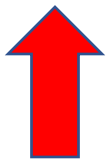
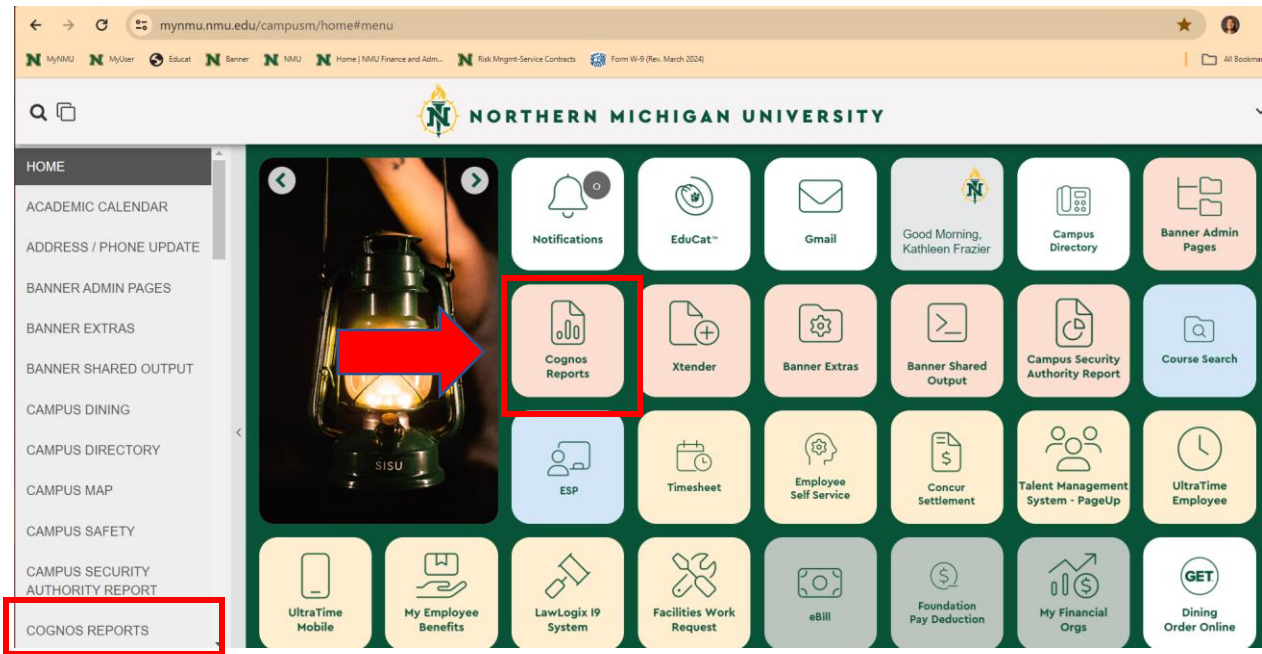


Cognos Training

Administrative Reports – Finance reports and Labor reports

Access Cognos Reports through MyNMU – select the icon for **Cognos Reports**

Or use the slide bar and scroll to the Cognos Reports words



Sign into Cognos with **User ID and Password** (the original password is received in an email from Kelly Larmour, Business Intelligence). You will create a new password when you sign in the first time. (This may be different from your MyNMU password.) If you need a new password contact Kelly again.

Log in with your Series 7 ID

User ID

Password

Log in



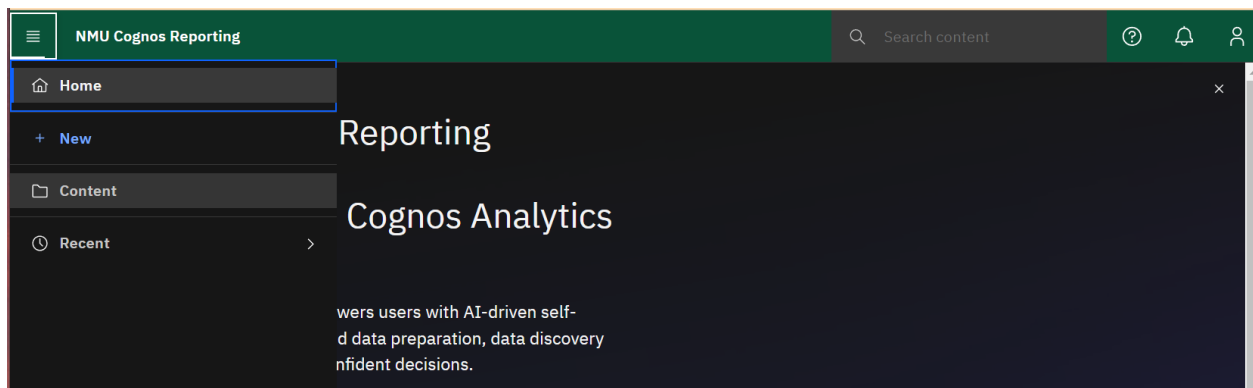
Licensed Materials - Property of IBM Corp. © Copyright IBM Corporation and other(s) 2005, 2024. IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide.

Welcome screen when logged in.

The **Menu** is available in the top green line 3 dashes next to the NMU Cognos Reporting



Select the **Content** icon



The **List of Folders** you have available to you.

Each user has a Security clearance and may have access to different folders.

Content New +

My content **Team content**

<input type="checkbox"/>	Name	Type	Last Accessed	
<input type="checkbox"/>	Administrative Reports This folder contains reports used by NMU administrators.	Folder	3/12/2013, 11:39 AM	⋮
<input type="checkbox"/>	Controller's Office Reports	Folder	3/29/2023, 3:47 PM	⋮
<input type="checkbox"/>	Database(s) Password Changes	Folder	10/3/2007, 8:29 AM	⋮
<input type="checkbox"/>	Financial Aid Reports	Folder	12/6/2023, 1:08 PM	⋮
<input type="checkbox"/>	Packages	Folder	2/27/2023, 1:51 PM	⋮
<input type="checkbox"/>	Templates	Folder	5/18/2018, 3:48 PM	⋮

Select Administrative Reports

This will bring up the **Finance Reports** and **Labor Reporting** folders

Administrative Reports New +

My content **Team content**

[Team content](#) / [Administrative Reports](#)

<input type="checkbox"/>	Name	Type	Last Accessed	
<input type="checkbox"/>	Finance Reports	Folder	9/16/2013, 7:26 AM	⋮
<input type="checkbox"/>	Labor Reporting	Folder	3/2/2021, 4:56 PM	⋮

Select the **Finance Reports** folder to bring up a list of available reports.

The screenshot shows the NMU Cognos Reporting interface. At the top, there is a green header with 'NMU Cognos Reporting' and a 'Content' dropdown menu. To the right, there is a search bar labeled 'Search content' and icons for help, notifications, and user profile. Below the header, the main area is titled 'Finance Reports' with a 'New +' button. There are two tabs: 'My content' and 'Team content', with 'Team content' selected. Below the tabs, there is a breadcrumb trail: 'Team content / Administrative Reports / Finance Reports'. A toolbar with various icons is visible above a table. The table has three columns: 'Name', 'Type', and 'Last Accessed'. It lists several folders and one report.

<input type="checkbox"/>	Name	Type	Last Accessed	
<input type="checkbox"/>	Current Balance Reports	Folder	7/21/2023, 10:47 AM	⋮
<input type="checkbox"/>	Foundation Finance Reports	Folder	1/14/2016, 8:53 AM	⋮
<input type="checkbox"/>	Month End Reports	Folder	2/16/2021, 11:23 AM	⋮
<input type="checkbox"/>	Transaction Reports	Folder	3/1/2010, 9:09 AM	⋮
<input type="checkbox"/>	Listing of My Organization Numbers	Report	3/27/2023, 3:36 PM	⋮

Here are several reports that are helpful:

Current Balance reports – provides a snapshot of the org number on that date

Month End Reports – provides a snapshot as of the end of a month period

Transaction Reports – provides details of key word descriptions of account code transactions in the org

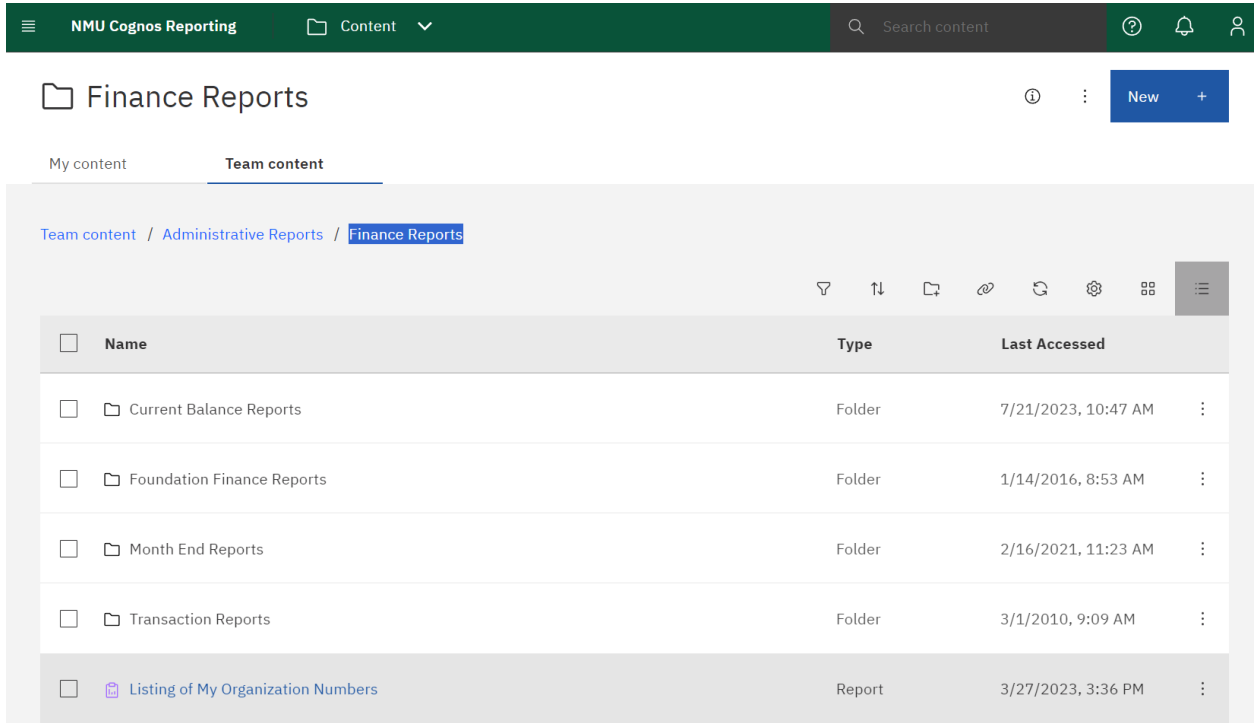
Listing of My Organization Numbers– provides a listing of the org numbers you have available to look at

If authorized, you may also have access to other reports such as the:


Foundation Finance- provides similar information as the NMU reports. Requires NMU Foundation access approval. Contact Erin Sikkema, Manager, Accounting Services, NMU Foundation at esikkema@nmu.edu, 906-227-2680

The **Listing of My Organization Numbers** will provide you with a list of the org numbers you are authorized to access.

If you need access to other org numbers contact the Controller Office.



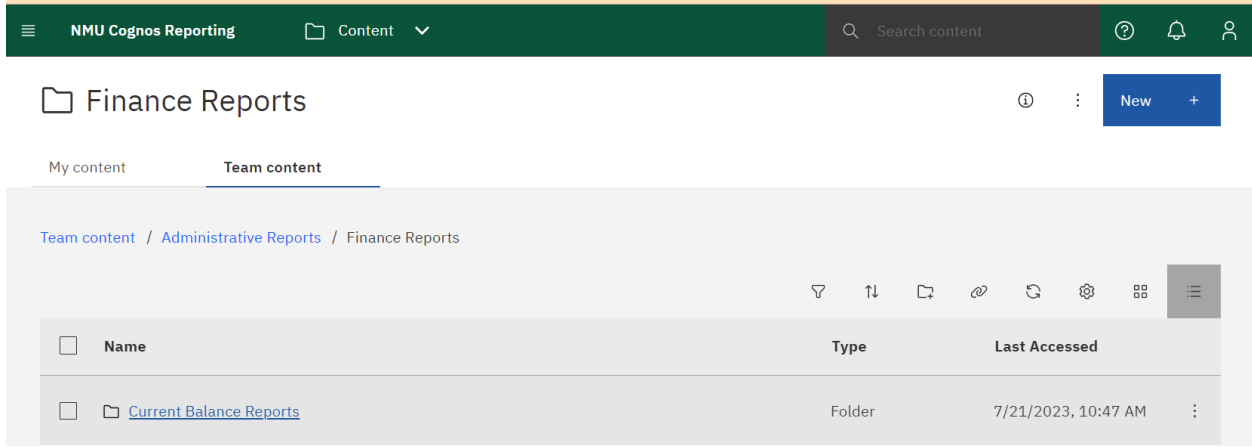
The screenshot shows the Cognos Reporting interface. At the top, there is a dark green header with 'NMU Cognos Reporting' and a 'Content' dropdown menu. To the right is a search bar labeled 'Search content' and user icons. Below the header, the page title is 'Finance Reports' with a 'New +' button. There are two tabs: 'My content' and 'Team content', with 'Team content' selected. A breadcrumb trail reads 'Team content / Administrative Reports / Finance Reports'. A toolbar contains icons for filter, sort, share, refresh, and settings. Below the toolbar is a table with the following data:

<input type="checkbox"/>	Name	Type	Last Accessed	
<input type="checkbox"/>	Current Balance Reports	Folder	7/21/2023, 10:47 AM	⋮
<input type="checkbox"/>	Foundation Finance Reports	Folder	1/14/2016, 8:53 AM	⋮
<input type="checkbox"/>	Month End Reports	Folder	2/16/2021, 11:23 AM	⋮
<input type="checkbox"/>	Transaction Reports	Folder	3/1/2010, 9:09 AM	⋮
<input type="checkbox"/>	 Listing of My Organization Numbers	Report	3/27/2023, 3:36 PM	⋮

A large red arrow points to the 'Listing of My Organization Numbers' report row.

Common Reports to Run:

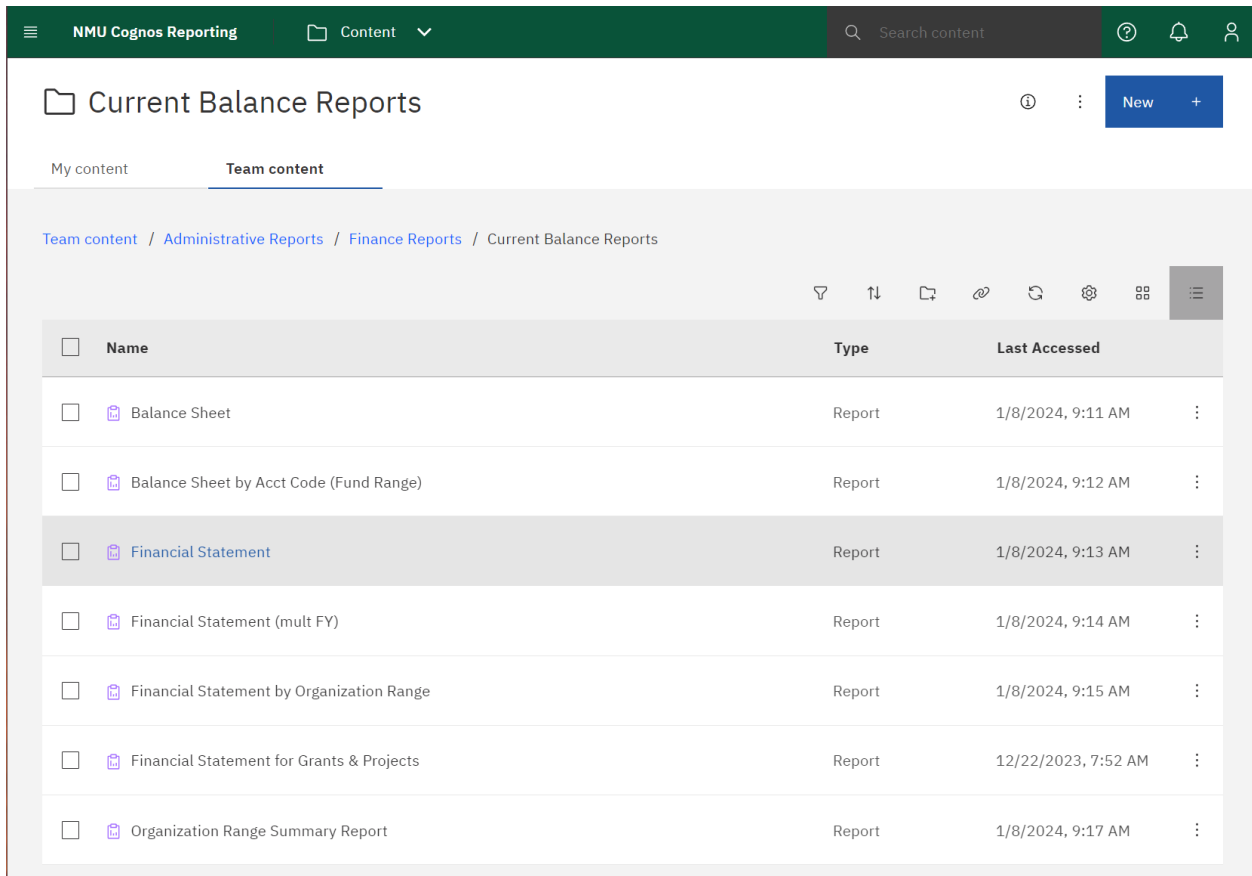
Current Balance Reports – Financial Statement



The screenshot shows the 'Finance Reports' folder in the NMU Cognos Reporting system. The breadcrumb trail is 'Team content / Administrative Reports / Finance Reports'. A table lists the contents of the folder:

Name	Type	Last Accessed
Current Balance Reports	Folder	7/21/2023, 10:47 AM

A red arrow points to the 'Current Balance Reports' folder.



The screenshot shows the 'Current Balance Reports' folder in the NMU Cognos Reporting system. The breadcrumb trail is 'Team content / Administrative Reports / Finance Reports / Current Balance Reports'. A table lists the contents of the folder:

Name	Type	Last Accessed
Balance Sheet	Report	1/8/2024, 9:11 AM
Balance Sheet by Acct Code (Fund Range)	Report	1/8/2024, 9:12 AM
Financial Statement	Report	1/8/2024, 9:13 AM
Financial Statement (mult FY)	Report	1/8/2024, 9:14 AM
Financial Statement by Organization Range	Report	1/8/2024, 9:15 AM
Financial Statement for Grants & Projects	Report	12/22/2023, 7:52 AM
Organization Range Summary Report	Report	1/8/2024, 9:17 AM

A red arrow points to the 'Financial Statement' report.

Enter the **Fiscal Year** (this is the two-digit code for the year ending date) In this case **24**

The NMU fiscal year is July through June. Example July 1 2023 through June 30, **2024**

Enter the **6-digit organization code** – no dashes

Insert and **Run Report** at the bottom of the page

The screenshot shows the 'Financial Statement' report configuration page in the NMU Cognos Reporting system. The page has a dark green header with the title 'Financial Statement' and a search bar. Below the header is a toolbar with icons for edit, print, share, play, refresh, and PDF. The main content area is titled 'Financial Statement' and contains the following elements:

- A label 'Type 2-digit Fiscal Year (example 07)' above a text input field containing '24'.
- A label 'Enter Six-Digit Organization Codes (no dashes), & Click Insert After Each' above an empty text input field.
- Two buttons: 'Insert' with a right-pointing arrow and 'Remove' with a left-pointing arrow.
- A 'Choices' list box containing the text '2XXXXX'.
- A link labeled 'Select all Deselect all' below the choices list.
- A label 'then Click Run Report' below the choices list.
- At the bottom of the page, a dark green bar contains two buttons: 'Run Report' and 'Cancel'.

Provides a financial summary report as of the date run.

FY = 24

May 23, 2024

**Northern Michigan University
Banner Finance System
Current Organization Financial Statement**

Organization: 2XXXXX - Department Name

Acct Code	Account Code Description	Base Budget	Revised Budget	Year to Date Activity	Open Commitments	Balance Available
6480	Maint/Public Safety	1,109,227.00	1,104,170.00	829,968.76	183,314.41	90,886.83
6510	AP(UAW)	110,832.00	110,326.00	88,734.84	13,881.84	7,709.32
6610	Fringe Benefits	688,784.60	685,643.95	518,280.74	111,613.44	55,749.77
6690	Established Labor Fringe Credit	4.49	4.49	0.00	0.00	4.49
Total Established Labor		1,908,848.09	1,900,144.44	1,436,984.34	308,809.69	154,350.41
Subtotal - Established Labor		1,908,848.09	1,900,144.44	1,436,984.34	308,809.69	154,350.41
6710	Student Labor	89,376.00	89,376.00	25,603.12	0.00	63,772.88
6720	Student Labor College Work Study	0.00	0.00	-7,297.66	0.00	7,297.66
6740	Temporary Labor - Students	14,087.00	14,087.00	0.00	0.00	14,087.00
6760	Temporary Labor	0.00	0.00	3,820.76	0.00	-3,820.76
6780	Additional Compensation/Assignment	3,629.00	5,514.37	1,885.37	0.00	3,629.00
6790	Overtime	0.00	0.00	18,733.36	0.00	-18,733.36
6800	Shift Differential	0.00	0.00	1,648.72	0.00	-1,648.72
6810	Longevity	0.00	0.00	1,127.97	0.00	-1,127.97
6830	Clothing Allowance	0.00	0.00	2,808.31	0.00	-2,808.31
6870	Employee Cell Phone/Equip	0.00	0.00	1,246.06	193.84	-1,439.90
6910	Temporary Fringe Benefits	2,815.00	3,271.26	6,763.48	46.90	-3,539.12
6950	Fringe Benefit Credit	0.00	0.00	-1,053.16	0.00	1,053.16
Total Other Labor		109,907.00	112,248.63	55,286.33	240.74	56,721.56
7120	Office Supplies	0.00	0.00	204.34	0.00	-204.34
7121	Bldg & Maint Supplies	40,503.65	40,503.65	15,112.33	0.00	25,391.32
7122	Custodial Supplies	100,000.00	100,000.00	105,253.85	0.00	-5,253.85
7124	Concession Supplies	0.00	0.00	320.66	0.00	-320.66
7135	Other Supplies	5,428.00	5,428.00	0.00	0.00	5,428.00
7142	Miscellaneous Rentals	404.00	404.00	0.00	0.00	404.00
7143	PC Lease	0.00	820.00	820.00	0.00	0.00
7160	Admin Expense	291.79	291.79	2,233.18	0.00	-1,941.39
7180	Repairs & Maintenc	11,000.00	11,000.00	3,986.52	0.00	7,013.48
7181	Trades Labor	0.00	0.00	221.80	0.00	-221.80
7182	Trades Materials	0.00	0.00	1,661.40	0.00	-1,661.40
7190	Printing	52.00	52.00	34.60	0.00	17.40
7192	Professional Services	29,048.00	29,048.00	56,364.89	0.00	-27,316.89
7196	Network Access Serv	0.00	408.00	408.00	0.00	0.00

1

FY = 24

May 23, 2024

**Northern Michigan University
Banner Finance System
Current Organization Financial Statement**

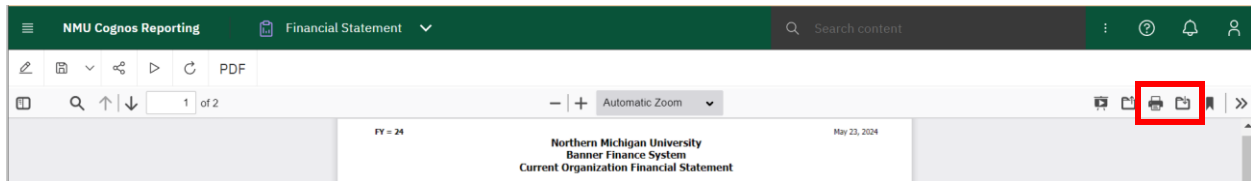
Organization: 2XXXXX - Department Name

Acct Code	Account Code Description	Base Budget	Revised Budget	Year to Date Activity	Open Commitments	Balance Available
7198	Material and Supplies credit	0.00	0.00	-7,178.00	0.00	7,178.00
7310	Staff Travel/Conf	0.00	0.00	131.47	0.00	-131.47
7335	Mileage/Motor Pool Charges	0.00	0.00	944.99	0.00	-944.99
7350	Group Meals-Internal	0.00	0.00	134.00	0.00	-134.00
7400	Network Infrastructure	0.00	7,104.00	7,104.00	0.00	0.00
Total Supplies, Materials & Services		186,727.44	195,059.44	187,758.03	0.00	7,301.41
7655	Small Equipment Purchases	0.00	0.00	4,798.27	0.00	-4,798.27
7656	Capitalized Equipment	13,560.00	13,560.00	0.00	0.00	13,560.00
Total Equipment		13,560.00	13,560.00	4,798.27	0.00	8,761.73
Subtotal - Departmental Support		310,194.44	320,868.07	247,842.63	240.74	72,784.70
Total Expenditures		2,219,042.53	2,221,012.51	1,684,826.97	309,050.43	227,135.11
Organization Total		2,219,042.53	2,221,012.51	1,684,826.97	309,050.43	227,135.11
Report Total		2,219,042.53	2,221,012.51	1,684,826.97	309,050.43	227,135.11



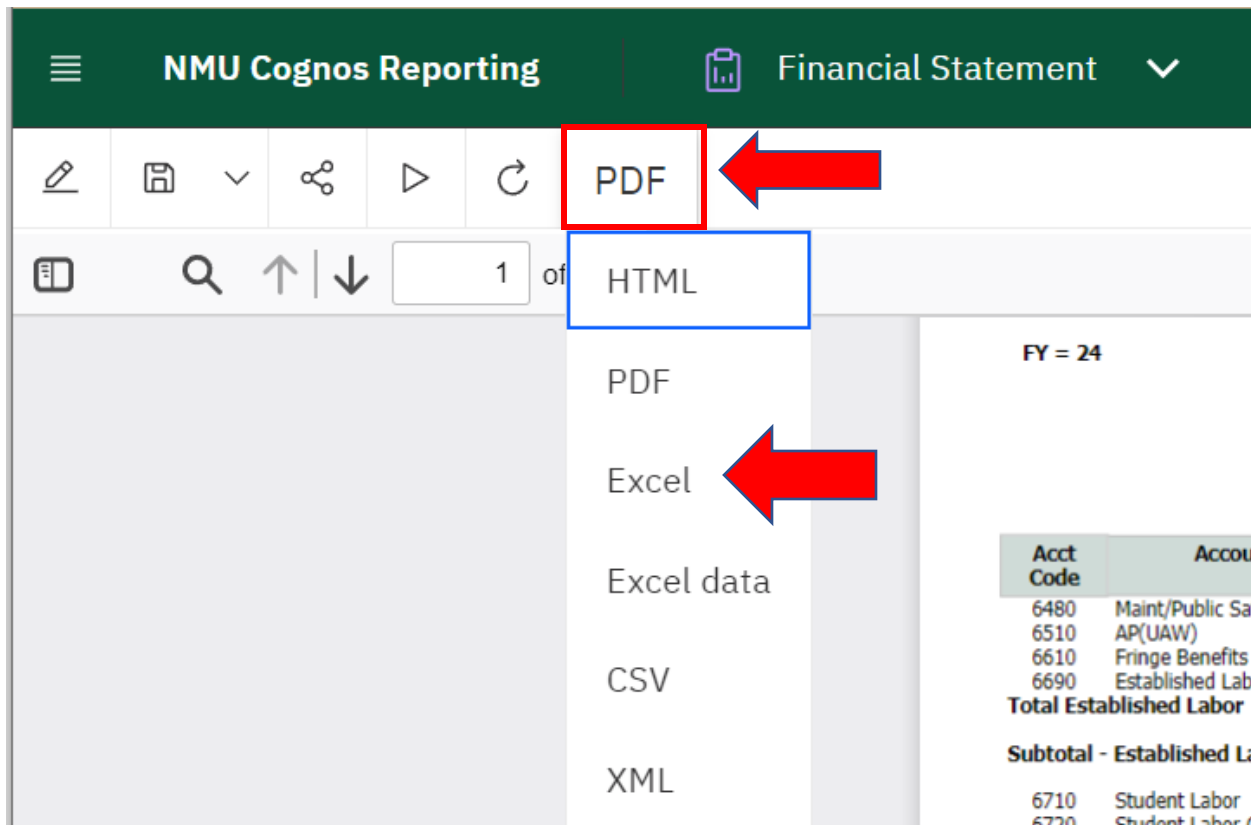
The bottom line Balance Available is the current balance in the org number. It is the Budget less Year to Date Activity Less Open Commitments.

In the top of the report on the far right – you may select the icon to Print or Downloaded



In the top of the report on the far left – you may select to run the report in another mode or run a new report.

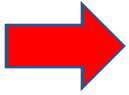
The Report may also be Run in another mode – PDF, Excel, etc. -select Excel– from the dropdown menu



Or you may want to **Run a new report with a different org number.**

Select the triangle (Run) and it will bring back the prompt screen.

Click on the org number and Remove. Then enter the new 6-digit org number and Insert and Run Report.



Financial Statement

Type 2-digit Fiscal Year (example 07)

24

Enter Six-Digit Organization Codes (no dashes), & Click Insert After Each

Insert Remove

Choices: 200001

Select all Deselect all

then Click Run Report

Run Report Cancel

If you are running a **Grant org number report (the org number starts with a 5)**

Use the reports that state for Grants & Projects. Because the Grant & Project dates usually cross over fiscal year dates these reports provide the information for the grant start date to the current date.

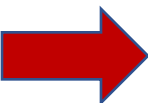
NMU Cognos Reporting Content

Current Balance Reports

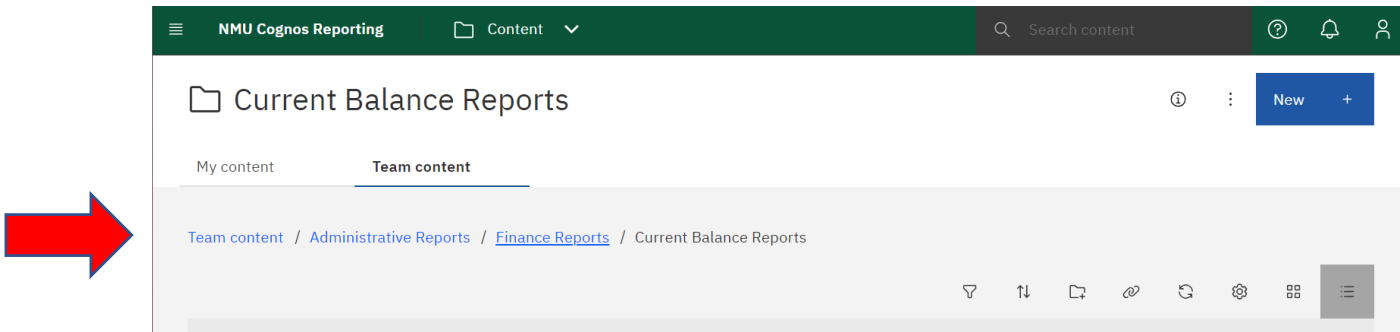
My content Team content

Team content / Administrative Reports / Finance Reports / Current Balance Reports

Name	Type	Last Accessed
Balance Sheet	Report	1/8/2024, 9:11 AM
Balance Sheet by Acct Code (Fund Range)	Report	1/8/2024, 9:12 AM
Financial Statement	Report	1/8/2024, 9:13 AM
Financial Statement (mult FY)	Report	1/8/2024, 9:14 AM
Financial Statement by Organization Range	Report	1/8/2024, 9:15 AM
Financial Statement for Grants & Projects	Report	12/22/2023, 7:52 AM
Organization Range Summary Report	Report	1/8/2024, 9:17 AM



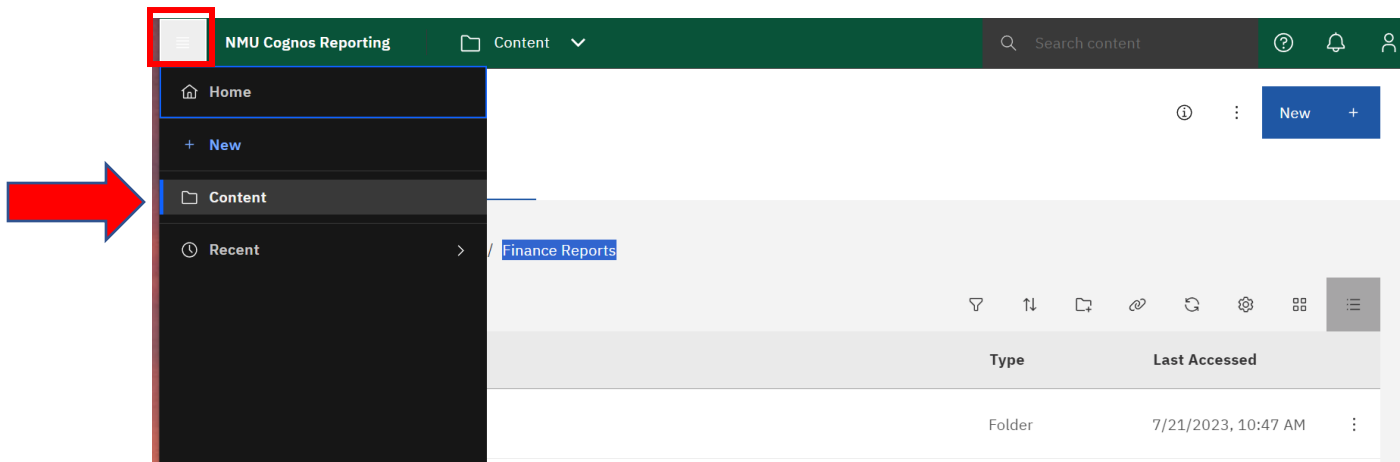
To run additional reports - you may either select the **Finance Reports** from the Breadcrumbs line



The screenshot shows the top navigation bar with 'NMU Cognos Reporting' and 'Content' dropdown. Below is the 'Current Balance Reports' folder view. The breadcrumb path is: [Team content](#) / [Administrative Reports](#) / [Finance Reports](#) / Current Balance Reports. A red arrow points to the 'Finance Reports' link.

or

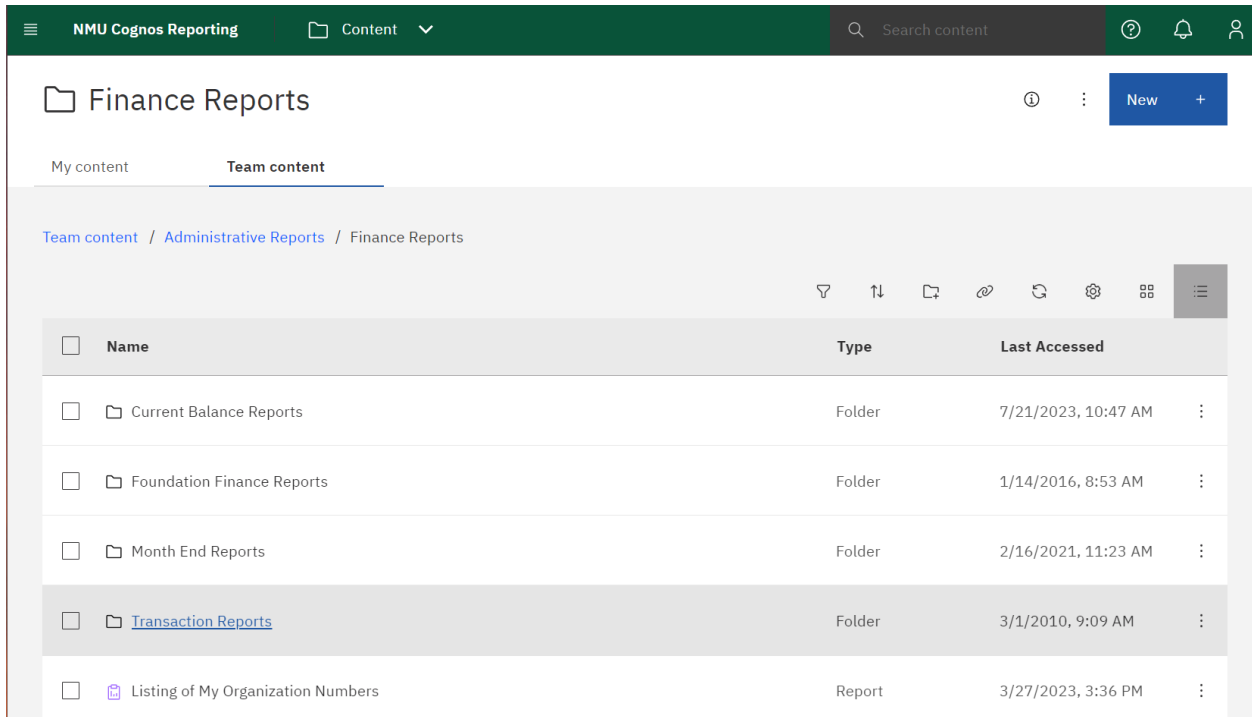
Use the **3 dashes in the green line** next and go back into Content



The screenshot shows the left navigation pane open. The 'Content' option is highlighted with a blue bar. A red arrow points to this option. The breadcrumb path is: [Home](#) / [Content](#) / [Finance Reports](#). Below the breadcrumb is a table with columns 'Type' and 'Last Accessed'.

Type	Last Accessed
Folder	7/21/2023, 10:47 AM

Transaction Reports – this provides a detailed listing of individual transactions for an Acct Code



The screenshot displays the 'Finance Reports' folder in the NMU Cognos Reporting system. The interface includes a top navigation bar with 'Content' and a search bar. Below the folder name, there are tabs for 'My content' and 'Team content', with 'Team content' selected. A breadcrumb trail shows 'Team content / Administrative Reports / Finance Reports'. A table lists the contents of the folder, with columns for 'Name', 'Type', and 'Last Accessed'. The 'Transaction Reports' folder is highlighted, and a red arrow points to it from the left side of the image.

<input type="checkbox"/>	Name	Type	Last Accessed
<input type="checkbox"/>	Current Balance Reports	Folder	7/21/2023, 10:47 AM
<input type="checkbox"/>	Foundation Finance Reports	Folder	1/14/2016, 8:53 AM
<input type="checkbox"/>	Month End Reports	Folder	2/16/2021, 11:23 AM
<input type="checkbox"/>	Transaction Reports	Folder	3/1/2010, 9:09 AM
<input type="checkbox"/>	Listing of My Organization Numbers	Report	3/27/2023, 3:36 PM

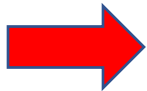
NMU Cognos Reporting Content

Transaction Reports

My content Team content

Team content / Administrative Reports / Finance Reports / Transaction Reports

Name	Type	Last Accessed
<input type="checkbox"/> Budget Transactions for the Year	Report	1/8/2024, 9:59 AM
<input type="checkbox"/> Encumbrance Transactions for the Year	Report	1/8/2024, 10:00 AM
<input type="checkbox"/> Revenue & Expense Transactions for a Month	Report	1/8/2024, 10:02 AM
<input type="checkbox"/> Revenue & Expense Transactions for Projects & Grants	Report	12/22/2023, 8:13 AM
<input type="checkbox"/> Revenue & Expense Transactions for Projects & Grants (with date prompt)	Report	12/22/2023, 8:12 AM
<input type="checkbox"/> Revenue & Expense Transactions for the Year	Report	1/8/2024, 10:05 AM
<input type="checkbox"/> Revenue & Expense Transactions for the Year (Sort by Acct Code)	Report	1/8/2024, 10:06 AM



Budget Transactions for the Year

These are only in the **General Fund** – orgs that start with a 2

NMU Cognos Reporting Budget Transaction ... for the Year

Budget Transactions for the Year

Type 2-digit Fiscal Year (22)

24

Enter Six-Digit Organization Codes (no dashes), & Click Insert After Each

Insert Remove

Choices: 20000X

then Click Run Report

Run Report Cancel

**Northern Michigan University
Banner Finance System
Budget Transaction Report**

Orgn Code	Acct Code	Rule Code	Transaction Date	Transaction Description	Transaction Amount	Posting Period	Document Code	Seq Number
2XXXXX					89,376.00			
	6740	BD01	7/1/23	Original Budget	14,087.00	01	BD001997	195
					14,087.00			
	6780	BD01	7/1/23	Original Budget	3,629.00	01	BD001997	219
		BD04	11/20/23	Pos 700132 - A/P Merit Awards	1,885.37	01	BD002168	26
					5,514.37			
	6910	BD01	7/1/23	Original Budget	2,815.00	01	BD001997	329
		BD04	11/20/23	Pos 700132 - A/P Merit Awards	456.26	01	BD002168	27
					3,271.26			
	7121	BD01	7/1/23	Original Budget	40,503.65	01	BD001997	443
					40,503.65			
	7122	BD01	7/1/23	Original Budget	100,000.00	01	BD001997	450
					100,000.00			
	7135	BD01	7/1/23	Original Budget	5,428.00	01	BD001997	556
					5,428.00			
	7142	BD01	7/1/23	Original Budget	404.00	01	BD001997	610
					404.00			
	7143	BD04	12/14/23	FY24 Computer Leases	820.00	01	BD002185	86
					820.00			

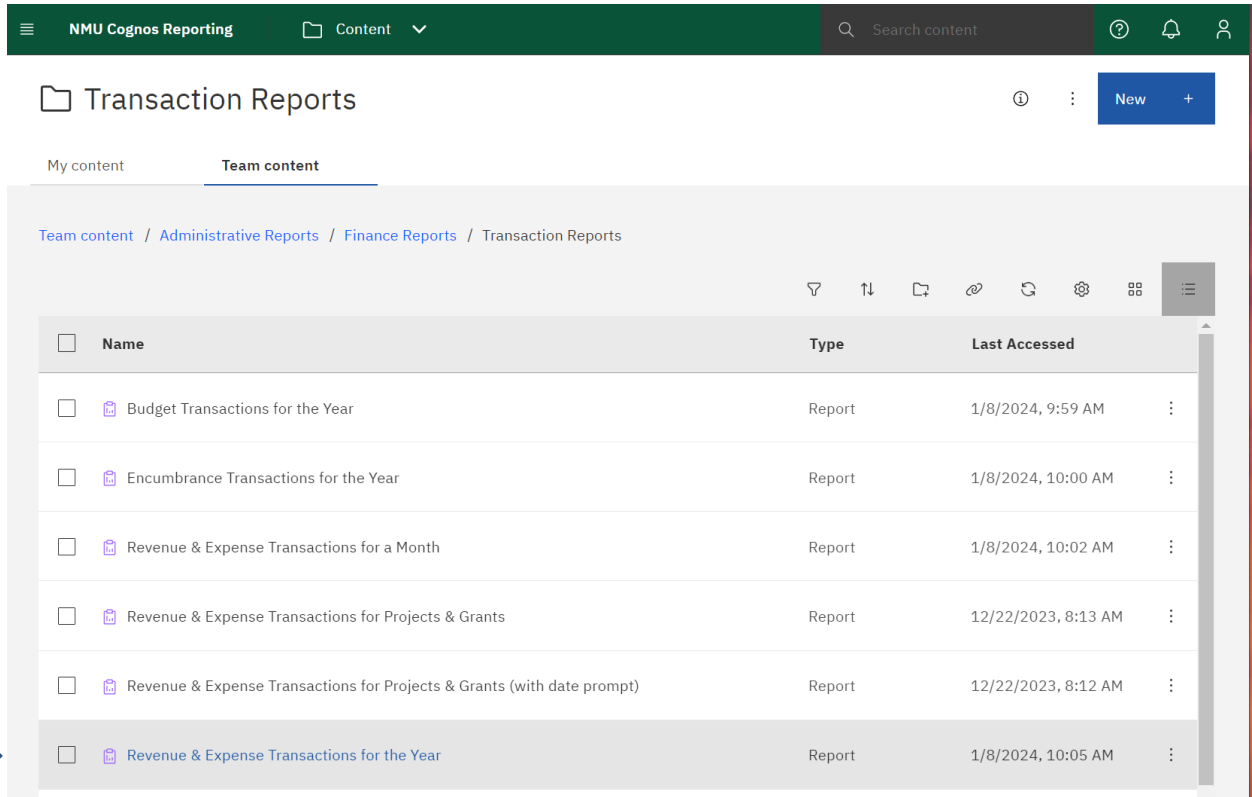
Rule Code **BD01** is an **Original Budget** entry on July 1 – start of the new fiscal year

Rule Code **BD04** is a **Temporary Budget Revision** effective changes during that fiscal year only







Revenue and Expense Transactions

Provide a listing of the transactions for the period. Example, Month, Year

Revenue and Expense Transactions for the Year



The screenshot displays the Cognos Reporting interface. The top navigation bar includes 'NMU Cognos Reporting', 'Content', and a search bar. The main area is titled 'Transaction Reports' and shows a list of reports under the 'Team content' tab. The breadcrumb trail is 'Team content / Administrative Reports / Finance Reports / Transaction Reports'. A table lists the reports with columns for Name, Type, and Last Accessed. A red arrow points to the report 'Revenue & Expense Transactions for the Year' at the bottom of the list.

<input type="checkbox"/>	Name	Type	Last Accessed
<input type="checkbox"/>	 Budget Transactions for the Year	Report	1/8/2024, 9:59 AM
<input type="checkbox"/>	 Encumbrance Transactions for the Year	Report	1/8/2024, 10:00 AM
<input type="checkbox"/>	 Revenue & Expense Transactions for a Month	Report	1/8/2024, 10:02 AM
<input type="checkbox"/>	 Revenue & Expense Transactions for Projects & Grants	Report	12/22/2023, 8:13 AM
<input type="checkbox"/>	 Revenue & Expense Transactions for Projects & Grants (with date prompt)	Report	12/22/2023, 8:12 AM
<input type="checkbox"/>	 Revenue & Expense Transactions for the Year	Report	1/8/2024, 10:05 AM

The report will run in **Account Code order**. Scroll down through the report to review the results.

In this example – the transaction details for payroll code 6480 are listed first and scrolling down you find the transaction detail for code 7122.

Northern Michigan University Banner Finance System Revenue and Expense Transaction Report									
FY = 24 Custodial									May 23, 2024
Orgn Code	Acct Code	Rule Code	Transaction Date	Transaction Description	Transaction Amount	Posting Period	Document Code	Seq Number	
2XXXXX	6480	JE16	7/1/23	Rev Payroll Accrual - FY 23	-51,095.16	01	MJ011250	847	
		HGNL	7/6/23	HR Payroll 2023 BW 14 0	-105.36	01	F0379938	112	
		HGNL	7/6/23	HR Payroll 2023 BW 14 0	34,878.84	01	F0379938	506	
		HGNL	7/20/23	HR Payroll 2023 BW 15 0	33,334.39	01	F0379988	508	
		HGNL	8/3/23	HR Payroll 2023 BW 16 0	33,376.70	02	F0380085	512	
		HGNL	8/17/23	HR Payroll 2023 BW 17 0	34,608.33	02	F0380156	503	
		HGNL	8/31/23	HR Payroll 2023 BW 18 0	35,795.08	02	F0380339	510	
		HGNL	9/14/23	HR Payroll 2023 BW 19 0	37,167.07	03	F0380439	500	
		HGNL	9/28/23	HR Payroll 2023 BW 20 0	38,968.16	03	F0380550	491	
		HGNL	10/12/23	HR Payroll 2023 BW 21 0	39,904.87	04	F0380647	521	
		HGNL	10/26/23	HR Payroll 2023 BW 22 0	38,292.96	04	F0380728	520	
		HGNL	11/9/23	HR Payroll 2023 BW 23 0	37,595.85	05	F0380834	516	
		HGNL	11/22/23	HR Payroll 2023 BW 24 0	37,405.63	05	F0380911	505	
		HGNL	12/7/23	HR Payroll 2023 BW 25 0	37,883.84	06	F0381047	496	
		HGNL	12/21/23	HR Payroll 2023 BW 26 0	-465.92	06	F0381155	23	
		HGNL	12/21/23	HR Payroll 2023 BW 26 0	37,656.65	06	F0381155	498	
		HGNL	1/4/24	HR Payroll 2024 BW 1 0	38,158.69	07	F0381220	513	
		HGNL	1/18/24	HR Payroll 2024 BW 2 0	38,075.86	07	F0381381	553	
		HGNL	2/1/24	HR Payroll 2024 BW 3 0	36,709.65	08	F0381511	500	
		HGNL	2/15/24	HR Payroll 2024 BW 4 0	37,288.79	08	F0381612	504	
		HGNL	2/29/24	HR Payroll 2024 BW 5 0	37,264.74	08	F0381703	502	
		HGNL	3/14/24	HR Payroll 2024 BW 6 0	37,922.07	09	F0381781	485	
		HGNL	3/28/24	HR Payroll 2024 BW 7 0	36,448.86	09	F0381863	494	
		HGNL	4/11/24	HR Payroll 2024 BW 8 0	35,870.77	10	F0381926	501	
		HGNL	4/25/24	HR Payroll 2024 BW 9 0	35,249.12	10	F0382020	508	
		HGNL	5/9/24	HR Payroll 2024 BW 10 0	35,099.84	11	F0382079	508	
		HGNL	5/23/24	HR Payroll 2024 BW 11 0	36,678.44	11	F0382161	493	
		6480					829,968.76		
6510		JE16	7/1/23	Rev Payroll Accrual - FY 23	-5,810.36	01	MJ011250	848	
		HGNL	7/6/23	HR Payroll 2023 BW 14 0	3,873.57	01	F0379938	507	
		HGNL	7/20/23	HR Payroll 2023 BW 15 0	3,881.03	01	F0379988	509	

**Northern Michigan University
Banner Finance System
Revenue and Expense Transaction Report**

FY = 24
Custodial

May 23, 2024

Orgn Code	Acct Code	Rule Code	Transaction Date	Transaction Description	Transaction Amount	Posting Period	Document Code	Seq Number
2XXXX	7122	JTCA	5/5/24	Imperial Bag & Paper Co LLC 4225856	136.65	11	IV025927	28
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4223026	239.88	11	IV033743	29
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4225822	7.08	11	IV033743	30
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4225823	17.70	11	IV033743	38
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4225830	7.08	11	IV033743	32
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4225838	106.96	11	IV033743	27
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4225840	501.02	11	IV033743	31
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4225851	329.01	11	IV033743	37
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4225854	296.53	11	IV033743	33
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4225865	238.26	11	IV033743	2
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4228787	262.74	11	IV033743	42
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4228788	314.40	11	IV033743	40
		JTCA	5/13/24	Imperial Bag & Paper Co LLC 4228790	74.28	11	IV033743	41
		JTCA	5/14/24	Imperial Bag & Paper Co LLC 4228799	331.98	11	IV035141	29
		JTCA	5/14/24	Imperial Bag & Paper Co LLC 4228808	75.20	11	IV035141	38
		JTCA	5/14/24	Imperial Bag & Paper Co LLC 4231685	391.49	11	IV035141	46
	7122				105,253.85			
	7124	JTCI	2/6/24	Imperial Bag & Paper Co LLC 4190583	320.66	08	IV001112	102
	7124				320.66			
	7143	JE16	12/15/23	FY24 Computer Leases	820.00	06	MJ011627	150
	7143				820.00			

Some helpful Document Codes: these are related to the type of transaction.

If the Document Code starts with:

F - Payroll

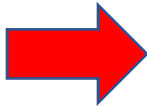
EX – Concur Expense

IV – Concur Invoice

TM- Trades and Materials

MJ or J – Journal Entry

PT – Printing Services






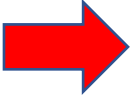
Transaction details for a Grant – use the Revenue & Expense Transactions for Projects & Grants

Transaction Reports

My content Team content

Team content / Administrative Reports / Finance Reports / Transaction Reports

<input type="checkbox"/>	Name	Type	Last Accessed
<input type="checkbox"/>	 Encumbrance Transactions for the Year	Report	1/8/2024, 10:00 AM
<input type="checkbox"/>	 Revenue & Expense Transactions for a Month	Report	1/8/2024, 10:02 AM
<input type="checkbox"/>	 Revenue & Expense Transactions for Projects & Grants	Report	12/22/2023, 8:13 AM



Labor Reporting


NMU Cognos Reporting Content

Administrative Reports

My content Team content

Team content / Administrative Reports

Name	Type	Last Accessed
Finance Reports	Folder	9/16/2013, 7:26 AM
Labor Reporting	Folder	3/2/2021, 4:56 PM



Several Labor related reports are available:

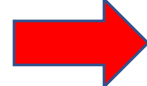

NMU Cognos Reporting Content

Labor Reporting

My content Team content

Team content / Administrative Reports / Labor Reporting

Name	Type	Last Accessed
Grants and Projects Payroll Expense	Report	1/8/2024, 10:13 AM
Labor Report - Detail	Report	1/8/2024, 10:14 AM
Labor Report - Detail (Tim)	Report	1/8/2024, 10:15 AM
Labor Report - Detail for Acct Code	Report	1/8/2024, 10:45 AM
Labor Report - Detail for NMU IN	Report	1/8/2024, 10:17 AM
Labor Report - Detail for NMU IN by Calendar Year	Report	1/8/2024, 10:21 AM
Labor Report - Detail for Orgn and NMU IN	Report	4/8/2024, 10:53 AM
Labor Report - Summary for Pay Date	Report	1/8/2024, 10:26 AM



This **Labor Report – Detail** will provide a listing in acct code order of all individuals charged to your org number for the fiscal year. Note the Fiscal Year code in this report is requiring all 4 digits – as an example 2024. This report takes a while to run.

The screenshot shows the 'Labor Report - Detail' form in a web browser. The header includes 'NMU Cognos Reporting' and 'Labor Report - Detail'. Below the header, there are navigation icons and a search bar. The main content area is titled 'Labor Report - Detail' and contains two sections: 'Enter Fiscal Year:' and 'Enter Organization Code/Codes'. The 'Enter Fiscal Year:' section has a text input field that is empty, with a note below it stating 'If fiscal year is 2019-2020, enter 2020 (all four digits)' and 'Note: Only Fiscal Years 2005 and above are available'. The 'Enter Organization Code/Codes' section has a text input field, an 'Insert' button, and a 'Remove' button. To the right of the input field is a 'Choices' list, which is currently empty. At the bottom of the form, there are 'Run' and 'Cancel' buttons.

The screenshot shows the 'Labor Report - Detail' form with a modal dialog box open. The 'Enter Fiscal Year:' section now has the text '2024' entered in the input field. The 'Enter Organization Code/Codes' section is the same as in the previous screenshot. The modal dialog box is titled 'Your report is running.' and contains the following text: 'Your report is running. Instead of waiting, you can select a delivery method to run the report in the background. [Select a delivery method.](#)' There is a 'Cancel' button at the bottom of the dialog box. At the bottom of the form, there are 'Run' and 'Cancel' buttons.

Labor Report – Detail for Acct Code

This report provides a detail transaction of the individuals paid in an Acct Code

NMU Cognos Reporting Labor Report - D ... for Acct Code

Edit [Icons] HTML

Labor Report - Detail for Acct Code

Enter Fiscal Year:
If fiscal year is 2019-2020, enter 2020 -- all 4 digits.

*

Enter Organization Code/Codes:
Enter Orgn Code, click insert.

* Selections:

→ ←

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

Enter Account Code/Codes:
Enter Acct Code, click insert.

* Selections:

→ ←

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

Labor Report - Detail for Account Code
Fiscal Year = 2024

Orgn Code	Acct Code	Posn No.	Pay No.	Amount	Pay Hours	NMU IN	Name	Pay Date
2XXXXX	6710 - Student Labor	200132	1	202.95	18.45			01/04/24
				53.79	4.89			01/04/24
				62.59	5.69			01/04/24
				411.73	37.43			01/04/24
				68.75	6.25			01/04/24
				82.82	8.2			01/04/24
			3	203.94	18.54			02/01/24

Use the **Grants and Projects Payroll Expense** for the details of payroll transactions charged to a Grant.

The screenshot shows the NMU Cognos Reporting interface. At the top, there is a navigation bar with 'NMU Cognos Reporting', a 'Content' dropdown, a search bar, and help/notification icons. Below this is a breadcrumb trail: 'Labor Reporting'. Underneath, there are tabs for 'My content' and 'Team content'. The main content area shows a list of reports under the path 'Team content / Administrative Reports / Labor Reporting'. The list has columns for 'Name', 'Type', and 'Last Accessed'. One report is visible: 'Grants and Projects Payroll Expense' with a 'Report' type and a last accessed date of '1/8/2024, 10:13 AM'. A red arrow points to the left side of the report list.