

**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.

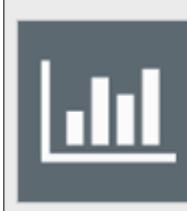
This review provides an opportunity to mitigate potential future disallowances and reduce risk of audit findings. It is the expectation that if an unallowable purchase is identified during this monthly review that charges are moved via a correcting document (JV) to an allowable funding source in a timely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

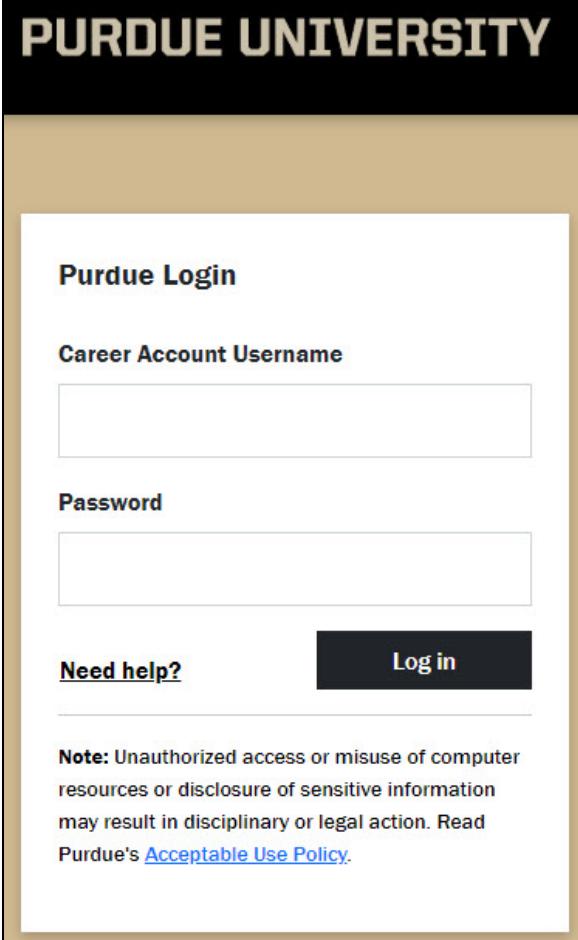
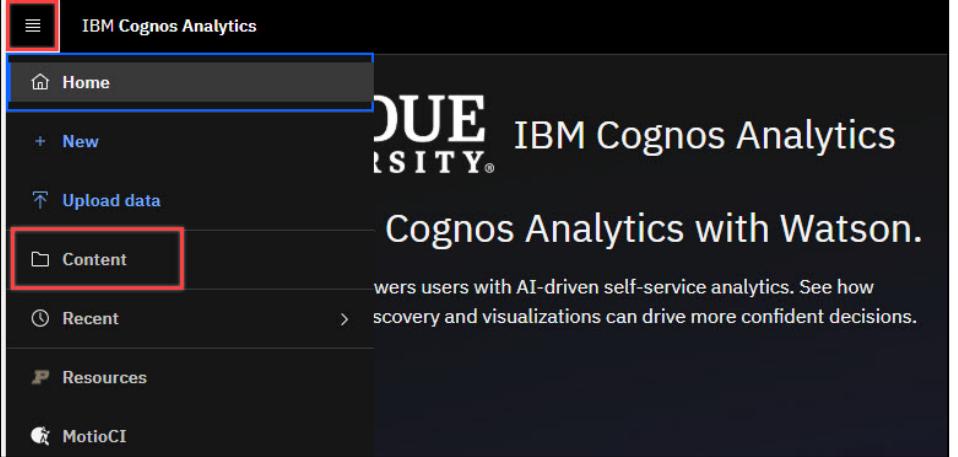
On a monthly basis, a business office staff member runs the report (or sets up a scheduled report) for the Financial Unit on Grant Type Group for all federal sponsored program funds. Report should be exported to Excel and create a comment column to be saved in the e-file.

- a. Review transactions to ensure the expense is allowable and reasonable.
- b. 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.
- c. 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.
- d. Ensure appropriate use of G/L was used to record the expenditure.
- e. 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

<b>Access Cognos</b>	
Access Cognos through the One Campus Portal.  <a href="https://one.purdue.edu">https://one.purdue.edu</a>	 <div style="display: flex; align-items: center; justify-content: space-between;"> <p><b>Analytics &amp; Reporting</b> Cognos</p> <div style="display: flex; align-items: center;"> <span style="font-size: 2em; margin-right: 10px;">i</span> <span style="font-size: 2em; margin-right: 10px;">♥</span> </div> </div>

<p>Login using your Purdue Career Account <b>Username</b> and <b>Password</b></p> <p>Authenticate using the <b>DUO Mobile</b> app</p>	
<p>From the top-left IBM Cognos Analytics menu, select <b>Content</b> folder. Then select the <b>Standard Content</b> folder.</p>	
<p>Select the <b>Standard Content</b> folder.</p> <p>Then select the <b>Account Management</b> folder.</p>	

Next, select the **Monthly Review of Transactions without Prior Fiscal Approval** report.

Report is also located in the Standard Content > SPS folder.

Account Management

Last Accessed 4/25/2024, 11:32 AM



Monthly Review of Transactions without Prior Fiscal Approval

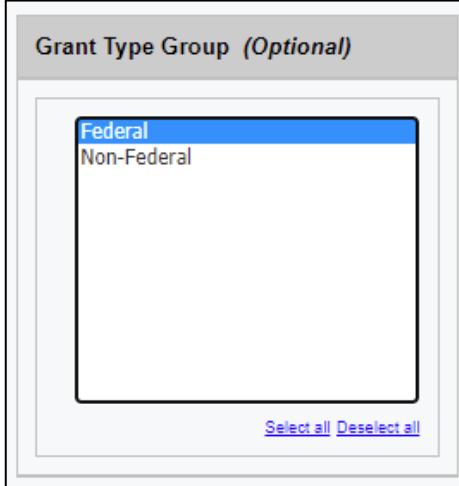
Last Accessed  
1/29/2025, 10:23 AM



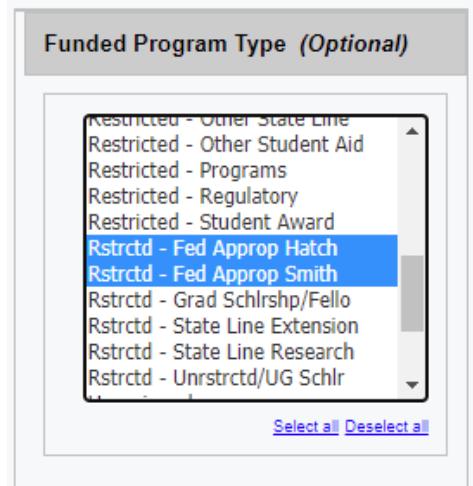
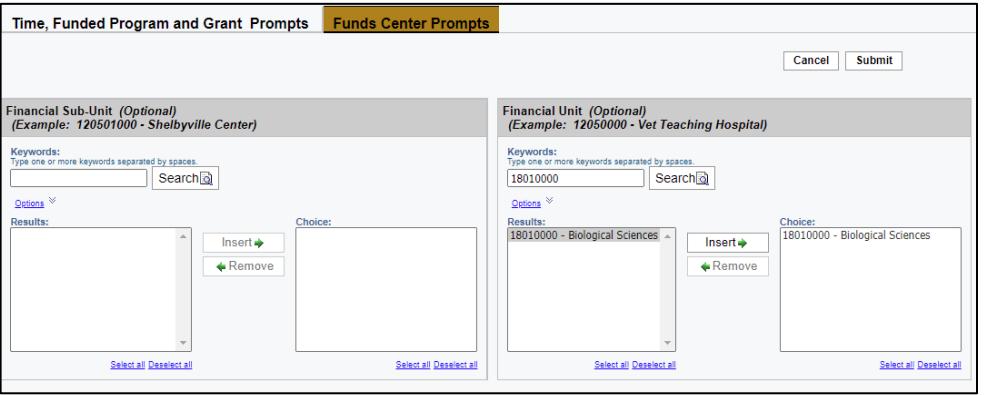
### Running the Standard Report

The *Monthly Review of Transactions without Prior Fiscal Approval Best Practice* 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.

The **Grant Type Group** prompt should be used to select **Federal** sponsored programs to comply with the monthly review requirement.



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

<p><b>The 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>	

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)

**Purchase Orders ≤ \$1,000 (Ariba Orders)**

\*  Audit Selection  
 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)**

\*  Audit Selection  
 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**

\*  Audit Selection  
 All Records

FI Accounting Document Number	Document Type	Header Text	Line Item Text
1901957437	Vendor invoice WF		To pay Invoice#12186936
1901957437 - Total			

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](#)

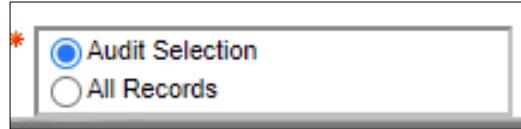
\*  Audit Selection  
 All Records

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

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



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

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

Search Filters

Order Title: <input type="text"/>	Receipt Date (any receipt): <input type="text"/> No Choice
Close Order: <input type="text"/> No Choice	Receipt ID (any receipt): <input type="text"/>
Date Created: <input type="text"/> No Choice	Receipt Status (any receipt): <input type="text"/> No Choice
Date Ordered: <input type="text"/> No Choice	Requester: (select a value) [ select ]
Order ID: <input type="text"/> 4501220473	Requisition ID: <input type="text"/>
Order Method: <input type="text"/> No Choice	Status: <input type="text"/> No Choice
Supplier: (select a value) [ select ]	
4 <input type="button" value="Search"/>	

Search Results

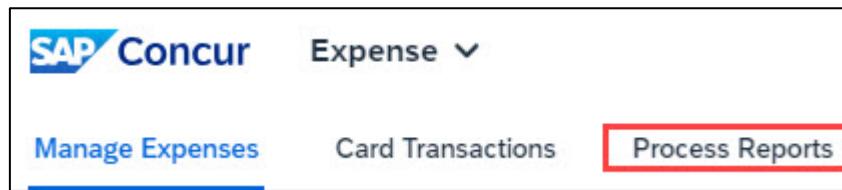
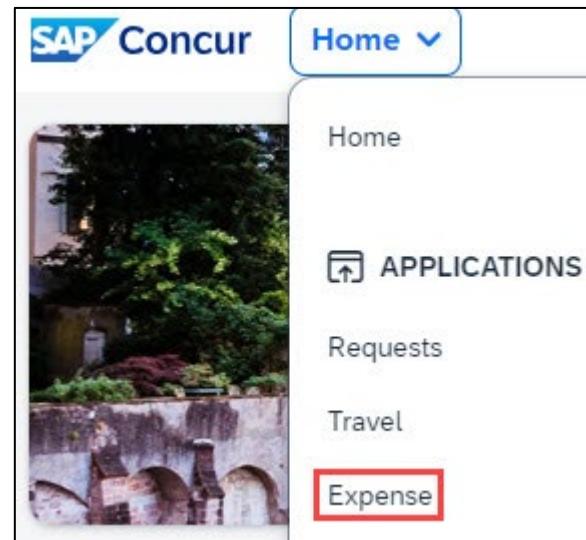
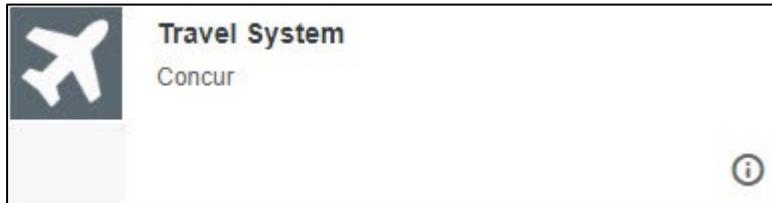
<input type="checkbox"/>	Order ID	Type	Title	Status	Date Created	Supplier Name	Total	Total
<input type="checkbox"/>	4501220473	EW	Virage Simulation (Ariba) CMT L.Dibs \$165,662.00 (Winamac) 8/07/23 CSB	Received	17 Aug 2023	Virage Simulation Inc	\$165,662.00 USD	\$165,662.00 USD

**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



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  
**3**

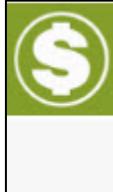
**Searching for ZV60 FI Document in SAP Fiori:**

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

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

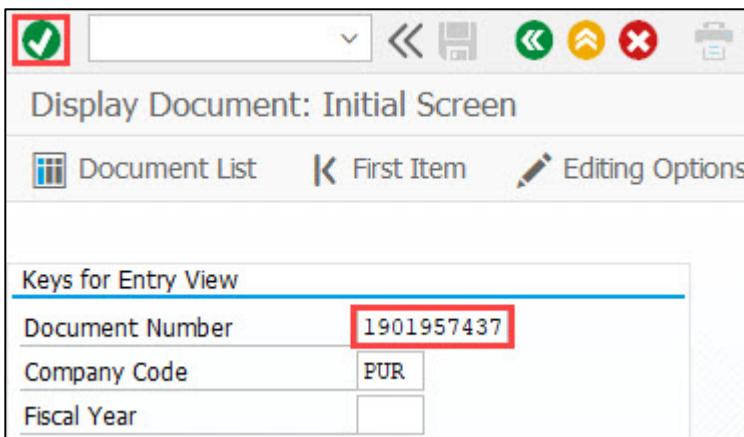
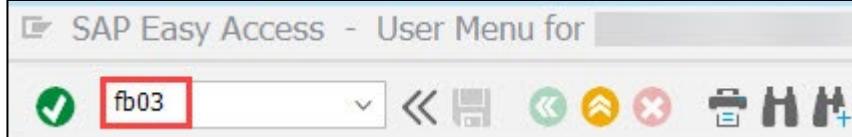
Enter the **FI Document number**, then click the  Execute button

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



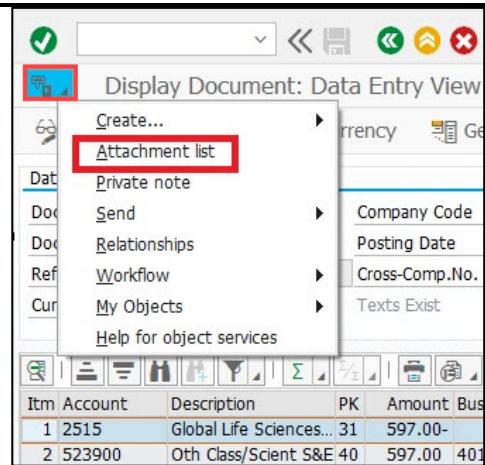
**Finance Launchpad**

SAP Fiori

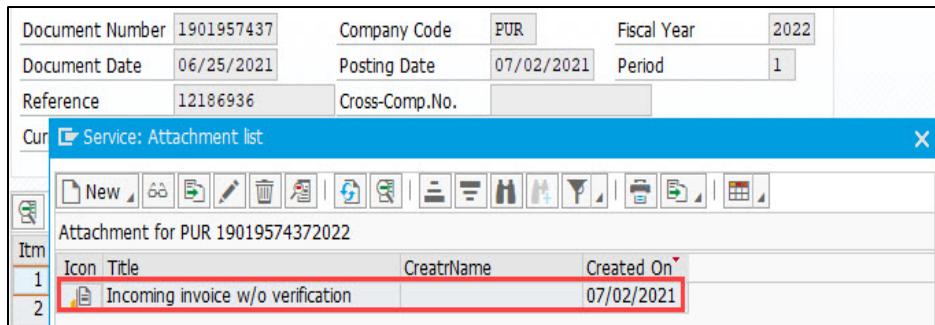


**Monthly Review of Transactions without Prior Fiscal Approval – On-Demand and Scheduled Versions– Cognos Standard Report**

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



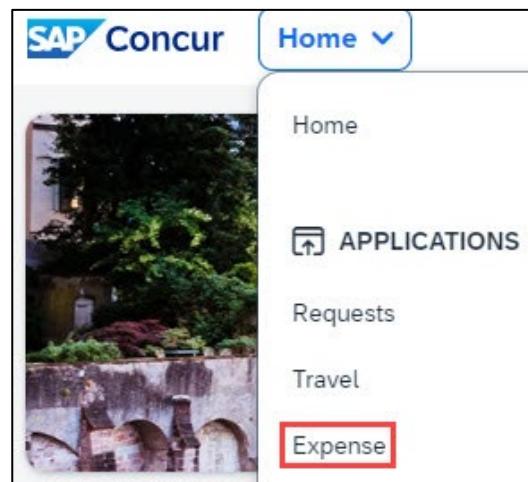
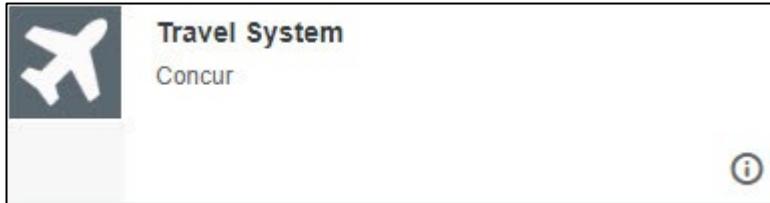
Double-click the file(s) in the list to view backup documentation



**Searching for TCard/ZB Transactions**

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

Select **Expense** from the Home menu



<p>Select Process Reports tab at top</p> <p>1. Select <b>Report Key</b> in the drop-down menu          2. Enter the <b>Concur Report Key number</b>          3. Click <b>Go</b> button          4. Select the line-item(s) to review backup details</p>	 <p><b>Process Reports</b></p> <p>Group: Global</p> <p>Run Query Group List Settings Create/Manage Queries</p> <p>Find every report where</p> <p>Report Key 1 Equals 602695 2 AND</p> <p>Go 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_4x07qrnf?_ga=2.202511316.455142725.1651496050-1527899741.1560871950">https://mediaspace.itap.purdue.edu/media/Creating+a+Cognos+Schedule/1_4x07qrnf?_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="https://www.purdue.edu/bicc/documents/cognos/cognos_training/Cognos%20Analytics%20Scheduler%2011.1.7.pdf">Cognos Tool Training - Business Intelligence Competency Center - Purdue University</a></p>