

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 three separate tabs. Reviewers should review *all transactions* on all three 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 three tabs of the report.

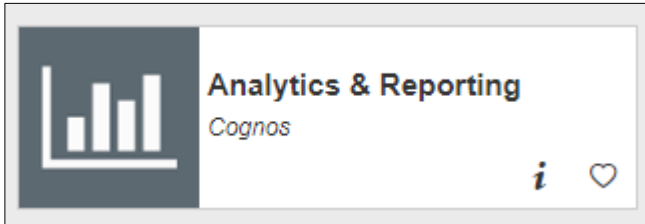
This review provides an opportunity to mitigate potential future disallowances and reduce risk of audit findings. It is the expectation that if an unallowable purchase is identified during this monthly review that charges are moved via a correcting document (JV) to an allowable funding source in a timely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

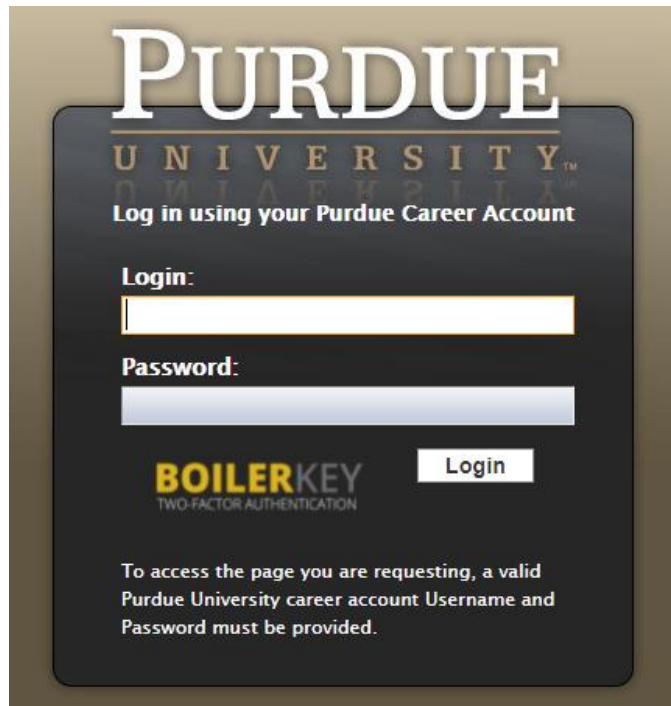
Refer to [Monthly Review of Transactions without Prior Fiscal Approval Best Practice](#) document for details on reviewer expectations.

Last Updated: June 2021

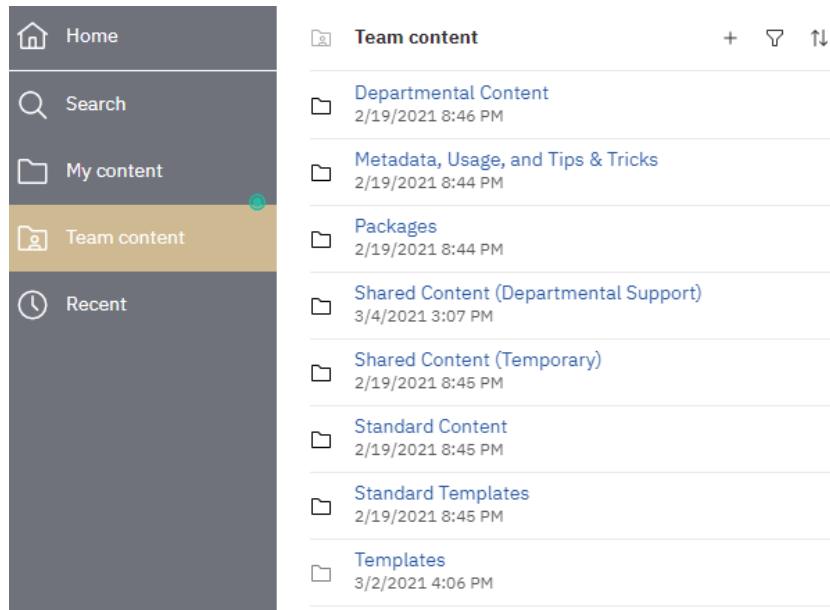
Access Cognos	
<p>Access Cognos through the One Campus Portal.</p> <p>https://one.purdue.edu/</p>	

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

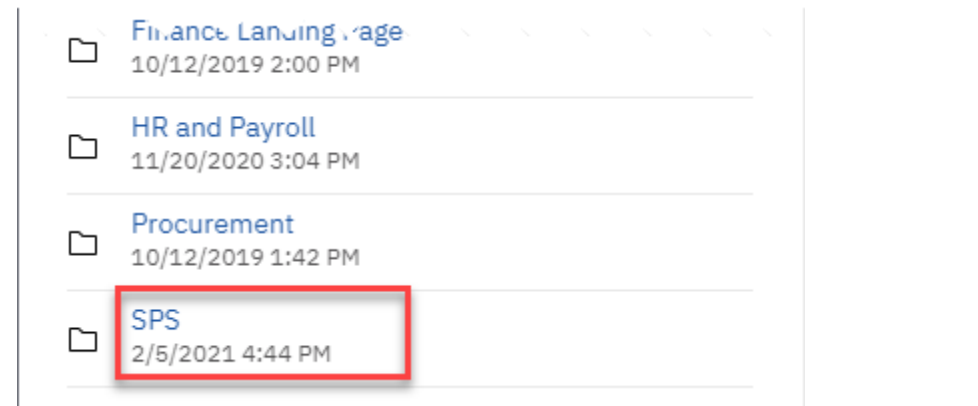
Login using your Purdue Career Account and BoilerKey Two-Factor Authentication.



Select the **Team Content** folder. Then select the **Standard Content** folder.

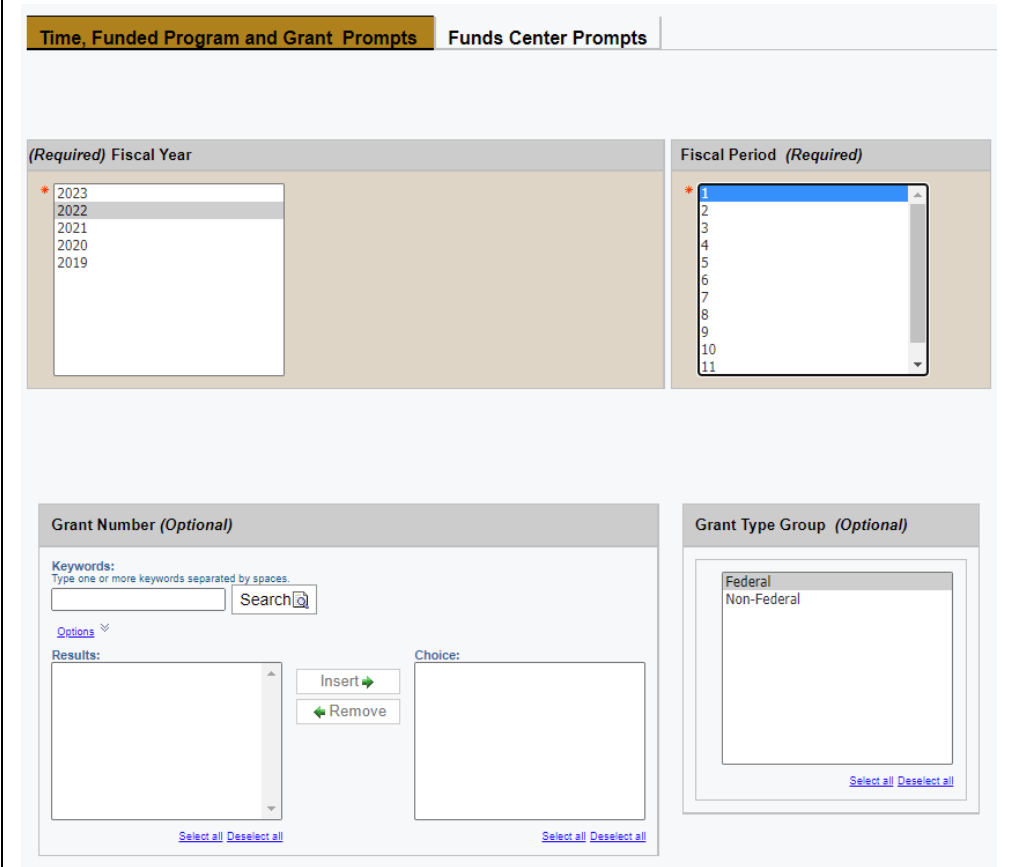


Monthly Review of Transactions without Prior Fiscal Approval – On-Demand and Scheduled Versions– Cognos Standard Report

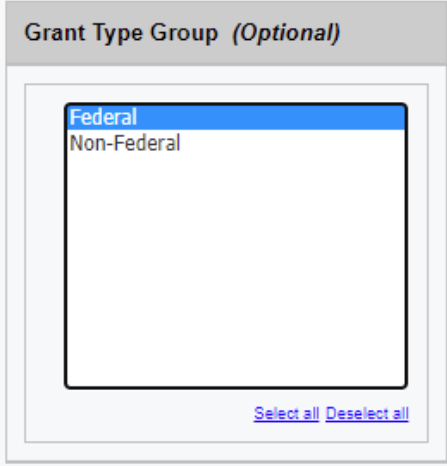
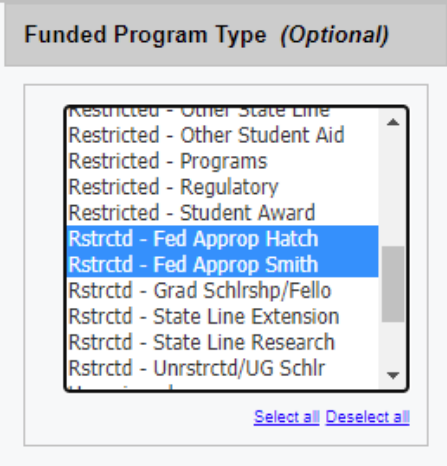
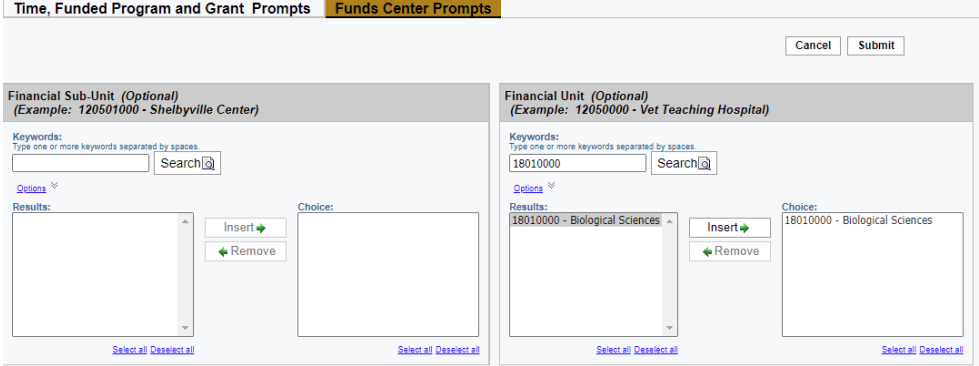
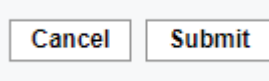
<p>Click the SPS folder.</p> <p>Select the Monthly Review of Transactions without Prior Fiscal Approval Standard Report.</p> <p>Report is also located in the Standard Content > Account Management folder.</p>	
--	--

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.

<p>The Time, Funded Program and Grant Prompts tab should be used to select the Fiscal Year and Fiscal Period.</p> <p>Fiscal Year and Fiscal Period are required.</p> <p>Select the prior month to complete the review.</p> <p>For example: Complete the review for Period 1 FY22 (July 2021) during August 2021.</p> <p>All other fields are optional.</p>	
---	---

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

<p>The Grant Type Group prompt should be used to select Federal sponsored programs.</p>	
<p>The Funded Program Type prompt should be used to select Federal Appropriated funds.</p>	
<p>Funds Center Prompts Tab</p> <p>Enter your Financial Unit (Example: 18010000 – Biological Sciences)</p>	
<p>Click Submit. 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 three tabs:

1. Purchase Orders ≤ \$1,000 (Ariba Orders)
2. PCard Transactions ≤ \$1,000 (Concur)
3. Direct Vendor Payments/ZV60 Payments ≤ \$1,000
4. JN Transactions ≤ \$1,000

The Purchase Orders ≤ \$1,000 (Ariba Orders) tab layout shows all orders placed via Ariba and include Purchasing Document Number.

The PCard Transactions tab layout shows all transactions for purchasing cards reconciled in Concur. The Header Text should be used to identify the cycle and last 4 digits of the purchasing card used in Concur.

The Direct Vendor Payment tab layout shows the FI Accounting Document Number to review in SAP Fiori.

Purchase Orders ≤ \$1,000 (Ariba Orders) | PCard Transactions ≤ \$1,000 (Concur) | Direct Vendor Payments/ZV60 Payments ≤ \$1,000 | Document Type JN ≤ \$1,000

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

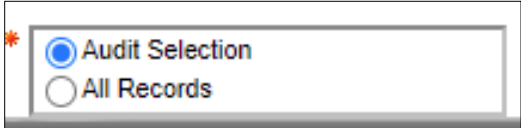
FI Accounting Document Number	Header Text	Line Item Text
0114120167	PCARD 06/07 - 07/06 4104	ACE HDWE AT EASTGATE INC BENNETTS GREENHOUSE INC WAL-MART STORES, INC
0114120167 - Total		

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			

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

<p>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).</p> <p>If you would like to see all transactions, select All Records.</p> <p>Backup documentation should be retained in accordance with the <i>Monthly Review of Transactions without Prior Fiscal Approval Best Practice</i> document.</p>	
--	--

Running Scheduled Report Resources

<p>How to create a report view, schedule, and save prompt selections on the schedule</p>	<p>https://mediaspace.itap.purdue.edu/media/Creating+a+Cognos+Schedule/1_4x07_qnrf?_ga=2.202511316.455142725.1651496050-1527899741.1560871950</p>
<p>COG 111 – Cognos Analytics Scheduler Manual</p>	<p>https://www.purdue.edu/bicc/documents/cognos/cognos_training/Cognos%20Analytics%20Scheduler%2011.1.7.pdf</p>
<p>Cognos Reporting Tool Training</p>	<p>Cognos Tool Training - Business Intelligence Competency Center - Purdue University</p>