

## Monthly Review of Transactions without Prior Fiscal Approval – On-Demand and Scheduled Versions– Cognos Standard Report

This QRG outlines the steps to run the [Monthly Review of Transactions without Prior Fiscal Approval](#) and the [Monthly Review of Transactions without Prior Fiscal Approval – Scheduled View](#) Standard Report in Cognos.

The expectation is for business office account management staff to utilize this report to perform a monthly post-transactional review of federal sponsored program funds and federal appropriated funds. Business offices may choose to utilize the [Monthly Review of Transactions without Prior Fiscal Approval](#) report to review all operating funds or other sponsored program grant types, but if this is done, it should be run on a separate report so the risk to federal funds is not diminished.

The [Monthly Review of Transactions without Prior Fiscal Approval](#) report allows reviewing a random selection of transactions (which is the lesser of 10% or a maximum of 20 transactions) but also provides the option to switch to 'All Records', for a complete view.

The report has four separate tabs. Reviewers should review *all transactions* on all four tabs of the report. If the report brings back less than 20 transactions, the entire report should be reviewed. This should be followed for all four tabs of the report.

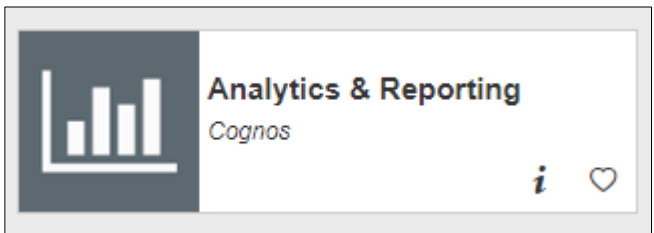
This review provides an opportunity to mitigate potential future disallowances and reduce risk of audit findings. It is the expectation that if an unallowable purchase is identified during this monthly review that charges are moved via a correcting document (JV) to an allowable funding source in a timely manner.

On a monthly basis, a business office staff member runs the report (or sets up a scheduled report) for the Financial Unit on Grant Type Group for all federal sponsored program funds. Report should be exported to Excel and create a comment column to be saved in the e-file.

- Review transactions to ensure the expense is allowable and reasonable.
- Ensure allocability certification is met by ensuring the person requesting the expense is authorized to do so by reviewing the grant Signature Delegation Form. This should be someone with first-hand knowledge that the expense benefits the grant and may be performed by the PI or a lab member with delegated authority.
- Review transactions and ensure all appropriate documentation is available in the grant file, Perceptive Content (WebNow) or other University systems such as Ariba, Concur, and SAP.
- Ensure appropriate use of G/L was used to record the expenditure.
- Make notes of any questions or comments on the report and make sure the report with notes is saved to the departmental e-folder.

Refer to [Monthly Review of Transactions without Prior Fiscal Approval Best Practice](#) document for details on reviewer expectations.

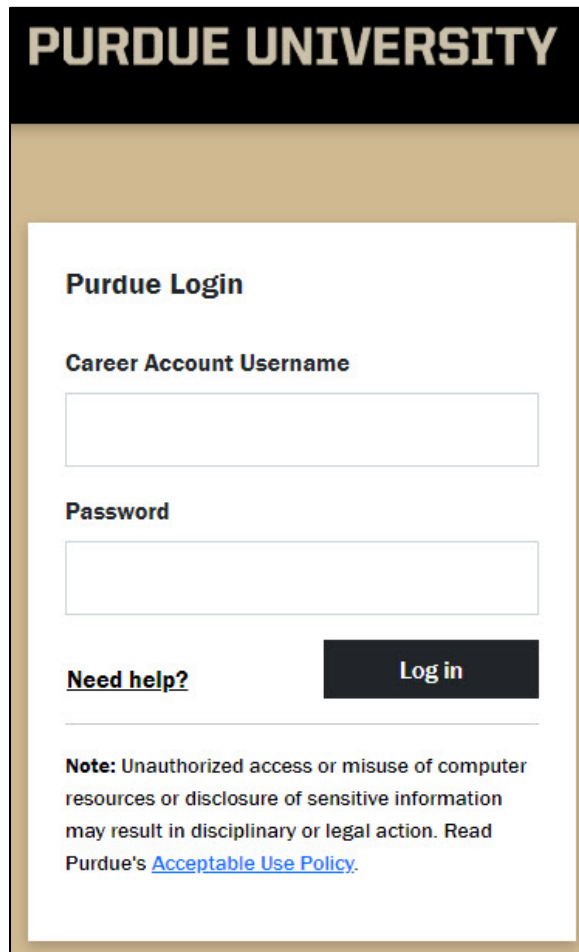
**Last Updated:** January 2025

Access Cognos	
<p>Access Cognos through the One Campus Portal.</p> <p><a href="https://one.purdue.edu">https://one.purdue.edu</a></p>	

**Monthly Review of Transactions without Prior Fiscal Approval – On-Demand and Scheduled Versions– Cognos Standard Report**

Login using your Purdue Career Account **Username** and **Password**

Authenticate using the **DUO Mobile** app



**PURDUE UNIVERSITY**

**Purdue Login**

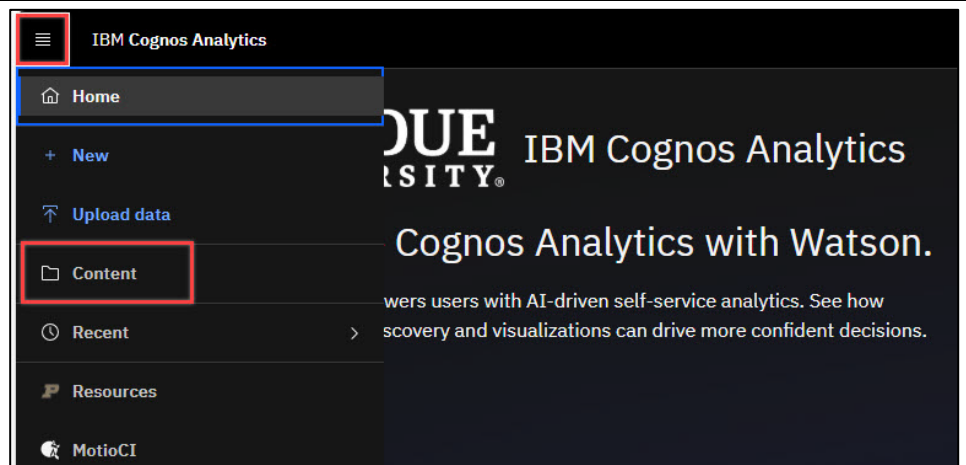
**Career Account Username**

**Password**

[Need help?](#) **Log in**

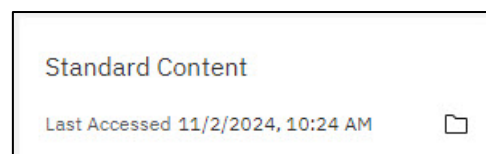
**Note:** Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. Read Purdue's [Acceptable Use Policy](#).

From the top-left IBM Cognos Analytics menu, select **Content** folder. Then select the **Standard Content** folder.



Select the **Standard Content** folder.

Then select the **Account Management** folder.

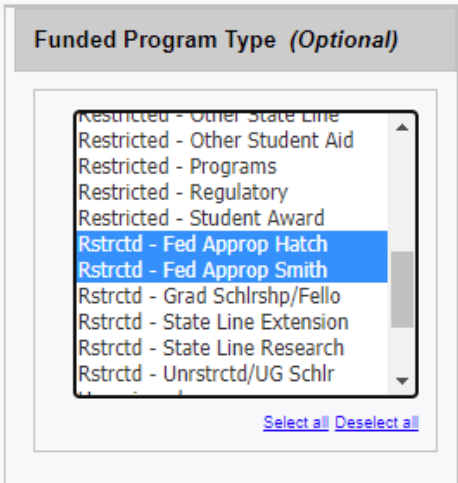
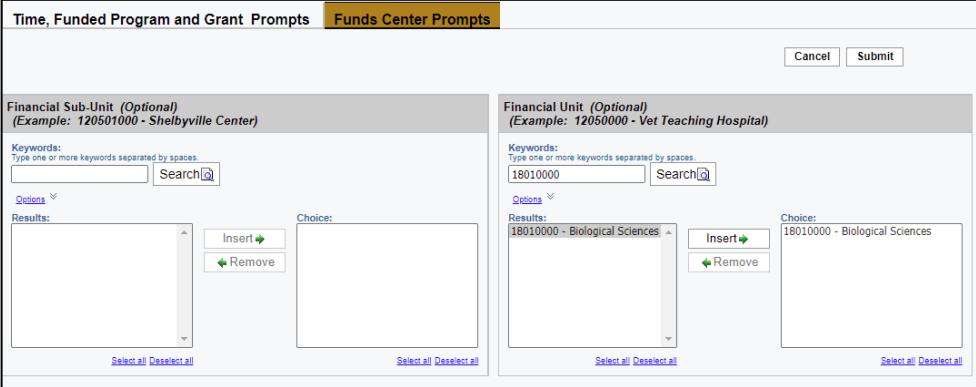
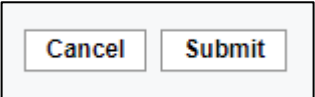


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<p>Next, select the <b>Monthly Review of Transactions without Prior Fiscal Approval</b> report.</p> <p>Report is also located in the Standard Content &gt; SPS folder.</p>	<div data-bbox="797 279 1281 436"> Account Management  Last Accessed 4/25/2024, 11:32 AM </div> <div data-bbox="708 443 1380 793"> Monthly Review of Transactions  without Prior Fiscal Approval   Last Accessed  1/29/2025, 10:23 AM </div>
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Running the Standard Report	
<p>The <i>Monthly Review of Transactions without Prior Fiscal Approval Best Practice</i> document indicates that the primary focus of the review should be federal sponsored program funds and federal appropriated funds. This instruction document will focus on running the report for federal sponsored program funds for a financial unit. Users are welcome to run the report more broadly for their areas.</p>	
<p>The <b>Grant Type Group</b> prompt should be used to select <b>Federal</b> sponsored programs to comply with the monthly review requirement.</p>	<div data-bbox="545 1108 1006 1596"> Grant Type Group (Optional)  <div data-bbox="613 1226 956 1514"> Federal  Non-Federal </div> <div data-bbox="802 1524 959 1545"> <a href="#">Select all</a> <a href="#">Deselect all</a> </div> </div>

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<p>The <b>Funded Program Type</b> prompt should be used to select Federal Appropriated funds to comply with the monthly review requirement.</p>	
<p><b>Funds Center Prompts Tab</b></p> <p>Enter your Financial Unit (Example: 18010000 – Biological Sciences)</p>	
<p>Click <b>Submit</b>. This will run your report.</p>	

**Monthly Review of Transactions without Prior Fiscal Approval – On-Demand and Scheduled Versions– Cognos Standard Report**

This report includes four tabs for review of transactions of \$1,000 or less for

1. Purchase Orders (Ariba)
2. PCard Transactions (Concur)
3. Direct Vendor/ZV60 Payments (SAP)
4. TCard & ZB Transactions (Concur/SAP)

The **Purchase Orders (Ariba Orders)** tab layout shows all orders placed via Ariba and includes the **Purchasing Document Number (PO)** to use to search in Ariba for the line-item review.

The **PCard Transactions (Concur)** tab layout shows all transactions for purchasing cards reconciled in Concur. The **Header Text** identifies the cycle and last 4 digits of the purchasing card used to search in Concur for the line-item for the review.

The **Direct Vendor/ZV60 Payments** tab layout shows the **FI Accounting Document Number** used to search in SAP Fiori for the line-item review to review.

Purchase Orders ≤ \$1,000 (Ariba Orders)	PCard Transactions ≤ \$1,000 (Concur)	Direct Vendor Payments/ZV60 Payments ≤ \$1,000	TCard & ZB Transactions ≤ \$1,000 (Concur)
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Purchase Orders ≤ \$1,000 (Ariba Orders)		
<input checked="" type="radio"/> Audit Selection <input type="radio"/> All Records		
Purchasing Document Number	Net Order Value in PO Currency	PO Line Item Text
4500949505	255.15	ATP P32 easy tide -250uCi
4500949505 - Total		

PCard Transactions ≤ \$1,000 (Concur)		
<input type="radio"/> Audit Selection <input checked="" type="radio"/> All Records		
FI Accounting Document Number	Header Text	Line Item Text
0114120167	PCARD 06/07 - 07/06 4104	ACE HDWE AT EASTGATE INC BENNETTS GREENHOUSE INC WAL-MART STORES, INC
0114120167 - Total		

Direct Vendor Payments/ZV60 Payments ≤ \$1,000			
<input type="radio"/> Audit Selection <input checked="" type="radio"/> All Records			
FI Accounting Document Number	Document Type	Header Text	Line Item Text
1901957437	Vendor invoice WF		To pay Invoice#12186936
1901957437 - Total			

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The **TCard & ZB Transactions** tab layout shows the Employee Name, Trip Name, and **Concur Report Key** used to search in **Process Payments** of Concur for the line-item review.

### Doc Type ZB Transactions ≤ \$1,000 (Concur)

[Export to Excel](#)

\* ☒ Audit Selection  
☐ All Records

Concur Report Key	Trip Name	Purpose	Employee Name Sort
602695	October 26-28 track days Kentucky	Academic	ANDRES F

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When the **Audit Selection** button is clicked it will randomly select transactions to audit (approximately the lesser of 10% or a maximum of 20 transactions).

If you would like to see all the transactions, select **All Records**.

Backup documentation should be retained in accordance with the *Monthly Review of Transactions without Prior Fiscal Approval Best Practice* document.



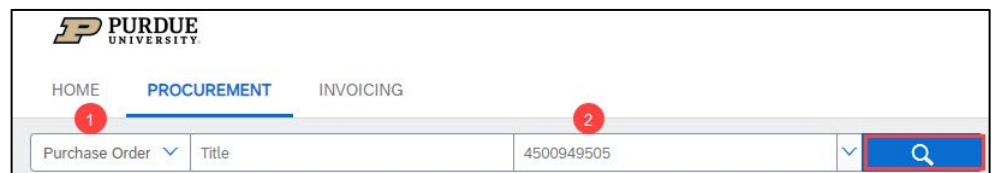
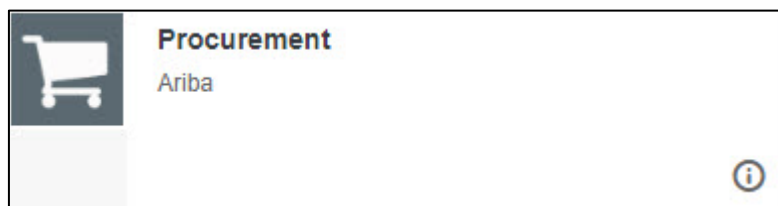
**How To Search Source Systems for Documentation**

**Searching for PO in Ariba:**

Access **Ariba** from the OnePurdue Portal  
<https://one.purdue.edu>

Select the **Procurement** tab

1. Select **Purchase Order** in the drop-down menu
2. Enter the **PO number** from the report and click the magnifying glass





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3. Select “No Choice” for the **Date Created**
4. Click **Search** button
5. Click the PO generated under **Search Results**

Search Filters

Order Title:

Close Order:

**Date Created:**  3

Date Ordered:

Order ID:

Order Method:

Receipt Date (any receipt):

Receipt ID (any receipt):

Receipt Status (any receipt):

Requester: (select a value)

Requisition ID:

Status:

Supplier: (select a value)

4 **Search**

Search Results Found 1 item

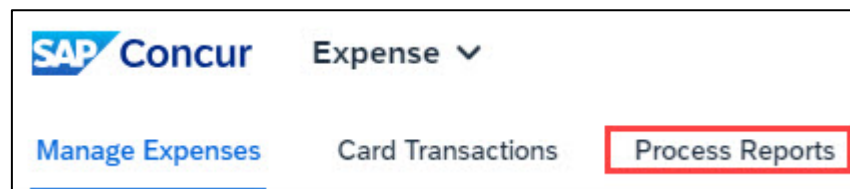
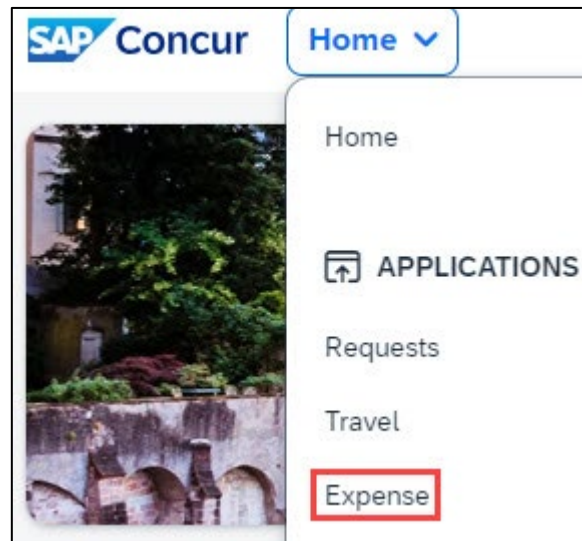
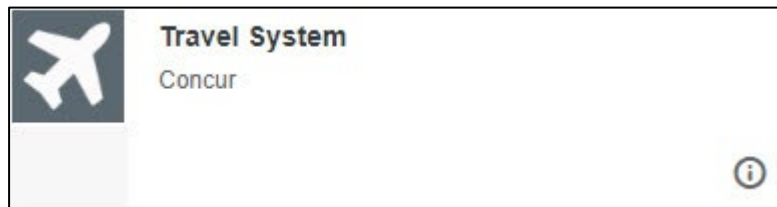
Order ID	Type	Title	Status	Date Created	Supplier Name	Total
4501220473	✈️	Virage Simulation (Ariba) CMT L.Debs \$165,662.00 (Winamac) 8/07/23 CSB	Received	17 Aug 2023	Virage Simulation Inc	\$165,662.00 USD \$165,662.00 USD

**Searching for PCard Transactions in Concur:**

Access Concur from the OnePurdue Portal  
<https://one.purdue.edu>

Select **Expense** from the Home menu

Select **Process Reports** tab at top





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1. Select **Report Name** in the drop-down menu
2. Enter the PCard **Report Name**
3. Click **Go** button
4. Select the line-item to review backup details

## Process Reports

Group: Global

Run Query ▼

Group

List Settings

Create/Manage Queries ▼

Find every report where

Report Name

1

Begins With

PCARD 06/07 - 07/06 4104

2

AND

Go

3

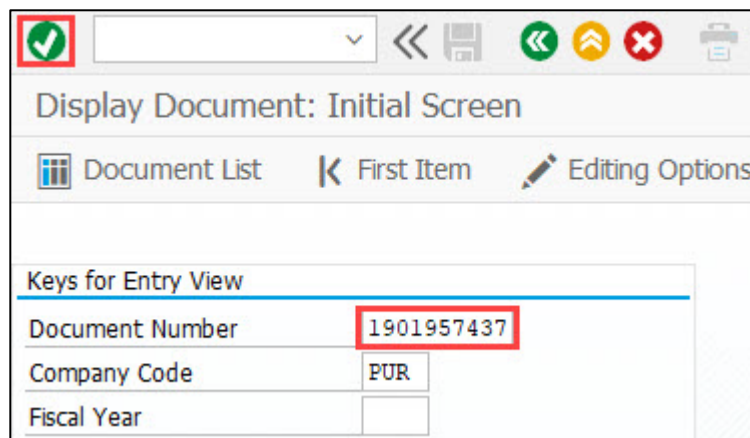
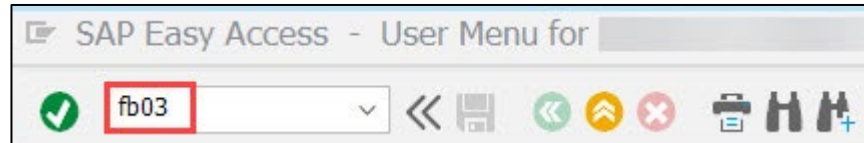
### Searching for ZV60 FI Document in SAP Fiori:

Access Concur from the OnePurdue Portal  
<https://one.purdue.edu>

Enter T-code **FB03** in the menu prompt

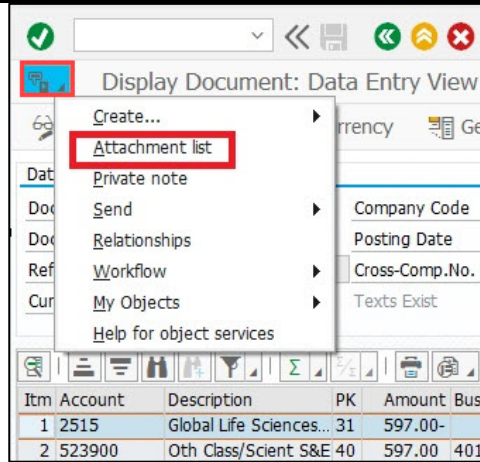
Enter the **FI Document number**, then click the Execute button

Click the **Services for Object** menu button in the top left of the screen

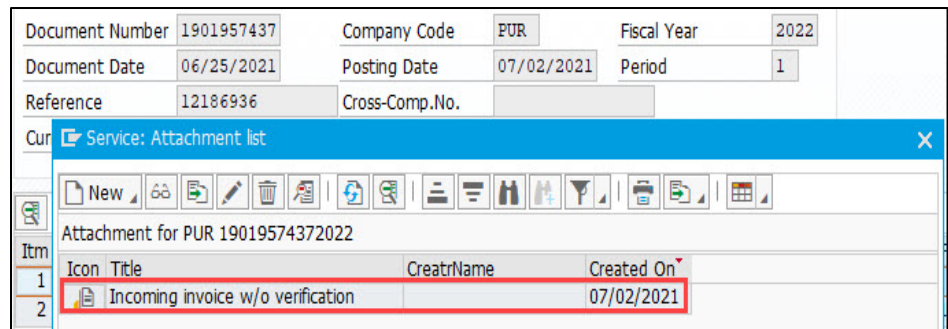


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Click **Attachment List** from the drop-down menu to open attached backup files



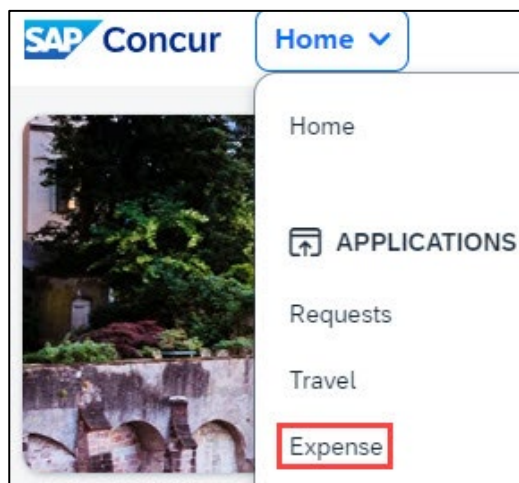
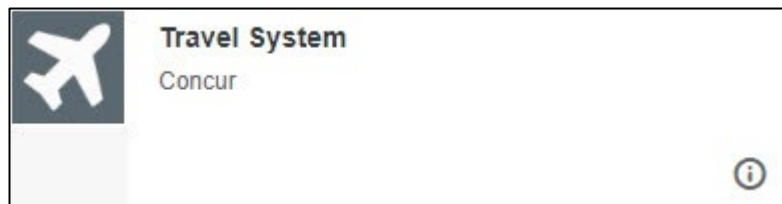
Double-click the file(s) in the list to view backup documentation



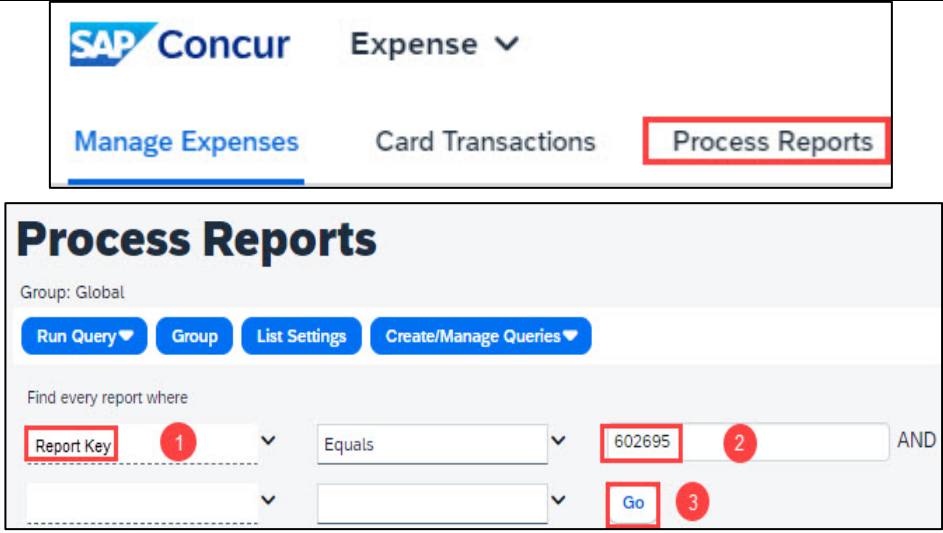
**Searching for TCard/ZB Transactions**

Access Concur from the OnePurdue Portal  
<https://one.purdue.edu>

Select **Expense** from the Home menu



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<p>Select <b>Process Reports</b> tab at top</p> <ol style="list-style-type: none"> <li>1. Select <b>Report Key</b> in the drop-down menu</li> <li>2. Enter the <b>Concur Report Key number</b></li> <li>3. Click <b>Go</b> button</li> <li>4. Select the line-item(s) to review backup details</li> </ol>	 <p>The screenshot shows the SAP Concur interface. At the top, there's a navigation bar with 'SAP Concur' and 'Expense' dropdown. Below it, three tabs are visible: 'Manage Expenses', 'Card Transactions', and 'Process Reports' (highlighted with a red box). The 'Process Reports' section shows a 'Group: Global' and buttons for 'Run Query', 'Group', 'List Settings', and 'Create/Manage Queries'. A search section titled 'Find every report where' contains three input fields. The first field is a dropdown menu labeled 'Report Key' (highlighted with a red box and a red circle with '1'). The second field is a dropdown menu labeled 'Equals' (highlighted with a red box and a red circle with '2'). The third field is a text input containing '602695' (highlighted with a red box and a red circle with '2'). To the right of the third field is an 'AND' button. Below the third field is a 'Go' button (highlighted with a red box and a red circle with '3').</p>
<h3>Running Scheduled Report Resources</h3>	
<p>How to create a report view, schedule, and save prompt selections on the schedule</p>	<p><a href="https://mediaspace.itap.purdue.edu/media/Creating+a+Cognos+Schedule/1_4x07qnrf?_ga=2.202511316.455142725.1651496050-1527899741.1560871950">https://mediaspace.itap.purdue.edu/media/Creating+a+Cognos+Schedule/1_4x07qnrf?_ga=2.202511316.455142725.1651496050-1527899741.1560871950</a></p>
<p>COG 111 – Cognos Analytics Scheduler Manual</p>	<p><a href="https://www.purdue.edu/bicc/documents/cognos/cognos_training/Cognos%20Analytics%20Scheduler%2011.1.7.pdf">https://www.purdue.edu/bicc/documents/cognos/cognos_training/Cognos%20Analytics%20Scheduler%2011.1.7.pdf</a></p>
<p>Cognos Reporting Tool Training</p>	<p><a href="#">Cognos Tool Training - Business Intelligence Competency Center - Purdue University</a></p>