

### Cognos Reports for Budget Preparation and Planning

**General Description:** The following custom Cognos reports have been created to meet the reporting needs of the NMSU community and is a vital tool that captures latest information necessary for Budget preparation and planning.

**Purpose:** To provide the College/Department managers a list of Cognos reports and descriptions that are easily accessible and available to generate at their convenience.

Code	Uses
<b>FI-SUM-Fund Balance - Month End</b>	Look at Fund Balances by fund level 3 & by fund level 5. Reports lists all individual fund balances that roll up to your fund level 3 fund balance.
<b>BU-IG-Budget Exhibits 10-14 (Admin) Summary of Expenditures</b>	Assist in gathering information on Exhibit 10-14 actuals for the fiscal year and preparing estimated actuals.
<b>BU-IG-Budget Exhibits 10-14 - Expenditures-Detail of individual Unit</b>	Report provides the same information as the previous slide, but breaks the expenditures down by fiscal watch line as used in the operating budget to the State.
<b>BU-IG-Budget Exhibits 10-14 - Drill -down (Admin)</b>	Use report to find out what indices make up the total actual amount for the Exhibit Detail Sections.
<b>BU-226 Unrestricted &amp; Restricted Fund Detail</b>	Provides a detail listing of all activity in the Unrestricted and Restricted Fund rolling up to an Exhibit page. Report provides information by Program, Exhibit Page, Account Level, Account Category, Fiscal Watch Line, and YTD Actual Activity for activity posted will be through the prior working day.
<b>BU-226 Exhibit 15-22 (Unrestricted)</b>	The Unrestricted reports provide information by program, then exhibit page. Within each exhibit page, the report includes: Account Level, Account Category, and Fiscal Watch Line and dollar fields for the Adopted Budget, Adjusted Budget, and YTD Actual Activity.
<b>BU-226 Exhibit 15-22 (Unrestricted detail drill-down)</b>	Reports provide the same information by program and exhibit page, but is further broken down to the Index, Fund, Org, and Account code level. The Unrestricted detail drill-down report with index description is further broken down to the Index Description, Encumbrances, and Balance Available. These reports can be run through Cognos at any time during the month.
<b>BU-226A Exhibit 15-22 (Restricted)</b>	The Restricted reports provide information by program, then exhibit page. Within each exhibit page, the report includes: Account Level, Account Category, and Fiscal Watch Line and dollar fields

	for the YTD Actual Activity. In the restricted fund, revenue is always reported equal to expense. No budget is provided in the restricted fund, because the budget in Banner for restricted is not on an annual budget as the operating budget submitted to the State.
<b>BU-399 Budget Exhibit Reports by Campus (CC)</b>	To gather information for Exhibit I, II, and Exhibit 3 through 9 Revenue actuals.
<b>BU-POS-149-Bgt &amp; Job LD Fill/Vacant (Admin)</b>	Shows PBUD & JOBS-To review labor distribution differences to see if permanent budget is where they want
<b>BU-POS-245-Position Number Listing (Admin)</b>	Shows a listing of all positions