Banner Finance and Cognos Reporting

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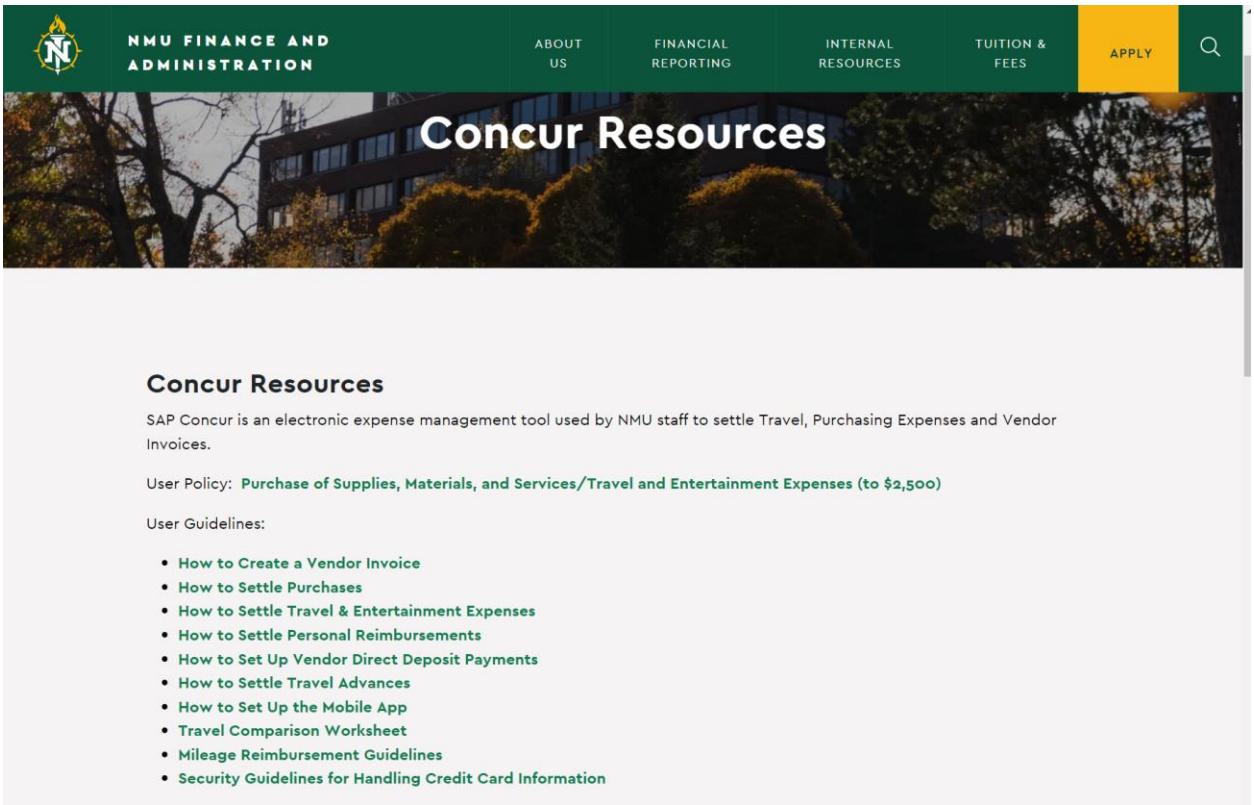
NMU Finance and Administration web page **nmu.edu/finance**

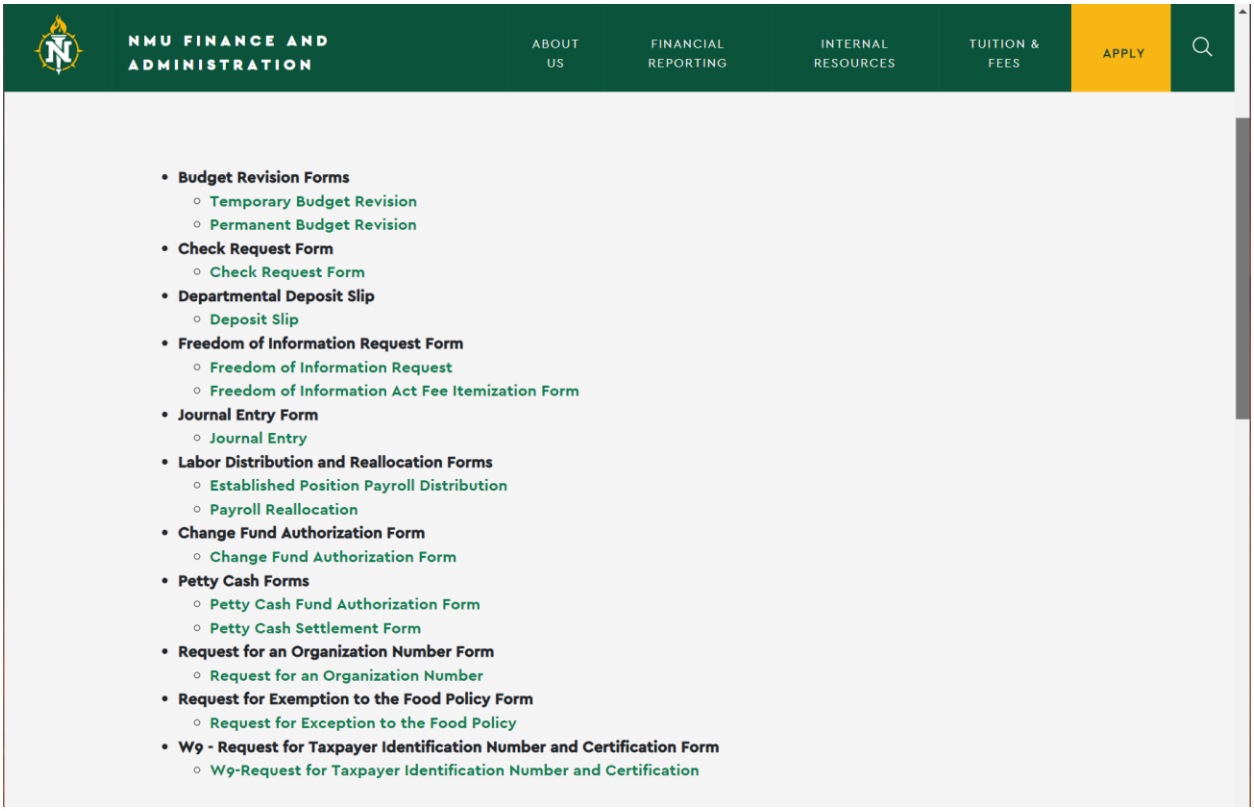
Internal Resources

Helpful information within the Internal Resources tab

Concur Resources



Forms



Internal Budgeting Resources

Fund Types – description of the Funds structure at NMU

Fund Types

- **Current Funds (Operating)**

  - **General Fund –** org number starts with a 2
  - **General Fund Revenue** – org number starts with a 1

  - **Designated Fund –** org number starts with a 3

  - **Auxiliary Fund –** org number starts with a 4

  - **Expendable Restricted Fund–(Grants)-**org number starts with a 5

- **Non-current funds (Non-operating)**
  - **Student Load Fund**
  - **Endowment Fund**
  - **Plant Fund**
  - **Insurance Fund**
  - **Agency Fund**

Current Fund (Operating) Activities

- ***General Fund***
  - Academic and instructional programs and their administration – programs primarily supported by appropriation, tuition and fees, indirect cost recoveries, investment income, and incidental revenues of departments.
  - Base budget
    - Recurring budget line items such as personnel, supplies, equipment, utilities, debt service, and other related expenditures.
  - Designated and carryover budget
    - University funds remaining from the prior fiscal year. These funds include amounts contractually committed (i.e., purchase orders issued, unspent faculty contractual travel funds), general operating reserves, and departmental operating carry-over balances.
- ***Designated Fund***
  - Operations that generate revenues for specific purposes that are not restricted by donors, supporting agencies, or patrons – generate revenue to support their ongoing operations but may receive some general fund support and also include departmental equipment reserves.
  - Major operations include: intercollegiate athletics, Superior Dome operations, Berry Events Center, recreational services, telephone systems, NMU Foundation support, printing services, etc.

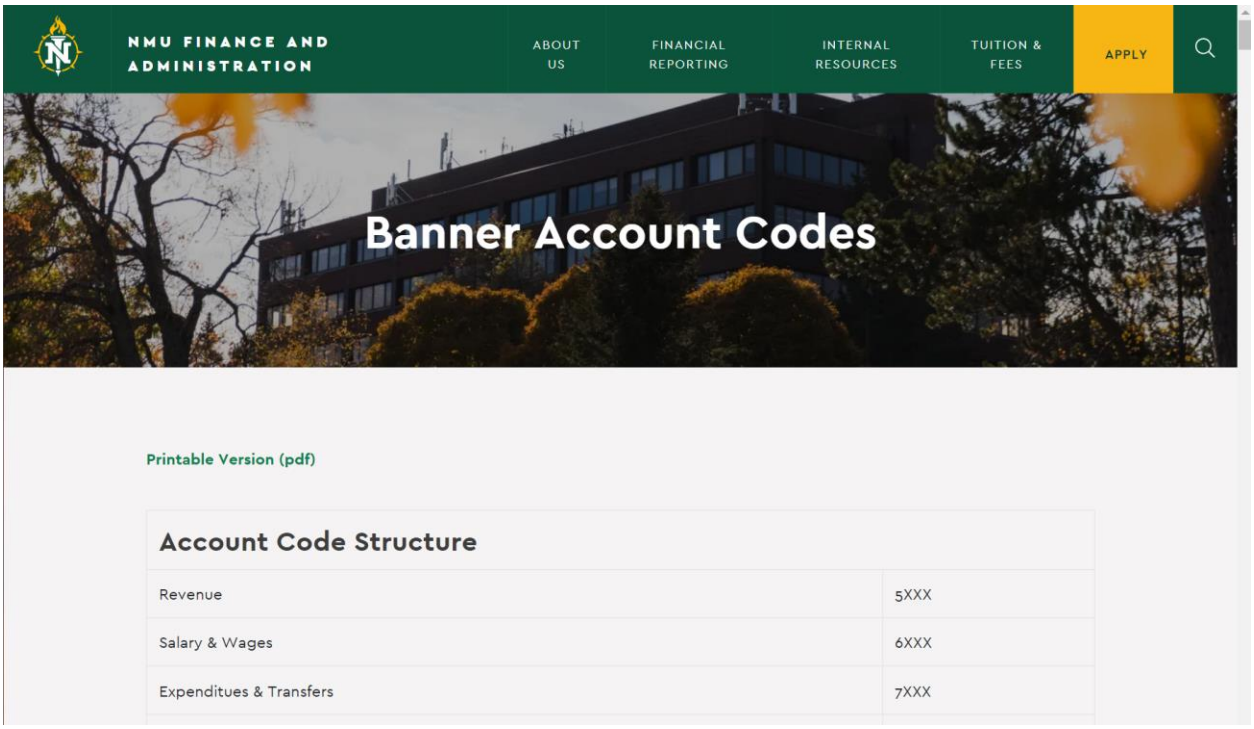
Current Fund (Operating) Activities *(continued)*

- ***Auxiliary Activities Fund***
  - Activities of revenue-producing, self-supporting activities that perform a service for, but are not themselves educational and general activities, and do not receive state support.
  - Major operations include: Residence Life, Dining Services, Bookstore, University Center operations, and the Health Center.
  - Recurring budget line items such as personnel, supplies, equipment, utilities, debt service, and other related expenditures.
- ***Expendable Restricted Fund***
  - Funds that are restricted for specific purposes stated by the supporting agencies or donors.
  - Primary funding sources include federal financial aid, private scholarships, and federal, state, and local grants.

Non-current Fund Activities

- ***Student Loan Fund***
  - Maintained to account for loans to students of the institution.
- ***Endowment Fund***
  - Maintained to account for money or investments received for endowments where donor has specified that the principal may not be expended, term endowments (donor specified period to hold principal), and funds functioning as endowment (donor did not require funds be held in perpetuity, but governing board has decided to treat as endowment).
- ***Plant Fund***
  - Funds held to account for: the acquisition of physical properties to be used for institutional purposes, renewal and replacement of institutional properties, retirement of indebtedness of institutional properties, and funds expended and invested in institutional plant properties.
- ***Insurance Fund***
  - Funds held to account for institution's employee insurance and institutional physical plant and liability insurance programs.
- ***Agency Fund***
  - Funds received by the institution to be held or disbursed only on the instruction or behalf of the person or organization from whom they are received – custodial funds (i.e., amounts withheld for taxes, social security, insurance, etc.).

Banner Account Codes



Account Code Structure	
Revenue	5XXX
Salary & Wages	6XXX
Expenditues & Transfers	7XXX

Revenue Account Codes	Standard Code
Student Tuition	5110
International Educ Tuition	5120
Student Fees	5140
Allocated Fees	5170
Scholarship Allowance	5180
Federal grants & contracts	5210
Federal pass thru	5215
State and local grants & contracts	5220
Private grants & contracts	5230

Revenue codes start with a 5XXX

Internal Revenue is in code 78XX

Salaries & Wages Account Codes	Standard Code
Executive Management	6110
Senior Management	6120
Senior Administrator	6130
Deans	6140
Academic Department Heads	6150
Dept Head Release Time Acad Support	6151
Dept Head Release Time-Contra	6152
Allocation of Dept Head Salaries	6153
Coaches	6160
Faculty - Teaching	6210
Student Labor	6710
Student Labor PY Wages	6719
Student Labor College Work Study	6720
Student Labor College Wk Std PY Wage	6729
Temporary Labor - Students	6740
Temp Labor - Students PY Wages	6749
Temp Labor-College Work Study	6750
Temp Labor-College Work Study PY	6759
Temporary Augmentation	6760
Temporary Augmentation PY Wages	6769
Temporary Substitute	6770
Additional Compensation/Assignment	6780

Salaries and benefit codes start with a 6XXX

Supplies, Materials, and Contractual Service Account Codes	Standard Code
Supplies	
Carryforward Budget Pool	7110
Carryforward Est. Labor	7115
Office Supplies	7120
Bldg & Maint Supplies	7121
Custodial Supplies	7122
Education Supplies	7123
Concession Supplies	7124
Kitchen Supplies	7125
Paper Product Supplies	7126
Medical Supplies	7127
Lab Supplies	7128

Supplies, Materials, and Contractual Service codes start with a 7XXX

Request access to the Cognos Reporting tool for Finance information reports

Banner Finance is the database of information behind the Cognos Reporting tool. The reporting tool pulls the data into a readable report format.

Send an email request to finance@nmu.edu

Needed: Your name, email, and IN

The email must be approved by your supervisor, Financial Manager of the org numbers.

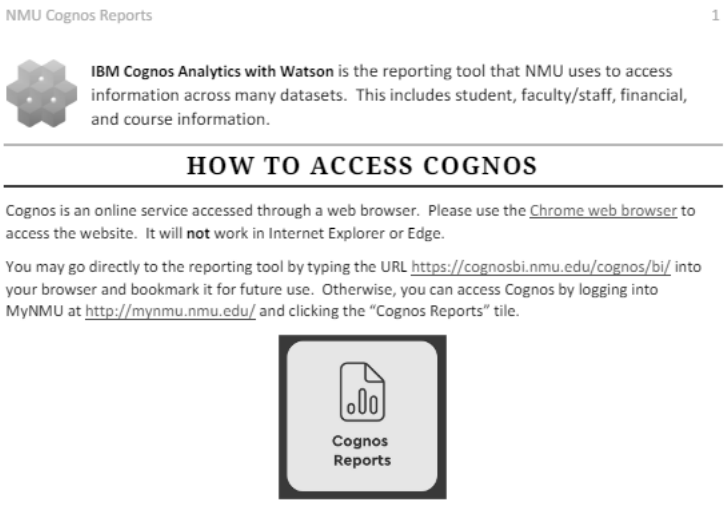
List of org numbers you need access to, if available.

The Controller Office authorizes your access and requests the Business Intelligence Office to allow your access.

You will receive an email from Kelly Larmour, Business Intelligence with "How to Access Cognos" instructions and your initial login password.

Manual for Accessing Monthly Financial Reports

This document is available in the Internal Budgeting Resources referenced above.



NMU Cognos Reports 1

IBM Cognos Analytics with Watson is the reporting tool that NMU uses to access information across many datasets. This includes student, faculty/staff, financial, and course information.

HOW TO ACCESS COGNOS

Cognos is an online service accessed through a web browser. Please use the Chrome web browser to access the website. It will **not** work in Internet Explorer or Edge.

You may go directly to the reporting tool by typing the URL https://cognosbi.nmu.edu/cognos/bi/ into your browser and bookmark it for future use. Otherwise, you can access Cognos by logging into MyNMU at http://mynmu.nmu.edu/ and clicking the "Cognos Reports" tile.

Cognos Reports