Fund Balance Rows

Grants Detail Display: Grant activity includes direct costs only. Grant revenues are calculated to match grant direct expenses.
Budget Appropriation-Calc: The budget appropriation calculated for Funds 110 and 171. It does not reflect the impact, if any, of budgets on cost-share funds.
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.
Sample GL078 Report

GL077 Account Group: Expense Transfers out Other

Access the GL078 from the GL077. This report shows detail at the account level.
Navigate to Cognos & Run a GL074

Set Report Criteria

Select Date options- choose the period you want to review
Select Funds 110,171,320,440, and 450
Select Management Level DEPT UNIT
Select Department
Select Project Status – Active Projects Only
Click Finish to run GL074 report and save for further review
Sample GL074 Report

Tip: GL074 report differs from the GL068 report by showing Management Level
Calculate Actual Expenses

To calculate total actual expenses:

+ GL077 Total Committed Expenses
- GL077 Expense Transfers Out
- GL074 Computer Maintenance Total Obligation

Total Actual Expenses
Calculate Actual Expenses, continued

From the GLO77

From the GL074

Calculation

$120,054.75  Value of Expenses from GL077
-$18,544.65  Value of Expense Transfers Out from GL077
-$4,649.05  Value of Computer Maintenance Total Obligation from GL074
$96,864.05  Value of Actual Expenses to compare to Expense Target for FY19
Other Tools

Weinberg Finance is working on additional reporting tools to assist departments in tracking their activity to the expense targets for the year.

Cognos Upgrade 2018 [Website](#)
Cognos Analytics on [Knowledge Base](#)