Charting Our New Path
Self Serve Banner & Cognos Training
Agenda

General Overview:
- ORG Security vs. FUND Security
- Reporting by FOAPAL
- Review of Hierarchy

Self Serve Banner (SSB) Demos:
- Basic Functionality Review
- Budget Queries

Cognos Demos:
- Basic Functionality Review
- Budget Report by User Orgs
- Chart F Hierarchy Report

Questions

- Drill Through Functionality
- When to use SSB vs. Cognos
- Encumbrance Queries
- Org Summary Budget Report (Drill Thru)
- Detail Operating Ledger Transaction
- Master Finance*
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
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

Report Parameters

Organization Budget Status Report

By Account

Period Ending Jun 30, 2020

As of Jul 16, 2019

Chart of Accounts | 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) |

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as:

Shared
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
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
To create a Query:
- Select a Query Type under the drop down arrow
- Select “Create Query”
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
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
SSB
Budget Query by Account

Account Query Results
- Includes summary of parameters chosen

Click to Download

<table>
<thead>
<tr>
<th>Account Title</th>
<th>FY20/PD14 Accounted Budget</th>
<th>FY20/PD14 Year to Date</th>
<th>FY20/PD14 Encumbrances</th>
<th>FY20/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>800101 Repair &amp; Maint. - Equipment</td>
<td>0.00</td>
<td>0.00</td>
<td>3,101.92</td>
<td>(3,101.92)</td>
</tr>
<tr>
<td>800105 Repair &amp; Maint. - Misc</td>
<td>0.00</td>
<td>0.00</td>
<td>3,394.48</td>
<td>(3,394.48)</td>
</tr>
<tr>
<td>920001 Supplies - Office Supplies</td>
<td>0.00</td>
<td>147.51</td>
<td>38.27</td>
<td>(185.70)</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td>0.00</td>
<td>(147.51)</td>
<td>(6,524.67)</td>
<td></td>
</tr>
</tbody>
</table>

Save Query as: [Download Selected Ledger Columns]

Compute Additional Columns for the query

Operator: ▼ percent of ▼ FY20/PD14 Adopted Budget ▼ FY20/PD14 Adopted Budget ▼ FY20/PD14 Adopted Budget

Perform Computation

Another Query
SSB
Budget Query by Account

Download to Excel
• Basic data dump
• No format
SSB
Budget Query by Account

Account Query Results

Select Account Link for further detail.
SSB
Budget Query by Account

Account Code Details

Select Document Link for additional Details

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 05, 2019</td>
<td>Jul 05, 2019</td>
<td>P1911670</td>
<td>Alpha &amp; Omega Building Services</td>
<td>564.08</td>
<td>CORD</td>
</tr>
<tr>
<td>Jul 05, 2019</td>
<td>Jul 05, 2019</td>
<td>P1911670</td>
<td>Alpha &amp; Omega Building Services</td>
<td>2,620.40</td>
<td>CORD</td>
</tr>
</tbody>
</table>

Report Total (of all records): 3,384.48

Available Budget Balance: 3,384.48
SSB
Budget Query by Account

Document Details

Select Document Link
for additional Details
SSB
Budget Query by Account

Purchase Order Details
- Includes detail information about the document
- Can view requesters, vendor information, FOAPAL strings, and dollar amounts
SSB
Budget Status by Organizational Hierarchy

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

- Enter columns to display
- Select Continue
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
SSB
Budget Status by Organizational Hierarchy

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

Selected Example
Account Type Details:

- Drill-through capability on Account Type

Selected Example
SSB
Budget Status by Organizational Hierarchy

Account Type Details:
- Continued drill-through capability on Account Type

Selected Example
SSB
Budget Status by Organizational Hierarchy

Account Details:

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

Encumbrance Details:

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

Purchase Order Details
• Includes detail information about the document
• Can view requesters, vendor information, FOAPAL strings, and dollar amounts
Cognos Demos

Accessing Cognos: cognos.udayton.edu

*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)
Cognos Demos

Budget Report by User Orgs

- This is a budget report that includes Fund, Organization, and Account (FOApal)
- 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

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

## University of Dayton

<table>
<thead>
<tr>
<th>Organization</th>
<th>Fund</th>
<th>Location</th>
<th>Activity</th>
<th>Account</th>
<th>Budget</th>
<th>Current Month Actual</th>
<th>YTD Activity</th>
<th>Encumbrances</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>700050</td>
<td>120002</td>
<td>A-XI - House &amp; Res Life Operating</td>
<td>210300 - Recruiting - Staff Search</td>
<td>011021</td>
<td>0.00</td>
<td>0.00</td>
<td>119.50</td>
<td>0.00</td>
<td>119.50</td>
</tr>
<tr>
<td>400900</td>
<td>069999</td>
<td>unspecified</td>
<td>009902 - Staffing &amp; Human Resources</td>
<td>011021</td>
<td>0.00</td>
<td>0.00</td>
<td>117.50</td>
<td>0.00</td>
<td>117.50</td>
</tr>
<tr>
<td>400900</td>
<td>069999</td>
<td>unspecified</td>
<td>009902 - Student Aid</td>
<td>011021</td>
<td>0.00</td>
<td>0.00</td>
<td>118.30</td>
<td>0.00</td>
<td>118.30</td>
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<tr>
<td>250001</td>
<td>069999</td>
<td>unspecified</td>
<td>009902 - Staffing &amp; Human Resources</td>
<td>011021</td>
<td>0.00</td>
<td>0.00</td>
<td>118.10</td>
<td>0.00</td>
<td>118.10</td>
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<td>0.00</td>
<td>0.00</td>
<td>119.50</td>
<td>0.00</td>
<td>119.50</td>
</tr>
</tbody>
</table>

**Jul 10, 2019**

6:46:41 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
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
## Detail Operating Ledger Transactions

**University of Dayton**

**Detail Operating Ledger Transactions**

For Chart of Accounts: Chart F

Per Fiscal Year: 2020

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

Per Organization: 760029 - Housing & Residence Life

For Fund Types: IA - Unrestricted General Operating, 18 - Unrestricted Designated, 1C - Unrestricted Expenditure, 1D - Unrestricted Auxiliary, 1E - Unrestricted Sponsored Projects, 1F - Unrestricted Non-Operating, 1G - Unrestricted Capital Projects, 1H - Unrestricted Liabilities, 1I - Unrestricted Debt Reserve, 1J - Unrestricted Gifts & Contributions, 1K - Unrestricted Plant Funds, 1L - Unrestricted Investment in Plant, 1M - Temp Restricted Non-Operating, 1N - Temp Restricted Non-Operating, 1O - Temp Restricted Expenditure

<table>
<thead>
<tr>
<th>Field Type</th>
<th>Organization Level</th>
<th>Account Level 2</th>
<th>Transaction Date</th>
<th>Transaction Desc</th>
<th>Document Type</th>
<th>Vendor ID</th>
<th>Amount</th>
<th>Encountered</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA - Unrestricted</td>
<td>100000</td>
<td>000000</td>
<td>02/01/2019</td>
<td>General Operating</td>
<td>Journal</td>
<td>PB-10000</td>
<td>$12,000</td>
<td>0.59</td>
</tr>
<tr>
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<td>Journal</td>
<td>PB-10000</td>
<td>$12,000</td>
<td>0.59</td>
</tr>
</tbody>
</table>
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
Master Finance Summary

- Values selected on the Prompt page.

- Click the Page Down hyperlink to run the report.
### Master Finance Summary

**University of Dayton**

![Master Finance Summary](image)

**Report Org Level** | **Fund Type Level 2** | **Account Level 2** | **2019 Year To Date** | **2020 Year To Date** | **2020 Year To Date** | **Fiscal Variance Actual vs Encumbrance**
--- | --- | --- | --- | --- | --- | ---
D70045 - Dean of Alumni | SA | Unrestricted General Operating | 0.00 | 0.00 | 0.00 | 0.00 | (150.00) | 0.00 | 150.00 | (150.00)
 | 50100 - Student Activity Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 50200 - Student Activity Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 50300 - Contract Services & Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 50400 - Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 50500 - Reception, Meetings, Banquets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 50600 - Auxiliary Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 50700 - Contract Services & Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 50800 - Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 50900 - Student Activity Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 51000 - Contract Services & Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 51100 - Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 51200 - Reception, Meetings, Banquets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 51300 - Parking & Photocopy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 51400 - Other Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 51500 - Other Capital Expenditures | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00
 | 51600 - Student Aid | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00

**D70045 - Dean of Students - Summary**

- 2019 Year To Date: 0.00
- 2020 Year To Date: 0.00
- Fiscal Variance Actual vs Encumbrance: 0.00

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**University of Dayton**
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