

Cognos BI

Data Definitions

Definitions of data elements in the “Ledger KK Detail” Star

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Document Conventions

This guide provides definitions for all NUFinancials data elements available for ad hoc reporting with the KK_Detail star in the PS_EPM_ADHOC package of Cognos Query Studio.

The icon associated with the reporting item is shown as it appears in the star. These icons include:

	dimension or fact
	element
	fact calculation
	NU department master tree
	level of the tree
	filter folders
	pre-configured filters

What is the Ledger KK Detail star?

This Ledger KK Detail star is a dimensional data model that makes NUFinancials data available to Cognos Query Studio users.

It contains transactional data: transaction types, IDs, details, and more. The contents are familiar to users of the Cognos pre-configured report – GL008 Revenue and Expense Activity Report.

The definitions contained in this reference are also displayed in Cognos Query Studio, specifically, within the PS_EPM_ADHOC package > KK_Detail star > Insert Data menu. Click on any dimension, fact, or element in the menu to see the definition in the Information pane. Hover over the same items to see the definition in a tool tip.

Who has access?













- Users with the security role of Cognos Ad Hoc Query Author may create reports.
- Users with the security role of Cognos Ad Hoc Query Runner may run reports that were created by a Query Author. Query Runners may access reports from Cognos Connection in Project Café Reports > NUFin Ad Hoc Reports.
- To use a report that has drill-up and down-drill capability, you must have the Ad Hoc Query Author role.

Where to get help?

- For assistance, contact NUIT Support Center at 847-491-HELP (4357), option 2, or email consultant@northwestern.edu
- Please review this guide before calling the help desk with data definition questions.




Dimension: Account

The account code is a ChartField value that classifies transaction activity as revenue, expense, or balance sheet. All elements contained in this dimension provide information about account codes.

Element	Adds a column that may contain any of these values:
 Account	The 5-digit ChartField value. Used for reporting by account code.
 Account Descr	A description of the account code.
 Account Type	Identifies the type of account code at a high level. Values include R (revenue), A (asset), L (liability), E (expense), F (fund balance).
 Account Type Descr	Describes an account code as revenue, asset, liability, expense, or fund balance.
 Effective Date	The date the account or account node became effective. If the value is equal to 1901, the node was effective during the conversion from CUFS to NUFInancials. For any other date, the account code has been updated as of this date.
 Rptg Account Level 3	The account code type. Describes account codes as asset, liability, fund balance, revenue, expense, or transfers.
 Rptg Account Level 4	Breakdown of account codes. Each major account code type is divided into additional categories. For example, supplies, reimbursements, private gifts.
 Rptg Account Level 5	Further breakdown of account codes.
 Rptg Account Level 6	Further breakdown of account codes.
 GL005 All Accounts	Pulls in a description that says ALLACCOUNTS.
 GL005 BS/IS Items	Identifies whether an account code is related to a balance sheet or an income statement. Account codes that start with 1, 2, or 3 are balance sheet. Codes that start with 4, 5, 6, 7, or 8 are income statement.
 GL005 Account Types	Account code type. Describes account codes as an asset, liability, fund balance, revenue, expense, or transfer.



Dimension: Account (continued)

The account code is a ChartField value that classifies transaction activity as revenue, expense, or balance sheet. All elements contained in this dimension provide information about account codes.

Element	Adds a column that may contain any of these values:
<ul style="list-style-type: none">  GL005 Personnel & Non Personnel Expenses 	Describes the expense account code as either personnel or non-personnel. Personnel expense account codes start with 6. Non-personnel expense account codes start with 7.
<ul style="list-style-type: none">  GL005 Salaries, Wages, and Employee Benefits 	A break down of personnel expenses into salary or benefit categories.
<ul style="list-style-type: none">  Budgetary Only Flag 	This account type does not allow spending against it. Values include Y or N. Y means that a budget can be posted, but spending cannot occur against the account code. N means not budgetary only. A budget can be posted and spending may occur on the account code.












Dimension: ChartField1

A 4-digit code used as a tracking mechanism to provide additional details for analysis. All elements contained in this dimension provide information about ChartField1.

Element	Adds a column that may contain any of these values:
<ul style="list-style-type: none">  ChartField1 	The 4-digit ChartField value. The code is used as a tracking mechanism to provide additional details for analysis. SUSP is added to ChartField1 when payroll transactions are in suspense. For expense reports, ChartField1 is a custom value defined by the requesting department or unit used for tracking.
<ul style="list-style-type: none">  ChartField1 Description 	The description of the 4-digit ChartField value.








Dimension: Department

The department ID is part of the chart string which determines which management unit is responsible for the financial activity. There is no drill-through capability on these values. All elements contained in this dimension provide information about the department chart string value.

Element	Adds a column that may contain any of these values:
 Department ID	The department ID number. This is the lowest level on the department tree (level 7).
 Department ID & Desc.	Displays the department ID and description in the same column.
 Effective Date	The date the department became valid in the system.
 Department Description	The name of the department.
 Department Short Description	The shortened name of the department.
 Level 1 Node	The NUFinancials department ID master tree level 1 node appears. Level 1 reporting summarizes data for all of Northwestern University.
 Level 1 Description	The NUFinancials department ID master tree level 1 node name appears. Level 1 reporting summarizes data for all of Northwestern University.
 Level 2 Node	The code names of the NUFinancials department ID master tree level 2 nodes appear. Level 2 reporting summarizes data categorizes data by senior executive reporting areas. For example, groupings include president, provost, and central resources.
 Level 2 Node Description	NUFinancials department ID master tree level 2 node names appear. Level 2 reporting categorizes data by senior executive reporting areas. For example, groupings include president, provost, central resources etc.
 Level 3 Node	The code names of the NUFinancials department ID master tree level 3 nodes appear. Level 3 reporting categorizes data by major school or unit such as WCAS, Qatar, or NU Libraries.
 Level 3 Description	NUFinancials department ID master tree level 3 node names appear. Level 3 reporting categorizes data by major school or unit such as WCAS, Qatar, or NU Libraries.










Dimension: Department (continued)

The department ID is part of the chartstring which determines which management unit is responsible for the financial activity. There is no drill-through capability on these values. All elements contained in this dimension provide information about the department chart string value.

Element	Adds a column that may contain any of these values:
 Level 4 Node	The code names of the NUFinancials department ID master tree level 4 nodes appear. Level 4 reporting categorizes data as divisions of a major school or unit.
 Level 4 Description	NUFinancials department ID master tree level 4 node names appear. Level 4 reporting categorizes data as divisions of a major school or unit.
 Level 5 Node	The code names of the NUFinancials department ID master tree level 5 nodes appear. Level 5 reporting categorizes data as primary management unit divisions of a major school or unit. Departments associated with tree level 6 and 7 have a reporting relationship with level 5.
 Level 5 Description	NUFinancials department ID master tree level 5 node names appear. Level 5 reporting categorizes data as primary management unit divisions of a major school or unit. Departments associated with tree levels 6 and 7 have a reporting relationship with level 5.
 Level 6 Node	The code names of the NUFinancials department ID master tree level 6 nodes appear. Level 6 is configured as either a duplicate of level 5 or as a standalone unit that reports to level 5. Level 6 is considered the actual department level with the department values sitting at level 7.
 Level 6 Description	NUFinancials department ID master tree level 6 node names appear. Level 6 is configured as either a duplicate of level 5 or as a standalone unit that reports to level 5. Level 6 is considered the actual department level with the department values sitting at level 7.
 Department Manager	The person managing the department configured in NUFinancials.







Dimension: Fiscal Period

The fiscal period dimension contains time periods. All elements contained in the department dimension define or describe period of time.

Element	Adds a column that may contain any of these values:
 Year	The calendar year starts January 1 st and ends December 31 st . The calendar year and the fiscal year are not the same.
 Year Description	The description of the calendar year. For example, Year 2009.
 Fiscal Year	The Northwestern fiscal year is September 1 st – August 31 st . For example, September 2008 is in the fiscal year 2009.
 Fiscal Quarter	The fiscal year is divided into four parts; where each part contains 3 months. The fiscal quarter is a 3-month period during the fiscal year. For example, September, October, and November (Accounting periods 1-3) are equal to Fiscal Quarter 1.
 Accounting Period	Each month of the fiscal year is an accounting period. For example, September is equal to fiscal accounting period 1.
 Accounting Period Description	Name of the month that corresponding to fiscal accounting period. For example, September is the description of accounting period 1.
 Accounting Period Num/Desc	The accounting period number and the name of the month corresponding to the accounting period in one column. For example, 1 - September
 Month Begin Date	The day the calendar month starts (not the accounting period). You may filter on this date to create a custom date range.
 Month End Date	The day the calendar month ends (not the accounting period).












Dimension: Fund

The first three digits of a chart string. The fund indicates the type/source of dollars for a transaction or budget. All elements contained in this dimension provide information about funds.

Element	Adds a column that may contain any of these values:
 Fund	The ChartField fund value.
 Fund Descr	The ChartField fund name.
 Fund Group	Groups individual funds together for business purposes.
 Fund Group Descr	Inserts a fund number that represents all funds in a series. For example, fund number 100 represents the fund grouping of 100 - 199.
 Fund Code & Desc	Displays the fund name and description in the same column.
 Fund Budgetary Only	Indicates whether a fund is for budget planning only. Values include Y (yes) or N (no). If no appears, the fund cannot be used for spending.












Dimension: GL Post Date

This dimension contains information about the journal post date which is the same as the GL Post Date on the GL008 report.

Element	Adds a column that may contain any of these values:
 GL Post Date	The date the journal process runs to post the journal to the General Ledger. This only applies to journals, vouchers, expense reports, and cash advances. This is the same as the GL Post Date on the GL008 report.
 Calendar Month	The name of the calendar month.
 Calendar Month Name	The name of the calendar month.
 Calendar Quarter Name	The name of the calendar quarter. A calendar quarter is a 3-month period during the calendar year. For example, January, February, and March are equal to the first calendar quarter.
 Calendar Quarter	The number of the calendar quarter. A calendar quarter is a 3-month period during the calendar year. For example, January, February, and March are equal to the first calendar quarter.
 Calendar Year	The time interval between January 1 and December 31st.
 Fiscal Year	The Northwestern fiscal year is September 1st – August 31st. For example, September 2008 is in the fiscal year 2009.
 Fiscal Quarter	The fiscal quarter number. The fiscal year is divided into four parts. Each part contains 3 months. The fiscal quarter is a 3-month period during the fiscal year. For example, September, October, and November (accounting periods 1-3) are equal to fiscal quarter 1.
 Accounting Period	Each month of the fiscal year is an accounting period. For example, September is equal to fiscal accounting period 1.
 Accounting Period Description	Lists the accounting period number and name in one column. For example, 1 – September.
 Accounting Period Num/Desc	Combines the accounting period number and accounting period description into one field.



Dimension: Journal Date

This dimension contains all of the information about the journal creation date. The journal will post to the accounting period in which this journal date falls.

Element	Adds a column that may contain any of these values:
 Journal Date	The date assigned to the journal when it was created. This date cannot be changed once the journal has been saved. This is a user selected field on the actuals portal journal form, the online journal, or the journal spreadsheet. The journal will post to the accounting period in which the journal date falls.
 Calendar Month Name	The name of the calendar month.
 Calendar Month	The number of the calendar month. For example, August is calendar month number 8.
 Calendar Quarter Name	The name of the calendar quarter. A calendar quarter is a 3-month period during the calendar year. For example, January, February, and March are equal to the first calendar quarter.
 Calendar Quarter	The number of the calendar quarter. A calendar quarter is a 3-month period during the calendar year. For example, January, February, and March are equal to the first calendar quarter.
 Calendar Year	The number of the calendar quarter. A calendar quarter is a 3-month period during the calendar year. For example, January, February, and March are equal to the first calendar quarter.
 Fiscal Year	The Northwestern fiscal year is September 1st – August 31st. For example, September 2008 is in the fiscal year 2009.
 Fiscal Quarter	The fiscal quarter number. The fiscal year is divided into four parts. Each part contains 3 months. The fiscal quarter is a 3-month period during the fiscal year. For example, September, October, and November (accounting periods 1-3) are equal to fiscal quarter 1.
 Accounting Period	Each month of the fiscal year is an accounting period. For example, September is equal to fiscal accounting period 1.
 Accounting Period Description	Lists the accounting period number and name in one column. For example, 1 – September.
 Accounting Period Num/Desc	Combines the accounting period number and accounting period description into one field.








Dimension: Program

A ChartField that is used as a tracking too or linking mechanism to unite collaborative activities across units. It is secured so multiple users can access it. Budgets do not reside on program codes. All elements contained in this dimension provide information about program codes.

Element	Adds a column that may contain any of these values:
 Program	The 4-digit program number.
 Program Descr	A descriptive name assigned to the program number.












Dimension: Project

A ChartField value used to identify financial activity for a distinct unrestricted or restricted purpose. This number captures financial transactions by fiscal year for non-multi-year and from inception-to-date for multi-year projects. All elements contained in this dimension provide information about projects.

Element	Adds a column that may contain any of these values:
 Project ID	The project ID ChartField number.
 Project Short Title	A 30-character project title field.
 Proj ID & Proj Shor	Inserts the project ID and the project short name in the same column.
 Project Type	The project type listed on project page in NUFinancials. Describes a project as agency, buildings, capital, designated, endowment, federal grants and contracts, federal flow-through, gift, industry clinical trials, loan project, non-fed non-industry clinical, plant projects (non-capital), self supporting projects, and state of Illinois funding.
 Project Type Description	The project type group description. The descriptions are aligned with the associated fund series name for the project type. For example, agency, endowments/annuity, gifts, grants and contracts, plant, student loans, unrestricted with project.
 Project Processing Status	Indicates whether the project is A (active) or I (inactive). Insert the Project Status element to see more specific active and inactive statuses.
 Project Attribute	A user-defined value used to classify data according to major purpose served. For example, agency project or plant project.






Dimension: Project (Continued)

A ChartField value used to identify financial activity for a distinct unrestricted or restricted purpose. This number captures financial transactions by fiscal year for non-multi-year and from inception-to-date for multi-year projects. All elements contained in this dimension provide information about projects.

Element	Adds a column that may contain any of these values:
 CUFS Area	The CUFS area that is related to the project for projects that were converted from CUFS to NUFinancials. This is blank if the project was created in NUFinancials.
 CUFS Org	The CUFS org is the organization that is related to the project for projects that were converted from CUFS to NUFinancials. This is blank if the project was created in NUFinancials.
 Project Long Title	A 256-character project title field.
 Project Start Date	The day the project starts.
 Project End Date	The day the project ends.
 Primary Project Flag	Identifies whether the project is the primary project associated with an award/contract. Values include Y (yes), N (no), or – (not applicable).
 Project Dept ID	For sponsored projects only, this is the department managing the project.
 Current Primary PI	The current principal investigator for the project. For non-grant projects, this data element will have a value of dash (-).
 Project Manager Emplid	The employee ID of the current primary principal investigator for the grant. For non-grant projects, a dash appears (-) which means not applicable.
 Project Manager Name	The name of the person who is currently in charge of a project. For grants and non-grants projects, this is the name of the person from the project team who has a checked project manager flag in NUFinancials.
 Project Purpose Type	The major project purpose category. Values include CURRT_PURPOSE, END_PURPOSE, GIFT_PURPOSE, PLANT_PURPOSE. Equal to ChartField attribute in NUFinancials. Not all projects have a purpose assigned. See ChartField Maintenance form from NUPortal.






Dimension: Project (Continued)

A ChartField value used to identify financial activity for a distinct unrestricted or restricted purpose. This number captures financial transactions by fiscal year for non-multi-year and from inception-to-date for multi-year projects. All elements contained in this dimension provide information about projects.

Element	Adds a column that may contain any of these values:
 Project Purpose Code	A code that represents the project purpose description. Equal to ChartField attribute value in NUFinancials.
 Project Purpose Desc	A code representing the specific project purpose associated with a project purpose type. For example, the PLANT_PURPOSE purpose type includes the following purpose descriptions: plant Chicago, plant Evanston, plant off-campus, interfund loans, etc.
 Project Status Code	The code related to the project status. Values include B, C, F, H, O, P.
 Project Status	The contract type name. Values include budgeted, closed, finished, hold, open, pending close.
 Project Dept Name	For sponsored projects only, this is the name of the department managing the project.



















Dimension: Project Activity

A ChartField value that is required when a Project ID is used. For plant funds, it indicates the phase of construction. For grant funds, this value is 01 unless the sponsor does not allow the carry-forward of funding between award periods, or the sponsor requires invoices to be segregated by individual budget periods. All elements contained in this dimension provide information about activity codes.

















Element	Adds a column that may contain any of these values:
 Activity ID	The activity code number.
 Activity Desc	Description of the chart string value of the activity.
 Activity Start Date	The date the activity starts.
 Activity End Date	The date the activity ends.
 Activity Processing Status	Indicates whether an activity is A (active) or I (inactive).

Fact: KK Detail













The fact contains dollar amounts and other informational fields that become meaningful when paired with other non-fact data. The calculated fields will require you to enter a specific accounting period. The use of the accounting period as a result of pulling in one of the calculated fields will not filter the data returned; it is only used for the calculation of the period related field.

Element	Element explanation:	OK for Grants?
 Budget Check Date	This dimension contains information about the budget check date for the transaction.	
 Employee ID	The employee ID number of the employee receiving the reimbursement. This element is only associated with expense reports.	
 Employee Name	The first and last name of the employee receiving the reimbursement. This element is only associated with expense reports.	
 Period Encumbrance	Some transactions reserve funds until all requirements are met for the transaction to transition into a final expense. This is the total amount of encumbrance incurred for the time period specified in the Ad Hoc report filters.	
 Period Expense	The total amount of actual expense incurred for the time period specified in the Ad Hoc report filters. This column may be added to either the Pre-encumbrance and Encumbrance columns OR the Pre-Enc/Enc column to view the total commitment against a chart string.	
 Transaction Type	The name of a kind of transaction. For example, journal, voucher, or purchase order. This matches the type name in the GL008 Account/Transaction Type column.	
 PO/REQ Description	This description provides the vendor name and item description for purchase orders and requisitions.	
 Journal Source	The actuals journal source code. This code provides information about the journal type or journal creator. For example, TFR indicates that the journal type is a transfer journal, whereas UVS indicates that the journal creator is University Services.	
 Transaction Description	The transaction description includes the vendor name, item description, journal source, and/or journal line description for transaction. This matches the GL008 Description column.	

Fact: KK Detail (Continued)









Element	Element explanation:	OK for Grants?
 Period Pre-Enc/Enc	This calculation combines the pre-encumbrance and encumbrance amounts into one column. This amount is dependent on the time period specified in the Ad Hoc report prompts. This is the same as the GL008 PreEnc/Enc column. Pre-Enc/Enc + Expense equals the total commitment against a chart string.	
 Transaction ID	A unique identifier for a specific financial transaction. For example, journal ID number or voucher number. This is the same as the GL008 Transaction ID column.	
 Line/Schedule / Distribution	Line is the line number of the source transaction. Schedule is always equal to the line #. The Distribution is the line number of the chart string from the accounting details portion of the transaction that is associated with the transaction line number. For example, 5/5/2 for a voucher means line 5 of the voucher where the ship code is equal to the voucher line # and where line 5 is associated with the accounting defaults chart string line 2. This matches the GL008 Line/Schedule/Distribution on GL008.	
 Vendor ID	The ID number for a vendor. This column is only associated with purchase orders, requisitions and vouchers.	
 Vendor Name	The name of the vendor associated with purchase orders, requisitions and vouchers.	
 Ledger Group	Separates transactions according to kind of dollars they represent including: actuals, budget, revenue, and expense. The dollar kinds include: Revenue - Current Period (actuals revenue), Revenue Budget Activity, Pre-Enc/Enc and Expenses - Current Period (actuals expense), Expense Budget Activity. These are the four sections of the GL008 report.	
 Period Activity	Shows a transaction dollar amount processed in a specified period when associated with a transaction ID or type. The transaction amount is either revenue or expense depending on the ledger group it is associated with. This is the same as the GL008 Transactions column.	
 Fiscal YTD Activity	Equal to the year-to-date expense or revenue activity. This may be budget or actuals, revenue or expense, depending on the ledger group it is associated with. This can be used to recreate the GL008 Account Ending Balance column.	

Fact: KK Detail (Continued)

Element	Element explanation:	OK for Grants?
 Prior Period Activity	Shows a transaction dollar amount processed prior to the specified period when associated with a transaction ID or type. The transaction amount is either revenue or expense depending on the ledger group it is associated with. This can be used to recreate the GL008 Account Beginning Balance column.	
 Total FY Expense	The total amount of actual expense incurred during the specified Fiscal Years in the Ad Hoc report prompts. This column may be added to either the Pre-encumbrance and Encumbrance columns OR the Pre-Enc/Enc column to view the total commitment against a chart string.	
 Total FY Pre-Encumbrance	Some transactions reserve funds until all requirements are met for the transaction to transition into a final expense. This is the total amount of pre-encumbrance incurred for the Fiscal Years specified in the Ad Hoc report filters. Pre-encumbrance + Encumbrance + Expense is equal to the total commitment against a chart string.	
 Total FY Encumbrance	Some transactions reserve funds until all requirements are met for the transaction to transition into a final expense. This is the total amount of encumbrance incurred for the Fiscal Years specified in the Ad Hoc report prompts.	
 Total FY Pre-Enc/Enc	This calculation combines the pre-encumbrance and encumbrance amounts into one column. This amount is dependent on the Fiscal Years specified in the Ad Hoc report prompts. This is the same as the GL008 Pre-Enc/Enc column. Pre-Enc/Enc + Expense equals the total commitment against a chart string.	
 Total FY Activity	Shows a transaction dollar amount processed in a specified Fiscal Years when associated with a transaction ID or type. The transaction amount is either revenue or expense depending on the ledger group it is associated with. This is the same as the GL008 Transactions column.	


Tree: NU Department Master







This tree contains the full set of department ID values. Each level of the tree uses a unique portion of the department IDs values set. Use this tree in a report if you want to the ability drill up or down through the levels of the hierarchy. For example, pull in level 3 of the tree if you want to drill from the WCAS school level down into the school divisions or departments of the school.

Tree Level	Description of data contained in tree level:
 All Departments	Contains all values for all of Northwestern University. Reporting at the highest level.
 Department Level 1	The NUFinancials department ID master tree level 1. Level 1 reporting summarizes data for all of Northwestern University.
 Department Level 2	NUFinancials department ID master tree level 2. Level 2 reporting categorizes data by senior executive reporting areas. For example, groupings include president, provost, central resources etc.
 Department Level 3	NUFinancials department ID master tree level 3. Level 3 reporting categorizes data by major school or unit such as WCAS, Qatar, or NU Libraries.
 Department Level 4	NUFinancials department ID master tree level 4. Level 4 reporting categorizes data as divisions of a major school or unit.
 Department Level 5	NUFinancials department ID master tree level 5. Level 5 reporting categorizes data as primary management unit divisions of a major school or unit. Departments associated with tree levels 6 and 7 have a reporting relationship with level 5.
 Department Level 6	NUFinancials department ID master tree level 6. Level 6 is configured as either a duplicate of level 5 or as a standalone unit that reports to level 5. Level 6 is considered the actual department level with the department values sitting at level 7.
 Department Level 7	The department or unit that is responsible for the activity. The actual department IDs numbers are situated at this final level of the tree.

Folder: Filters & Prompts

There is an overall filter applied to the star. Use of any element will require you to minimally enter Fiscal Year and Budget Year. FY = BY except in the case of multi-year projects. If you would like results to be returned for multi-year projects will need to insert a – (dash) into the BY filter. Both filters allow you to insert multiple values. If you would like to get results across fiscal years, insert as many years as you would like. Reports will take longer when more fiscal years are included in the filters.

Filter name	Filter purpose
 Accounting Periods	Filters results so that only accounting periods 1 – 12 appear in the results. Removes periods such as 0, 998, and 999.








Account Filters	Filter purpose
 Asset Accounts	Filters the account codes such that only codes that start with 1 appear.
 Expense Accounts	Filters the account codes such that only codes that start with 6, 7, or 8 appear.
 Fund Balance Accounts	Filters the account codes such that only codes that start with 3 appear.
 Liabilities Accounts	Filters the account codes such that only codes that start with 2 appear.
 Revenues Accounts	Filters the account codes such that only codes that start with 4 or 5 appear.
 Transfers Accounts	Filters the account codes such that only codes that start with 8 appear.

Folder: Filters & Prompts (continued)

Fund Filters	Filter purpose
🚩 Agency Funds	Filters the fund codes such that only funds that start with 7 appear.
🚩 Centrally Managed Funds	Filters the fund codes such that only funds that start with 0 appear.
🚩 Endowment/Annuity Funds	Filters the fund codes such that only funds that start with 4 appear.
🚩 Gift Funds	Filters the fund codes such that only funds that start with 3 appear.
🚩 Grants & Contract Funds	Filters the fund codes such that only funds that start with 6 appear.
🚩 Student Loan Funds	Filters the fund codes such that only funds that start with 5 appear.
🚩 Unrestricted Funds	Filters the fund codes such that only funds that start with 1 appear.
🚩 Plant Funds	Filters the fund codes such that only funds that start with 8 appear.

Project filters	Filter Purpose
🚩 Active Projects	Filters projects so that only active projects appear.
🚩 Agency Projects	Filters projects so that only projects that start with 7 appear.
🚩 Endowment / Annuity Projects	Filters projects so that only projects that start with 4 appear.
🚩 Grants Projects	Filters projects so that only projects that start with 6 appear.
🚩 Gift Projects	Filters projects so that only projects that start with 3 appear.
🚩 Plant Projects	Filters projects so that only projects that start with 8 appear.
🚩 Unrestricted Projects	Filters projects so that only projects that start with 1 appear.

Folder: Filters & Prompts (continued)

Common Prompts	Prompt Purpose
 Fiscal Year Prompt	Prompts the user to enter a fiscal year.
 Accounting Period Prompt	Prompts the user to enter an accounting period.
 Inception-to-date FY & AP Prompt	Inserts data for everything less than the values you enter. For example, <i>enter FY 2009, accounting period 02 and it will bring in data for everything before this date.</i>
 Department ID Prompt	Prompts the user to enter a specific department ID value.
 Project ID Prompt	Prompts the user to enter a specific project ID prompt.
 Fund Code Prompt	Prompts the user to enter a fund code.
 PI Prompt	Prompts the user to enter the name of the Primary Investigator for a grant project.