

Appendix K: BI Cognos Reports Summary Sheet

**BPM Reports**

Note: BPM reports will not be available until August 1

Navigation: [Public Folders > BI Reporting Folders > BI Standard Reports > Budgeting and Planning](#)  
[OH\\_EPM\\_BP\\_OBM\\_REPORTING](#)

Role: [OH\\_EPM\\_BP\\_AGY\\_REPORTING](#) or

| Report Name   | Agency/OBM Model & Version? | Real-Time* or MV*? | Purpose  |
|---|-----------------------------|--------------------|--|
| BPM-0001: Pre-Populated Chartfields                 | Agency, Base Version        | Real-Time          | This report provides the Chartfield combinations in the base version (Version 0) of a planning center, in the same format as the BPM Spreadsheet Upload (with \$0 in each row). This lets a user easily copy and paste the data into the spreadsheet upload file and then the user can update the dollar amounts for each row. A user can also delete rows for Chartfield combinations that will not be budgeted for the upcoming biennium, or a user can add additional rows for new Chartfield combinations. |
| BPM-0002: BP Analysis Report (Six-Year Report)      | Agency, Version 4           | MV                 | This report provides a summary view of the appropriation line items for a six year period; the prior biennium, the current biennium and the upcoming biennium. It displays the summary data at the Program, Fund, ALI, and Account category level. This used to be called the Line Item Summary Table 4 report. Please refer to the BI Report Books for specific instructions of parameters to use in the run control to produce the Six-Year Report in the format needed for budget submission.               |
| BPM-0003: Fund Activity Summary Report              | Either, Version 4           | Real-Time          | This report displays expenses, revenue, transfers in and out, and ending cash balances for each fund. When a user runs this report, like all other BPM reports, it will only include the funds that the agency owns, as defined through fund owner attributes. This report used to be called the Table 6 report.   |
| BPM-0003: Negative Fund Summary Report              | Either, Version 4           | Real-Time          | This is the same report as the BPM-0003 Fund Activity Summary Report, but it will only include the funds that are projecting a negative cash balance at the end of the biennium.   |
| BPM-0004: Executive Agency Budget Request – Summary | Agency                      | Real-Time          | This report displays a summarized view of the budget request broken down by Budget Fund Group and Account Category for a six year period; the prior biennium, the current biennium and the upcoming biennium. This used to be called the Table 1 report.   |
| BPM-0005: Executive Agency Budget Request – Detail  | Agency                      | Real-Time          | This report displays information from an agency’s budget request at a high level view by Account Category and at a more detailed level by Budget Fund Group, Fund, ALI, and Account Category. This report used to be called the Table 2 report.  |
| BPM-0006: Agency to Target Compare Report           | Agency                      | Real-Time          | This report shows the Agency Target amounts by Agency and Fund/ALI, and compares this to the amounts requested by the agency in the Version 4 Master versions.   |
| BPM-0007: Variance Analysis Report                  | Either, Version 4           | Real-Time          | This BPM report will allow BPM users to compare different versions (BPM Scenarios) of the budget as they are loaded, including Agency requested, OBM   |

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|                                   |        |    |  |
|-----------------------------------|--------|----|--|
|                                   |        |    | recommended, and the Legislative versions.   |
| PAY-0009: SOPPS to BPM Comparison | Agency | MV | This report compares the SOPPS payroll projection with amounts budgeted in BPM. Agencies can use this report to see how closely matched their budget requests or OBM recommended budgets are to their SOPPS projections. |

*\*Real-time means the report pulls directly from BPM tables. MV means a process must be run to refresh the BI data to sync up BPM changes.*

**SOPPS Reports**

Navigation: [Public Folders > BI Reporting Folders > BI Standard Reports > Payroll Projections](#)  
[OH\\_SOPPS\\_BI\\_REPORTING](#)

Role:

| Report Name                                  | How Often Data is Refreshed                         | Purpose  |
|--|---|--|
| PAY-0001: Payroll Projections (Dashboard)    | Biweekly  | This report provides a summary bar chart view of payroll projections in total and on a full-time equivalent (FTE) average basis.   |
| PAY-0002: Chartfield Summary Annual          | Biweekly  | This report gives summary payroll data for each of an agency's line items, with the option to go further down to program as well. This can be useful for developing payroll operating budget requests and determining payroll allotments.  |
| PAY-0004: Payroll Projection Comparison      | Biweekly  | This report compares summary projection data for upcoming fiscal years at two selected PPE dates to show how the payroll projections have changed over time. This can be useful if an agency's number of employees has changed significantly. It does not include projections for the current fiscal year since the results for the remainder of the year would not be comparable at two different points in time. |
| PAY-0005: Detailed Payroll Projection Roster | Biweekly  | Like PAY-0002, this report gives summary payroll data for each of an agency's line items, but it does not include the option to add program. The report can be run for the department (like PAY-0002) or for each employee.  |
| PAY-0006: SOPPS Assumptions                  | Real-Time   | This report gives the assumptions used for various pay and benefit provisions to generate the payroll projections.   |
| PAY-0007: Detailed Roster by Department      | Biweekly  | This report shows the details of pay, enrollments, and cost components for each employee and vacant positions if included.   |
| PAY-0008: Detailed Roster by Employee        | Biweekly  | This report gives the same detailed data as PAY-0007, but only for one employee.   |
| PAY-0009: SOPPS to BPM Comparison            | SOPPS data is Biweekly, BPM data is real-time       | This report compares the SOPPS payroll projection with amounts budgeted in BPM. Agencies can use this report to see how closely matched their budget requests or OBM recommended budgets are to their SOPPS projections.   |
| PAY-0010: PSP Detail                         | SOPPS data is Biweekly, FIN data is one day delayed | This report provides a projected G/L Allotment budget balance by pay period and broken down by Fund & ALI.   |