NUIT Northwestern University Information Technology | Administrative Systems

NORTHWESTERN UNIVERSITY

Cognos BI

Data Definitions

Data elements in the “Ledger KK Summary” star

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Document Conventions

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

The items are defined in the order that they appear in Query Studio's KK_Summary star menu.

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

dimension or fact

element (non-sorting or sorting)

fact calculation

NU department master tree

level of the tree

filter folders

pre-configured filters

What is the Ledger KK_Summary star?

The Ledger KK_Summary star is a dimensional data model that makes NUFinancials data available to Cognos Query Studio users.

Inside the star are 10 dimension tables, 1 fact table, a department tree, and pre-built filters and prompts.

The star primarily contains summary level data and calculations, but no transaction details.

The definitions contained in this reference are also displayed in Cognos Query Studio, specifically, within the PS_EPM_ADHOC package > KK_Summary 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.

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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 to1901, 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.

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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:
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.
GL005 Salaries, Wages, and Employee Benefits	A break down of personnel expenses into salary or benefit categories.
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:
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.
ChartField1 Description	The description of the 4-digit ChartField value.

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Dimension: Award/Contract

The terms award and contract are used interchangeably. An award is a funding agreement for one or more projects. The award number is equivalent to the InfoEd proposal and institution number. All elements contained in this dimension provide information about awards/contracts.

Element	Adds a column that may contain any of these values:
Award Status	The status of the award. Values include CLS (closed), ACP (accepted), PRE (pre-spending), WTH (withdrawn), TER (terminated), or PEN (pending).
Award Type	Identifies the award type as grant, contract, or clinical trial.
Begin Date	The date the award begins.
Contract Number	The award/contract number. This number is the same as the InfoEd institution number.
Sponsor ID	The code that identifies the sponsor issuing the award to Northwestern.
End Date	The date the award ends.
Purpose	Purpose of the Award. Values include CARER (career award), CLIN (industry clinical trial), CONST (construction), EQUIP (equipment acquisition), LOI (letter of intent), OTHER (other sponsored programs), PREL (preliminary proposal), SPRES (sponsored research), SPTRN (sponsored training), or STAID (student aid).
Sponsor Award Number	The reference number given to the award by the sponsor.
Award Short Title	The short title of the award.
CFDA	The *Catalog of Federal Domestic Assistance* number. The CFDA Number is only relevant to U.S. federal government programs.
Award PI Emplid	The employee ID of the principal investigator for the award.
Award PI	The name of the principal investigator for the award.
LOC ID	The ID for the letter of credit.
GCO Name	The name of the OSR GCO (grants and contract officer) whose constituency includes the primary projects department.

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Dimension: Award/Contract (continued)

The terms award and contract are used interchangeably. An award is a funding agreement for one or more projects. The award number is equivalent to the InfoEd proposal and institution number. All elements contained in this dimension provide information about awards/contracts.

Element	Adds a column that may contain any of these values:
Primary Project	The project ID of the award primary project.
Primary Project Dept ID	The department ID of the award primary project.
FDP Flag	A value of FDP indicates that the award is a *Federal Demonstration Partnership*. If NULL or dash (-) appears, it is not an FDP award.
Primary Sponsor	The primary sponsor name is the originating sponsor of the award. If the value is a dash (-), then the award is not a flow-through.
Award Long Title	The long title of the award.
Sponsor	The name of the sponsor issuing the award to Northwestern.
RTC Flag	Show RTC when the award is a *Research Terms & Conditions Partnership*. If NULL or dash (-) appears, it is not an RTC award.
Primary Project Title	The title of the award primary project.
Primary Project Dept	The department name of the award primary project. This department has financial responsibility for the award/contract.
No Carryover Flag	If NCF appears, no carryover is allowed on the award. Otherwise, carryforward is allowed.
Primary Sponsor ID	The primary sponsor is the originating sponsor of the award. If the value is a dash (-), the award is not a flow-through.
Contract Type Code	The code that indicates the contract type. Values include FP (fixed price), INV (invoiced), LOC (letter of credit), PP (prepaid/advance), SCH (scheduled), or Sponsored (sponsored grant or contract).
Contract Type	The name of the contract type. Values include fixed price, invoiced, letter of credit, prepaid/advance, scheduled, sponsored grant or contract.

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Dimension: Award/Contract (continued)

The terms award and contract are used interchangeably. An award is a funding agreement for one or more projects. The award number is equivalent to the InfoEd proposal and institution number. All elements contained in this dimension provide information about awards/contracts.

Element	Adds a column that may contain any of these values:
Contract Status	The contract status describes the contract as active, closed, or pending. Contracts that are active are still billing the sponsor. Closed contracts can no longer spend/bill.
ASRSP GCFA	The name of the GCFO (grant and contract officer) in ASRSP.
Billing Sponsor ID	Sponsor or customer ID value. In certain cases, the sponsor instructs Northwestern to invoice a differently labeled ID entity.
Billing Sponsor Name	Sponsor or customer ID description. In certain cases, the sponsor instructs Northwestern to invoice a differently labeled ID entity.
ASRSP GCFA Phone	The phone number of the GCFO (grant and contract officer) in ASRSP.
ASRSP GCFA Email	The email of the GCFO (grant and contract officer) in ASRSP.

Dimension: Customer/Sponsor

The agency or entity providing funds for the award/contract. The terms customer and sponsor are used interchangeably. All elements contained in this dimension provide information about customers/sponsors.

Element	Adds a column that may contain any of these values:
Sponsor ID	The NUFinancials ID of the sponsor issuing the award to Northwestern.
Sponsor Short Name	The short name of the award sponsor.
Sponsor Name	The long name of the award sponsor.
Sponsor LOC ID	The sponsor letter of credit ID.
Sponsor Type Code	The sponsor type code of the award sponsor.
Sponsor Type	The sponsor type of the award sponsor.

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Dimension: Department

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:
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.

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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.

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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: 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 1st and ends December 31st. 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 1st – August 31st. 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.

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Dimension: Fiscal Period (continued)

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:
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: 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.

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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 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.
CUFS Fund	The CUFS fund that is related to the project for projects converted from CUFS to NUFinancials. This is blank if the project was created in NUFinancials.
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.

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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:
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.
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.

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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 Descr	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).

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.

Fact: KK_Summary

The fact contains dollar amounts with pre-configured calculations embedded in them. The dollar amounts change depending on the data you associate them with.

Calculation	Calculation explanation:	OK for Grants?
Carryforward Expense Budget	**For non-grants funds only.** The amount of remaining dollars (revenue and expense combined) that are being carried forward to this fiscal year. These are actual dollars; these are not budget dollars despite the name.	
Expense Budget	The dollar amount budgeted for spending. This includes the base budget plus any budget adjustments that have been made. For grants this is the cumulative budget to date.	

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Fact: KK_Summary (continued)

The fact contains dollar amounts with pre-configured calculations embedded in them. The dollar amounts change depending on the data you associate them with.

Calculation	Calculation explanation:	OK for Grants?
Total Expense Budget	The expense budget plus the carryforward expense budget.	⊘
Current Period Expenses	The amount of expenses for the current accounting period only. For grant projects, these are expenses processed against expense account codes within a budget category. You will see the dollars appear on the expense account code that was used in the transaction.	✔
Fiscal YTD Expenses	Total expenses posted against the chart string from accounting period 1 to the selected accounting period. For grant projects, these are expenses processed against expense account codes within a budget category. This does not include the actual budget category code.	✔
Total Expenses	The total amount of expenses in the system (inception-to-date). For grant projects, these are expenses processed against expense account codes within a budget category. This does not include the actual budget category code.	✔
Total Pre-Encumbrances	The total amount of open pre-encumbrance dollars.	✔
Total Encumbrances	The total amount of open encumbrance dollars.	✔
Total Pre/Enc	The total encumbrances and total pre-encumbrances.	✔
Fiscal YTD Obligations	The total encumbrances and pre-encumbrances plus the fiscal year-to-date expenses.	✔
Total Obligations	The sum of the total actual expenses, encumbrances, and pre-encumbrances. For grants, this element is associated with grant rollup expense account codes.	✔

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Fact: KK_Summary (continued)

The fact contains dollar amounts with pre-configured calculations embedded in them. The dollar amounts change depending on the data you associate them with.

Calculation	Calculation explanation:	OK for Grants?
Revenue Budget	**For non-grant funds only.** The amount of revenue dollars budgeted. This includes the base budget plus any adjustments that have been made. Grants projects do not have revenue budgets.	
Current Period Recognized Revenue	**For non-grant funds only.** The total amount of revenue dollars that have been processed in NUFinancials for the current accounting period. Limits revenue to only the accounting period you choose. Grants projects should be excluded from revenue calculations.	
Fiscal YTD Recognized Revenue	**For non-grant funds only.** The total amount of revenue dollars that have been processed in NUFinancials from accounting period 1 to the specified period of a fiscal year. Grants projects should be excluded from revenue calculations.	
Recognized Revenue	**For non-grant funds only.** Revenue dollars that have been processed in NUFinancials. Grants projects should be excluded from revenue calculations.	
Benefits Budget	The amount of your total expense budget that is budgeted for benefits.	
Benefits Obligation	The amount of expenses, total encumbrances, and pre-encumbrances related to benefits.	
Grants Bud Acct F&A	**Grants only.** This column of data shows budgeted expense dollars for the grants F&A budget category of 78700. The only expense account code used within this category is 78710. This provides inception-to-date expenses if no fiscal period filters are used in the report.	

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Fact: KK_Summary (continued)

The fact contains dollar amounts with pre-configured calculations embedded in them. The dollar amounts change depending on the data you associate them with.

Calculation	Calculation explanation:	OK for Grants?
Grants Bud Acct DC	**Grants only.** This column of data shows the budgeted expense dollars for all direct cost account codes (non-F&A budgetary-only accounts). This includes all expense account codes (that start with 6, 7, or 8) except 78710 (F&A). Inception-to-date expenses if no fiscal period filters are used.	✔
Grants Bud Acct Total Expenses	**Grants only.** This column of data shows the total budgeted expense dollars associated with **all** grants budget categories including F&A (Grants Bud Acct F&A + Grants Bud Acct DC). Inception-to-date expenses if no fiscal period filters are used.	✔
Grants Budgetary Account Encumbrance	**Grants only.** This column of data shows the total encumbered dollars for grants budget categories (budgetary-only accounts). This provides inception-to-date encumbrances if no fiscal period filters are used in the report.	✔
Grants Exp Acct F&A	**Grants only.** This column of data shows the amount of F&A expense dollars posted to the *indirect cost sponsored* expense account 78710. Inception-to-date expenses if no fiscal period filters are used.	✔
Grants Exp Acct DC	**Grants only.** This column of data shows the amount of direct cost expense posted to expense account codes other than 78710. Inception-to-date expenses if no fiscal period filters are used.	✔
Grants Exp Total Exp	**Grants only.** This column of data shows the amount of expense posted to all expense account codes (including direct and indirect costs). Inception-to-date expenses if no fiscal period filters are used.	✔

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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.

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Folder: Filters & Prompts

These are pre-defined filters that you may use in your report.

Filter name	Filter purpose
Accounting Periods Between 1 and 12	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.
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.

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Folder: Filters & Prompts (continued)

These are pre-defined filters that you may use in your report.

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.

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, *enter FY 2009, accounting period 02 and it will bring in data for everything before this date.*
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.

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