Purpose: This report provides a summary of transactions specific commitments based on the CAS guidelines.

CAUTIONS:
- Commitment items are filtered based on the CAS guidelines. Will need to change it periodically.
- Date prompts are not required, but highly recommended when running this report – selecting either of the date prompts will speed up the time it takes to return output.

Targeted Audience: Business Management Staff and SPS Research Quality Assurance

Additional Resources for SPS Research Quality Assurance: For more information on running the report using the selection of **SPS Research Quality Assurance**, and a listing of QTR Commitment Items, visit the SPS – Post Award – Business & Regional Offices – Account Management Website.

Access the Report

Report is located at:

Public Folders - PROD → **Boiler Insight** → **Standard Content** → **SPS** → **Questionable Transaction Report**

Access the **Cognos Login** via the BICC website, Employee Portal, or by clicking the following link:
https://erp-reporting-prd.itap.purdue.edu

Complete the Prompt Page

1. Select of one of the following date prompts:

   o **Posting Date Range** – Select a **From** and a **To** date using the calendar buttons, or enter dates (mm/dd/yyyy) into the text boxes (*Note:* Do NOT leave both defaults of **Earliest date** and **Latest date** selected – it is strongly recommended that you change at least one of the posting dates or make a fiscal year selection)

   o OR, select a **Fiscal Year** from the drop-down

   o OR, select a **Fiscal Year** AND a **Fiscal Year Period** from the drop-downs provided

2. To search by **Grant RCC**, enter at least one of the following:

   o **Grant Responsible Cost Center (Optional)** – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box

   o **Grant Responsible Cost Center Department (Optional)** – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box

o   **Grant Responsible Cost Center Major Area** *(Optional)* – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box

Grant Responsible Cost Center *(Optional)* (Example 4018010000 - Statistics)	Grant Responsible Cost Center Department *(Optional)* (Example 4019001 - Polytechnic Institute)	Grant Responsible Cost Center Major Area *(Optional)* (Example 4019 - Polytechnic Institute)
Keywords: Type one or more keywords separated by spaces. [ ] Search Options ⌄ Results: [ ] Insert → ← Remove Choice: [ ] Select all Deselect all	Keywords: Type one or more keywords separated by spaces. [ ] Search Options ⌄ Results: [ ] Insert → ← Remove Choice: [ ] Select all Deselect all	Keywords: Type one or more keywords separated by spaces. [ ] Search Options ⌄ Results: [ ] Insert → ← Remove Choice: [ ] Select all Deselect all

3.   To search by **Sponsored Program**, enter at least one of the following:

o   **Sponsored Program Cost Center** *(Optional)* – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box

o   **Sponsored Program Cost Center Department** *(Optional)* – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box

o   **Sponsored Program Cost Center Major Area** *(Optional)* – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box

Sponsored Program Cost Center *(Optional)* (Example 4019030000 - Engr Tech)	Sponsored Program Cost Center Department *(Optional)* (Example 4019030 - School of Engineering Technology)	Sponsored Program Cost Center Major Area *(Optional)* (Example 4019 - Polytechnic Institute)
Keywords: Type one or more keywords separated by spaces. [ ] Search Options ⌄ Results: [ ] Insert → ← Remove Choice: [ ] Select all Deselect all	Keywords: Type one or more keywords separated by spaces. [ ] Search Options ⌄ Results: [ ] Insert → ← Remove Choice: [ ] Select all Deselect all	Keywords: Type one or more keywords separated by spaces. [ ] Search Options ⌄ Results: [ ] Insert → ← Remove Choice: [ ] Select all Deselect all

4.   To further narrow down your results (if applicable), search by **Commitment Item** *(Optional)* – In the **Keywords** text box, enter a number or name; click the **Search** button; **Results** are returned below; click the **Insert** button to move the result to the **Choice** box

Commitment Item *(Optional)* (Example 530005 - Telephone Rental)
Keywords: Type one or more keywords separated by spaces. [ ] Search Options ⌄ Results: [ ] Insert → ← Remove Choice: [ ] Select all Deselect all

5. To search by **Grant** *(Optional)* – In the text box, enter a grant number, and then click the **Insert** button to move the result to the **Choice** box

6. Click the **Submit** button to run the report

View and Export Report

1. The report output will display the **Fiscal Year Period**, **Posting Date**, fund and cost center information, **Account Manager Name**, and information about the grant, class, **Commitment Item**, and **FI Accounting Document Number**

Fiscal Year Period	Posting Date	Fund	Account Manager Name	Grant Number	Grant Responsible Cost Center	Sponsored Program Number	Sponsored Program Responsible Cost Center	Co-PI Name	Sponsored Class	Sponsored Class Name	Commitment Item	Commitment Item Name Short	FI Accounting Document Number	Item Text	Total (Expense)
2016-02	8/11/2015								78420	Communications	530065	Cellular Rental			
2016-03	9/15/2015								78420	Communications	530065	Cellular Rental			
2016-04	10/27/2015								78420	Communications	530065	Cellular Rental			
2016-06	12/1/2015								78420	Communications	530065	Cellular Rental			
2016-01	7/27/2015								78420	Communications	530080	Postage			
2016-02	8/7/2015								78420	Communications	530080	Postage			

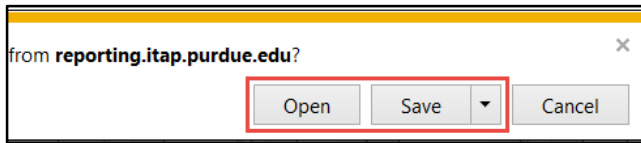2. To export the report to Excel and/or PDF format:

   a. Click the **HTML** icon located on the top right corner of the Web page
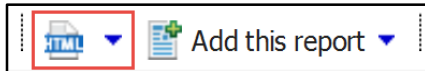
   b. Select **View in PDF Format** or **View in Excel Options** (*Note:* The best Excel view/export for this report is **View in Excel 2007 Format**)
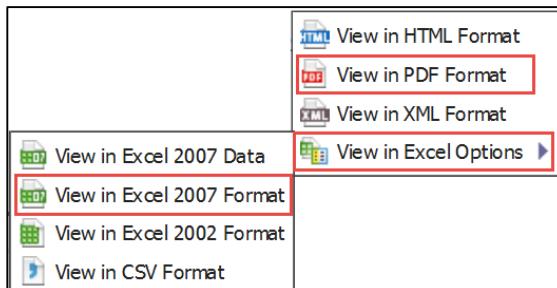
3. In the pop-up that appears along the bottom of the Web page, select either **Open**, to open the file, or **Save**, to save the file
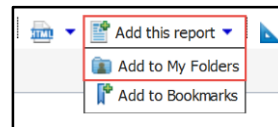

Using the Menu Bar

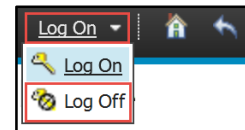|	
Click ▶ (**Run Report**) to go back to prompt page.	
Create a quick link to this report in **My Folders**, providing the ability to organize the reports in your own folder.	
Click (**Return**) to return to the Standard Report List.	
Click **Log Off** to log out of Cognos.	

Saving Report to My Folders and Setting Prompts

Select **Save as Report View** to save report in its current format, but in a different location, such as **My Folders**.

Save as Report View saves the report in its current view. To change the format, connect to live data, or change and set prompts that will be used each time a specific report view is run, follow the instructions below:

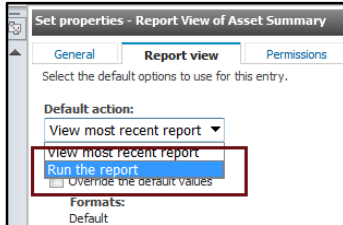1. Click **Keep this version** and select **Save as Report View…** from the drop-down
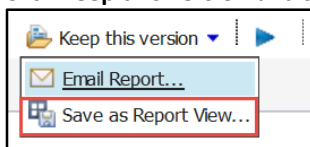
2. Enter a **Name** (or keep the default) for this report view and click either **Select another location…** (to browse for a location) or **Select My Folders** (to save the report view in **My Folders**)
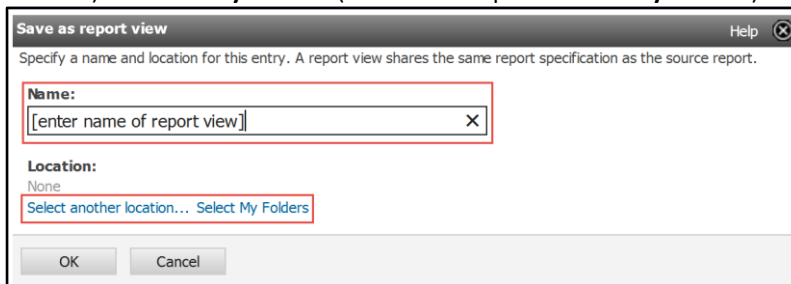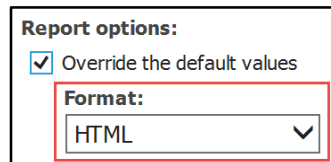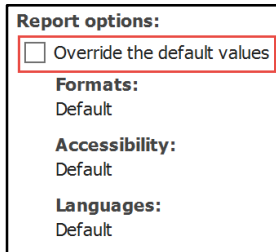
3. Open the location the report view was saved to (for example, **My Folders**)

4. Click the action   (**Set Properties**) on the saved report view

	Name ◇	Modified ◇	Actions
☐	Report View [report name]	March 22, 2016 9:16:35 AM	More…
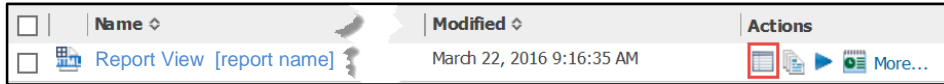
5. Select the **Report View** tab, and then select **Run the Report** from the **Default actions** drop-down list

> **Set properties - Report View of Asset Summary**
> General   **Report view**   Permissions
> Select the default options to use for this entry.
>
> **Default action:**
> View most recent report ▼
> View most recent report
> Run the report
> ☐ Override the default values
> **Formats:**
> Default

6. (Optional) To change the format of the report from the default (e.g., HTML to Excel or vice versa), select the **Override the default values** checkbox, and then select the desired **Format** from the drop-down

> **Report options:**
> ☐ Override the default values
> **Formats:**
> Default
> **Accessibility:**
> Default
> **Languages:**
> Default

> **Report options:**
> ☑ Override the default values
> **Format:**
> HTML ▼

7. Select **Set …** to set prompts (*Note:* This opens the prompt page, allowing you to set the prompts that will be used each time the saved report runs)

> **Prompt values:**
> No values saved
> Set…
> ☑ Prompt for values
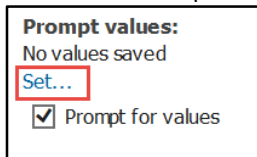
8. (Optional) Deselect the **Prompt for values** checkbox if displaying the prompt page is unnecessary (*Note:* leave this checkbox selected if you need to complete or change the prompt page each time the saved report view is run)

> **Prompt values:**
> No values saved
> Set…
> ☑ Prompt for values
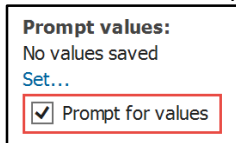
9. (Optional) Click **Advanced options** to change the **Number of rows per Web page in HTML reports**, **Enable comments in saved output versions**, or set **Refresh the report cache**

10. Click **OK** on the bottom of the page to save the selected report view properties

11. Click the saved report view located in **My Folders** (or location it was saved) to run report using the prompts and format selected