

BI Content Catalog

Report Name: BI Content Catalog

Run Date: Aug 3, 2015

Run Time: 7:00:20 AM

Subject Area: FI

BI Content Type: Report

BI Content Name	Executive Summary	Purpose	Cognos Location	Intended Audience
Accounting Balance Listing	Provides a listing of valid accounts with management balances and cash balances	This content provides a listing of valid accounts with management balances and cash balances where appropriate. The report is rendered in Excel format with three tabs of balances.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> Balances?	Business Office Staff
Asset Summary	At the summary level, the report provides basic information that all assets share in common. The report includes the following elements: Asset Number, Asset Subnumber, Inventory Number, Moveable or Fixed, Description, Additional Description, Useful Life in Years, Manufacturer, Asset Type Name, Property Owner, Serial Number, Campus, Building Location, Room, Contact, Responsible Cost Center, and Capitalization Date.	Report provides high level asset summary with ability to drill through to original acquisition value, current acquisition value, net book value, depreciation, and transaction detail. Report also provides views of deactivated assets, loaned assets, planned depreciation, and property off campus.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Assets?	Sponsored Programs; Business Office Staff; Accounting Services
Budget vs Actual	Compares budget (REC & NREC) versus actual expenditures for budgeted funds for the selected fiscal year.	Compares budget (REC & NREC) versus actual expenditures for budgeted funds for the selected fiscal year. Can be viewed at a major unit or department level.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> Balances?	Business Office
Commitment Item Hierarchy	This content provides the hierarchies for commitment items.	This content provides the mapping of commitment items to report hierarchies established for University level reporting and aid in summarization of revenue and expense data.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> Departmental?	Business Office
Cost Share Budget Recon	Cost Share report showing budget of grants vs. the FM budget for reconciliation	Help Business Office to reconcile cost share for grants. To be able to see future commitments by Fund, Fund Center and Grant. The life to date budget of the grant is compare to what is posted in FM. The variance column will show the difference between grant life to date budget and the FM posted budgets. This report may be part of the Cost Share grant management	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?>	Business Office

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		training.	Account Management ?> SPS?	
Scholarship Report	Provide student details related to scholarships and awards	This content provides student details related to scholarships and awards that have posted to departmental funds. This content will assist with reporting and reconciliation of payments to students.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> Student?	Business Office, Bursar, Enrollment Management, Accounting, Office of Financial Planning & Analysis

Subject Area: FM

BI Content Type: Report

BI Content Name	Executive Summary	Purpose	Cognos Location	Intended Audience
Base Budget Tracking	This content is recurring budget transactions on general funds.	This content is to view all general fund recurring budget transactions processed throughout the year, the dollar amount and CUL. This content includes the original budget and all recurring FMBB changes made throughout the year.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> Budget?	Business Office
CFWD Clean Up Tools	This content provides data to be used with the Carry Forward Clean Up Tool.	This content provides data to be used with the Carry Forward Clean Up Tool in July of each year. The content can be used to help plan the adjustments that will be entered into the tool.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> Budget?	Business Office Staff
Cost Distribution Verification with Account Balance	This content provides information on payroll. What payroll will overdarft an account or post to an expired/expiring account as well as what payroll will post to the 91010000 fund.	This content utilizes the compensation star to identify where an employee's payroll will post, the financial balances star to obtain the previous months management balance, the grant star to see sponsored program data, and payroll charge star for the calculated fringe benefits percentages. This will allow users to project the current month's salary, fringes and F&A (if applicable) and compare it to the previous month's management balance. Summer salary is included if it is entered in SAP.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> Balances?	Business Office
FM Annual Budget Detail Listing	This content may be exported to Excel to set up the Base Budget Reconciliation (BBR0 tool).	This content provides detail information from the annual budget system. This is the fiscal year starting point (July 1) for each areas general fund budget. It breaks down the amounts into two groups: General Funds and Non-General Funds, allowing areas to see how an individual is completely budgeted (i.e. 50% general funds and 50% sponsored program funds).	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> Budget?	Business Managers, Directors of Financial Affairs, and Assistant

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				Director of Financial Affairs
Preposted FMBB Documents	This content provides a count and details of FMBBs in Preposted Status.	This content provides count and detailed information on FMBBs in Preposted Status.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> Budget?	Business Office staff, Accounting Services
Revenue vs Expense	Provides beginning balance, revenue, expense and commitments for Non-Budgeted Funds.	Provides beginning balance, revenue, expense and commitments for Non-Budgeted Funds. This content calculates management balance for Non-Budgeted Funds	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> Balances?	Business Office Staff
Spend by Vendor by Fund Center	This content provides what has been paid to a specific vendor. It can be run by Vendor and/or by Funds Center. This is a summary report with option to drill through to a detail report containing Purchase Order Number, Posting Date, Account Number, etc.	This content is a summary report by Vendor with a drill through to details.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Procurement?	Procurement Centers, Business Management, Central Procurement
Transaction Listing	This content provides a summary of transactions with drill through capabilities to the details.	This content provides a summary of transactions with drill through capabilities to the details. The detailed information renders different report layouts depending on the transaction selected: Travel layout, Equipment layout, Transactional layout.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> Transaction Listing?	Business Office Staff

Subject Area: GM

BI Content Type: Report

BI Content Name	Executive Summary	Purpose	Cognos Location	Intended Audience
Grant Attribute Type Active Report	Provides additional grant attributes by responsible cost center.	This content provides additional grant attributes by responsible cost center or grant number. The content provides the following information: award, carry forward/interest, cost share, country, non-financial award, and regulatory.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Business Management ?> Account Management ?> SPS?	Business Office, SPS
Sponsored Program	Provides Grants Management Reporting unit data by	Provides Grants Management Reporting Unit data by Responsible Cost Center or Reporting Unit to verify fields are completed correctly.	Current Path?Public Folders - PROD ?> Boiler Insight ?> Standard Content ?>	Staff that work with

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BI Content Name	Executive Summary	Purpose	Cognos Location	Intended Audience
Reporting Units: Academic & DP	Responsible Cost Center or Reportings Units.		Business Management ?> Account Management ?> SPS?	Sponsored Programs

Subject Area: HR

BI Content Type: Query

BI Content Name	Executive Summary	Purpose	Cognos Location	Intended Audience
Administrative Adjustments	List of employees, with Account Assignment, receiving administrative adjustments.	This query provides a list of employees, by Campus and Organizational Unit, receiving administrative adjustments based on the Posting Fiscal Year selected. The query also includes the Account Assignment information.	Public Folders - PROD > Boiler Insight > Standard Content > Human Resources>Payroll Charge>Reports>Administrative Adjustments	Business Office
Employee Profile			Public Folders - PROD>Boiler Insight>Standard Content>Human Resources>Employee Appointment>Reports>Employee Profile	Business Office
Supervisor Vacancies - HR Org Bus. Admin	This report identifies supervisor positions that are vacant with employees reporting to it.	This report identifies supervisor positions that are vacant with employees reporting to it. Review the positions in your area to determine which positions should temporarily or permanently be identified as the Supervisor position. Select fiscal year, your area and/or organizational unit to see the results.	Public Folders - PROD>Boiler Insight>Standard Content>Human Resources>Employee Appointment>Reports>Supervisor Vacancies - HR Org Bus Admin	Business Office Staff
Undergraduate Student Action Report	Post audit report for undergraduate student Personnel Action forms submitted by Org Unit.	This content provides information on undergraduate students Personnel Action forms submitted by an Org Unit. Filter data by Org Unit and Calendar Year/Month for when an action was submitted; Action Type (i.e. New Hire) is optional. Use this content as a post audit for undergraduate student Personnel Action forms submitted.	Public Folders - PROD ?> Boiler Insight ?> Standard Content ?> Human Resources ?> Employee Actions and Appointments ?> Reports	Business Office
Vacant Chief positions	This report identifies chief positions that are currently vacant.	This report identifies chief positions that are currently vacant. Review the list to determine which position should temporarily or permanently be identified as the Chief position. Select your area and/or organization unit to see the results.	Public Folders - PROD>Boiler Insight>Standard Content>Human Resources>Employee Appointment>Reports>Vacant Chief positions	Business Office Staff

BI Content Name	Executive Summary	Purpose	Cognos Location	Intended Audience
Average Hourly Rate	Provides Hourly Rate and period base pay information by Calendar Year/Month and Employee Group	This content provides hourly average and period base pay information by employee grouped by Calendar year/month and employee group.	Public Folders - PROD>Boiler Insight>Standard Content>Human Resources>Employee Appointment>Reports>Average Hourly Rate	Business Office staff
Concurrent	Detailed List of all concurrent employees	This content can be used to filter on all	Public Folders - PROD>Boiler	Human

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Employment		concurrent employees by variety of ways including Campus, Org Unit, HR Org, Employee Group.	Insight>Standard Content>Human Resources>Employee Appointment>Reports>Concurrent Employment	Resources; Business Office Staff
Estimated Payout of Leaves	Contains two summarized list reports displaying Quota Hours, Payout Hours, and Estimated Payout. The first list report displays this information for Faculty, Continuing Lecturers, and Administrative/Professional staff. The second list report displays this information for Clerical/Service staff. Each list report may be viewed by the OIE Organization View or by the Organization Unit view. The reports have the capability of drilling through on the Organization Unit or Employee Group for detailed information.	This content provides quota balance and estimated payout information by staff group for an OIE Organization and Organization Unit.	Public Folders - PROD > Boiler Insight > Standard Content > Human Resources>Employee Leaves, Absences, Quotas>Reports>Estimated Payout of Leaves	Deans, Department Heads, Business Offices
FTE and Headcount	The report is useful for determining FTE and Headcount by fiscal year month by campus by OIE Org or by Org Unit.	The report is useful for determining FTE and Headcount by fiscal year by snapshot month by campus by OIE Org by Org Unit. There are other drill through reports from this report to get detailed appointment information. There is a link within this report to a trend report to compare FTE and Headcount across multiple years	Public Folders - PROD>Boiler Insight>Standard Content>Human Resources>Employee Appointment>Reports	Business Office and Human Resources
Fringe Benefit Expenses	Detailed List of Fringe Benefits paid out to employees.	This content can be used to monitor Fringe Benefit Expenses. It is not meant for allocating fringe benefits. It can be viewed by a variety of ways including by Campus, HR Org, Org Unit, Posting Date, Fund, Employee Group and Employee Name.	Public Folders - PROD > Boiler Insight > Standard Content > Human Resources>Payroll Charge>Reports>Fringe Benefit Expenses	Human Resources; Business Managers; Supervisors
IPEDS DataDigest Extract	Detailed List of all employees including all fields needed for the IPEDS or Data Digest Reports	This content can be used to verify the employees in each IPEDS or Data Digest category. It can be viewed in a variety of ways including Campus, Org Unit and /or OIE.	Public Folders - PROD>Boiler Insight>Standard Content>Human Resources>Employee Appointment>Reports>IPEDS DataDigest Extract	Human Resources; Business Managers; Supervisors
Metadata Report	Provides metadata information on the BI Data Mart packages.	To provide metadata information on the BI Data Mart packages. The content may be filtered by Star, Table, Field and Security Level.	Public Folders - PROD > Boiler Insight > Standard Content > Metadata>>Reports>Metadata	Business, Report Authors
PAR Salary Report	List report of salary and wage and fringe charges for supervisor and employees reporting to selected supervisor sorted by Personnel number and For Period.? Includes For Period, Fund, Fund Center, Order, Amount, % of Amount on Account in For Period, Fringe, Fringe % of Amount by Account in For Period.	To provide a summary of salary and fringes as supporting documentation for PAR process.? PAR Salary Report Summary provides a summarized view for the total PAR period and PAR Salary Report Detail provides a detailed view for each For Period within the PAR period.	Public Folders - PROD > Boiler Insight > Standard Content > Human Resources>Payroll Charge>Reports>PAR Salary Report	Business Office staff or those who need to know the details of payroll.
PAR Salary Report by Supervisor	List report of salary and wage and fringe charges for supervisor and employees reporting to selected supervisor sorted by Personnel number and For Period.? Includes For Period, Fund, Fund Center, Order, Amount, % of	To provide a summary of salary and fringes as supporting documentation for PAR process.? PAR Salary Report Summary provides a	Public Folders - PROD > Boiler Insight > Standard Content > Human Resources>Payroll	Business Office staff or those

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	Amount on Account in For Period, Fringe, Fringe % of Amount by Account in For Period.	summarized view for the total PAR period and PAR Salary Report Detail provides a detailed view for each For Period within the PAR period.	Charge>Reports>PAR Salary Report	who need to know the details of payroll.
Position History	List report providing the history of position by position ID. Displays changes to position only.	This content lists the history of a position by position ID. Displays changes to position only. The holder will display when the holder is added to the Position Dimension.	Public Folders - PROD > Boiler Insight > Standard Content > Human Resources>Employee Actions and Appointments>Reports>Position History	Human Resources; Business Office
Position Incumbents	List report of incumbents in a position at a given snapshot in time.	This content can be used to find incumbents in a position at a given snapshot in time.	Public Folders - PROD > Boiler Insight > Standard Content > Human Resources>Employee Actions and Appointments>Reports>Position Incumbents	Human Resources; Business Office
Projected Compensation Summary	Crosstab report that projects compensation, including fringe benefits, for the remainder of the current fiscal year.	This content can be used for completing monthly projections at the person level within the business office or for a high level summary of the total projected compensation for the remainder of the fiscal year.	Public Folders - PROD > Boiler Insight > Standard Content > Human Resources>Compensation Plan>Reports>Projected Compensation Summary	Business Managers, Account Clerks, DFA, Business Office Personnel
Statement of Payroll Charges	List report of salary and wage charges sorted by org unit, employee group, name. Includes In Period, For Period, Hours Worked and Amount.	Used to see details of payroll charges.	Public Folders - PROD > Boiler Insight > Standard Content > Human Resources>Payroll Charge>Reports>Statement of Payroll Charges	Business Office staff or those who need to know the details of payroll.

Subject Area:

BI Content Type: Report

BI Content Name	Executive Summary	Purpose	Cognos Location	Intended Audience
BI Content Metadata	The report content provides a listing of the BI Content in the Standard folder.	A listing of BI Content in the Standard folder.	Public Folders - PROD > Boiler Insight > Standard Content > Metadata > Reports>BI Content Metadata	All Cognos Users