

# IS&T Financial Reporting -- Cognos Spending Plan Input -- Cost Object Level Template

## IS&T Financial Reporting – Cognos Spending Plan Input – Cost Object Level Template

The Spending Plan Template is the initial report run in the Spending Plan process. This report is to be run and downloaded into Excel. It contains the **actuals** for closed months and **the spending plans** for future months.

Open your browser to the [IBM Cognos portal](#)

1. Go to **Cognos Content > Public Folders > School & Area Reports > IS&T > Financial Reporting >**.
2. Select [IS&T Spending Plan Input - Cost Object level Template](#) *[This link takes you directly to the Cognos report.]*
3. The report pauses, waiting for you to enter information at the following prompts.



## IS&T Spending Plan Input - Cost Object Level Template

Select a Fiscal Year:

\* FISCAL\_YEAR

Select the Fiscal Year

Select a Budget Plan Version:

- \* ☐ I00 - IS&T Submitted Budget  
☐ I01 - IS&T Original Approved Budget  
☐ I02 - IS&T Original Spending Plan  
☐ I03 - IS&T Current Approved Budget  
☒ I04 - IS&T Current Spending Plan  
☐ I05 - IS&T Q1 Spending Plan  
☐ I06 - IS&T Q2 Spending Plan  
☐ I07 - IS&T Q3 Spending Plan

Leave the default Budget Plan as I04 - IS&T Current Spending Plan

Select Cost Object(s):

- \* ☐ 1099900  
☐ 1099901  
☐ 1115010  
☐ 1115531  
☐ 1115532  
☐ 1115533  
☐ 1115534  
☐ 1115594  
☐ 1115627  
☐ 1115701

Select Cost Object — this is filtered by the user's permissions.

Select all Deselect all

Cancel

Finish

Click Finish when done. The report runs, returning data in the form that follows:

- You will see a report like the following with a *Budget* column for current and future months, *Actuals* for months that are closed. In addition, the report displays a column for *Future Spending Plan*, *FY Budget*, *FY Spending Plan* and *FY Variance*.
- The report is paginated by the Cost Collector ID. If multiple Cost Collector IDs are chosen, users must select the page down link at the bottom left of the page to view the next Cost Collector ID.
- You will also see that the Salaries, Benefits, Depreciation and Interest Expense rows are highlighted in yellow. These rows will be maintained by the Finance Team. Users are not expected to update these rows.



**IS&T Spending Plan Input - Cost Object Level Template**

Fiscal Year: 2017  
Cost Object: 1642120 - Emerging Solutions Hq

This is an example of the report from the beginning of the Fiscal Year. It shows each monthly column as Budget. As the Fiscal year progresses, columns labeled as Actuals will appear with the totals from the months that are closed out.

Cost Collector ID	GL Level 1 Category	July Budget	August Budget	September Budget	October Budget	November Budget	December Budget	January Budget	February Budget	March Budget	April Budget	May Budget	June Budget	Future Spending Plan	FY Budget	FY Spending Plan	FY Variance
1642120	IS&T Revenue	0	0	0	0	0	0	0	0	0	0	0	0				
	SALARIES	0	0	0	0	0	0	0	0	0	0	0	0				
	BENEFITS	0	0	0	0	0	0	0	0	0	0	0	0				
	TRAVEL	0	3,850	3,850	3,850	3,850	3,850	3,850	3,850	3,850	3,850	3,850	3,850	40,000	40,000	40,000	0
	CONSULTING	0	0	0	0	0	0	0	0	0	0	0	0				
	SOFTWARE	0	374.75	374.75	374.75	374.75	374.75	374.75	374.75	374.75	374.75	374.75	374.75	4,400	4,400	7,000	-2,600
	SERVICE CONTRACTS	0	0	0	0	0	0	0	0	0	0	0	0				
	CONTRACT SERVICES	0	0	0	0	0	0	0	0	0	0	0	0				
	MATERIAL & SERVICES	0	1,881.33	1,881.33	1,881.33	1,881.33	1,881.33	1,881.33	1,881.33	1,881.33	1,881.33	1,881.33	1,881.33	23,000	23,000	24,737.33	-1,737.33
	EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0				
	PROF. SERVICES / SUBRECIPIENT AGREEMENTS	0	0	0	0	0	0	0	0	0	0	0	0				
	DEPRECIATION	0	0	0	0	0	0	0	0	0	0	0	0				
	INTEREST EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0				
	INDIRECT EXPENSES	0	0	0	0	0	0	0	0	0	0	0	0				
	OTHER	0	0	0	0	0	0	0	0	0	0	0	0				
1642120 - Total		0	6,106.08	6,037.08	6,106.08	6,106.08	6,106.08	6,106.08	6,106.08	6,106.08	6,106.08	6,106.08	6,106.08	74,000	74,000	74,737.33	-737.33
Overall - Total		0	6,106.08	6,037.08	6,106.08	6,106.08	6,037.08	6,106.08	6,106.08	6,037.08	6,106.08	6,106.08	6,037.08	74,000	74,000	74,737.33	-737.33

- **Actuals** - The amount of money that was paid to acquire a product or asset.
- **Budget** - The amount of money available for spending.
- **Variance** - Variances are the differences between budgeted amounts and the actual revenue or expenses.
- **Spending Plan** - Shows how we plan to allocate our budgets for an upcoming period of time. It is the process of making financial predictions for a future period of time based on past and present data analysis. Typically, a spending plan is based upon specific assumptions.
- **Future Spending Plan** - The sum of the monthly spending plans for all non-closed months.
- **FY Budget** - Total Funding Available.
- **FY Spending Plan** - YTD Actuals + Future Spending Plan amounts.
- **FY Variance columns** - The variance between the FY Budget and the FY Spending Plan.

This is an example of how the report looks later in the Fiscal Year:

**IS&T Spending Plan Input - Cost Object Level**

Fiscal Year: 2016  
Cost Object: 1639200, 1644602, 1645400

Towards the end of the Fiscal Year, the report displays Actuals for the months that are closed and Budget for remaining month.

Cost Collector ID	Level 1 Category	July Actuals	August Actuals	September Actuals	October Actuals	November Actuals	December Actuals	January Actuals	June Budget	Future Spending Plan	FY Budget	FY Spending Plan	FY Variance
1642120	Salaries	\$1,754,458	\$3,870,245	\$2,419,878	\$2,353,841	\$2,252,790	\$2,280,724	2,170,242	\$2,000	\$2,000	\$20,000	\$25,871,825	(\$25,871,825)
	Employee Benefits	\$287,961	\$660,120	\$463,267	\$450,080	\$413,206	\$422,230	\$487,939	\$1,000	\$1,000	\$10,000	\$5,825,188	(\$5,798,188)
	Travel	\$7,252	\$7,347	\$14,367	\$60,200	\$44,970	\$21,182	\$41,000	\$2,000	\$2,000	\$20,000	\$289,271	(\$276,271)
	Prof Services/Subrecipient Agreements	\$1,215,983	\$751,448	\$4,488,284	\$2,688,878	\$2,452,443	\$3,584,284	\$2,910,875	\$6,000	\$6,000	\$60,000	\$21,310,736	(\$21,450,736)
	Equipment	\$2,650,868	\$1,880,534	\$3,134,020	\$62,856	\$3,888,874	\$1,850,319	\$555,458	\$1,000	\$1,000	\$10,000	\$16,841,132	(\$16,811,132)
	Materials & Services	\$3,058,857	\$13,718,251	\$8,875,405	\$765,487	\$3,585,475	\$1,235,880	\$3,581,839	\$7,000	\$7,000	\$70,000	\$47,274,438	(\$48,984,438)
	Interest Expense	\$0	\$0	\$87,892	\$0	\$0	\$88,880	\$40,310	\$2,000	\$2,000	\$20,000	\$415,880	(\$88,880)
	Depreciation	\$1,137,865	\$1,137,841	\$1,324,133	\$1,288,807	\$1,214,871	\$1,214,871	\$1,048,753	\$2,000	\$2,000	\$20,000	\$12,862,583	(\$12,532,583)
	Indirect Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Capital Projects Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Expenses - Total</b>		\$15,537,465	\$33,033,384	\$21,757,884	\$8,758,323	\$16,885,355	\$15,774,746	1,253,364	\$26,000	\$26,000	\$260,000	\$146,233,646	(\$136,966,346)
	Internal Income	(\$1,850)	(\$3,580,548)	(\$55,222)	(\$55,174)	\$2,910,875	(\$58,757)	(\$240,342)	\$1,000	\$1,000	\$10,000	(\$13,780,885)	\$13,820,885
	External Income	(\$77,886)	(\$7,232)	(\$13,442)	(\$180,152)	(\$10,432)	(\$75,835)	(\$410,086)				(\$1,483,432)	\$1,483,432
	Transfers	(\$54,832)	(\$54,832)	(\$226,750)	(\$224,347)	(\$77,884)	(\$113,367)	(\$148,810)	\$2,000	\$2,000	\$20,000	(\$11,484,317)	\$11,514,317
<b>Revenue &amp; Transfers - Total</b>		(\$234,150)	(\$3,703,612)	(\$278,374)	(\$278,673)	\$2,822,601	(\$241,954)	(\$148,948)	\$3,000	\$3,000	\$30,000	(\$24,787,287)	\$24,817,287
<b>Overall - Total</b>		\$15,303,315	\$29,329,772	\$21,479,510	\$8,479,650	\$13,862,754	\$15,532,792	1,104,416	\$23,000	\$23,000	\$230,000	\$121,446,359	(\$111,947,238)

## Download the report to Excel.

1. Select the **HTML** icon and from the menu choose **View in Excel Options** and then **View in Excel 2007 Format**. Each Cost Collector ID will be placed in a single tab.



**Input - Cost Object Level**

January Actuals	February Actuals	March Actuals	April Actuals	May Actuals	June Budget	Spending Plan	Budget	FY Spending Plan	FY Variance
\$2,200,000	\$1,800,176	\$2,140,040	\$2,170,000	\$2,170,000	\$2,000	\$2,000	\$20,000	\$20,000,000	(\$20,000,000)
\$200,000	\$400,000	\$400,000	\$400,000	\$400,000	\$1,000	\$1,000	\$20,000	\$20,000,000	(\$20,000,000)
\$7,074	\$4,000	\$14,700	\$20,000	\$41,000	\$2,000	\$2,000	\$20,000	\$20,000,000	(\$20,000,000)
\$1,100,000	\$2,704,744	\$2,701,700	\$2,000,000	\$2,000,000	\$4,000	\$4,000	\$40,000	\$40,000,000	(\$40,000,000)
(\$40,000)	\$112,000	\$200,000	\$200,000	\$200,000	\$1,000	\$1,000	\$20,000	\$20,000,000	(\$20,000,000)
\$200,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000	\$2,000	\$20,000	\$20,000,000	(\$20,000,000)

2. Confirm **Open with Microsoft Excel (default)** or **Save file**.
  - If the report doesn't download or doesn't readily open, you may have to shut down your copy of the Excel application, if open.
  - The file is downloaded to your default location.
3. Open downloaded Excel file
  - The Cognos report is downloaded into Excel preserving the columns and rows and headings.
4. Update the template
  - In the columns given, enter your projected spending by Cost Collector Id and Category. You can also validate the other data on the report.
5. Upload completed template to Dropbox
  - When you have completed the spreadsheet, save it and then move it to the appropriate folder in Dropbox.

## Printing

If you choose to print a report, always print to PDF before printing paper copies to ensure that the report format is preserved.

## What if I have questions about the data in the report?

Please contact the Finance Team if you have any questions about the data in the report. For example, actuals may vary depending on when the report is run. The totals returned for the **current month actuals** only reflect those payments that were made before the closing of the previous month. In many cases, payments are not applied until future months.