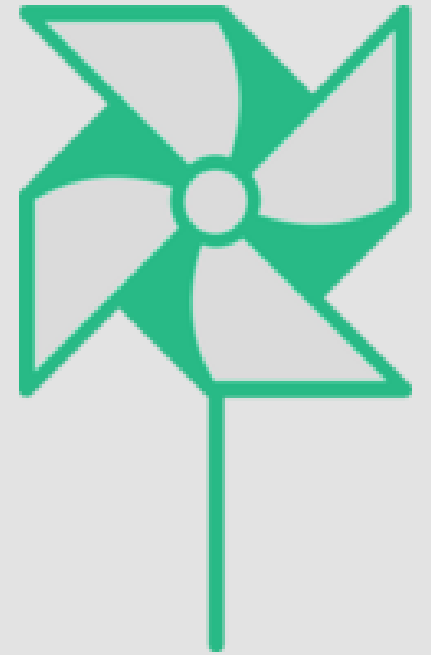


FIS Reports

Banner Finance Reports & Cognos Dashboard overview

Business Services 2.1.2022



Goals for Technical Staff



1. Expand on Technical knowledge
2. Demonstrate How to Navigate in Cognos (Reports)
3. Increase Customer Service competencies by expanding on how you support the Mission of other Departments/Divisions

Index



Cognos Dashboard Overview & Report Samples

Open Cognos Report Dashboard.....	slide 04
Transactions & Financial Reports.....	slide 05
Cognos Report (Practice).....	slides 10 - 18
Why use Cognos Reports?.....	slide 19
Q & A.....	slide 20

Open Cognos – FIS Reports

Open Cognos dashboard

<https://inside.sou.edu/>

Online Services

- Cognos Home
 - Cognos - FIS Reports
 - Cognos - I*Reports

1. Go to Online Services in inside.sou.edu
2. Click on: Cognos – FIS Reports
3. Sign-in: SOU User ID Log-in

FIS Reports Menu

For Division/Dept Financial Reports

Financial Information System (FIS) Reports
Select a page to open up in a new browser tab.

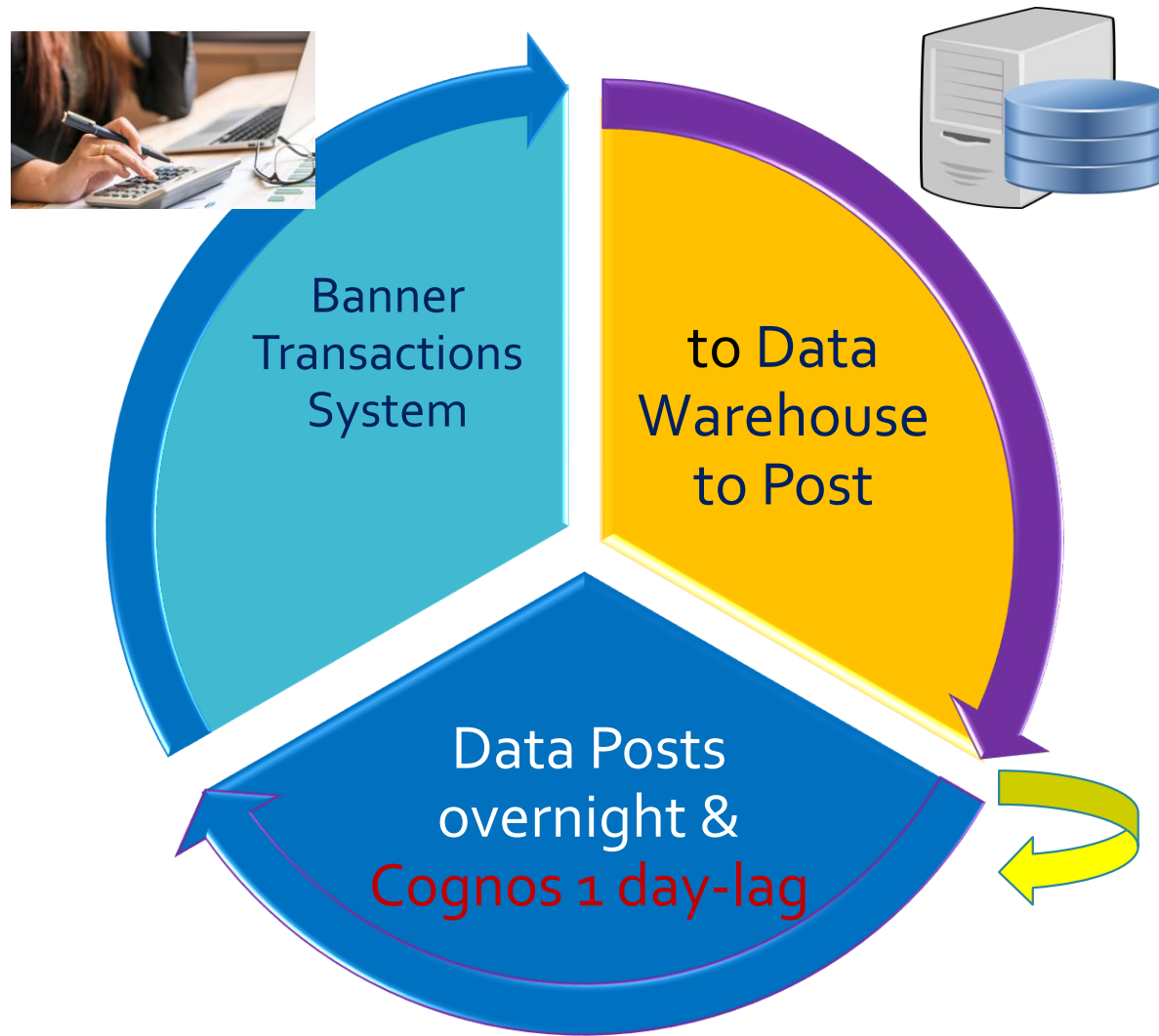
[Documentation](#) [Help](#)

Pages

Department Reports Financial information by Organization with selectable fund types and index codes. November 14, 2018 4:49:42 PM	Business Services Reports for Business Services to run. November 14, 2018 4:49:42 PM
---	--

4. View FIS Reports Menu
5. Click on: “Department Reports”

Transactions & Financial Reports



Cognos Report Tool

Banner FIS Reports
Financial Report
Creation

Summary Detail Detail Detail Detail Fund Balance Other

[Back to Industry](#)

Fund Balance Report

Organization: Arts & Art History (031100) Fiscal Year: 2022
Sub Organization: All Fiscal Period: 07
Fund: All Financial Manager: [dropdown]
Show Interval: Top Include Amount & Desc: No [dropdown] Submit

Fund Type: Budgeted Operations
Does not include the General Fund or Federal Work Study, and only includes funds with operating activity for the year.

Fund Type Description	Fund Financial Manager	Fund	Fund Description	Beginning Balance	YTD Change	Ending Balance
11 - Budgeted Operations	Munimay, David R.	00215	Art - Adv-Soc-Credit	12,295.47	1,737.45	13,993.92
11 - Budgeted Operations	Subtotal			12,295.47	1,737.45	13,993.92
Grand Total				12,295.47	1,737.45	13,993.92

Report: Fund Balance Report by Fund Type

Confirmed Transactions Per Day



Desired Outcome:

Transaction Entries
Capture information using
Consistent Coding =

Quality Financial
Statements

Fiscal Year 2022 **Prior Year** 2021 **Period** 06
Fund Type [Info](#)
 Budgeted Operations
 Designated Operations
 Service Departments
 Clearing Funds
 Housing
 Student Centers/Activities
 Intercollegiate Activities
 Health Services
 Parking
[Select all](#) [Deselect all](#)
Organization
 Art & Art History
Sub Organization
 All
Fund
 All
Index Code
 All

Summary Detail Payroll **Non-Payroll** Fund Balance Other

Non-Payroll Transactions

Organization: **Art & Art History (331100)** Fiscal Year: **2022**
 Sub Organization: **All** For Fiscal Period: **06**
 Fund: **All**
 Index: **All**
 Fund Type: **Budgeted Operations**

SO | Southern OREGON UNIVERSITY

[YTD Non-Payroll Transactions](#) [PDF](#) [Excel](#) [Help](#)

Index Code: ART001 - Art Department General Fund Support

Account	Account Title	Doc Code	Vendor	Transaction/Commodity Description	Debit	Credit	Entering ID
01515	Res UG Tuitt- Perform Art Diff	F0044884		PA Differential-Creative Arts	0.00	3,200.00	SATURN
01515	Res UG Tuitt- Perform Art Diff	F0044885		PA Differential-Creative Arts	0.00	3,400.00	SATURN
01515	Res UG Tuitt- Perform Art Diff	F0044886		PA Differential-Creative Arts	0.00	2,920.00	SATURN
01515	Res UG Tuitt- Perform Art Diff	F0044887		PA Differential-Creative Arts	0.00	2,720.00	SATURN
01515	Res UG Tuitt- Perform Art Diff	F0044888		PA Differential-Creative Arts	0.00	2,640.00	SATURN

Division/ Department FIS Reports

Cognos Dashboard:

- 1) Parameter Set-up
- 2) **Submit** (*Data Retrieval*)

Department Reports

Fiscal Year: Prior Year: Period:

Fund Type [Info](#)

- Budgeted Operations
- Designated Operations
- Service Departments
- Clearing Funds
- Housing
- Student Centers/Activities
- Intercollegiate Activities
- Health Services
- Parking

[Select all](#) [Deselect all](#)

Organization:

Sub Organization:

Fund:

Index Code:

[or click here to select multiple entries](#)

FIS Reports (*Cognos tabs*):

- 1) YTD Income Reports (5 tabs)
- 2) Fund Balance Report (1 tab)

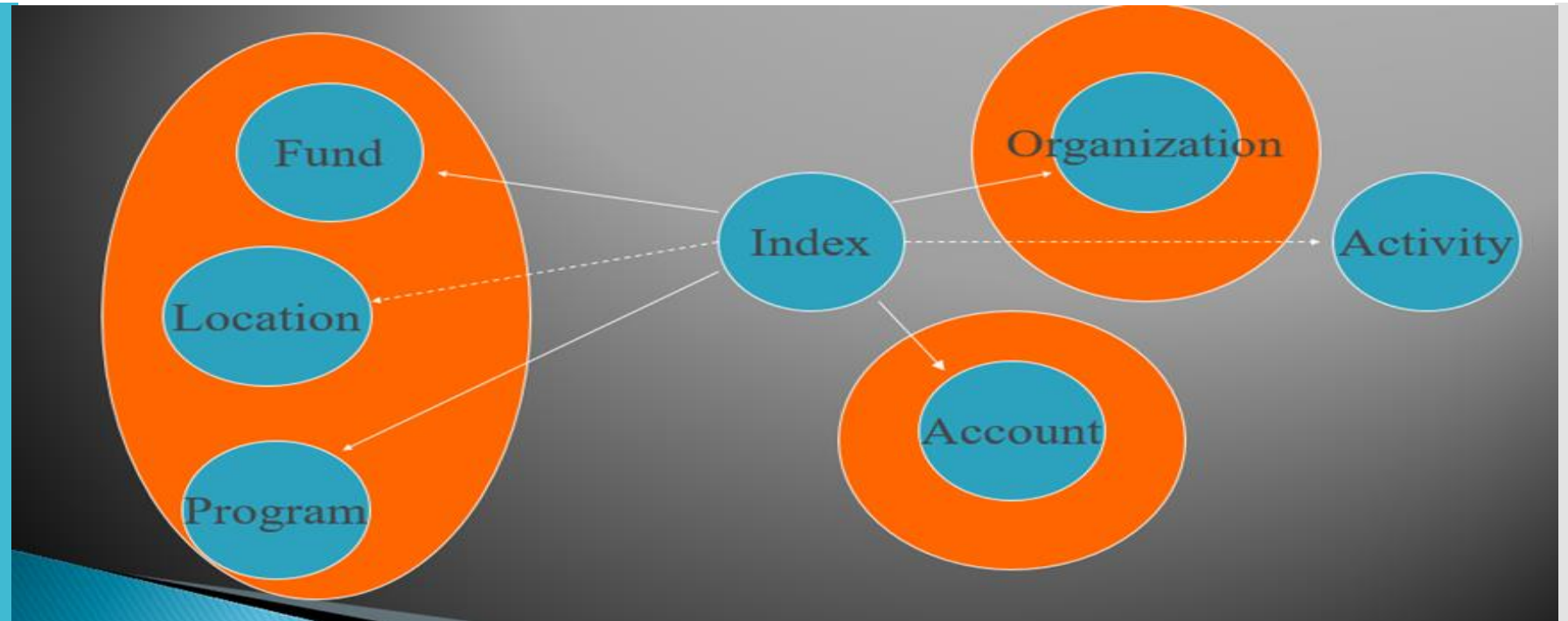
Revenue & Expense Report by Account Level 1 Code

Organization: Art & Art History (331100) Fiscal Year: 2022
 Sub Organization: All Prior Fiscal Year: 2021
 Fund: All Fiscal Period: 07
 Index: All Show Encumbrances:

Fund Type: Budgeted Operations

		Period to Date Actuals	% of Annual Budget	Annual Budget	Period to Date Actuals	%
		FY 2022				
Revenue	01000 - Enrollment Fees	851,996.66	77.82%	1,094,791.00	781,656.97	
	02500 - Resource Redistribution	0.00	0.00%	380,202.00	0.00	
	06000 - Sales & Services	0.00	0.00%	1,000.00	0.00	
	Total Revenue	851,996.66	57.72%	1,475,993.00	781,656.97	
Labor	10100 - Unclassified Salaries	208,508.88	54.09%	385,513.00	199,268.36	
	10200 - Unclassified Pay	47,718.19	60.42%	78,972.00	63,871.54	
	10300 - Classified Salaries	6,452.47	20.09%	32,116.55	6,816.68	
	10400 - Classified Pay	3.25	0.04%	7,828.00	4,501.28	
	10500 - Student Pay	10,475.39	21.83%	47,989.04	9,093.00	
	10700 - Benefit Compensation	1,205.62	0.00%	0.00	0.00	
	10900 - Other Payroll Expenses (OPE)	130,555.68	48.91%	266,939.24	148,435.89	
	Total Labor	404,919.66	49.42%	819,357.83	431,956.75	
General Expense	20000 - Services & Supplies Expense	34,773.83	47.99%	72,465.31	14,799.53	
	79000 - Internal Sales Reimbursement	-1,737.45	44.55%	-3,900.00	-287.00	
	Total General Expense	33,036.38	48.18%	68,565.31	14,512.53	
Transfer	92000 - Transfers Out	0.00	0.00%	0.00	1,000.00	
	Total Transfer	0.00	0.00%	0.00	1,000.00	
Total Revenue		851,996.66	57.72%	1,475,993.00	781,656.97	
	% change in Revenue from FY 2021					10.99%
Total Expense		437,956.04	49.32%	887,923.14	447,459.28	
	% change in Expense from FY 2021					-2.04%
Margin (Revenue - Expense)		414,040.62		588,069.86	334,197.69	

Qualitative FOAPAL Elements



Index Code = Ties all qualitative FOAPAL elements together (+Activity code) for accuracy

Note: Hierarchy Reports
= Framework for each of the FOAPAL functions

\\Box\Business Services Campus
Information\FOAPAL Hierarchy Reports

Account Code is added by Tech Staff to capture transaction data for consistency on Financial Reports

Codes are = "language of accounting"

<https://inside.sou.edu/bus-serv/sou-fiscal-policy.html>

Transactions & FOAPAL Elements

ELEMENT ORDER SORT...

- FUND HIERARCHY REPORT
- ORGANIZATIONAL HIERARCHY REPORT
- ACCOUNT HIERARCHY REPORT
- PROGRAM HIERARCHY REPORT
- ACTIVITY CODE REPORT
- LOCATIONS HIERARCHY REPORT
- INDEX CODE HIERARCHY REPORT
- INDEX CODE HIERARCHY BY ORGANIZATION REPORT

SOURCE OF REVENUE

WHO IS RESPONSIBLE FOR MONEY

CATEGORIZES TRANSACTIONS

IN WHOSE BEHALF THE MONEY IS SPENT

BUNDLES SPECIFIC ACTIVITY ACROSS ORGS AND FUNDS









RELATES TO FIXED ASSETS

INDEX CODE ASSIGNMENTS

CROSS-OVER REPORT

On Box drive:

 Business Services Campus Information

-  Account Hierarchy as of 2022-Jan-05
-  Activity Hierarchy as of 2022-JAN-05
-  Fund Hierarchy as of 2022-JAN-05
-  Index Hierarchy as of 2022-Jan-05
-  Index Hierarchy by Organization as of 2022-JAN-05
-  Location Hierarchy as of 2022-JAN-05
-  Organization Hierarchy as of 2022-JAN-05
-  Program Hierarchy as of 2022-JAN-05

FIS Banner Cognos Report Practice

Accounting Technician Specialists...

Reports to Practice:

- Fund Balance Report YTD Change
- Summary & Drill downs
- Detail (Index)
- Non-Payroll Transactions
- Other Tab:
Ex. Revenue & Expense by Activity Code
- Transaction Inquiry

Parameter Selection

Who are you running report for?
What is source of funds?

Budgeted Operations Or All Except Bud Ops

Depa

Fiscal Year: 2022 | Prior Year: 2021 | Period: 07

Fund Type [Info](#)

- Budgeted Operations
- Designated Operations
- Service Departments
- Clearing Funds
- Housing
- Student Centers/Activities
- Intercollegiate Activities
- Health Services
- Parking

[Select all](#) [Deselect all](#)

Organization: Art & Art History

Depa

Fiscal Year: 2022 | Prior Year: 2021 | Period: 07

Fund Type [Info](#)

- Budgeted Operations
- Designated Operations
- Service Departments
- Clearing Funds
- Housing
- Student Centers/Activities
- Intercollegiate Activities
- Health Services
- Parking

[Select all](#) [Deselect all](#)

Organization: Art & Art History

Fund Balance Report by ALL >toggle to Fund Type

by Fund Manager

summary | detail | Payroll | Non-Payroll | **Fund Balance** | Other

[Back to default entry](#)

Fund Balance Report

Organization: Art & Art History (331100)
Sub: All
Organization: All
Fund: All
Show Index(es): No

[by Fund Type](#) [PDF](#) [Excel](#)

Budgeted Operations, Designated Operations, Service Departments, Clearing Funds, Housing, Student Ce
Federal Funds - Restricted, State of Oregon Funds - Restricted, Other Government Funds - Restricted, Priv
Management, Student Loans, Quasi Endowments, Valuation Reserves, Unexpended Plant Funds, Renewal
Does not include the General Fund or Federal Work Study, and only includes funds with operating activity for the year.

Fund Type Description	Fund Financial Manager	Fund	Fund Description	Beginning Balance	YTD Change	Ending Balance
11 - Budgeted Operations	Humphrey, David R.	002215	Art - Adv So Credit	32,256.17	1,737.45	33,993.62
11 - Budgeted Operations - subtotal				32,256.17	1,737.45	33,993.62
12 - Designated Operations	Humphrey, David R.	057636	Art CVA Facility Rentals	4,228.28	25.00	4,253.28
12 - Designated Operations - subtotal				4,228.28	25.00	4,253.28
36 - Gift Funds - Restricted	Humphrey, David R.	405480	Art Department Gifts	1,147.05	988.49	2,135.54
		405481	Art CVA Q.Endow Exp. Resources	28,619.44	193.92	28,813.36
		406500	Art History Scholarships	58.08	0.40	58.48
		406571	Leon Mulling Art Scholarship	104,281.48	14,449.12	118,730.58
36 - Gift Funds - Restricted - subtotal				134,106.03	15,631.93	149,737.96
Grand Total				170,590.48	17,394.38	187,984.86

Report: Fund Balance Report by Fund Type

FUND BALANCE Report & YTD

Cognos Dashboard:
 >Parameter Set-up [Submit]
 By Fund Type

Department Reports

Fiscal Year: 2022 | Prior Year: 2021 | Period: 07

Fund Type [Info](#)

- Budgeted Operations
- Designated Operations
- Service Departments
- Clearing Funds
- Housing
- Student Centers/Activities
- Intercollegiate Activities
- Health Services
- Parking

[Select all](#) [Deselect all](#)

Organization: Art & Art History

Sub Organization: All

Fund: All

Index Code: All

[or click here to select multiple entries](#)

Financial Report Creation:
 >FIS Report Tabs (6) = YTD Change
 >Fund Balance (for Fund Manager)

Fund Balance Report

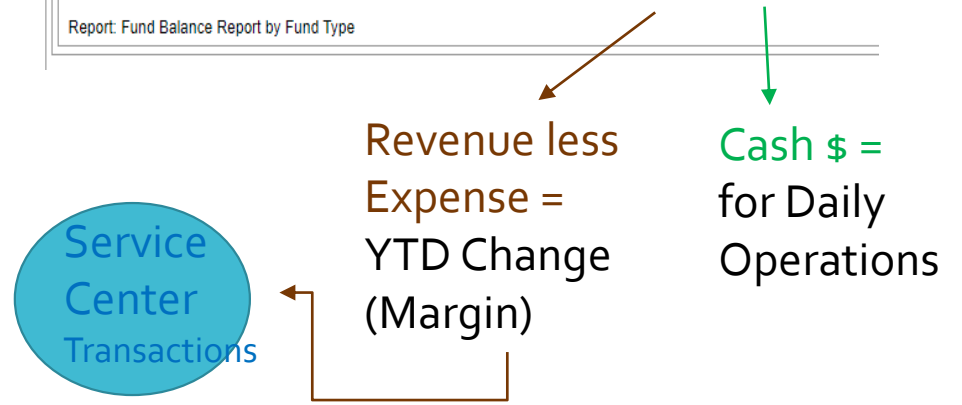
Organization: Art & Art History (331100) | Fiscal Year: 2022
 Sub Organization: All | Fiscal Period: 07
 Fund: All | Financial Manager: All
 Show Index(es): No | Include Amort & Depr: No

Fund Type: Budgeted Operations

Does not include the General Fund or Federal Work Study, and only includes funds with operating activity for the year.

Fund Type Description	Fund Financial Manager	Fund	Fund Description	Beginning Balance	YTD Change	Ending Balance
11 - Budgeted Operations	Humphrey, David R.	002215	Art - Adv So Credit	32,256.17	1,737.45	33,993.62
11 - Budgeted Operations - Subtotal				32,256.17	1,737.45	33,993.62
Grand Total				32,256.17	1,737.45	33,993.62

Report: Fund Balance Report by Fund Type



SUMMARY Report & Drill down

		Summary	Detail	Payroll	Non-Payroll	Fund Balance	Other	
Revenue & Expense Report by Account Level 1 Code Organization: Art & Art History (331100) Fiscal Year: 2022 Sub Organization: All Prior Fiscal Year: 2021 Fund: All Fiscal Period: 07 Index: All Show Encumbrances: <input type="button" value="No"/> <input type="button" value="Submit"/> Fund Type: Budgeted Operations								
Fund Financial Statements by All Sub Organizations (PDF) PDF Excel								
		FY 2022			FY 2021			
		Period to Date Actuals	% of Annual Budget	Annual Budget	Period to Date Actuals	% of Annual Budget	Period 14 Budget	Period 14 Actuals
Revenue	01000 - Enrollment Fees	<u>851,996.66</u>	77.82%	<u>1,094,791.00</u>	<u>781,656.97</u>	80.39%	<u>972,366.00</u>	<u>1,093,785.19</u>
	02500 - Resource Redistribution	<u>0.00</u>	0.00%	<u>380,202.00</u>	<u>0.00</u>	0.00%	<u>356,437.00</u>	<u>561,796.00</u>
	06000 - Sales & Services	<u>0.00</u>	0.00%	<u>1,000.00</u>	<u>0.00</u>	0.00%	<u>1,000.00</u>	<u>0.00</u>
Total Revenue		<u>851,996.66</u>	57.72%	<u>1,475,993.00</u>	<u>781,656.97</u>	58.78%	<u>1,329,803.00</u>	<u>1,655,581.19</u>
Labor	10100 - Unclassified Salaries	<u>208,508.86</u>	54.09%	<u>385,513.00</u>	<u>199,288.36</u>	48.24%	<u>413,113.00</u>	<u>345,389.13</u>
	10200 - Unclassified Pay	<u>47,718.19</u>	60.42%	<u>78,972.00</u>	<u>63,871.54</u>	105.73%	<u>60,410.00</u>	<u>123,881.85</u>
	10300 - Classified Salaries	<u>6,452.47</u>	20.09%	<u>32,116.55</u>	<u>6,816.68</u>	22.59%	<u>30,178.91</u>	<u>11,796.60</u>
	10400 - Classified Pay	<u>3.25</u>	0.04%	<u>7,828.00</u>	<u>4,501.28</u>	59.23%	<u>7,600.00</u>	<u>4,847.44</u>
	10500 - Student Pay	<u>10,475.39</u>	21.83%	<u>47,989.04</u>	<u>9,063.00</u>	19.28%	<u>47,002.00</u>	<u>30,294.00</u>
	10700 - Benefit Compensation	<u>1,205.52</u>	0.00%	<u>0.00</u>	<u>0.00</u>	0.00%	<u>0.00</u>	<u>0.00</u>
	10900 - Other Payroll Expenses (OPE)	<u>130,555.98</u>	48.91%	<u>266,939.24</u>	<u>148,435.89</u>	50.85%	<u>291,930.00</u>	<u>267,981.69</u>
Total Labor		<u>404,919.66</u>	49.42%	<u>819,357.83</u>	<u>431,956.75</u>	50.80%	<u>850,233.91</u>	<u>784,150.71</u>
General Expense	20000 - Services & Supplies Expense	<u>34,773.83</u>	47.99%	<u>72,465.31</u>	<u>14,799.53</u>	24.64%	<u>60,055.66</u>	<u>55,075.52</u>
	79000 - Internal Sales Reimbursement	<u>-1,737.45</u>	44.55%	<u>-3,900.00</u>	<u>-297.00</u>	7.62%	<u>-3,900.00</u>	<u>-950.40</u>
Total General Expense		<u>33,036.38</u>	48.18%	<u>68,565.31</u>	<u>14,502.53</u>	25.83%	<u>56,155.66</u>	<u>54,125.12</u>
Transfer	92000 - Transfers Out	<u>0.00</u>	0.00%	<u>0.00</u>	<u>1,000.00</u>	0.00%	<u>0.00</u>	<u>1,000.00</u>
Total Transfer		<u>0.00</u>	0.00%	<u>0.00</u>	<u>1,000.00</u>	0.00%	<u>0.00</u>	<u>1,000.00</u>
Total Revenue		851,996.66	57.72%	1,475,993.00	781,656.97	58.78%	1,329,803.00	1,655,581.19
% change in Revenue from FY 2021		9.00%		10.99%				
Total Expense		437,956.04	49.32%	887,923.14	447,459.28	49.37%	906,389.57	839,275.83
% change in Expense from FY 2021		-2.12%		-2.04%				
Margin (Revenue - Expense)		414,040.62		588,069.86	334,197.69		423,413.43	816,305.36

Budgeted Operations includes General funds and all other funds within: 000000 through 016999
 Report: Revenue and Expense by Account Level 1 Code



DETAIL Report by Index(s)

Index Code

All

Submit

[or click here to select multiple entries](#)

Enter Parameters - Submit

Department Reports

Fiscal Year: 2022 | Prior Year: 2021 | Period: 07

Fund Type: Budgeted Operations, Designated Operations, Service Departments, Clearing Funds, Housing, Student Centers/Activities, Intercollegiate Activities, Health Services, Parking

Organization: Art & Art History

Sub Organization: All

Fund: All

Index Code: ART001 - Art Department General

Submit

[or click here to select multiple entries](#)

Select Index (range)

Summary | Detail | Payroll | Non-Payroll | Fund Balance | Other

Revenue & Expense Report by Account Level 1 Code

Organization: Art & Art History (331100) | Fiscal Year: 2022
 Sub Organization: All | Prior Fiscal Year: 2021
 Fund: All | Fiscal Period: 07
 Index: ART001 - Art Department General Fund Support | Show Encumbrances: No | Submit
 Fund Type: Budgeted Operations

[Fund Financial Statements](#) | [by All Sub](#)

		FY 2022		FY 2021		
		Period to Date Actuals	% of Annual Budget	Annual Budget	Period to Date Actuals	% of Annual Budget
Revenue	01000 - Enrollment Fees	851,995.24	77.82%	1,094,791.00	781,661.47	80.39%
	02500 - Resource Redistribution	0.00	0.00%	380,202.00	0.00	0.00%
	06000 - Sales & Services	0.00	0.00%	1,000.00	0.00	0.00%
	Total Revenue	851,995.24	57.72%	1,475,993.00	781,661.47	58.78%
Labor	10100 - Unclassified Salaries	208,508.88	54.09%	385,513.00	199,288.38	48.24%
	10200 - Unclassified Pay	47,718.19	60.42%	78,872.00	63,871.54	105.73%
	10300 - Classified Salaries	6,452.47	20.09%	32,118.55	6,616.88	22.59%
	10400 - Classified Pay	3.25	0.04%	7,828.00	4,501.28	59.23%
	10500 - Student Pay	10,475.39	21.83%	47,889.04	9,083.00	19.28%
	10700 - Benefit Compensation	1,205.52	0.00%	0.00	0.00	0.00%
	10900 - Other Payroll Expenses (OPE)	130,555.88	48.91%	269,839.24	145,435.89	50.85%
	Total Labor	404,919.66	49.42%	819,357.83	431,956.76	50.80%
General Expense	20000 - Services & Supplies Expense	32,359.92	88.80%	47,032.00	13,138.10	44.70%
	Total General Expense	32,359.92	68.80%	47,032.00	13,138.10	44.70%
Transfer	62000 - Transfers Out	0.00	0.00%	0.00	1,000.00	0.00%
	Total Transfer	0.00	0.00%	0.00	1,000.00	0.00%
Total Revenue		851,995.24	57.72%	1,475,993.00	781,661.47	58.78%
	% change in Revenue from FY 2021	9.00%		10.99%		
Total Expense		437,279.58	50.47%	866,385.83	446,084.85	50.71%
	% change in Expense from FY 2021	-1.98%		-1.50%		
Margin (Revenue - Expense)		414,715.66		609,607.17	335,576.62	
					450,176.09	832,179.95

NON-PAYROLL TRANSACTION Report & Account Code

Summary	Detail	Payroll	Non-Payroll	Fund Balance	Other																																																																																																																																																																								
<p>Non-Payroll Transactions</p> <p>Organization: Art & Art History (331100) Fiscal Year: 2022 Sub Organization: All For Fiscal Period: 07 Fund: All Index: ART001 - Art Department General Fund Support Fund Type: Budgeted Operations</p> <p style="text-align: right;"> YTD Non-Payroll Transactions PDF Excel </p> <p>Index Code: ART001 - Art Department General Fund Support</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Account Title</th> <th>Doc Code</th> <th>Vendor</th> <th>Transaction/Commodity Description</th> <th>Debit</th> <th>Credit</th> <th>Entering ID</th> </tr> </thead> <tbody> <tr><td>01101</td><td>Resident Undergrad Tuition</td><td>JVM00675</td><td></td><td>W22 1st SCH Tuition Redistribution</td><td>0.00</td><td>340,013.82</td><td>MARTINLC</td></tr> <tr><td>01101</td><td>Resident Undergrad Tuition</td><td>JVM00675</td><td></td><td>W22 1st SCH Online Tuition Redist</td><td>0.00</td><td>32,127.51</td><td>MARTINLC</td></tr> <tr><td>01515</td><td>Res UG Tuit- Perform Art Diff</td><td>F0044947</td><td></td><td>PA Differential-Creative Arts</td><td>0.00</td><td>720.00</td><td>SATURN</td></tr> <tr><td>01515</td><td>Res UG Tuit- Perform Art Diff</td><td>F0044947</td><td></td><td>PA Differential-Creative Arts</td><td>680.00</td><td>0.00</td><td>SATURN</td></tr> <tr><td>01515</td><td>Res UG Tuit- Perform Art Diff</td><td>F0044952</td><td></td><td>PA Differential-Creative Arts</td><td>0.00</td><td>280.00</td><td>SATURN</td></tr> <tr><td>01515</td><td>Res UG Tuit- Perform Art Diff</td><td>F0044952</td><td></td><td>PA Differential-Creative Arts</td><td>200.00</td><td>0.00</td><td>SATURN</td></tr> <tr><td>01515</td><td>Res UG Tuit- Perform Art Diff</td><td>F0044955</td><td></td><td>PA Differential-Creative Arts</td><td>0.00</td><td>360.00</td><td>SATURN</td></tr> <tr><td>01515</td><td>Res UG Tuit- Perform Art Diff</td><td>F0044955</td><td></td><td>PA Differential-Creative Arts</td><td>320.00</td><td>0.00</td><td>SATURN</td></tr> <tr><td>01515</td><td>Res UG 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Arts	320.00	0.00	SATURN	01515	Res UG Tuit- Perform Art Diff	F0044959		PA Differential-Creative Arts	0.00	120.00	SATURN	01515	Res UG Tuit- Perform Art Diff	F0044959		PA Differential-Creative Arts	120.00	0.00	SATURN	01515	Res UG Tuit- Perform Art Diff	F0044984		PA Differential-Creative Arts	0.00	40.00	SATURN	01515	Res UG Tuit- Perform Art Diff	F0044984		PA Differential-Creative Arts	160.00	0.00	SATURN	01515	Res UG Tuit- Perform Art Diff	F0044988		PA Differential-Creative Arts	0.00	40.00	SATURN	01515	Res UG Tuit- Perform Art Diff	F0044988		PA Differential-Creative Arts	240.00	0.00	SATURN	01515	Res UG Tuit- Perform Art Diff	F0044989		PA Differential-Creative Arts	0.00	80.00	SATURN	01515	Res UG Tuit- Perform Art Diff	F0044989		PA Differential-Creative Arts	40.00	0.00	SATURN	01515	Res UG Tuit- Perform Art Diff	F0044973		PA Differential-Creative Arts	0.00	80.00	SATURN	01515	Res UG Tuit- Perform Art Diff	F0044973		PA Differential-Creative Arts	160.00	0.00	SATURN	01515	Res UG Tuit- Perform Art 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Other Tab

Parameter Set up & Submit

Fiscal Year 2022	Prior Year 2021	Period 07
Fund Type Info		
<input checked="" type="checkbox"/> Budgeted Operations <input type="checkbox"/> Designated Operations <input type="checkbox"/> Service Departments <input type="checkbox"/> Clearing Funds <input type="checkbox"/> Housing <input type="checkbox"/> Student Centers/Activities <input type="checkbox"/> Intercollegiate Activities <input type="checkbox"/> Health Services <input type="checkbox"/> Parking		
Select all Deselect all		
Organization Art & Art History		
Sub Organization All		
Fund All		
Index Code All		
<input type="button" value="Submit"/>		

Summary	Detail	Payroll	Non-Payroll	Fund Balance	Other
<i>Select from below a report to run.</i>					
Common Department Reports		Grant Reports	Balance Sheet Reports		
Professional Development Spending		Grant Balance Report	Cash Balance Report		
Revenue & Expense by Activity Code		Grant Expense Summary	General Ledger Report		
Revenue & Expense Activity by Fund & Index		Grant Inception to Date (Excel)	Foundation Funds Cash Balance		
12 Month Revenue and Expense Report		Indirect Cost Summary	Federal Workstudy Balance Report		
Graphical Revenue & Expense Yearly Comparison		Available Cash Balance Analysis			
Activity by Sport Organization		All Funds View			
Activity by Index					
Vendor History					
Payroll Activity for Employee by Activity Code		Fee Remission Report for FY17			

Example on next slide

Rev & Exp by Activity Code Report

& Toggle
& Drill Down

Summary Detail Payroll Non-Payroll Fund Balance Other

[Back to default entry](#)

Revenue & Expense by Activity Code
 Organization: Art & Art History (331100) Fiscal Year: 2022
 Sub Organization: All Activity: ORCA - Oregon Center for the Arts
 Fund: All Fiscal Period: 07
 Index: All
 Fund Type: Budgeted Operations

Activity: ORCA - Oregon Center for the Arts

Account	Account Title	Budget	YTD Revenue / Expense	Encumbered Expenses	Budget Balance	% YTD to Budget
10780	Moving-Employee-Taxable	0.00	1,205.52	0.00	-1,205.52	0.00%
	Total - Salaries - Wages	0.00	1,205.52	0.00	-1,205.52	0.00%
20101	Office & Administrative Supplies	0.00	479.79	0.00	-479.79	0.00%
20102	General Operating Supplies	0.00	234.73	0.00	-234.73	0.00%
20105	Data Processing Supplies	0.00	2,951.16	0.00	-2,951.16	0.00%
20110	Student Project Supplies	0.00	194.14	0.00	-194.14	0.00%
20111	Instructional Supplies	0.00	11,864.36	0.00	-11,864.36	0.00%
20117	Art/Graphic Arts Supplies	0.00	220.26	0.00	-220.26	0.00%
20204	Other IT Related Peripherals	0.00	451.45	0.00	-451.45	0.00%
20210	Office Equip & Furniture (Noncap)	0.00	660.00	0.00	-660.00	0.00%
23510	Contract Maint/Repair-Equipment	0.00	74.22	0.00	-74.22	0.00%
24201	Equipment Leases	0.00	777.36	0.00	-777.36	0.00%
24510	Laundry & Dry Cleaning	0.00	272.09	0.00	-272.09	0.00%
24520	Security Service	0.00	695.40	0.00	-695.40	0.00%
24599	Other Professional Services	0.00	1,450.00	0.00	-1,450.00	0.00%
24612	Advertising-Inst Promo/Pub Relation	0.00	1,085.20	0.00	-1,085.20	0.00%
	Total - Other Expenses	0.00	21,410.16	0.00	-21,410.16	0.00%
	Total Revenue	0.00	0.00		0.00	0.00%
	Total Expense/Transfers	0.00	22,615.68		-22,615.68	0.00%
	Subtotal: ORCA - Oregon Center for the Arts	0.00	-22,615.68	0.00	-22,615.68	0.00%

Report: Revenue and Expense by Activity Code

SOU - All:

Department Reports

Fiscal Year: 2022 Prior Year: 2021 Period: 07

Fund Type: **ALL**

- Budgeted Operations
- Designated Operations
- Service Departments
- Operating Funds
- Housing
- Student Centers/Activities
- Intergovernmental Activities
- Health Services
- Financing

Organization: Southern Oregon University

Summary Detail Payroll Non-Payroll Fund Balance Other

[Back to default entry](#)

Revenue & Expense by Activity Code
 Organization: Southern Oregon University (000000) Fiscal Year: 2022
 Sub Organization: All Activity: ORCA - Oregon Center for the Arts
 Fund: All Fiscal Period: 07
 Index: All
 Fund Type: Budgeted Operations

Report: Revenue and Expense by Activity Code

Custom: Transaction Inquiry Report

Search by Fiscal Year: Index; Org; Activity or Doc Code

Fiscal Year
2022

Index
Keywords: Type one or more keywords separated by spaces.
A Search

Results: AAASPD - AAASPD: 09/22 Amer
ASPD01 - Accelerated Baccalaur
ACC236 - USDE: 08/26 Success
ACC23M - Match USDE: 08/26 S
ACCCAR - Career Center/General
ACCDST - Disabled Student:Signl
ACCDSS - Counseling Center:Dis
ACCDUC - Disability Resources: I
ACCSAS - Success at Southern I

Choice:

Organization
Keywords: Type one or more keywords separated by spaces.
Search

Results:

Choice:

Activity
Keywords: Type one or more keywords separated by spaces.
Search

Results:

Choice:

Document Code
Keywords: Type one or more keywords separated by spaces.
Search

Results:

Choice:

Search by Fiscal Period: FUND; Account; Location; Vendor

Fiscal Period
09

Fund
Keywords: Type one or more keywords separated by spaces.
01000 Search

Results: 010000 - Summer Session

Choice: 010000 - Summer Session

Account
Keywords: Type one or more keywords separated by spaces.
Search

Results:

Choice:

Location
Keywords: Type one or more keywords separated by spaces.
Search

Results:

Choice:

Vendor
Keywords: Type one or more keywords separated by spaces.
Search

Results:

Choice:

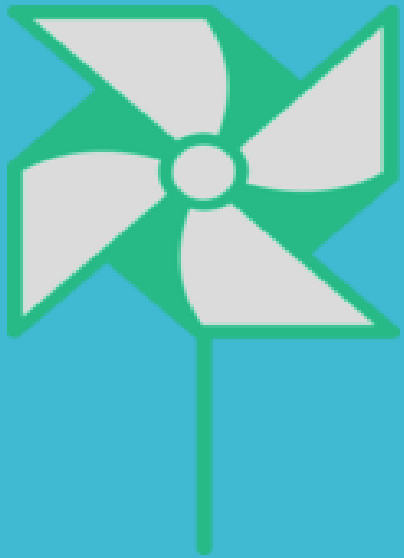
Why use Cognos Reports?

Mission of Business Services

Service Center Payables/Receivables Technical Goals:

1. Provide customer driven services to students, campus departments, and the SOU community in support of all other departmental missions.
2. Insure the accuracy and integrity of financial and business policies, processes, records, transactions systems; and the reporting and/or publication of financial information.
3. Support university compliance with federal and state mandated programs, regulations, and policies.
4. Demonstrate leadership and advocacy of the university's needs through participation with SOU Finance and Administration leadership when evaluating SOU financial performance measures and other strategic initiatives being considered at the university or at the Higher Education Coordinating Commission (HECC).

The End



Contacts: Business Services

<https://inside.sou.edu/bus-serv/staff.html>

<https://inside.sou.edu/sc/index.html>



SO | Southern OREGON
U | UNIVERSITY