

COGNOS CHECKLIST

*(This list of “checks” can be performed on your reconciliation reports **before** submission in order to check for various errors. We suggest you create separate tabs to perform the various “sorts”.)*

I. IN GENERAL:

- A. Totals: Make sure cross totals are correct:
 1. Perm Bud + Sal Adj + Allocations + Transfers = New Bud
 2. New Curr Sal + Sal Adj = New Adj Salary
- B. Check for blank fields on all columns
- C. Make sure IA & Auxiliaries don't permanently budget account codes 508XXX. Make sure the rest of UA doesn't permanently budget account codes 507XXX.
- D. If salaries are permanently budgeted for self funded areas (auxiliaries, endowments, chairs, designated fund balances), fringes **MUST** also be permanently budgeted.
- E. Never budget “5XXXXXX” revenue account codes as a source of funding in endowment and gift funds because this interferes with monthly mechanicals.

II. SALARIES:

- A. Sort by account code column to pull salary lines, then sort by name or CWID to separate filled positions from unfilled positions.
 1. For reconciliation purposes only, insert a column in your recon report that subtracts the “New Adj Sal” from the “New Budget”. The difference for individual salary lines should be zero which indicates that the new budget equals the new salary. The difference **should never be** a negative amount. Differences for vacant or pooled positions should have a positive amount.
 2. Sort by Job title to make sure each position has title
 3. Sort by “New Salary” to make sure there are **NO** negatives in “New Salary” field
 4. Sort by FTE to make sure all positions have FTE (filled or unfilled)
 5. Sort by Dist % to make sure all filled positions have dist %
 6. Sort by “Smoothing Error” to make sure all NON-SPLITS are smooth.
 7. Make sure “job title” in Cognos matches exactly to the “job title” in HR
- B. Sort by DNUCPAO
 1. Make sure all “continuing”, “new”, “Dean”, “promotion”, “Admin Incr” and “other” have a position #, person, CWID, New Salary and New Budget
 2. Make sure al I2 and J2's have a DNUCPAO code of “Fac-Renew”
 3. Make sure all “Perm-Partial” are on Vacant tab only and have name and CWID annotated
 4. Verify all “unfilled” have **no** salary

- C. Sort all salary account codes by Position #
 - 1. Make sure all Salary account codes have position #s with the exception of overtime (603101) and those that end in 3 (6XXXX3).
 - 2. Make sure all positions have FTE and Dist %.
 - a. Vacant positions are loaded into Cognos with a zero FTE and this must be corrected in Cognos.
 - b. FTEs for grad students on the vacant tab should be verified.
 - c. Use \$10,000 as base amount when calculating FTEs for under-grad students.
 - 3. Make sure all lines with position numbers have a 2 digit suffix.
 - 4. Make sure NO commas in the "Name" field
 - 5. Make sure only one active employee per position number
 - D. Split distributions (remember Dist % only updated over-night)
 - 1. Sort by Distribution % to obtain lines with % less than 100%. Then sort those lines by Position # to verify that:
 - a. The sum of the distribution % equals 100%
 - b. Total salary is smooth (can have smoothing errors on individual lines of a split distribution)
 - E. Chairs
 - 1. Be sure budgeted amount does not exceed amounts listed on projection sheets and make sure that expenditures = revenues.
- **Paper PA's must be prepared FOR ANY EMPLOYEES WITH END DATES or if 9/9 FACULTY.**
 - Cognos will not update the employee class, job FTE, Job Title and end date fields. Paper PA's will need to be processed to update these fields.