

University of California, Riverside
Org/Division/Department/Activity Code
Expenditure Report by Cost Center
FY16-17 As of Per Q2

Number of Years to Display drop-down menu (click on drop-down menu):

3 Years

SAMPLE REPORT SPECS AS OF 2/28/17

Project Code Inclusion / Exclusion drop-down menu (click on drop-down menu):

No Project Code

A	B	C	D	E	F	G	H	I	J	K	
Cost Center Name	Cost Center Code	Current FY displayed as "FYXX-XX" displayed by Quarter (sort Quarters in ascending order) <small>(Include Expand/Collapse functionality to display data by accounting period. When displaying period, show as "Per 1, Per 2, Per 3, etc.". Only display data when a period is officially closed, use the date field indicator in the Financial System used to trigger the GL close for each period).</small>			"FYXX-XX" Total (as of Quarter X)	Prior FY displayed as "FYXX-XX" list by Quarter (sort Quarters in ascending order) <small>(Include Expand/Collapse functionality to display data by accounting period. When displaying period, show as "Per 1, Per 2, Per 3, etc").</small>				"FYXX-XX" Total	% Change
		QX	QX	Q1-QX		QX	QX	QX	QX		
<small>Cost Ctr Description field sorted in alphabetical order (use the Cost Ctr code as the primary key and list each cost center name only once based on the most current name recorded in the Financial System. Highlight the cost centers that have had a recent name change during the current FY)</small>	<small>"Cost Ctr" Code (Expand/Collapse functionality to display Activity and Fund)</small>	<small>Account Type: 120, Ledger: Actuals; Periods 1-3 = Q1; Periods 4-6 = Q2; Periods 7-9 = Q3; Periods 10-12 = Q4</small>	<small>Account Type: 120, Ledger: Actuals; Periods 1-3 = Q1; Periods 4-6 = Q2; Periods 7-9 = Q3; Periods 10-12 = Q4</small>	<small>Sum of Q1 and Q2</small>	<small>Account Type: 120, Ledger: Actuals; Periods 1-3 = Q1; Periods 4-6 = Q2; Periods 7-9 = Q3; Periods 10-12 = Q4</small>	<small>Account Type: 120, Ledger: Actuals; Periods 1-3 = Q1; Periods 4-6 = Q2; Periods 7-9 = Q3; Periods 10-12 = Q4</small>	<small>Account Type: 120, Ledger: Actuals; Periods 1-3 = Q1; Periods 4-6 = Q2; Periods 7-9 = Q3; Periods 10-12 = Q4</small>	<small>Account Type: 120, Ledger: Actuals; Periods 1-3 = Q1; Periods 4-6 = Q2; Periods 7-9 = Q3; Periods 10-12 = Q4</small>	<small>Sum of Q1, Q2, Q3, Q4</small>	<small>Formula: E ÷ J</small>	
Grand Total		Sum Down	Sum Down	Sum Down	Sum Down	Sum Down	Sum Down	Sum Down	Sum Down	Formula: E ÷ J	

General Comments/Notes:

1. Query Options: Consistent with CFAO and Budget report Query Prompt Page where units can run by ORG value (ORG, Div, Dept, Activity).
2. Data with missing cost centers: Data without a cost center will still show up under a single row at the end of the report, highlight row in light gray.
3. Project Code Option: Add a drop down menu to select the inclusion/exclusion of the Project Code and Project Code Description fields. If included, fields should display between columns B and C (see example Drop-down Menu above)
4. Data Years Option: Add a drop-down menu to select the number of years to display. If included, additional years should be added in descending order, before the % Change column.
5. Cost Center Name Label: If the name for a Cost center name changed mid-year, then highlight that cost center label in a blue text.
6. Currency Format: Round all values to whole dollars, use dollar sign (\$) on grand total rows/columns only.
7. Report Footers: As with other Cognos reports, include a footer to show the ORG values, page number and date/time stamp.
8. Rerun Option: - Add a re-run button on the report page.

Drill-through Output Specs

1. See Drill through sample

Excel Output Specs

1. **WIP**