

## Indirect Cost Reporting Information for Cougar Mountain

You will need to pull the following reports from Cougar Mountain to gather information for the indirect cost worksheets.

### Payroll Reports:

1. Employee Benefit/Deduction Report
2. Taxable Wage Report
3. Employee History Report
4. Detailed Employee Program Report sorted by Program Code
  - a. These reports will be pulled using January 1, 2008 – June 30, 2008 dates. The reports from the previous dates of July 1, 2007 – December 31, 2007 should have been printed and saved prior to closing payroll for the calendar year 2007.

### Revenue & Expense Reports:

1. Revenue & Expense Statement from July 1, 2007 – June30, 2008.
  - a. See example below on how to pull report that includes account numbers.

**GL Revenue and Expense Report**

Use the Revenue and Expense Report to display the relationship between the revenue generated and the expenses paid for a specified range of periods.

Fund Number  Print All Funds

Starting Period

Ending Period

Print Account Number  Skip No Activity  Use Advanced Reports

Report Type  Sort by Fund

Use Account Filter  Use Advanced Filter

Account Filter

Use a custom report

OK Cancel Help

The Indirect Cost Reports require information on any equipment purchases over \$5,000. You can use the Transaction Reports from the Outside Reports to create a report that will show you all of the equipment transactions for the year. Please use the following information as shown below to create your report.

**Transaction Report Options**

Select the from the following report options.

**1.) Select the transaction report type. Some options are not available on all report types.**

Report Type:

**2.) Select the report starting and ending dates.**

Starting Date or Period:

Ending Date or Period:

July 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

June 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**3.) Select the account filter.**

Starting Account:

Ending Account:

**4.) Select any additional options.**

Account Numbers  
 Include Beginning Balance  
 Create Detail Page  
 Report Indirect Expenses  
 Detailed Benefits

**Additional menus used to configure account groups and save code descriptions.**